



## STANDARD OPERATING PROCEDURES



*Cook County Georgia*

2018

<b>Approved:</b>	<b>TOPIC: Table of Contents</b>
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<b>SOP NUMBER 01-01</b>	<b>SOP SECTION: Department Information</b>

## **Section 1 Department Information**

### **I. Purpose**

The purpose of the Cook County Fire Department is to provide fire suppression services, fire prevention, hazardous materials mitigation, and public education to the community.

### **II. Mission Statement**

The Cook County Fire Department is dedicated to providing the citizens and visitors of our county with superior fire and emergency response services. This mission will be achieved through training, education, prevention, and quality emergency services.

### **III. Vision Statement**

The Cook County Fire Department is committed to providing superior fire and emergency response, through continually seeking opportunities and trends to improve the quality of service provided to the citizens, visitors, and businesses within the county.

### **IV. Objectives**

- To uphold the purpose and mission of the Cook County Fire Department.
- To promote a fire safe community.
- To maintain safe working conditions by providing a reliable safety program.
- To provide services consistent with sound management and good business practices.
- To provide a work environment free from harassment.
- To encourage members to improve their education and skills through development programs.

<b>Approved:</b>	<b>TOPIC: Code of Conduct</b>
<b>SOP NUMBER 02-01</b>	<b>SOP SECTION: General Rules</b>

## Section 2 General Rules

### I. Standard Operating Procedures Administration

This Standard Operating Procedures manual was developed to serve as a model template for the development of rules, regulations, and procedures for the Cook County Fire Department.

This manual supersedes all other procedural or policy manuals.

### II. Code of Conduct

#### A. Scope

This SOP applies to all members and employees of the fire department. This applies to full time, part time, paid on call, and volunteer members and employees of the fire department.

#### B. Purpose

The purpose of this guideline is to enhance the professionalism of Cook County Fire Department by defining the minimum acceptable code of conduct for its members.

#### C. Background

1. As a basic condition of membership, all members have an obligation to conduct their official duties in a manner that serves the public interest and upholds the public trust.
2. All members shall use the department's resources in an appropriate manner.
3. All Cook County Fire Department members have the responsibility to:
  - a. Perform their duties to the very best of their ability and in a manner that is efficient, cost effective, and meets the needs of the public;
  - b. Demonstrate integrity, honesty, and ethical behavior in the conduct of their actions to as not to bring discredit to themselves, the Cook County Fire Department, or the Cook County Board of Commissioners.
  - c. Conduct all dealings with the public, county employees, and other organizations in a manner that presents a courteous, professional, and service-oriented image of the department.
  - d. Treat the public and other members fairly and equitably, without regards to age, color, disability, ethnicity, national origin, political affiliation, race, religion, gender, sexual orientation, or any other factor unrelated to the department's business.

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**D. General**

1. Ensure that their activities and decisions pertaining to community services, personnel actions, and the management of public funds and resources are consistent with the department's procedures and practices.
2. Members shall read and become familiar with the department's rules, regulations, and procedures. No plea of ignorance of the rules and regulations will be accepted as an excuse for any violation.
3. A fire department member shall not divulge any confidential information, which has been communicated to or acquired by the member in the course of their duties without prior approval of the Fire Chief.
4. Members shall promptly and willingly respond to the lawful orders of superior officers or acting officers. Refusal to obey a lawful order shall constitute insubordination. Obvious disrespect for or the disruption of a superior's order likewise shall be deemed insubordination. Members shall abide by federal and state laws, local ordinances and rules, as well as this Code of Conduct. Members shall not be required to obey orders that are illegal, unsafe, or in conflict with the Cook County Fire Department rules and regulations.
5. Managers and supervisors have a duty to supervise their subordinates to ensure work is performed in a safe and efficient manner as directed.
6. Inappropriate Behavior: The following are prohibited by members while at the station or involved in any departmental activity:
  - a. Unlawful behavior, gambling, quarrelsome conduct, lewd or indecent activity, and public displays of affection.
  - b. Threats or acts of physical violence against members of the public, department, or other agency members.
  - c. Abusive behavior, hazing, or harassment of other members or of the public.
  - d. Alteration or modification of vehicles, apparatus, buildings, computers, or items of equipment owned or operated by the department without the Fire Chief's authorization.
  - e. Making known false statements in any official communication.
  - f. Failure of their duty to act during an emergency. Any member found to be guilty of this offense shall be relieved of duty immediately.
  - g. Any conduct unbecoming of an employee of Cook County.

**E. Enforcement**

The Chief may take disciplinary actions against a member who fails to adhere to this guideline.

Action may include, but is not limited to:

- a. Denial of work hours.
- b. Denial of Educational or Training opportunities.
- c. Suspension.
- d. Removal from the department

<b>Approved:</b>	<b>TOPIC: Public Relations</b>
<b>SOP NUMBER 02-02</b>	<b>SOP SECTION: General Rules</b>

## II. Public Relations

### Purpose

It is essential to the welfare of this department to maintain good public relations with the residents of our community. Maintaining good public relations shall be considered as one of the highest priorities of this department.

### Responsibilities

1. It is the responsibility of all members to assist in good public relations whenever in the public forum.
2. Each member will express a manner in the public forum that will be courteous and professional. At no time will any member bring discredit or embarrassment to the Government of Cook County or Cook County Fire Department.
3. The execution of the member's duties at incident scenes shall be done in a proficient and professional manner. At no time will any member compromise their professionalism while in the public forum.
4. Only authorized personnel will make any announcements, advertisements, and administrative press releases.
5. The Incident Commander, Chief, Fire Chief, Public Information Officer, or their designated representative will coordinate with the Cook County Administrator prior to giving information, announcements or interviews about an incident. All other personnel are prohibited from answering questions at the incident scene or make any comments to the media or bystanders.

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<b>SOP NUMBER 02-03</b>	<b>SOP SECTION: General Rules</b>

### **III. General Conduct**

#### **A. Working Conditions**

1. It is the intent of the Cook County Fire Department to provide the cleanest and most comfortable workplace possible for its employees, volunteers, and the visiting public.
2. It is the intent of this fire department to provide safe facilities, equipment, procedures, and surroundings for all members. The department shall also promote safe working conditions.
3. It is the intent of this department to provide a harmonious and pleasant working atmosphere for all members and the visiting public.
4. It is the intent of the Cook County Fire Department to practice accepted modern management practices.
5. It is the responsibility of all members to maintain a clean and comfortable workplace.
6. It is the responsibility of all members to observe safety procedures and to immediately report hazardous conditions or unsafe acts to their supervisor.

#### **B. Using Titles**

Personnel shall publicly address or refer to officers by title (rank) and last name rather than first names.

#### **C. Supporting Fellow Members**

Personnel shall treat others with courtesy and respect due them as fellow members of Cook County Fire Department. It is expected that personnel shall cooperate and assist each other at every opportunity. Shall not publicly criticize the work or the manner of performance of duty of any other member.



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**D. Respect for Officers**

No Cook County Fire Department personnel shall publicly criticize the conduct or action of their superior officers. Nor shall they make derogatory comments to anyone about instructions or orders received from superior officers. When addressing any officer, all personnel shall be respectful and courteous at all times. Disrespectful behavior towards any officer will not be tolerated.

**E. Interference in Governing or Discipline**

No personnel shall take any action or cause any action to be taken, which would interfere with the discipline and conduct of any member of Cook County Fire Department. Likewise, no personnel shall take any action or cause any action to be taken that would interfere with the general governing of Cook County Fire Department.

**F. Resolving Doubt**

Should any personnel have doubt as to the meaning of any adopted rule or regulation, or should they have doubt concerning an assignment, they should seek information from their immediate superior.

**G. Conflicting Orders**

Should any order conflict with any previous order or instruction issued by another superior officer, or conflict with any general order, the member to whom the order is given should respectfully call attention to the conflict. If the superior officer giving the second order does not change the conflicting order, then that order shall stand and the responsibility for it shall be theirs.

**H. Representing the Department**

It is the responsibility of all Cook County Fire Department personnel to remember that, to most people, the individual Fire Fighter is representative of the entire Department and therefore they are to act in such manner that shall create favorable impressions of themselves, the department and Cook County. ***THE EFFICIENT FIRE FIGHTER MOST CORRECTLY REFLECTS THE PROCEDURES OF THE DEPARTMENT.***

**I. Personal Appearance**

**1. Uniform Appearance.**

The uniform will be clean and present a neat appearance. The uniform will be pressed and will be free of wrinkles. At no time will faded or ripped clothing be worn while on duty. This also includes while officially representing this fire department at any event or function unless the event or function specifically prescribes such attire should be worn while in attendance.

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<b>SOP NUMBER 02-03</b>	<b>SOP SECTION: General Rules</b>

2. Face.

All male members will be clean-shaven when reporting for duty. In order to provide a good seal on the SCBA facemask, no beards or goatees are recommended. Other than an authorized mustache on male members, no other facial hair is recommended. The only exception to this rule is if it's deemed medically necessary for a male member to temporarily stop shaving any portion of his face. In this case, the member must provide the Chief a letter from a medical doctor verifying the medical need for temporary suspension from shaving. The letter shall also list the date the member can, from a medical perspective, resume shaving the face. Beards as authorized by this guideline will not exceed one-quarter (1/4) inch in length.

3. Mustaches.

Mustaches will be neatly groomed and will not extend over the top of lip and the edges will not extend passed the bottom lip

4. Sideburns may be worn but can't extend beyond the bottom of the earlobe. They will be neatly trimmed and will not be flared.

5. Hair.

a. Male:

The hair will be neatly groomed. The length and bulk of the hair will not be excessive or present a ragged, unkempt, or extreme appearance. Hair will not fall over the ears or touch the collar except for the closely cut hair at the back of the neck. In all cases the bulk or length of the hair will not interfere with the normal wear of any fire department headgear or personal protective equipment.

b. Female (Combat Firefighter):

Females will have their hair cut or styled so that it does not go below the collar of their shirt. The hair will not present a ragged, unkempt, or extreme appearance. In all cases the bulk or length of the hair will not interfere with the normal wear of any fire department headgear or personal protective equipment.

6. Tattoos.

Tattoos, if worn, will not be obscene or offensive in any style or manner.

**J. General Guidelines for Photographs and Video**

No personnel shall take video or pictures while working on a fire scene, accident scene, or emergency medical call unless authorized. The acquisition of this type of data with patients is a violation of the Departments HIPPA Procedures.

**K. Responding to Calls**

Members shall not respond to calls inside of the jurisdiction while representing another agency unless an automatic aid agreement is in place or a formal mutual aid request is made.

Members shall not respond to calls outside of the jurisdiction while representing Cook County Fire Department unless an automatic aid agreement is in place or a formal mutual aid request is made.

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<b>SOP NUMBER 02-04</b>	<b>SOP SECTION: General Rules</b>

#### **IV. All Officers**

##### **A. Setting The Example**

All officers should set a good example for the persons in their command. Their command should reflect the high standards of Cook County Fire Department while promoting discipline and efficiency.

##### **B. Personnel Management**

An officer shall see that each member of their command attends to their respective duties. An officer shall have the power in emergency situations to address personnel's behavior such as a willful disregard of orders or other misconduct requiring action, to relieve members of their command from duty and order them to a meeting with the Fire Chief.

##### **C. Respect of Rank**

All officers shall show themselves worthy of their rank by being just, dignified, and firm in their dealings with subordinates. All Department officers shall in turn demand proper respect due their rank, and shall not allow any other member or visitor to speak disrespectfully of the Department or its members. No member shall be allowed to publicly criticize the official action or order of a superior officer.

##### **D. Enforcement of Rules:**

Every officer, on or off duty, will be held responsible for enforcing all rules of the Cook County Fire Department. Should an officer fail to address a violation, they will be held responsible.

##### **E. Reports:**

All officers are to promptly submit any required reports from subordinates, whether written or oral, in the manner prescribed by the department. All Incident Reports will be completed and submitted within 24 hours in which the incident occurred. It will be the responsibility of the Incident Commander to ensure that these reports are completed.

##### **F. Duties and Responsibilities:**

Officers as designated by the Fire Chief shall have the authority and be required to enforce the regulations and orders of the position. They will be charged with the knowledge of, and be accountable for, the proper execution of the duties of such rank. Acting officers shall be accorded all the privileges pertaining to the rank in which they are acting, and shall be respected and obeyed accordingly.

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<b>SOP NUMBER 02-05</b>	<b>SOP SECTION: General Rules</b>

## **V. Volunteer**

### **A. Active Membership**

The total active membership shall be determined by the Fire Chief.  
Administrative quarters for this department are established as follows:

- (1) First Quarter: January-February-March
- (2) Second Quarter: April-May-June
- (3) Third Quarter: July-August-September
- (4) Fourth Quarter: October-November-December

### **B. General Rules and Guidelines**

Volunteers must adhere to the Rules and Guidelines as well as all other policies controlled by the Cook County Board of Commissioners and Cook County Fire Department.

### **C. Response by Private Vehicle (POV)**

When responding to emergency calls in privately owned vehicles, members are expected to obey all applicable laws. The use of red lights must be approved by the Fire Chief and shall also comply with all applicable laws. Members are expected to exercise “due regard” at all times while responding to an emergency call. Failure to abide by any part of this directive could result in disciplinary actions up to and including termination from the department.

### **D. Probationary Firefighters**

1. All volunteers are initially placed on six (6) months’ probation. During this time, they may be terminated from the department at any time for the good of the department.
2. Probationary firefighters who haven't completed their probationary period are authorized to wear a complete uniform while pulling duty or attending training. However, the department will not furnish any probationary firefighter a uniform until they have successfully completed his probationary period.
3. At a minimum, the probationary firefighter must wear the following: (if issued)
  - ☐ Cook County Fire Department T-shirt
  - ☐ Blue or black jeans, or trousers that must be serviceable, not faded and appropriately fit the individual.
  - ☐ Black shoes or boots
  - ☐ Socks
  - ☐ Black belt
  - ☐ Department Issued Cap
  - ☐ Jacket

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4. Volunteer firefighters are not permitted to enter any burning structure or engage in any type of fire suppression duties unless this department's Training Officer has certified them. They are required, at a minimum, to obtain? to have? the Register Volunteer Suppression Firefighter Certification as issued by the Georgia Firefighter Standards and Training.

5. If a probationary volunteer has completed the Registered Volunteer Suppression Firefighter or State Certified Firefighter (as per the State of Georgia) and has been certified by the Training Committee, they may enter a burning structure to perform suppression duties with a team leader.

#### E. **Volunteer Training**

1. Volunteers must attend a total of six (6) trainings each quarter in order to maintain good standing.

2. A volunteer should wear, at a minimum, a department issued shirt (tucked in), serviceable pants (properly fitted, clean, and serviceable blue jeans or dark blue or black pants), black shoes or boots, a black belt and socks in accordance with regulations. Additionally, the volunteer will be clean-shaven and have no visible piercing jewelry present (to include, but not limited to items in ears, nose, tongue, eyebrows, cheeks, lips, face etc.). To receive credit, the volunteer is responsible for signing their name and printing their name on the sign in sheet.

3. Training will be held weekly on the specified night unless canceled by the Training Officer or Fire Chief. The weekly trainings will be a minimum of 4 hours. Additional monthly training days will be scheduled and will be open to the entire volunteer division. Additional "individual trainings" will be credited for personal training hours, unless a scheduled make up training for all volunteers given for credit for volunteer incentive.

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4. If a volunteer is going to be late, they should contact their District Chief. A volunteer is not allowed to miss more than 1/3 of the training. If a volunteer is more than one hour late or misses more than 1/3 of the training, he will not receive credit. Late arrivals or early departures must be cleared with a team officer and the Training Officer.

5. Volunteers are encouraged to attend as many training sessions as possible to achieve the mandatory minimum of 24 hours per year.

6. Volunteers are also encouraged to meet 192 hours of ISO training per year.

#### F. **Volunteer Shifts**

1. Volunteers are encouraged to work a minimum of two 4- hour duty shifts per month.

2. These shifts can be used to conduct station maintenance, pre-incident planning, hydrant maintenance, hose testing, or other needed preventive maintenance.

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<b>SOP NUMBER 02-05</b>	<b>SOP SECTION: General Rules</b>

**G. Termination from the Department**

1. In the event a volunteer is terminated from the department, they are unable to reapply as a volunteer for a minimum of one year. Reapplication must be made in writing and they will be required to fulfill all requirements of a new volunteer and probationary firefighter.
2. Any probationary volunteer who fails to meet the minimum quarterly training or shift requirements may be terminated from the department without a warning.
3. The only exception to this rule is if the absences are due to illness (a doctor's permission slip may be requested), work, school or other valid reason. In these cases, it is the responsibility of the volunteer to contact the District Chief and/or Fire Chief as soon as difficulty is identified.
4. All volunteers who are having a difficulty meeting minimum training requirements are responsible for discussing the problem as soon as possible with the District Chief and/or Fire Chief. Reporting the problem after failing to meet the quarterly requirements will not negate the member's termination from the department.

**H. Volunteer Incentives**

1. Each qualified volunteer who has been with the department for at least one year is eligible to apply for the Georgia Firefighter's Pension Fund and will have their dues paid by Cook County (if funds have been allocated by the Board of Commissioners). If the member fails to meet the annual requirements, the County will no longer pay Pension dues and the member will be personally responsible for paying dues.
2. If a volunteer notes any discrepancies in the data, it is the volunteer's responsibility to report the problem to the District Chief or Fire Chief.
3. Volunteers may also be compensated on a per call basis, not to exceed part time status, as funds are available from the Cook County Board of Commissioners.

**I. Volunteer Georgia State Firefighter Pension Requirements**

In an effort to ensure proper guidelines are understood for Georgia Firefighter Pension requirements:

Volunteer firefighters must meet 50% of all trainings, 25% of duties, and 25% of all calls as specified by the Fire Chief in the calendar year to be deemed eligible.

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**J. Leave of Absence**

1. If a volunteer desires to take a leave of absence, they must submit a request in writing to the Fire Chief or District Chief.
2. Following a leave of absence, the volunteer must submit a letter in writing to the Fire Chief or District Chief requesting reinstatement.
3. The Fire Chief has the authority to reinstate any member who was in good standing with the department when they took a leave of absence. However, the department reserves the right to deny any request for reinstatement for the good of the department.
4. Requests for medical leave of absence must be accompanied by a Doctor's statement explaining the nature of the medical condition and the anticipated duration of the illness. Prior to return, the volunteer must obtain a letter from the doctor clearing them to return to duty.
5. In the event a volunteer is injured or becomes ill in the line of duty, they must obtain a letter from the doctor clearing them for a return to duty.

**K. Volunteer (Non-Probationary) Information.**

1. Volunteers who have successfully completed their probationary period must wear a complete uniform while pulling duty, or participating in a department fire prevention or public activity.
2. Once a firefighter has been removed from the probationary roster they may be issued personal protective equipment.
  - The equipment remains the property of the Cook County Fire Department.
  - The volunteer will care for this equipment in accordance with the procedures set forth by this department.
  - The individual will be personally accountable for any damage or loss of any fire department equipment. If it is determined the damage or loss is due to negligence on behalf of the individual, the individual shall be required to reimburse the department.
  - When a volunteer member resigns, takes an extended leave of absence (more than three (3) months), or is terminated from this department, they will return all issued personal protective equipment to the department.
  - Failure to return the protective equipment will result in appropriate action being taken up to and including legal prosecution.

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3. Regardless of the rank or duty position a firefighter may hold at another department, they will comply with the personal protective equipment policy of this department. They are authorized to wear the color helmet for the rank in this department.

- Black - for firefighters and engineers.
- Red - for lieutenants and captains.
- White- for chief officers.

#### **L. Fire suppression**

1. Regardless of a firefighter's training level, the Fire Chief and/or Training Officer may modify the job duties of the individuals.

- Volunteers without a Registered Suppression Volunteer Firefighter or State Firefighter Certificate - Volunteer firefighters are not permitted to engage in any type of fire suppression duties (with the exception of a controlled training burn) unless they have been certified by this department's training officer as having, at a minimum, a valid Registered Suppression Volunteer Firefighter Certificate that has been issued by the State of Georgia.
- Volunteers with a Registered Suppression Volunteer Firefighter or State Firefighter Certificate - If the department has certified the volunteer firefighter as having a valid Registered Suppression Volunteer Firefighter or State Firefighter Certificate issued by the State of Georgia, they may enter a burning structure to engage in fire suppression duties. In these cases, the Volunteer must be accompanied by another member who has been certified by the Training Officer as being trained to be a team leader.
- Volunteers operating in a fire suppression environment - Regardless of the level of training or certifications of a volunteer firefighter, the Training Officer will identify their level of capability. If the volunteer is informed they are unable to operate in a fire suppression environment (either due to lack of qualifications or failure to get clearance from the Training Officer or Fire Chief) they are responsible for abiding by these regulations. If they are directed to perform duties beyond their level of training or clearing, it is the volunteer's responsibility to inform the officer of this restriction.



<b>Approved:</b>	<b>TOPIC: Emergency and Fireground Rules</b>
<b>SOP NUMBER 02-06</b>	<b>SOP SECTION: General Rules</b>

## VI. Emergency Scene/Fire Ground General Administration

### A. Fire Fighter P.P.E:

All personnel will be issued and shall maintain a complete set of firefighting P.P.E., suit consisting of helmet, bunker coat and pants with liners, protective hood, boots, and approved gloves. No personnel will be allowed to use PPE not approved by CCFD. Other equipment may also be issued, as required. Liners are to be left in the coat and pants **AT ALL TIMES DURING USE**. Gear shall be cleaned and maintained according to manufacturer's recommendations and Department regulations.

Personnel wishing to purchase their own National Fire Protection Association (NFPA) approved gloves, helmets, and/or boots may do so. This equipment shall meet all criteria listed above. The department issued helmet shall be maintained and accounted for. The member shall be responsible for maintaining their own equipment in NFPA compliance at their own expense. If the member owned equipment is not in usable condition, it will be removed from use and the department-issued equipment will be used.

