

SUBLETTE COUNTY UNIFIED FIRE

POLICIES PROCEDURES & GUIDELINES



Last Revision: 12/21/23

Sublette County Unified Fire Policies, Procedures, and Guidelines

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GLOSSARY

<i>Policy</i>	Administrative course of action related to organizational structure and management.
<i>Procedure</i>	Standardized directions or actions providing instructions to be followed and/or implemented at all times; contains words such as “always” and “never”.
<i>Guideline</i>	Provides generalized guidance describing a course of action.
<i>Department</i>	Shorthand name for Sublette County Unified Fire Department
<i>Command Staff</i>	Subgroup of Sublette County Unified Fire that comprises the following positions: Fire Chief; Admin Assistant; Deputy Fire Chief; County Training Officer; County Fire Prevention Officer(s); County Health and Safety Officer; County Fire Investigation; Public Information Officer; 6 Battalion Chiefs.
<i>Administrative Personnel:</i>	Leadership and clerical support staff of Sublette County Unified Fire that assist in the administrative activities for the Department.
<i>Operational Personnel</i>	Command and leadership staff along with firefighters of Sublette County Unified Fire that have passed the Sublette County Fire academy or equivalent, meet any concurrency requirements, and are available for emergency operations by the Department.
<i>Fire Chief</i>	Synonymous with County Fire Warden
<i>Deputy Fire Chief</i>	Synonymous with Deputy County Fire Warden
<i>Recruit</i>	Members of Sublette County Unified Fire that are in process of fulfilling the requirements of the Sublette County Fire academy or equivalent.
<i>Cadet Members</i>	Members of Sublette County Unified Fire that are between ages of 16-18 years old and currently enrolled in high school, home schooling or an equivalency high school program and actively participating in the cadet program.
<i>Collar Brass</i>	Assignment of collar brass shall be based on minimal structural qualifications.

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SOG #	SECTION	GUIDELINE	
1.1	ORGANIZATION	ACKNOWLEDGEMENT OF AUTHORITY	

Acknowledgement of Authority

The policies, procedures, and guidelines herein take effect on the dates posted above each guideline and will remain in effect until amended, suspended, or cancelled by the issuing authority. These policies, procedures, and guidelines are to become a permanent part of Sublette County Unified Fire Policies, Procedures, and Guidelines Manual.

Authorization:



Fire Chief/Warden

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08/17/15		08/05/15 FINAL	1 of 1
SOG #	SECTION		GUIDELINE
1.2	ORGANIZATION		REVISION PROCEDURE

PURPOSE To provide a standardized process to update, revise, amend, or add to the adopted policies, procedures, and guidelines formally adopted by Sublette County Unified Fire.

SCOPE All Sublette County Unified Fire policies, procedures, and guidelines.

PROCEDURE The policies, procedures, and guidelines contained herein have been formally developed, reviewed, and adopted by the Sublette County Unified Fire Command Staff. The process to update, revise, amend, or add any element to the Policies, Procedures, and Guidelines Manual is as follows:


- Develop a written proposal to update, revise, amend, or add any element to the policies, procedures, and guidelines
- Submit written proposal to the Command Staff for inclusion at the next regularly scheduled monthly meeting.
- Command Staff members will review all proposals and vote on the proposal.
- A two-thirds majority vote by the Command Staff present is necessary to adopt the proposal into the Policies, Procedures, and Guidelines Manual.
- The Fire Chief has the authority to alter, suspend, cancel, or add to the Policies, Procedures, and Guidelines Manual as deemed necessary for the improvement of the organization.

REFERENCES N/A

APPROVED 
Fire Chief/Warden

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1.3	ORGANIZATION		ORGANIZATIONAL STATEMENT

PURPOSE	The purpose of Sublette County Unified Fire shall be to protect lives and property from the harmful effects of fire, hazardous materials, motor vehicle collisions, and acts of nature that may affect residents of Sublette County.
SCOPE	The following Organizational Statement has been written especially for Sublette County Unified Fire. This statement has been designed to be in compliance with NFPA 1500 for an Organizational Statement and to promote the safety and welfare of department employees.
AUTHORITY	By official Resolution #14-100260B, the Board of Sublette County Commissioners have created and authorized Sublette County Unified Fire to provide all fire-related services for the three incorporated towns in the County, as well as all fire-related services for the unincorporated areas of the County.
MISSION STATEMENT	<p>Our mission is to provide the most efficient and professional community service possible in the areas of fire protection and emergency services.</p> <p>We will accomplish this by:</p> <ul style="list-style-type: none"> • Conducting ourselves in a professional manner. • Communicating openly and honestly. • Focusing on attention to customer service. • Dedicating ourselves to the latest training techniques and standards.
VISION STATEMENT	Sublette County Unified Fire will be a well-organized, safe, efficient, and effective fire department that is prepared to respond to all emergency incidents as required by our communities.
REFERENCES	Sublette County Resolution #14-100260B NFPA 1500 – 4.4.1
APPROVED	 Fire Chief/Warden

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SOG #	SECTION		GUIDELINE
1.4	ORGANIZATION		ORGANIZATIONAL STRUCTURE

PURPOSE This guideline is to establish an organizational structure for all members of Sublette County Unified Fire.

SCOPE This organizational structure shall apply to all members of Sublette County Unified Fire.

PROCEDURE ORGANIZATIONAL STRUCTURE

Sublette County Unified Fire operates under an organizational structure with the Fire Chief being the highest-ranking officer of the Department. The Fire Chief shall appoint all Command Staff positions. The Deputy Chief shall appoint all Battalion Chief positions. The Battalion Chiefs shall appoint Captains and Lieutenants and assign the specific roles and responsibilities. Each position within the organization is described below:

Fire Chief – The Fire Chief is the highest ranking officer in the organization and takes direction from the Sublette County Commissioners. The Fire Chief is also appointed as the County Fire Warden. The Fire Chief administers all policies and procedures, along with preparing and administering the fire department budget. The Fire Chief also evaluates the needs of the department and plans for the acquisition, replacement, and maintenance of facilities, apparatus, and equipment. The Fire Chief attends meetings of the County Commissioners and may respond to major emergencies within the County. The Fire Chief is expected to be qualified as NFPA 1021 – Fire Officer III and STEN/TFLD qualified.

Deputy Fire Chief – The Deputy Fire Chief is the second highest ranking officer in the organization and takes direction from the Fire Chief. The Deputy Fire Chief assists the Fire Chief in the management of day-to-day operations of the organization. The Deputy Fire Chief may act as Fire Chief in the absence of the Chief and may respond to emergencies within the County for incident supervision and/or command. The Deputy Fire Chief is expected to be qualified as NFPA 1021 – Fire Officer III and STEN/TFLD qualified or be working to obtain these qualifications.

County Fire Prevention Officer – The Fire Prevention Officer is part of the Command Staff in the organization and takes direction from the Fire Chief. The Fire Prevention Officer, (FPO), assists the Chief in the management of the Community Firewise program and other public education programs. The FPO is also responsible for coordination of fuel mitigation and modification

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activities in collaboration with the USFS, BLM, and the WSFD organizations. The Fire Prevention Officer leads the effort on updating the County Wildfire Protection Plan, (CWPP), and drives the community efforts in compliance to “Fire Adapted Community” and “Ready, Set, Go” initiatives. The FPO is also responsible to coordinate all fire prevention activities, public education campaigns, and smoke detector programs for the organization. The Fire Prevention Officer is expected to be qualified as Fire Officer I or be working to obtain this qualification.

County Training Officer – The County Training Officer is part of the Command Staff in the organization and takes direction from the Deputy Fire Chief. The County Training Officer, in coordination with the individual Battalion Training Officers manages the department’s training facility and training curriculum for all personnel of the department. The County Training Officer is expected to be qualified as Fire Officer I and Fire Instructor II or be working to obtain these qualifications.

County Fire Investigator – The County Fire Investigator is part of the Command Staff in the organization and takes direction from the Fire Chief. The Fire Investigator position assists the Fire Chief in the management of the department’s Fire Investigations. The Fire Investigator’s role is to attempt to determine the cause and origin of fires. The County Fire Investigator is expected to be qualified as Fire Officer I and Fire Investigator, or is working to obtain these qualifications.

Public Information Officer – The Public Information Officer is part of the Command Staff in the organization and takes direction from the Fire Chief. The PIO position assists the Fire Chief in the management of the department’s Public Announcements. The Public Information Officer role is to develop and release information about incidents to the news media, incident personnel, and other appropriate agencies and organizations.

County Health and Safety Officer (HSO) – The County Health and Safety Officer is part of the Command Staff in the organization and takes direction from the Fire Chief. The County Health and Safety Officer assists the Chief to develop and provide recommended measures for assuring personnel health and safety and to assess and/or anticipate hazardous and unsafe situations. The Safety Officer also develops the Risk Management Plan, reviews the Incident Action Plans for safety implications, and provides timely, complete, specific, and accurate assessment of hazards and required controls. The County Health and Safety Officer is expected to be qualified as Fire Officer I, or be working to obtain this qualification.

- **LAST Coordinator** - The LAST Coordinator is a volunteer position and serves as an advisory role to the Command Staff in the organization. The LAST Coordinator takes direction from and reports to the HSO. The LAST Coordinator is responsible for serving on the Wyoming

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LAST team, ensuring all necessary documentation for Public Safety Officer's Benefit (PSOB) is maintained, and managing the firefighter's beneficiary designee information.

- **EMS Liaison** - The EMS Liaison is a volunteer position and serves as an advisory role to the Command Staff in the organization. The EMS Liaison takes direction from and reports to the HSO. The EMS Liaison assists the Battalion Chiefs to ensure all EMS equipment in each station is maintained in a state of readiness. Furthermore, the EMS Liaison assists the County Training Officer and Battalion Chiefs to review the training records of all firefighters. The EMS Liaison will ensure certifications are kept current. The EMS Liaison is expected to be qualified as Emergency Medical Technician

Battalion Chief (6 total) – The rank of Battalion Chief is the third highest ranking tier of officers in the organization and takes direction from the Deputy Fire Chief. The Battalion Chiefs are responsible for assisting the Deputy Fire Chief in planning, organizing & directing all operations, training, activities, and administration of the department. Battalion Chiefs are expected to be qualified as NFPA 1021 – Fire Officer II, and ENGB qualified or be working to obtain these qualifications.

Captain (up to 2 per Battalion) – The rank of Captain is the fourth highest ranking tier of officers in the organization and take direction from their respective Battalion Chiefs. Each Captain is assigned specific responsibilities and manages up to two Lieutenants which in turn manage a squad of firefighters for administrative responsibilities and incident management. Captains respond to emergencies within the County as a Company Officer and may be assigned to an ICS supervisory role. Captains are expected to be fully qualified as NFPA 1021 – Fire Officer I, NWCG - ENGB qualified, and ICS 300 and 400, or be working to obtain these qualifications. Fully qualified Captains shall wear 2 straight bugles as their collar brass. In rare instances, Captains who are not fully qualified to the Fire Officer I, may be temporarily appointed to serve in the rank of Captain until such time as the individual becomes fully qualified to perform in this position. While serving as the “Acting Captain” the individual will only be issued uniform adornments for which he/she is fully qualified to display, one bugle.

Lieutenant (up to 4 per Battalion) – The rank of Lieutenant is the fifth highest tier of ranking officers in the organization and takes direction from his/her Battalion Captain. Lieutenants may respond to emergencies within the County as a Company Officer and may be assigned to an ICS supervisory role. Each Lieutenant assists his/her assigned Captain in managing a squad of firefighters and is assigned a specific responsibility such as training, facilities, apparatus, equipment maintenance, fire prevention, recruitment, or other duties as directed by the Battalion Chief and/or Battalion Captain. Lieutenants MUST be fully qualified to the NFPA 1001 - FF2 Level and shall become Red

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Card qualified to the Wildland FFT1 level. The lieutenant position is considered to be a learning position. Lieutenants are expected to actively seek officer development courses and work towards certification as NFPA 1021 – Fire Officer I level, NWCG – ENGB, and ICS 300 qualification. The individual will be issued one bugle for uniform adornments.

Firefighter – Firefighters take direction from his/her company officer. After Jan 1st, 2015, all new firefighters are required to complete the recruit academy and to be certified to the Structural Firefighter I level by the State of Wyoming along with being red card qualified (Wildland FFT2).

Roles and responsibilities can be changed at the discretion of the Fire Chief based on an individual training and experience to best fit into the command structure.

This Chain of Command shall be used at all times for all activities, duties, operations, and administrative functions of the organization. Firefighters report to a Battalion Lieutenant, Battalion Lieutenants report to a Battalion Captain, the Battalion Captains report to Battalion Chief, who in turn reports to the Deputy Fire Chief. Personnel must report to their direct supervisor first and not circumvent the chain of command. During emergency response ICS protocols will be adhered to.

REFERENCES NFPA 1500 – 4.4.2

APPROVED



Fire Chief/Warden

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1.5	ORGANIZATION		BATTALION TRAINING OFFICER

PURPOSE This guideline is to establish an organizational structure for all members of Sublette County Unified Fire.

SCOPE This organizational structure shall apply to all appointed Training Officers for each Battalion.

PROCEDURE **APPOINTMENT**
The Training Officer(s) will be appointed by the Battalion Chief and will be directly responsible to the Battalion Chief.

RESPONSIBILITY

It's the responsibility of the Training Officers to perform the following duties:

- Ensure all firefighters receive adequate training during the year to operate safely, effectively, and efficiently.
- Evaluate the performance of firefighters and provide necessary training to overcome training deficiencies,
- Schedule, facilitate, and deliver firefighting training at training meetings.
- Produce annual Battalion Training Schedule for inclusion in county-wide calendar of training.
- Ensure all practical training activities are safe and controlled.
- Ensure training records are completed and delivered to the Battalion Chief to be filed with SCUF Administrative Office.
- Provide support for county-wide training opportunities and annual fire schools.
- Communicate recommendations for improvements in training and response.
- Participate in county-wide Training Officer's meetings with other Battalions.
- Provide a positive leadership example to the other firefighters and the public we serve. The Training Officer is the single most influential officer who can positively affect our organizational culture and safety values.

REFERENCES

APPROVED



County Fire Chief/Warden

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1.6	ORGANIZATION	BATTALION MAINTENANCE OFFICER	

PURPOSE This guideline is to establish an organizational structure for all members of Sublette County Unified Fire.

SCOPE This organizational structure shall apply to all appointed Maintenance Officers for each Battalion.

PROCEDURE **APPOINTMENT**
The Battalion Maintenance Officer(s) will be appointed by the Battalion Chief and will be directly responsible to the Battalion Chief.

RESPONSIBILITY

It is the responsibility of the Maintenance Officer(s) to keep all apparatus and equipment in superior mechanical condition and to provide a system of regular maintenance. The following duties are required to be fulfilled by the Maintenance Officer(s):

- Ensure all apparatus and emergency equipment are properly serviced, repaired, and maintained.
- Keep records of maintenance and repair on all vehicles.
- Inform the Battalion Chief on the status of all vehicles in need of repair.
- Coordinate with members while performing regular maintenance regarding proper methods to perform preventative maintenance.
- Submit maintenance reports to Battalion Chief on regular basis.
- Correct any problems that are identified.
- Schedule complex maintenance and repairs through Sublette County Road and Bridge when necessary.
- Communicate with other departmental officers to improve mechanical condition of apparatus, equipment and tools and solve any maintenance related problems.

REFERENCES

APPROVED

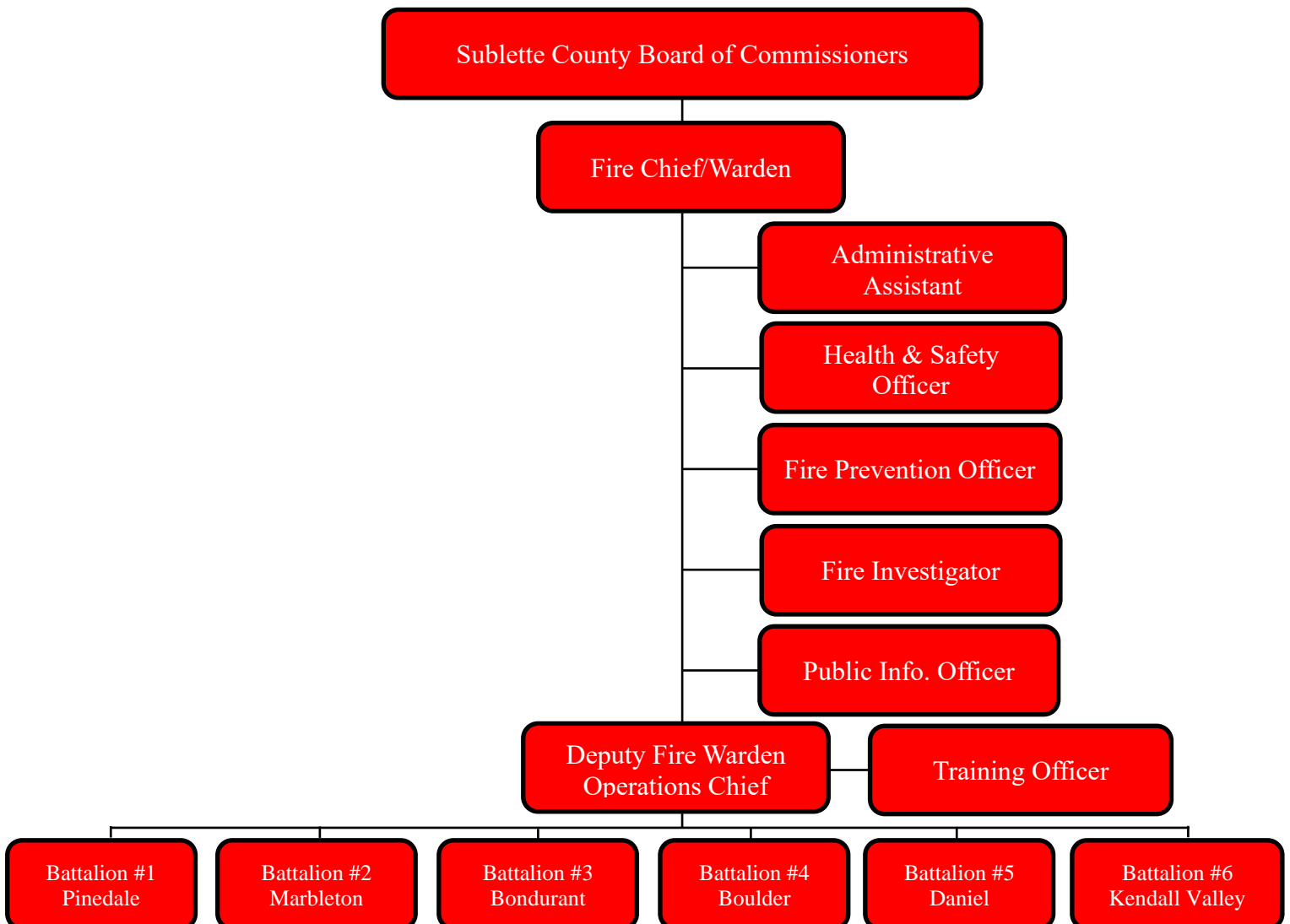


County Fire Chief/Warden

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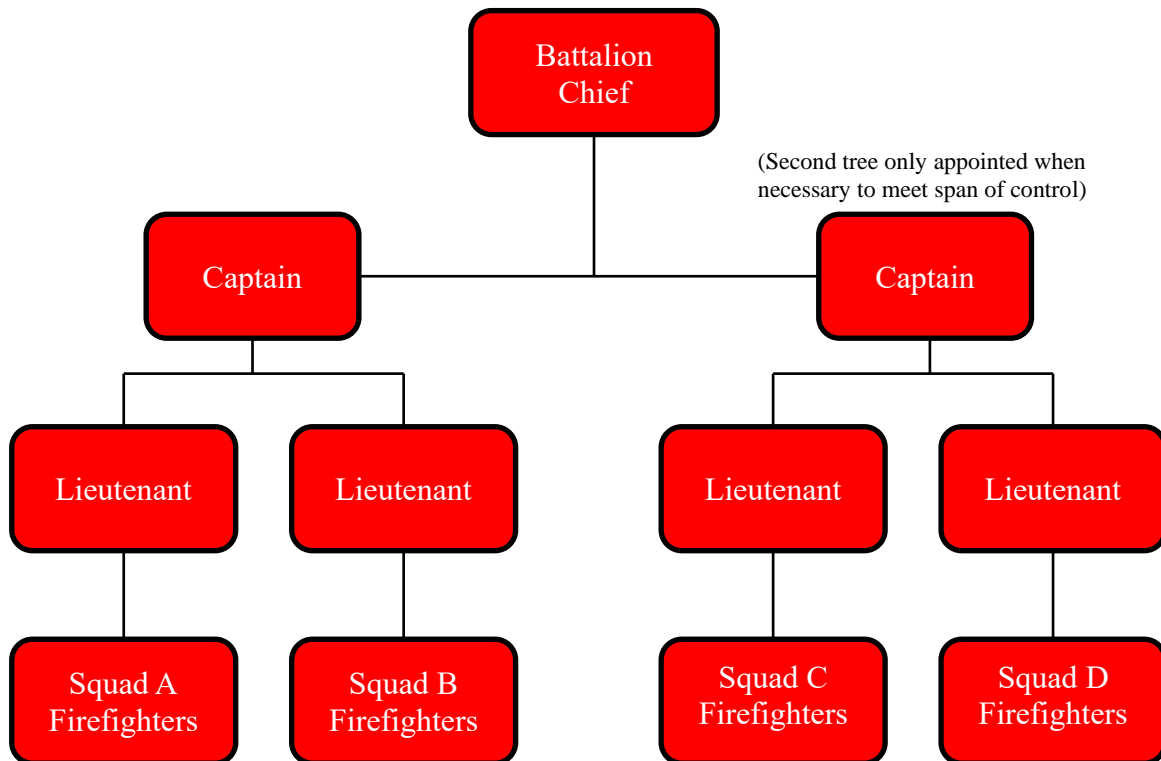
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1.7	ORGANIZATION		CHAIN OF COMMAND

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2.1	PERSONNEL	HIRING PROCESS	

PURPOSE To provide a systematic, consistent procedural method regarding the hiring of new members

SCOPE This policy shall apply to all new potential members of Sublette County Unified Fire.

PROCEDURE An employment application may be obtained from the fire department website (<http://www.sublettewyo.com>). All applicants must reside in Sublette County. Completed applications can be returned by following instructions on the application itself. After an application has been received, an interview will be scheduled with the applicant and the Fire Chief.

Waiting List

Sublette County Unified Fire maintains an open application process and is continually accepting applications to be placed on the waiting list. The waiting list has been established to allow time for the previous recruit academy to finish before enrolling applicants into the next recruit academy. Between July 1 and December 1 of each calendar year, applicants will be selected from the established waiting list and installed in-service at their assigned fire station.

Background Check

As part of the application process, a background and driving record check will be conducted on all applicants.

Physical Exam

Employment physical exams are scheduled on an annual basis each spring. New applicants are required to complete the annual physical exam, blood test, and 12-lead EKG as part of their employment physical.

Probationary Status

Upon approval from Battalion Chief and/or Fire Chief, the candidate will be offered probationary status as a Recruit Member of Sublette County Unified Fire until the candidate has successfully completed the recruit academy. The probationary period may be extended for any reason at the discretion of the Fire Chief.

Firefighter Transfers

New applicants who have previous firefighting experience and certifications from another firefighting organization are required to apply for reciprocity and transfer their recognized certifications to the Wyoming State Fire Marshal's Office – Training Division and Wyoming State Forestry Division – Training

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Division. At a minimum, the lateral transfer firefighters must successfully transfer all the necessary required certifications listed in SOG 2.2 New Member Requirements – Recruit Academy Requirements.

At-Will Status

All members of Sublette County Unified Fire are considered at-will-employees who can be dismissed for any reason with or without cause and without warning.

Application documentation that must be completed, signed and completed included:

- Application for Membership
- IRS I-9 form with appropriate identification
- IRS W-4 form
- Sublette County Unified Fire Sexual Harassment Policy acknowledgement form
- Sublette County Employee Handbook acknowledgement form
- SCUF Policies, Procedures, and Guidelines Statement of Acknowledgement
- Fingerprint card
- Medical releases for pre-employment physical
- Immunization proof and release forms

Additional forms that need to be completed upon completion of recruit academy:

- Wyoming State Firemen's Association Mutual Aid Membership Application
- Wyoming Retirement System Enrollment Application
- Department of Justice Public Safety Officer Benefit beneficiary form

REFERENCES

See SOG 2.5 – Disciplinary Procedures
See SOG 2.2 – New Member Requirements

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Fire Chief/Warden

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2.2	PERSONNEL		NEW MEMBER REQUIREMENTS

PURPOSE This guideline is to establish minimum requirements of all new Recruit Members in order to be eligible for employment with Sublette County Unified Fire. Each member shall meet these minimum requirements as listed in this guideline.

SCOPE This policy will apply to all new Recruit Members of Sublette County Unified Fire.

PROCEDURE **Minimum Requirements**

- Must possess and maintain a valid driver's license
- Must be 18 years of age (cadets must be at least 16 years of age)
- Must be a resident of Sublette County
- Pass a background check and driving record check
- Pass an employment annual physical exam
- Successful completion of probationary period

Recruit Academy

Recruit Members will agree to enroll and complete the next available SCUF Firefighter Academy. Immediate termination will result if not enrolled and actively involved in the academy as agreed.

Recruit Members who do not successfully complete the recruit academy prior to the scheduled academy graduation will not be allowed to respond to emergency calls. This will require the de-activation of Active911 and the return of the issued pager. The recruit firefighter will be required to continue attending regularly scheduled Battalion trainings while working to complete the necessary recruit academy requirements. If the recruit firefighter does not complete the unfinished requirements of the recruit academy before December 31st of their academy year, the recruit firefighter will be terminated from service.

Recruit Academy Requirements

Completion of Firefighter Recruit Academy includes the following certifications:

- Structure Firefighter I (FFI)
 - Haz Mat Awareness/Operations
 - ICS-100/NIMS 700
 - Emergency First Aid/CPR/AED

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- Wildland Firefighter (FFT2)
 - Red Card S-130/190 & L-180

REFERENCES NFPA 1001, NFPA 472

APPROVED



Fire Chief/ Warden

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2.3	PERSONNEL		NEW MEMBER ORIENTATION

PURPOSE This guideline is to establish a consistent orientation process for new Recruit Members of Sublette County Unified Fire. This policy creates a foundation from which the new members can build on and become familiar with policies and procedures.

SCOPE This policy will apply to all new recruit members of Sublette County Unified Fire.

PROCEDURE All members shall be involved in ongoing training and education. All personnel shall have a good understanding of all equipment and be competent in its operation. Each person shall be responsible to stay proficient in all applicable duties. All personnel shall be responsible to attend regular trainings and scheduled classes and seminars. From time to time, competency checks will be done to help assure a safe and smooth operating department.

New Recruit Orientation

Monthly orientation meetings are scheduled for the first Monday of July, August, September, October, November and December for new recruits. Every new recruit is required to attend one meeting prior to December 17 each year. If a recruit fails to attend an orientation meeting; he/she will be removed from the recruit academy. Firefighters who transfer from other organizations are also required to participate in an orientation meeting.

Identification

New recruit members shall be identified by placing red reflective stripes on their yellow helmets to indicate restricted activity status until their recruit academy has been completed. Firefighter cadets will place red reflective stripes as well as blue reflective stripes on their issued yellow helmets. The intent of the identification stripes is to easily identify recruit/cadet members during emergency operations.

Organizational Representation

New Recruit Members shall not display or wear Sublette County Unified Fire stickers, logos, badges, or any other identifying material that could misrepresent them as anything other than a Recruit or Cadet. Upon graduation from the Recruit Academy, recruits are then bestowed all honors, rights, and privileges to display stickers, logos, badges and identify themselves as full members.

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Orientation Program

Each new recruit member shall read Sublette County Unified Fire Policies, Procedures, and Guidelines Manual. It is the responsibility of the new member to become familiar with the Policies, Procedures, and Guidelines Manual. The Battalion Chief or designated officer, shall review Policies, Procedures, and Guidelines Manual with the new member within the first ninety (90) days of probationary status as a member of Sublette County Unified Fire.

Recruit Safety

At no time will a new Recruit Member be allowed to enter an OSHA defined IDLH environment, unless they are specifically trained to perform that activity. For example, a person qualified in wildland firefighting, (red card certified), can work on wildland fires, but unless certified as a Structure Firefighter I, cannot enter a structure live fire situation (except for certification in live fire) as approved and coordinated by the County Training Officer/Deputy Fire Chief. The primary job of new members is to learn, observe, and assist as directed by their mentor and/or Battalion level leadership.

REFERENCES

APPROVED



Fire Chief/Warden

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2.4	PERSONNEL		CADET PROGRAM

PURPOSE

This program will provide the Operational Guidelines and the skills needed for any high school student to prepare themselves to become a regular firefighter with Sublette County Unified Fire. This program will be open to any applicant at least sixteen (16) years of age.

SCOPE

This policy shall apply to all fire cadets of Sublette County Unified Fire.

Minimum Eligibility Requirements

Each cadet must meet the following criteria:

- Must be a minimum of 16 years of age
- Must be a resident of Sublette County
- Complete the membership application, I-9 and W-4
- Complete the Parental Consent Authorization Form
- Cadets must have passing grades in all subjects in school; WHSAA rules
- Complete an annual medical exam as required in SOG 4.1
- Be able to follow strict orders

Special Training Requirements

As a guideline, the following course outline shall be the first step of the training levels as established by this department and as recommended by the National Fire Protection Association. Cadets are required to complete the Firefighter Recruit Academy which includes:

- Structure Firefighter I (FFI) – *excluding live fire evolutions*
 - Haz Mat Awareness/Operations
 - ICS-100/NIMS 700
 - Emergency First Aid/CPR/AED
- Wildland Firefighter (FFT2)
 - Red Card S-130/190

PROCEDURE

Allowable Duties of the Fire Cadet:

Each Fire Cadet:

1. Attend all regular in-house training sessions and any Fire Department activity.
2. May respond to emergency incident scenes, except those listed in the Non-Allowable Section of these guidelines, under the following conditions:
 - a. When permitted to respond to the emergency incident, the Fire Cadet responsibility will be of a support nature only.
 - b. The Fire Cadet is prohibited from responding directly to any incident scene. All Fire Cadets shall report (non-emergency) to their assigned station first. Only upon request of the Incident Commander, Chief Officer, Captain, or Lieutenant, (and directly under adult supervision), shall the Fire Cadet respond on a fire apparatus to an incident.

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- c. The Fire Cadet may operate (i.e. pump apparatus, set up equipment, etc.) the Fire Department's apparatus during a supervised (non-incident alarm) training session.
- d. The Fire Cadet will be allowed to assist the firefighters with regular maintenance of station facilities, equipment, and apparatus.
- e. Fire Cadets will be utilized as support personnel on scenes as long as they operate outside a minimum safety zone area during incidents.
- f. Fire Cadets are required to complete reading and homework assignments for training activities as part of the Recruit Academy.

Non-Allowable Duties:

- 1. No Fire Cadet shall be allowed to respond directly to any incident scene.
- 2. No Fire Cadet shall be allowed to:
 - a. Participate on any entry team while at the scene of a working structure fire or while conducting a live fire burn training exercise.
 - b. Participate on any entry team at a vehicle fire.
 - c. Participate on an entry team at any hazardous material or pollution spill incident.
 - d. Respond to any motor vehicle collision or emergency rescue.
 - e. Respond to any emergency medical incident.
 - f. Respond to any wildland fires
- 3. No Fire Cadet will be allowed to operate any emergency vehicle owned or used by the fire department on any public thoroughfare.

Disciplinary Clause:

All Fire Cadets shall be required to operate under the accepted operating guidelines of this department. Failure to accept or adhere to any guideline as established shall be just cause for disciplinary action in the form of suspension or termination as a member of this Fire Cadet Program.

REFERENCES SCUF – SOG 4.1

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2.5	PERSONNEL		DISCIPLINARY PROCEDURES

PURPOSE This guideline is to establish a standard for discipline of all employees of Sublette County Unified Fire.

SCOPE This guideline will apply to all employees of Sublette County Unified Fire including members, administrative, and support staff.

Disciplinary procedures are encouraged to be enacted and resolved at the lowest possible supervisory level. The supervisor will select the appropriate level of discipline depending on the severity of the issue. Suspension and demotion must be approved by Battalion Chief or higher level of supervision. Should the Battalion Chief feel termination to be warranted, the disciplinary action must be approved by Fire Chief.

GUIDELINES

Verbal Warning

The problem shall be discussed with the employee, including the expected corrective action. The employee shall be informed the discussion is a verbal warning. The verbal warning shall be noted in the employee's personnel file. The intent of the notation is to establish patterns of behavior for future disciplinary actions.