### B. Interfering with operations:

Unless danger to life is imminent, no officer or member, on or off duty, shall interfere with operations conducted at a fire under the direction of another officer of equal rank and authority.

### C. Last Unit Leaving Scene:

The officer or member in charge of the last company leaving any fire scene shall see that no equipment is left in the vicinity of the fire of their or any other company. They shall see that any equipment found is returned to the company to which it belongs.

### D. Evidence of Arson:

Where evidence of arson is found or suspected, the commanding officer shall allow nothing to be disturbed, except that which is absolutely necessary to extinguish the fire. They shall immediately contact the Dispatcher and ask for an investigator from the State Fire Marshal's Office. The commanding officer shall remain or leave a member on the fire ground until the Arson Investigator arrives. If conditions permit, the commanding officer will return to "in-service" status and remain available for any emergency call. Should the commanding officer be called to leave, they shall leave a member in charge to prevent any disturbance of conditions or evidence.

<b>Approved:</b>	<b>TOPIC: Emergency and Fireground Rules</b>
<b>SOP NUMBER 02-06</b>	<b>SOP SECTION: General Rules</b>

**E. Finding a Fatality:**

Any member finding an “obviously” deceased person at a fire shall under no circumstances disturb the body or the surroundings, except to prevent further damage or destruction of the body. The member shall immediately notify their commanding officer that should then notify the Dispatcher.

**F. Finding Valuables:**

Money, jewelry, or other valuables found at a fire scene shall be turned over to the commanding officer to give to the owner (after proper identification has been made), a police officer, or an investigator for safekeeping until the owner can be verified.

**G. Parking Vehicles near Fire Grounds:**

Members driving personal vehicles shall not park where they will interfere in any way. Drivers of priority apparatus shall, if possible, park close to and parallel with the curb; they shall not block streets, driveways, etc., except when necessary.

**H. Utilization of Civilian Personnel:**

Fire Department members shall not use any civilian not normally authorized to operate in conjunction with Cook County Fire Department in ANY CAPACITY at a fire or other emergency unless an immediate life or death situation exists; the name, address, and other pertinent information regarding this person must be recorded on the incident report.

**I. The Discovery of another Incident/Fire While Responding/Enroute:**

A station answering an alarm and discovering another incident that requires immediate attention in progress may stop, give an account of the incident to the dispatcher, and begin emergency suppression activities, leaving the back-up or a subsequently dispatched company/district to answer the first alarm.

<b>Approved:</b>	<b>TOPIC: Stations, Apparatus, and equipment</b>
<b>SOP NUMBER 02-07</b>	<b>SOP SECTION: General Rules</b>

## VII. Stations, Apparatus, and Equipment

### A. Responsibility for

District Chiefs shall have control over their respective stations at all times. Personnel shall see that all orders, rules, regulations, and procedures are obeyed and report through channels, in writing, any violations. They shall have all apparatus and equipment such as power generators, etc., checked and ready to respond and see that the building and lawn are kept clean and neat at all times.

When personnel are out of the station performing activities, the station shall be secured.

### B. Open House Concept

Cook County Fire Department operates under the "open house" concept that citizens may at any reasonable time, visit fire stations. Cook County Fire Department has also adopted guidelines and procedures prohibiting sexual harassment. Therefore, there will be no controversial or inappropriate literature, photos, etc., such as of a graphic sexual nature **anywhere** in the stations.

### C. Visitors

Personnel shall be informed of visitors in the fire stations. Personnel shall see that visitors are greeted courteously and that **no STRANGER is permitted to go about the station unescorted**. No personnel shall allow a child upon fire station premises or apparatus unless such child is at all times personally attended by a parent or chaperon and a fire fighter.

### D. Records and Orders

District Chiefs shall be held equally responsible for the safe and permanent filing of all standing and temporary orders and bulletins, after having them posted, relayed to crew members, and initialed.

### E. Station Cleaning

1. All stations duties as assigned by the District Chief will be completed in a timely manner.
2. Stations must be kept clean and presentable at all times. (i.e.: beds made, no dishes left out, etc.)

### F. Lawns

Lawns at each station will be mowed, trimmed and needed yard work done as specified by the District Chief (shrubbery trimmed, weeds removed, cigarette butts picked up, etc.). Trash and other debris shall be removed from lawns and surrounding areas as often as needed.

### G. Reserve Equipment

District Chiefs in charge of stations where reserve apparatus or equipment is stored shall see that the apparatus and equipment are properly cared for and ready for service. No equipment shall be removed from reserve equipment without permission from the Fire Chief.

<b>Approved:</b>	<b>TOPIC: Stations, Apparatus, and Equipment</b>
<b>SOP NUMBER 02-07</b>	<b>SOP SECTION: General Rules</b>

**H. Apparatus Out of Service**

Any personnel may remove the apparatus from service if it is unable to perform its tasks properly or safely. Personnel taking apparatus out-of-service shall immediately notify the Fire Chief and their District Chief, seeking a replacement vehicle.

**I. Hose**

Fire hose shall be in a neat roll and clean before storing in racks. Care should be exercised not to drop couplings. The hose should be protected from coming in contact with acid, gasoline, oils, sharp objects, etc.

**J. Following an Alarm**

Equipment on the apparatus will be thoroughly checked after each run, trucks cleaned, and incident report made. Officers shall be responsible for all information therein.

**K. Station Utilities and Supplies**

District Chiefs shall be held responsible for preventing the waste of utilities and station cleaning supplies. District Chiefs will make requests to the Fire Chief of needed supplies for their respective stations.

**L. Energy Conservation.**

Members of this department will do their utmost to ensure energy is not wasted. It is incumbent upon each member of this department to conserve energy. The following guidelines will be strictly adhered to:

1. Thermostat
  - a. At no time will the thermostats be set to an excessively high or low temperature.
  - b. During warm weather, thermostats will not be set below 72 degrees.
  - c. During cooler weather, thermostats will not be set higher than 78 degrees.
2. Electricity.
  - a. Lights will not be left turned on in the bay during daylight hours. The exception to this rule is if inclement weather prevails to the point that it would be considered a safety hazard if the bay lights were turned off.
  - b. When personnel leave the station, they will ensure that all televisions, appliances, and lights are turned off. The only exception to this is when they are responding to an emergency call.

**Commented [MOU2]:** Should this be 68? 78 in the winter is very excessive.

<b>Approved:</b>	<b>TOPIC: Daily Operations</b>
<b>SOP NUMBER 02-08</b>	<b>SOP SECTION: General Rules</b>

## VIII. Shift Operations

### A. Apparatus Checks

1. All personnel will ensure their assigned apparatus and equipment is functional to perform the required role it is assigned.
2. Any deficiencies will be reported.

### B. Interaction with the Public

1. At the Stations:
  - a. Regardless of age, civilians who are visiting the stations will be monitored by at least one member of this department. This requirement will help ensure their safety while on the department's property.
2. Civilians riding in Department Vehicles:
  - a. Civilians are prohibited from riding in any department vehicle without explicit consent of the Fire Chief.
  - b. At no time will any department apparatus or vehicle respond emergent while a civilian is riding in the vehicle.
3. At an Emergency Incident:
  - a. Civilians are strictly prohibited from performing any type of fire fighter activities at fires or other emergency incidents. If any member observes a civilian performing, or attempting to perform, these types of duties, he shall immediately notify the Incident Commander.

### C. Apparatus Leaving the Station

1. The apparatus is permitted to leave the station to get fuel, conduct single company training, driver's training, hydrant maintenance, hose testing, and pre-plans by notifying their respective District Chief and Dispatch.
2. The apparatus is not permitted to leave their first-in area without the consent of the Fire Chief or District Chief.
3. When personnel are out of the station performing activities, all stations shall be secured.

<b>Approved:</b>	<b>TOPIC: Time and Attendance</b>
<b>SOP NUMBER 02-09</b>	<b>SOP SECTION: General Rules</b>

## **IX. Time and Attendance**

### **A. Purpose**

The purpose of this guideline is to define Cook County Fire Department procedures on time and attendance.

### **B. Scope**

This SOP will discuss the process to request time-off, how the request system works, and cancelling time-off requests.

### **C. General Guidelines for Time and Attendance**

All training sessions will have a completed training log form completed. The training log form must specify the date, beginning time, ending time, subject, description, any skills or objectives completed. Each member who attended the training session must sign the sign-in log for that training.

Any member pulling a shift at a station must complete a duty form. The duty form will contain the member name, date worked, number of hours, and any activities performed. Members must sign this form at the end of their shift. This form will be submitted to the District Chief of the station where the shift was pulled.

All training forms and duty forms will be submitted to the Fire Chief by the District Chiefs on a minimum monthly basis.

District Chiefs will document these hours for ISO, Standards and Training, and pension purposes.

<b>Approved:</b>	<b>TOPIC: Uniforms</b>
<b>SOP NUMBER 02-10</b>	<b>SOP SECTION: General Rules</b>

## **X. Uniforms**

### **A. Purpose:**

This guideline identifies the standard uniform regulations of the Cook County Fire Department.

### **B. Scope:**

The purpose of this guideline is for all fire department personnel to project a positive and professional image and applies to all department personnel required to wear uniforms.

### **C. Uniform Classification:**

#### **1. Class A- Dress Uniform**

- a. Shoes - Black patent leather dress shoes
- b. Socks - Black
- c. Pants - Dark navy-blue polyester
- d. Belt - Black leather
- e. Shirt - Long sleeve white polyester with the proper patches and brass
- f. Tie - Dark navy blue
- g. Jacket - Dress blue with FD buttons (with the proper patches and brass

For personnel that do not have the dress jacket all of the other items shall apply for the Class A uniform

#### **2. Class B - Duty Uniform (For public events)**

#### **Chief Officers:**

- a. Black shoes or boots - If wearing shoes black socks must be worn
- b. Pants -Navy blue polyester pants or navy cotton or EMS/BDU pants
- c. Belt – Black rescue or leather belt
- d. Shirt - white short-sleeved with the proper patches and brass (white tee shirt) cotton or poly

#### **Captains, Lieutenants, and Firefighters:**

- a. Black shoes or boots - If wearing shoes black socks must be worn
- b. Pants - Navy blue cotton 4 pockets or EMS/BDU style pant
- e. Belt - Black rescue or leather belt
- c. Shirt- Light blue, short sleeve shirt with the proper patches and brass

#### **3. Class C - Work uniform - All personnel**

- a. Black shoes or boots - If wearing shoes black socks must be worn
- b. Pants - Navy blue jeans, navy blue work pants, or EMS/BDU style pant
- f. Belt - Black rescue or leather belt
- c. Shirt- Cook County Fire Department T-shirt

<b>Approved:</b>	<b>TOPIC: Uniforms</b>
<b>SOP NUMBER 02-11</b>	<b>SOP SECTION: FIRE DEPARTMENT</b>

4. Administrative Staff.

a. Class B Uniform or Professional Business Attire

5. Cook County Fire Department Tee Shirts.

The Cook County Fire Department Tee Shirt can be worn with the Class B and Class C uniform for all personnel when performing certain types of training and for hydrant maintenance or station yard work.

**D. Uniform Patch and Brass Placement**

1. Class A Dress Coat

- a. Badge - Centered, no higher than one (1) inch above the left breast pocket.
- b. Name tag - Centered no higher than one-eighth (1/8) inch above the right breast pocket
- c. Collar insignias - Centered and squared to the corner of the top collar, and one (1) inch from the corner of the collar.
- d. Jacket Collar Insignias - For all personnel below the rank of Lieutenant will have the round silver collar insignias with the Maltese scramble. All ranks Lieutenant and above will have the round gold insignias with the bugle representing their rank.
- e. Fire Department Patch - (Black with gold border) left sleeve, centered, one (1) inch down from the shoulder seam.
- f. Rank Stripes: Placed three (3) inches from the bottom edge of the left sleeve
  - Fire Chief - Five (5) Stripes
  - Assistant Chief - Four (4) Stripes
  - District Chief - Three (3) Stripes
  - Captain - Two (2) Stripes
  - Lieutenant - One (1) Stripe
- g. Service Crosses - Shall be worn on the left sleeve, one (1) inch above any rank stripes. If no rank strip, the service crosses will be six (6) inch from the end of the sleeve. Each Service Cross is equal to five (5) years of service.
- h. Buttons:
  - Officers - Gold
  - Privates - Silver
- i. All buttons must be the FD type
- j. Campaign or Honor Ribbons – Campaign or Honor Ribbons will be worn center of right coat pocket. If you have 3 or more they will be in rows of three with odd number ribbons centered above each row.

2. Class A and Class B Uniform Shirts

- a. Name Tag - Bottom edge of nametag shall be centered and no higher than an eighth (1/8) of an inch above the right shirt pocket.
- b. Badge - Centered, no higher than one (1) inch above the left shirt pocket.



<b>Approved:</b>	<b>TOPIC: Uniforms</b>
<b>SOP NUMBER 02-11</b>	<b>SOP SECTION: FIRE DEPARTMENT</b>

- c. Collar Bass/Ranks - Shall be centered and squared, one (1) inch from the corner of the collar. The standard uniform collar bugles or CCFD collar insignias.
- d. Other pins or accessories – No other pins or accessories are to be worn
- e. Tie Tacks - If a tie tack is worn it must be of FD in nature.
- f. American Flag - Right sleeve, centered one (1) inch down from the shoulder/sleeve seam.
- g. Department patch - Left sleeve, centered one (1) inch down from the shoulder/sleeve seam.
- h. For all uniform shirts and winter wear jackets, the FD patch shall be white with blue border.
- i. For the Class A and Class E dress jacket/coat the FD patch shall be black with gold border.
- j. All patches must be sewn on the uniform using the same color thread as the patch border.
- k. Medical Certification patch – Rocker on left sleeve under the Cook County Fire Department patch.

**E. Additional Information:**

Fire Department ID Badge - must be displayed on the uniform at all times. If lost or stolen personnel must report this to Cook County Administrator. All personnel must have a Class B Duty uniform while on shift at a station.

**F. Wearing Department Uniform Outside of Work**

The purpose of this guideline is the safety and liability of department members, any other agency, and Cook County Fire Department. Cook County Fire Department name, logos, uniforms, and equipment are the property of the Cook County Board of Commissioners.

**3. Uniforms and Protective Clothing**

- a. Volunteers or Personnel shall not wear Cook County Fire Department uniforms, hats, shirts, or jackets while working or volunteering outside of Cook County Fire Department.
- b. Volunteers or Personnel shall not wear another agencies uniforms, hats, shirts, or jackets while working or volunteering at Cook County Fire Department.
- c. Volunteers or Personnel shall not wear protective clothing issued by another agency while working or volunteering at Cook County Fire Department. Personnel who have their own non-issued protective clothing (Helmets) cannot have another agency name or badge number visible while working at CCFD.
- d. Volunteers or Employees shall not wear Cook Fire Department issued protective clothing while working or volunteering for another agency.
- e. Under some extenuating circumstances, volunteers or employees may be permitted to wear CCFD protecting clothing outside the department or another department's protective clothing while on duty with approval from the Fire Chief.

<b>Approved:</b>	<b>TOPIC: Uniforms</b>
<b>SOP NUMBER 02-11</b>	<b>SOP SECTION: FIRE DEPARTMENT</b>

**G. Uniform Quartermaster**

Cook County Fire Department will use a Quartermaster System for issuing uniforms. The Fire Chief's designated Quartermaster will coordinate with each District Chief a set day for uniform issuing and exchanges.

Any CCFD personnel who leaves or is terminated from the department shall return ALL issued uniforms to the department.

<b>Approved:</b>	<b>TOPIC: Promotions</b>
<b>SOP NUMBER 02-11</b>	<b>SOP SECTION: FIRE DEPARTMENT</b>

## **XI. Promotions**

### **A. Responsibility**

The Fire Chief is responsible for approving the preparation, maintenance and revision of a Promotional Plan and Process for all Fire Department Employees/Volunteers subject to approval by the Board of Commissioners.

### **B. Guideline**

This SOP will identify the process to be conducted for notifications, procedures, and results of a promotional process.

### **C. Notifications**

Cook County Fire Department will notify every employee by email of the posting a Promotional Announcement a minimum of 20 days prior to the closing date for the return of an employee's Notice of Intent Form.

### **D. Promotional Announcement**

The Promotional Announcement will contain the position, position eligibility restriction, typical duties of the position, minimum qualifications, and required documentation, an outline of the promotional process, study reference list, and dates as required.

### **E. Typical Duties of the Position**

The typical duties of the position will be listed as specified in the Positional Job Description.

### **F. Minimum Qualifications**

The minimum qualifications will identify all required certifications specified in the Positional Job Description. Any other requirements, qualifications, and certifications based on the position opening in addition to the standard minimum qualifications, will be identified in the Promotional Announcement.

### **G. Required Documentation**

The required documentation shall identify the Candidate Intent Form (supplied with announcement), copies of certifications, records, or other documents as required for promotion.

<b>Approved:</b>	<b>TOPIC: Fire Safety Events</b>
<b>SOP NUMBER 03-01</b>	<b>SOP SECTION: Fire Prevention and Safety</b>

### **Section 3 Fire Prevention and Home Safety Inspections**

#### **I. Fire Prevention and Safety Events**

##### **A. Procedure for Scheduling Events**

1. Scheduling for Fire Safety Events shall be coordinated through the Cook County Fire Department Administration Office.
2. After an event is scheduled, the District Chief of the response area will be notified of the date and time of the event. The District Chief will assign the needed personnel for the event.

##### **B. Community Outreach**

1. District Chiefs will be responsible for contacting any schools or other civic organizations in their response area to promote fire prevention and education.
2. District Chiefs will schedule any events through the Cook County Fire Administration Office.
3. The personnel delivering and setting up the fire safety house shall ensure all equipment is operational.

##### **C. Fire Safety Education Supplies**

1. All stations shall ensure they have an adequate amount of fire safety supplies for conducting fire safety classes or station tours.
2. In the event more fire safety supplies are needed the District Chief shall submit a request to the Cook County Fire Department Administration Office.

<b>Approved:</b>	<b>TOPIC: Smoke Detector Program</b>
<b>SOP NUMBER 03-02</b>	<b>SOP SECTION: Fire Prevention and Safety</b>

## **II. Smoke Detector Program**

Cook County Fire Department may test or install smoke detectors and/or carbon monoxide detectors (and batteries) when requested. Personnel will advise residents in maintaining the devices to help ensure that all of Cook County's citizens are protected from the dangers of house fires. When Cook County Fire Department personnel tests or installs a smoke detector, this must be documented on the appropriate forms provided to all stations.

Smoke Detector Information

### **Installation**

Cook County Fire Department recommends that homeowners install at least one smoke detector on every level of the home, including the basement. It is recommended to have one in every room except for kitchens and bathrooms. Smoke detectors are designed to wake occupants up if a fire starts while they are sleeping.

### **Test**

When was the last time you tested your smoke detector? Battery-operated detectors should be tested once a month to make certain they are working.

### **Change**

Homeowners should replace the batteries in your smoke detector twice a year. Cook County Fire Department recommends they do this each year when we change our clocks during Daylight Saving Time. Install a new battery immediately if the detector "chirps" to indicate a low battery.

A ten-year lithium battery smoke detector does not need to have its battery changed. Replace smoke detectors that use extended-life, lithium batteries when the alarm "chirps" or fails to respond to periodic testing. The batteries in these units cannot be replaced.

### **Cleaning**

During battery changes, detectors should be lightly vacuumed to remove dust and lint.

### **False Alarms**

Use the hush button to silence a false alarm. Never disconnect or remove the battery. If a smoke detector does not have a hush button use a magazine or a kitchen towel to wave fresh air into the detection unit.

<b>Approved:</b>	<b>TOPIC: Smoke Detector Program</b>
<b>SOP NUMBER 03-02</b>	<b>SOP SECTION: Fire Prevention and Safety</b>

### **Replace**

Homeowners should replace their smoke detectors every ten years. After ten years, a smoke detector will have been working consecutively for 87,000 hours. If homeowners do not know how old their smoke detector is, or if it is ten years or older, replace it as soon as possible

<b>Approved:</b>	<b>TOPIC:</b>
<b>SOP NUMBER 04-01</b>	<b>SOP SECTION: Job Descriptions</b>

#### **Section 4 Job Descriptions**

##### **I. Reserved**

<b>Approved:</b>	<b>TOPIC: Occupational Safety and Health</b>
<b>SOP NUMBER 05-01</b>	<b>SOP SECTION: Safety and Health</b>

## Section 5 Safety and Health

### I. Occupational Safety and Health

#### A. Scope

This standard establishes an occupational safety and health program for the department. It was developed to:

1. Provide a safe working environment for the members of the department.
2. Work towards satisfying the requirements of NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*.

#### B. Safety Statement

It shall be the **goal** of the department to operate at the highest possible level of safety and health for all its members. To this end, the department shall:

1. Make every reasonable effort to provide a safe and healthy work environment.
2. Give primary consideration to the prevention and reduction of accidents, injuries, and occupational illnesses.
3. Take the appropriate corrective action to avoid repetitive occurrences of accidents.
4. Provide training, supervision, written procedures, program support, and review for all of its activities.

#### C. Responsibilities

Safety and health are the responsibility of every member. Therefore, each member shall:

1. Promptly report acts and conditions that are unsafe or unhealthy and that pose a threat either to members or to others.
2. Maintain a level of mental and physical fitness that enables the member to safely perform his assigned tasks.
3. Supervisors shall be responsible for enforcing the requirements of the occupational safety and health program and for ensuring that each member under their command complies with the provisions of the occupational safety and health program.



<b>Approved:</b>	<b>TOPIC: Station Safety</b>
<b>SOP NUMBER 05-02</b>	<b>SOP SECTION: Safety and Health</b>

## II. Station Safety

### A. Scope

This standard establishes safety regulations to be followed by members assigned to a fire station.