Written Reprimand

A written statement of the problem(s) and corrective action shall be prepared and discussed with the employee. Documentation must be maintained in the employee's personnel file of the specifics of the problem and the employee's agreed-upon corrective action. This documentation shall be signed and dated by both the employee and the supervisor. The supervisor must state anticipated action, if no improvement is seen within the specified time period; the supervisor must follow up with the employee for corrective action.

Suspension

An employee may be suspended for a period of time as determined by the Battalion Chief and/or Fire Chief. Documentation must be maintained in the employee's personnel file, of the specifics of the problem and the employee's agreed-upon corrective action. A summary of the problem including all pertinent facts, documentation and a return-to-work date will be filed in the employee's personnel file.

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Demotion

Demotion may be use as a disciplinary procedure when performance is significantly deficient. Documentation must be maintained in the employee's personnel file of the specifics of the problem. This documentation shall be signed and dated by the employee, Battalion Chief and/or Fire Chief.

Termination

Termination may be used as a disciplinary action when deemed warranted by Battalion Chief, and must be approved by Fire Chief. Members who have been terminated from employment may resubmit application for membership after one year. Resubmitted applications will be evaluated on a case by case basis.

REFERENCES Chain of Command, Organizational Structure.

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2.6	PERSONNEL		ATTENDANCE

PURPOSE To establish the minimum annual attendance requirements for emergency incidents and training.

SCOPE This policy shall apply to all members of Sublette County Unified Fire.

PROCEDURE **Minimum Attendance Requirements**
Individual performance shall be evaluated semi-annually by a Battalion Chief to verify participation in training attendance and call attendance. This evaluation offers a periodic status check of individual performance. This evaluation is intended to allow members an opportunity to correct potential attendance deficiencies and maintain status as a regular volunteer member.

The minimum attendance requirements are:

- All personnel shall annually attend 25% of their Battalion's emergency incidents.
 - Firefighters can optionally supplement incident call rate by performing volunteer time (2 volunteer hours equal one "incident call").
- All personnel shall annually attend 50% of the scheduled regular Battalion training, excluding excused absences.

Emergency Incident Attendance

Personnel must maintain a minimum call attendance of at least 25% annually. Semi-annually, a reminder notice shall be given to those members with less than 25% attendance of calls. This review is conducted as a status check of individual attendance to see if an increased response is needed to meet the minimum annual requirement.

For those members who fail to meet the 25% attendance requirement, a written reminder notice will be provided to the member and included in the member's personnel record. The member will have thirty (30) days to schedule a meeting with the Battalion Chief to review the circumstances causing him/her to fail to meet the minimum requirements and establish goals together to ensure future compliance. A written improvement plan to meet the minimum attendance requirement shall be created and held on record in the member's personnel file. If at the end of thirty (30) days there is no response to schedule a meeting, the individual will be automatically removed from service.

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Training Attendance

In accordance with Wyoming State Statute 35-9-616 thru 35-9-628, along with WRS Volunteer Firefighter and EMT board rules, firefighters **MUST attend** not less than 50% of the scheduled monthly department meetings (trainings). Regularly scheduled Battalion level training meetings occur twice per month.

Semi-annually, a reminder notice shall be given to those members who fail to meet the training attendance requirements. This review is conducted as a status check of individual attendance to see if an increased attendance is needed to meet the minimum annual requirement.

For those members who fail to meet training attendance requirements, a written reminder notice will be provided to the member and included in the member's personnel file. The member will have thirty (30) days to schedule a meeting with the Battalion Chief. The circumstances causing him/her to fail to meet the minimum requirements and establish goals will be discussed to ensure future compliance. A written improvement plan to meet the minimum attendance requirement shall be created and held on record in the member's personnel file. If at the end of thirty (30) days there is no response to schedule a meeting, the individual will be automatically removed from service.

Excused Absences

If unable to attend scheduled trainings, personnel must notify the Battalion Chief and/or Training Officer to be excused. Acceptance of the excused absence will be at the Battalion Chief's discretion. The following are examples of potential excused absences:

- Work
- Sickness (family/children included)
- Vacation, or out of town, meetings/functions, family emergency, etc.
- Higher education classes
- Approved department training (special classes, etc.)
- Any other special circumstance approved by the Battalion Chief or Training Officer.

When an individual gives notification of an excused absence, it shall be noted on the Roll Call Sheet next to their name so it can be recorded. If an individual does not provide notification, it shall be recorded as an unexcused absence.

REFERENCES Wyoming State Statute 35-9-601(a)(ii)

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2.7	PERSONNEL	ANNUAL REFRESHER REQUIREMENTS	

PURPOSE To establish minimum requirements for annual refresher training in compliance with OSHA required training.

SCOPE This guideline will apply to all Sublette County Unified Fire Operational members

GUIDELINES **Mandatory Annual Training Requirements**

- Incident Management and Accountability training
- Respiratory protection training
- SCBA's – annual cognitive and psychomotor skills, fit testing
- Blood Borne Pathogens – County wide offering
- PPE- use, care, and maintenance
- Haz Mat Ops Refresher
- CPR/AED – County wide offering
- First Aid or higher (every 2 years) – County wide offering
- Emergency Vehicle Drivers Training (EVDT) (classroom annually, driving every 2 years) – County wide offering
- Traffic Incident Management (TIMS) Refresher
- Wildland Refresher (RT-130)

Recommended Annual Refresher Training:

- Structural Fire Refresher
- Engine Boss Responsibilities
- Extrication Refresher

1. The annual training requirements will run on our fiscal year, July 1 – June 30th.
2. In the spring of every year, CPR/AED/1st Aid and BBP are taught as part of the recruit academy. A refresher class will be taught every fall. Battalions 1,3, and 5 will attend a Saturday refresher in odd number years and Battalions 2,4 and 6 will attend in even numbered years.
3. EVDT will be scheduled between May 1st and September 30th of each year. A refresher class will be taught in the morning half and the hands-on driving will be taught in the afternoon. Crews only need to attend their required time, alternating odd and even years, as set by the county training officer.
4. Anyone who fails to complete their annual training requirements by June 30th of each year shall be placed on 90-days probation. They will be red striped for training restrictions and will follow all the rules of a non-arduous firefighter. If the firefighter makes up the missing requirements before midnight on September 30th of each year, they will

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be released from probation, after approval of the county training officer. Any make up classes taken in the new year will count as make up for the previous year as well as credit for the new year.

5. Battalion Training Officers will be responsible for the tracking of their crew's annual requirements. A document has been created for each battalion. This document can be cross referenced with Emergency Reporting training records for comparison.
6. The annual training document must be completed by each battalion no later than 1700 hours on July 7th of each year.

REFERENCES OSHA 1901, 1910.120, 1926

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2.8	PERSONNEL		PAY-PER-CALL COMPENSATION

PURPOSE

To provide a systematic, consistent procedural method regarding compensation, payroll, and timesheets.

SCOPE

This policy shall apply to all pay-per-call firefighters.

PROCEDURE

Sublette County Unified Fire utilizes a variety of payroll structures dependent upon specific job responsibilities. Members of the organization are compensated either as volunteer paid-per-call employees, part-time employees, or as full-time employees.

Volunteer firefighters are classified as pay-per-call employees of Sublette County Unified Fire. Members will receive payment for emergency incident responses and scheduled training attendance. Payroll will be distributed quarterly using the established County payroll schedule.

Response to emergency incidents will be compensated as a pay-per-call point. Four hours or less will be awarded one pay-per-call point. Every four hours afterwards is awarded one additional pay-per-call point. Responses to wild-land fire incidents that are paid through the Wyoming Fire Resource Mobilization Guide as a Red-Card Firefighter will not be additionally compensated pay-per-call points for the same incident.

Attendance at a training event will be compensated as a pay-per-call point. A training event of one day or less will be awarded one pay-per-call point. Training events of duration longer than one day will be incrementally awarded one additional pay-per-call point for every additional day. Volunteer pay-per-call compensation will be issued to members for their highest qualification.

Qualification	Pay Rate
Uncertified Firefighters	\$0.00
Firefighter I (FF1)	\$23.00
Firefighter II (FF2)	\$26.00
Apparatus Driver/Operator (ADO)	\$28.00
Fire Officer I	\$31.00
Fire Officer II	\$33.00
Fire Officer III	\$36.00
Battalion Chief	Highest Qualification Rate Above

REFERENCES

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2.9	PERSONNEL	BATTALION CHIEF COMPENSATION	

PURPOSE To provide a systematic, consistent procedural method regarding compensation, payroll, and timesheets.

SCOPE This policy shall apply to all Battalion Chiefs.

PROCEDURE Each Battalion Chief is classified as a part-time employee of Sublette County Unified Fire. As a part-time employee, Battalion Chiefs are required to submit monthly timesheets. They are due each month using the established County payroll schedule. Each time sheet will account for activities and compensable hours.

Battalion Chiefs compensable hours are hours deemed necessary for the administration of the Battalion. Examples include, but are not limited to the following:

- Sublette County Unified Command Staff Meetings
- Budget and expense responsibilities
- Documentation, Records, Incident reports
- Management of Battalion membership
- Apparatus Maintenance
- Facilities Maintenance
- Equipment Maintenance

Battalion Chiefs non-compensable volunteer hours are deemed as activities that are expected of all volunteer members. Examples include, but are not limited to the following:

- Attendance at Fire Department Training (compensated as paid-per-call point)
- Response to Emergency Incidents (compensated as paid-per-call point)
- Participation in public functions, i.e. open house, fire prevention activities (volunteer activities)

Battalion Chiefs will be compensated quarterly for participation in pay-per call incidents and training. Battalion Chiefs will be compensated monthly for compensable hours as documented and approved on their monthly timesheet.

Battalion Chief compensable hours will be paid using the following table, which reflects the paid-per-call salary structure:

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Qualification	Pay Rate
Uncertified Firefighters	\$0.00
Red Card Firefighters (FFT1)	\$10.00
Engine Boss (ENGB)	\$15.00
Firefighter I (FF1)	\$20.00
Firefighter II (FF2)	\$23.00
Apparatus Driver/Operator (ADO)	\$25.00
Fire Officer I	\$28.00
Fire Officer II	\$30.00
Fire Officer III	\$33.00
Battalion Chief	Highest Qualification Above

REFERENCES

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2.10	PERSONNEL		LEAVE OF ABSENCE

PURPOSE To establish a Leave of Absence policy and process for Sublette County Unified Fire members.

SCOPE This policy will apply to all Sublette County Unified Fire members

GUIDELINES Any member of the organization who is unavailable for response for more than 30 consecutive days is required to submit a written leave of absence request with the Battalion Chief (see form below). Leave of absence request will include information regarding reason for request, length of time required, and expected return date. Maximum length of time for a leave of absence is six months. One extension may be granted at the discretion of the Battalion Chief. Acceptance of the leave of absence is at the discretion of the Battalion Chief. Any time accrued during a leave of absence will not accumulate toward years of active service. The Battalion Chief will forward the approved Leave of Absence letter to SCUF Administrative Office. All issued SCUF property must be placed in the firefighter's locker before departure (all PPE and pager). During a Leave of Absence period, SCUF will not be responsible for any expenses incurred by the member. Failure to return at the end of Leave of Absence will result in the member being removed the SCUF roster.

For absences other than military deployment, Sublette County Unified Fire WILL NOT provide Wyoming workers compensation, volunteer fire retirement contributions, or other benefits during the leave of absence. If a vested member wishes to maintain enrollment in the Wyoming Volunteer Fire Pension Plan, the retirement contributions for the leave duration must be paid by the member to SCUF administrative office prior to last available date as an active member. Requirements for participation in the retirement system must still be fulfilled as defined by Wyoming State Statute 35-9-601. Failure to maintain contributions will result in the person being dropped from the Wyoming Retirement program. For information on the Wyoming Retirement program refer to www.retirement.state.wy.us

In the case of military deployment, Sublette County Unified Fire will continue to provide Wyoming volunteer fire retirement contributions during their tour of duty; members must provide copies of military deployment and discharge orders to their Battalion Chief before departure.

REFERENCES Wyoming State Statute 35-9-601.

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REQUEST FOR LEAVE OF ABSENCE

NAME (print):

REASON FOR REQUEST:

LENGTH OF TIME REQUIRED:

EXPECTED RETURN DATE:

Note: Maximum length of time for a leave of absence is 6 months. One extension may be granted at the discretion of the Battalion Chief. Acceptance of the leave of absence is at the discretion of the Battalion Chief.

Note: All issued SCUF property must be placed in the firefighter's locker before departure. Failure to return at the end of Leave of Absence will result in the member being removed the SCUF roster.

Note: During a Leave of Absence, SCUF will not be responsible for any expenses incurred by the member. For absences other than military deployment, Sublette County Unified Fire will not provide Wyoming workers compensation or volunteer fire retirement contributions during the leave of absence. If a vested member wishes to maintain enrollment in the Wyoming Volunteer Fire Pension Plan, the retirement contributions for the leave duration must be paid by the member to SCUF administrative office prior to last available date as an active member.

Note: Requirements for participation in the retirement system must still be fulfilled as defined by Wyoming State Statute 35-9-601. Failure to maintain contributions and annual attendance requirements will result in the person being dropped from the Wyoming Retirement program. For information on the Wyoming Retirement program refer to www.retirement.state.wy.us

Acknowledgment:

By providing your signature below, you are agreeing that you understand and have completed the terms and conditions for the requested leave of absence.

Firefighter Signature

Date

Battalion Chief Approval:

Signature

Date

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2.11	PERSONNEL	WILDLAND INCIDENT QUALIFICATION CARD (RED CARD) ISSUANCE REQUIREMENTS	

PURPOSE To establish minimum requirements to issue a Wildland Incident Qualification Card (Red Card) to firefighters.

SCOPE This guideline will apply to all Sublette County Unified Fire members

GUIDELINES Sublette County Unified Fire has adopted the training requirements identified in the NWCG publication PMS 310-1, National Incident Management System: Wildland Fire Qualification System Guide for extended attack operational periods on wildland fire incidents. The Fire Chief (or delegate) is responsible for annual certification and issuance of Wildland Incident Qualification Cards (Red Card) for all personnel serving on wildfires, and prescribed fires for extended attack operational periods. This responsibility includes monitoring medical status, fitness, training, performance, and ensuring the responder meets all position performance requirements.

Training, medical screening, and successful completion of the appropriate work capacity test must be accomplished and documented. All Incident Qualification Cards issued to members will be approved and signed by the Fire Chief and issued to the firefighter. All Incident Qualification Cards must be accurately recorded in the Wyoming IQS System. All records must be updated annually or modified as changes occur.

Training Requirements

All personnel filling NWCG recognized positions on the fire line must have completed:

- S-130 Firefighter Training (including the required field exercises);
- S-190 Introduction to Wildland Fire Behavior;
- L-180 Human Factors in the Wildland Fire Service
- ICS-100 Introduction to ICS; and
- IS-700A NIMS: An Introduction (or current version).

This training will be scheduled annually through the SCUF Training Officer. Firefighters who receive initial fire training are not required to take Annual Fireline Safety Refresher Training in the same calendar year. Training provided by outside agencies must be evaluated on an individual basis for acceptance at a local level.

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Annual Fireline Safety Refresher Training (RT-130)

An Annual Fireline Safety Refresher Training is required for all SCUF members. No minimum hourly requirement has been established for the Annual Refresher Training. The Annual Refresher Training should include the following core components:

- Entrapment Avoidance
- Fire Shelter
- Current Issues
- Other Hazards and Safety Issues

Annual Fireline Safety Refresher Training will have a 12-month currency. The Wildland Fire Safety Training Annual Refresher (WFSTAR), website is available to assist in this training. <http://www.nifc.gov/wfstar/index.html>

Annual Medical Examinations

The SCUF Health & Safety Officer monitors the annual medical qualification program in order to safeguard the health of members whose work may subject them or others to significant health and safety risks due to occupational or environmental exposure or demand. The SCUF Medical Director will make final recommendation regarding the risks to complete an NWCG Work Capacity Test and determine the NWCG Fitness Level (Arduous / Moderate / Light) for issuance of an Incident Qualification Card. Positions in the “no fitness level required” category are required to be issued a signed and approved Incident Qualification Card as well.

Results from the annual medical exam (Arduous, Moderate, and Light) must be entered into the IQS annually to update the fitness level and date that will appear on the Incident Qualification Card.

REFERENCES

PMS 310-1 <http://www.nwcg.gov/publications/310-1>.
SCUF SOP 2.7 Annual Refresher Requirements
SCUF SOP 4.1 Annual Medical Exams

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2.12	PERSONNEL		RETIREMENT

PURPOSE The intent of this procedure is to recognize and honor Sublette County Unified Fire members for their service to the department and to the citizens of Sublette County.

SCOPE The retirement procedure applies to all eligible members of the organization. Fifteen (15) years of active service with Sublette County Unified Fire is necessary to be considered eligible for retirement. Alternatively, members who are seventy (70) or more years of age, and who have served for at least 10 years with Sublette County Unified Fire are also considered eligible for retirement.

PROCEDURE When an eligible member chooses to retire, a letter of retirement with an effective date must be submitted to the SCUF Administrative Offices. Retiring members are eligible to receive an appropriate gift as selected by the SCUF Volunteer Support Fund Board. Additionally, retired members are encouraged to participate in all social functions (banquets, picnics, etc.) as may be scheduled.

Retiring members must contact the Wyoming Retirement System to inquire about available options. Depending upon age and years of service, the Wyoming Retirement System Volunteer Firefighter & EMT Pension Plan offers several options for retirement provisions:

- Firefighters with at least five (5) years of active volunteer service in the plan may choose to leave their contributions on deposit and begin drawing a retirement benefit upon reaching age 60. Their account balance will continue to earn interest at a rate of 3% per year, compounded annually.
- Alternatively, firefighters with at least ten (10) years of active volunteer service in the plan, may continue to contribute to the pension account for up to the number of months as an active volunteer contributing to the plan. These contributions will continue to increase the benefit at retirement age as if the firefighter was actively serving as a volunteer. If the firefighter elects to continue making contributions to the retirement plan, the retirement contributions must be annually submitted to Sublette County Unified Fire who will in-turn submit the contribution to the Wyoming Retirement System.
- Firefighters may also choose to take a refund of the pension account or roll it over to another qualified retirement plan, such as a 401(a), 401(k), 403(b), 457 deferred compensation plan or a traditional IRA.

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For specific information regarding options to manage the pension, contact the Wyoming Retirement System at (307) 777-7691 or at their website:
<http://retirement.wyo.gov/default.aspx>.

REFERENCES The SCUF retirement procedure is independent from the Wyoming Retirement System Volunteer Firefighter & EMT Pension Plan.

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3.1	CONDUCT	ALCOHOL/CONTROLLED SUBSTANCES	

PURPOSE To establish a policy ensuring no employee is under the influence of any effects of alcohol or controlled substances any time while on duty.

SCOPE This policy will apply to all members of Sublette County Unified Fire.

PROCEDURE NFPA mandates that no members shall be allowed to participate in fire department operations, or any other duties while under the influence of alcohol or drugs. Employees must have a minimum of eight (8) hours of time off after alcohol consumption, or any medication that may have an effect on a person's ability to respond. Members are disqualified to respond until such time has passed to allow the body to be free of any intoxicants, as well as to be well rested, well hydrated, and be ready for physical activity.

Any member who participates in fire department operations or other duties while perceived to be under the influence of drugs or alcohol, will be relieved of their duties, and be suspended from active duty until the incident is reviewed by the Battalion Chief, Fire Chief, and/or designee. All members are subject to a breath analyzer or drug screen test at the discretion of the Battalion Chief, Fire Chief, and/or designee at any time without notice or cause.

No person shall be permitted to drive or operate any Sublette County Unified Fire owned vehicle while under the influence of alcohol and/or intoxicating substances. No alcoholic beverages or controlled substances are allowed in any Sublette County Unified Fire vehicle.

Any employee that is found to be in possession of any illegal drugs, paraphernalia, or other contraband, or convicted of any related crime(s), shall be subject to discipline up to and including termination.

Every volunteer shall notify the County Fire Chief within five (5) calendar days, of any and all convictions for a violation of a criminal drug statute or alcohol offenses, whether such violation or offense occurred in, or out, of Sublette County.

REFERENCES NFPA 1500 – 10.1.5
U.S. Drug Free Workplace Act of 1988

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3.2	CONDUCT		DIGITAL IMAGERY

PURPOSE	To establish a guideline for the management of photographs and electronic images taken by Sublette County Unified Fire members to guarantee professionalism, privacy rights of department members, patients, fire victims, and the public that we serve.
SCOPE	This applies to all department members and all department owned photography, audio and/or video recording equipment, recording media device or any other electronic imaging and/or recording equipment at the scene of any incident, including mutual aid calls for service, and/or any training, official department function, or activity.
PROCEDURE	<p>All scene photography/video shall be for clinical, documentation, investigation, or training purposes only. Any other purpose will be conducted by, or at the direction of, Sublette County Unified Fire personnel with permission of the Incident Commander. All photos or videos are subject to review by the County Fire Chief or designee.</p> <p>All photographs and images containing individually identifiable patient information are covered by HIPAA privacy laws, and must be protected in the same manner as patient care reports and documentation. Any images with this identifying information may not be released by the department to the public, or news media in accordance with HIPAA privacy laws.</p> <p>Images with address numbers/information, vehicle plate numbers, mailboxes with identifying information, or any other material that could have names, addresses, phone numbers, or any other personal identifying information should be avoided unless it is within the course and scope of duties of the employee during an official fire department investigation.</p> <p>Any and all on-scene images and/or any other images taken by an employee in the course and scope of their employment are the sole property, and under the control of Sublette County Unified Fire. This includes any and all images taken with employee's personally owned camera, cellular phone, PDA, or other recording media or imaging devices. Personal use of department owned cameras is strictly prohibited. Helmet mounted cameras, drone cameras, or any other recording or imaging device, is strictly prohibited without prior written permission of the County Fire Chief or designee.</p>
REFERENCES	SOG 3.4

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3.3	CONDUCT		SOCIAL MEDIA

PURPOSE

To provide guidance to members to clarify the boundaries between appropriate and inappropriate use of social media by fire department personnel.

SCOPE

This policy applies to the use of personal social media relating to all members of Sublette County Unified Fire.

PROCEDURE

It is the intent of the Sublette County Unified Fire to promote professionalism, community service, and dedication to all the citizens of Sublette County. Any members having contact with the public must remember the impression they will have on the citizens. We are here to serve the public, and for that reason the public is the reason for our work. Therefore, it is of paramount importance that members interact with the public in a pleasant, courteous, and businesslike manner at all times.

Members shall not engage in any social media in a manner that is false, deceptive, libelous, slanderous, misleading or causes harm to others. This includes speech that constitutes hate speech, or harassment. Nor shall members discuss protected or confidential matters of the department, including but not limited to:

- any matter (to include but not limited to personnel, any law enforcement investigation, or litigation) which is considered confidential under Wyoming statute, or
- matters which unnecessarily invade the privacy of members of the public

No member, based on knowledge or information obtained through the course of employment with the Sublette County Unified Fire, shall speak in such a manner as to cause harm or disruption to the mission and functions of the organization.

Members may speak on a matter of public concern as a spokesperson for the organization only with permission of the PIO, Fire Chief or designee.

Photos must adhere to the digital imagery policy.

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Confidentiality

Sublette County Unified Fire interacts with multiple companies, agencies and private citizens. In many cases this information is confidential and sensitive in nature. As a member of Sublette County Unified Fire, you may be exposed to confidential information. None of this information is to be communicated with personnel not affiliated with Sublette County Unified Fire without express written permission. Members are prohibited from publicly discussing fire department matters that are not a matter of public concern. Discussing such information can expose the organization and the individual to legal ramifications. Therefore, any proven breach of confidentiality may result in disciplinary procedures.

REFERENCES

SOG 3.3

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Fire Chief/Warden

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3.4	CONDUCT	VOLUNTEER FIREFIGHTERS SUPPORT FUND	

PURPOSE The purpose of this policy is to provide clear direction regarding the management of the Volunteer Firefighter's Support Fund and to establish procedures associated with the management of donations from public and private donors.

SCOPE This policy shall apply to all Battalions of Sublette County Unified Fire.

PROCEDURE **Committee**

The Volunteer Firefighter's Support Fund will be managed by a committee consisting of each Battalion Chief (6 total), or the designee of the Battalion Chief. The committee will select a Chairperson to manage the regular affairs of the committee proceedings. This position will serve for a two-year term with the option to serve an additional term if the majority of the committee (50% +1) votes to retain the individual in the position. The committee will need a 2/3 majority vote to remove a person from his/her held office before the two-year term is completed.

Committee members will meet monthly, or as needed, to discuss donations and disbursements from the fund. The monthly meetings will occur in conjunction with the regularly scheduled command staff meetings. A quorum must be present to approve expenditures. A quorum is considered 2/3 of the committee, or 4 members total. When business must be conducted between regular meetings, communications via email is considered an appropriate method to approve expenses. All business conducted via email must conform to the established policies described herein.

Expenditures

Proposed expenditures from the Volunteer Firefighters Support Fund must be submitted as a motion during a regular meeting and approved by the majority (50% +1) of the committee members in attendance. In the event of a tie vote, the Fire Chief or Deputy Fire Chief in his absence, will cast the deciding vote.

Donations

Donations can be received from any individual, corporation, or entity. All donations must be submitted to Sublette County, at the Sublette County Unified Fire— Administrative Offices at Station 1 – Pinedale. Donations are tax deductible. Receipts shall be provided from the County Clerk's office. All donations will be available for general use.

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Funds

The Volunteer Firefighter's Support Fund is funded exclusively by donations and fund raising by the firefighters.

Management

The account will be managed with invoices and vouchers and audited by the County Auditor. The Volunteer Firefighter's Support Fund Secretary will prepare all vouchers for payment.

Invoices and vouchers will be used to expend the account.

The fund will be used for volunteer incentives, awards, fund raising activities, family activities, etc.

This account is fully transparent, always available for review.

Account

The account will be named Sublette County, Wyoming, Volunteer Firefighter's Support Fund.

The account will be held at the Bank of Sublette County.

One signature will be required for amounts up to \$5,000---over \$5,000 two signatures will be required.

The account will be managed by the Sublette County Clerk's Office, at the direction of the Volunteer Firefighter's Support Fund Committee.

The secretary will submit an invoice and voucher to the Sublette County Clerk's office. The Sublette County Clerk's office will print checks, after expenditure is approval by the board. The checks will be signed by designated board members, who are voted on by the Battalion Chief's, and added to the signature card at the bank. Three (3) signers are required on the signature card at all times.

This fund will not be used to supplant the operational budget for Sublette County Unified Fire.

REFERENCES

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Fire Chief/Warden

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SOG #	SECTION		GUIDELINE
4.1	HEALTH AND SAFETY		MEDICAL EXAMS

PURPOSE

The purpose of this policy is to establish guidelines for the health and safety for members of the organization. Line of duty deaths and disabilities are devastating, and it is the goal of this organization to mitigate the risk factors that lead to these incidents as much as possible with an ongoing medical screening process. The results from the medical exams will provide recommendations for firefighters to perform either “Arduous” activities, or “Non-Arduous” activities. These recommendations are not intended to preclude firefighters from participation as a member of SCUF. Rather they are intended to help firefighters identify and accept appropriate work assignments based upon their own capacity to safely perform physical activities. It is the responsibility of each firefighter not to exceed their identified capacities to safely perform work assignments and communicate with his/her supervisor to identify alternative assignments when necessary.

Arduous Activities - Activities that involve field work requiring physical performance calling for above-average endurance and superior conditioning. These duties may include an occasional demand for extraordinarily strenuous activities in emergencies under adverse environmental conditions and over extended periods. Requirements include running, walking, climbing, jumping, twisting, bending, and lifting more than 50 pounds; the pace of work typically is set by the emergency condition. Examples may include, but are not limited to; interior attack structural firefighting and wildland firefighting operations.

Non-Arduous Activities – Activities performed by emergency responders that do not require above-average endurance and superior conditioning as previously described for Arduous Activities. Examples may include, but are not limited to; pump operations, traffic control, logistical support activities, and incident command activities. Non-arduous firefighters will be considered medically restricted and will display a red stripe on their helmet as such.

SCOPE

All members of Sublette County Unified Fire (SCUF) are required to complete annual medical examinations.

1. The annual medical exam shall be performed for all new members for a baseline medical evaluation and annually thereafter for all members.
2. The medical exam is not meant to replace the relationship members have with their regular physician, but instead to establish a relationship between the member and SCUF to assure medical standards are met to limit the risk of medical line of duty disability or death.
3. Monitoring and compliance with the medical exam procedures will be maintained by SCUF Health and Safety Officer.

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PROCEDURE

This section is intended to help guide the SCUF member, the SCUF Medical Director and other approved physicians through the medical exam process.

Blood Chemistry Panel (*Paid by SCUF*)

1. Members are required to complete an annual blood chemistry screening using the laboratory at the Sublette County Rural Health Care District (SCRHCD) clinics. Lab results will be provided to the approved physician for review during the medical exam. The chemical blood panel shall test for the following functions:
 - a. Kidney functions, liver functions, lipid (cholesterol) panel, electrolyte levels, and fasting glucose tests.
 - b. Any additional or specialized blood lab tests not listed here must be billed to patient/insurance and will not be covered by SCUF.

Clinical Medical Examination (*Paid by SCUF*)

1. All SCUF members will schedule an annual medical exam with an approved physician at either the Big Piney or Pinedale Clinic locations. Exams should be done each year between January 01 and March 01.
2. Members are required to complete a standard Health History Questionnaire and provide the completed form to the physician during the clinical exam. Those firefighters who need to complete their medical evaluation for DOT Commercial Driver's License requirements can complete the necessary form and examination when needed every two years.
3. The annual medical exam shall consist of the following components:
 - a. Physical Examination
 - b. Baseline resting electrocardiogram (EKG)
 - c. Atherosclerotic Cardiovascular Disease 10-year risk estimator
 - i. The American College of Cardiology/American Heart Association has developed an Atherosclerotic Cardiovascular Disease (ASCVD) 10-year risk estimator help determine whether a patient is at high risk for cardiovascular disease, heart attack, or stroke in the near future. Risk assessments are calculated using a number of factors including age, gender, race, cholesterol, blood pressure, diabetes, smoking status, and the use of blood pressure-lowering medications. The 10-year risk for ASCVD is categorized as: Low-risk (<5%); Borderline risk (5% to 7.4%); Intermediate risk (7.5% to 19.9%); and High risk ($\geq 20\%$).
 - ii. Firefighters with High Risk (greater than 20% risk factor) for cardiovascular disease, heart attack, or stroke are disqualified from performing the work capacity test.
 1. Firefighter with a greater than 20% risk factor will be referred to a specialist as necessary. The cost for the specialist referral will not be covered by SCUF and must be billed to patient/insurance.
 2. Firefighters with a greater than 20% risk factor will be deemed non-arduous until corrective measures can be

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implemented and risk factors have been reduced as prescribed by the specialist.

3. The SCUF Medical Director will advise the SCUF Administrative Offices when non-arduous status changes.

Work Capacity Test (*Pack Test*)

1. Each firefighter will be required to perform an annual Work Capacity Test (Pack Test) to ensure individuals are physically capable of safely performing firefighting duties. The Work Capacity Test requires candidates to hike 3-miles, while wearing a 45-pound weight vest, in less than 46 minutes (one additional minute is allowed based on elevation). Jogging or running is not allowed during the test.
 - a. Firefighters who are unable to pass the Work Capacity Test will be deemed non-arduous.
 - b. Firefighters who do not pass the Work Capacity Test are encouraged to train and retake the test at a later date.

Additional Testing

Additional testing may be requested by the physician; however, any additional or specialized tests not listed here must be billed to patient/insurance and will not be covered by SCUF.

Final Recommendation

The SCUF Medical Director will provide final medical fitness recommendation ("Arduous" or "Non-Arduous" status) to the SCUF Administrative Offices. All medical evaluation documents will be kept strictly confidential in accordance with federal HIPPA requirements.

Light Duty Status

If a member is placed on medical restricted activity status (light duty) for any reason, the firefighter must provide the SCUF Administrative Offices with the physician's restrictions and release note. If there are any questions regarding the member's ability to return to work either for "Arduous" or "Non-Arduous" activity, the SCUF Medical Director will make final recommendation to the fire administration.

REFERENCES

OSHA 29 CFR Part 1910.134, 1910.1020, 1910.1030, 1910.95
NFPA 1581 Standard of Fire Department Infection Control Program
NFPA 1582 Standard on Comprehensive Occupational Medical Programs (ASCVD) 10-year risk estimator
https://tools.acc.org/ldl/ascvd_risk_estimator/index.html#!/calculate/estimator/

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4.2	HEALTH AND SAFETY		IMMUNIZATIONS

PURPOSE

Firefighters may unintentionally be exposed to a variety of communicable diseases and bloodborne pathogens during the course of their normal duties. Sublette County Unified Fire is committed to providing a safe and healthy work environment for our entire organization. An important part of an exposure control plan is providing appropriate vaccinations for all firefighters.

SCOPE

Vaccines are optionally available to all members of Sublette County Unified Fire (SCUF) at no cost to the individual. The vaccines described below are encouraged unless: documentation exists that the employee has previously received the series; antibody testing reveals that the employee is immune; or medical evaluation shows that vaccination is contra-indicated. If a firefighter declines the Hepatitis B vaccination, he/she must sign a declination form. Firefighters who decline may request and obtain the vaccination at a later date at no cost.

PROCEDURE

Sublette County Unified Fire will provide necessary immunizations for members as part of an exposure control plan. Members are requested to complete the Wyoming Department of Health Immunization Records release to identify necessary immunizations. If necessary, the following vaccinations will be offered at no cost to members and provided through Sublette County Public Health.

- Hepatitis B – Series of 3. Titer immediately after completion of series or after exposure. The Hepatitis B vaccination is highly recommended for all emergency responders.
- MMR – Measles, Mumps, and Rubella, and Titer (as necessary)
- dTaP – Tetanus/Pertussis (initially and then dT every 10 years)
- PPD – Tuberculin skin test. Initial for new members, then repeat based on exposure or concern.
- Influenza
- Covid-19

Immunization Declination

Any member wishing to decline the recommended vaccinations or titers will do so at their own risk. Sublette County Unified Fire will not be responsible should the member become ill or suffer any complications due to the refusal of the recommended and available vaccinations.

A written refusal/declination will be required for members that refuse the Hepatitis B vaccine, cannot provide proof of Hepatitis B immunization series, and/or refuse a Titer. Declinations will be kept in the member's personnel file.

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Should a member change their mind and choose to be vaccinated, all vaccines will be available through the public health offices at no cost to the member.

Documentation, Notification, & Tracking Members Vaccination Records

Copies of vaccination records will be kept secured and with Sublette County Public Health. Hepatitis B written refusal/declinations will be kept in the employee file. Notifications of vaccination status is the responsibility of the member to provide to SCUF Administration.

REFERENCES

OSHA 29 CFR 1910.1030 Occupational Exposure to Bloodborne Pathogens
NFPA 1581 Standard of Fire Department Infection Control Program
NFPA 1582 Standard on Comprehensive Occupational Medical Programs
CDC Recommendations for Health Care Personnel Immunizations
<http://www.cdc.gov/mmwr/preview/mmwrhtml/rr6007a1.htm>

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4.3	HEALTH AND SAFETY		EXPOSURE CONTROL PLAN

PURPOSE

It is the policy of Sublette County Unified Fire (SCUF), to maintain comprehensive occupational safety and health programs based upon sound engineering, education, and enforcement. This document establishes departmental policy, responsibilities, and requirements in order to eliminate or minimize occupational exposure to bloodborne pathogens.

SCOPE

The Exposure Control Plan (ECP) shall apply to all fire department personnel. It is intended to comply with the requirements of OSHA standard 29 CFR 1910.1030.

PROCEDURE

Program Administration

The Health and Safety Officer is responsible for implementation of the ECP. The Health and Safety Officer will maintain, review, and update the ECP annually as needed, or as needed to include new or modified tasks and procedures. Those employees who are determined to have occupational exposure to blood or Other Potentially Infectious Materials (OPIM) must comply with the procedures and work practices outlined in this ECP. Each Battalion will provide all necessary personal protective equipment (PPE), and all other items necessary to safely adhere to this policy. The Health and Safety Officer will be responsible for ensuring that all medical actions required by the standard are performed and that appropriate employee health records are maintained. Battalion Training Officers will be responsible for training, and documentation of training in regards to this ECP. Training in the ECP plan will be conducted annually at Battalion level. Battalion Chiefs will ensure this ECP is available to all firefighters in their respective Battalions.

Personal Protective Equipment (PPE) and Work Practices

All firefighters must observe the following precautions when selecting and wearing Personal Protective Equipment (PPE):

- Wear appropriate gloves when it is reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items on surfaces; replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised.
- Wash hands immediately or as soon as feasible after removing gloves or other PPE.
- Remove PPE after it becomes contaminated and before leaving the incident area.
- Used disposable PPE may be disposed of in provided biohazard bags.
- Never wash or decontaminate disposable gloves for reuse.

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- Wear appropriate face and eye protection when splashes, sprays, splatters, or droplets of blood or OPIM pose a hazard to the eyes, nose, or mouth.
- Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.
- If contamination is made with a member's skin, wash the contaminated area immediately with soap and water or antibacterial gel and then report the incident to the Incident Commander (IC).
- If a member has blood, body fluids or secretions come in contact with eyes, nose, mouth, or through a cut in the skin, an Exposure Report must be completed by the member and the Fire Officer on the incident. The member then must go to the nearest medical facility for a proper evaluation, decontamination, and medical follow through.
- If it becomes necessary for a firefighter to be tested after an exposure, all the test results will be held in confidence. No department personnel other than the person affected and administration will be advised of the results.

Cleaning of Contaminated Equipment and Clothing

- All contaminated personal and protective clothing (which is non-disposable) shall be removed at the scene and placed in red biohazard bags for laundering.
- Persons involved in the bagging, transport, or laundering of contaminated clothing should wear latex or nitrile gloves.
- All shoes, boots and all contaminated surface shall be brushed, scrubbed or cleaned with 10% bleach/water mixture to remove contamination.
- All personal protective equipment (structural turn-out gear) contaminated with potential biohazard must be thoroughly cleaned using the washer/extractor and biohazard detergent.

Post-Exposure Evaluation and Follow-Up

Should an exposure incident occur, immediately inform the Incident Commander (IC). A confidential medical evaluation and follow-up will be conducted by the SCUF Medical Director. Following initial first aid (clean the wound, flush eyes or other mucous membrane, etc.), the following activities will be performed:

- Document the routes of exposure and how the exposure occurred.
- Identify and document the source individual (unless the SCUF can establish that identification is infeasible or prohibited by state or local law).
- Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual's test results were conveyed to the firefighter's health care provider.
- If the source individual is already known to be HIV, HCV and/or HBV positive, new testing need not be performed.
- Assure that the exposed firefighter is provided with the source individual's test results and with information about applicable disclosure laws and

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regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).

- After obtaining consent, collect exposed firefighter's blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status
- If the firefighter does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed firefighter elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.

Administration of Post-Exposure Evaluation and Follow-Up

The Health and Safety Officer shall ensure that health care professional(s) responsible for post-exposure evaluation and follow-up are given a copy of OSHA's bloodborne pathogens standard. The Health and Safety Officer shall ensure that the health care professional evaluating a firefighter after an exposure incident receives the following:

- A description of the firefighter's job duties relevant to the exposure
- Route(s) of exposure
- Circumstances of exposure
- If possible, results of the source individual's blood test
- Relevant firefighter medical records, including vaccination status

Procedures for Evaluating the Circumstances Surrounding an Exposure Incident

The Health and Safety Officer will review the circumstances of all exposure incidents to determine:

- Work practices followed
- A description of the device being used (including type and brand)
- Protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.)
- Location of the incident
- Procedure being performed when the incident occurred
- Firefighter's training record

If revisions to this ECP are necessary, the Health and Safety Officer will ensure that appropriate changes are made.

Firefighter Training

All firefighters who have occupational exposure to bloodborne pathogens receive training on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. In addition, the training program covers the following elements:

- Explanation of the OSHA bloodborne pathogen standard
- An explanation of the SCUF ECP

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- An explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident
- An explanation of the use and limitations of engineering controls, work practices, and PPE
- An explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE
- An explanation of the basis for PPE selection
- Information on the Hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM
- An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available
- Information on the post-exposure evaluation and follow-up that the SCUF is required to provide for the FF following an exposure incident
- An opportunity for interactive questions and answers with the person conducting the training session.
- Training materials are available from the Training Officer, or the Health and Safety Officer.

REFERENCES OSHA 29 CFR 1910.1030 Bloodborne Pathogens

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4.4	HEALTH AND SAFETY		EMS RESPONSE

PURPOSE This policy will provide direction to Sublette County EMS Staff on when to respond to Fire/Rescue Operations, what actions are needed at such operations and when to request Fire/Rescue for EMS responses.

SCOPE All interactions and functions between multiple public safety departments or other agencies will be conducted under standard National Incident Management guidelines. Unified Command Structure shall be adhered to at all scenes and responses where combined activities with other public safety departments are conducted.

PROCEDURE **EMS response to Fire Scenes:**

- Sublette County EMS (SCEMS) will respond to active fire scenes where smoke and/or flames are reported or present.
- SCEMS will additionally respond to fire scenes on the request of the SCUF Duty Officer or IC, as needed.
- SCEMS will respond to automatic alarms, fire alarms or other fire related events that are not verified as reported in line #1. Under certain circumstances, SCEMS may stage/stand-by away from the actual scene.
- SCEMS should only respond in emergency mode to a fire scene when there are reported victims or injuries at the scene. SCEMS may also respond to a fire scene in the emergency mode if requested to do so by the Duty Officer or Incident Commander.
- On arrival at a fire scene, SCEMS should identify themselves as Medical with the identifier of the physical location of the incident; i.e. "MS15 has arrived and will be S. Tyler Medical
- SCEMS personnel should make contact with the Incident Commander and receive directions on the nature of the incident, any hazards and anticipated victims. Consideration shall be given to establishing a rehab process for active firefighters.
- SCEMS may request additional EMS units and the fire rehab trailer as needed given the extent and nature of the incident and on the request from the Incident Commander.
- SCEMS staff can consider using nearby structures, buildings and facilities for fire rehab or casualty collection as needed given the incident dynamics and/or weather conditions.
- SCEMS staff shall not actively engage in firefighting activities or other tactical operations that are not related to Emergency Medical response.

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- SCEMS Staff shall stay in direct contact with Incident Command at a Unified Command location and shall remain at the scene until released by Incident Command.
- Incident Command shall consider release of SCEMS staff as soon as safely possible for return to duty.
- The responding SCEMS unit should not be used for general firefighter rehab. The main purpose of this is to reduce the number of carcinogens introduced from firefighter bunker gear.
- In the event of an injured firefighter or victim requiring transport to the nearest medical facility, a second SCEMS unit shall be dispatched to the scene as quickly as possible. The SCEMS unit transporting shall not be delayed waiting for a second unit to arrive.

Requesting Fire to EMS Scene:

- SCEMS may request Fire co-response for any medical or traumatic event that indicates the need for additional medical or operational assistance.
- SCEMS may request Fire co-response on any incident that has the potential to generate technical rescue or specialty extrication needs.
- SCEMS may utilize Fire co-responders for direct patient care during on scene operations if they are EMR or EMT certified.
- SCEMS staff can utilize fire fighter personnel to activate life flight. Fire fighter personnel may also be utilized to establish and maintain LZ sites in accordance with the pre-established LZ Protocols. Firefighter personnel may also be utilized in air to ground communications with the arriving airship.

REFERENCES

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4.5	HEALTH AND SAFETY		FIREFIGHTER REHABILITATION

PURPOSE

This policy will provide direction to Sublette County EMS Staff regarding rehabilitation actions needed during incident operations.

SCOPE

Firefighter rehabilitation is necessary during times of inclement weather, high heat index, and strenuous physical exertion. Sublette County EMS should respond to all emergency incidents and coordinate with the incident commander to establish a rehabilitation area.

PROCEDURE

On arrival to any incident, SCEMS shall make contact with the Incident Commander (IC) and determine if Firefighter Rehab Operations (FFRO) will be required.

- SCEMS staff in FFR shall have the authority based on the below established vital sign parameter to either continue rehab of an individual FF, prohibit re-entry into the fire scene or recommend further medical evaluation.
- SCEMS staff should report any positive findings to the Incident Commander and Incident Safety Officer that would require a firefighter to be removed from actively participating in an active fire scene. This includes an active fire and/or fire rehab operation. If a Firefighter has been deemed not fit to return to duty, SCEMS staff may recommend the firefighter be transported to the nearest medical facility for further evaluation.

Firefighters shall undergo Rehab under the following conditions in accordance with NFPA 1584 Guidelines:

- A second 30-minute SCBA bottle has been used.
- A single 45 or 60-minute SCBA bottle has been used.
- At the discretion of the IC or ISO
- SCEMS staff on the fire scene shall pay close attention to carbon monoxide and cyanide hazards along with smoke conditions related to fire operations. Ambulances and the Rehab Trailer can become confined spaces for these lethal gases and adequate ventilation should be maintained. Use of carbon monoxide detectors shall dictate activities and the need to relocate rehab operations to a safer, less smoke or gas saturated area. SCEMS and the Incident Command should consider placing the Rehab Operations up wind, uphill from the active incident.

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Rehabilitation Efforts:

- Rehabilitation efforts shall include the following prior to actively having firefighter vitals assessed in accordance with NFPA 1584:
- Relief from climatic conditions, i.e. keep warm/ keep cool
- Rest and Recovery
- Active/Passive cooling and warming
- Rehydration
- Caloric or electrolyte replacement, 50% H2O/Gatorade Mix!
- A Firefighter entering the FFRO for the first time shall rest for a minimum of 10 minutes prior to having vitals read.
- A Firefighter entering the FFRO for any subsequent times shall rest for a minimum of 20 minutes prior to having vitals read.
- No firefighter shall return to active operations unless they feel adequately rested. If SCEMS staff determines that a Firefighter is unable to perform duties safely due to medical, psychological, or emotional distress, SCEMS staff should report such findings to the Incident Commander/Incident Safety Officer.
- SCEMS staff shall also be alert for the following sign/symptoms
- Chest pain, dizziness, shortness of breath, weakness, nausea or headache.
- General complaints of cramping, aches and pains.
- Symptoms of heat or cold related stress.
- Changes in gait (walk or stagger), speech or behavior.
- Alertness and orientation to person, place and time of members.
- Whenever possible, SCEMS shall refer to individual baseline medical evaluations to determine the level of abnormal Vital Signs. Any Firefighter that exhibits above the following Vital Signs, shall remain in rehab for a longer rest period or be prohibited from returning to active fire operations.

Fire Fighter Abnormal Vital Signs According to NFPA 1584

Pulse >110 bpm

Systolic BP >160 or less than 80

Diastolic >100

Temp >100.5*

CO Level >10 (Massimo Reading)

SpO2 <90

**Vital Sign measurements are an objective assessment that can establish parameters for the need for medical transport.

REFERENCES

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4.6	HEALTH AND SAFETY		FIREFIGHTER ACCOUNTABILITY

PURPOSE The purpose of this procedure is to establish a means to track and locate all fire department members operating at any incident or activity. It is the intention of SCUF to provide the optimal level of firefighter safety. The application of this procedure will assist all members to meet this goal.

SCOPE This procedure applies to all members of Sublette County Unified Fire.

- PROCEDURE**
1. Every member of the organization will be issued two (2) personnel accountability tags. The tags are black and will be affixed to either the front of the turnout coat or to the back of the helmet depending on personal preference.
 2. When boarding a fire apparatus, each member will give their primary personnel accountability tag to the company officer in charge of the apparatus.
 3. Anytime a crew member or company's assignment, location, or status changes it is the responsible company officer in charge of the crew member(s) to adjust the primary personnel accountability tags accordingly to the new responsible supervisor.
 4. Before entering an Immediately Dangerous to Life and Health (IDLH) environment, each member will give their secondary personnel accountability tag to the assigned Incident Safety Officer (ISO) on scene. If no ISO has been assigned, the member will give their personnel accountability tag to the Incident Commander (IC) before entering the IDLH.
 5. Upon leaving the IDLH, each member shall immediately retrieve his/her personnel accountability tag from the ISO or IC and re-attach it to their turnout coat or helmet.
 6. A key element of the personnel accountability system is crew integrity. It is the responsibility of all members and their officers to ensure that crew integrity is maintained. Simply stated, all crews must enter together, stay together, and come out together.
 7. Whenever possible, all crews should attempt to exit the IDLH at the same point where entry was made. If exiting by a different route is necessary, the crews must immediately contact the ISO and retrieve their personnel accountability tags.
 8. When multiple points of entry into the IDLH are used, additional personnel accountability officers may need to be posted at the additional entry points.
 9. It is the responsibility of the Company Officer and ISO to ensure that no less than two (2) members are assigned to each crew or task. The location

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and function of each crew is communicated to the Incident Commander or designee. Only “arduous” members are allowed to wear SCBAs and enter the IDLH. Firefighter recruits who have not completed certification for a particular IDLH situation are not allowed to enter the IDLH. Cadets are not allowed to enter the IDLH.

10. The ISO shall monitor the length of time each crew has been operating inside the IDLH. If the ISO deems the crew has been operating beyond a reasonable amount of time and is unable to reach the crew using radio communications, the ISO shall immediately notify the IC the members are unaccounted for and the need for search and rescue/RIC activation may exist.
11. If the need arises to evacuate a hazardous area or structure and an evacuation is ordered, the IC shall immediately conduct a Personnel Accountability Report (PAR). The PAR will be reported to the IC by each Company Officer indicating the Company Officer has accountability for all assigned personnel.
12. The IC will call for a PAR if there is a report of a firefighter down or missing, when an emergency evacuation is ordered, or as deemed necessary by the IC.
13. If a firefighter is not cleared to perform arduous activities, a red stripe will be placed their helmet indicating their approved level of activity. This activity level sticker is intended to provide a visual indicator and identify members who are restricted from performing arduous activities.

REFERENCES

OSHA 29 CFR 1910.134(g)(4)(i) (Two in Two out)
NFPA 1500 Standard on Fire Department Occupational Safety and Health
NFPA 1720 Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments

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SOG #	SECTION		GUIDELINE
4.7	HEALTH & SAFETY		PERSONNEL ACCOUNTABILITY REPORT (PAR)

PURPOSE To maintain accurate documentation of firefighter accountability and exposure times to ensure the safety and well-being of all fire fighters.

SCOPE This procedure will apply to all responders on an active incident/fire scene.

PROCEDURE A Personnel Accountability Report (PAR) is a radio report designed to identify and account for all emergency personnel on scene. If a catastrophic fire ground event should occur a PAR should be performed. When a PAR is requested by the Incident Commander (IC) on the radio, all company officers supervising any number of firefighters shall respond on the radio

If all firefighters under the supervision of the Company Officer are accounted for, the Company Officer shall respond to the PAR request in following format: "E-111 is Par 3, Assigned to ____" to indicate apparatus resource number, the total number of firefighters including the supervisor, and their functional assignment. If a firefighter is unaccounted for, the Company Officer shall provide a PAR report in the following format: "E-111 has negative PAR, one firefighter unaccounted for" to indicate the Company Officer does not have accountability and how many firefighters are missing.

REFERENCES NFPA 1500, 8.3-8.4
NFPA 1560-7, 5.2-5.3

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03/08/2016		03/08/2016 FINAL	1 of 1
SOG #	SECTION		GUIDELINE
4.8	HEALTH & SAFETY		CRITICAL INCIDENT STRESS MANAGEMENT PEER PROGRAM

PURPOSE

The purpose of this program is to extend assistance to fire fighters who are in need of counseling due to stressful situations either from an incident or other cause.

SCOPE

This program will be available to all SCUF Firefighters. Any personnel involved in a high-stress incident should be considered as a high priority for CISM defusing and debriefing.

PROCEDURE

- Defusing is to be held as soon as possible after the conclusion of a stress incident.
- Debriefing of any major incident must be held no more than 72 hours after a major incident.
- The Health & Safety Officer (HSO) will coordinate with the IC, Battalion Chief and the Fire Chief for debriefing to ensure all participating members of the incident will be present for the debriefing.
- Access may be made to the CISM Team 24 hours a day, 7 days a week.
- Firefighters experiencing emotional stress may initiate contact with a peer support person at any time through the established contact list. If the Firefighter feels the need for continued defusing, the mid-level team members shall be activated for counselling.
- Upon further evaluation, the mid-level team member can make a recommendation for further professional care if needed. The mid-level team member will contact the Senior Staff Team for further interventions.

Notification of the CISM Team:

- As soon as possible after identification for the potential need of a debriefing, the CISM Team should be notified. The mechanism for notification is listed below. The Team relies on the “eyes and ears” of personnel in the field for notification. Eyes and ears refer to personnel who are aware of CISM services available and who are alert to critical incident events.
- Activation may be achieved by contacting the Fire Chief, Health and Safety Officer, Duty Officer or the Company Officer. Activation for CISM may include but not limited to the following;
 1. Any incident involving a death or serious injury.
 2. Line of duty death or serious injury to a team member.
 3. Any severe accident involving a fire apparatus resulting in injury.
 4. A mass casualty incident.

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5. Prolonged events.
6. Any firefighter who feels the need for one-on-one debriefing.
7. Any incident involving children or infants.

REFERENCES NFPA 1500, Chapter 12; NFPA 1582, A.9.14

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4.9	HEALTH & SAFETY		RISK MANAGEMENT PLAN

PURPOSE

Sublette County Unified Fire (SCUF) employs a risk management plan as a component of a comprehensive health and safety program with the following objectives:

- To limit the exposure of firefighters to situations and occurrences that could have harmful or undesirable consequences to SCUF or its members.
- To provide a safe working environment for SCUF firefighters while recognizing the risks inherent to the SCUF mission.
- To require all SCUF firefighters to use the concept of risk vs. benefit as a primary consideration during fire department operations.

SCOPE

The risk management plan shall apply to all fire department personnel. The plan shall reduce or eliminate risk in the following categories.

- Personnel losses; death, injury, illness and exposures
- Property loss; damage to equipment, apparatus, facilities
- Legal liabilities; loss from lawsuits from employees and the public

PROCEDURE

Responsibility

1. Battalion Chiefs have the responsibility for the implementation and operation of SCUF's risk management plan.
2. The SCUF Health and Safety Officer shall be responsible for the management and revision of the risk management plan annually based on potential exposures.
3. All SCUF firefighters have the responsibility for their own health and safety through compliance with the requirements set forth in the risk management plan.

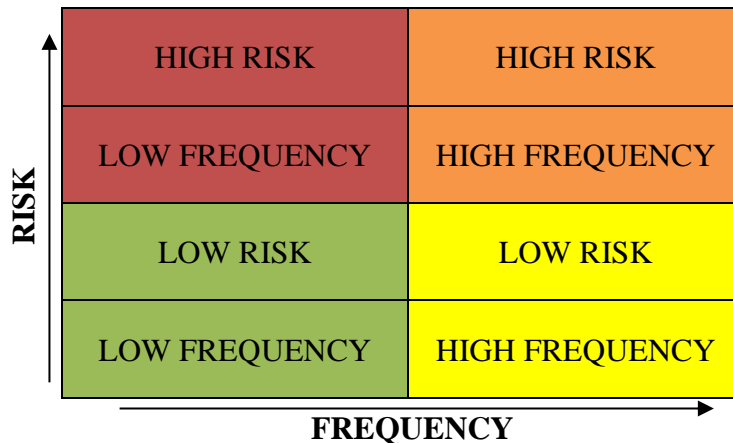
Process

1. Risk identification includes the identification of potential exposure for all operations, both emergency and non-emergency. This shall include, but not limited to the following.
 - a. Listing of risks to which members are or may be exposed
 - b. Records of previous accidents, illnesses, injuries and exposures
 - c. Information on potential exposures specific to known hazards in the community
 - d. Facility, apparatus, and equipment inspections
2. Risk evaluation requires exposures to be listed using the following criteria:
 - a. Frequency of occurrence
 - b. Severity of occurrence

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3. Prioritization:

- a. SCUF will prioritize risks based on a risk evaluation. Risks with low or high frequencies and high severity shall be considered high priority and require immediate action. Special attention shall be given to low frequency, high severity risks.



4. Risk control measures include:

- a. Avoiding risk
- b. Controlling risk
- c. Transferring risk

5. Monitoring the Risk Management Program:

- a. The SCUF Health & Safety Officer shall periodically evaluate the Risk Management Plan for effectiveness. Methods of managing new risks may be developed and implemented when needed.

6. Risk Management at Emergency Operations:

- a. Activities that present a significant risk to the safety of firefighters shall be limited to situations where there is a potential to save endangered lives
- b. Activities that are employed to protect property shall be recognized as inherent risk to the safety of SCUF firefighters. Actions shall be taken to reduce or avoid these risks when possible
- c. No risk to the safety of SCUF firefighters shall be acceptable when there is no possibility to save lives or property
- d. Where a risk to the safety of SCUF firefighters is excessive, activities shall be limited to defensive operations
- e. At significant incidents or special operations, the Incident Commander (IC) shall designate a Safety Officer to evaluate hazards and provide direction with the respect to the safety of operations

REFERENCES NFPA 1500, Chapter 12

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4.10	HEALTH & SAFETY		OPIOID ANTAGONIST ADMINISTRATION

PURPOSE To establish a guideline for the administration of an opioid antagonist to a civilian or firefighter who had experienced a narcotic overdose. The policy will outline recognition, administration, and documentation of the event. The policy will also outline the procedure for a monthly expiration date check and replacement of expired or used medication.

SCOPE The guideline will be followed by all firefighters and officers of Sublette County Unified Fire. Only personnel who have completed the online training and submitted the course completion certificate will be allowed to administer an opioid antagonist.

PROCEDURE Trained personnel, upon identifying signs and symptoms of an opioid overdose, will follow the established protocol for administration of an opioid antagonist.

Protocol and training regarding recognition of an opioid overdose and the appropriate administration procedure can be found at:
<https://www.getnaloxonenow.org/#gettraining>.

Training will include:

- Identification of an opioid overdose.
- Administration of a stock opioid antagonist.
- Demonstration of administration of an opioid antagonist.
- Understanding that Emergency Medical Services must be called for to provide additional medical care and evaluation.
- Documentation of the incident and record of administration.
- Reporting of the event to the **Wyoming Department of Health** using the form: **Naloxone Administration Survey**

The Sublette County Human Resource Department along with Sublette County Unified Fire will maintain all training records. Training records will be maintained and stored for seven years.

Storage and Security.

- The Battalion Chief or a designated person at each battalion will monitor the expiration dates of in stock opioid antagonists.
- A monthly check of inventory and expiration dates will be completed at each battalion and recorded on the monthly SCBA checklist.

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- The administration kits will be kept in the cab of the first responding engine and rescue at each battalion. Kits must be protected from heat, cold, and sunlight.
- Employees who are trained to administer the stock opiate antagonist are responsible for familiarizing themselves with the location of each opioid antagonist.

Procurement of stock opioid antagonist.

- A practitioner or pharmacist, as defined by W.S. 35-4-902(a)(iii) and (iv), including a practitioner in the county health office, may write prescriptions for stock opiate antagonists as needed.

Restock of used or expired opioid antagonists.

- Restock of used or expired narcotic antagonists will be done by the Sublette County Human Resource Office.

REFERENCES

Get Naloxone Now

<https://www.getnaloxonenow.org/#gettraining>

Wyoming Department of Health – Opioid Crisis and Medication Assisted Treatment: Administration Survey

<https://health.wyo.gov/behavioralhealth/mhsa/mat/>

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5.1	INCIDENT COMMAND	FIRE COMMAND	

PURPOSE To establish clear and effective command at all fire and rescue operations. This will promote effective firefighting and rescue operations while providing safety for all firefighters.

SCOPE This guideline is to be followed by all members of Sublette County Unified Fire. Authority to deviate from this guideline rests with the IC who is solely responsible for the results of any deviation.

PROCEDURE It's the responsibility of all responding units to an emergency incident to establish the Incident Command System and designate an Incident Commander (IC).

The first arriving fire unit on scene will:

- Check with other emergency response agencies to determine if Incident Command has already been established for the incident. Report to the IC as appropriate to obtain a briefing and receive tactical directives.
- If Incident Command has not already been established, the first arriving fire resource Company Officer or senior firefighter will establish Incident Command until the operation is complete or until replaced by a more qualified individual.
 - Transfer of command should only take place after a face-to-face meeting between the initial IC and the incoming IC.
 - Transfer of command must be declared over the radio for all on-scene resources to understand transfer of command has occurred.
- All additional emergency personnel and equipment responding to the incident will report to the staging area if established, or to the ICP.

The Incident Commander of the scene will:

- Provide a size up and report over the radio for all others responding units (see SOP 5.2 Brief Initial Report).
- Establish objectives and direct on scene operations. (see SOP 5.3 for Structural Fire Tactical Considerations)
- The IC should establish an Incident Command Post (ICP) at a safe and operable site at the incident scene.
- The IC should establish a staging area for all additional responding emergency units, away from the incident scene, to prevent freelancing.
- Assign all emergency personnel responding to that incident.
- Provide periodic status updates as needed to Dispatch.
- Conduct an AAR (after action review) with the firefighters involved at the conclusion of emergency incident operations.
- Complete an incident report of the operation within 5 days of the incident.

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REFERENCES

Homeland Security Act of 2002
Homeland Security Presidential Directive (HSPD)-5
OSHA 1910.120 App C - Hazardous Materials Compliance
NFPA 1500 Standard on Fire Department Occupational Safety and Health
NFPA 1561: Standard on Emergency Services Incident Management System
and Command Safety
SOG 5.2 Brief Initial Report
SOG 5.3 Structure Fire Tactical Considerations

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5.2	INCIDENT COMMAND	BRIEF INITIAL REPORT	

PURPOSE

The National Incident Management System requires that when incidents involve multiple agencies or jurisdictions, an Incident Action Plan (IAP) is necessary to maintain effective, efficient, and safe operations. In an effort to improve interagency coordination during emergency responses, a standard initial response protocol has been proposed for all agencies to use. This initial standard protocol has been created to aid in initiating a timely and effective response to emergency incidents that may occur in Sublette County. The protocol provides guidance to assist the initial Incident Commander to quickly establish who the Incident Commander for the incident is, establish communications frequencies for all responding agencies, and to provide a Brief Initial Report (BIR) for all responding units.

SCOPE

This policy applies to all members of Sublette County Unified Fire

PROCEDURE

C – Establish **Command** as soon as practicable (first arriving unit establish Incident Command)

C – Establish **Communications** frequencies (repeated channel and local tac channel)

R – Provide **Brief Initial Report** (describe nature and severity of incident)

After establishing command, the initial incident commander should provide a Brief Initial Report (BIR) for all other responding units. The BIR should include the following information:

1. Declare **command** (As soon as practicable, the first arriving unit declares he/she has established Incident Command. Note: later arriving units must conduct a face-to-face briefing with first arriving unit, regardless of agency type, and agree to a transfer of command if warranted, then broadcast transfer of command has occurred over the radio)
2. Establish **communications** frequencies to dispatch (Com Plan 1 or 2)
3. Verify **address** location of incident (Mile maker 118, Hwy 191 Northbound)
4. Declare **nature** of the emergency (motor vehicle collision, hazardous materials response, structure fire, wildland fire, etc.)
5. Declare the **extent** of the emergency (number of vehicles involved, number of injured persons, if extrication is needed, etc.)
6. Assign deployment **directives** for assigned resources.

A useful and effective acronym is the C-C-A-N-E-D Brief Initial Report. It provides clear and concise information in a uniform sequence to provide a

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standardized initial on-scene reporting method. The breakdown is as follows:

C – Command

- Establish incident command system (Who is IC)

C – Communications

- Assign communications frequencies (Com Plan 1)

A - Address

- Verify location of incident (Mile maker 118, Hwy 191 Northbound)

N – Nature

- Declare nature of the emergency (motor vehicle collision, hazardous materials response, structure fire, wildland fire, etc.)

E - Extent

- Declare the extent of the emergency (number of vehicles involved, number of injured persons, if extrication is needed, conditions as found, smoke showing, etc.)

D- Deployment directives

- Direct first arriving units regarding staging location, assigned strategies, known hazards, or other pertinent information to the incident.

REFERENCES Homeland Security Presidential Directive (HSPD)-5

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5.3	INCIDENT COMMAND	STRUCTURE FIRE TACTICAL CONSIDERATIONS	

PURPOSE The purpose of this guideline is to ensure effective, efficient, and safe incident operations. This initial guideline has been created to aid in initiating a timely and effective response to emergency incidents that may occur in Sublette County. The guideline provides guidance to assist the initial Incident Commander.

SCOPE This guideline applies to all members of Sublette County Unified Fire. The guideline is intended to be used during emergency response to structural fire incidents.