### B. Guidelines

1. Living Quarters
  - a. Floors shall be kept clean and free from obstruction.
  - b. Slippery substances such as water, oil, and other fluids shall not be allowed to accumulate on a floor surface and shall be mopped as soon as possible.
  - c. When floors are wet or hazardous proper signage will be displayed
2. Bay Area
  - a. Floors shall be kept clean and free from obstruction.
  - b. Slippery substances such as water, oil, and other fluids shall not be allowed to accumulate on a floor surface and shall be cleaned up as soon as possible.
  - c. Automatic overhead door closures shall not be activated until apparatus has cleared the doorway.
  - d. The apparatus will not be run in the engine bays unless the doors can be opened to allow the removal of the engine's exhaust or the apparatus exhaust is connected to an exhaust removal system.
3. Station Tools and Equipment
  - a. All tools and equipment shall be maintained in a clean and serviceable condition and shall be returned to their proper place immediately after use.
  - b. Prior to each use, all electrical equipment such as extension cords shall be inspected to prevent the possibility of electrical shock.
  - c. Any defective equipment or unsafe condition shall be reported immediately.

<b>Approved:</b>	<b>TOPIC: Station Safety</b>
<b>SOP NUMBER 05-02</b>	<b>SOP SECTION: Safety and Health</b>

4. Flammable and combustible liquids and gases / Harmful substances
  - a. All flammable and combustible liquids and gases shall be properly labeled and stored in a location that is safe from accident or fire.
  - b. The location shall be maintained in a clean and orderly manner and shall be kept free of obstructions.
  - c. Proper care shall be exercised when using any chemical product, pesticides, solvents, or other harmful substances.
5. Personal behavior
  - a. Horseplay is strictly forbidden.
  - b. Running inside the station is prohibited.

**D. Responsibilities**

1. All personnel shall strictly adhere to all safety regulations.
2. All supervisors shall be responsible for maintaining their assigned station in a safe and healthy manner and shall promptly correct and/or report any deficiencies.
3. Any personnel who have violated a safety regulation shall be promptly reprimanded and the violation shall be reported to their immediate supervisor.

<b>Approved:</b>	<b>TOPIC: Heat Guideline</b>
<b>SOP NUMBER 05-03</b>	<b>SOP SECTION: Safety and Health</b>

### III. Heat Guideline

#### A. Purpose

The purpose of this guideline is to define the guidelines set by Cook County Fire Department for instances of dealing with extreme heat (weather).

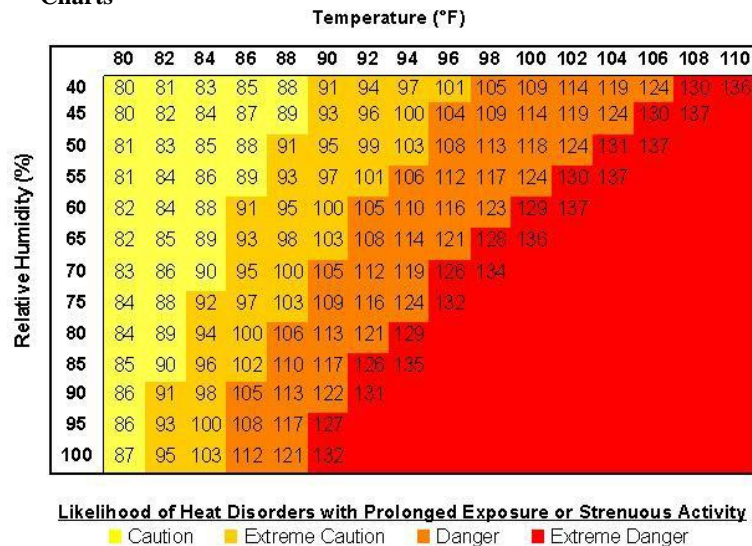
#### B. Scope

This SOG/SOP will discuss the procedure and guideline for situations when extreme outside temperatures are expected or occurring to ensure firefighter life safety.

#### C. Objectives

The objective of this guideline is to define the procedures that should be followed when extreme temperatures are expected or are occurring.

#### D. Charts



<b>Approved:</b>	<b>TOPIC: Heat Guideline</b>
<b>SOP NUMBER 05-03</b>	<b>SOP SECTION: Safety and Health</b>

**E. Procedure for Day to Day Activities**

1. In the event the temperature or heat index is at or expected to exceed 95\* F or greater, all unnecessary day to day outside activities shall be terminated.
2. Day to day activities include, but are not limited to hydrant maintenance, hose testing, and training.
3. Department personnel should ensure hydration with water and/or electrolyte solution.
4. Any previously scheduled events attendance shall be determined by the District Chief.

**F. Procedure for Emergency Operations**

Fire crews while working on emergency scenes must maintain situational awareness for themselves and team members.

**G. Procedure for a Declaration of a Confirmed Structure Fire**

1. The Incident Commander should ensure a rehab sector is establishing in accordance with NFPA 1584 when staffing is available.
2. The Incident Commander should also appoint an approved Incident Safety Officer at all incidents when staffing is available.

<b>Approved:</b>	<b>TOPIC: High Visibility Vest</b>
<b>SOP NUMBER 05-04</b>	<b>SOP SECTION: Safety and Health</b>

#### IV. High Visibility Vest

##### A. Purpose

The purpose of this Guideline is to describe the required personal protective apparel to be worn by Cook County Fire Department (CCFD) members when working at an incident that places the member in or near moving traffic. Incidents such as vehicle collisions/injury crashes, extrications, fluid spills, dangerous conditions, downed power lines, trees in the roadway, and vehicle fires are typical situations where this guideline is applicable.

##### B. Scope

This guideline applies to all personnel who are on incidents where exposure to the hazards of moving traffic is present. Conforming to this guideline places the member in compliance with Federal law 23 CFR Part 634 and applicable provisions of the Federal Highway Administration's Manual on Uniform Traffic Devices (MUTCD).

##### C. Procedure

Specifically, when the nature of the incident requires the member to work in or near moving traffic, the following personal protective apparel shall be worn:

1. Structural Fire Helmet with chin strap properly donned.
2. ANSI 107-compliant Class II vest, Class III Highway Safety garment, or ANSI 207 Public Safety vest.
3. Protective Footwear.
4. When personnel are conducting public relation activities requiring them to work in or near slow moving traffic the ANSI-compliant Highway Safety vest will be worn.

If a member prefers to wear a structural turnout coat due to inclement weather; i.e. rain, cold, etc., or is required to wear structural turnout gear due to duties assigned at the incident scene, the ANSI highway safety vest must be donned over the turnout coat. Turnout coats are not acceptable as high-visibility highway safety apparel when donned without the ANSI-compliant vest on the outside of the coat.

Structural bunker pants and boots may be worn in lieu of standard protective footwear.

##### D. Non-vest Incidents

Several unique incident types may be encountered where the donning of a highway safety vest may actually increase risk of injury for the fire department member or where wearing of a vest may in

<b>Approved:</b>	<b>TOPIC: High Visibility Vest</b>
<b>SOP NUMBER 05-04</b>	<b>SOP SECTION: Safety and Health</b>

fact be otherwise impractical. Under these limited situations, the requirement for donning ANSI-compliant vests by members directly involved in a hazard area “Hot Zone” activities is modified.

The required ANSI-compliant Highway Safety vest need not be worn when a member is required to;

1. Don structural PPE and SCBA to work in close proximity to a source of heat, such as during the suppression of a vehicle fire,
2. Don hazardous material personal protective equipment to avoid potential exposure to chemicals or other contaminants.

All members on-scene performing duties or involved in activities other than those listed above are required to don ANSI-compliant vests when working in or near moving traffic.

Members directly involved in source of heat, chemical, or activities as listed above who complete their activities within the designated Hot Zone are required to don ANSI-compliant vests once their activities within the Hot Zone are completed or they leave the immediate “hot Zone” area of the incident scene.

<b>Approved:</b>	<b>TOPIC: Hearing Protection</b>
<b>SOP NUMBER 05-05</b>	<b>SOP SECTION: Safety and Health</b>

## V. **Hearing Protection**

### A. **Purpose**

To provide a program for hearing protection & conservation for Cook County Fire Department personnel.

### B. **Responsibility**

It is the responsibility of all employees to be aware of this guideline and follow as appropriate.

### C. **General**

When responding to incidents with sirens or operating in high noise conditions, noise levels may become uncomfortably loud. OSHA has deemed the 80-decibel level as a recommended high level. Noise levels may not reach this level, but employees are encouraged to use hearing protection devices whenever they feel necessary and as prescribed below. When noise levels become “uncomfortable” hearing protection shall be worn.

### D. **High noise environments:**

In situations involving training, normal work routine, or emergency incidents, personnel may encounter high noise levels. Personnel are encouraged to use hearing protection from apparatus or other sources when they feel noise levels are high enough to warrant. This protection may be muffs or earplugs provided by the Department, individual, or site hosts. Exposure of personnel to high noise levels with or without protection is to be avoided as much as practical. This includes shutting down high noise equipment as soon as practical, moving to a lower noise area, and limiting time spent in a high noise area. Inside Department facilities in identified high noise areas, the Department shall provide hearing protection readily available for that area.

### E. **Industry site compliance:**

Whenever personnel are at a commercial or industrial host site they shall, at a minimum, comply with that site’s safety regulations concerning hearing protection. Personnel may use Department protection, individual protection or site host equipment.

### F. **Emergency hearing protection:**

Due to the uncontrolled nature of our work environment, personnel may be unexpectedly exposed to high noise environments without proper hearing protection. Personnel in those situations are encouraged to take emergency hearing protection measures as practical. These may include leaving the area, covering ears with hands, closing off high noise areas, or other makeshift methods. Personnel are also encouraged to have personal ear plugs available while on duty.

<b>Approved:</b>	<b>TOPIC: Vehicle Out of Service and Repair Request</b>
<b>SOP NUMBER 06-01</b>	<b>SOP SECTION: Testing and Compliance</b>

## **Section 6 Testing and Compliance**

### **I. Vehicle Out of Service and Repair Requests**

#### **A. Scope**

This standard applies to fire apparatus and support vehicles owned or operated by the Cook County Fire Department. It was promulgated to:

1. Ensure that fire apparatus, and other motorized vehicles are safe to operate by identifying a list of major defects that would render a vehicle unsafe to operate.
2. Establish a procedure to be used by the operator of a vehicle to place a vehicle judged to be unsafe out of service.

#### **B. Procedure for Placing a Vehicle Out of Service**

1. The operator of any apparatus or motorized vehicle shall have the authority to place the apparatus or vehicle out of service:

Any defect that, if not immediately corrected, would cause further damage to the apparatus or vehicle, or would endanger the lives of either the general public or the personnel assigned to it.

2. Whenever a defect is discovered in an apparatus or vehicle that routinely responds to emergency incidents that would require the apparatus or vehicle to be placed out of service, the officer or person responsible for the apparatus or vehicle shall notify the Chief by email, call the Chief and Dispatch that the apparatus or vehicle is out of service.
3. The officer or person in charge of the apparatus or vehicle shall complete a vehicle repair request form and notify the District Chief, who will be responsible for having the repairs made that will return the apparatus or vehicle to service.



<b>Approved:</b>	<b>TOPIC: Hose Testing</b>
<b>SOP NUMBER 06-02</b>	<b>SOPSECTION: Testing and Compliance</b>

## II. Hose Testing

### A. Purpose

To detect any weakness in the structure of the fire hose assembly before the weakness causes failure of hose in-service.

### B. Scope

This testing procedure is intended for use with the basic type of fire hose used by this department, in accordance with NFPA 1962.

### C. Safety

Utmost care and safety precautions must be taken when conducting pressure testing. All testing should be conducted by trained personnel. (Trained Personnel shall be considered trained after 3 years of hose testing.)

### D. Frequency of Testing

The Department's fire hose shall be pressure service tested each year during the month of May.

### E. Hose Inspection

The hose shall be inspected prior to being tested. You should be looking for the following:

1. Physical damage to couplings, threads and gaskets
2. Physical damage to the outer hose jacket
3. Making sure you can read the hose ID number
4. Marking hose with an ink pen behind both couplings (where the hose connects to the coupling) prior to the pressure test
5. ALL 5" hose should be checked for tightness with a 5/16" Allen wrench or Allen head ratchet driver.

### F. Hose Testing

The hose shall be pressure tested in the following manner:

1. Select a test site that will not impair civilian motor traffic
2. The test site should have a slight grade, for draining hose lines
3. Connect the pumper to a water source
4. Connect hose lines to the pumper discharge(s).
5. Hose lines to be tested shall not be longer than 300' (three hundred feet) in length

<b>Approved:</b>	<b>TOPIC: Hose Testing</b>
<b>SOP NUMBER 06-02</b>	<b>SOP SECTION: Testing and Compliance</b>

6. Hose lines being tested shall have some type of gated valve attached to drain the air prior to the test and water after the test. (This can be a gated valve or a nozzle.)
7. Fill the hose lines up with water and bleed off any trapped air. The hose shall be pressurized to 50 (fifty) psi and an inspection conducted checking for leaks.
8. Increase and maintain the required pump discharge pressure for (5) five minutes on the hose lines.
9. Pump discharge pressures on hose being tested are as follows:
  - 1 1/2" (one and a half inch) hose line shall be tested at 250 (two hundred fifty) psi for (5) five minutes
  - 1 3/4" (one and three fourths inch) hose line shall be tested at 250 (two hundred fifty) psi for (5) five minutes
  - 2 1/2" (two and a half inch) hose line shall be tested at 250 (two hundred fifty) psi for (5) five minutes
10. 3" (three inch) hose line shall be tested at 250 (two hundred fifty) psi for (5) five minutes
11. 5" (five inch) hose line shall be tested at 200 (two hundred) psi for (5) five minutes.
12. Each length of hose to be tested simultaneously and be at the same service test pressure. The hose test layout shall be straight without kinks or twists.
13. All personnel should wear protective helmet and boots. The pump operator should be close to the pump for an EMERGENCY SHUT DOWN.
14. After the test is complete, an inspection shall be conducted - checking for coupling separation and defects in the hose.

**G. Record Keeping**

1. Personnel shall record the hose ID number on the Departments hose testing form.
2. Note any failure or defects.
3. If you have any failures, place hose out of service by typing an overhand knot in the hose and turn it into the Fire Department Shop.
4. Make a copy of the hose test form for station records and turn in a copy to the Fire Chief by the first week in June.

Commented [MOU3]: Is this correct?

<b>Approved:</b>	<b>TOPIC: Pump Service Testing</b>
<b>SOP NUMBER 06-03</b>	<b>SOP SECTION: Testing and Compliance</b>

### III. Pump Service Testing

#### A. Purpose

To provide guidelines relative to testing Cook County Fire Department fire pumps.  
To establish a standard procedure for the annual testing of fire apparatus pumps.

#### B. Guideline

All Cook County Fire Department apparatus pumps shall be tested once each year and after any major repairs. This testing of pumps shall be the "Annual Service Test".

#### C. Responsibility

It shall be the responsibility of the Operations Chief to ensure that all apparatus pumps are tested on an annual basis.

**Commented [KG4]:** I assume either the Department Chief will have the Operations Chief as opposed to each District Chief?

#### D. Procedures

1. All tests shall be performed at the Cook County Fire Department drafting pit.
2. All tests shall be performed in accordance to specifications and procedures set forth in N.F.P.A. Standards.
3. All main pumps on fire apparatus shall be tested.
4. The minimum annual service test shall consist of:
  - a. A vacuum drafting test
  - b. A capacity test at 150 psi net pump pressure for twenty (20) minutes.
  - c. A 70% capacity test at 200 psi net pump pressure for fifteen (15) minutes.
  - d. A 50% capacity test at 250 psi net pump pressure for 10 (10) minutes.
  - e. An overload test at capacity at a maximum of 165 psi net pump pressure for five (5) minutes.
5. Relief valves shall be tested during each test period.
6. The entire Annual Service Test shall be re-instituted should a failure occur on any one test resulting in repairs to the apparatus.
7. A written record shall be maintained of all Annual Service Test on all pumping apparatus in a record book for each apparatus.

<b>Approved:</b>	<b>TOPIC: SCBA Testing</b>
<b>SOP NUMBER 06-04</b>	<b>SOP SECTION: Testing and Compliance</b>

#### IV. SCBA Testing

##### A. Purpose

To establish guidelines that are compliant with NFPA 1500 and that these guidelines address the safe use of respiratory protection equipment.

##### B. Guidelines

- 1 Cook County Fire Department provides respiratory protection for trained firefighters in the form of self-contained breathing apparatus (SCBA). The SCBA is approved and maintained under NFPA 1981 Standard on open-circuit, self-contained breathing apparatus for the fire service for use in atmospheres that may be immediately dangerous to life and health.
- 2 When engaged in any operation where personnel could encounter atmospheres that are immediately dangerous to life and health (IDLH) or a potentially IDLH or where the atmosphere is unknown, Cook County Fire Department shall require all members to use SCBA.
- 3 Firefighters shall be trained at least annually in the safe and proper use of respiratory protection equipment that they are authorized to use
- 4 Firefighters wearing an SCBA shall be fully protected with all components of the department issued or approved turnout gear including boots, pants, coat, gloves, protective hood, and helmet unless the incident commander deems otherwise.
- 5 An adequate reserve air supply shall be provided by reserve cylinders or by an on-scene refill capability, or both.
- 6 Respiratory protection equipment shall be stored in a ready to use condition and shall be protected from damage or exposure to rough handling, excessive heat or cold, moisture, and, or other elements.
- 7 Personnel using SCBA shall not compromise the protective integrity of the SCBA for any reason when operating in IDLH, potentially IDLH, or unknown atmospheres by removing the face piece or disconnecting any portion of the SCBA that would allow the ambient atmosphere to be breathed.
- 8 Breathing air used to fill SCBA cylinders shall comply with the requirements of ANSI/CGA G7.1, Commodity specification for air, with minimum air quality of Grade D, a moisture content of no more the 24 parts million, and a maximum particulate level of 5 mg/m (3) air.
- 9 When Cook County Fire Department compresses its own breathing air, the department shall be required to provide documentation that a sample of the breathing air obtained directly from the point

<b>Approved:</b>	<b>TOPIC: SCBA Testing</b>
<b>SOP NUMBER 06-04</b>	<b>SOP SECTION: Testing and Compliance</b>

of transfer from the filling system to the SCBA cylinder has been tested at least quarterly and that it complies with ANSI/CGA G7.1.

- 10 The fit of the respiratory protection equipment of each new member shall be tested before the members are permitted to use respiratory protection equipment in a hazardous atmosphere. Only members with a properly fitting face piece shall be permitted to function in a hazardous atmosphere with respiratory protection equipment.
- 11 The face piece seal capability of each member qualified to use respiratory protection equipment shall be verified by qualitative or quantitative fit testing on an annual basis and whenever new types of respiratory protection equipment of face pieces are issued.
- 12 Records of the face piece fitting tests shall include at least the following information:
  - a Name of the member being tested.
  - b Type of fitting test performed.
  - c Specific make and model of the face pieces tested
  - d Pass/fail results.
- 13 Nothing shall be allowed to enter or pass through the area where the respiratory protection face piece is designed to seal with the face, regardless of the specific fitting test measurement that can be obtained.
- 14 Members who have a beard or facial hair at any point where the face piece is designed to seal with the face or whose hair could interfere with the operation of the unit shall not be permitted to use respiratory protection in hazardous or potentially hazardous atmospheres. These restrictions shall apply regardless of the specific fitting test, measurement that can be obtained under test conditions.
- 15 When a member must wear spectacles when wearing respiratory protection, the face piece shall be fitted with spectacles in such a manner that they shall not interfere with the face piece to face seal. Spectacles with any strap or temple bars that pass through the face piece to face seal shall be prohibited.
- 16 Use of contact lenses shall be permitted during full face piece respiratory protection use, provided that the member has previously demonstrated successful long-term contact lens use.
- 17 Any head covering that passes between the sealing surface of the respiratory protection face piece and the member's face shall be prohibited. The respiratory protection face piece and head harness straps shall be worn under the protective hoods. The respiratory protection face piece shall be worn under the head protection of any hazardous chemical protective clothing. Helmets shall not interfere with the respiratory protection face piece to face seal.

<b>Approved:</b>	<b>TOPIC: SCBA Testing</b>
<b>SOP NUMBER 06-04</b>	<b>SOP SECTION: Testing and Compliance</b>

- 18 SCBA cylinders shall be hydrostatically tested as required by the manufacturers and the applicable governmental agencies.
- 19 In-service SCBA cylinders shall be stored fully charged inspected prior to filling according to NIOSH requirements, CGA standards, and manufacturers' recommendations.
- 20 Only personnel trained or certified are permitted to fill SCBA bottles using the cascade system.
- 21 During filling of SCBA cylinders, personnel and operators shall be protected from catastrophic failure of the cylinder.
- 22 PASS devices shall meet the requirements of NFPA 1982, standard on personal alert safety systems. Each member shall be provided with, use and activate his or her PASS devices in all emergency situations that could jeopardize that person's safety due to atmospheres that could be IDLH, incidents that could result in entrapment, structural collapse of any type, or as directed by the incident commander or the incident safety officer.
- 23 Pass devices shall be tested at least weekly and prior to each use, and shall be maintained in accordance with the manufacturer's instructions.

<b>Approved:</b>	<b>TOPIC: Ladder Testing</b>
<b>SOP NUMBER 06-05</b>	<b>SOP SECTION: Testing and Compliance</b>

## **V. Ladder Testing**

### **A. Scope**

This guideline shall apply to all members of the Cook County Fire Department and shall be adhered to by all members.

### **B. Purpose**

The purpose of this guideline is to establish guidelines for proper cleaning, inspection, maintenance, and testing of all department ladders. This SOG applies to all department ladders used for purposes such as; firefighting, Hazmat incidents, training, and maintenance of department grounds. This will ensure all ground ladders are ready for use and/or properly taken out of service.

### **C. Reference**

N.F.P.A. 1932 – Standard on Use, Maintenance, and Service Testing of In- Service Fire Department Ground Ladders.