PROCEDURE **ARRIVAL SEQUENCE**

Command

- Upon arrival, establish Incident Commander (IC) and broadcast on radio
- Establish Incident Command Post if necessary
- Provide BIR – Provide a Brief Initial Report for incoming resources (refer to SOP 5.2 Brief Initial Report for CCANED protocol)

Communications (Com Plan 1 or 2)

- COM PLAN 1 (Primary communications plan)
 - FIRE CMD (Dispatch and responding units)
 - FIRE TAC 1 (On-scene tactical channel – operations)
 - FIRE TAC 2 (Secondary tactical channels – water supply, traffic control, etc.)
- COM PLAN 2 (Used when multiple concurrent incidents are ongoing)
 - FIRE CMD (Dispatch and responding units)
 - FIRE TAC 3 (On-scene tactical channel – operations)
 - FIRE TAC 4 (Secondary tactical channels – water supply, traffic control, etc.)
- When digital trunked radio reception is insufficient for incident communications, the IC may assign simplex tactical channels as needed
 - (Vfire21) (Vfire22) (Vfire23)

Size Up

- 360 Degree Hot Lap
- Building – Address, Type of building, Type of construction, Size, Floors
- Extent- Smoke/Flame Showing? How involved is fire? Is it confined?
- Location - Where is fire, upper floors? Kitchen?
- Occupancy - Life hazards, egress routes
- Water supply – Identify closest hydrants or fill sites

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Apparatus Placement

- 3 sides (approach incident & provide officer with multiple views)
- Placement (park 1st due on corner, leave room for 2nd due)
- Avoid collapse zones
- Consider need for additional resources and assignments

Staging

- Establish Staging Location, away from the incident scene, to prevent freelancing.
- Establish Staging Area Manager

Water Supply

- Who (1st due or 2nd due?)
- What (Fast attack, forward lay, water shuttle, relay?)
- Where (Locations)
- FDC (Sprinkler system support)

ENGAGEMENT SEQUENCE

Strategy

- Declare Mode of Operations:
- Offensive,
- Defensive
- Transitional
- Investigation

Safety Considerations

- Appoint Safety Officer
- Ensure Firefighter Accountability System is in place
- Establish Firefighter Rehab & Medical Monitoring
- Establish Rapid Intervention Crew (RIC)
- Disconnect Utilities

Rescue

- Primary search
- Secondary search
- All clear

Exposures

- Internal
- External

Confinement

- Hoseline location
- Backup hoseline location

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Extinguishment

- Hoseline size
- Direct, Indirect, Combination Attack

Overhaul

- Check for fire extension
- Separate burned from unburned
- Protect area of origin

Ventilation

- Horizontal ventilation
- Hydraulic ventilation
- Positive pressure ventilation
- Positive pressure attack

Salvage

- Limit property loss
- Remove contents
- Cover contents

TERMINATION SEQUENCE

Support

- Victim/occupant stabilization
- Access security
- Red Cross

Investigation

- Area of Origin
- Ignition Source
- Documentation

REFERENCES

SOP – 5.1 Fire Command
SOP – 5.2 Brief Initial Report

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5.4	INCIDENT COMMAND		INCIDENT SAFETY OFFICER

PURPOSE

To provide a guideline for maximizing fire fighter safety and effectiveness when dealing with any emergency and establish an ongoing safety inspection at all emergency operations.

SCOPE

This guideline is to be followed by all members of SCUF. Authority to deviate from this guideline rests with the IC who is solely responsible for the results of any deviation.

PROCEDURE

It is the responsibility of the IC to appoint an Incident Safety Officer (ISO) anytime it may be deemed necessary for an emergency incident. The ISO has the authority at any time in the incident to alter, suspend, or terminate any operation identified as an unsafe situation.

The duties of the Incident Safety Officer (ISO) should include:

- Ensure all safety rules and regulations are being met during the operations.
- Evaluate operations assigned by the IC, and consider the safety aspects of the operation.
- Inform the IC of any concerns, procedures, and assignments that might threaten safety during the incident.
- Monitor the accountability system and keep a record of all fire fighters involved in the incident.
- Track entry/exit times of fire fighters that don SCBA and fight fire.
- Evaluate firefighters before entering Immediately Hazardous to Life and Health (IDLH) environments.
- Keep a record of all apparatus and equipment used during the incident.
- Help the IC complete all fire reports noting safety concerns both good and bad that should be addressed at review.

REFERENCES

NFPA 1521: Standard for Fire Department Safety Officer

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5.5	INCIDENT COMMAND		STAGING OFFICER

PURPOSE To provide a guideline for maximizing fire fighter safety and effectiveness when dealing with any emergency operations by establishing a staging area and a Staging Officer to oversee the staging of responding apparatus.

SCOPE This guideline is to be followed by all members of SCUF. Authority to deviate from this guideline rests with the IC who is solely responsible for the results of any deviation.

PROCEDURE It's the responsibility of the IC to appoint a Staging Officer anytime it may be deemed necessary for an emergency incident. All responding units shall use a consistent procedural method to establish a staging area for additional arriving fire units, away from the incident scene, to prevent freelancing.

The duties of the Staging Officer should include:

- Receive briefing from IC
- Establish necessary radio frequencies to communicate with incoming resources and the IC
- Establish a Staging Location if not already provided
- Check in arriving response units and report arrival
- Establish accountability for all responding units
- Ensure all personnel are prepared in a state of readiness
- Coordinate with I.C. to send units out of staging as directed

REFERENCES

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5.6	INCIDENT COMMAND	DUTY OFFICER	

PURPOSE To ensure that there is always a Fire Officer who is able to respond to any and all emergencies and/or service calls for SCUF as necessary. This will aid in providing assistance for the response to all emergency incidents. The Duty Officer will act as the primary point of contact and liaison with other agencies as necessary while on-duty.

SCOPE The Duty Officer will be a Battalion Chief, Officer, or Firefighter qualified to at least the Fire Officer I level, whose skills and working knowledge include incident command, strategy and tactics, incident safety, and command & control.

PROCEDURE The Duty Officer is responsible to monitor all SCUF radio traffic and respond to all incidents in the County unless cancelled by the first arriving unit. The Duty Officer is responsible to coordinate the SCUF fire response until the first unit arrives on scene and establishes command. The Duty Officer communicates with the other responding agencies and dispatch to coordinate the SCUF response needs. The Duty Officer ensures the appropriate Battalion(s) have been paged and sufficient responders are en-route to the incident. If an insufficient response appears likely, the Duty Officer requests additional Battalion(s) to be paged. The Duty Officer is not necessarily the Incident Commander and would only assume IC if he/she arrives first on scene. When the Duty Officer arrives on scene after Incident Command has been established, the Duty Officer should check in with the I.C. and be issued an assignment. The first arriving unit to the incident (I.C.) may cancel the Duty Officer's response if appropriate (it might be necessary for the Duty Officer to prompt a friendly reminder). The Duty Officer is also the primary point of contact for Dispatch whenever they have a question or unusual request.

Notification

The Duty Officer is responsible to contact the Deputy Fire Chief, or if the Deputy Fire Chief is unavailable, to contact the Fire Chief, whenever there is an active structure fire, extrication, fatal vehicle incident, 10+ acre wildland fire that crosses jurisdictional boundaries, or other serious incident as the Duty Officer deems appropriate.

Schedule

All SCUF Battalion Chiefs will be assigned one out of every six weeks. This six-week Duty Officer schedule will be published and distributed to the SCSO Dispatch on an annual basis. This schedule/roster will contain the Duty Officer's name and contact information and scheduled duty times.

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When a conflict in schedules occur and the Duty Officer is unavailable for response, he/she must coordinate with one of the other Battalion Chiefs or Battalion Captains qualified to the Fire Officer I level, to provide Duty Officer coverage. The scheduled Duty Officer is responsible for notification to SCSO Dispatch so they can update their calendar and they know who to communicate with. Additionally, the Duty Officer must change the Google Duty Officer Calendar so the Fire Department Administrative Assistant can apply the appropriate pay schedule.

The Duty Officer schedule will be comprised of a weekly shift starting at midnight (0001) on Thursday and ending on Wednesday night at midnight (2400) the following week. When a day is traded, the day begins at 0001 and ends at 2400. If someone is just covering for a few hours, it usually isn't tracked.

Command Vehicle

The Duty Officer shall have at their disposal a command vehicle from their assigned station to bring home and use to respond to calls during their shift. The Duty Officer vehicle will be used according to Sublette County vehicle use policy.

Compensation

Duty Officer will be compensated at one pay-per-call unit for each 24-hour shift at the current pay-per-call rate when assigned to an on-call assignment, whether or not he/she actually responds to an incident. The Duty Officer will be additionally paid for the time worked at the current pay-per-call rate when he/she responds to an incident. The Duty Officer will be compensated at their highest certification at the current pay-per-call rate.

REFERENCES Battalion Chief Pay Rate, Pay-Per-Call Rate

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6.1	EQUIPMENT	PROTECTIVE CLOTHING	

PURPOSE To establish a guideline for the proper use and care of personal protective equipment and/or clothing.

SCOPE This guideline shall apply to all members of Sublette County Unified Fire.

PROCEDURE It is the responsibility of each individual member to wear or use the proper personal protective equipment (PPE) and clothing when and where it is appropriate to do so. Each member must keep this equipment in good working order to be ready for immediate use at all times. If the equipment is missing, broken, worn out, expired, in disrepair, or otherwise not working properly, it is the responsibility of each member to report this to a supervisor as soon as possible for repair or replacement.

Each member is responsible to ensure the protective equipment or clothing is worn/used in the proper manner according to manufacturer's recommendations. A failure to not wear/use the equipment properly could result in injury or even death.

Structural Personal Protective Equipment (PPE)

Each employee shall be issued turn out gear that is compliant with NFPA regulations. Any alterations or changes to this gear is prohibited. Each employee is responsible for the care and maintenance of this gear. If gear is missing or broken it should be reported immediately to an officer for repair or replacement. Structural PPE should be worn for all emergency incident responses, other than wildland fires. Structural PPE includes:

- Bunker Pants
- Bunker Coats
- Structure Boots
- Structure Helmet
 - White Helmets (Chiefs), Red Helmets (Company Officers) Yellow Helmets (Firefighters)
- Eye Protection
- Structure Gloves
- Nomex Hoods

Wildland Fire Personal Protective Equipment

Each employee shall be issued wildland gear that is intended for use during initial attack wildland fire operations. Any alterations or changes to the gear is prohibited. Each employee is responsible for the care and maintenance of this

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gear. If gear is missing or broken it should be reported immediately to an officer for repair or replacement. Wildland PPE should be worn for all emergency incident responses involving wildland fires. Initial Attack Wildland PPE includes:

- Nomex Yellow Long Sleeve Shirt and Nomex Pants
- 8" Leather Boots /w Vibram Sole
- Hard Hat /w Chin Strap
 - White Helmets (Chiefs), Red Helmets (Company Officers & Engine Bosses) Yellow Helmets (Firefighters)
- Goggles
- Safety Glasses (Clear & Dark)
- Ear Plugs
- Leather Gloves
- Line Gear Pack
 - Fire Shelter
 - Headlamp
 - Incident Response Pocket Guide (IRPG)
 - Qualifications Task Books
 - Incident Qualification Red Card
 - Writing Pad & Pen
 - Meal Ready to Eat (MRE)
 - Necessary Personal Supplies, Meds, etc.
 - Smoke Masks (Optional)
 - Hardhat Shroud (Optional)
 - Engine Boss Paperwork Kit (Mini-Mob)

Note: Structural PPE may be necessary during Wildland Urban Interface (WUI) Operations.

REFERENCES

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06/19/17		06/19/17 FINAL	1 of 1
SOG #	SECTION	GUIDELINE	
6.2	EQUIPMENT	SELECTION OF PPE	

PURPOSE To establish a guideline for the proper selection and use of Personal Protective Equipment (PPE) to be worn during wildland fires and during wildland fires where structures may be threatened.

SCOPE This guideline shall apply to all members of Sublette County Unified Fire.

PROCEDURE PPE Selection for Wildland Fire Response

Each member shall be issued wildland fire PPE that is intended for use during initial attack and extended attack wildland fire operations. This PPE is described in SOG# 6.1 in the Wildland Fire Personal Protective Equipment section. When a wildland fire incident occurs, each member must select and properly wear his/her wildland fire personal protective equipment. Each firefighter must also bring his/her line gear pack (fire shelter pack) and place the gear on the wildland engine during response. Upon arrival at the incident, each firefighter must wear his/her line gear pack anytime they are more than ten (10) feet away from the engine, until notified by the Incident Commander of no further need for the line gear.

PPE Selection Wildland Fire Response with Structures Threatened

For response to wildland fire incidents where structures are threatened, both wildland fire apparatus and structural fire apparatus type engines shall respond to the incident.

- When a firefighter responds to wildland fire incident where structures are threatened on a wildland engine, the firefighter is expected to wear his/her wildland fire personal protective equipment. Each firefighter can optionally bring his/her structural fire gear as well if the wildland engine has sufficient room for storage.
- When a firefighter responds to wildland fire incident where structures are threatened on a structural fire engine, the firefighter is expected to wear his/her wildland fire personal protective equipment. Each firefighter is required bring his/her structural fire PPE as well and store the structural PPE in an engine compartment or cab. The structural PPE may be necessary at the incident. Additionally, if a second incident occurs that requires the use of a structural fire engine, each firefighter will be required to wear his/her structural PPE on the second incident.

REFERENCES SOG# 6.1 – Protective Clothing

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08/17/15		08/05/15 FINAL	1 of 1
SOG #	SECTION	GUIDELINE	
6.3	EQUIPMENT	PERSONAL EQUIPMENT MAINTENANCE	

PURPOSE To provide a guideline for maximizing firefighter safety and effectiveness through proper maintenance of their Personal Protective Equipment (PPE).

SCOPE This guideline will be followed by all firefighters and officers.

PROCEDURE It is the responsibility of each individual firefighter to do maintenance checks on their respective PPE, i.e. their helmet, nomex hood, bunker coat, gloves, bunker pants, wildland gear, and boots.

SAFETY:

The responsibility of cleaning this equipment rest on the firefighter who used it. Any time a firefighter is exposed to smoke or blood, their personal protective equipment must be cleaned using a washer/extractor. Firefighters must report damaged personal protective equipment to their Battalion Chief when they find any damaged equipment.

The following guidelines should also be used:

- Protective clothing should be kept free from carbon, grease, and mud.
- All reflective material on protective clothing and helmets should be clean and visible.
- Gloves should be kept clean, dry and supple.
- Helmets, face shields and/or goggles should be kept clean.
- All firefighters are responsible for cleaning their respective PPE. Any damaged PPE shall be reported to their respective battalion level supervisor.

REFERENCES

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08/17/15		04/19/21 FINAL	1 of 2
SOG #	SECTION		GUIDELINE
6.4	EQUIPMENT		RESPIRATORY PROTECTION PROGRAM - SCBA

PURPOSE

It is the policy of Sublette County Unified Fire (SCUF), to maintain comprehensive occupational safety and health programs based upon sound engineering, education, and enforcement. This guideline establishes departmental policy, responsibilities, and requirements for the protection of firefighters whose job requires the use of respiratory protection. This guideline also provides assistance to the firefighter in the use and care of respiratory protection equipment. The SCUF Safety Officer, under the authority of the Fire Chief, is solely responsible for all facets of this program and has full authority to make necessary decisions to ensure success of this program.

SCOPE

The Respiratory Protection Plan - Self Contained Breathing Apparatus (RPP-SCBA) shall apply to all fire department personnel.

PROCEDURE

Firefighters shall wear a self-contained breathing apparatus (SCBA) under the following conditions:

- When working in an OSHA defined Immediately Dangerous to Life or Health (IDLH) environment. IDLH is defined as an atmospheric concentration of any toxic, corrosive or asphyxiant substance that poses an immediate threat to life or would cause irreversible or delayed adverse health effects or would interfere with an individual's ability to escape from a dangerous atmosphere. Examples include:
 - While engaged in interior structural firefighting
 - While working in confined spaces where toxic products or an oxygen deficient atmosphere may be present
 - During emergency situations involving toxic substances
 - During all phases of interior firefighting and overhaul

Firefighters wearing an SCBA must activate the personal alert safety system (PASS) device before entering an area where respiratory protection is required.

Firefighters shall not remove the SCBA at any time in the dangerous atmosphere. SCBA shall be used in accordance with the manufacturer's instructions. All firefighters shall continue to wear an SCBA until the officer in charge determines that respiratory protection is no longer required.

Respirator Fitting and Seal Check

An effective face-to-facepiece seal is extremely important when using respiratory protective equipment. Minor leakage can allow contaminants to

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enter the facepiece, even with a positive pressure SCBA. Any outward leakage will increase the rate of air consumption, reducing the time available for use and safe exit. The facepiece must seal tightly against the skin, without penetration or interference by any protective clothing or other equipment. Nothing can be between the sealing surface of the mask and the face of the wearer, including but not limited to eyeglasses or protective hoods. If beards or facial hair interfere with achieving a proper face to facepiece seal, the firefighter will be required to shave, or will be deemed medically unfit to enter IDLH environments where SCBA are required, and must have a red stripe on their helmet indicating this limitation. Eyeglass kits are available to mount inside facepieces if requested. Firefighters shall perform a seal check prior to every SCBA use. SCBA can only be worn when an adequate seal is achieved.

When using SCBA, each firefighter shall select and wear the correct size facepiece as determined by initial and annual fit testing. A firefighter shall not wear respiratory protection unless the proper size facepiece is available and the equipment is in proper working condition according to the manufacturer's specifications.

Self-Contained Breathing Apparatus Training

Firefighters wearing respiratory protection shall be trained in proper use, cleaning and maintenance. No firefighter shall wear respiratory protection without training as specified in this document. Training in the use of respiratory protection shall be done in two phases. Each new firefighter will receive SCBA training during the Recruit Academy, and annually at their Battalion. No firefighter is to use respiratory protection unless training has been successfully completed.

Fill Station Training

SCBA cylinders will be filled only by firefighters who have completed fill station training. Retraining will be provided as needed at the Battalion level.

Medical Evaluation

A medical evaluation to determine the firefighter's ability to wear a SCBA will be provided annually. Only firefighters that are medically cleared at arduous capacity level will be allowed to wear an SCBA.

Full Respiratory Protection Plan

A full OSHA Respiratory Protection Plan, with all aspects, is provided in Appendix A of this document.

REFERENCES

OSHA 1910.134,
NFPA 1500, NFPA 1851, NFPA 1852, and NFPA 1989.

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6.5	EQUIPMENT	SCBA MAINTENANCE	

PURPOSE

To provide a guideline for the regular inspection, cleaning, and maintenance of the Self-Contained Breathing Apparatus (SCBA).

SCOPE

This guideline will be followed by all firefighters and officers

PROCEDURE

SCBA Inspection

Regular periodic inspections are required to ensure that all respiratory protection equipment is properly operating and available for use. All SCBA and spare cylinders shall be inspected after each use and monthly, utilizing the standard inspection form. Guidelines for inspection are in the manufacturer's instructions found in the complete Respiratory Protection Plan stored at each fire station.

It will be the responsibility of all Sublette County Unified Fire Battalion Chiefs or their designee to oversee regular maintenance on Self Contained Breathing Apparatus (SCBA) within their Battalion. Additionally, each firefighter is required to perform regular inspections, maintenance and repairs on SCBAs after each use.

- Each SCBA and cylinder shall be cleaned and inspected after each use. It is the responsibility of the firefighter who used the SCBA to clean, inspect, and maintain the SCBA.
- Any defective or damaged equipment shall be reported, tagged and removed from service until repaired or replaced.
- Complete maintenance and repair records for each self-contained breathing apparatus and all air cylinders must submitted to SCUF Administrative Offices for record retention
- In the event replacement or repair of SCBA components is necessary, it shall be performed according to manufacturer's instructions and only by persons trained and certified by the manufacturer or returned to the manufacturer's service facility.
- As per the manufacturer's instructions, all SCBA cylinders require periodic hydrostatic testing as required by 49 CFR 180.205. Carbon-fiber cylinders require hydrostatic testing every five (5) years and have a maximum cylinder service life of no more than fifteen (15) years. Cylinders should not be filled if they have exceeded their valid service life or re-test dates.

Cleaning

It is necessary to clean and disinfect facepieces, SCBAs, cylinders, hoses, and equipment after each use. Only cleaning/sanitizing

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solutions for respiratory equipment will be used for cleaning and disinfection.

Mask

- Caution must especially be exercised to protect the facepiece section of the mask from being scratched or damaged.
- Masks should be washed in warm, soapy water and rinsed thoroughly after use.
- Masks should be dried with a microfiber cloth, then be air dried, and returned to SCBA bag for storage.
- Exhalation valves should be checked for proper operation.

SCBA Cylinder

- Each SCBA shall be cleaned and disinfected after each use.
- Wash the cylinders to remove contaminants.
- Check the shutoff and gauges for damage.
- Fill bottles to 4500 lbs. of air according to the manufacturer's instructions

Regulator and Hoses

- Hoses should be disconnected and checked for cracks.
- Threaded connections should be checked.
- Check O-ring for proper placement.
- Check the regulator, bypass valves, and diaphragm for damage or improper adjustment.

Harness Assembly

- Check straps for damage and wear.
- Leave straps fully extended.
- Repair any damage to the harness or have the assembly replaced.

Back in Service

- Place each unit back on the appropriate apparatus, in the correct place.
- Defective or damaged equipment should be tagged and reported to the Battalion Chief.

Storage

- All units shall be stored so that they are protected against direct sunlight, dust accumulation, severe temperature changes, excessive moisture, fumes, and damaging chemicals. Care must be taken so that the means of storage does not distort or damage rubber or elastomeric components.

MONTHLY MAINTENANCE CHECKLIST

[illegible]

Turn in completed SCBA Maintenance Checklist to Battalion Chief after each SCBA inspection.

Any defective or damaged equipment shall be reported, tagged & removed from service until repaired/replaced. Refer to SCUF SOP # 6.5 – SCBA Maintenance

ADDITIONAL MONTHLY MAINTENANCE

Four-Gas Detector Inspection (Auto Daily Bump Test **Y/N**) (Auto Monthly Calibration **Y/N**) (Calibration Gas Needs Replacement **Y/N**)

Air Compressor Inspection (Monthly Calibration Completed **Y/N**) (Calibration Gas Needs Replacement **Y/N**) (Cascade Cylinders Full **Y/N**)

REFERENCES

MSA – G1 SCBA Maintenance Manual
NEPA 1852 Standard

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SOG #	SECTION	GUIDELINE	
6.6	EQUIPMENT	EXTENDED DISPATCH WILDLAND FIRE EQUIPMENT	

- PURPOSE** To establish a guideline for the proper selection and preparation of personal protective equipment and/or clothing used during extended dispatch wildland fire responses.
- SCOPE** This guideline shall apply to all members of Sublette County Unified Fire. Extended dispatches are wildland fire dispatches (in or out of county) that extend beyond initial attack operations and require formal fire response for extended durations. Firefighters are compensated following the guidelines established in the annual Wyoming State Forestry Mini-Mobilization guide. Participation in extended dispatches is voluntary. SCUF does not provide any additional personal equipment for extended attack beyond what is necessary for initial attack.
- PROCEDURE** Firefighters will be required to prepare a 14-day bag with personal equipment necessary for extended durations. The contents of the 14-day bag are a personal choice, but the following list provides examples to consider bringing.
- Driver's License
 - Cooler
 - Cot
 - Cot Pad
 - Sleeping Bag
 - Tent
 - GPS
 - Canteens w/holders (4 Quarts)
 - Nalgene Bottles or Camelback
 - Spare batteries for headlamp (4-5 AA)
 - Flashlight (size AA)
 - Compass
 - Poncho
 - Bandanas (1 or 2)
 - First Aid Kit Individual
 - Prescription Medication
 - Over the counter Medication, e.g. cold and sinus, headache
 - Allergy Medication
 - Sunscreen/Lip Balm
 - Blister Kit
 - Bastard File
 - One roll flagging (pink/orange)

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- Parachute cord (50ft)
- Small Duct Tape
- Hearing Protection (Ear Plugs)
- Safety Glasses
- Sunglasses (wrap around only)
- Ball Cap (sun)
- Warm Hat (Beanie Cap)
- Small Signal Mirror
- Extra Boot Laces
- Small Pocket Knife or Leatherman
- Hard Hat Shroud
- Spare Nomex Fire Shirt
- Spare Nomex Fire Pants
- Spare Leather Gloves
- Carabiner for Gloves
- Belt
- Alarm Clock
- Wool Socks (Smartwool recommended)
- *Liner Socks (help to prevent blisters)
- Extra Shirt (Thermal Type/or long sleeve)
- Off-Duty Clothing
- T-Shirts (2-3 recommended)
- Underwear
- Sweatshirt (hooded recommended)
- Fleece Jacket
- Comfortable Shorts
- Shower Shoes (Flip Flops)
- Personal Toiletry Bag: tooth brush, toothpaste, deodorant, razors, other hygiene items, shaving cream, soap, comb/brush
- Small paperback book for downtime
- Cash & credit card
- Cell Phone /w Charger or Prepaid Calling Card
- Disposable Camera (Bring at your own risk)
- Wrist watch

REFERENCES

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6.7	EQUIPMENT		WILDLAND FIRE FOOTWEAR

- PURPOSE** Sublette County Unified Fire has established a policy for wildland fire footwear to ensure the safety of firefighters during wildland fire operations in accordance with the Interagency Standards for Fire and Aviation Operations, better known as the “Red Book.”
- SCOPE** This policy applies to all personnel who have a valid Incident Qualification and Certification System (ICQS) Red Card with a fitness rating of Arduous.
- PROCEDURE** Personnel assigned to a wildland fire must wear an 8-inch high, lace-type exterior leather work boots with non-slip, lug-type, melt-resistant soles that are stitched (not glued) together. The 8-inch height requirement is measured from the bottom of the heel to the top of the boot. The boot must be certified to meet the requirements of NFPA 1977. All boots that meet the footwear standard as described above are authorized for firefighting operations.
- The footwear must be stored at the assigned fire station along with other wildland firefighting equipment. The footwear must be immediately available for use during wildland fire incident response.
- To ensure compliance with this policy, a one-time reimbursement for the cost of necessary wildland fire footwear is approved for all personnel holding a valid Incident Qualification and Certification System (ICQS) Red Card with a fitness rating of Arduous. Additionally, firefighters must have at least one year of service with SCUF to be eligible for reimbursement for wildland fire footwear. Only one pair of wildland boots will be authorized for reimbursement. If repairs or replacement become necessary, it will be at the cost of the firefighter to perform.
- To receive this one-time reimbursement for footwear, firefighters must perform the following actions:
- Contact Sublette County Unified Fire Administration to receive approval to purchase footwear
 - Select the appropriate manufacturer, model, and size of footwear (see recommended footwear list below)
 - Purchase selected wildland fire footwear (**Maximum Reimbursable Price: \$225**)
 - Submit itemized receipt and signed voucher to Sublette County Unified Fire Administration to request reimbursement

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Examples of recommended footwear include:

- White's Hawthorn Series Lace-to-Toe Logger
- White's Hawthorn Series Explorer Plain-Toe Logger
- Other brands of footwear must be approved for purchase on a case-by-case basis.

Due to the risk of delamination after relatively short exposures to burning vegetation, boots with glue laminated soles such as the La Sportiva brand boots will not be considered as appropriate footwear for wildland fire operations and will not be reimbursed. All boots must have a stitched sole.

Upon separation from employment as a member of Sublette County Unified Fire, the footwear is considered to belong to the individual, rather than to Sublette County Unified Fire.

REFERENCES

Reference: OSHA 1910.132(h)(1), 1910.266(d)(1)(v)
Interagency Standards for Fire and Fire Aviation Operations (Red Book)
Wildland Fire Boot Standard 07-10

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6.8	EQUIPMENT	VEHICLE MAINTENANCE	

PURPOSE

This guideline establishes minimum standards for the proper care and maintenance of all department owned apparatus, vehicles, and equipment.

SCOPE

This policy shall apply to all members of Sublette County Unified Fire. All vehicles, equipment, tools, and pumps will be checked regularly to ensure everything is maintained in a state of readiness.

PROCEDURE

All vehicles, equipment, tools, and pumps used in the fire service must be kept in good working order. Every piece of equipment could be used during an emergency to save a life. A maintenance schedule has been established for the maintenance and care of equipment and vehicles on a monthly or annual basis by the maintenance officer. At a minimum, all vehicles are to be seen at County Road and Bridge shop a minimum of once per year, regardless of mileage. The maintenance officer is ultimately responsible to ensure all equipment and vehicles are in proper working order, kept in service, and maintained in a constant state of readiness.

Following a regular schedule, all vehicles, and all the equipment carried in the vehicles, will be checked, maintained, and exercised to ensure it is in proper working order. Maintenance forms should be used to document readiness checks and regular maintenance.

After the maintenance form is filled out, it must be turned in to the Battalion Chief for record keeping. It is the responsibility of the officer or senior firefighter in charge to make sure the form is completed and any repairs needed are done immediately, if possible.

All deficiencies shall be documented and repaired as soon as possible. For any repairs that require additional expertise beyond the ability of local members to provide, the repair must be scheduled with Sublette County Road and Bridge. To schedule necessary repairs, contact the Road & Bridge and make an appointment.

After Operations Checks

After each emergency operation of a vehicle an after operations check must be completed to ensure the vehicle is ready for the next response. It is the responsibility of the vehicle operator to inspect, maintain, and repair if necessary, any deficiencies discovered.

REFERENCES APPROVED



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MONTHLY EMERGENCY VEHICLE MAINTENANCE CHECK

Battalion: _____
Apparatus Number: _____
Vehicle Manufacture: _____

Name	Date	Tires: Wear, Pressure	Wiper blades, Fluid	Battery Check	Electrical System	Cooling System	Hydraulic Fluids	Engine Oil	Braking System	Steering System	Engine Belts	Fuel Level, Gauges	Radios, Tools, Hoses	Start Tools/Equipment

REPAIRS AND MAINTENANCE LOG

Necessary Repairs	Comments	Completed by	Date Completed

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6.9	EQUIPMENT	HOSE TESTING	

PURPOSE

The purpose of this policy is to ensure compliance with NFPA 1962 and Insurance Service Office (I.S.O.) requirements for annual service tests for all fire hose. Additionally, hose testing also ensures inventory records are maintained and current for all hoses.

SCOPE

NFPA 1962 Hose Test Requirements

- All structural fire attack hose and supply hose that is in service shall be service tested annually.
- Attack fire hose shall be service tested to a minimum of 300 psi or a pressure not to exceed the service test pressure marked on the hose.
- Supply fire hose shall be service tested to a minimum of 200 psi or a pressure not to exceed the service test pressure marked on the hose.
- Any length of hose that fails the inspection shall be removed from the service test area and repaired as necessary or condemned.
- If the hose cannot be repaired, the couplings shall be removed from both ends.
- The hose test layout shall hold the service test pressure for 3 minutes without further pressure boosts.

PROCEDURE

SAFETY:

- Climate appropriate PPE must be worn while hose testing, including hard hat and eye protection.
- All air in the hose must be expelled before pressure is applied. When conducting hose testing, remember that under normal conditions air is compressible and water is generally not. Should a hose burst under pressure, the sudden release of expanding air can cause serious injury.
- Do not bend over the top of the hose test portable pump.
- Treat hoses and couplings under pressure as dangerous.
- Personnel shall never stand in front of the free end of the hose, closer than 15 ft. to the hose, or straddle a hose in the test layout during the test.

PERMANENT HOSE RECORD

- Accurate hose records shall be established and maintained.
- Each length of hose shall be assigned an identification number for use in recording its history throughout its service life.
- The identification number shall be stenciled on the jacket or cover using an ink marker near the female coupling.
- The identification number shall be permitted to be stamped on the bowl or swivel of the female coupling in a manner that prevents damage to the coupling.

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- Personnel responsible for the repair and maintenance of fire hose shall ensure that a report of the work performed to repair each length is recorded on the permanent hose record kept at the SCUF Administrative Office.

The following information shall be included for each length of hose in the permanent hose record.

- Hose Inventory Number
- Hose Type: Structural Fire Attack Hose, Supply Hose, Forestry Hose
- Hose Size: Inside Diameter
- Hose Length
- Pass/Fail Status
- Date Tested
- Date In-Service
- Notes: Repairs, Damages, Reason for Out-of-Service

COUPLING SLIPPAGE

- Each hose shall then be marked around its full circumference at the end or back of each coupling or collar to determine, after the hose has been drained, if the coupling or collar has slipped during the test.
- If the hose assembly shows any sign of coupling slippage, the hose assembly shall have failed the test.
- Hose removed from service for repair or because it has been condemned shall be tagged with a distinctive tag with the reason for removal from service noted on the tag.

CONDUCTING THE TEST:

1. Lay out all hose to be tested in lines not more than 300 feet long connected to each discharge on the hose test portable pump.
2. Record identifying numbers and the length of each section of hose to be tested.
3. Ensure each hose is marked on both ends of the coupling shank with a black marker to check for slippage of the coupling during the test.
4. Gradually raise pump pressure to appropriate pressure and maintain for 3 minutes.
5. After 3 minutes reduce pressure slowly, close discharges, disengage pump and open each nozzle.
6. Observe all marks on the hose behind the coupling shanks. If any of the couplings have moved (slight movement is normal), or if any section develops leaks, record and tag as failed. If a section bursts during the test, all other sections in the line must be tested again.
7. Record results on the Hose Test Report Worksheet (see attached worksheet).
8. When hose testing is completed, forward completed Hose Test Report Worksheet to SCUF Administrative Office.

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9. Before putting hose away, check threads for damage. Bent or mashed threads can be straightened with a small piece of triangular file. Inspect all rubber gaskets and replace if necessary. Use silicone spray to lubricate all swivels as necessary.

TESTING THE HOSE TESTING MACHINE INTEGRITY

- The condition of the hose testing machine shall be thoroughly examined before the testing session.
- The hose testing machine shall be carefully examined for damaged components that might fail during the test.
- A pressure leak integrity test shall be performed on the machine to determine whether the pressurized outlet side of the machine and its related components are leak-free.
- Pressure shall be applied through the machine using the integral pump to a level that is 10 percent higher than the highest service test pressure needed for the hose to be tested.
- The pressure shall be held for 3 minutes with the pump turned off.

HOOKING UP THE HOSE TEST PORTABLE PUMP:

1. Connect pump inlet to a water supply to fill pump and hose.
2. Connect fire hose to be tested to suitable adapters on manifold outlets. Hose should have nozzles on the end to bleed the air from the lines at full flow. Hoses should be lying uphill from the pump if possible.
3. ASSURE MOTOR IS "OFF". Connect the power cord to a standard wall outlet. *Extension cord: when needed, a 12 gauge 3 wire, max 25 ft length, plugged into a 20amp breaker is required.*

OPERATING THE HOSE TEST PORTABLE PUMP:

1. Close all ball valves, slightly crack open the ½" bleeder ball valve.
2. Open inlet ball valve. Open outlet ball valves one at a time and allow each hose to be filled through manifold. Do not turn pump on at this time.
3. To ensure air is safely bled from hoses, bleed each hose, one line at a time, utilizing a nozzle at the end of the hose.
4. When each line is filled, free of air, with nozzle closed, close the ball valve at the manifold outlet to seal that line. All air must be removed.
5. With back bleed open, turn on the pump. This will bleed the air out of the pressure side of the pump – out to the drain area.
6. **Close 1 ½" ball valve at inlet of manifold/unit, directing water flow from intake to pressure side of pump. No pressure will build until this ball valve is closed.**
7. Slowly close the ½" back bleed ball valve at end of 1 ½" manifold. Check the gauge to verify pressure setting of relief valve. The pressure regulator has been preset at factory. It can be adjusted if necessary following manufacturer's instructions.

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8. Open the 1 1/2" ball valves at the outlets and begin building pressure in all the lines. In the event there is an acceptable leak in the pump system that must be overcome by leaving the pump running. Crack the 1/2" back bleed valve allowing a small amount of cool fresh water to run in bypass. **Once pressure has been reached close all ball valves and shut off pump.**
9. If the air has been bled as outlined, the pump will build pressure quickly and safely with only hose stretch to overcome. If a hose ruptures, the only volume of water available is through GPM of pump. NO SURGE OF VOLUME, NO WILD LINE.
10. Remember it is very important to bleed the air out of each line, the manifold and the high-pressure side of the pump with as much volume at hydrant pressure as possible. This will provide the most safety during testing.
11. It is impossible to ensure that air is not caught behind couplings. If air is caught behind a coupling that fails- it could cause an explosion and fragmentary effect. Do not bend over the top of the pump. Treat hoses and couplings under pressure as dangerous.

REFERENCES NFPA 1962 Standard for the Care, Use, Inspection, Service Testing, and Replacement of Fire Hose, Couplings, Nozzles, and Fire Hose Appliances

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SUBLETTE COUNTY UNIFIED FIRE

HOSE TEST REPORT WORKSHEET

BATTALION NUMBER: _____

Hose #	Hose Type attack, etc.	Size	Length	Pass/Fail	Date Tested	Date In Service	Notes: Repairs, Damages, etc.

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6.10	EQUIPMENT	BUILDING MAINTENANCE & REPAIR REQUESTS	

PURPOSE

This guideline establishes minimum standards for the proper care and maintenance of all department buildings and facilities.

SCOPE

This policy shall apply to all members of Sublette County Unified Fire. All buildings and facilities will be checked regularly to ensure everything is maintained in a state of readiness.

PROCEDURE

The Battalion Chief or Designee shall regularly inspect their respective fire station and assigned facilities to ensure everything is maintained in good working order.

Any deficiencies or necessary repairs should be completed in a timely manner. For complex maintenance repairs, contact Sublette County Maintenance with any requests for facilities repairs/maintenance via email. Indicate in your email if the repairs are urgent. Allow time for employees of Sublette County Maintenance to coordinate and schedule a convenient time to complete required repairs.

REFERENCES

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6.11	EQUIPMENT		UNIFORMS

PURPOSE To establish a set of standards for the issuance and wearing of the Sublette County Unified Fire uniform to facilitate a positive public image when conducting official department business. The intent of this guideline is to outline the appropriate uniform requirements for all members.

SCOPE This guideline shall apply to all members of Sublette County Unified Fire. There shall be no variations to this policy without permission from the Fire Chief or designee.

PROCEDURE Uniforms shall only be worn for official department functions or when representing the department during public functions, or any other time specified by the Fire Chief or designee.

All uniforms shall be kept clean, neat, and professional at all times. Each member shall be responsible for cleaning and general care of their uniform.

All clothing and equipment purchased by SCUF and furnished to members shall remain property of Sublette County Unified Fire and returned upon leaving the department. Members may be held liable for any items lost or destroyed.

Only the approved materials listed in this policy are allowed to be worn on the uniform. There will be no additions, subtractions or alterations to the uniform without approval of the Fire Chief or designee. No extra pins, patches, emblems, or insignias are allowed without prior approval of the Fire Chief.

Only the clothing items issued or approved by SCUF shall be considered the official uniform. Clothing shall not be altered to display the department logo and/or name unless authorized by the Fire Chief or designee.

Recruits and Cadets are not allowed to wear any apparel with the department logo that could misidentify them as anything other than a Recruit or Cadet.

Recruits and Cadets shall wear a duty T-shirt during the recruit academy with the SCUF logo screen printed on the left front and "Recruit" screen printed on the back. After successfully graduating from the recruit academy, recruits can then wear official uniforms as described herein.

Sublette County Unified Fire Policies, Procedures, and Guidelines

UNIFORMS DEFINED

There are three (3) types of uniforms that are used by Sublette County Unified Fire.

- **Class A Uniform.** Formal dress uniform worn for formal events as approved by the Fire Chief or designee. The Class A uniform consists of non-issued items that can optionally be purchased through the SCUF Administrative Office. The Class A uniform shall consist of the following items:
 - Dress uniform hat w/hat badge
 - White Battalion Chief, Deputy Chief, Chief of Department
 - Navy blue Firefighter, Lieutenant, Captain
 - Dress uniform coat (Navy Blue)
 - Dress uniform shirt-long sleeve
 - Navy blue (Firefighters)
 - Light blue (Lieutenant, Captain)
 - White (Battalion Chief, Deputy Chief, Chief of Department)
 - Dress Uniform necktie (Black)
 - Dress Uniform pants (Navy Blue)
 - Dress Uniform shoes (Black)
 - Badge, nametag, appropriate collar pins/insignias
 - Honor Guard includes shoulder braid and white gloves
- **Class B Uniform.** Business or casual dress uniform worn for public education events, meetings or any other activity ordered by the Fire Chief or designee. The Class B uniform shall consist of the following items:
 - Dress uniform shirt (long sleeve or short sleeve)
 - Navy blue (Firefighters)
 - Light blue (Lieutenant, Captain)
 - White (Battalion Chief, Deputy Chief, Chief of Department)
 - Uniform pants
 - Black Wranglers or Levi Jeans
 - Uniform Shoes
 - Black duty boots or equivalent
 - Black dress socks
 - Uniform Belt (Black)
 - Badge, nametag, appropriate collar pins/insignias
- **Class C Uniform.** Casual duty uniform worn for duty details or station events as ordered by the Fire Chief or designee.
 - Polo shirt
 - Shirt shall have the department logo sewn, silkscreened, or embroidered on left chest.
- **Class D Uniform**
 - Short or long sleeve shirt, sweatshirt, or job/work shirt
 - Optional SCUF issued ball cap (No ball cap of any kind shall be worn with the Class A or B uniform)

Sublette County Unified Fire Policies, Procedures, and Guidelines

Department Issued Items

The department shall issue the following items:

- Uniform shirt color appropriate to rank
- Badge appropriate to rank
- Collar pin/insignia appropriate to rank
- Nametag color and style appropriate to rank

Non-Issued Uniform Items

Members are expected to provide the following items:

- Uniform Pants (Black Wranglers or Levi's)
- Uniform Belt (Black)
- Uniform Shoes (Black duty boots or equivalent)
- Uniform Socks (Black)
- Uniform Neck tie (Black)

Badges

- Only the department issued badge will be worn unless approved by the Fire Chief or designee.
- Color appropriate to rank
 - Silver: Firefighter
 - Gold: Lieutenant, Captain, Battalion Chief, Deputy Chief, Chief of Department
- Shall be worn above the left pocket of the Class B uniform and over the left chest of the Class A uniform. Hat badges will be worn on the front.
- Shall not be used or displayed in any other capacity other than official department business. Shall only be worn on the dress uniform shirt.
- Members are not allowed to carry a badge in their wallet or by any other means without prior approval of the Fire Chief or designee.
- Members are not allowed to purchase their own badges.

Patches

- Only the department issued patch will be worn. The SCUF fire department patch should be sewn on the right shoulder ½ inch from the top of the shoulder seam and centered from front to back.
- An American Flag shall be worn on the left shoulder ½ inch below the shoulder seam and centered from front to back. The proper flag orientation shall be placed so the star field faces forward, or to the flag's own right.
- The department and American flag patches shall be worn on the Class A & B uniforms.
- No other patches can be sewn onto the uniform without approval of the Fire Chief or designee.

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Collar Pins

- Only department issued collar pins will be worn unless approved by the Fire Chief or designee. Appropriate rank insignia is to be on the front edges of the collar, at a right angle to the bottom of the collar.
- Single and double bugles are to be worn at a 45-degree angle to the bottom of the collar with the wide end of the bugles pointing down towards the point of the collar.
- Fire Officers may only display uniform adornments for which he/she is fully qualified to display, based on structure qual. The collar pin rank insignia shall be displayed as follows:
 - Fire Chief/FO3: 5 gold bugles
 - Deputy Fire Chief/FO3: 4 gold bugles
 - Battalion Chief/FO2: 3 gold bugles
 - Command Staff Member/ FO1: 2 gold bugles (crossed)
 - Captain/FO1: 2 gold bugles (not crossed)
 - Lieutenant/FF2 1 gold bugle
 - Firefighter/FF1: No collar insignia

Nametag

- Only the department issued nametag will be displayed on the uniform.
- Nametag size of 3/8 inch height x 2.25-inch length.
- Lettering shall be black in color.
- Nametag shall be worn centered at the top of the right pocket on the Class B uniform and over the right chest on the Class A uniform.

Uniform shirt

- Uniform shirts shall be one solid color throughout, standard pocket style, cotton/polyester blend.
- Only the department approved uniform shirt shall be worn unless approved by the Fire Chief.
- Additional shirts may be purchased at the member's expense through the SCUF Administrative Office.
- Uniform shirts must be kept clean and free of tears, stains and must not be faded.
- Shirt tails shall be tucked in at all times.
- All buttons shall be fastened except for the collar button unless a necktie is worn.
- Shirt color shall be in accordance to rank:
 - White: Battalion Chief, Deputy Chief, Chief of Department,
 - Light blue: Lieutenant, Captain, Command Staff Officer
 - Navy blue: Firefighters

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Ties

- Shall be black in color regardless of rank.
- Shall be worn with the Class A uniform.
- Can be an option with the white uniform shirt for special meetings, public affairs, media interviews, or special functions.
- Tie pin/clasps are optional however should not distract from the uniform. Wearing of a tie clasp/pin is subject to the discretion of the ranking or senior officer in charge.

Uniform Undershirts

- Shall be white in color and worn with all uniforms. No other colors, logos, or printed areas are allowed.
- Shall not be visible outside the uniform shirt except at the collar.
- The sleeves of the undershirt must not be lower than the uniform shirt sleeves.
- No patterns or colors shall be visible through the uniform shirt or at the collar area.
- The collar of the undershirt shall not be stained, faded or stretched out.

T-shirts/sweatshirts/duty shirts

- T-shirts/sweatshirts/duty shirts shall be purchased from the department approved shirt contractor at the member's expense and must comply with this policy.
- The shirt shall be navy blue in color with the department patch heat transferred to the front left chest area and "Unified Fire" shall be heat transferred on the upper back of the shirt.
- The shirt may be worn during calls for service for identification and scheduled trainings/meetings.
- T-shirts and/or sweatshirts may be purchased at the member's expense
- T-shirts/sweatshirts may be worn as the Class D uniform, or in-station uniform, for casual dress for certain activities that do not require the dress uniform shirt or a polo.

Polo Shirts

- Polo shirts shall be purchased from the department approved shirt contractor at the member's expense and must comply with this policy.
- The Polo shirt shall be red or black in color with the department logo embroidered to the front left chest area.
- The polo shirts may be worn as the class C uniform, in the same manner as the T-shirt policy as listed above.

REFERENCES

APPROVED



Fire Chief/Warden

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SOG #	SECTION		GUIDELINE
7.1	APPARATUS DRIVING AND OPERATIONS		DRIVING POLICY

PURPOSE

This guideline establishes the minimum standards required by the Sublette County Unified Fire for any member to drive a department vehicle. Minimum requirements must be met before entering the driver seat as required by Wyoming State Statutes, County Resolutions, and local insurance requirements related to emergency vehicles and emergency response.

SCOPE

This guideline shall apply to all members of Sublette County Unified Fire (SCUF) to drive or operate department vehicles in both an emergency mode and non-emergency mode. Every member is required to comply with this guideline before driving or operating any vehicle. Every driver/operator must understand the risks a driver/operator accepts to ensure safe operation of department vehicles.

PROCEDURE

DRIVER LICENSE REQUIREMENTS

Any member who drives a Sublette County Unified Fire owned vehicle shall possess a valid Wyoming Class C driver's license. All members are encouraged to obtain a valid Wyoming Class B driver's license with air brake and tanker endorsements. SCUF will provide necessary training and logistical assistance to obtain the Class B license with endorsements upon request.

DRIVER LICENSE CHECKS/NOTIFICATION REQUIREMENTS

Sublette County will complete periodic driver's license checks for all members. However, any member who is convicted of violating local ordinance, or state, federal laws relating to motor vehicle traffic control must notify SCUF Administration in writing within 30 days of the conviction. Any member whose driver's license is suspended, revoked, or canceled for any period, shall notify SCUF Administration immediately upon notice of the action. The fire department insurance underwriter requires that if a firefighter should receive a Driving While Under the Influence (DWUI) charge, the firefighter is prohibited from operating any fire vehicles from one year from the date of the charge.

DRIVER TRAINING REQUIREMENTS

Sublette County Unified Fire offers many forms of driver training opportunities, including defensive driving, emergency vehicle operations, driving skills training, pump operations, ladder operations, practical exercises, and on-the-job training. Members are expected to regularly attend these training opportunities and gain proficiency in vehicle operations. Additionally, it is necessary for members to fulfill the driver training requirements outlined in Policy (2.6) Annual Refresher Training.

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GENERAL VEHICLE OPERATION GUIDELINES

- Absolute sobriety is required when operating a vehicle or responding to an incident--no exceptions
- All drivers must be at least 18 years of age
- Texting while driving a county vehicle is prohibited.
- All occupants will wear seat belts AT ALL TIMES while driving or riding in any Sublette County Unified Fire Vehicle.
- WY State Statute 31-5-106 allows authorized emergency vehicles exceed the maximum speed limits so long as it does not endanger life or property. It is the Fire Officer's and the Driver/Operator's responsibility to ensure safe vehicle operation and provide due regard while responding to an incident.
- After slowing down for safe operation and ensuring the intersection is completely clear of oncoming traffic, fire apparatus may slowly proceed past a red stop signal or stop sign. It is the Fire Officer's and the Driver/Operator's responsibility to drive with due regard for the safety of all persons.
 - Fire apparatus must come to a complete stop in intersections where the driver cannot account for all traffic lanes and for blind intersections.
- Drivers of fire apparatus shall come to a complete stop for school buses stopped with red warning lights operating.
- Drivers of fire apparatus shall not exceed the posted reduced speed limit while traveling through school zones
- Firefighters are prohibited from riding on the rear step area or standing in the crew compartments while the vehicle is in motion
- No department vehicle shall be taken out of the county unless on official business. Prior approval of the Fire Chief or designee is required before taking a vehicle out of the county
- Only Sublette County Unified Fire members are authorized to ride in department vehicles. Non-County employees may ride with prior approval of the Battalion Chief or designee for parades, special details, or special circumstances
- No department vehicle may be used for personal use
- Any vehicle damage must be reported immediately to the SCUF Administrative Office
- Maintenance problems must be reported to the appropriate Maintenance Officer or Battalion Chief

SAFETY: All members of Sublette County Unified Fire will always consider their safety and the safety of others before they act. An accident during an emergency response not only compromises safety, but it hinders the success of the operation and undermines the confidence the community has in Sublette County Unified Fire

Sublette County Unified Fire Policies, Procedures, and Guidelines

Reference Information:

Wyoming State Statute 31-5-106 allows authorized emergency vehicles to respond to emergency incidents; park the apparatus as necessary for safe incident operations; proceed past a red stop signal or stop sign, only after slowing down for safe operation; exceed the maximum speed limits so long as not to endanger life or property; and to disregard regulations governing direction of movement or turning. This statute does not relieve the driver of the authorized emergency vehicle from the duty to drive with due regard for the safety of all persons, nor shall this section protect the driver from the consequences of his reckless disregard for the safety of others.

Wyoming State Statute 31-7-301 describes when a driver of a commercial motor vehicle is convicted of violating any state or federal laws or local ordinance relating to motor vehicle traffic control, other than parking violations, the driver shall notify the employer in writing within thirty (30) days of the date of the conviction. Furthermore, when driver whose driver's license is suspended, revoked or canceled by any state, or who loses the privilege to drive a commercial motor vehicle in any state for any period, or who is disqualified from driving a commercial motor vehicle for any period, the driver shall notify his employer of the action taken before the end of the business day following the day the driver received notice of the action.

Wyoming State Statute 31-7-303 grants certain exemptions from licensing requirements to firefighters who operate commercial motor vehicles which are necessary to the preservation of life or property or the execution of emergency governmental functions. The vehicle must be equipped with audible and visual signals. These vehicles include fire trucks, hook and ladder trucks, foam or water transport trucks, police special weapons and tactics team vehicles, ambulances or other vehicles that are used in response to emergencies.

Wyoming State Statute 31-7-304 defines the issuance, classifications and endorsements for commercial driver's licenses. The class "A" license is necessary to operate any combination of vehicles with a gross combination weight rating of twenty-six thousand one (26,001) pounds or more, provided the gross vehicle weight rating of the vehicle or vehicles being towed is in excess of ten thousand (10,000) pounds. The Class "B" license is necessary to operate any single vehicle with a gross vehicle weight rating of twenty-six thousand one (26,001) or more pounds, or any such vehicle towing a vehicle which is not in excess of ten thousand (10,000) pounds.

REFERENCES

Fire/Pac Insurance

Wyoming § 31-5-106, 31-7-303, 31-7-109, 31-7-301, 31-7-304, 31-7-109

APPROVED



County Fire Chief/Warden

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7.2	APPARATUS DRIVING & OPERATIONS		RESPONSE IN PRIVATE VEHICLES

PURPOSE To establish a safe and reasonable guideline for firefighters responding to their Battalion fire station in privately owned vehicles. A privately-owned vehicle is defined as any vehicle that is not the property of Sublette County Unified Fire.

SCOPE This guideline is to be followed by all members of Sublette County Unified Fire. Authority to deviate from this guideline rests with the Incident Commander (IC) only as deemed appropriate for rare instances. For example, when a firefighter drives past an incident while responding to the fire station, it may be beneficial for the firefighter to stop at the incident, render aid, provide a size-up report, provide driving directions, and provide other pertinent information. However, no additional privately-owned vehicles will be required to stop at the incident because these additional vehicles will only cause traffic delays, safety issues, and accountability management issues.

PROCEDURE Upon notification of an emergency incident, firefighters will respond to their respective Battalion fire stations in their privately-owned vehicle. Firefighters will not respond directly to the emergency scene. While responding to their respective fire station, firefighters will:

- Operate their vehicles in a safe and reasonable manner
- Obey all traffic laws, signs, and rules of the road
- Not exceed posted speed limits
- Not endanger themselves, or other motorists

Wyoming State Statute § 31-5-102(ii)(b) defines “Authorized Emergency Vehicles”. However, Sublette County Unified Fire does not designate privately owned vehicles as “Authorized Emergency Vehicles”. Therefore, firefighters are required to follow all traffic regulations while driving their privately-owned vehicles. The use of 4-way flashers, aftermarket warning lights, and/or fire department markers/tags on privately owned vehicles while responding to the fire station is prohibited.

Wyoming State issued firefighter prestige license plate are encouraged to be displayed by all members on their privately-owned vehicles. Firefighters with a minimum of one (1) year service with the fire department and who are Firefighter I certified are eligible to apply for firefighter prestige license plates. However, the use of Wyoming State issued firefighter prestige license plate does not designate the vehicle as an “Authorized Emergency Vehicle”.

Sublette County Unified Fire Policies, Procedures, and Guidelines

SAFETY:

All Sublette County Firefighters will always consider their safety and the safety of others before they act. An accident during an emergency response not only compromises safety, but it hinders the success of the operation, and it undermines the confidence the community has in our organization.

Reference Information:

Wyoming State Statute 31-2-218 describes the requirements to obtain firefighter's license plates.

- A firefighter employed by a city, county, state or duly created fire protection district, a volunteer firefighter as defined by W.S. 35-9-601 or a firefighter retired from his department with at least ten (10) years of service may apply for distinctive license plates for any motor vehicle that is not a commercial vehicle or multipurpose vehicle owned or leased by him upon registration of the vehicle. If the firefighter became a member of a bona fide fire department after January 1, 1995, he shall have a minimum of one (1) year service with the fire department and be firefighter one certified or engine boss wildfire certified in order to apply for the license plate. The fire chief or his designated assistant shall sign a written statement that the applicant is eligible to obtain the license plate. A written statement of eligibility for a retired firefighter shall be signed only by the fire chief. License plates issued under this section shall be displayed upon the vehicle for which they are issued. The license plates shall bear a distinctive symbol and letters identifying the registrant as a firefighter.

REFERENCES Wyoming § 31-2-218, 31-5-102(ii)(b)

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County Fire Chief/Warden

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7.3	APPARATUS DRIVING AND OPERATIONS		VEHICLE BACKING

PURPOSE To establish a safe and reasonable backing guideline for firefighters when operating apparatus and vehicles.

SCOPE This policy shall apply to all members of Sublette County Unified Fire (SCUF) while driving Sublette County Unified Fire vehicles.

PROCEDURE VEHICLE BACKING

A vehicle spotter shall be used whenever a vehicle needs to back up. Sometimes, this cannot be done due to certain circumstances. Drivers should wait for a spotter whenever possible. If a Driver has to move a vehicle immediately, prior to the backing of any department vehicle, the driver/operator shall follow the GOAL policy by performing a 360-degree circle safety check walking around the entire vehicle to visually inspect for obstructions at or above ground level that the vehicle may strike.

GOAL Policy

G – Get
O – Out
A – And
L - Look

Spotter

Prior to the actual backing of the apparatus, whenever possible, one person shall be deployed to the rear of the vehicle as a spotter. The spotter shall stand on the driver's side of the apparatus so the driver and the spotter have eye-to-eye contact via the driver's side outside mirror. If possible, the spotter should use the headset plug in at the rear of the apparatus to have direct communications with the driver. Additional spotters may be necessary in certain situations (driver confidence, large crowds, close proximity of obstructions, etc.)

Spotters are responsible for:

- Direction of vehicle while in motion
- Identifying obstructions high, low, and wide
- Looking and listening for people/vehicles that may enter the path of the vehicle and stop the hazard
- Maintaining visual contact with the driver
- Use standard hand signals to the driver to signal vehicle movement

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- At night, shine a flashlight or a rear spotlight on themselves so the driver can see them. DO NOT point the flashlight directly in the mirror of the driver.

Drivers are responsible for:

- Safe movement of the vehicle. Do not move the vehicle until directed to do so by the spotter.
- The driver side window shall be rolled down as to hear verbal commands if necessary
- Move the vehicle ONLY after being directed to by the spotter
- If the driver loses sight of the spotter, STOP the vehicle until the spotter becomes visible again
- Check the opposite mirror/opposite front corner frequently for obstructions
- If at any time the driver feels uncomfortable or feels that situation is unsafe, stop the vehicle and make another 360 degree check of the area
- Back only at idle speed while keeping a foot on the brake at all times

Vehicle backing signals

Standard backing signals are necessary to avoid any confusion as to what the driver should do. The signals should be animated and exaggerated in a way that it is easily visible to the driver. These signals are:

- **Straight back**- One hand waving backwards in a large exaggerated movement. Other hand at your side. (left or right hand optional)
- **Turn**- Entire arm pointing in the direction the vehicle should turn with index finger extended. Other hand at your side. (left or right hand optional)
- **Stop**- Both arms crossed over the head with hands in a fist, forming an “X” with crossed arms.

REFERENCES NFPA 1002

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County Fire Chief/Warden

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7.4	APPARATUS DRIVING AND OPERATIONS		VEHICLE ACCIDENT POLICY

- PURPOSE** To establish a standardized procedure for firefighters when a vehicle incident occurs while operating a vehicle.
- SCOPE** This policy shall apply to all members of Sublette County Unified Fire (SCUF) while driving Sublette County Unified Fire vehicles.
- PROCEDURE** If a member is involved in a crash while acting within the scope of his or her duties as a Sublette County Volunteer Firefighter the member shall follow these instructions:
- Stop immediately and investigate, regardless of how minor the crash may appear. Do not move any vehicle until told by law enforcement or required to do so for safety reasons. Check for any injuries to self, passengers, persons in other vehicle(s), and pedestrians.
 - Prevent further crashes by warning other drivers with emergency lights, a light, flag or similar device, when appropriate.
 - Call 911 for any emergency assistance needed, including emergency medical service or notify dispatch via radio or phone. The Wyoming Highway Patrol must be called immediately to investigate all crashes involving emergency response. Follow the directions of the law enforcement officer. Do not discuss the accident with anyone except law enforcement, the proper representative of Sublette County (County Fire Chief or County Attorney), or a properly identified claim representative of Sublette County's Insurance company. Do not discuss liability with anyone.
 - When driving a county vehicle, give the other driver(s) involved your name, address, license number, and insurance agent, getting the same information from the other driver(s)
 - When driving a county vehicle, give the insurance agent this information:
 - Sublette County Unified Fire, P.O. Box 2410, Pinedale, WY 82941
 - Phone (307) 367-4550
 - Provide all information in a written accident report to the County Fire Chief within ten (10) days; attaching a copy of the police report. If the damage is to be \$1000 or more, or in case of death or bodily injury, a Wyoming Traffic Accident Report SR21 must be submitted to the Wyoming Office of Transportation.
 - Post-accident drug and alcohol tests are required after any accident occurs while driving a county owned vehicle. Do not consume any drugs or alcohol until after completing the necessary post-accident drug and alcohol tests.

REFERENCES
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County Fire Chief/Warden

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7.5	APPARATUS DRIVING AND OPERATIONS		PUMP OPERATIONS

PURPOSE To establish a safe and reasonable guideline for operating Sublette County Unified Fire apparatus.

SCOPE This guideline is to be followed by all drivers/operators of Sublette County Unified Fire.

PROCEDURE **Placing Pump in Gear**

1. Bring apparatus to full stop. Come to idle speed.
2. Shift transmission to neutral. Set the parking brake.
3. Operate pump shift device.
4. Shift road transmission into proper gear. This is usually drive.
5. Check the indicator lights (OK to Pump Light) to see if pump is in gear, check speedometer, and listen as pump goes in gear.

Operating from the Apparatus Tank

1. Exit the cab of the vehicle
2. Set Wheel chocks.
3. Open tank to pump valve.
4. If necessary, engage primer
 - a. Wait for pump to pick up prime (approximately 15-30 seconds)
5. Look for pressure reading on master gauge.
6. Be sure discharge hose is clear of hose bed and attack crew is ready for water.
7. Slowly open appropriate discharge hose.
8. Increase the throttle control to desired pressure.
 - a. 1-3/4" - 200' preconnect hoses should be set to 150 PSI Pump Discharge Pressure to account for approximately 50 PSI friction loss, producing 100 PSI at nozzle
9. Partially open tank fill valve (approximately 1/4 open) to recirculate water when no water is flowing from nozzles
10. Set pressure control devices (generally 175 PSI relief)
11. Set pump heater/cooler as necessary if equipped
12. Monitor all gauge readings

Hydrant Connection

1. Connect supply line to intake valve.
2. Open bleeder (if available) to purge air and leave open until steady stream of water flows from the opening.
3. Open intake valve slowly. Close tank to pump valve slowly (This needs to be done simultaneously when possible to avoid producing excess pressure)

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4. Adjust throttle to maintain desired pressure and compensate for incoming hydrant pressure
5. Keep "tank fill" valve open until apparatus tank is full.
6. Recirculate water to apparatus tank when no water is flowing from nozzles

Shut Down Procedures

1. Reduce throttle control to idle.
2. Close discharge valves.
3. Make sure tank is full of water.
4. Close intake valves.
5. Place transmission in neutral.
6. Wait for engine speedometer to go to zero.
7. Operate pump shift device.

Drafting Procedures

1. Select Draft Site
 - a. Optimum usage is within 10 ft vertical lift
 - b. Need minimum 18" of water on all sides of the strainer
 - c. Keep strainer off the bottom to avoid picking up debris (Use ladder if needed)
2. Position pumper as near as possible to the water source.
3. Set parking brake
4. Chock wheels
5. Attach suction hose to pump.
 - a. End of suction hose should be lower than the intake
 - b. Ensure that all connections are air tight
 - c. Ensure all drains and valves on the intake side of the pump are closed
6. Operate pump shift device.
7. Shift road transmission into proper gear. This is usually drive.
8. Check the indicator lights (OK to Pump Light) to see if pump is in gear, check speedometer, and listen as pump goes in gear.
9. Operate primer
 - a. Set throttle to 1000 to 1200 rpm's
 - b. Engage primer valve until pump picks up draft
10. Look for pressure reading on master gauge and vacuum on the compound gauge.
11. Open circulation valve.
12. Open discharge valves slowly while increasing rpm's to maintain or increase pressure.
13. If pump fails to prime, check for the following:
 - a. Air leaks
 - b. Debris on strainer
 - c. Oil level low in priming tank
 - d. Defective priming valve
 - e. Drafting lift to high

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- f. Not enough water above strainer- may cause whirl pooling
 - g. Hard sleeve higher than intake
 - h. Primer not activated long enough
14. Maintenance after drafting:
 15. Refill primer oil if applicable
 - a. Use chainsaw bar lubricant oil to refill primer oil
 16. Back flush pump with clean water to remove any debris/sediment

Foam procedures for Apparatus Mounted Foam Proportioner

1. Place pump in gear using previous steps
2. Discharge water to appropriate discharge line
3. Turn the foam pump to the “ON” position to inject foam into the water stream
4. Select the proper foam percentage
 - a. Use foam percentage recommended on foam bucket for type of fuel
 - b. .01% – 1.0% - Class A Foam
 - c. 3% - 6% - Class B Foam
5. Monitor discharges for appropriate foam solution application

After Using Foam

1. Turn off foam system pump
2. Open the foam flush for 3-5 minutes while flowing clean water through discharges
3. Close foam flush when foam is completely flushed from pump and discharge lines

Guidelines for Draining Pumps

1. Drain pumps when temperature is predicted to be below 32°F for an extended period of time
2. Open master drain.
3. Open all individual drains.
4. Leave all drains in the open position
5. Pump operator will need to close all drains before pumping next time

Standards and Measurements

- One gallon of fresh water weighs 8.33 pounds
- Atmospheric pressure at sea level is 14.7 pounds.
- 50-foot section of 1 3/4-inch hose contains 6.24 gallons.
- 50-foot section of 2 1/2-inch hose contains 12.75 gallons.
- 50-foot section of 3-inch hose contains 18.3 gallons.
- 100-foot section of 5-inch hose contains 102 gallons. (Approx. 950 lbs.)
- 100-foot section of 5-inch hose uncharged weighs approx. 103 lbs.