### **D. Inspection of Department Ground Ladders**

1. All department ladders shall be cleaned, visually inspected, and operationally inspected on a monthly basis. These inspections will also be conducted on new ladders prior to being placed in-service, after each use, and after a repair is made.
2. Visual and operational inspections should include, but not limited to:
  - a. Heat sensor labels for a color change indicating heat exposure (Note: if any heat sensor label becomes black, remove the ladder from service at once).
  - b. Rungs for snugness and tightness
  - c. Bolts and rivets for tightness.
  - d. Welds for any cracks or apparent defects
  - e. Beams and rungs for cracks, breaks, gouges, wavy conditions or deformation
  - f. Check for snugness of the halyard/cable when the ladder is in the bedded position.
  - g. Assure dog assemblies work properly.
  - h. Assure pulleys turn freely.
  - i. Check the condition of the ladder guides and for any free movement of the fly section.
  - j. Check the halyard/cable for fraying, burns, kinks, uneven wear, or other condition requiring replacement.
  - k. Assure roof hooks rotate and lock in-place properly (if applicable to the ladder).
  - l. Butt spurs and/or rubber boots for excessive wear or damage.
3. A visual and an operational inspection shall be conducted on a ladder, which is suspected of being unsafe; it shall be tested in accordance with NFPA 1932: Standard on Use, Maintenance,

<b>Approved:</b>	<b>TOPIC: Ladder Testing</b>
<b>SOP NUMBER 06-05</b>	<b>SOP SECTION: Testing and Compliance</b>

and Service Testing of In-Service Fire Department Ground Ladders. Such ladder shall immediately be taken out-of-service until such inspection has been completed and successfully passes such inspection.

4. Any signs of failure during a visual and operational inspection shall be deemed grounds to remove the unsafe ladder from service until necessary repairs are made.

**E. Maintenance**

1. Ladders shall be kept free of moisture and dirt as much as possible.
2. Ladders will be lubricated in accordance with manufacturer's specifications.
3. Extension ladders with ropes and/or wire cables that become frayed or kinked shall be removed from service and replaced in accordance with the manufacturer's recommendations.
4. All ladders have identification numbers attached. Extension and single ladders will have reflective tape on the top portion of the rails to assist with visibility during the night and/or smoky conditions. If reflective tape is damaged or missing, it shall be replaced immediately.
5. A permanent record shall be kept on ladder testing and when an inspection is conducted and damage is found.

**F. Cleaning**

1. Cleaning of department ladders should be in accordance with the manufacture's recommendations. Cleaning should be done using warm soapy water with a soft bristle brush.
2. Materials such as grease, slim, tar, sap, etc. may be cleaned off using safe solvents. Always refer to the manufacturer's recommendations before using harsh cleaning chemicals on department ground ladders.
3. Once the ladder has been washed, rinse the ladder off and wipe it dry.
4. All department ladders shall be cleaned each week during truck inspections and after each use.

**G. Testing**

1. All department ground ladders shall be tested annually. Test procedures must meet NFPA Standard 1932, Fire Service Ground Ladders in order to remain in operation. In addition to annual testing, any ladder meeting the following criteria shall be removed from service and tested: Any time a ladder is suspected of being unsafe. (Example :) After a ladder has sustained a fall, after the ladder has been subjected to overloading, after the ladder has been subjected to impact loading or unusual conditions of use, and after heat exposure
2. All ladder testing and repair will be conducted under the direction of the Operations Chief or designee.



<b>Approved:</b>	<b>TOPIC: Ladder Testing</b>
<b>SOP NUMBER 06-05</b>	<b>SOP SECTION: Testing and Compliance</b>

3. All findings exposed during testing and visual & operational inspections shall be documented for record keeping.

#### H. **Repair**

All repairs shall be in accordance with the manufacturer's recommendations and N.F.P.A. Standard 1932. Before any department ladders are repaired, the member must consult these standards.

<b>Approved:</b>	<b>TOPIC: Personal Protective Equipment</b>
<b>SOP NUMBER 06-06</b>	<b>SOP SECTION: Testing and Compliance</b>

## **VI. Personal Protective Equipment**

### **A. Scope**

This guideline shall apply to all members of the Cook County Fire Department and shall be adhered to by all members.

### **B. Purpose**

The purpose of this guideline is to establish guidelines for proper cleaning, inspection, and maintenance of all department personal protective equipment.

In accordance with N.F.P.A. 1851 – Standard on Selection, Care, and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting.

### **C. Inspection of Personal Protective Equipment (PPE)**

Cook County Fire Department maintains ownership of all issued gear (PPE) to fire department members.

Issued PPE will be determined by the Fire Chief. PPE is to include, but it not limited to: helmets, coat, pants, boots, hoods and gloves.

All members are responsible for the general maintenance of the issued PPE.

After major incidents or training where PPE may have been damaged; the PPE should be cleaned and then inspected by the employee and any damage reported to the Chief. Direction will be given for removal from service, repair, replacements, or further cleaning of the PPE.

PPE in need of repair or replacement shall be tagged out of service with ALL information needed on the tag.

- a All repair requests must be made with a follow-up email to the Operations Chief.
- b Approval must be obtained from the Operations Chief prior to any repairs to damaged PPE, or for alterations or additions to PPE. Some additions may be approved at the employee's expense.
- c The Operations Chief will determine if the PPE will be replaced.

The inspection will include, looking for rips, or tears, cracks or bubbling of helmets, replacement of reflective striping, torn cuffs, etc.

<b>Approved:</b>	<b>TOPIC: Personal Protective Equipment</b>
<b>SOP NUMBER 06-06</b>	<b>SOP SECTION: Testing and Compliance</b>

**D. Maintenance of PPE**

Turn-out coats, bunkers, gloves, and hoods:

- a Wash gear with a mild laundry detergent with no bleach or phosphates
- b Gear is to be air dried out of direct sunlight

Helmets and Boots:

- a Clean with warm soapy water
- b DO NOT USE HARSH SCRUBBING AGENTS
- c Boots should be waxed at minimum of every 3 months with a silicon based wax.

Periodic inspections should be made by the Fire Department Chief or District Chief as needed or minimally on a quarterly basis to ensure cleanliness and safeness of PPE. It is recommended that prior to the beginning of each shift, personnel inspect issued PPE.

Inspections, other than daily inspections, shall be documented on the appropriate form. The form must be dated, initialed by the person performing the inspection and appropriate areas checked off indicating the PPE was inspected.

Any gear problems shall be reported to the District Chief.

Any gear that is determined to be unsafe or unserviceable shall be disposed of in accordance with Cook County Procurement procedures as soon as the unsafe condition is found.

<b>Approved:</b>	<b>TOPIC: Hydrant Maintenance</b>
<b>SOPNUMBER 06-07</b>	<b>SOP SECTION: Testing and Compliance</b>

## **VII. Hydrant Maintenance**

### **A. Purpose**

To provide guidance in the operation of hydrant testing and inspection

### **B. Scope.**

This SOG applies to all personnel.

### **C. Guidelines.**

All hydrant testing and inspections shall be conducted during normal business hours. This means that no hydrant testing or inspections shall be conducted on Saturday, Sunday, or holidays.

### **D. Hydrant Testing and Inspection.**

Cook County Fire Department will conduct an annual inspection of fire hydrants and periodic testing in conjunction with local water authorities.

Testing is to flow a hydrant and measure the estimated flow available from the hydrant. An alternative to flow testing, a calibrated hydraulic flow calculation may be used.

Inspection is checking the hydrant for damage or obstructions to use, and flowing the hydrant only enough to clear the water line and ensure that the hydrant is operational.

### **E. Frequency:**

All fire hydrants located in the county shall be inspected annually and tested every three years. Hydrant inspections may be conducted on a year-round basis.

### **F. Safety Considerations:**

All personnel involved in the inspection and/or testing of hydrants should wear reflective traffic safety vests and gloves. Personnel operating a hydrant should stand opposite of any discharges. Company officers shall ensure fire apparatus is positioned for maximum protection of personnel, equipment, and the public.

### **G. Hydrant Inspections:**

Hydrant inspections shall be conducted to determine the condition of each hydrant. Maintenance shall be performed basis each time the hydrant is inspected. The following reflects the items to consider when inspecting a fire hydrant:

<b>Approved:</b>	<b>TOPIC: Hydrant maintenance</b>
<b>SOP NUMBER 06-07</b>	<b>SOP SECTION: Testing and Compliance</b>

1. Hydrant location and number.
2. Check hydrant for physical damage and defects.
3. Check for obstructions that affect our ability to operate the hydrant. Maintain a five-foot clear radius around all hydrants.
4. Check to see that the hydrant outlets are facing the proper direction and there is a minimum 15-inch clearance between the lowest outlet and ground level.
5. Check the condition of the paint.
6. Operate the valve stem for ease of operation.
7. Check hydrant caps and outlets for rust; remove rust from the caps and outlets with a wire brush. If you encounter a hydrant cap that cannot be removed by applying a normal amount of pressure with the hydrant wrench:
8. Do not kick or stand on the hydrant wrench handle.
9. Do not try to muscle the hydrant cap off. Using these methods can lead to injury and possible equipment damage.
10. To safely remove a stuck or frozen hydrant cap, tap the outer edges of the cap using the handle of the hydrant wrench, then attempt to remove the cap. If this fails, place the hydrant out of service and notify hydrant personnel so they can notify the Cook County Water Utility.
11. Check hydrant caps, outlet threads and gaskets for damage and proper lubrication.
12. Lubricate cap and outlet threads with dry lube. Additional dry lube is available through the District Chief.
13. Flow the hydrant only long enough for clean water to appear. Connect a diffuser and/or use a salvage cover to protect property where necessary.
14. A static reading shall be taken, after the hydrant has been flushed, on all hydrants.
15. Remove all weeds and debris from around the hydrant to ensure visibility.  
Other obstructions, such as traffic standards, protective barriers, sign posts, utility poles, shrubbery, or fences shall be reported to hydrant personnel who in turn will be reported to the Cook County Water Utility.
16. Complete hydrant inspection form and document your results.

<b>Approved:</b>	<b>TOPIC: Response Matrix</b>
<b>SOP NUMBER 07-01</b>	<b>SOP SECTION: Emergency Response</b>

## Section 7 Emergency Response

### I. Response Matrix

#### A. Structure Fire

1. 3- Engines, 1 - Tanker, 1 – Service, 1 – Chief

#### B. Large Commercial Structure Fire (Apartments, Schools, Major Retail, Health Care, Hotels, Industrial)

1. 4- Engines, 1- Tanker, 1 - Service, 1- Chief

#### C. Activated Fire Alarm

1. 2- Engines, 1- Chief

#### D. Large Commercial Activated Fire Alarm (Apartments, Schools, Major Retail, Health Care, Hotels, Industrial)

1. 3- Engines, 1- Service, 1 – Chief

#### E. Grass/Woods/Brush Fire

1. 1- Engines, 1-Brush Unit

#### F. Vehicle Fire

1. 1- Engine

#### G. Tractor Trailer Fire

1. 2- Engines, 1-Chief

#### H. Motor Vehicle Accidents

1. 1- Engine, 1-Service

#### I. Medical Calls

1. 1- Engine

#### J. CO Response

1. 1- Engine, Chief

#### K. Gas Leaks (Outside)

1. 1- Engine, Chief

<b>Approved:</b>	<b>TOPIC: Response Matrix</b>
<b>SOP NUMBER 07-01</b>	<b>SOP SECTION: Emergency Response</b>

- L.    **Gas Leaks (Inside)**
  - 1.       District 1: 2- Engines, 1- Chief
- M.    **Hazmat**
  - 1.       1- Engine, 1 - Chief
- N.    **Controlled Burns and Investigations**
  - 1.       1- Engine
- O.    **Unknown Type Fires**
  - 1.       2- Engines, 1 - Chief
- P.    **All Other Incidents Not Specified**
  - 1.       1- Engine

<b>Approved:</b>	<b>TOPIC: Incident Command</b>
<b>SOP NUMBER 08-01</b>	<b>SOP SECTION: Emergency Operations</b>

## Section 8 Emergency Operations

### I. Incident Command System

#### A. Purpose

The purpose of this section is to establish guidelines regarding the procedures members of this department will follow in the process of mitigating emergency and non-emergency incidents. These guidelines are not expected to, nor can they provide exact guidance for all circumstances that may arise at an incident scene. Furthermore, these guidelines are designed to ensure that the members of this department perform designated and implied tasks in a standard, safe manner.

#### B. Scope

All members of this department shall adhere to the following guidelines under normal circumstances. This guideline is in accordance with NFPA 1561 Standard on Emergency Services Incident Management System and Command Safety.

#### C. Responsibilities

1. Incident Commander (IC)
  - a. The District Chief will be the IC, unless there will be a delay in their arrival, then the first arriving engine company's highest-ranking member will be designated IC until the D/C arrives on the scene.
  - b. The IC is the ultimate authority and has the overall responsibility for the mitigation of the incident. The IC shall consider the circumstances of each incident and follow the command sequence listed in this section.
  - c. The IC will immediately size up the incident to identify critical incident factors.
  - d. The IC will determine the strategy and tactics to be used to control and mitigate the incident.
  - e. The IC will implement an action plan or assign tasks by appointing qualified individuals such as an Incident Safety Officer (ISO), Rehabilitation Officer and a Sector Commander to perform duties to complete the action plan or assigned tasks. The IC shall adjust the overall tactical plan as necessary.
  - f. The IC will ensure the department's personal accountability system is enforced.



<b>Approved:</b>	<b>TOPIC: Incident Command</b>
<b>SOP NUMBER 08-01</b>	<b>SOP SECTION: Emergency Operations</b>

- g. The IC shall have backup personnel available to enact the "Two in Two out" rule.
- h. The IC will maintain a record of all members who respond via their POV.
- i. The IC will take appropriate measures to ensure independent actions by fire fighters are not being performed. At no time will an individual be permitted to perform independent work.

2. Incident Safety Officer (ISO)

- a. The Incident Commander may serve as the ISO until one can be designated.
- b. The ISO has the direct responsibility to focus on the safety aspects of the incident and to inform the IC immediately of any observations concerning the incident.
- c. The ISO will monitor and assess for safety hazards or unsafe conditions. The ISO has the authority to alter, suspend, or terminate unsafe acts or hazardous activities and the responsibility to immediately inform the IC as to what actions were taken and why.
- d. The ISO will develop measures for ensuring personnel safety. The ISO will ensure fire fighters wear full personal protective equipment to include SCBA while engaging in fire suppression and overhaul operations.
- e. The ISO will ensure members work in teams in hazardous areas.
- f. The ISO will assist the IC in ensuring the department's personal accountability system is enforced.
- g. The ISO will assist the IC with enacting the "Two in Two out" rule.

3. Rehabilitation Officer

- a. The Rehabilitation Officer will establish an area in order to rotate crews at incidents that place a physical demand on fire fighters.
- b. The Rehabilitation Officer will follow the procedures established in the Incident Medical Guidelines.

4. Sector Commander

- a. The Sector Commander will be appointed by the IC when personnel are available.
- b. The Sector Commander will manage specific geographic areas of the incident scene or specific fire ground functions.

<b>Approved:</b>	<b>TOPIC: Incident Command</b>
<b>SOP NUMBER 08-01</b>	<b>SOP SECTION: Emergency Operations</b>

- c. The Sector Commander shall be directly subordinate to the IC and may act as an ISO in the absence of an ISO.
  
- 5. Team (Crew) Leaders
  - a. The Team (Crew) Leaders shall be responsible for the safety of their crew members and the accomplishment of their assigned mission. The Team (Crew) Leaders shall be directly subordinate to their Sector Commander or the IC.

<b>Approved:</b>	<b>TOPIC: Accountability</b>
<b>SOP NUMBER 08-02</b>	<b>SOP SECTION: Emergency Operations</b>

## II. Accountability

### A. Purpose

Cook County Fire Department uses a Personnel Accountability System (PAS) in accordance with national standards that in conjunction with the Incident Command System (ICS) provides the maximum level of personnel safety while operating at emergency incidents. All members are responsible to know and follow the Cook County Fire Department's Accountability System. Accountability will be used at every incident. This procedure identifies a system of incident site personnel accountability in accordance with NFPA 1561 Incident Management System. The purpose is to account for all firefighters, at any given time, during an incident. Use of the system will provide enhanced personal safety for the individual firefighter and will provide the Incident Commander an improved means to track and account for all personnel working on the incident scene.

### B. Scope

This procedure applies to all Cook County Fire Department personnel.

### C. Definitions:

#### 1. "Passport" Personnel Accountability System (PAS)

The "Passport" System is the emergency incident accountability system used by Cook County Fire Department. Components of the Passport System include personal ID tags, passports (plastic cards), and status boards.

#### 2. Personal Accountability ID tags

Each personal accountability tag is 3/8" x 2" Velcro backed plastic with a single line. The tag has the employee's first initial, last name, and their 3-character monitor number. Each employee will maintain a minimum of three tags on their structure helmet. The personal ID tags are attached with "Velcro" to the underside, rear portion of each employee's helmet.

#### 3. Format of Vehicle Identification Tags (Passports)

The tags are labeled at the top with "CCFD" and the apparatus identity. Each apparatus will have one primary passport attached with Velcro. The passport is attached on the drivers' side of each apparatus. It should be plainly visible and reachable from the ground. Passports will identify the personnel currently assigned to that apparatus by affixing personal accountability ID tags in riding order. Ex: Officer on top, then driver below (upside down), then crew below

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Color Coding:

- ☐ Support Vehicles: White with black letters
- ☐ Engines: Red with white letters
- ☐ Department Units: Blue with White letters
- ☐ Tankers and Brush Units: Black with White letters

For Example – Engine 2 would be on a Red Vehicle Identification Tag.

#### 4. **Make-up kits**

Each District Chief's vehicle will be issued a PAS make-up kit and are used when other agencies assist Cook County Fire Department. The kit is in a compact carrying bag and contains:

- ☐ Blank Name Tags
- ☐ 6 Blank Unit Identifiers
- ☐ 6 Blank Passport® Collectors (3 White, 3 Red)
- ☐ 2 Grease Pencils

#### D. **Crew**

A group of two or more suppression personnel who work together and are responsible for each other's safety. The following general rules will apply to crews:

- ☐ The crew will have a minimum of two personnel.
- ☐ Crew personnel will enter a hazardous area together, stay together, and exit together.
- ☐ Crew personnel shall stay in constant contact with each other, either by voice, vision, or touch.
- ☐ Any crew working out of sight, such as inside a structure, will have a radio.
- ☐ If a radio fails while in a hazardous area, the crew will exit unless they have another working radio. In a Hazmat Incident, the use of agreed upon hand signals is acceptable.

#### E. **Tactical Benchmarks**

Several accountability benchmarks are included in tactical operations. The Personnel Accountability Report (or "PAR") involves a roll call of personnel assigned. For the Company Officer, a "PAR" is a confirmation that members assigned to his/her crew are visually accounted for. For the Sector Officer, a "PAR" is an accounting for all crewmembers of all companies assigned to his/her sector/group. PAR reports should be conducted face-to-face within the company or with the division whenever possible.

#### F. **Conducting a PAR**

A "PAR" WILL BE REQUIRED FOR THE FOLLOWING SITUATIONS:

- ☐ Any mayday transmission.
- ☐ Any change from offensive to defensive (Command initiates a PAR of all crews on the scene).

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- ☐ Any sudden hazardous event at the incident - flash over, backdraft, collapse, etc. (Command initiates a PAR of all crews on the scene).
- ☐ By all crew(s) reporting an "all clear" .
- ☐ At every 20 minutes of elapsed time during a working incident.
- ☐ At a report of fire under control.

**G. Accountability**

1. Command will always maintain an accurate tracking and awareness of where resources are committed at an incident.
2. Command will always include accountability as a major element in strategy and attack planning and must control any barriers of accountability.
3. Company Officers will always maintain an accurate tracking and awareness of crews assigned to them. This will require the Company Officer to be in his/her assigned area and maintaining close supervision of crews assigned to them.
4. All crews will work for Operations – ***NO FREE-LANCING.***
5. Crews arriving on the scene shall remain intact unless otherwise directed by the IC. A minimum crew size will be considered two or more members with a radio.
6. All crews will enter together, stay together, and exit together. During reduced visibility and/or increased risk personnel should do their due diligence to maintain crew integrity.

**H. Accountability Tag Implementation - The Incident**

The objective of the PAS ID system always is to have the crew member status of an incident be accurate. For those situations where it is not clear-cut as to when and where to turn in personal accountability ID tags, crews should consider the above-cited objective for their decision.

**I. Implementation**

The Passport accountability system will be implemented on all calls  
The first arriving apparatus will be the accountability location prior to the District Chief's arrival.  
All other arriving apparatus shall place one of their passports in the officer's seat of the first arriving apparatus.  
If a person exits the hazard area at a different location than he or she entered, they shall inform the Incident Commander immediately. Termination of the Passport system can be made by the IC once a determination is made that there is not a hazardous area of the incident.  
As personnel are released from the incident, they must take their tag or passport with them to indicate that they are no longer on scene. If personnel are given an assignment that removes them from the incident, they shall take their tag with them. If they return to the incident, they shall place their tag back onto the status board.

**J. Responsibilities**

- ☐ Emergency incident accountability involves a personal commitment by all department personnel to work within the "Passport" system. All personnel shall be familiar with the contents of this procedure.

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- ☐ All fire personnel are responsible for staying with his/her crew at all times unless otherwise ordered.
- ☐ Incident Commanders are responsible for ensuring that accountability is included in an emergency incident and an Accountability Officer is assigned if (as) necessary.

**K. Imminent Hazard Condition**

Command will immediately evacuate personnel from the hot zone when an imminent hazardous condition exists that threatens the safety of firefighters (aircraft incidents, HazMat, structural fires, wildland fires, civil disturbances, etc.). Command and the safety officer will evaluate these conditions.