REFERENCES Reference any other SOPs, NFPA Standards, Laws, etc.

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Fire Chief/Warden

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SOG #	SECTION		GUIDELINE
8.1	EMERGENCY OPERATIONS		RESPONSE FROM DISPATCH

PURPOSE To establish a safe and reasonable guideline for the Sublette County Sheriff's Office to contact the closest Fire Battalion during an emergency.

SCOPE This guideline is to be followed by all dispatch personnel of the Sublette County Sheriff's Office. Authority to deviate from this guideline rest with the Duty Officer or Incident Commander (IC), who is solely responsible for the results of any deviation.

PROCEDURE

- When an emergency incident occurs that requires fire department response, SCSO Dispatch will use EFD to determine how many battalions to dispatch.
- Dispatch shall provide incident notification to firefighters using both Active911 and the Radio Paging System (*primary and secondary alerts*)
- Always additionally notify the BLM or BTNF for any wildland fires on or near Federal land

INCIDENT LOCATION	FIRE BATTALIONS PAGED
Hwy 189 (South of Daniel)	Daniel & Big Piney
Hwy 189 (South of MM 93)	Big Piney & La Barge
Hwy 191 (North of MM 146)	Bondurant & Teton Fire/EMS
Hwy 191 (North 128-146)	Daniel & Bondurant
Hwy 191 (North 100-128)	Daniel & Pinedale
Hwy 191 (South 65-100)	Boulder & Pinedale
Hwy 191 (South of MM 65)	Boulder & Farson
Hwy 353 & CR 118	Boulder & Pinedale
Hwy 351 (MM 5 – 24.28)	Boulder & Big Piney
Hwy 351 (MM 0-5)	Big Piney & Daniel
Hwy 352 (MM 0 – MM 8)	Pinedale & Daniel
Hwy 352 (> MM 8)	Kendall Valley & Pinedale

Sublette County Unified Fire should be paged to the following types of emergency incidents:

- Structure Fire
- Wildland Fire
- Industrial Fire
- Motor Vehicle Collisions with Injuries and/or Extrication Needed
- Hazardous Material Spills
- Carbon Monoxide Alarms

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- Smoke Alarms
- Fire Alarms
- Smoke Investigations
- Elevator Entrapments
- EMS Support When Requested

SCUF will assist Search & Rescue with specialized rescues when requested

- Confined Space Rescue
- High Angle/Low Angle Rope Rescue
- Trench Rescue
- Ice Rescue, Deep Water Rescue, Swift Water Rescue

SUBLETTE COUNTY UNIFIED FIRE BATTALION DISPATCH PROTOCOLS FOR FIRE RELATED INCIDENTS

For all fires on or within one mile of federal land, notify the (BLM-Casper 1-800-295-9953) and/or (USFS Teton Interagency Dispatch 1-307-739-3630)

BATTALION #1 PINEDALE

Pinedale Proper

County Road 110/East Green River Road, MM 0-11, if needed, page Daniel.
> MM 11, if needed, assist Big Piney.

Highway 191 north & south boundaries MM 92.5 – 106, if needed, call either Boulder or Daniel.

County road 136 Paradise Rd., MM 0-8, assist Boulder

County road 106 Boulder South, MM 0-5, assist Boulder

Highway 352 MM 0-8. If needed, call Daniel, > MM 8, assist Kendall Valley
Any fire calls on the Anticline, dispatch Pinedale, Boulder, and Big Piney.

BATTALION #2 BIG PINEY – MARBLETON

Big Piney – Marbleton Proper

Highway 189 south and north MP 86 – 121.

County road 110 East Green River Road, > MM 11, if needed, call Pinedale

County road 136 Paradise Rd., > MM 8, assist Boulder

County road 106 Boulder South, > MM 5 assist Boulder

Middle Crest/S. Anticline Rd., assist Boulder

Highway 351 MM 0-20, > MM 20, assist Boulder

Any fire calls in the Jonah with access from the N. Jonah Road, dispatch Big Piney and Boulder.

Please note: if close to the Lincoln County line, < MM 93, dispatch La Barge Volunteer Fire.

BATTALION #3 BONDURANT

Bondurant Proper

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Highway 191 south and north MP 128 – 155, if necessary, call Daniel fire.
> MM 146, notify Jackson Fire/EMS

BATTALION #4 BOULDER

Boulder Proper

Highway 191 south and north MM 51- MM 92.5, if needed, call Pinedale.

Highway 351 from MP 20-24.28, if needed, call Big Piney.

County Road 106 (Boulder South) if needed, call Pinedale 0-5, Big Piney > 5.

County Road 136 (Paradise) if needed, call Pinedale 0-8, Big Piney > 8.

Middle Crest/S. Anticline Rd., if needed, call Big Piney

Please note: if close to the Sweetwater County line, < MM 65, dispatch Farson Volunteer Fire Department also.

BATTALION #5 DANIEL

Daniel Proper

North on 191 MP 106-128, if needed, call Pinedale.

South on 189 to MP 121, if needed, call Big Piney.

Highway 352 MM 0-8, if needed, assist Pinedale

County Road 110/ E. Green River, if needed, assist Pinedale, MM 0-11

BATTALION #6 KENDALL VALLEY

Kendall Valley Proper

Highway 352 MP 8-25, if needed, call Pinedale.

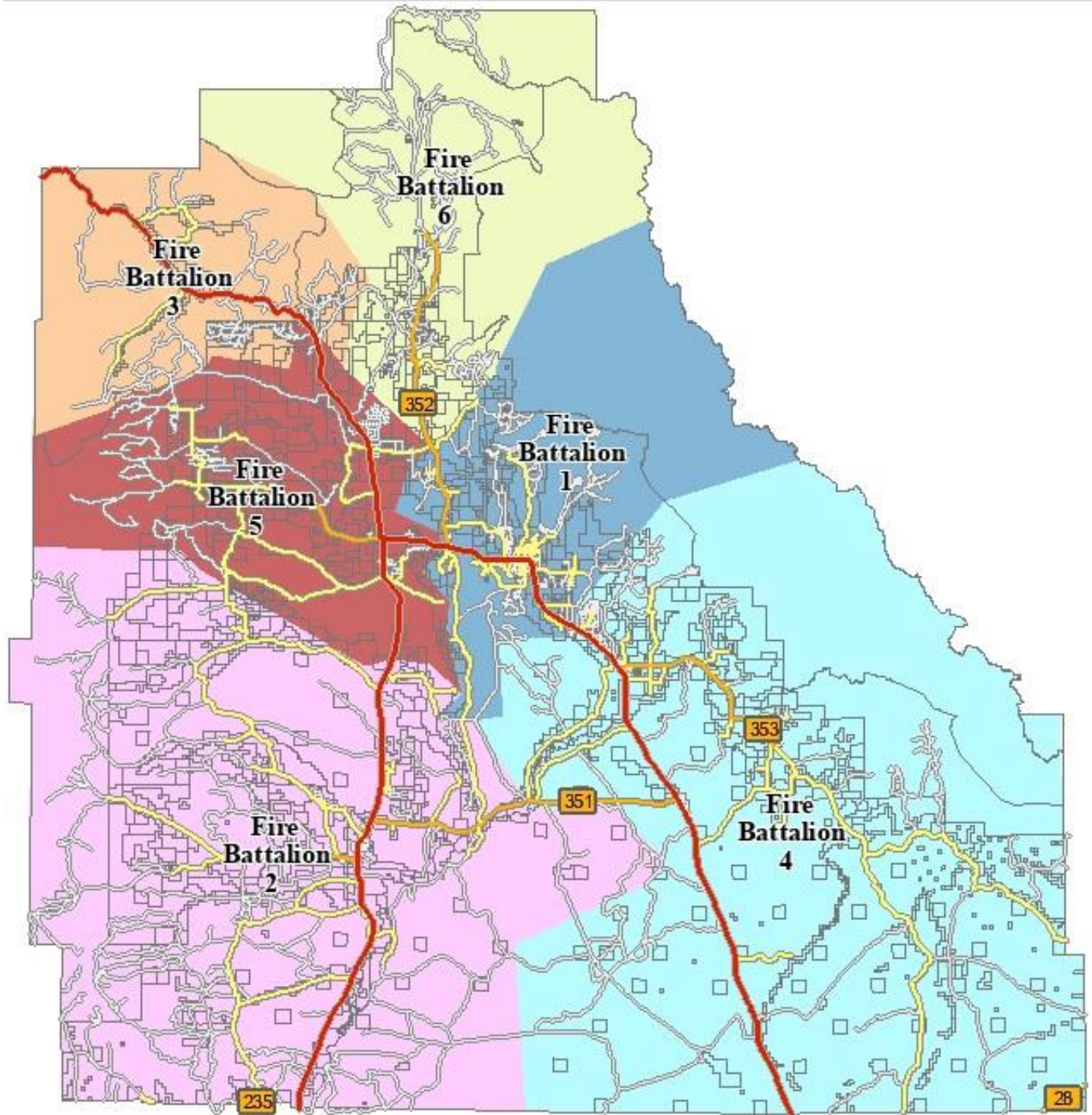
REFERENCES

APPROVED



County Fire Chief/Warden

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08/17/15		08/17/15 FINAL	1 of 3
SOG #	SECTION		GUIDELINE
8.2	EMERGENCY OPERATIONS		OUT-OF-COUNTY DISPATCHES

PURPOSE The purpose of this policy is to establish a standard response protocol for wildland fire deployment procedures.

SCOPE This policy shall apply to all members of Sublette County Unified Fire.

PROCEDURE Firefighters who are interested in participating in out-of-county wildland fire extended dispatches must be qualified with a current NWCG Red Card. To be eligible for deployment, interested firefighters must sign up to be on the SCUF Dispatch List, indicating the dates when available. The Deputy Fire Warden/Operations Chief will maintain the Available Firefighter Dispatch List. There is no guarantee firefighters will be dispatched during the dates when indicated available; it simply means the firefighter will be contacted if there is a request for a dispatch. Available firefighters will be contacted on a first come, first serve basis. After a firefighter has completed a dispatch, he/she will be moved down to the bottom of the Dispatch List and the next available firefighter will be contacted first for the next dispatch request.

The number of available firefighters who are signed up as available on the Dispatch List will indicate if we can status our engines as available. We will require at least three firefighters to be listed as available before we can status an entire engine as available. One of the three firefighters must be qualified to at least the Engine Boss level and possess a current Class B CDL driver's license. Anytime we cannot guarantee at least the minimum complement of three available personnel, we will remove the engines from dispatch availability. For this reason, it is highly encouraged for firefighters to coordinate availability amongst themselves if they want to be dispatched out-of-county.

When signing up as available on the Dispatch List, firefighters must be available for at least 14-days for possible out-of-county deployment, exclusive of travel. Travel is usually an additional day en-route and an additional day return. If a firefighter is unable to fulfill the entire 14-day deployment due to a non-emergency situation, the firefighter will be responsible to coordinate his/her own replacement at no expense to the agency. If an emergency occurs during the 14-day deployment, Sublette County Unified Fire will attempt to provide a replacement firefighter at agency expense.

To sign up for the Dispatch List, contact the Deputy Fire Chief or Admin Assistant. Provide your following information: Name, Primary Contact Phone

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Number, Highest Red Card Qualification, Open Task book Trainee Positions, Available Date, and your Last Available Date. Note, the last available date for dispatch is the last date you are available to start an 18-day deployment. All firefighters, including single resources, will need to contact the Deputy Fire Chief or Admin Assistant to be included on the Dispatch List. Please see the example of the Dispatch List below for further clarification of the format.

	Name	Phone Number	Highest Qualification	Trainee Position	Available Date	Last Available Date
1.	Name	367-4550	FFT2	FFT1	08/01/15	08/15/15
2.	Name	367-2287	FFT1	ENGB-T	08/01/15	08/30/15
3.	Name	367-2287	ENGB	STEN-T	08/01/15	08/30/15

Personnel Standards

Personnel working on any wildland fire, whether it is private, public, or any other ownership, will have, at a minimum, FFT2 qualification red card, provided by Sublette County Unified Fire. Personnel on all wildland fire assignments will have proper wildland PPE to include:

- Fire resistant shirt and pants
- Leather work gloves
- Minimum 8" tall, all leather, lace up boots with lug soles
- Wildland helmet
- New Generation fire shelter
- Eye and hearing protection

Personnel will carry their Incident Qualification Cards (Red Card) with them while deployed for duty.

Portable and mobile radios shall be provided by Sublette County Unified Fire sending the apparatus. All radios must meet communication capability guidelines. It is the responsibility of the personnel to maintain and return portable/mobile radios after deployment.

Apparatus Standards

Each apparatus will meet equipment inventory standards for the “type” of apparatus that may be deployed. Each apparatus shall meet department standards for safety and operation. This encompasses electrical systems, lighting, brakes, tire condition, drive train, fluids, emergency lighting and audible devices, mobile and stationary pump. Each apparatus should have a pre-trip inspection completed and documented by the engine boss prior to departure.

Equipment Rotation Lists

Apparatus that are available for wildland fire responses will be maintained on rotation lists for the type of ICS resource. Resources will be listed as to availability. This will be completed through ROSS. If an apparatus becomes

Sublette County Unified Fire Policies, Procedures, and Guidelines

unavailable, ROSS will be notified of a replacement. This is done through Teton Dispatch Center or through High Desert Dispatch in Casper. (Usually through Teton Dispatch)

Equipment/ apparatus lists are as follows;

- Type 1-2 Engines
- Type 3-4 Engines
- Type 5-6 Engines
- Tactical Water Tenders
- Support Water Tenders
- Command/Logistical Support Vehicles/Equipment

Apparatus Deployment

All resource requests for in-county incidents will be made by the Sublette County Dispatch Center. Extended attack or out of county responses will follow the Apparatus Response Plan to be dispatched through Teton Dispatch, or Casper Dispatch centers. Upon receipt of a resource order from the Dispatch Center, the Deputy County Fire Warden/Ops Chief will contact available personnel using the SCUF Available Firefighter Dispatch List. The Engine Boss is responsible to notify the appropriate Dispatch Center and provide departure time and crew manifest information. Additional information such as contact phone numbers, estimated time of arrival and travel plans should also be provided.

Upon return from an assignment, the Engine Boss will contact the Dispatch Center and update their return status. A subsequent call should also be made to the Deputy Fire Warden/Ops Chief to update their return status as well.

REFERENCES

APPROVED



County Fire Chief/Warden

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SOG #	SECTION		GUIDELINE
8.3	EMERGENCY OPERATIONS		WILDLAND FIRE ENGAGEMENT

PURPOSE To establish guidelines that will provide the Incident Commander and personnel with a safe and effective process of handling fires involving Forest, brush and/or ground cover

SCOPE This policy shall apply to all members of Sublette County Unified Fire.

PROCEDURE Upon Arrival at a Wildland Fire Incident:

- Transmit a brief and concise initial radio report to include
 - Unit number and "on scene."
 - Establish who the Incident Commander (IC) is.
 - Provide the command and tactical radio frequency.
 - Provide a brief description of situation found including nature and severity.
 - Report on-scene conditions, i.e. scene size-up:
 - Use maps /w combination of GPS if necessary, to determine and report the location of the fire.
 - Provide the estimated size and character of the fire.
 - Provide the direction and characteristic of fire travel.
 - Provide the fuel type and adjacent fuel types.
 - Provide details if structures are threatened.
 - Explain engine access routes/hazards.
 - Request the need for EMS unit to respond if necessary.
 - Request any special resource needs.
 - Identify any perceived hazards.
 - Provide a formal name for the incident (usually a nearby landmark)
- Remain in command until formally relieved by a superior officer.
- Evaluate resource needs and request additional resources if needed.
- Determine the primary objective(s) based on priorities.
- Determine strategy based on objective(s).
- Develop plan of action based on objective(s) and strategies.
- Assign other arriving units until relieved of command.
- Communicate to the next in command the current situation and plan of action.
- Whenever the incident is obviously beyond the capabilities of the first arriving engine it may be better for the first in officer to initially set up a command post rather than become involved directly in operations.

Safety

All members shall wear necessary PPE in accordance with the hazard.

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Assess the 18 WATCH OUT SITUATIONS: Each of the Watch Outs require that you implement appropriate hazard control(s).

1. *Fire not scouted and sized up.*
2. *In country not seen in daylight.*
3. *Safety zones and escape routes not identified.*
4. *Unfamiliar with weather and local factors influencing fire behavior.*
5. *Unfamiliar on strategy, tactics, and hazards.*
6. *Instructions and assignments not clear.*
7. *No communications link with crew members or supervisor.*
8. *Constructing line without safe anchor points.*
9. *Building fire line downhill with fire below.*
10. *Attempting frontal assault on the fire.*
11. *Unburned fuel between you and the fire.*
12. *Cannot see main fire; not in contact with someone who can.*
13. *On a hillside where rolling material can ignite fuel below.*
14. *Weather becoming hotter and drier.*
15. *Wind increases and/or changes direction.*
16. *Getting frequent spots across line.*
17. *Terrain and fuels make escape to safety zones difficult.*
18. *Taking a nap near the fire line.*

Assess Tactical Watch Outs: Each of these Watch Outs requires that you implement appropriate hazard control(s).

POSITION

Building fire line downhill. Building underslung or mid-slope fire line.

Building indirect fire line or unburned fuel remains between you and the fire.

Attempting frontal assault on the fire, or you are delivered by aircraft to the top of the fire.

SITUATION

Small fire emerging into a larger fire or an isolated area of a large fire.

Suppression resources are fatigued or inadequate. Assignment or escape route depends upon aircraft support. Night-time operations Wildland-urban interface operations. Assess Wildland - Urban Watch Outs: Poor access and narrow one-way roads. Bridge load limits. Wooden construction and wood shake roofs.

Power lines, propane tanks, and HazMat threats. Inadequate water supply.

Natural fuels 30' or closer to structures. Structures in chimneys, box canyons, narrow canyons, or steep slopes (30% or greater). Extreme fire behavior.

Strong winds. Evacuation of public (panic). Don't park under power lines.

Don't apply straight stream to power lines. If assigned structural protection, back apparatus into position, keep hose lays flexible enough to be able to quickly break away in the event of being overrun.

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Ensure LCES has been established:

- Lookout(s)
- Communication(s)
- Escape route(s)
- Safety zone(s)

Safety rules for operating apparatus "off road" are as follows:

Have a means of escape should your position be over run. Avoid commitment of units on narrow roads in heavy brush areas. Scout terrain and know the ground clearance of apparatus before taking off-road as heavy vehicles easily can become stuck off-road. Before taking a unit off-road, you must know location and direction of fire travel.

Post a lookout with communication capabilities when advancing and manning lines in heavy fuel areas. Lookouts should monitor the following.

- Spot fires below your crew and frequent spot fires.
- Increasing fire intensity.
- Aircraft making retardant drops.
- Heavy equipment working above your crew, i.e. falling rocks, etc.
- Changes in wind velocity and direction.

A means for escape, along with knowledge of the safety zones shall be made known to all fire personnel working wildfires. Stay close to the burned area (BLACK). All personnel should know location and direction of travel of the Head of the fire. Do not allow fire personnel to become exhausted. Provide rest periods. Frequency will be dependent upon topography and weather conditions. Keep hydrated at all times. Be alert to the possibility of downed electrical wires; there may be energized fences as a result.

CONTROL

Ensure 10 Standard Firefighting Orders are followed:

1. *Keep informed on fire weather conditions and forecasts.*
2. *Know what your fire is doing at all times.*
3. *Base all actions on current and expected behavior of the fire.*
4. *Identify escape routes and safety zones and make them known.*
5. *Post lookouts when there is possible danger.*
6. *Be alert, keep calm. Think clearly. Act decisively.*
7. *Maintain prompt communications with your forces, your supervisor and adjoining forces.*
8. *Give clear instructions and insure they are understood.*
9. *Maintain control of your forces at all times.*
10. *Fight fire aggressively, having provided for safety first.*

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Life safety and structure protection take priority over extinguishment of the fire. If offensive attack (direct attack) is indicated, choose an anchor point and hit the head of the fire, if possible. If that is not possible, establish an anchor point and start on the flanks and work toward the head.

If the fire is a large, hot, fast moving one, direct attack may not be possible. In such cases, an indirect and/or parallel attack may be utilized by cutting a fire line a distance ahead of the fire (or utilizing natural breaks, such as roads or highways) to halt the progress of the fire. This may require writing off losses (structures, property, etc.) in the path of the fire. Indirect attack is commonly used in conjunction with fire retardant drops and back-firing techniques. Different methods of attack may be used simultaneously according to the situation.

REFERENCES

APPROVED



County Fire Chief/Warden

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11/05/15		11/05/15 FINAL	1 of 1
SOG #	SECTION		GUIDELINE
8.4	EMERGENCY OPERATIONS		INCIDENT STAGING

PURPOSE To provide a systematic, consistent procedural method of response and staging during emergency incident responses.

SCOPE This policy shall apply to all members and responding fire apparatus units of Sublette County Unified Fire.

PROCEDURE For all emergency incident responses, responding units shall use a consistent procedural method to establish a staging area for additional arriving fire units.

1. First responding fire apparatus will respond to the reported incident location.
 - a. Establish Incident Command (see SOG 5.2 Fire Command)
 - b. Provide a Brief Initial Report (BIR) for additional responding units (see SOG 5.2 Brief Initial Report)
 - c. Establish Incident Radio Frequencies (Comm plan)
 - i. Command Repeated Channel (Example: 23Fire)
 - ii. Tactical Direct Frequency (Example: Vfire21)
 - d. Establish a Staging Location, away from the scene, to prevent freelancing.
2. Additional responding units shall report to assigned staging location
 - a. Check in and report arrival at Staging
 - b. Change radio frequencies to assigned frequency
 - c. If staging has not already been established, second responding unit is responsible to ask I.C. where to establish staging, away from the scene, to prevent freelancing.
3. Once I.C. has conducted a scene size-up & developed an Incident Action Plan (IAP), I.C. will request units out of staging and provide a briefing for assigned tactics.

REFERENCES SOG 5.2 Fire Command
SOG 5.2 Brief Initial Report
SOG 5.3 Structure Fire Tactical Considerations
SOG 5.5 Staging Officer

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SOG #	SECTION	GUIDELINE	
8.5	EMERGENCY OPERATIONS	HAZARDOUS MATERIALS RESPONSE	

PURPOSE

The purpose of this guideline is to ensure effective, efficient, and safe incident operations. This initial guideline has been created to aid in initiating a timely and effective response to emergency incidents that may occur in Sublette County. The guideline provides guidance to assist the initial Incident Commander.

SCOPE

This guideline applies to all members of Sublette County Unified Fire. The guideline is intended to be used during emergency response to hazardous materials incidents.

PROCEDURE

It is the responsibility of the Incident Commander (IC) on the first arriving unit to perform an on-scene size up and identify the hazard. The following guidelines will apply:

- Request dispatch to obtain weather information including: wind speed, direction, temperature, humidity, long range forecast.
- Determine if it is safe or unsafe to approach the incident.
- Approach upwind, uphill, and upstream away from the incident as much as possible.
- Identify the nature and extent of the hazardous materials incident. (ERG)
- Determine what the product is doing and where it is going.
- Determine the type of product: solid, liquid, gas.
- Identify hazard and classification i.e. flammable, corrosive, and radioactive.
- Identify the type of container, tanker truck, gas cylinder, drum etc.
- Determine if the incident can be safely handled with existing units or are more needed. Keep in mind that these incidents tend to be very manpower intensive.
- Develop an Incident Action Plan (IAP) after initial hazard assessment has been completed. The basic criteria for selecting no action, containment, or controls are based on a good risk versus gain analysis and the level of training, resources and capabilities of responders.
- Attempt to isolate the area and deny entry. Isolate an area using distances documented in the Emergency Response Guidebook and natural perimeters if possible. Initial isolation areas may need to be expanded for large spill, fires, or potential fires per the ERG. Control the perimeter, do not allow civilians to enter an area that has the possibility of contamination.
 - Hot Zone- the immediate vicinity of the incident indicated by reference material and good judgment. Only properly protected, trained, personnel are allowed to enter and are monitored by a

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Safety Officer. Protective clothing must be donned before any perimeter work can be accomplished. The Hot Zone may be identified by using monitoring equipment to determine the point where the flammable range extends or other indicators preclude non-protected personnel

- Warm Zone-the next area out from the Hot Zone where danger is possible but not imminent. The Decontamination Area is commonly located in the Warm Zone as a corridor to the Cold Zone.
- Cold Zone-the outermost area where the Command Post is usually found
- Establish Command Post:
 - Limit access-no sightseers
 - Sublette County Unified Fire to be On Scene Coordinator
 - County Emergency Management
 - Law Enforcement representative
 - EMS representative
 - Shipper/Carrier representatives
 - Utility companies if needed
 - County Health, EPA, DEQ if necessary
- Establish a Staging Area away from the scene, to prevent freelancing.
 - Standby emergency response vehicles available on immediate notice
 - Air supply equipment
 - Foam/Neutralizing material as appropriate
 - Earth moving equipment
 - Wreckers.

Operational Considerations

- Protective actions, evacuation versus sheltering in place, need to be assessed based upon the time principle. What is the duration of the threat? Is there time to evacuate? Do you have the resources available to have an effective evacuation? How fast will the threat be upon an area of concern? Once these questions have been answered, an informed decision can be reached. In the case of explosives or flammable materials in the explosive range, evacuation should be chosen as the appropriate protective action for public safety.
- Decontamination can be accomplished in many ways. Choose the process that best fits the situation, the level of training, resources, and capabilities. If a victim has been exposed to a chemical, it is the Hazmat Group Supervisor's decision whether gross decontamination should be attempted, given all the factors of the contamination. If there is any doubt, the victim should be decontaminated.
- Documentation of actions is necessary. Any functional position must fill out the proper forms, including ICS 214. Any exposure must be documented and a copy given to the employee for their records.

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- Disposal will be accomplished after the incident is mitigated and shall be by a licensed cleanup company. The property owner shall be responsible for all cleanup costs. Whenever possible, the property owner shall make all financial arrangements with the cleanup company.

Hazardous Materials Common Strategies

- Safety
 - Life Safety of Responders, Accountability, Buddy System,
 - Life Safety of Public, Evacuation, Shelter in Place, Defend in Place
- Isolation
 - Establish Control Zones (Hot, Warm, Cold)
- Notification
 - Regional Response Teams (Emergency Management)
- Identification
 - Chemical Identification, Reactivity, Incompatibilities
- Rescue
 - Proper PPE, Training, Planning, Coordination, Safety Measures
- Spill Control/Confinement
 - Dam, Dike, Divert, Retain, Absorb, Blanket
- Leak Control/Containment
 - Plug, Patch, Overpack,
- Crime Scene Preservation
 - Evidence Protection & Collection
- Fire Control
 - Suppression
- Recovery
 - Product cleanup
 - Return to normalcy
- Termination
 - After-Action-Review (AAR)

REFERENCES SOP – 5.2 ICS for Multi-Agency Responses

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SOG #	SECTION		GUIDELINE
8.6	EMERGENCY OPERATIONS		HAZ MAT FUEL SPILLS

PURPOSE

The purpose of this guideline is to ensure effective, efficient, and safe incident operations. This initial guideline has been created to aid in initiating a timely and effective response to emergency incidents that may occur in Sublette County.

SCOPE

This guideline applies to all members of Sublette County Unified Fire. The guideline is intended to be used during emergency response to hazardous materials incidents involving fuel spills.

PROCEDURE

It is the responsibility of the Incident Commander on the first arriving unit to perform an on-scene size up and identify the hazard. Fuel spills are considered to be those incidents that deal with flammable or combustible hydrocarbons. The following guidelines will apply:

- Small spills or leaks on the ground may be considered to be 5 gallons or less.
- Absorbent materials may be used to dry the area and contain the product. Dirt and sand may also be used as absorbents.
- After a drying period that allows for evaporation of flammable vapors, the dried material can be transported for disposal, by the property owner.
- For spills larger than 5 gallons, containment of the product will take priority over disposal. Foam and water spray may be used to suppress vapors and dilute the product. Over application may result in run-off problems:
- In warm weather, flammable vapors will quickly dissipate if the product is contained for a period of time.
- In cold weather, it may be necessary to contain and absorb the product prior to disposal.
- As much as possible, one of the primary response objectives is to keep product from entering storm sewers. In the event some material does make its way into the system, it should be diluted to reduce the effects of the flammable gases in the enclosed space.

REFERENCES

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SOG #	SECTION		GUIDELINE
8.7	EMERGENCY OPERATIONS		NATURAL GAS INCIDENTS

PURPOSE

The purpose of this guideline is to ensure effective, efficient, and safe incident operations. This initial guideline has been created to aid in initiating a timely and effective response to emergency incidents that may occur in Sublette County.

SCOPE

This guideline applies to all members of Sublette County Unified Fire. The guideline is intended to be used during emergency response to hazardous materials incidents involving natural gas ruptures.

PROCEDURE

It is the responsibility of the Incident Commander on the first arriving unit to perform an on-scene size up and identify the hazard. Natural Gas incidents involving meters or lines regardless of size should be handled in a standard manner. Gas Company personnel should be notified as soon as possible. The following guidelines will apply:

- Approach with the wind to your back upwind as much as possible. Natural Gas is lighter than air and should dissipate quickly.
- The first arriving unit should be dressed in full protective equipment (PPE) including SCBA.
- Incoming units should stage upwind at least 1 block and await instructions after notifying command of their status.
- An initial evaluation team should be protected by a charged hose line in the event of accidental ignition.
- The gas company will determine if shut off can be accomplished. If a shut-off is made, do not turn the gas back on. The gas company will make the necessary adjustments and turn the system back on:
- For incidents other than a shut-off, exposure protection, evacuation, and traffic control must be considered.
- Meters or lines that are burning freely out of doors should not be extinguished and water should not be applied to the effected lines unless necessary to protect exposure.
- Interior fires involving lines of meters should be handled in a similar manner to exterior fires. Life safety and exposure protection being a primary concern.
- Evacuation, ventilation, and shut-off are the main actions to be taken when dealing with interior incidents. If shut-off can be safely achieved, mechanical or natural ventilation may be used to clear the area of flammable gases. Shut-off open flame devices by closing shut-off valves. DO NOT operate electrical switches.

REFERENCES

APPROVED



County Fire Chief/Warden


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SOG #	SECTION	GUIDELINE	
8.8	EMERGENCY OPERATIONS	FOUR-GAS DETECTOR USE	

PURPOSE To provide response guidelines for the use of the MSA Altair 4XR gas detectors, instructions to perform atmospheric monitoring, and maintenance procedures to ensure the operational readiness of the gas detectors.

SCOPE This procedure and guidelines will be used for emergency responses requiring the use of four-gas detectors. It is the policy of Sublette County Unified Fire to provide the highest level of safety for fire personnel as well as the public.



PROCEDURE **Turning the MSA Altair 4XR Gas Detector ON**

Turn the device on with the  button. The device performs a self-test, displays the alarm values, and then goes to Fresh Air Setup (FAS).

Performing a Fresh Air Setup (FAS)

After completing the self-test and displaying the alarm values, the monitor will display FAS? Do not activate the Fresh Air Setup unless you are certain you are in fresh, uncontaminated air.









Press the  button within 10 seconds to perform the Fresh Air Setup. Press the  button if it is necessary to bypass the Fresh Air Setup.

A number of environmental factors may affect the gas sensor readings, including changes in barometric pressure, humidity, and temperature. Always perform a Fresh Air Setup to zero the unit sensors and prepare the monitor to function within the current environmental conditions.

Operation

The MSA Altair 4XR Gas Detector has three buttons for user operation. Each button can function as a "soft key" defined on the display directly above the button.

Button	Description
	The  button is used to turn device on or off and to confirm user action selections.
	The  button is used to move forward through data screens in measuring mode, or as page back, or to decrease the values in set-up mode.
	The  button is used to acknowledge alarms and to reset peak, STEL, and TWA. It is also used as page up or to increase the values in set-up mode.

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Alarm Activation

The device is equipped with an audible/vibrating alarm. If an alarm activates, leave the contaminated area immediately. An alarm indicates the gas concentration has exceeded the preset alarm levels. Failure to follow this warning will cause over-exposure to toxic gases and persons could sustain serious personal injury or death.