**L. Evacuation**

When the incident commander determines the need for an evacuation, he/she will notify DISPATCH to send the Evacuation Alert Tone. DISPATCH will notify all units working on the incident scene. Example: (Dispatch to all units on Main St, command has ordered an evacuation). Simultaneously, the primary apparatus shall alert all personnel with (3) 5 second blasts of the air horns. In a timely manner, the IC will conduct a PAR report for all personnel on the scene.

**M. Passport Termination**

When the Incident Commander determines that the incident, no longer contains a "Hazardous Area", the "Passport" system may be terminated.

<b>Approved:</b>	<b>TOPIC: MayDay/ Lost Firefighter</b>
<b>SOP NUMBER 08-03</b>	<b>SOP SECTION: Emergency Operations</b>

### III. Mayday/ Lost Firefighter Guidelines

#### A. Purpose:

The purpose of this guideline is to identify the actions that should be taken in the event a firefighter is endangered beyond normal firefighting operations.

#### B. General Information:

The term *Mayday* will be used when personnel are in immediate life-threatening situations. They will use the term "Emergency Traffic" to report other emergencies.

A firefighter reporting *Mayday* will have priority over all other radio traffic. All firefighters operating on the scene will use radios for immediate critical information only.

In the event of a Mayday emergency, the following action should be taken by the firefighter(s) that is endangered:

- ☐ Rectify any immediate life-threatening situations.
- ☐ Notify Command using "Mayday, Mayday, Mayday"
- ☐ The firefighter reporting *Mayday* will contact the Incident Commander via portable radio.
- ☐ The acronyms LUNAR or UCAN provides the critical information that should be reported: (Location, Unit, Name, Actions, Needs, Assignment, Resources or Unit, Conditions, Actions, Needs)
- ☐ Activate the P.A.S.S. Device
- ☐ Take action to self-evacuate and/or merge with RIT
- ☐ Take action to conserve air supply.

During Mayday Operations, firefighters will continue with assignments as given by Command. They will *not* redirect their activities without the knowledge and consent of the Incident Commander.

During Mayday Operations, Command and on-scene firefighters will follow the provisions for "Lost or Trapped Firefighters."

The Incident Commander that was in charge of the incident shall conduct a critique of the rescue operation or near-miss situation.

#### C. Lost or Injured Firefighter(S):

The following guidelines pertain to firefighters that are lost or are injured in a hazardous environment and are unable to self-rescue.

1. Firefighters must recognize that being lost or disoriented is an emergency and must take immediate actions to extricate themselves from the danger before becoming incapacitated:

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2. Inform Command of the emergency situation using “Mayday, Mayday, Mayday and transmit your PASS device via radio.”
3. Adjust the incident management plan to a high priority rescue: implementing appropriate sectors, establishing protection zones, implementing medical/triage, providing additional ventilation, etc.
4. Set high-intensity lighting at points of egress.
5. Ensure fire dispatch is monitoring all radio frequencies for emergency transmissions.
6. Withdraw uninvolved crews (those not victims or assigned as rescuers) from the affected area.
7. Ensure all personnel continue to operate within the Incident Action Plan and not attempt rescue operations without direction.
8. When the rescue operations are complete, Command will declare the emergency situation over and a return to normal operations.
9. A firefighter rescue operation is a stressful event, whether it is successful or not. CISM is recommended.

**D. Rescue Operations:**

Command should consider establishing a Rescue Sector to coordinate rescue activities. Such activities include:

1. Develop and assign search areas/grids based on information regarding the location and situation of missing/lost firefighter.
2. Deployment of RIT to best access point.
3. Establish protection zones around endangered firefighter(s).
4. Request resources required to perform a rescue.
5. Ensure back up crews are in place.
6. Firefighters will continue with assignments as given by Command.
7. They are *not* to redirect their activities without the knowledge and consent of the Incident Commander.



<b>Approved:</b>	<b>TOPIC: May Day/ Lost Firefighter</b>
<b>SOP NUMBER 08-03</b>	<b>SOP SECTION: Emergency Operations</b>

8. The Rescue Sector supervisor should consider using crew members that were with the missing or trapped firefighter(s) as part of the Rescue team or as an intelligence resource to help identify the possible location of the lost/trapped firefighter.

The RIT should consider the following when searching for missing/lost firefighters:

1. Developing information about a firefighter's possible location: speak with crew members, follow hose line, and identify landmarks.
2. Implementing a search and Rescue plan.
3. Identify immediate hazards that could endanger RIT members.
4. Assign one member of the RIT crew to listen for and locate sounds generated by firefighters, SCBA, P.A.S.S, or portable radio.
5. Use portable radio feedback to locate firefighter(s).
6. Identify fans, lights, or other equipment that may have been used by missing firefighters.

The RIT should consider the following when the missing firefighter(s) have been located:

1. The RIT team/s should be equipped with RIT Bags and a TIC.
2. Assessment of immediate hazards in the area.
3. Victim status: level of consciousness, the ability to assist with rescue, breathing, air supply, injuries, entrapment, etc.
4. Identify and remove life-threatening conditions. If the victim is not breathing, immediate extrication from the hazardous area is imperative; replacing the air supply will not increase chances of survival.
5. Request resource requirements: extrication equipment, manpower, extra air cylinders, area protection, ventilation, lighting, etc.
6. Identify egress and escape routes.

#### **E. Building Collapse:**

The following guidelines pertain to building collapse that involves firefighters working in, on, or near a structure that has collapsed:

1. Command will immediately initiate an evacuation of the collapse area, rescuing firefighters as necessary.
2. Command will initiate a PAR for all firefighters operating in the sector or area.

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3. If it is determined that firefighters are missing, Command will follow the procedures for Lost or Injured Firefighter(s) and Rescue Operations.
4. Command will activate necessary special rescue teams.
5. Rescue crews must be cautious not to cause an additional collapse while searching or removing trapped firefighters from the collapse area.

<b>Approved:</b>	<b>TOPIC: Knox Box</b>
<b>SOP NUMBER 08-04</b>	<b>SOP SECTION: Emergency Operations</b>

#### IV. Knox Box

##### A. PURPOSE:

The purpose of a Knox Box is to provide the Cook County Fire Department personnel with rapid, non-destructive access to certain occupancies. Through the enforcement of the International Fire Code, the installation of Knox Boxes will be an on-going process in existing buildings. Knox Boxes should be installed in new construction as needed.

##### B. PROCEDURE:

All officers should have a working knowledge of Knox Box installations in their area through area familiarization inspections, preplanning, and accessing preplans on alarms.

Boxes may be installed in A, B, C, or D Divisions. Where the occupancy is sprinklered, the box may be located at the exterior door closest to the sprinkler riser.

Keys to Knox boxes are provided on all apparatus through the retention device. Each employee of Cook County Fire Department has been provided a unique code for gaining access. No one is permitted to use other members unique ID. Personnel are responsible for ensuring that Knox Box keys are accounted for at shift change for their apparatus. Any missing key shall be immediately reported to the District Chief, who will report the missing key to the Fire Chief.

Upon arrival at an occupancy that has a Knox Box, the Box can be opened in order to:

- ☐ Access master keys for multi-family residential occupancies to eliminate or minimize the need to use forcible entry in a primary / secondary search.
- ☐ Access exterior door key(s) for fire suppression or alarm investigation.
- ☐ Some Knox Boxes are connected to the building burglar alarm system and will activate an alarm to Central when the box is opened.
- ☐ The IC will be personally responsible for insuring that all keys removed from a Knox Box for an alarm are returned to the box before clearing the scene.
- ☐ Knox padlocks are used to access gated areas.
- ☐ Building management will be notified as soon as practical after the alarm that their Knox Box has been accessed.
- ☐ The Incident Report will state that the Knox Box was opened for the alarm.
- ☐ Per Knox Box company policy, the box shall only be accessible to CCFD operations. Law enforcement, EMS, etc. are not to be given key access to a Knox Box unless the CCFD is part of the operation.

<b>Approved:</b>	<b>TOPIC: Structure Fire Guidelines</b>
<b>SOP NUMBER 08-05</b>	<b>SOP SECTION: Emergency Operations</b>

## V. Structure Fire Guidelines

### A. Scope & Purpose

This policy covers general assignments to be followed by companies responding to structure fires with the Cook County Fire Department. The purpose of this policy is to ensure a uniform approach to incidents and to increase fire ground safety and efficiency. These assignments are flexible and may be changed to address specific strategic and tactical needs, as well as staffing requirements. Apparatus crews should be assigned as companies whenever possible to preserve crew integrity and accountability.

### B. Objectives

The first arriving unit will be the initial IC and will complete the following actions:

1. Perform initial size up of structure and report conditions to Dispatch, providing the following minimum indications and instructions:
  - ☐ Type of building
  - ☐ Number of floors
  - ☐ Conditions evident
  - ☐ Staging / Water Supply/ Assignment Instructions
  - ☐ Announce Firefighting Mode (Investigation, Offensive/Working Fire, Defensive, Transitional)

Example:

“Engine 1 to dispatch”

“Engine 1 go ahead”

“Engine 1 is on the scene with a single story residential structure with smoke showing. Engine 1 is establishing A St. command and we will have a Working Fire.

Dispatch: “10-4 Engine 1 (repeat size up)”

“A St. command has completed 360, we have visible fire on the C side, and we will be advancing a line through the D side. Engine 2 established water supply, and AT-1 handle utilities and ventilation.”

2. Establish command, and assign division and group responsibilities as necessary. Conduct fire ground operations with the following priorities in order:
  - ☐ Life Hazard (firefighter and civilian)
  - ☐ Incident Stabilization (Fire Control)
  - ☐ Property Conservation

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3. In lieu of specific orders, first arriving companies should operate within the framework of Response Assignment Guideline below. Radio communications by personnel responding to or operating on the fire ground should be carefully considered based on their likely interference with the communication needs of interior and working companies.
4. The establishment of a sustained water supply is recognized as a critical firefighter safety issue when companies are operating in an IDLH atmosphere. Interior operations undertaken without a supply line established must be conducted with extreme caution, and the booster tank water level must be constantly monitored. Under no circumstances will more than one 1 ¾" hand line be charged off a booster tank when personnel are committed to interior operations.
5. The Incident Commander and all responding companies shall engage in continuous risk analysis and report observations to command. The IC will include risk analysis and feedback into the Incident Action Plan (IAP). Risk significant situations include, but are in no way limited to:
  - ☐ Fires attacking the structural components of the building.
  - ☐ Fires involving multiple floors of the structure.
  - ☐ Obvious degradation of the structure.
  - ☐ Imminent collapse hazards
  - ☐ Advanced basement fires
  - ☐ Fires in void spaces (ceilings, walls, attic, floors)
  - ☐ Rapid fire growth conditions.
  - ☐ Building construction features such as lightweight wood or steel trusses and metal deck roofs.
  - ☐ Obviously abandoned or derelict structures.
6. Members engaged in structural firefighting shall use an SCBA at all times while in an IDLH atmosphere. Respiratory protection may be relaxed by the IC after the fire is controlled, the structure is ventilated and the air quality verified.
7. Minimum Requirements for IDLH / Interior Operations:
  - ☐ Crew size of at least 2 Certified Firefighters
  - ☐ Full firefighting PPE in use.
  - ☐ SCBA in use with operational PASS device
  - ☐ Personal lights
  - ☐ Minimum of 1 portable radio per crew. Tools required for task assignment.
  - ☐ Assemble, or receive direction prior to entry with the IC, Operations or Sector Officer to receive assignment, coordinate interior efforts, and provide accountability of members entering the structure.
  - ☐ Remain in visual or voice contact with members of their crew.
8. The IC will ensure that at least 2 personnel equipped for firefighter rescue are available outside of the structure prior to IDLH entry as soon as available.

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9. When necessary the fire ground should be lighted as soon as possible to reveal trapped occupants, structural features, power lines and for firefighter safety.
  - ☐ Sides of the building should be identified in a uniform manner as outlined below:
  - ☐ Sector A (ALPHA) - Front of the fire building (side of the building where the main entrance to the building is located.) Proceeding clockwise, structures and properties are identified in order.
  - ☐ Sector B, (BRAVO) - Next side clockwise
  - ☐ Sector C, (CHARLIE) - Rear of the building
  - ☐ Sector D. (DELTA) - Next side clockwise
10. Interior areas of the building should be designated as follows:
  - ☐ Ground floor – 1st floor, 2nd floor, etc...,
  - ☐ Any floors, fully below ground floors should be designated as “Basement”.
  - ☐ Multiple below ground floors should be designated as “Basement 1, Basement 2” from the ground floor down.
  - ☐ The roof of the building will be identified as Roof Sector.
11. Exposures should be labeled as above and will be numbered outward from the fire building. Exposures to a fire in a townhouse row would be labeled (ex: B, B-1, D, D-1) starting with the closest occupancy and moving away from the fire.
12. Upon receipt of the emergency evacuation signal (3- five second blasts of the air horns), all personnel in, or on the structure shall exit immediately and report to their respective Division/Group Officer. The Division/Group Officer will then advise the IC if they have PAR.
13. Members will take all necessary precautions to avoid accidental PASS device activations. Any member hearing an activated PASS device shall:
  - ☐ Attempt to locate the source.
  - ☐ Report alarm to Interior Division or immediate officer for coordination of search.
  - ☐ Interior Division shall notify IC.
  - ☐ The IC should activate the RIT team if the activated PASS is not quickly resolved as accidental.
14. Salvage and loss control operations should be undertaken as soon as staffing and fire conditions permit. Prompt ventilation of the structure and the use of salvage covers before beginning overhaul and wet down activities can limit collateral damage to personal belongings and other property.
15. Upon fire control and confinement, a secondary search of the fire building should be performed and results reported.
16. Building security must be maintained at all times during firefighting activities. Any member noticing an unauthorized person in the building should have them escorted out and notify the IC. The IC will

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coordinate fire building security with law enforcement. The IC will coordinate with the Sheriff's Department and Building representative prior to leaving the scene to ensure that building is secured.

<b>Approved:</b>	<b>TOPIC: Structure Fire Assignment</b>
<b>SOP NUMBER 08-06</b>	<b>SOP SECTION: Emergency Operations</b>

## VI. Structure Fire Assignments

### A. Purpose

To establish a standard method for fire apparatus arrival and positioning at structure fires and fire alarm incidents. All personnel should use the guideline below during structure firefighting or alarm operations. It is important to note that unless otherwise directed by the Incident Commander you must follow this apparatus positioning guideline. Unit Officers must LIMIT radio transmissions to critical fire ground information. Single units should routinely not contact the Incident Commander for “instructions and assignments”.

### B. Scope

The following guideline identifies pre-assigned tasks for personnel and units based on general circumstances at structure fires and automatic fire alarm responses.

The Incident Commander or 1<sup>st</sup> In Unit Supervisor have the authority to modify these pre-assignments and to make task assignments in the manner that best suits the needs of the particular incident.

Regardless of whether pre-assigned tasks are followed or if changes are made, it is extremely vital that all personnel maintain crew integrity. Freelancing by personnel is strictly prohibited.

### C. General Information

While enroute to the incident scene, Unit Officers must maintain situational awareness of their specific location and order of apparatus arrival.

Personnel must not take action until their Unit Supervisor in charge directs them to do so. All drivers who are not specifically assigned to apparatus operations will assemble with their crew.

*Fire ground discipline is critical during all incident responses.* In addition to the listed responsibilities Unit Supervisors must:

- ☐ Maintain crew integrity
- ☐ Ensure that personnel and apparatus take their assigned positions
- ☐ Follow this and other applicable policies, including the *Incident Command System*.

The IC may modify these assignments as necessary.



<b>Approved:</b>	<b>TOPIC: Structure Fire Assignments</b>
<b>SOP NUMBER 08-06</b>	<b>SOP SECTION: Emergency Operations</b>

#### **D. Assignments**

##### **1. First Due Engine:**

###### **Unit Responsibilities:**

The first arriving engine company will function as the Fire Attack Engine and therefore shall position to best advance attack lines while still providing aerial access. At most incidents, all initial attack lines will operate from this engine.

If Incident Command is not already established by an officer on scene, the first arriving company officer shall establish Command, usually in the “Offensive/Working Fire” or “Investigation” mode. The company officer will retain Command unless relieved by another officer who establishes a command post to operate in the “Command” mode for the remainder of the incident.

Responsibilities of the first arriving officer on scene include communicating an initial size up of the situation found, developing a more thorough evaluation of the incident’s current conditions by performing a 360 degree “walk around” of the structure, evaluating potential need for rescue, considering threat to exposures, evaluating whether the situation is such that additional units may be needed or if the current response may be reduced, and establishing an Initial Incident Action Plan (strategies and tactics). The company officer shall then communicate a more detailed report of the situation and announce the Initial Incident Action Plan.

If heavy smoke and fire are visible or greater than 50% involvement: The first arriving engine will initiate water supply by laying a supply line from the most suitable water supply, beginning a split lay or give instructions for water supply as necessary.

Position the engine in an appropriate location to conduct firefighting operations reserving adequate space for the aerial unit to position. If the first due engine is required to position elsewhere, this must be reported immediately to all other responding units and Command Officers.

###### **Unit Officer Responsibilities:**

Provide water supply instructions by radio.

On arrival, if on the scene before IC give initial radio report as required and conduct size up.

Assure accountability of crew – (leave accountability tags at the first-in engine prior to entering hazard zone.)

Ensure all personnel have full PPE with SCBA

Ensure Standby Team (Two-Out) is in place prior to interior attack.

Note: If arriving personnel find a known life hazard and immediate action may prevent the loss of life or serious injury, the crew may begin appropriate interior operations without a Standby Team in place.

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Crew:

Set pump to adequate mode and pressure  
 Don PPE with SCBA and assist Unit Officer  
 Advance an attack line to the fire floor for fire attack/confinement, with attack line placement to best support the search function

Equipment: Includes SCBA, portable radios, flashlight, tools, TIC, hose, and other equipment appropriate for the structures construction and operational tactics.

## 2. Second Due Engine:

Unit Responsibilities:

Ensure and/or expand upon the water supply as necessary for the first due engine, by connecting to the hydrant and/or laying additional supply lines as necessary.

The second arriving engine company will establish a water supply for the attack engine for working fires if not completed by the first arriving engine company.

Upon completion of establishing the water supply, the company will proceed to establish an additional attack line or a safety line to backup an attack line unless otherwise directed by Command.

On “nothing showing” incidents, the second arriving engine company should stage the engine at an appropriate hydrant. In this case (where the engine is staged, the entire crew will remain with the apparatus.) The company shall communicate their status for example as: “staged at the hydrant” .

Unit Officer:

Ensure all personnel exiting the apparatus have full PPE with SCBA.

Equipment: Includes SCBA, portable radios, flashlight, tools, TIC, hose, and other equipment appropriate for the structures construction and operational tactics.

## 3. Third Due Engine:

Unit Responsibilities:

In the event a third due company arrives before the first due, it should assume the responsibilities of the first arriving engine company, and as such, will follow the procedure identified above for first arriving engine company.

On “nothing showing” incidents, the third due engine will report to the IC.

Third Due Engine exterior crew responsibilities may include establishing ventilation (vertical or horizontal as indicated), laddering, control of utilities, placing lights in service, and other support activities as indicated.

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Third Due Engine interior crew responsibilities may include performing forcible entry, performing search & rescue, assessing, limiting, and if necessary controlling the fire's extension, and performing salvage and overhaul.

Unit Officer:

Ensure all personnel exiting the apparatus are in full PPE with SCBA

Crew:

If necessary, perform initial forcible entry for the first due engine

Perform rapid outside horizontal ventilation coordinated with the fire attack.

Control utilities if not completed upon arrival

Provide secondary exit(s) for interior crews with ground and/or aerial ladders on buildings more than one story high.

After completing the duties outlined above, report to the IC.

Support the fire attack by providing lighting, and perform ventilation, overhaul, and salvage operations.

Equipment: Includes SCBA, portable radios, flashlight, tools, TIC, hose, and other equipment appropriate for the structures construction and operational tactics.

On working fires where a Third Due Engine was the First Arriving Company and has taken the role of Attack Engine, the next arriving engine company will establish a water supply if not done and the second arriving engine will assume the responsibilities of a truck company as stated above.

#### 4. District Chief :

Unit Responsibilities:

Position to avoid impeding responding or departing apparatus, and must remain in-service for calls.

Unit Officer: Report to the IC for assignment

#### 5. Incident Commander:

Unit Responsibilities:

Position allowing space for the engine, tanker, or other units to implement tactical operations.

Unit Officer:

Establish a Command Post and assume Command of the incident Scene

Establish incident accountability

#### 6. Additional Engine (Standby/Safety Engine)

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Unit Responsibilities:

Ensure, and as necessary, expand upon the water supply by connecting to the hydrant and improving the intake pressure, and/or laying additional supply lines as necessary, if needed. Extra personnel needed for firefighting operations.

Crew:

Report to the IC and advise that you are the standby crew; unless specifically ordered otherwise, safety / standby / initial rapid intervention until the RIT Group can be established.

Secure an additional hose line and immediately relieve the “two-out” crew and become the safety/standby/ initial rapid intervention crew. This is usually done face-to-face, but on larger scale incidents, it may be done by radio.

Support of operations as needed or assigned.

Equipment: Includes SCBA, portable radios, tools, hose, and other equipment appropriate for the structure’s construction and operational tactics, and any additional equipment specific to the RIT function.

7. Members Arriving POV

Position vehicles to allow access of responding units.

Report to the IC for assignment.

<b>Approved:</b>	<b>TOPIC: Large Commercial Structure Fire Assignment</b>
<b>SOP NUMBER 08-07</b>	<b>SOP SECTION: Emergency Operations</b>

## VII. Large Commercial Structure Fire Assignments

### A. Purpose

To establish a standard method for fire apparatus arrival and positioning at structure fires and fire alarm incidents at large commercial structures. A large commercial structure will include: hotels, motels, industrial, strip stores, large retail, schools, apartments, nursing homes, and assisted living. All personnel should use the guideline below during structure firefighting or alarm operations. It is important to note that unless otherwise directed by the Incident Commander you must follow this apparatus positioning guideline. Unit Officers must LIMIT radio transmissions to critical fire ground information. Single units should routinely not contact the Incident Commander for “instructions and assignments”.