To reset the alarm, press the ▲ button. If the alarm condition still exists, the ▲ button only silences the alarm for five seconds.

The device has four alarms:

- HIGH Alarm
- LOW Alarm
- STEL Alarm
- TWA Alarm

Time Weighted Average (TWA) Alarm

The TWA icon appears on the display to show the average exposure since the device was turned on or since the TWA reading was reset. The TWA alarm is calculated over an eight-hour exposure.

Short Term Exposure Limits (STEL) Alarm

The STEL icon appears on the display to show the average exposure over a 15-minute period. The STEL alarm is calculated over a 15-minute exposure.

GAS MONITORING TECHNIQUES:

1. After turning the unit on and performing a Fresh Air Setup (FAS), work in teams of two (2) firefighters wearing full PPE and SCBA (*if SCBA is necessary*) to monitor for hazardous environmental conditions.
2. Approach the area to be sampled slowly. Pause often to allow the meter time to give accurate readings (2-3 seconds lag time at each area tested).
3. To monitor the incident scene, check the exterior incident perimeter first. Advance to the interior, just inside the entrance, check atmospheric conditions. Progress slowly through intended sampling areas until entire structure has been evaluated.
4. When sampling an unknown atmosphere use the three-step (low/middle/high) gas sampling technique. Hold monitor below your knees for 2-3 seconds, waist height for 2-3 seconds, then above your head for 2-3 seconds, then advance.

Monitoring Carbon Monoxide (CO)

1. **Scene Arrival:** Look for flu-like symptoms, disorientation, and red coloring of the skin and lips, which are all signs of Carbon Monoxide poisoning. If symptoms are noted, immediately request additional assistance from EMS. Evacuate the structure while investigating.

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2. **Ventilation:** While wearing Proper Protective Equipment (PPE) & SCBA (*if necessary*), use natural ventilation by opening doors, windows, and screens.
3. **Control Utilities:** Once the structure has been evacuated and ventilation operations initiated, shut off the gas appliance suspected of leaking Carbon Monoxide and attempt to shut off the source of gas to the appliance. Check for other possible sources of Carbon Monoxide, including but not limited to:
 - Obstructed fireplaces or wood burning stoves
 - Charcoal BBQ's used indoors
 - Vehicle exhaust
 - Malfunctioning appliances, i.e., stoves, ovens, furnaces, and water heaters that operate by fuels such as natural or liquefied petroleum, oil, wood, or coal
 - Separated/damaged vents or snow plugged exhaust vents
 - Fire or hidden fire
4. **Advise Occupants Regarding Carbon Monoxide Findings:**

Following the guidance provided by the U.S. Consumer Products Safety Commission, when readings are found above 25 PPM of Carbon Monoxide, advise occupants to evacuate the building and explain they should only return to the structure after it has been cleared of Carbon Monoxide. Any time Carbon Monoxide is evident, advise the occupant to call a heating, ventilation and air conditioning (HVAC) company to examine the appliances and provide further guidance for repairs prior to re-entry. **Note:** Fire personnel are not responsible for repairs to faulty appliances, nor shall any repairs or alterations to appliances be performed by fire personnel. The property owner will be advised not to occupy the structure until the source of the Carbon Monoxide is eliminated.

CO (Carbon Monoxide) Values

0-25 PPM	Permit resident re-entry, advise continued monitoring with home CO alarm.
25 PPM	Alarm activation - Evacuate the building. Remaining in the area for extended duration can cause serious personal injury or death. Resident must contact HVAC company to repair problem prior to resident re-entry
200 PPM	Headache in healthy adults after 2-3 hours of exposure
400 PPM	Severe headache and nausea after 1-2 hours of exposure
800 PPM	Unconsciousness after 1 hour of exposure
1200 PPM	IDLH – Immediately Dangerous to Life and Health - concentrations can be immediately fatal or cause irreversible health effects

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Monitoring Hydrogen Sulfide (H₂S)

The gas detector can monitor the concentrations of Hydrogen Sulfide in ambient air. H₂S is extremely toxic and highly flammable. H₂S causes rapid loss of smell which quickly eliminates the strong odor of rotten egg that is normally present in low concentrations

H₂S (Hydrogen Sulfide) Values

10 PPM	Alarm activation - Evacuate immediately, avoid low lying areas
100 PPM	IDLH - Immediately Dangerous to Life and Health - concentrations can be immediately fatal or cause irreversible health effects

Monitoring Oxygen Concentration

The gas detector can monitor the oxygen concentration in ambient air. The LOW alarm (oxygen deficient) is a latching alarm and will not automatically reset when the O₂ concentration rises above the LOW set point. To reset the alarm, press the ▲ button. If the alarm condition still exists, the ▲ button only silences the alarm for five seconds. False oxygen alarms can occur due to changes in barometric pressure (altitude) or extreme changes in ambient temperature.

O₂ (Oxygen) Values

19.5%	Low alarm - Oxygen deficient atmosphere - Evacuate immediately
20.8%	Standard atmosphere - any other reading indicates possible presence of unknown gas displacing or increasing the oxygen
23.0%	High alarm - Oxygen enriched atmosphere - Evacuate immediately

Monitoring Combustible Gases

The gas detector can monitor combustible gas concentrations in ambient air. The device displays the combustible gas concentration in % LEL on the main page. Any readings greater than 10% of the LEL require an immediate evacuation of all personnel/occupants. A combustible gas reading of "XXX" indicates the atmosphere is above 100 % LEL and an explosion hazard exists. Move away from hazardous area immediately. Wear structural PPE & control ignition sources for all suspected combustible gas incidents

COMBUSTIBLE/EXPLOSIVE – LOWER EXPLOSIVE LIMIT LEL

0% - 10% LEL	Monitor levels and continue work as assigned
10% LEL	Alarm activation - Evacuate immediately. Remaining could cause serious personal injury or death. Notify the IC & reassess the situation

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MAINTENANCE PROCEDURES

Each MSA Altair 4XR should be stored in the Galaxy GX2 docking station. The Galaxy GX2 docking station will automatically charge the MSA Altair 4XR battery and perform the required monthly calibrations and daily bump tests.

Routine Cleaning: Clean the exterior of the device regularly using only a damp cloth. Do not use cleaning agents, as many cleaners contain silicone, which will damage the combustible sensor. Use a dry, soft bristled brush to remove any dust or dirt that has accumulated on the device, especially at the sensor openings. If the device is exposed to water, turn the device sensor side down and gently shake water off the sensor area. Any remaining water can be removed with a clean dry cloth.

REFERENCES

U.S. Consumer Product Safety Commission – Responding to Residential Carbon Monoxide Incidents: <https://www.cpsc.gov/s3fs-public/coguide.pdf>

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SOG #	SECTION		GUIDELINE
8.9	EMERGENCY OPERATIONS		VEHICLE FIRES

PURPOSE The purpose of this guideline is to provide specific information and procedures for firefighters to use during emergency incidents involving cars, trucks, and other vehicle fires.

SCOPE This guideline will be used for emergency responses to incidents involving vehicle fires.

PROCEDURE **Personal Protective Equipment**

1. Full structural firefighting personal protective equipment (PPE) shall be utilized for fighting vehicle fires.
2. Self-contained breathing apparatus (SCBA) shall be utilized when fighting vehicle fires.
3. Reflective traffic safety vests shall not be utilized while actively fighting fire.
4. Safety should be the primary consideration of all responders during emergency incidents.

Apparatus Placement

1. Apparatus should be placed upwind and uphill of the incident if possible to afford protection from hazardous liquids and vapors and to reduce smoke in the work area
2. Consideration should 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 other traffic control devices can be used to direct traffic flow, close lane(s) and define safe work areas.

Fire Attack

1. A fire involving the interior of the vehicle passenger compartment can quickly damage the vehicle beyond repair. As such, the attack plan 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.
2. Where occupants are trapped in the vehicle, water or extinguishing agent should first be applied to protect the occupants and permit rescue.
3. Water of sufficient quantity, flow rate, and pressure should be used to meet suppression objectives and ensure firefighter safety.
4. When attacking a vehicle fire, responders should approach from a 45-degree angle towards the side of the vehicle. This will reduce the potential

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of being struck by exploding energy absorbing bumper or hold open devices.

5. 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, etc. e. If necessary, a chock block should be placed around the tires to prevent the burning vehicle from rolling forward.

Hazard and Safety Considerations

1. 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. Avoid exposure to these devices whenever possible.
2. If there is flame impingement on a 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.
3. Flammable hydrogen vapors may cause explosion. Contact with battery acid should be avoided.
4. 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. Large quantities of water will cool the combustible metal below its ignition temperature. Dry chemical extinguishers can also be effective on combustible metals.
5. Tires or split rims exposed to fire may explode, releasing projectiles and causing the vehicle to drop suddenly.
6. 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
7. Effort to prevent spills and runoff that may be hazardous to the environment may be necessary. Damming and/or using absorbent pads and other spill containment material may be used.

REFERENCES

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8.10	EMERGENCY OPERATIONS	VEHICLE EXTRICATION	

PURPOSE To establish a safe and reasonable guideline for firefighters responding to a vehicle fire and vehicle accidents.

SCOPE This guideline is to be followed by all members of Sublette County Unified Fire. This guideline will be used for emergency responses to incidents involving vehicle extrications.

PROCEDURE Extrications require good judgment, proper training, and creativity. A plan should be used to accomplish tasks safely, rapidly, and efficiently. It is the goal of Sublette County Unified Fire personnel to operate quickly, efficiently, and proficiently at motor vehicle crashes requiring extrication.

The Incident Commander shall conduct a scene assessment (size-up) to determine life safety issues, incident stabilization priorities, and property conservation strategies. While it is important that this assessment be done quickly, it is more important that it be done accurately and completely

- Identify nature and extent of incident
 - Number of vehicles involved
 - Number of patients involved
 - Extent of injuries
- Identify Hazardous conditions (fire, haz-mat, electrical, water hazards, vehicle integrity, weather, crowds, etc.)
- Establish Traffic Control Measures
 - Traffic barrier – protecting scene with apparatus positioning, cones
 - Deploying accident ahead signage
 - Switching off white lights and strobe warning lights that cause night blindness to approaching traffic
 - Utilizing amber sticks – flashing amber lights that signal in which direction traffic needs to move
 - Positioning firefighter to wave down traffic
- Stabilize vehicle
 - Place cribbing to minimize vehicle motion during operations
 - Stabilize vehicles that could potentially roll over using tension buttress systems as necessary
 - Lift vehicles if necessary, using air bags and cribbing
- Disable vehicle if necessary
 - Peel & peak trim components to identify potential hazards such as airbag gas cylinders, seatbelt pre-tensioners, or high voltage wires.

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- If the vehicle has high voltage systems, disable to the vehicle by turning off the ignition, removing the key, disabling the 12-volt battery, and disabling the high voltage system.
- Assess degree of entanglement
 - Try opening doors before cutting
 - Roll down windows
 - Move seat(s) back
 - Tilt/telescope steering column away from victim
 - Perform Glass Management
- Disentangle patients(s)
 - Remove windows, doors, roof, dash or other components from around the victim to gain access.
 - Precautions shall be taken to protect the trapped or injured persons from further harm during the extrication. The use of blankets, short boards, and other devices should be utilized whenever possible.
- Remove patients
 - Patient stabilization and packaging may be a critical consideration before removal. Follow the guidance of EMS before removing the patient.
- Stabilize scene
 - Assist law enforcement with traffic control and provide cleanup assistance as necessary to return the incident to normal operations

SAFETY:

Many firefighters have been injured and killed by traffic and secondary crashes at vehicle incidents. For this reason, fire and rescue responders need to size up traffic conditions as a priority. Blind spots, poor visibility (weather, darkness) road surface, bridges, barriers, congestion, and passing traffic speeds are all factors that need to be assessed.

During motor vehicle incidents that could involve fire, a charged 1-3/4" hose line or an ABC extinguisher should be positioned and staffed by a firefighter in full turnout gear.

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03/27/15		03/27/15 FINAL	1 of 1
SOG #	SECTION		GUIDELINE
8.11	EMERGENCY OPERATIONS		RAPID INTERVENTION CREW

PURPOSE To establish standard procedures for the assembly and deployment of a Rapid Intervention Crew (RIC).

SCOPE This guideline is to be followed by all members of Sublette County Unified Fire. This guideline will be used for emergency responses to incidents involving the establishment of a Rapid Intervention Crew (RIC).

- PROCEDURE**
1. The Incident Commander (IC) shall establish a Rapid Intervention Crew (RIC) on incidents that may warrant the need for immediate rescue of downed firefighters.
 2. The rapid intervention crew will consist of a minimum of two members suitably equipped to effect rescue of trapped or downed firefighters. One designated as crew leader- assigned by the IC equipped with full personal protective equipment.
 3. The RIC leader will complete the applicable tasks as outlined on the RIC check sheet. When the required tasks are completed and the RIC cache location is established, the RIC leader shall maintain contact with the IC or assigned supervisor during the incident.
 4. The primary task of the RIC is to respond to any report of firefighter distress. Generally, personnel in distress are in one of three situations:
 - a. Unable to move by being trapped in debris, collapse, or other entanglement.
 - b. Disoriented or lost in the building.
 - c. Missing after a personnel accountability report.
 5. The RIC must standby in a state of readiness (except connection of air regulator) and be prepared for potential RIC activation. To facilitate this, the following common tasks should be considered:
 - a. Determine tactical frequency and monitor all radio traffic.
 - b. Deploy tool tarp at established location and assemble tool cache consisting of equipment and tools appropriate for the rescue of trapped or downed firefighters. Exact tool selection will vary from incident to incident based on building construction type, fire conditions, and building size. This equipment is for rescue only and may not be used for other tasks until the incident is placed under control.
 - c. Check all sides of the building for conditions and access.
 - d. Place escape ladder when interior operations teams are operating above ground level. An escape ladder will be placed even when another ladder is in place for operational purposes.
 - e. Identify potential stairways and exits

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- f. Force, but do not open, doors remote to interior fire crews.
- g. Continuously monitor radio traffic, fire and building conditions, and crew condition, including crews in the rehab area.
- h. Request additional companies if necessary, to fulfill RIC tasks.

RIC Activation

1. The Incident Commander (IC) will activate the RIC when an emergency radio message or potentially for after a significant fire ground event. A significant fire ground event includes, but is not limited to:
 - a. Actual or impending building collapse.
 - b. Firefighter(s) lost, trapped, or unaccounted for on the fire ground.
 - c. Significant change in fire conditions.
2. A Personnel Accountability Report PAR shall be conducted immediately by the IC upon occurrence of a significant fire ground event.
3. Upon activation of RIC, the RIC will move to a tactical frequency designated by the IC.

Rapid Intervention Crew (RIC) Check Sheet

- ☐ Report in with Incident Commander
- ☐ Determine tactical frequency and monitor all radio traffic
- ☐ Check all sides of building
- ☐ Deploy tool tarp and assemble tool cache:
 - Forcible entry tools
 - Hand lights
 - Tag line (minimum 50')
 - Rescue SCBA RIC Bag (complete)
 - Thermal imager (if available)
 - Appropriate power saws
 - Other incident specific rescue equipment
- ☐ Place escape ladder- if required
- ☐ Force- but do not open- doors remote to interior fire crews, remove window bars, and identify stairways and exits
- ☐ Collect passports
- ☐ RIC leader to maintain verbal contact with Incident Commander
- ☐ Monitor radio traffic, fire conditions, and crew condition
- ☐ Request additional companies if necessary, to fulfill RIC tasks

REFERENCES

NFPA 1500-19, 6-5.1 – 6-5.6
29 CFR (Code of Federal Regulations) 1910.134, “OSHA’S FINAL RULE”

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8.12	EMERGENCY OPERATIONS		POST-INCIDENT MAINTENANCE

PURPOSE To provide a guideline for post-incident cleaning and maintenance of fire apparatus and equipment.

SCOPE This guideline is to be followed by all members of Sublette County Unified Fire. This guideline will be used after all emergency responses to incidents to rehabilitate tools, equipment, apparatus, and personnel and return to a state of readiness.

PROCEDURE Sublette County Unified Fire maintains all equipment and apparatus in a constant state of readiness. After each emergency incident, it is imperative to rehabilitate all equipment and apparatus and place the apparatus back in service and prepared for the next incident.

It is the responsibility of each individual firefighter involved in an emergency to do post-incident maintenance on all equipment involved with the incident.

All damage and potential repair on an emergency scene should be reported to the Battalion supervision and maintenance officer. Repairs should be corrected as soon as possible to minimize time out of service.

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06/19/17		06/19/17 FINAL	1 of 3
SOG #	SECTION		GUIDELINE
8.13	EMERGENCY OPERATIONS		RURAL WATER SUPPLY

PURPOSE This standard operating guideline addresses use of water tenders at fire scenes. This SOG is provided in an effort to improve efficiency while providing rural water supplies during emergency operations.

SCOPE Rural water supply operations shall be implemented whenever the needed fire flow (GPM) cannot be provided by the first-due fire apparatus. This is generally expected to occur whenever a fire incident occurs outside municipal areas that are protected by fire hydrant systems.

PROCEDURE **Assign a water supply officer**

- Establish an unused communications tactical frequency to avoid interfering with suppression operations (suggest vfire22 or vfire23)
- Ascertain from the I.C. what the needed fire flow requirements are
- Ensure adequate resources are available to achieve flow
- Assign fire apparatus at specific fill site(s)
- Assign travel routes for water tenders
- Track assigned resources
- Improve efficiency of water supply operations to provide the needed fire flow (Fire Flow = Length X Width/3, X % structure involved)

Dump Site Considerations

- Establish dump site location at the supply engine (supply engine should be the largest capacity GPM engine available)
- Water tenders will drop their fold-a-tank(s), both hard suction hoses, jet siphon(s), and one 1-3/4" rolled hose for each jet siphon.
- Water tenders will dump their water into drop tanks at the dump site
- The supply engine will draft from the primary drop tank
- The supply engine shall use a low-profile jet siphon strainer to draft from the primary drop tank (connect 1-3/4" line to the jet siphon to quickly and easily establish water draft)
- Additional drop tanks shall be established as necessary to provide additional storage and flow requirements into the primary drop tank.
- The supply engine will connect additional 1-3/4" lines to the jet siphons of the additional drop tanks to create flow into the primary drop tank via 6" hard suction (1-3/4" lines should be operated from a discharge with a gated wye to save discharges)
- Establish most efficient placement of additional drop tanks to allow multiple water tenders to offload without unnecessary backing or excessive wait times (see example diagrams below). If tenders are waiting to offload, deploy more drop tanks.

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- The supply engine should switch between draft source and booster tank if necessary (booster tank may be used as an emergency reserve of water)
- The supply engine booster tank should be topped off at every opportunity to maintain an emergency reserve
- Consider allowing water tenders that offload quickly to leap frog slower water tenders

Fill Site Considerations

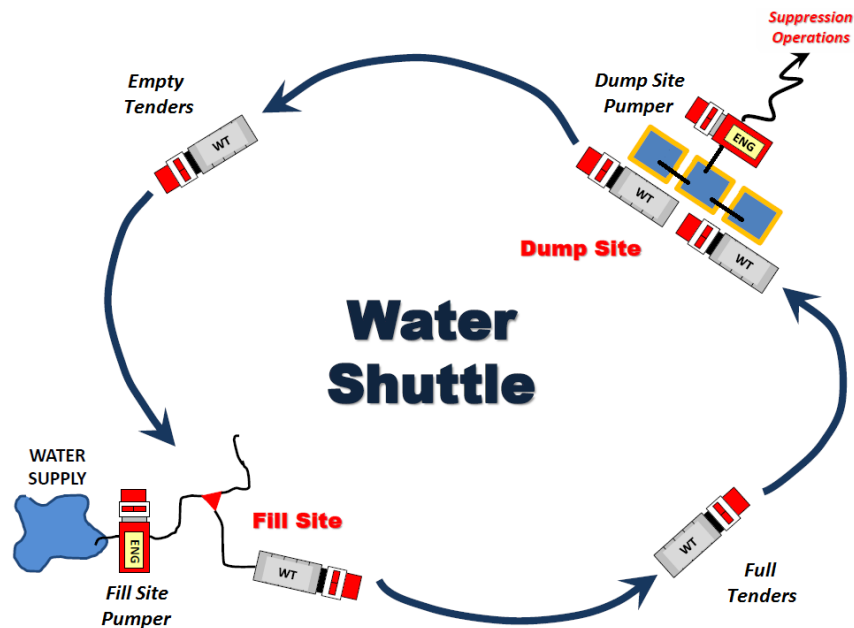
- The water supply officer will establish a fill site location(s)
 - Pressurized Hydrant System
 - Static Water Supply Sources
- A fill site fire apparatus (1,000 GPM or larger capacity) shall establish a connection from assigned fill site location
- After initial setup and fill, thereafter drivers of the water tenders should remain in the tenders (fill site crew should make all necessary connections, once they become familiar with the apparatus)
- Eliminate the need for backing whenever possible
- Fill direct to the water tender tank whenever possible (avoid flowing water through the water tender's pump)
- Connect multiple fill lines if necessary, to minimize fill times
- Consider establishing multiple fill sites if necessary, to improve efficiency

Water Shuttle Considerations

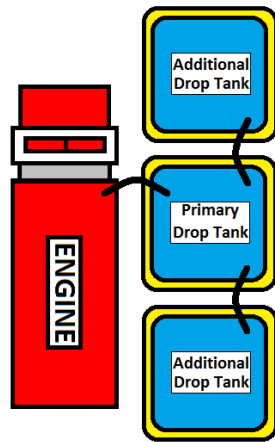
- Connection and fill times should be reduced whenever possible, but not at the expense of safety (driving faster to minimize turn-around time is not acceptable)
- Make efficient use of water tenders to shuttle water (do not use a water tender as a 'nurse tender' and remove ability to shuttle)
- When the tender is empty, it will need to refill at the fill site location as determined by the officer in charge.
- Whenever possible, travel should be one direction for all apparatus (a circular driving pattern is most efficient and safest).
- Because most SCUF apparatus have dump valves either on the driver's side or rear of the apparatus, a clockwise travel rotation will often be more efficient than a counter-clockwise travel rotation.

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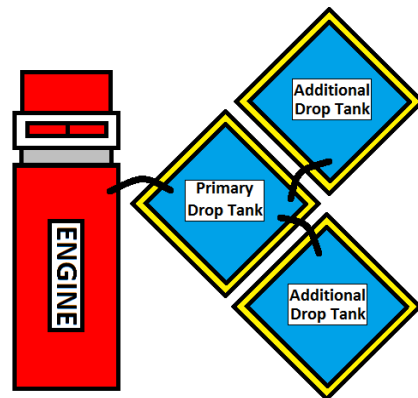
WATER SHUTTLE EXAMPLE DIAGRAMS



WATER SHUTTLE DIAGRAM 1



DUMP SITE EXAMPLE 1



DUMP SITE EXAMPLE 2

REFERENCES None

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SOG #	SECTION		GUIDELINE
8.14	EMERGENCY OPERATIONS		TRAFFIC INCIDENT MANAGEMENT

PURPOSE	To establish a guideline for SCUF personnel for use when responding to traffic related incidents.
SCOPE	This guideline shall apply to all personnel who respond to traffic related incidents. All command staff and company officers will be trained in Traffic Incident Management (TIM). Annual TIM refresher training shall be offered during regular Battalion level training. All new recruits will receive TIM training during their annual Recruit Academy.
PROCEDURE	<p>When responding to a traffic incident on a roadway, it is the responsibility of the first arriving officer/unit to coordinate with other responding agencies and establish a Traffic Incident Management Area (TIMA) through Unified Command. The primary functions of the TIMA are to: protect the incident responders; alert road users of the incident, guide traffic through the incident; and reduce the likelihood of secondary traffic crashes. The TIMA may require the establishment of linear blocking with no lane encroachment, tapered lane(s) closure, or full road closure (<i>see diagrams below</i>). During the scene size-up the first arriving officer/unit will determine the nature, severity, and expected duration of the incident and then implement necessary Temporary Traffic Control (TTC) measures as follows:</p> <p>Advance Warning Area The advance warning area is the section of highway where road users are informed about the upcoming incident area. ‘Emergency Scene Ahead’ signs should be placed approximately 0.5 mile upstream and downstream of the incident. These distances may be adjusted for field conditions based on traffic volume, speed, weather, road conditions, and road design.</p> <p>Transition Area When establishing a tapered lane closure to establish a safe work zone for emergency responders, the transition area is that section of highway where road users are redirected. An upstream taper is created by using traffic cones to move traffic out of the normal lane of travel. One traffic cone should be placed at each painted skip line to establish proper distances between traffic cones (approximately every 30-50 ft. depending on traffic speed).</p> <p>Activity Area The activity area is the section of the highway where the emergency incident activity takes place. Place sufficient traffic cones along the lane edge to create a buffer between the work space and the traffic space.</p>

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Termination Area

The termination area is the section of the highway where road users are returned to their normal lane of travel. The termination area extends from the downstream end of the emergency incident area to the last TTC device. Using traffic cones, a downstream taper should be created to return traffic back to the normal lane of travel.

Flagger Control

For full road closures and tapered lane closures, if emergency response personnel are available, traffic should be controlled by placing a flagger at each end of a constricted section of roadway. The flaggers should be able to communicate with each other orally, electronically, and/or with manual signals to coordinate the flow of traffic. STOP/SLOW paddles should be used to provide road users with positive guidance as they approach the incident. For more information, see SOG # 8.16.

Special Considerations:

- **Emergency Incidents on Road Shoulder with no Encroachment**
 - The preference is for all emergency vehicles to be completely off the roadway. Only those vehicles absolutely necessary should be on scene; release all other resources as appropriate.
 - In the event that the emergency vehicles cannot get completely off the roadway, park as far to the right of the shoulder as possible. If any part of the apparatus is encroaching the lane of travel or forcing motorists to move into the opposite lane, a tapered lane closure TIMA should be established.
- **Emergency Incidents requiring Tapered Lane(s) Closure**
 - Establish a TIMA
 - Setup Advance Warning Areas
 - Setup Transition Area (Taper)
 - Setup Activity Area (Emergency Incident Area)
 - Setup Termination Area
 - Setup Flagger Control
 - First arriving fire apparatus shall park on the upstream side of the incident, using the lane-plus-one approach. The incident scene can be expanded if necessary, then scaled back as the situation stabilizes. Keep in mind that other emergency vehicles may need to get by to safely position on the incident.
 - For multi-lane highways setup TIMA the same as tapered lane closure, but take as many lanes as necessary
- **Emergency Incidents requiring Full Road Closure**
 - Establish a TIMA
 - Setup Advance Warning Areas
 - Setup Flagger Control
 - Use fire apparatus to block both lanes of travel, keeping in mind that other emergency vehicles may need to get by.

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- **Landing Zones**

- If the roadway has at least one lane of travel open, all attempts shall be made to land the emergency helicopters off highway and transport the patients to the helicopters, via ground ambulance, if patient conditions allows for this.
- If weather or side road conditions make it impossible to land a helicopter off highway, a safe LZ shall be established on the highway, with approval of the LEO in Unified Command, near the incident scene, taking into considerations rotor wash effects.
- Delineator posts must be removed or bent over to prevent the helicopter rotor from contacting the posts on shut down.

Emergency Vehicle Safe Positioning

Emergency vehicles should be safely positioned so that traffic flow through the incident scene is optimized. The first arriving engine/rescue truck will park on the upstream side of the incident to protect the scene from errant vehicles entering the work area. Place the first arriving fire apparatus in a safe position with the angle of deflection as required to provide maximum protection for all personnel. All emergency vehicles that subsequently arrive should be parked on the downstream side of the incident on the same side of the roadway. If an engine/rescue truck is initially positioned at a flagging location for visibility reasons, it shall be relieved by the next arriving command vehicle so the tools and equipment on the apparatus become available to the scene.

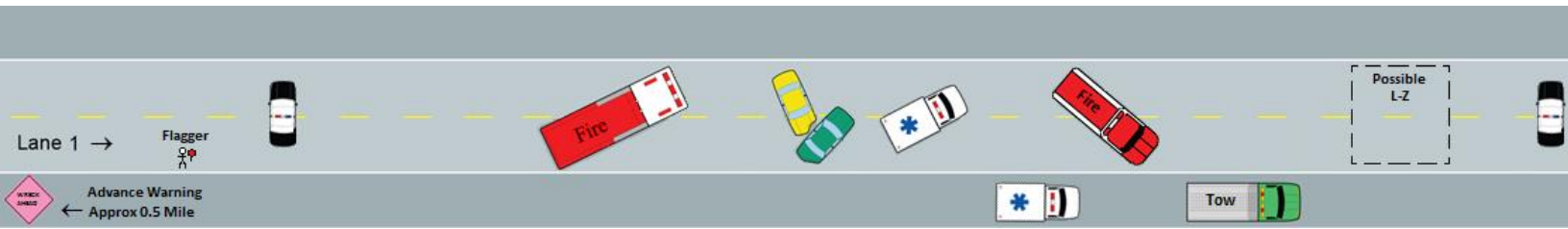
Use of Emergency Vehicle Lighting

For the safety of emergency responders on scene the use of emergency vehicle lighting (such as high-intensity rotating, flashing, oscillating, or strobe lights) is essential during the initial stages of a traffic incident. The use of too many lights at an incident scene can be distracting and can create confusion for approaching traffic, especially at night. Once TTC has been established with advance warning signs, traffic cones, and flaggers in place, the use of emergency vehicle lighting can be reduced. Only one emergency vehicle at both ends of the incident should have their emergency lights activated to warn oncoming traffic. All other fire vehicles should dim to parking lights only. The exception to this will be the use of scene lighting (flood lights) to illuminate the incident scene itself and enhance responder safety.

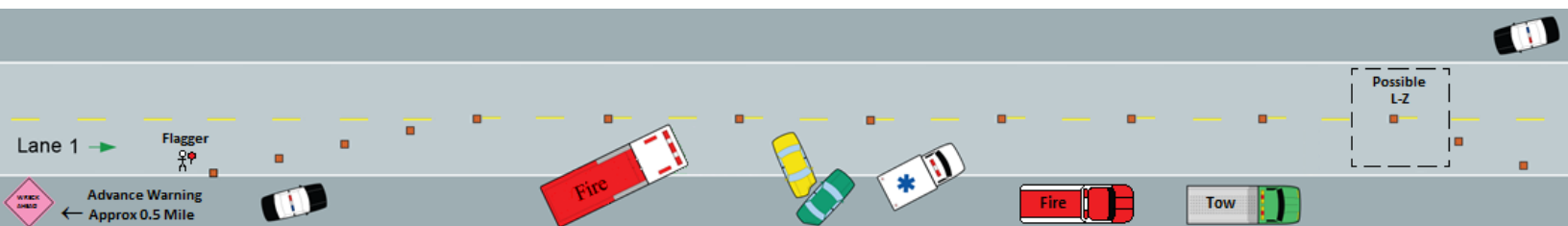
Emergency Responder Safety Considerations - Visibility

All emergency responders within the right-of-way who are exposed to traffic within the TTC zone shall wear high-visibility public safety vests. Firefighters working within the right-of-way and engaged in emergency operations that directly expose them to flame, fire, heat, and/or hazardous materials may wear retroreflective turnout gear that is specified and regulated by other organizations, such as the National Fire Protection Association.

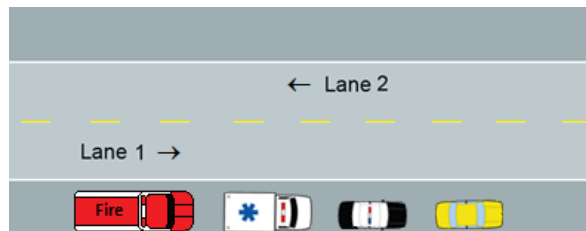
Sublette County Unified Fire Policies, Procedures, and Guidelines



FULL ROAD CLOSURE



TAPERED LANE(S) CLOSURE



LINEAR BLOCKING - NO LANE ENCROACHMENT

REFERENCES Manual on Uniform Traffic Control Devices (MUTCD) Chapter 6I
SCUF SOG # 8.16

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County Fire Chief/Warden

Sublette County Unified Fire Policies, Procedures, and Guidelines

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02/13/18		02/13/18 Final	1 of 2
SOG #	SECTION		GUIDELINE
8.15	EMERGENCY OPERATIONS		FLAGGER OPERATIONS

PURPOSE This policy applies to all SCUF personnel to use when establishing Temporary Traffic Control (TTC) Zones.

SCOPE Depending on personnel availability, this policy shall be used when establishing a Temporary Traffic Control (TTC) Zone that restricts two-way traffic to a single lane and/or for temporary road closures.