### B. Scope

The following guideline identifies pre-assigned tasks for personnel and units based on general circumstances at large commercial structure fires and automatic fire alarm responses. The Incident Commander or 1<sup>st</sup> In Unit Supervisor have the authority to modify these pre-assignments and to make task assignments in the manner that best suits the needs of the particular incident. Regardless of whether pre-assigned tasks are followed or if changes are made, it is extremely vital that all personnel maintain crew integrity. Freelancing by personnel is strictly prohibited.

### C. General Information

While enroute to the incident scene, Unit Officers must maintain situational awareness of their specific location and order of apparatus arrival.

Personnel must not take action until their Unit Supervisor in charge directs them to do so. All drivers who are not specifically assigned to apparatus operations will assemble with their crew.

*Fire ground discipline is critical during all incident responses.* In addition to the listed responsibilities Unit Supervisors must:

- ☐ Maintain crew integrity
- ☐ Ensure that personnel and apparatus take their assigned positions
- ☐ Follow this and other applicable policies, including the *Incident Command System*.

The IC may modify these assignments as necessary.

<b>Approved:</b>	<b>TOPIC: Large Commercial structure Fire Assignments</b>
<b>SOP NUMBER 08-07</b>	<b>SOP SECTION: Emergency Operations</b>

#### **D. Assignments**

##### **1. First Due Engine:**

###### **Unit Responsibilities:**

The first arriving engine company will function as the Fire Attack Engine and therefore shall position to best advance attack lines while still providing aerial access. At most incidents, all initial attack lines will operate from this engine. If no smoke or fire is visible the first arriving engine will report to the alarm panel or meet with on-site personnel for further information.

If Incident Command is not already established by an officer on scene, the first arriving company officer shall establish Command, usually in the “Offensive/Working Fire” or “Investigation” mode. The company officer will retain Command unless relieved by another officer who establishes a command post to operate in the “Command” mode for the remainder of the incident.

Responsibilities of the first arriving officer on scene include communicating an initial size up of the situation found, developing a more thorough evaluation of the incident’s current conditions by performing a 360 degree “walk around” of the structure (if possible), evaluating potential need for rescue, considering threat to exposures, evaluating whether the situation is such that additional units may be needed or if the current response may be reduced, and establishing an Initial Incident Action Plan (strategies and tactics). The company officer shall then communicate a more detailed report of the situation and announce the Initial Incident Action Plan.

If heavy smoke and fire are visible or greater than 50% involvement: The first arriving engine will initiate water supply by laying a supply line from the most suitable water supply, beginning a split lay or give instructions for water supply as necessary.

Position the engine in an appropriate location to conduct firefighting operations reserving adequate space for the aerial unit to position. If the first due engine is required to position elsewhere, this must be reported immediately to all other responding units and Command Officers.

###### **Unit Officer Responsibilities:**

Provide water supply instructions by radio.

On arrival, if on the scene before IC give initial radio report as required and conduct size up.

Assure accountability of crew – (leave accountability tags at the first-in engine prior to entering the hazard zone.)

Ensure all personnel have full PPE with SCBA

Ensure Standby Team (Two-Out) is in place prior to interior attack.

Note: If arriving personnel find a known life hazard and immediate action may prevent the loss of life or serious injury, the crew may begin appropriate interior operations without a Standby Team in place.

<b>Approved:</b>	<b>TOPIC: Large Commercial structure Fire Assignments</b>
<b>SOP NUMBER 08-07</b>	<b>SOP SECTION: Emergency Operations</b>

Crew:

Set pump to adequate mode and pressure

Don PPE with SCBA and assist Unit Officer

Advance an attack line to the fire floor for fire attack/confinement, with attack line placement to best support the search function

Equipment: Includes SCBA, portable radios, flashlight, tools, TIC, hose, and other equipment appropriate for the structures construction and operational tactics.

## 2. Second Due Engine:

Unit Responsibilities:

The second arriving engine company will report to the FDC connection and prepare to assist the fire suppression system.

The crew should obtain a water supply or direct an additional engine to provide a water supply if they do not have one readily available.

On “nothing showing” incidents, the second arriving engine company should stage the engine at an appropriate hydrant. In this case (where the engine is staged, the entire crew will remain with the apparatus.) The company shall communicate their status for example as: “staged at the hydrant” .

Unit Officer:

All personnel exiting the apparatus should have full PPE with SCBA and await further instructions from the IC.

Equipment: Includes SCBA, portable radios, flashlight, tools, TIC, hose, and other equipment appropriate for the structures construction and operational tactics.

## 3. Third Due Engine:

Unit Responsibilities:

Ensure and/or expand upon the water supply as necessary for the first due engine, by connecting to the hydrant and/or laying additional supply lines as necessary.

The third arriving engine company will establish a water supply for the attack engine for working fires if not completed by the first arriving engine company.

Upon completion of establishing the water supply, the company will proceed to establish an additional attack line or a safety line to backup an attack line unless otherwise directed by Command.

On “nothing showing” incidents, the second arriving engine company should stage the engine at an appropriate hydrant. In this case (where the engine is staged, the entire crew will remain with the apparatus.) The company shall communicate their status for example as: “staged at the hydrant” .

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<b>SOP NUMBER 08-07</b>	<b>SOP SECTION: Emergency Operations</b>

Unit Officer:

Ensure all personnel exiting the apparatus have full PPE with SCBA.

Equipment: Includes SCBA, portable radios, flashlight, tools, TIC, hose, and other equipment appropriate for the structures construction and operational tactics.

#### 4. Fourth Due Engine:

Unit Responsibilities:

In the event a Fourth Due Engine arrives on the scene well ahead of an engine company, it should assume the responsibilities of the first arriving engine company, and as such, will follow the procedure identified above for first arriving engine company.

On “nothing showing” incidents, the Fourth Due Engine will report to the IC.

Fourth Due Engine exterior crew responsibilities may include establishing ventilation (vertical or horizontal as indicated), laddering, control of utilities, placing lights in service, and other support activities as indicated.

Fourth Due Engine interior crew responsibilities may include performing forcible entry, performing search & rescue, assessing, limiting, and if necessary controlling the fire’s extension, and performing salvage and overhaul.

Unit Officer:

Ensure all personnel exiting the apparatus are in full PPE with SCBA

Crew

If necessary, perform initial forcible entry for the first due engine

Perform rapid outside horizontal ventilation coordinated with the fire attack.

Control utilities if not completed upon arrival

Provide secondary exit(s) for interior crews with ground and/or aerial ladders on buildings more than one story high.

After completing the duties outlined above, report to the IC.

Support the fire attack by providing lighting, and perform ventilation, overhaul, and salvage operations.

Equipment: Includes SCBA, portable radios, flashlight, tools, TIC, hose, and other equipment appropriate for the structures construction and operational tactics.



<b>Approved:</b>	<b>TOPIC: Large Commercial Structure Fire Assignments</b>
<b>SOP NUMBER 08-07</b>	<b>SOP SECTION: Emergency Operations</b>

5. On working fires where a Fourth Due Engine was the First Arriving Company and has taken the role of Attack Engine, the next arriving engine company will establish a water supply if not done and the second arriving engine will assume the responsibilities of a truck company as stated above.

6. District Chief Unit

Responsibilities:

Position to avoid impeding responding or departing apparatus, and must remain in-service for calls.

Unit Officer: Report to the IC for assignment

7. Incident Commander

Unit Responsibilities:

Position allowing space for the engine, tankers, and other units to implement tactical operations.

Unit Officer:

Establish a Command Post and assume Command of the incident Scene

Establish incident accountability

8. Additional Engine (Standby/Safety Engine)

Unit Responsibilities:

Ensure, and as necessary, expand upon the water supply by connecting to the hydrant and improving the intake pressure, and/or laying additional supply lines as necessary, if needed. Extra personnel needed for firefighting operations.

Crew:

Report to the IC and advise that you are the standby crew; unless specifically ordered otherwise, safety / standby / initial rapid intervention until the RIT Group can be established.

Secure an additional hose line and immediately relieve the "two-out" crew and become the safety/standby/ initial rapid intervention crew. This is usually done face-to-face, but on larger scale incidents, it may be done by radio.

Support of operations as needed or assigned.

Equipment: Includes SCBA, portable radios, tools, hose, and other equipment appropriate for the structure's construction and operational tactics, and any additional equipment specific to the RIT function.

9. Members Arriving POV

Position vehicles to allow access of responding units.

Report to the IC for assignment.

<b>Approved:</b>	<b>TOPIC: Air Monitoring (Structure Fires)</b>
<b>SOP NUMBER 08-08</b>	<b>SOP SECTION: Emergency Operations</b>

## VIII. Air Monitoring (Structure Fires)

### A. Purpose:

To establish a guideline for monitoring air quality post structure fire suppression activities to determine if respiratory protection is required.

### B. Responsibility:

All fire department employees shall be familiar with the following departmental guidelines.

### C. Procedure:

When a fire has been extinguished and ventilation has been completed so visibility is not impaired, the incident commander may request to have the structure monitored for air quality levels. These levels will need to meet safe operational limits per OSHA standards.

A CO meter or Multi-gas meter will be used in all areas where crews will be operating.

For respiratory protection to be removed, all criteria below must be met:

- ☐ CO – Must be less than 35 ppm (parts per million) or below
- ☐ HCN – 0 (ppm)
- ☐ Oxygen – Greater than 19.5%, but less than 23 %

All readings and actions must be documented.

### D. Equipment:

Full protective clothing and self-contained breathing apparatus.

### E. Considerations:

This guideline never prevents personnel from wearing an SCBA.

At any time, the incident commander or safety officer may still require personnel to wear breathing protection, despite the air quality levels obtained.

Consistent with OSHA (Short Term Exposure Limits), if the HCN reading is less than 4.7 ppm, a member may be in the structure for less than 15 minutes without respiratory protection with the approval of the incident commander or the safety officer provided they are working within the accountability system.

If the oxygen levels are less than 20.9%, it is advisable to determine why the levels are low as something must be displacing the oxygen.

<b>Approved:</b>	<b>TOPIC: Vehicle Fires</b>
<b>SOP NUMBER 08-09</b>	<b>SOP SECTION: Emergency Operations</b>

## **IX. Vehicle Fires**

### **A. SCOPE**

This procedure applies to all personnel operating at emergency scenes that involve vehicle fires.

### **B. PURPOSE**

The purpose of this Standard Operating Procedure is to provide specific information and procedures for personnel of Cook County Fire Department to use in responding to vehicle fires.

### **C. PERSONAL PROTECTIVE EQUIPMENT**

Full structural firefighting personal protective equipment (PPE) shall be used for fighting vehicle fires. Self-contained breathing apparatus (SCBA) shall be used when fighting vehicle fires. Safety vests are not needed for those using full PPE to include SCBA.

### **D. APPARATUS PLACEMENT**

1. To afford protection from hazardous liquids and vapors and to reduce smoke in the work area, apparatus should be placed upwind and uphill of the incident if possible.
2. Consideration must be given to using an apparatus as a barrier, to shield the incident scene and the pump operator from traffic hazards.
3. Warning lights should be left operating, in conjunction with the use of traffic cones where needed.
4. Traffic cones and traffic delineators can be used to direct traffic flow, close lane (s) and define safe work areas as needed.

### **E. WATER SUPPLY**

1. Water of sufficient quantity, flow rate, and pressure should be used to meet suppression objectives and ensure firefighter safety. If available and needed for large vehicles or vehicles threatening exposures water supply should be considered.
2. The use of foam can be considered for vehicle fires, care should be taken to ensure that the foam used is compatible with Class B and Alcohol blended fuels.

### **F. FIRE ATTACK**

1. A free burning stage fire involving the interior of the vehicle passenger compartment can quickly damage the vehicle beyond repair. As such, the plan of attack should consider the vehicle as not salvageable (unless there are victims entrapped inside the vehicle) and a safe and appropriate approach and fire attack must be implemented.

<b>Approved:</b>	<b>TOPIC: Vehicle Fires</b>
<b>SOP NUMBER 08-09</b>	<b>SOP SECTION: Emergency Operations</b>

2. Where occupants are trapped in the vehicle, water or extinguishing agent should first be applied to protect the occupants and permit rescue.
3. When attacking a vehicle fire, responders should approach from a 45-degree angle towards the side of the vehicle. This will reduce the potential of being struck by exploding energy absorbing bumpers or hold open devices.
4. When rescue is not a factor, water should first be applied for several seconds to cool hazard areas, i.e.: fuel tanks, shock absorbing bumpers, tires, posts that could contain pre-tensioners, etc.
5. When possible, a chock block should be placed around the tires to prevent the burning vehicle from rolling or lurching forward.

**G. HAZARD AND SAFETY CONSIDERATIONS**

1. **Liquid Petroleum Gas (LPG) and Liquid Natural Gas (LNG):** If there is flame impingement on an LPG/LNG storage tank, take action to control the fire and cool the tank to prevent a BLEVE. If vapors escaping from the storage tank relief valve have ignited, allow the LPG/LNG to burn while protecting exposures and cooling the tank.
2. **Energy Absorbing Bumpers and Hold Open Devices:** When heated, bumpers and hold open devices may develop high pressures sufficient to cause a violent release of the bumper assembly and/or hold open cylinders.
  - a) **Batteries:** Flammable hydrogen vapors may cause explosion. Contact with battery acid should be avoided. Hybrid vehicles contain large batteries, this should be a note of concern during mop up.
  - b) **Combustible Metals:** Large quantities of water will cool the combustible metal below its ignition temperature. Dry chemical extinguishers can also be effective on combustible metals. Special consideration should be given to **magnesium**, which can burn and will react violently with water. Fight the fire, initially, from a distance, using the full reach of the stream.
  - c) **Interior:** Well sealed interiors of modern vehicles present the potential for back draft.
  - d) **Vehicle Stability:** Tires or split rims exposed to fire may explode, releasing projectiles and causing the vehicle to drop suddenly.
  - e) **Airbags:** To avoid injury, firefighters should follow the 5-10-20 rule (airbags can deploy even after the key has been removed and the battery disconnected) for un-deployed airbags:
    - ☐ Maintain a minimum of 5 inches from side impact airbags
    - ☐ Maintain a minimum of 10 inches from frontal airbags
    - ☐ Maintain a minimum of 20 inches from passenger side frontal airbags

<b>Approved:</b>	<b>TOPIC: Vehicle Fires</b>
<b>SOP NUMBER 08-09</b>	<b>SOP SECTION: Emergency Operations</b>

- f) **Composite Materials:** These materials can fray, splinter and become airborne particles becoming a respiratory hazard. SCBAs shall be utilized throughout the operation to include mopping up.
- g) **Environmental Considerations:** Every effort should be made to prevent spills and runoff that may be hazardous to the environment by damming and/or using absorbent pads and other spill containment material.

<b>Approved:</b>	<b>TOPIC: Woods/Grass/Brush Fires</b>
<b>GUIDELINE NUMBER 08-10</b>	<b>GUIDELINE SECTION: Emergency Operations</b>

## **X. Woods/ Grass/ Brush Fires**

### **A. PURPOSE**

This plan is intended to serve as an operational guide when woods, grass or brush fires are encountered.

### **B. TACTICAL PRIORITIES**

Tactical priorities will vary as fire situations are encountered.

Wildland/urban interface usually encompasses three types of environments.

- ☐ Isolated areas of wildland within an urban area called “buffers.”
- ☐ Structures on small, medium, or even larger lots that are bordered by wildland on broad, front-type entrances.
- ☐ Structures scattered over large wildland areas.

The three tactical priorities are as follows:

1. Reconnaissance: A careful and complete survey of the area involved will be the top priority of the first arriving Unit. The only exceptions should be for small fires where the entire area can be observed from one location, situations that require immediate action (as in a rescue), or when an exposure is severely threatened.
2. Exposure Protection: Protecting exposures and other improvements from the fire becomes a high priority, even at the risk of adding extra acreage to the size of the fire.
3. Confinement of Perimeter: The heads of the fire should be given the highest priority in order to efficiently control the fire spread. A direct application fire stream, with Units operating in the burn area, is the fastest control evolution available to stop the fire spread (direct attack). Many situations will not support this method and Command may elect to use natural and man-made barriers to stop the forward progress of the fire (indirect attack). Where geographical, weather, and exposure conditions permit, the initial attempt at controlling the fire should be the indirect method. Special consideration must be given to the availability of resources for patrolling the perimeter.

### **C. STANDARD COMPANY OPERATIONS**

Standard Company Operations assign basic fire ground functions and activities to the various Companies, based upon the capability and characteristics of each type of Unit. Standard Company Operations on brush fires vary greatly from other types of incidents.

<b>Approved:</b>	<b>TOPIC: Woods/Grass/Brush Fires</b>
<b>SOP NUMBER 08-10</b>	<b>SOP SECTION: Emergency Operations</b>

Upon receipt of a brush fire alarm, after Units have been dispatched, the Communications Center shall cross-reference the reported location against known burn permits and advise responding Units of possible controlled burns in the area.

Upon arrival, the Incident Commander shall provide the following information in the initial radio report:

- ☐ Size (an estimate, given in acres or fraction of acres)
- ☐ General size of vegetation (light, medium, or heavy rough)
- ☐ Rate of spread (expressed as slow, moderate or rapid)
- ☐ Command shall determine the need for a Georgia Forestry response.
- ☐ Access routes into the area for incoming Units
- ☐ On major incidents, establish a Command Post as soon as possible.
- ☐ Command should plot and update the fire size, location, and progress as often as possible.
- ☐ Command shall determine the location of tankers and other sources of water supply, and notify all Units at the incident of their location.
- ☐ As an incident grows, the Command Post may expand in size; therefore, the location selected should be capable of accommodating additional personnel.

The following items represent the standard operating procedure that will normally be performed by Companies on brush fire incidents:

**Brush Truck**

- ☐ Operate off-road, from the burned area, to directly apply fire streams.
- ☐ Reconnaissance
- ☐ Rescue and evacuation
- ☐ Exposure protection
- ☐ Fireline and spot-fire patrol
- ☐ Overhaul (mop-up)

**Engine Company**

- ☐ Ability to directly apply fire streams from improved roadways.
- ☐ Rescue and evacuation
- ☐ Exposure Protection
- ☐ Water supply for Woods Trucks
- ☐ Overhaul of accessible areas

**Tankers**

- ☐ Water supply for Woods Trucks
- ☐ Exposure protection
- ☐ Overhaul in accessible areas

Due to the ever-changing nature of a brush fire, the key concept in standard company operations is mobility. Engine Companies and Tankers should not be committed in such a manner as to become inflexible to rapid reassignment of duties or location.

<b>Approved:</b>	<b>TOPIC: Woods/Grass/Brush Fires</b>
<b>SOP NUMBER 08-10</b>	<b>SOP SECTION: Emergency Operations</b>

#### **D. FIREGROUND FACTORS**

The following factors have a critical effect on the burning characteristics of a brush fire and on the effectiveness of control efforts:

- ☐ Weather
- ☐ Relative humidity
- ☐ Wind-speed and direction
- ☐ Temperature
- ☐ Cumulative and long-range drying
- ☐ Fuel
- ☐ Type
- ☐ Size
- ☐ Arrangement
- ☐ Equipment available
- ☐ It is essential that the Georgia Forestry Commission (GFC) Units be requested as early as possible. During peak fire periods, GFC Units may be committed or have extended response times due to the large geographical areas that they cover.

#### **E. TACTICS AND STRATEGY**

Brush fires often present a large area of rapidly spreading fire with numerous and complex exposure problems.

There are two basic methods of attacking a brush fire: The Direct Attack and the Indirect Attack.

In many situations, a combination of the two, applied to different areas of the fire, has proven most successful in providing effective control.

Command must quickly develop a firefighting plan, and this plan must remain flexible throughout the incident.

The following is a list of size-up considerations that affect the strategy and tactics considered:

- ☐ Location, direction, and speed of fire heads, wind direction, and speed
- ☐ Exposures and improvements involved or threatened
- ☐ Burning conditions, weather, time of day, and previous experience in the general area
- ☐ Fuel: size, type, and arrangement
- ☐ Barriers available to support backfire, natural or man-made
- ☐ Accessibility into the fire area
- ☐ Spot fires, frequency and distance from the main fire
- ☐ When operating in unburned areas, always maintain an escape plan.
- ☐ When cutting wire fences, keep the post between yourself and cut, as the wire may recoil when tension is released.
- ☐ If it becomes necessary to cut a fence, make every effort to repair it. Notify Command and be very careful not to let any livestock escape.
- ☐ Full protective clothing must be worn while working with winch cables. When tension is applied to winch cables, maintain a safe distance or stand behind the apparatus.



<b>Approved:</b>	<b>TOPIC: Woods/Grass/Brush Fires</b>
<b>SOP NUMBER 08-10</b>	<b>SOP SECTION: Emergency Operations</b>

**F. EQUIPMENT**

1. Only brush trucks should be taken off-road. Extreme circumstances may require the use of a pumper; however, this action must be approved by the Fire Chief or District Chief.
2. Never place equipment in front of a brush fire.
3. Vehicles should not be left unattended in dry grass or other flammable vegetation.
4. While operating off-road, maintain a constant awareness of soil composition or conditions that would hamper mobility. Be careful of changes in type, size, and color of vegetation (as it may indicate a change of soil composition). Use a person's foot to precede the Unit when soil is questionable.
5. When entering off-road areas, switch to four-wheel drive prior to departing the hard surface of the roadway.
6. Vehicles with a winch should be parked near questionable areas to more readily facilitate removal of Units should they become stuck.
7. Brush Trucks shall not be used to push over or plow through trees and heavy brush.
8. When working a fire with a Brush Truck, the driver should be aware of available water levels in the tank. Depending on the location in the fire area, try to have enough water in the tank to protect the vehicle and Crew in case you are cut off, or have a flare-up and need to escape.

**G. SAFETY**

1. Always provide for an escape route. Try to have at least two routes of egress, should one become blocked by fire or smoke conditions.
2. Do not allow firefighting personnel to become exhausted. Proper rotation of personnel to Rehab is essential.
3. Provide drinking water. Hydration is critical during and after strenuous, high heat conditions.
4. Wear appropriate protective clothing.
5. Keep equipment and personnel in good condition.

<b>Approved:</b>	<b>TOPIC: Natural Gas and Propane Emergencies</b>
<b>SOP NUMBER 08-11</b>	<b>SOP SECTION: Emergency Operations</b>

## **XI. Natural Gas and Propane Emergencies**

### **A. PURPOSE**

This plan is intended to serve as an operational guide when natural gas or propane emergencies are encountered

### **B. NATURAL GAS**

Cook County Fire Department personnel may encounter natural gas in a variety of situations. Each will present a different set of problems and hazards. The following guidelines will be applicable in the majority of situations, but do not replace good judgment and experience in dealing with any particular incident.

Natural gas is much lighter than air and will usually dissipate rapidly in the outside environment. Inside buildings, however, it tends to pocket, particularly in attics and dead space. The flammable limits are approximately 5% to 15% in the air. Natural gas itself is non-toxic; however, it displaces oxygen and can result in asphyxiation if in a confined space. Flammable gas ranges can only be determined by a combustible gas instrument (CGI). There are CGIs on the command vehicles.

Note: If the leak is in a confined space and has displaced the oxygen, the CGI will not give an accurate reading until the oxygen is in a normal range.

Burning natural gas should not normally be extinguished, since this would change the situation from a visible to invisible hazard with explosive potential. Fires should be controlled by stopping the flow.

Approach to the incident should be from upwind. Use wind speed/direction from dispatch and observe any on-scene indicators (trees, flags and any other items that may show direction).

### **C. PROPANE EMERGENCIES**

Propane emergencies will be handled similar to natural gas emergencies. The big difference with propane is that it is heavier than air (approximately 1-1/2 times), so propane will not rise, but will remain low. Since it will remain low, it will travel to potential ignition sources. The flammable limits for propane are approximately 2.5% to 9.5%.

Propane and natural gas have a similar odorant added to them and it is difficult to tell the difference by the smell. It is critical that the gas be identified for tactical considerations.

Propane can be dispersed with hose streams, if necessary, to prevent it from traveling toward an ignition source.

<b>Approved:</b>	<b>TOPIC: Natural Gas and Propane Emergencies</b>
<b>SOP NUMBER 08-11</b>	<b>SOP SECTION: Emergency Operations</b>

**D. INCIDENTS WHERE AN EXPLOSION HAS OCCURRED**

Units arriving at a scene of a structural explosion must consider natural gas as a possible cause. Underground leaks may permit gas to travel considerable distances before entering a structure through the foundation, around pipes or through void spaces. In these circumstances, the cause of the explosion may be difficult to determine.

Until it can be determined that the area is safe from the danger of further explosions, evacuate all civilians and keep the number of CCFD personnel in the area to the minimum number necessary to stabilize the situation. Don't rely on gas odor. Use a CGI to check all suspected areas.

Check areas systematically using a CGI. Start outside of the area of the explosion and move into the area until readings indicate a detectable concentration. Map the readings for the affected area and relay it to Command.

If the gas concentration is encountered inside, adjacent to, or underneath any building, secure all possible sources of ignition in the affected area. Cut electricity from outside the affected area to avoid arcing. Ventilate buildings where gas is found with explosion-proof blowers only. Never enter inside when CGI is alarming for LEL. Ventilate first and wait for Hazmat.

Command shall provide for effective interaction between gas company personnel and the fire department.

Command must ensure the safety and stability of the structure.

**E. INCIDENT INVOLVING A GAS LEAK WITH NO FIRE OR EXPLOSION**

Calls for "gas leak", gas odor", "broken gas line" and similar situations may range from minor to a potentially major incident. All these should be approached as potentially dangerous situations.

The first arriving unit with a CGI shall obtain a sufficient number of gas concentration readings for Command to evaluate the hazard and take appropriate action. (With these readings, a proper isolation perimeter can be established.)

In all cases, CCFD Units shall take whatever actions are necessary to provide for life safety and property conservation.

Provide standby protection with a charged 1-3/4 inch hand line (fog nozzle) and a dry chemical extinguisher. Crews shall be in full protective equipment and SCBA. Crews should position themselves upwind.

Evacuate any civilians in the area of escaping gas.

Attempt to locate the source of the gas and any shutoff devices available to isolate and control the leak, i.e. water heater, stove, dryer, etc.

<b>Approved:</b>	<b>TOPIC: Natural Gas and Propane Emergencies</b>
<b>SOP NUMBER 08-11</b>	<b>SOP SECTION: Emergency Operations</b>

In gas leak situations within a building, where the source of the leak is unknown or uncontrolled, the gas supply shall be shut off at the meter. Command shall ensure the meter is locked off until repairs are complete.

If there are any indications of gas accumulating within a building, evacuate civilians from the structure and control ignition sources. Check the areas with a CGI.

If the gas leak is outside, the gas will normally rise and dissipate rapidly depending on the size of the leak. This can be confirmed with a CGI and perimeters can be established.

**F. PERSONNEL SAFETY**

All personnel working in the vicinity of a known or suspected gas leak shall wear full protective clothing with SCBA (this includes gas company personnel). Personnel working in a suspected ignitable atmosphere shall be backed up by a staffed protective hand line. The number of exposed personnel will be kept to an absolute minimum.

<b>Approved:</b>	<b>TOPIC: Bomb Threats and Suspicious Packages</b>
<b>SOP NUMBER 08-12</b>	<b>SOP SECTION: Emergency Operations</b>

## **XII. Bomb Threats and Suspicious Packages**

### **A. PURPOSE**

This guideline establishes steps that CCFD personnel will follow in response to incidents involving bomb threats and suspicious packages.

### **B. PROCEDURE**

Engine

- ☐ Size-up building and determine occupancy, construction type, and conditions found (evacuation progress, threat specifics, etc.).
- ☐ Do not transmit on the radio if within a 500' perimeter, to confirm the hazard. Relocate to an area outside the safety perimeter and transmit.
- ☐ Wear full protective gear and breathing apparatus while assessing the potential threat and waiting for the "time of detonation window" to elapse.
- ☐ Stage the apparatus in a safe location near a water source that provides clear entry and exit routes

### **C. SUSPICIOUS PACKAGE**

- ☐ The Suspicious Package shall not be moved, disturbed, or contacted in any way.
- ☐ All persons will be evacuated a minimum distance of 300 feet from the Suspicious Package and behind cover.
- ☐ If the Suspicious Package is located inside or near a structure, the immediate area will be evacuated, including the surrounding rooms, as well as above and below the package.
- ☐ Check the surrounding area for potential secondary explosive devices.
- ☐ Provide Rescue/Recovery as needed.
- ☐ Establish decontamination as needed.

<b>Approved:</b>	<b>TOPIC: Electrical Emergencies</b>
<b>SOP NUMBER 08-13</b>	<b>SOP SECTION: Emergency Operations</b>

### **XIII. ELECTRICAL EMERGENCIES**

#### **A. PURPOSE**

This guideline will establish a standard approach and response to the report of power lines down. Power lines can come in contact with the ground as a result of storm related activity, fire, or vehicles striking power poles. In all cases, the potential for electrical shock/electrocution and secondary fire must be considered.

#### **B. ELECTRIC SAFETY AWARENESS**

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

#### **C. GRADIENT VOLTAGE (STEP AND TOUCH POTENTIAL)**

When power lines are down, they will energize the ground around them. If your feet are in areas where there is a voltage difference, you could complete the circuit and be the source to ground. This is called “step potential.” This danger could be indicated by a tingling sensation in the feet and serve as a warning to back away from the area. Step potential is more severe when the ground is wet.

#### **D. KEY POINTS**

1. Downed lines must always be considered energized with potentially lethal current.
2. Lines can reset and become “hot” or “energized” again by manual operation of a switch, by automatic re-closing methods (either method from short or long distances away), by induction where a de-energized line can become hot if it’s near an energized line, or through back feed conditions.
3. Power line tends to have “Reel Memory” and may curl back or roll on itself when down.
4. Use caution when spraying water on or around energized electrical equipment. Hose streams conduct current! Never direct streams directly onto power lines. Use a fog spray at the base of the pole. Your primary responsibility is to protect the surrounding area.
5. PCB hazards: Smoke potentially fatal; avoid and contain pools of oil around transformers.
6. Poor soil resistance in the desert southwest may not provide enough of a ground to trip a circuit even when a conductor is laying on it.
7. You cannot tell the voltage of a power line by the size of the conductor. Most overhead conductors are not insulated.
8. Voltage can travel through both dry and especially wet ground for considerable distances.
9. Pad-mounted and overhead transformers can explode.

<b>Approved:</b>	<b>TOPIC: Electrical Emergencies</b>
<b>SOP NUMBER 08-13</b>	<b>SOP SECTION: Emergency Operations</b>

10. Until grounded, equipment can contain electric potential, which can cause severe injury or death.
11. Electricity can flow through the ground or other conductive objects, (fences) to point far from the scene.

**E. RESPONSE TO POWER LINES DOWN**

1. Request utility company to respond.
2. Consider all down wires as ***“energized.”***
3. Place apparatus away from “down lines and power poles” and out from under involved overhead lines that could fail and fall onto equipment or personnel.
4. Secure the area/deny entry.
5. In the event of multiple lines/poles down over a large area, call additional resources.

**F. DOWN POWER LINES AND VEHICLES**

1. Request utility company to respond.
2. Do not touch the vehicle
3. Have occupants remain inside the vehicle
4. Place all apparatus a safe distance away from downed lines.
5. If occupants must leave the vehicle, (fire or other threat to life) instruct them to open the door, not step-out! They should jump free of the vehicle without touching the vehicle and the ground at the same time; they should walk away from the vehicle with very small steps.

**G. SUB-STATION, TRANSFORMER, AND ELECTRICAL VAULT**

1. Request utility company to respond.
2. Clear the area.
3. Be aware of explosion potential.
4. Place apparatus in a safe location away from overhead power lines.
5. Protect exposures.
6. Do not make an entry until the utility representative has verified that the above electrical equipment has been de-energized. The utility representative may have to make an entry to uninvolved sections to safely de-energize the equipment.

<b>Approved:</b>	<b>TOPIC: Motor Vehicle Accidents</b>
<b>SOP NUMBER 08-14</b>	<b>SOP SECTION: Emergency Operations</b>

#### **XIV. Motor Vehicle Accidents**

##### **A. PURPOSE:**

The purpose of this guideline is to outline responsibilities for firefighters to follow when responding to and mitigating incidents involving motor vehicle accidents (MVA).

##### **B. FIRST ARRIVING UNIT**

1. Position apparatus to maintain scene safety.
2. Provide a quick size-up of the situation (e.g., estimated number of vehicles and estimated method of impact.).
3. All firefighters shall have Personal Protective Equipment (PPE), except the driver
4. Safety vests or fire gear with reflective stripes, shall be worn when operating near moving traffic
5. Check for fires, hazards, or any unusual conditions and take appropriate measures.
6. Quickly estimate the number of patients and be sure adequate resources are called. Upon estimating the number of patients, this information shall be broadcast to incoming units.
7. Complete triage of patients to ensure most critical patients are treated/transported first.

##### **C. EXTRICATION**

1. If victims are trapped and extrication is required, have charged hose line or dry chemical extinguisher for standby.
2. Assist EMS personnel in extrication and treatment as needed.
3. All personnel shall wear full turnout gear including PPE for disease control.
4. Always use extreme caution when dealing with automobiles.
5. Assure wheels are chocked adequately.
6. Shut off engine(s), if necessary.
7. Place vehicle in park, if necessary.
8. Release hood latch, if necessary.
9. Disconnect battery, negative side first.
10. Remove any debris from the incident that may cause tripping/falling hazards and could hinder the placement of equipment.
11. Check inside the trunk for hazards, if necessary.
12. Contain any spilled oil, fuel, anti-freeze with the appropriate material
13. Ensure traffic is controlled, coordinating with law enforcement.



<b>Approved:</b>	<b>TOPIC: Controlled Burns</b>
<b>SOP NUMBER 08-15</b>	<b>SOP SECTION: Emergency Operations</b>

## **XV. CONTROLLED BURNS**

Cook County Fire Department does not regulate outdoor burning; this responsibility lies with Georgia Forestry Commission, however, occasionally units are dispatched to investigate open burning.

The following guidelines are used when responding to these types of calls:

1. Personnel should make contact with the responsible party and determines type of fire (agricultural, recreational, warming etc.).
2. If the responsible party is not cooperative the officer in-charge should request Georgia Forestry.
3. If the occupant becomes hostile personnel should evacuate the scene and request law enforcement.

<b>Approved:</b>	<b>TOPIC: CO Response</b>
<b>SOP NUMBER 08-16</b>	<b>SOP SECTION: Emergency Operations</b>

## **XVI. CO RESPONSE**

### **A. PURPOSE**

This establishes a procedure for Cook County Fire Department's response to reports of carbon monoxide (CO) incidents.

### **B. GENERAL**

Carbon monoxide (CO) is an odorless, tasteless, colorless gas that is deadly. It is a by-product of a fuel burning process. Many appliances such as furnaces, kitchen stoves, hot water heaters, automobiles, and etc. can produce carbon monoxide. When a faulty or unusual condition exists, carbon monoxide may be vented into areas where people are present.

Carbon monoxide poisoning may be difficult to diagnose, its symptoms are similar to the flu, which may include headache, nausea, fatigue and dizzy spells.

The Occupational Safety and Health Administration (OSHA) has established a maximum safe working level of carbon monoxide at 35 parts per million (PPM) over an eight (8) hour period in the general workplace. The U.S. Environmental Protection Agency (EPA) has established that residential levels are not to exceed nine (9) Parts per Million (PPM) over an eight (8) hour average.

Atlanta Gas Light will not respond to all carbon monoxide (CO) investigations. They will respond only if the initial call received by them indicates that someone is ill or if the fire department request that they respond to the scene.

### **C. RESPONSE**

1. The dispatcher shall in all reports of an alarm call, attempt to verify if the alarm that is sounding is a smoke detector or a carbon monoxide detector. If the alarm is from a smoke detector, a structure fire assignment shall be dispatched.
2. When a call is received and dispatched to the fire department, which indicates a carbon monoxide incident, dispatch will send one engine and a duty officer.

<b>Approved:</b>	<b>TOPIC: CO Response</b>
<b>SOP NUMBER 08-16</b>	<b>SOP SECTION: Emergency Operations</b>

**D. ARRIVAL AT SCENE**

1. Upon arrival at the incident scene, the officer shall use the CO meter and perform an initial CO level survey. The CO meter should be activated outside of the structure to allow for fresh air calibration.
2. The officer shall have departmental personnel enter with protective clothing and self-contained breathing apparatus (SCBA).
3. Departmental personnel shall initiate a primary search or verify that all occupants are outside of the structure.
4. Evacuation and treatment of occupants are the first priority.
5. If occupants are showing signs of CO exposure, have EMS personnel treat them per protocols and transport.

**E. INVESTIGATION SURVEY**

1. The meter shall be used to survey the premises and verify the presence of carbon monoxide.
2. The officer shall perform this survey, even if the residential CO detector is in the low battery mode.
3. If a carbon monoxide detector is in the alarm mode the following procedures will be performed:

If anyone is exhibiting any symptoms of carbon monoxide poisoning, immediately evacuate and ventilate the premises.

- ☐ Perform EMS treatment and transport
- ☐ Investigate for cause
- ☐ Call for Atlanta Gas Light response

If no one exhibits any symptoms of carbon monoxide poisoning the following shall apply:

- ☐ A reading of 9 PPM or less does not require the evacuation of the premises.
- ☐ Recommend the occupant, check their CO detector per manufacturer recommendations.
- ☐ Attempt to reset the detector.
- ☐ Inform occupants that if detector activates again, call 911.

Any reading above 9 PPM but less than 100 PPM shall be considered above normal, and potentially dangerous to the occupants:

- ☐ Recommend that all occupants leave the premises and begin ventilation.
- ☐ Determine the source of the CO and shut down the appliance.
- ☐ Once the premises have been reduced to a safe level of CO, the premises may be occupied at the discretion of the occupant.
- ☐ Attempt to reset the detector
- ☐ Inform occupants that if the detector activates again, call 911.
- ☐ Inform the occupants of the action that has taken place and that Atlanta Gas Light has been requested to respond.

<b>Approved:</b>	<b>TOPIC: CO Response</b>
<b>SOP NUMBER 08-16</b>	<b>SOP SECTION: Emergency Operations</b>

Reading of 100 PPM or greater

- ☐ Order the occupants to leave the premises immediately.
- ☐ Determine the source of the carbon monoxide and shut down the appliance.
- ☐ Shut off the gas and call for Atlanta Gas Light to respond to the scene.
- ☐ Call for situation the Building Inspector and notify him of the situation.
- ☐ Ventilate the structure and reduce CO to a safe level.
- ☐ Once the carbon monoxide level is safe the structure may be occupied at the discretion of the occupant.
- ☐ Notify the occupant that request for gas service re-connect will be approved after repairs have been completed by a licensed plumber or licensed mechanical contractor.
- ☐ Inform the occupants of the action that has taken place and that Atlanta Gas Light has been requested to respond.

**F. DOCUMENTATION**

All Cook County Fire Department incident reports shall be completed on carbon monoxide responses. In addition to the above reports, a "Carbon Monoxide Detector Activation Notice of Findings" shall be completed. This notice shall be completed and given to the owner/occupant. All PPM readings shall be added to your field report for department documentation. A sample of the "Notice of Findings Report" is included in this procedure.

**G. CHECKLIST FOR CARBON MONOXIDE RESPONSES**

A checklist for carbon monoxide responses has been included in this procedure. This checklist is to be completed and included with the reports submitted for this incident.

<b>Approved:</b>	<b>TOPIC: CO Response</b>
<b>SOP NUMBER 08-16</b>	<b>SOP SECTION: Emergency Operations</b>

#### CARBON MONOXIDE DETECTOR ACTIVATION NOTICE OF FINDINGS

Carbon Monoxide is an odorless, tasteless, colorless gas that is **DEADLY**. It is the by-product of a fuel burning process. It can cause symptoms that can mimic the flu, unconsciousness and even death. Many appliances around the home are capable of producing Carbon Monoxide when faulty or unusual conditions exist. Since the source may be transient in nature, the source may not always be detectable.

Cook County Fire Department responded to investigate a possible Carbon Monoxide problem at: Time: \_\_\_\_hours.

Location: \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/201\_\_.

CARBON MONOXIDE was \_\_\_\_ was not \_\_\_\_ found by our instruments. Our instruments found the highest interior level of CO to be \_\_\_\_PPM.

#### WHAT DOES THIS READING MEAN?

**9 PPM or less:** Our instruments did not detect elevated levels at this time. However, this does not mean that higher levels did not exist prior our arrival nor that higher levels will not accumulate after our departure. Check your carbon monoxide detector per manufacturer recommendations, and replace or reset the detector as directed by the manufacturer.

**More than 9 PPM:** Our instruments have detected potentially dangerous levels of carbon monoxide. We recommend that you leave this building immediately. We feel that it is unsafe to reoccupy this building until repairs are made and your detector is replaced or reset as directed by the manufacturer.

**100 PPM or greater:** We have detected a potentially lethal level of carbon monoxide in your home. Leave your building immediately. It is not safe until repairs are made or the source is found and corrected. Gas to your building has been cut and will not be approved for reconnect until repairs have been made by a licensed technician. Replace or reset your detector as directed by the manufacturer. Carbon monoxide affects individuals differently depending on the size, age and medical history of the occupants. Therefore, families with young children or members with medical conditions, or aged individuals should take extra precautions in the event that carbon monoxide is detected.

Issued By: \_\_\_\_\_ Badge# \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/201\_\_.

Received By: \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/201\_\_.

<b>Approved:</b>	<b>TOPIC: CO Response</b>
<b>SOP NUMBER 08-16</b>	<b>SOP SECTION: Emergency Operations</b>

CHECKLIST FOR CARBON MONOXIDE RESPONSE INVESTIGATIONS

LOCATION: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/201 INCIDENT #:

QUICK CHECKLIST SYMPTOMS:

	Yes	No
Headache	↑	↑
Fatigue	↑	↑
Nausea	↑	↑
Dizziness	↑	↑
Confusion	↑	↑
Are any occupants of the residence feeling ill?	Yes	No
If yes, do they feel better when away from the house?	Yes	No
Since the detector's alarm went off, what have you done?		

Shut-off carbon monoxide sources? Yes No  
 If yes, which one? \_\_\_\_\_  
 Let in fresh air? Yes No  
 If yes, how and for how long? \_\_\_\_\_  
 PPM ACCEPTABLE Yes No PPM Reading: \_\_\_\_\_

LOCATION CHECKLIST

		Location	PPM
Chimney:	<i>Clogged flue, blocked opening</i>	_____	_____
Fireplace:	<i>Gas or Wood</i>	_____	_____
Portable Heater:	<i>Emissions</i>	_____	_____
Gas Refrigerator:		_____	_____
Kitchen Stove:		_____	_____
Cook-top Vent:		_____	_____
Gas Dryer:		_____	_____
Water Heater:	<i>Chimney pipe</i>	_____	_____
Furnace:	<i>Flue, pipe, heat exchanger</i>	_____	_____
Barbecue Grill:	<i>In enclosed area</i>	_____	_____
Car Garage:	<i>Car started or ran recently</i>	_____	_____
Operating Fireplace:	<i>Possible downdraft</i>	_____	_____

Carbon monoxide Detector: Make: \_\_\_\_\_  
 Model: \_\_\_\_\_  
 Serial #: \_\_\_\_\_

Officer in Charge: \_\_\_\_\_ Badge #: \_\_\_\_\_

<b>Approved:</b>	<b>TOPIC: Automatic and Mutual Aid</b>
<b>SOP NUMBER 08-18</b>	<b>SOP SECTION: Emergency Operations</b>

## **XVII.AUTOMATIC AND MUTUAL AID**

### **A. PURPOSE**

The purpose of this guideline is to identify the need for requesting and providing Mutual or Automatic Aid with neighboring jurisdictions. Cook County Fire Department maintains mutual aid and/or automatic agreements with many area jurisdictions. All mutual aid and automatic aid agreements are zero reimbursement requests.

### **B. AUTOMATIC AID**

Upon receipt of Automatic Aid request the dispatcher will dispatch the agreed number of engine companies and a District Chief.

If additional resources beyond what is listed above are requested, this will be considered a mutual aid request.

### **C. MUTUAL AID**

Upon the receipt of a mutual aid request the dispatcher will notify the District Chief of the resources requested. The District Chief will then notify the Fire Chief of the request and available resources. The Fire Chief will have the final authority in fulfilling the request.

The Incident Commander may request additional resources on a fire scene. In the event an incident commander requests additional mutual aid resources the Fire Chief will be notified to approve the request.

<b>Approved:</b>	<b>TOPIC: Dumpster fires</b>
<b>SOP NUMBER 08-18</b>	<b>SOP SECTION: Emergency Operations</b>

## **XVIII. DUMPSTER FIRES**

### **A. SCOPE**

This guideline shall apply to all members of Cook County Fire Department and shall be adhered to by all members.

### **B. PURPOSE**

The purpose of this guideline is to provide a framework to handle incidents of this type. Refuse fires are typically low impact incidents that can quickly escalate into many various incidents.

### **C. GUIDELINES**

All personnel shall be in full gear and self-contained breathing apparatus.

Keep the number of personnel at or around the container/ dumpster as low as possible.

Fire control should be achieved by use of an adequate size hose line(s).

Complete search of dumpster as soon as possible (homeless people)

If near buildings/ structures, check for any extension to same.

Perform overhaul operations to ensure the fire is completely out.

Notify the container owner of the fire, so that they can make arrangements to have the container removed and/or emptied.

If you encounter a hazardous atmosphere such as gas clouds, colored smoke, back away, secure the area and contact dispatch to request a District Chief for technical assistance.



<b>Approved:</b>	<b>TOPIC: Other Emergencies (Not Specified)</b>
<b>GUIDELINE NUMBER 08-19</b>	<b>GUIDELINE SECTION: Emergency Operations</b>

## **XIX. OTHER EMERGENCIES (NOT SPECIFIED)**

### **A. PURPOSE**

Understanding that every type of emergency incident has a specific procedure. This serves as a general procedure when an emergency incident does not meet any of the previous criteria.

### **B. RESPONSE**

Cook County Fire Department personnel may be dispatched to other uncommon emergency incidents.

Personnel should always keep safety a first priority in performing their job duties.

The Incident Commander will make the determination of incident mitigation based on:

- ☐ Equipment available
- ☐ Specialized Training Requirements
- ☐ Personnel Available

If the Incident Commander is unsure of a course of action they will request their District Chief.

<b>Approved:</b>	<b>TOPIC: Communications Information</b>
<b>SOP NUMBER 09-01</b>	<b>SOP SECTION: Communications</b>

## SECTION 9 COMMUNICATIONS

### I. 911 – EMERGENCY COMMUNICATIONS CENTER

The functions of receiving calls, requesting emergency and non-emergency response assistance, and dispatching personnel to provide firefighting services, are delivered from the Cook County Emergency Communications Center (ECC) with the radio designation “*Dispatch*”.

### II. RADIO EQUIPMENT LICENSING, OWNERSHIP, AND MAINTENANCE

#### A. LICENSING AND OWNERSHIP

Cook County Board of Commissioners is the licensee of all radio frequencies and radio equipment operated by CCFD. As a licensee, the County is ultimately responsible for ensuring that all related equipment and operational procedures comply within the rules and regulations established by the Federal Communications Commission (FCC).

Authority to operate any non-County owned transmitter (portable or mobile) on frequencies assigned to Cook County requires the advance, written approval of the CCFD Fire Chief. Those acquiring this approval must provide annual, written evidence that a licensed technician has verified that the approved equipment continues to meet or exceed the FCC’s required transmitter measurements. Failure to comply with these requirements is cause for the immediate withdrawal of operating privileges.

#### B. RADIO EQUIPMENT

Cook County Fire Department is responsible to ensure procuring, installation, and maintenance approved radio equipment purchased with County funds. Cook County Fire Department will not authorize the operation of, nor will it assume any obligation for radio equipment that is owned or acquired in the name of a private individual. Cook County Fire Department will also not assume responsibility for the installation or maintenance of radio equipment that has not been approved and authorized by the Fire Chief.

Once installed, all CCFD personnel must protect and maintain the radio equipment assigned to their units and fire stations. The installation, maintenance and, if necessary, repairs of this equipment, must comply with written procedures. Cook County Fire Department assumes no responsibility for theft, loss, or damage due to negligence or unauthorized modifications of equipment. Furthermore, without advance approval, the Cook County Fire Department assumes no responsibility for any

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malfunction or damage resulting from the use of attachments not authorized by the manufacturer's specifications, or not approved by the Cook County Fire Department. Unauthorized modifications (e.g., installation of speakers, amplifiers, alarm devices, etc.) are considered to have been added without advance approval. If a connection or attachment is found to have caused an equipment malfunction or damage, the equipment will be permanently removed and appropriate discipline may be issued to the CCFD individual, if the installation was in violation of this policy. Unless it is absolutely necessary to ensure that service delivery is not compromised, CCFD apparatus will not be placed in service without a fully-functional mobile

Any CCFD user, who fails to comply with the procedures in this handbook, or with any rule or regulation of the FCC, Cook County Fire Department, Cook County Board of Commissioners, may be subject to withdrawal of authorization to operate communications equipment used on frequencies licensed to Cook County, in addition to other available disciplinary measures.

### III. EMERGENCY RADIO PROCEDURES

#### A. EMERGENCY RADIO COMMUNICATIONS

Emergency radio messages take precedence over all other types of transmissions. Issuing an emergency radio communication is restricted to situations where life safety is at risk, or when immediate attention or assistance is critical.

During an emergency, field personnel may contact ECC by transmitting:

Example: "Engine 3 to DISPATCH, *EMERGENCY TRAFFIC*."

If fire personnel are faced with an imminent threat or currently occurring bodily injury, they may transmit a *Signal 32* radio transmission. A signal 32 is the universal code for Firefighter/EMT in trouble requiring immediate law enforcement assistance.

Example: "Engine 2 to DISPATCH, *Signal 32*."

On the receipt of a *Signal 32* transmission, DISPATCH will acknowledge the message and immediately request the appropriate law enforcement agency and the District Chief to provide a *Signal 32* response to the last known location of the fire unit.

#### B. IMMEDIATE DANGER ALERT TONE –IDAT

If an Incident Commander or designee determines that a structure or other hazardous area must be evacuated immediately; the ECC will be directed to sound the radio evacuation tone known as the *IDAT* (Immediate Danger Alert Tone).

When personnel operating at or near the incident site hears this audible warning tone, they must immediately evacuate the affected area because an imminent danger to operating personnel has been identified. Apparatus drivers must assist with this evacuation by simultaneously sounding their apparatus air horns with a three 5-second blast.

The ECC must determine the affected area from the Incident Commander and repeat this information across the talk group:

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SAMPLE: “DISPATCH to all personnel operating at 101 Main Street, Command has initiated an evacuation alert.”

#### C. INCIDENT DURATION REMINDERS (IDRS)

To ensure the safety and welfare of personnel operating on the scene of a structure, the ECC will issue Incident Duration Reminders, or *IDRs*, consistent with the requirements established by the Fire Chief. These notifications are issued twenty minutes after the arrival of the first primary unit on events where three or more primary units have been dispatched. After the first unit has arrived, ECC will issue these reminders at 20 minute intervals.

Unit Location While on an Event-Dispatch Location is Different from Actual Event Location

If a unit arrives on the scene of an event whose location differs from that of the original dispatched location, the actual event location *must* be updated in dispatch. It is also imperative that other responding apparatus knows the corrected address. Occasionally, a unit officer may need to change the location of the unit from that of the original dispatched location.

### IV. STANDARD OPERATING PROCEDURES

#### A. FCC OPERATING RULES FOR PUBLIC SAFETY AGENCIES

Under the operating rules of the Federal Communications Commission, it is unlawful to:

*“Transmit false calls or false or fraudulent distress signals; transmit unnecessary or unidentified communications; transmit messages of a personal nature by radio; use profane, indecent, or obscene language; intercept, use, or publish the content of any radio message without the expressed permission of the proper authority; cause unlawful or malicious interference to any other radio communications; transmit without first ensuring that the intended transmission will not cause harmful interference; transmit unassigned call signals; willfully damage or permit radio equipment to be damaged; or deny access to any radio equipment if a properly identified representative of the FCC asks to inspect it.”*

CCFD must make its radio equipment available for inspection by an authorized FCC representative at any reasonable hour of the day. Violations of FCC rules and regulations may subject violators to fines up to \$10,000, or a prison term of up to two years, or both.

### V. ON-SCENE REPORTING AND COMMUNICATIONS

#### A. REPORTING ON THE SCENE

When fire units arrive on the scene of an event, DISPATCH will acknowledge the arrival on the scene.

<b>Approved:</b>	<b>TOPIC: Communications Information</b>
<b>SOP NUMBER 09-01</b>	<b>SOP SECTION: Communications</b>

**B. INITIAL INCIDENT STATUS REPORTS (IISRS)**

On all multiple-unit full assignment events, the officer in charge of the first-arriving unit must provide an Initial Incident Status Report (IISR) immediately on arrival on the scene. This report must comply with the CCFD *Incident Command System (ICS)*. When available, an alternate talk group operator will repeat the IISR on all full assignment events.

**C. RESPONSIBILITY OF THE INCIDENT COMMANDER**

The IC is responsible for the initial and continuing control of the radio communications process once he/she arrives on the scene. Periodic updates should be provided to the ECC when appropriate, or at twenty minute intervals, until the event is declared under control.

**VI. RESPONSE AREAS CHANGES**

The CCFD District Chief, may request to make *temporary* changes in response to assignments. The District Chief may verbally request the amendment of certain response assignments. These requests, which may occur as the result of severe weather conditions, adverse road conditions, widespread or localized impacts on available fire apparatus

<b>Approved:</b>	<b>TOPIC: Training Procedures</b>
<b>SOP NUMBER 10-01</b>	<b>SOP SECTION: Training</b>

## **SECTION 10 TRAINING**

### **I. TRAINING PROCEDURES**

#### **A. Purpose**

Cook County Fire Department shall have a training program and guideline that ensures that all personnel are trained and their competency is maintained to effectively, efficiently, and safely execute all responsibilities consistent with the department's mission. This guideline will outline training for personnel as required by federal regulations, state requirements, nationally recognized standards, and departmental requirements.

#### **B. GUIDELINE**

Cook County Fire Department' training will be divided into two categories: required and specific training. Required training will be mandatory for all personnel in order to maintain competency. Specific training may be mandatory for particular job functions or to ensure a required level of expertise.

#### **C. TRAINING PROGRAM**

Chief Officers will support and ensure, within the constraints presented by manning and resource availability that the training activities are carried out within their respective commands. Chief Officers shall make prudent efforts to assist the Training Officer in evaluating the effectiveness of the program.

The department's Training Officer shall furnish the subjects and materials for the training program. The program shall be coordinated with the needs of the department and shall use available resources within the community.

The Training Officer shall furnish the performance standards to be covered by the training program and develop schedules to ensure that the appropriate members of the department meet the standards provided.

The Training Officer shall make regular reports to Chief Officers as well as the Fire Chief concerning department members' compliance with the training program.

<b>Approved:</b>	<b>TOPIC: Communications Information</b>
<b>SOP NUMBER 09-01</b>	<b>SOP SECTION: Communications</b>

**D. TRAINING OF COMPANY MEMBERS**

District Chiefs shall be responsible for the ongoing, in-service training of members of the company assigned to them, since each company must work together as an effective team.

Training shall be in the form of classroom instruction, practice drills, familiarization, inspections, and pre-fire planning.

District Chiefs shall be required to complete the training scheduled, including all hours of training mandated and covering all subject matter as authorized by the Fire Chief.

District Chiefs shall evaluate quarterly all members assigned to their district to determine that the training is effective and to provide a basis for evaluation of the performance of individuals. Evaluated training will be noted appropriately on training reports.

**E. TRAINING REQUIREMENTS**

**1. Georgia Firefighter Standards and Training Requirements**

- a. All certified personnel shall complete 24 hours of approved training. All personnel are required to maintain their Georgia Registered Volunteer Firefighter or Georgia State Firefighter Certification annually.
- b. Training drills and subjects as defined by the Fire Chief shall count for credit towards this 24 hours.
- c. The Fire Chief will ensure all required documentation is submitted to the Georgia Firefighter Standards and Training annually.

**2. ISO Fire Training**

- a. Per ISO guidelines, the Cook County Fire Department's goal is for all certified firefighters to obtain a minimum of 192 hours of fire suppression related training per year (16 hours per month). ISO requires that the following specialty training be completed in addition to the 192 hours:

The following are the minimum requirements of ISO per year in addition

- a. Officers shall have 12 hours of Officer training
- b. Driver/Pump Operators shall have 12 hours of pump/driver training
- c. New driver/operators shall have 60 hours of pump/driver training
- d. All members shall have 6 hours of hazardous materials training.

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- e. New members shall have at a minimum the 95 hr. Registered Volunteer Suppression Firefighter

District Chiefs and Company Officers shall be responsible for members under their command to receive the required hours. Each member of each company is encouraged to achieve 192 hours per year in addition to the required subject hours specified by ISO (Items C-F above). In order to adequately attain these hours, a minimum of 16 hours per month should be obtained.

#### **F. OTHER TRAINING**

Specialized and advanced training courses (hazmat, rope rescue, extrication, etc.) shall be provided for individuals or groups throughout the department to the extent that such specialized skills are needed in carrying out their duties or recertification.

#### **G. TRAINING RECORDS/DOCUMENTATION**

Department members shall furnish to their District Chief, through appropriate channels, reports on training sessions held, subjects covered, and duration of the session. Reports must be complete to be accepted. All Standards and Training reports must have the CEU as well as the Standards and Training check box. The Fire Chief will ensure all records are entered to meet appropriate certification or licensure requirements.

#### **H. CLASS REGISTRATION (GFA, NFA, FEMA, AND GEMA)**

Personnel may register for classes by submitting a request to their appropriate District Chief. The information must be complete to be accepted. Employees should not register for class unless he/she is sure that they can attend. All classes must be related to your current job classification.

Personnel requests to attend a continuing education training class must submit in writing/email a request to attend to their District Chief.

The request must contain:

1. Personnel Name
2. Date(s) and Location of Class
3. Anticipated Costs (if applicable)

If the request is approved, the Fire Chief will register the employee for class and notify the member.



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**I. CLASS CANCELLATION**

In order to withdraw from a class, the employee must submit a written request to their District Chief who will forward the request to the Training Officer no less than 30 days prior to class date, unless cancellation is for an unforeseen emergency. The request must specify the reason for withdrawal. Once the request has been reviewed by the Fire Chief, a response will be issued. Disciplinary action may result from non-emergency cancellations:  
Any employee who does not show up for a class that he/she has registered will be handled in the same manner as absenteeism from shift duty.

**J. OUTSIDE AGENCY TRAINING**

Training acquired from agencies other than Cook County Fire Department, Georgia Fire Academy, National Fire Academy, and the Georgia Emergency Management Agency, will be approved on a case-by-case basis. Requests to attend such training must first be approved for credit by the District Chief and the Fire Chief.

**K. SPECIAL EQUIPMENT NEEDS**

Employees attending classes that require equipment that is not of general issue to firefighters may check out the equipment (if available) from their District Chief.  
S.C.B.A. – Air packs and cylinders should be checked out from the District Chief.

**L. GENERAL TRAINING CENTER GUIDELINES**

As an employee of Cook County Fire Department, all personnel are expected to conduct themselves in a professional manner.

1. Employees will demonstrate proper respect for all instructors and other students.
2. Personal cell phones shall be in the “silent” mode.
3. Personal pagers shall be in the silent or “vibrate” mode.
4. Employees are expected to be on time. Including starting times and returning from breaks.
5. Dress Code – As representatives of a professional organization, it is important to display a professional appearance.

**In-service Training**

Attendees shall be in uniform as described in the Uniform section.

**Other Training**

Personnel training at other facilities shall adhere to that facilities dress code guideline.

**M. CERTIFICATION RENEWAL REQUIREMENTS**

Certification must be renewed based on the time requirements below.

GA Firefighter (State) - 24 hours per year - every 12 months

GA Firefighter (Administrative) – 24 hours per year

GEMA Rescue Specialist – Every 3 years

Extrication – Every 3 years

Hazmat Awareness and Ops – 8 hours every year

Hazmat Technician – Refresher course every year

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CPR – Every 2 years

ACLS (Paramedics) – Every 2 years

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## II. DRIVER'S TRAINING

### A. SCOPE

The scope of the guideline is to show members the proper methods to obtain and maintain Driver/Operator certification with Cook County Fire Department.

### B. PURPOSE

The goal of the CCFD Driver Program is to produce/maintain competent and qualified emergency vehicle operators. This guideline will outline the training and certification requirements, and provide the driver/operator with the skills, knowledge, and requirements in order to drive emergency vehicles in Cook County Fire Department.

### C. NEW DRIVER/OPERATOR

This section outlines the driver training and certification process for new drivers certifying for the first time.

### D. NEW DRIVERS

A Driver candidate must submit an application indicating his/her desire to become a Driver/Operator trainee. The District Chiefs will meet with the driver candidate and review the requirements and ensure that the candidate meets the prerequisites.

The Driver/Operator candidate must provide a copy of their current license and driving record for review.

### E. LICENSE REQUIREMENTS

In 1986 the federal law changed for licensing of commercial vehicles. The driver must obtain a class F license to operate emergency vehicles in the state of Georgia.

### F. DRIVING TRAINING REQUIREMENTS

Each type of vehicle has a certification checklist that includes both pre-requisite and required training that must be completed for a driver to be considered certified to drive/operate an emergency vehicle. The Driver Training package must be completed and reviewed by the District Chief prior to being released to drive fire apparatus. The training competencies indicate the knowledge, skill and abilities that must be demonstrated and completed. When the checklist is complete, it must be signed and distributed to the appropriate persons as listed at the bottom of the checklist. The checklist indicates the date when the training competencies were completed and the officer in charge of the training. Signing this document verifies that the candidate has demonstrated proficiency in the competencies.

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**G. DRIVER TRAINING LOG AND PORTFOLIO**

A portfolio must be maintained for all driver candidates that include all documents pertaining to driver training. A Safe Driver Behavior Evaluation Form and a Driving Log must be maintained for all driver trainees. The Driving Log will verify the miles the trainee has completed in order to meet the requirement of the policy. Entries into this log must be in chronological order by date and signed by the District Chief. The driving log will be reviewed along with the driver training package prior to the practical exam.

**H. DRIVER EVALUATIONS**

The Safe Driver Behavior Evaluation Form must be completed for the required number of emergency and non-emergency responses during the training process. This form is used to evaluate the driving behavior of the driver trainee.

**I. TRAINING COMPETENCIES**

The Driver Training competencies section is a list of the knowledge, skills and abilities that must be demonstrated prior to a driver trainee scheduling a practical exam. These competencies are intended to provide the driver trainee with the topics necessary to successfully pass the written and practical exams as well as becoming a proficient operator.

**J. SAFE DRIVING PRINCIPLES**

The section on Safe Driving Principles is provided to reinforce the safe driving principles learned in EVOC. These principles form the foundation of the Safe Driver Evaluation form and a driver trainee will be evaluated on these principles during the driving portion of the practical exam.

**K. TRAINING SUPPLEMENTS**

The Training Supplement Section provided gives additional training information on various topics that may be specific to Cook County procedures and provides additional information on some types of apparatus operated in Cook County Fire Department.

1. Practical Application Guide Sheets

Practical Application Guide Sheets (PAGS) are guide sheets that identify recommended procedures, critical tasks, and a step-by-step sequence that can be used as a reference for the trainee and the trainer to use in order to complete the training competencies. PAGS do not cover all competencies.

2. Written Examination

Drivers are recommended to complete the NFPA 1002 Driver/Apparatus Operator. The written examination consists of multiple choices. The exam includes, but is not limited to:

- Capacities and specifications for that particular unit (fluids, height, weight)
- Equipment inventory
- Procedures for daily and weekly apparatus checkout and pre-trip inspection
- Knowledge of emergency vehicle laws for the State of Georgia

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#### **L. DRIVER OPERATOR CONTINUING EDUCATION**

Listed below are the requirements to maintain Driver/Operator certification with Cook County Fire Department.

##### **1. Training Competencies**

The Driver Training competencies for continued certification shall be completed by every member of Cook County Fire Department who is subject to operate an apparatus at any time during the course of duty. Each driver/operator will complete a minimum of 1 hours of Driver's Training per month in order to maintain certification as a Driver/Operator Pumper. Members must maintain a log and portfolio of the hours.

Biannually the Driver Operator will be required to complete the EVOC competency course to maintain certification.

##### **2. Driver Training Log and Portfolio**

A portfolio must be maintained for all drivers that include all documents pertaining to driver training. A log must be maintained for all drivers. The Driving Log will verify the miles/ hours the driver has completed in order to meet the requirement of the policy. Entries into this log must be in chronological order by date and signed by the District Chief. The driving log will be reviewed annually by the Fire Chief annually.

#### **M. OTHER SPECIAL APPARATUS**

This guideline sets forth the procedures for operating a fire department pumper apparatus only. Tankers, and brush trucks may have separate additional requirements to achieve and maintain those certifications for special apparatus.