PROCEDURE Traffic should be controlled by a flagger at each end of a constricted section (transition area) of roadway. One of the flaggers should be designated as the coordinator. The flaggers should be able to communicate with each other orally, electronically, and/or with manual signals to coordinate the flow of traffic. The STOP/SLOW paddle should be the primary and preferred signaling device used to communicate with drivers because the STOP/SLOW paddle gives road users positive guidance.

Training for Flaggers

Because flaggers are responsible for public safety, they should be trained in safe traffic control practices and public contact techniques. Flaggers should be able to satisfactorily demonstrate the following abilities:

- A. Ability to receive and communicate specific instructions clearly, firmly, and courteously;
- B. Ability to move and maneuver quickly in order to avoid danger from errant vehicles;
- C. Ability to control signaling devices (STOP/SLOW paddles) in order to provide clear and positive guidance to drivers approaching a TTC zone in frequently changing situations;
- D. Ability to understand and apply safe traffic control practices, sometimes in stressful or emergency situations; and
- E. Ability to recognize dangerous traffic situations and warn responders in sufficient time to avoid injury.

Flagger Placement

The flagger should stand on the shoulder adjacent to the lane being controlled, prior to stopping road users. A flagger should only stand in the lane being used by moving road users after road users have stopped. The flagger should be clearly visible to the first approaching road user at all times. The flagger also should be visible to other road users. The flagger should be stationed sufficiently in advance of the responders to warn them of approaching danger by out-of-control vehicles. The flagger should stand alone, away from other emergency responders and/or equipment.

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Flagger Procedures

Flaggers shall use a STOP/SLOW paddle to control road users approaching a TTC zone. The following methods of signaling with paddles shall be used:

- A. To stop road users, the flagger shall face road users and aim the STOP paddle face toward road users in a stationary position with the arm extended horizontally away from the body. The free arm shall be held with the palm of the hand above shoulder level toward approaching traffic.
- B. To direct stopped road users to proceed, the flagger shall face road users with the SLOW paddle face aimed toward road users in a stationary position with the arm extended horizontally away from the body. The flagger shall motion with the free hand for road users to proceed.
- C. To alert or slow traffic, the flagger shall face road users with the SLOW paddle face aimed toward road users in a stationary position with the arm extended horizontally away from the body.
- D. To further alert or slow traffic, the flagger holding the SLOW paddle face toward road users may motion up and down with free hand, palm down.



STOP



SLOW



PROCEED

When a flashlight is used for flagging in an emergency situation during nighttime operations, the flagger shall hold the flashlight in the left hand, shall hold the paddle or flag in the right hand, and shall use the flashlight in the following manner to control approaching road users:

- A. To inform road users to stop, the flagger shall hold the flashlight with the left arm extended and pointed down toward the ground, and then shall slowly wave the flashlight in front of the body in a slow arc from left to right such that the arc reaches no farther than 45 degrees from vertical.
- B. To inform road users to proceed, the flagger shall point the flashlight at the vehicle's bumper, slowly aim the flashlight toward the open lane, then hold the flashlight in that position. The flagger shall not wave the flashlight.
- C. To alert or slow traffic, the flagger shall point the flashlight toward oncoming traffic and quickly wave the flashlight in a figure eight motion.

REFERENCES

Manual on Uniform Traffic Control Devices (MUTCD) Chapter 6E

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A handwritten signature in blue ink, appearing to read 'Shel Cooper'.

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08/17/15		08/05/15 FINAL	1 of 1
SOG #	SECTION		GUIDELINE
9.1	FIRE INVESTIGATION		INCIDENT REPORTS

PURPOSE To provide a guideline that will establish accurate records of the operation, training, and maintenance for future reference

SCOPE This guideline is to be followed by all members of Sublette County Unified Fire. This guideline will be used after all emergency responses to incidents to complete the necessary emergency incident reports.

PROCEDURE Upon returning to the station after an emergency response, it is the responsibility of the highest-ranking Company Officer to complete the necessary incident report. The Battalion Chief is responsible to submit all incident reports to the SCUF Administrative Offices no more than five days after the incident.

All emergency incidents will be documented using the SCUF Incident Report Form and submitted to the Battalion Chief. Complete all lines including times, phone numbers, addresses, apparatus and Fire fighters involved with the incident along with a thorough summary in the report.

REFERENCES

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EFFECTIVE DATE		LAST REVISED	PAGES
01/01/2015		01/21/2015 FINAL	1 of 1
SOG #	SECTION		GUIDELINE
9.2	FIRE INVESTIGATION		FIRE INVESTIGATION FILES

PURPOSE To ensure the proper procedure for securing the confidentiality of fire investigation reports to prevent the misuse, destruction, and improper handling or viewing of reports.

SCOPE This procedure applies to all fire investigation files containing written reports, photographs and investigative materials.

PROCEDURE All confidential fire investigation reports (hereafter known as reports) are the property of Sublette County Unified Fire and under the control of the Sublette County Unified Fire Chief or his designee. As of January 1, 2015, the Sublette County Unified Fire Chief, the authority having jurisdiction, assigned the Sublette County Unified Fire Investigator with the responsibility of investigating fires within the geographical jurisdiction of Sublette County, Wyoming. Under the direction of the Sublette County Unified Fire Chief the duties and responsibilities of the Fire Investigator are:

1. To conduct fire investigations as directed
2. To document all fire investigations;
3. To completed necessary written reports
4. To collect incident photographs
5. To collect evidence as necessary
6. To create case files
7. To disseminate reports upon formal written request to authorized parties
8. To maintain and secure reports

In order to secure confidentiality, the fire investigation report and all pertinent information will be under the sole control of the Sublette County Unified Fire Investigator. The reports prepared will be housed on a secure computer assigned only to the Fire Investigator and under the control of only the Fire Investigator. The hard copy and all pertinent information contained in the case file relevant to the investigation will be maintained under the sole control of the Fire Investigator in a secured and locked location with the Fire Investigator being the only person with access. To further ensure and maintain the availability and security of the reports a backup procedure will be put in place by maintaining the documentation of the investigation on a USB storage drive. The USB storage drive will be exclusively maintained and secured by the Sublette County Unified Fire Investigator.

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All formal written requests for reports by official parties will be reviewed by the Sublette County Unified Fire Chief and the Sublette County Unified Fire Investigator. Fire investigation reports will only be disseminated upon authorization of the Sublette County Unified Fire Chief and the Sublette County Unified Fire Investigator.

REFERENCES NFPA 232 Standards, Protection of Records, Document Scope 1.1.7
Wyoming § 35-9-109

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Fire Chief/Warden

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EFFECTIVE DATE		LAST REVISED	PAGES
03/27/16		03/27/16 FINAL	1 of 1
SOG #	SECTION	GUIDELINE	
9.3	FIRE INVESTIGATION	FIRE INVESTIGATIONS	

PURPOSE To establish guidelines for the investigation of all fires in the jurisdiction of Sublette County Unified Fire

SCOPE This procedure applies to all fire investigation files containing written reports, photographs and investigative materials. All fires will be investigated as required by Wyoming § 35-9-109

PROCEDURE The Incident Commander (IC) is responsible to complete a fire investigation for all fires, regardless of size, nature, cause, or location. If the IC is unable to determine the cause and origin of the fire, or if additional assistance is necessary, the IC shall request assistance from the Sublette County Unified Fire Investigator.

Company Officer(s) shall do his or her best to maintain awareness of fire conditions, area(s) of fire origin, unusual circumstances and any other pertinent facts related to cause and origin. This information shall be passed on to the investigator as soon as practical.

All responders will do their best to preserve the area of fire origin by restricting unnecessary access by responders and by restricting and/or monitoring overhaul operations to prevent unnecessary debris. When possible the area of fire origin should be identified with caution tape to prevent destruction.

Upon arrival at the scene, the Fire Investigator will make contact with the IC and assist, as needed. As soon as practical, the Fire Investigator will begin the investigation. Elements of the investigation include:

1. Physical cause and origin
2. Documentation
3. Photographs
4. Witness statements/interviews
5. Coordination with law enforcement

If the Fire Investigator believes there is sufficient cause to classify the fire as suspicious or arson, he/she will notify the Sheriff's Office and request a response. The Fire Investigator will coordinate with the Deputy or Detective assigned, and will primarily be responsible for a cause and origin report. Other investigative functions will be performed at the request of the Sheriff.

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The fire scene shall be preserved and maintained as a crime scene until the on-scene investigation is complete. Responders and/or security personnel may be called upon to maintain control of the scene until it is safe and/or practice to conduct the investigation.

REFERENCES

Wyoming § 35-9-109
NFPA 921

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Fire Chief/Warden

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EFFECTIVE DATE		LAST REVISED	PAGES
08/17/15		08/05/15 FINAL	1 of 2
SOG #	SECTION		GUIDELINE
10.1	COMMUNICATIONS		COMMUNICATIONS

PURPOSE

A reliable and effective communications system is vitally important to the accomplishment of the department's mission. The objective of this procedure is to provide information, guidelines, and directives that will ensure rapid and efficient communications for the department.

SCOPE

This guideline is to be followed by all members of Sublette County Unified Fire. This guideline will be used for emergency responses to incidents involving the use of radio communications.

PROCEDURE

The manner in which radio operations are handled is often a measure of the efficiency of an organization and the attitude of its individuals. Observing simple basic rules will expedite message handling and improve working relationships among all concerned.

Application of general guidelines outlined here will lead to improved performance.

- All communications shall be clear text.
- Organize your thoughts before transmitting.
- Listen before transmitting to make certain the channels are clear.
- Keep all transmissions brief and to the point. Avoid longwinded descriptions and unnecessary repetition. Accuracy, brevity, and speed are all important; however, they should be considered in that order.
- Speak distinctly and pronounce words carefully. Speak at a moderate speed using your conversational tone of voice with emphasis and rhythm. A message should be spoken by phrases, not one word at a time.
- When using a portable/mobile radio, hold the microphone about one inch from your lips, press the microphone button down firmly and then speak slowly and clearly across the mouthpiece in a normal voice.
- After pushing the Push-To-Talk (PTT) button, it will take a few moments for the radio repeater to prepare to broadcast. Be aware of this and allow for the radio to "click" or "beep" before attempting to transmit.
- Use official titles and authorized apparatus designations in all transmissions. Do not use nicknames or first names.
- During all radio operations, remain cordial and calm. Words or voice inflections which reflect an individual's irritation, disgust or sarcasm are not to be used. Remember, your conduct on the radio reflects not only yourself, but your Battalion and the department as a whole.
- No one company or emergency should overrun the radio. Remember, there can be any number of emergencies going on at one time.

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- Do not monopolize the airtime with unnecessary transmissions.
- Portable radios should be used by Company Officers on every emergency incident. Be sure not to leave the station without first grabbing the portable radio for on-scene operations.
- Members should carry their assigned pagers at all times while operating at incidents. Monitor the appropriate repeater frequency as well as the appropriate tactical frequency.

Alarm Receiving Procedure

After an alert is received at a fire station all personnel on requested apparatus shall respond based on normal protocol. Firefighters in non-paged Battalions shall remain diligent to listen to the incident in case the situation changes or circumstances necessitate additional apparatus to respond. Dispatched units shall be selected based on call type, manpower, and location of the incident. SCUF will respond to any dispatched emergency situation which threatens life, property or the environment.

When receiving an alarm from Dispatch, the address and pertinent information will be provided two different times. The requested Battalion Chief or responding Company Officer shall acknowledge the incident page from Dispatch and coordinate response efforts as necessary. Upon receiving an alarm from Dispatch, the Company Officer shall ensure all information is received and understood. If information is unclear, the Company Officer should clarify information with Dispatch.

Initial Calls

When calling other units use the “Hey You, It’s Me” format. This format identifies the unit you wish to contact, then describes who is sending the message. For example, if Engine 111 wanted to contact Engine 212, they would say:

Engine 111: “Engine 212...Engine 111”

Engine 212: “This is Engine 212, Go Ahead”

Radio Procedures

Radio communication format shall use the following communications protocol:

- Request to initiate communications and determine that the intended receiver is listening.
- Transmit the message or order concisely in clear text.
- Receive feedback from the receiver to ensure the message was received and understood.
- Confirm that the message or order was understood; if not, correct and clarify the message.

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Company Officers shall be responsible for normal communication on the radio. The following information shall be transmitted to dispatch on all incidents:

- Status Changes
 - Responding to incident
 - On scene at destination
 - Out of Service (if applicable)
- Progress Reports (If applicable, during fires and complex incidents)
 - Scene size up
 - Personnel Accountability Reports
 - On-going scene evaluation (sustained incidents)
 - Situation under control (fire incidents only)
 - Fire out (fire incidents only)
 - Patient(s) extricated
 - Other benchmarks as necessary
- Notification of Additional Resources
 - Activation of additional alarms
 - Fire Investigator Request
 - Utility Representatives Request
 - Law enforcement Request
 - EMS Request

Incident Scene Communications

Because of the hazardous work that is done on emergency incident scenes, common terminology and standardized protocols are necessary to ensure operations run in an efficient and effective manner.

All fireground communications will conform to the latest NIMS recommendations, which include the following:

Geographical Designations:

Each exterior side of a structure should be given a designation:

- Side Alpha – Address side of the structure (Typically faces the road)
- Side Bravo – Left side of the structure (clockwise from the Alpha Side)
- Side Charlie – Rear of Structure (opposite of the Alpha Side)
- Side Delta – Right side of the structure

Tactical efforts in or on a structure shall be designated by the location:

- Division 1 – 1st Floor
- Division 2, etc. – 2nd Floor and above
- Roof Division – Roof
- Basement Division – Basement

Functional Designations: Although there are endless varieties of functional designations for use on the fireground, the following are the most commonly assigned functional “groups”:

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- Fire Attack
- Investigation
- Ventilation
- Search and Rescue
- Water Supply
- Lobby Control
- Rapid Intervention
- Exposure Protection

Wildland Designations: Flanks of the fire shall be referred to as divisions with the cardinal direction as the descriptor. Example: West Division, East Division, etc.

Clear Text Terminology

Term or Phrase	Definition	Example
“Did Not Copy”	Used when signal received is not clear	“Engine 111 to CMD 18, I DID NOT COPY”
“(Company or Unit) copies _____”	Used to acknowledge message received	“Engine 212 COPIES, cancel the call”
“Affirmative”	Yes	“Engine 343, AFFIRMATIVE”
“Negative”	No	“Engine 461 to Command, NEGATIVE”
“Responding”	En route to assigned emergency	“Rescue 511 is RESPONDING”
“Out of Service”	Indicates a unit or company is not able to respond for either mechanical or manpower reasons	“Engine 611 is OUT OF SERVICE”
“In Service”	Indicates a unit is able to respond to incidents	“Engine 111 is IN SERVICE”
“Stand-By”	Order for a unit or company to remain intact and ready for assignment	“Engine 212...Engine 111, STAND-BY for now”
“On Scene”	Indicates a unit has arrived at an assigned incident	“Engine 241 is ON SCENE...”
“In Quarters”	Indicates a unit is back at the station	“Engine 311 is IN QUARTERS”
“Primary All Clear”	Used to indicate initial search for victims inside structure is	“Pinedale S.O. - Main Street Command, we

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	complete and no victims were located	have a PRIMARY ALL CLEAR”
“Secondary All Clear”	Used to indicate that a final, more thorough search for victims is complete and no victims were located	“Pinedale S.O. - Main Street Command, we have a SECONDARY ALL CLEAR”
“Situation Under Control”	Indicates that incident stabilization has occurred	“Pinedale S.O. - Main Street Command, SITUATION UNDER CONTROL”
“Fire Out”	Indicates final extinguishment of fire is complete and all operations, except investigation, are finished	“Pinedale S.O. - Main Street Command, FIRE OUT”
“Staging or Staged”	Placement of apparatus or personnel for deployment	“Engine 534 is STAGED at 400 North D Street”
“Return to Station”	Directed towards apparatus that are not needed at an incident scene and can return to quarters	Engine 534, County Fire One, you can RETURN TO STATION”

Radio Channel Usage

SCUF uses a digital trunked VHF & UHF county-wide radio system with six different repeater sites. All department radios contain a wide variety of other talkgroups to communicate with other Fire units, Sheriff’s Office units, EMS units, and neighboring counties as well.

COMMAND TALKGROUP (FIRE CMD) – This talkgroup is the designated talkgroup for alerts and status changes. It serves as the primary dispatch talkgroup for responding fire units. This talkgroup is simultaneously broadcast on both UHF and VHF and it includes a conventional paging frequency overly so firefighter’s pagers can receive all communications broadcast on this talkgroup. Communications that should be conducted on this county-wide repeated talkgroup include:

- Company status changes
- Arrival and scene size up (unless assigned to another channel)
- Requests for additional resources or public safety agencies (Unless assigned to another channel)
- Information regarding limitation or hazards while responding
- Requests for additional information on incidents
- Directions for rural addresses

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TACTICAL TALKGROUPS (FIRE TAC 1, 2, 3, 4) – These talkgroups are the designated channels for on scene communication between units. FIRE TAC 1 is the primary operational talkgroup for tactical communications. It should be used whenever possible to minimize excessive use on FIRE CMD talkgroup. The remaining FIRE TAC talkgroups are used for specific incident assignments such as water supply or traffic control. The FIRE TAC talkgroups are not monitored by dispatchers. Communications that should be conducted on tactical talkgroups include:

- Tactical communications
- Non-emergency traffic
- Radio checks
- Status updates

VFIRE 21, 22, & 23 – These channels are a simplex (radio to radio) line of sight conventional non-repeated frequency. The VFIRE channels are intended to be used anytime the primary digital talkgroups do not have sufficient radio coverage or clarity for on-scene tactical communications. The Incident Commander (IC) will designate when to use these channels for tactical communications.

REFERENCES

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SOG #	SECTION		GUIDELINE
11.1	MEMBER ACKNOWLEDGEMENT		STATEMENT OF UNDERSTANDING

This stands to certify that _____ of SUBLETTE COUNTY UNIFIED FIRE has read and understands the following Standard Operating Guidelines outlined in this document. I also agree to abide by the guidelines established in this document when participating in activities as a Sublette County Unified Fire in and out of this County.

Signed: _____ Date: _____
(Member)

*This form shall be signed by the member and returned to the Admin Assistant for placement in the member's personnel file.

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APPENDIX A – RESPIRATORY PROTECTION PLAN

General

Firefighters shall wear a self-contained breathing apparatus (SCBA) under the following conditions:

- While engaged in interior structural firefighting
- While working in confined spaces where toxic products or an oxygen
- Deficient atmosphere may be present
- During emergency situations involving toxic substances
- During all phases of firefighting and overhaul

Firefighters wearing an SCBA must activate the personal alert safety system (PASS) device before entering an area where respiratory protection is required.

Firefighters wearing SCBA shall conduct a seal check prior to each use.

Firefighters shall not remove the SCBA at any time in the dangerous atmosphere. SCBA shall be used in accordance with the manufacturer's instructions (see Appendix A).

All firefighters shall continue to wear an SCBA until the officer in charge determines that respiratory protection is no longer required.

Protective Clothing

Firefighters wearing an SCBA shall be fully protected with the use of approved structural firefighting clothing that meet the requirements of NFPA 1851. Protective clothing shall include turnout coat, bunker pants, gloves, boots, helmet, fire resistant hood, and PASS device.

Procedures for Interior Structural Firefighting

During interior structural fire operations, the fire department shall ensure that:

- At least two firefighters enter the immediately dangerous to life and health (IDLH) atmosphere and remain in visual or voice contact with one another at all times
- At least two firefighters will be located outside the IDLH atmosphere
- All firefighters engaged in interior structural firefighting will use SCBAs

Note: One of the two firefighters located outside the IDLH atmosphere may be assigned to an additional role, such as incident commander in charge of the emergency or safety officer, so long as the firefighter is able to perform assistance or rescue activities without jeopardizing the safety or health of any firefighter working at the incident. Nothing in this section is meant to preclude firefighters from performing emergency rescue activities before an entire team has assembled. There must always be at least two firefighters stationed outside during interior structural firefighting. They must be trained, equipped, and prepared to enter if necessary, to rescue firefighters inside. However, the incident commander has the responsibility and flexibility to determine when more than two outside firefighters are necessary given the circumstances of the fire. The two-in/two-out rule does not require an arithmetic progression for every firefighter inside, i.e., the rule should not be interpreted as four-in/four-out, eight-in/eight-out, etc. Firefighters will wait to commence interior structural firefighting, until the proper number of firefighters can be assembled on scene as required

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by the response. During this time, the fire will be attacked only from the outside, sizing-up operations will occur and emergency rescue necessary to save lives may take place. One of the standby firefighters may have other duties such as serving as the incident commander, safety officer, or operator of fire apparatus. However, one of the outside firefighters must actively monitor the status of the inside firefighters and will not be assigned additional duties. The second outside firefighter may be involved in a wide variety of activities. Both of the outside firefighters must be able to provide support and assistance to the two interior firefighters; any assignment of additional duties for one of the outside firefighters must be weighed against the potential for interference with this requirement. Proper assignment of firefighting activities at an interior structural fire must be determined by the incident commander and is dependent on the existing firefighting situation. Consideration of all worksite variables and conditions, and the judgement of the incident commander is critical. The two firefighters entering an IDLH atmosphere to perform interior structural firefighting must maintain visual or voice communication at all times. Electronic methods of communication such as the use of radios shall not be substituted for direct visual or verbal contact between team members in the danger area. However, reliable electronic communication devices are not prohibited and certainly have value in augmenting communication and may be used to communicate between inside team members and outside standby firefighters.

Self-Contained Breathing Apparatus Training

Firefighters wearing respiratory protection shall be trained in proper use, cleaning and maintenance. No firefighter shall wear respiratory protection without training as specified in this document. Training in the use of respiratory protection shall be done in two phases. Each new firefighter will receive SCBA training during the Recruit Academy, before using respiratory protection, and annually at their Battalion. No firefighter is to use respiratory protection unless training has been successfully completed. Each firefighter must pass a facepiece fit-test during initial and annual training.

Fill Station Training

SCBA cylinders will be filled only by firefighters who have completed fill station training. Retraining will be provided annually, at Battalion level.

Respirator Fitting and Seal Check

Each firefighter must pass a facepiece fit-test during initial and annual training. Appendix B of this program contains an example of a fit-test record.

Inspection Before Use

When using SCBA, each firefighter shall select and wear the correct size facepiece as determined by initial and annual fit testing. A firefighter shall not wear respiratory protection unless the proper size facepiece is available and the equipment is in proper working condition according to the manufacturer's specifications.

Effective Seal Required

An effective face-to-facepiece seal is extremely important when using respiratory protective equipment. Minor leakage can allow contaminants to enter the facepiece, even with a positive pressure SCBA. Any outward leakage will increase the rate of air consumption, reducing the time available for use and safe exit. The facepiece must seal tightly against the skin, without penetration or interference by any protective clothing or other equipment. Nothing can be between the sealing

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surface of the mask and the face of the wearer, including but not limited to eyeglasses or protective hoods. If beards or facial hair interfere with achieving a proper face to facepiece seal, the firefighter will be required to shave, or will be deemed medically unfit to enter areas an SCBA are required, and must have a red stripe on their helmet indicating this limitation. Firefighters shall perform a seal check prior to every SCBA use. SCBA can only be worn when an adequate seal is achieved.

INSPECTION, STORAGE, MAINTENANCE AND AIR SUPPLY

Regular periodic inspections are required to ensure that all respiratory protection equipment is properly operating and available for use.

Inspection Schedule

All SCBA and spare cylinders shall be inspected after each use and monthly, utilizing the standard inspection form. Guidelines for inspection are in the manufacturer's instructions found in Appendix A of this program. After each inspection, the appropriate forms (see Appendix E) shall be completed. SCBA units determined to be unfit for use shall be taken out of service, and tagged with a description of the particular defect. In the event replacement or repair of SCBA components is necessary, it shall be performed according to manufacturer's instructions and only by persons trained and certified by the manufacturer or returned to the manufacturer's service facility. Caution must especially be exercised to protect the facepiece section of the mask from being scratched or damaged. Each SCBA shall be cleaned and disinfected after each use. Only cleaning/sanitizing solutions for respiratory equipment will be used for cleaning and disinfection. Cylinders which show evidence of exposure to high heat or flames (paint turned to a brown or black color, decals missing or gauge lens melted) need to be removed from service and re-hydrostatic tested prior to recharging. Any evidence of a crack, defect or excessive damage to the cylinder will require that it be removed from service.

Hydrostatic Testing

As per the manufacturer's instructions, all SCBA cylinders require periodic hydrostatic testing as required by 49 CFR 180.205. Carbon-fiber cylinders require hydrostatic testing every five (5) years and have a maximum cylinder service life of no more than fifteen (15) years. Cylinders should not be filled if they have exceeded their valid service life or re-test dates.

Storage

All units shall be stored so that they are protected against direct sunlight, dust accumulation, severe temperature changes, excessive moisture, fumes, and damaging chemicals. Care is to be taken so that the means of storage does not distort or damage rubber or elastomeric components.

Air Supply

Breathing air in the SCBA cylinder shall meet the requirements of NFPA 1989, Standard on Breathing Air Quality for Emergency Services Respiratory Protection. The purity of the air from the Fire Department's air compressor shall be checked by a competent laboratory at least annually. The Fire Department shall assure that sufficient quantities of compressed air are available to refill SCBA for all emergencies, the mobile air compressor unit can be used to accomplish this. Air cylinders for SCBA shall be filled only by personnel who have completed fill station training. Compressed oxygen shall not be used in open-circuit SCBA.

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MEDICAL EVALUATION

A medical evaluation to determine the firefighter's ability to wear a SCBA will be provided. Only firefighters that are medically able to wear SCBA will be allowed to do so. Appendix F contains the medical evaluation protocol.

RECORD KEEPING

Completed SCBA inspection forms, records and results of air quality tests, and fit test records will be maintained by the Health and Safety Officer. Records for both recruit training as well as on going SCBA training records, certificate of completion for Fire Fighter I courses will be maintained by the Training Officer. Medical Evaluation Results Forms will be maintained by the Health and Safety Officer.

PROGRAM EVALUATION

The effectiveness of the RPP shall be evaluated and corrective actions taken to ensure the RPP is properly implemented. The fire department will regularly consult with firefighters to assess their views on the effectiveness of the program and to identify any problems. The evaluation will be conducted by the Health and Safety Officer. The evaluation will ensure:

- Procedures for purchasing of approved equipment are in place
- All firefighters are being properly fitted with respiratory protection
- All firefighters are properly trained
- The proper equipment, cleaning, inspection, and maintenance procedures are implemented
- The required records are being kept
- Changes are implemented to correct deficiencies

Program Monitoring

Periodic monitoring of the respiratory protection program is necessary to ensure that all firefighters are adequately protected. Random inspections shall be made by the Health and Safety Officer to ensure that the provisions of the program are being properly implemented. These inspections will be conducted utilizing the standard SCUF inspection form.

Manufacturer's Instructions

Each Fire Station will maintain a copy of the manufacturer's instructions for use, for each type of SCBA used. Firefighters can access these instructions at those locations.

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Respirator Fit Test Record

Date:

Firefighter:

SCBA Manufacturer:

Model:

NIOSH Approval Number:

Facepiece Size:

Small: Medium: Large:

Conditions which could affect respirator fit:

Clean Shaven	Facial Scar	Dentures Absent
1-2 Day Beard Growth		2+ Day Beard Growth
Moustache	Glasses	

Comments:

Fit Test Protocol Used:

Pass Fail

Comments:

Employee Acknowledgment of Test Results:

Employee Name:

Employee Signature:

Date:

Test Conducted By (Print):

(Signature):

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SCBA TRAINING OUTLINE

At a minimum, the following topics are to be covered in the SCBA training.

1. Why the SCBA is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator.
2. What the limitations and capabilities of the SCBA are.
3. How to use the SCBA effectively in emergency situations, including situations where the SCBA malfunctions.
4. Instruction on recognizing medical signs and symptoms that may limit or prevent the effective use of the SCBA.
5. How to inspect, put on and remove, use, and check the seals of the SCBA.
6. What the procedures are for maintenance, and storage of the SCBA.

FILL STATION TRAINING OUTLINE

At a minimum the following topics are to be covered in the fill station training:

1. Procedures for inspecting the SCBA cylinder for damage.
2. Information to ensure that the cylinder has the proper hydrostatic test date.
3. Information to ensure that composite cylinders older than 15 years are not refilled and are removed from service.
4. Procedures for safely operating the fill station.
5. Information on the importance of using air that meets the NFPA 1989 standards.
6. Information on the consequences of cylinder failure.
7. The manufacturer's instructions for the fill station.
8. Record keeping requirements.

SCBA INSPECTION FORM

MONTHLY MAINTENANCE CHECKLIST

SCBA MONTHLY INSPECTION										
SCBA Frame #	Cylinder Pressure Full	Spare Cylinders Full	Hydrostat Dates OK	SCBA Battery Full	T.I.C Batteries Full	SCBA Cleaned & Sanitized	Facepiece Spares OK	Apparatus Storage OK	Date SCBA Inspected	Inspected By

- Turn in completed SCBA Maintenance Checklist to Battalion Chief after each SCBA inspection.
- Any defective or damaged equipment shall be reported, tagged & removed from service until repaired/replaced.
- Refer to SCUF SOP # 6.5 – SCBA Maintenance for additional information

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MEDICAL EVALUATION PROTOCOL

Medical evaluation will be provided to firefighters before they are fit tested for respirator use. The medical clinic will provide medical evaluations. Medical evaluation procedures are as follows:

The medical evaluation will be conducted using the standard SCUF medical questionnaire. The Health and Safety Officer will provide a copy of this questionnaire to all firefighters requiring medical evaluations. All affected firefighters will be given a copy of the questionnaire to fill out prior to clinic visit.

Firefighters will receive follow-up medical evaluations as required by the Respiratory Protection Standard, and/or as deemed necessary by the medical director.

Upon request, the firefighter will have the opportunity to speak with the health care professional about their medical evaluation.

Additional medical evaluations will be provided to firefighters under the following circumstances:

- The firefighter reports signs and/or symptoms related to their ability to wear or use an SCBA, such as shortness of breath, dizziness, chest pains, or wheezing
- The medical clinic health care provider, or supervisor, informs the SCUF Health and Safety Officer that the firefighter needs to be reevaluated
- Information from this program, including observations made during fit testing and program evaluation, indicates a need for reevaluation

All examinations and questionnaires are to remain confidential between the firefighter and the health care provider. All medical records and completed questionnaires will not be kept by SCUF. The medical records and questionnaires will be under the control of the medical clinic.

Medical records will be maintained in compliance with Health Insurance Portability and Accountability Act (HIPAA) standards.

APPENDIX A OF 29CFR1910.134: FIT TESTING PROCEDURES

Part I. OSHA-Accepted Fit Test Protocols

OHD Quantifit Quick Start Guide Demo Video

<https://www.youtube.com/watch?v=m5sRn5UpNCs&t=3s>

Sublette County employs the OHD Quantifit fit test product to provide quantitative fit testing for all firefighters. This protocol is an OSHA-accepted fit test methods

1. The test subject shall be allowed to pick the most acceptable respirator from a sufficient number of respirator models and sizes so that the respirator is acceptable to, and correctly fits, the user.
2. Prior to the selection process, the test subject shall be shown how to put on a respirator, how it should be positioned on the face, how to set strap tension and how to determine an acceptable fit. A mirror shall be available to assist the subject in evaluating the fit and positioning of the

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respirator. This instruction may not constitute the subject's formal training on respirator use, because it is only a review.

3. The test subject shall be informed that he/she is being asked to select the respirator that provides the most acceptable fit. Each respirator represents a different size and shape, and if fitted and used properly, will provide adequate protection.
4. The test subject shall be instructed to hold each chosen facepiece up to the face and eliminate those that obviously do not give an acceptable fit.
5. The more acceptable facepieces are noted in case the one selected proves unacceptable; the most comfortable mask is donned and worn at least five minutes to assess comfort. Assistance in assessing comfort can be given by discussing the points in the following item. If the test subject is not familiar with using a particular respirator, the test subject shall be directed to don the mask several times and to adjust the straps each time to become adept at setting proper tension on the straps.
6. Assessment of comfort shall include a review of the following points with the test subject and allowing the test subject adequate time to determine the comfort of the respirator: (a) Position of the mask on the nose (b) Room for eye protection (c) Room to talk (d) Position of mask on face and cheeks
7. The following criteria shall be used to help determine the adequacy of the respirator fit:
 - a. Chin properly placed
 - b. Adequate strap tension, not overly tightened
 - c. Fit across nose bridge
 - d. Respirator of proper size to span distance from nose to chin
 - e. Tendency of respirator to slip
 - f. Self-observation in mirror to evaluate fit and respirator position
8. The test subject shall conduct a user seal check, either the negative and positive pressure seal checks of this section or those recommended by the respirator manufacturer which provide equivalent protection. Before conducting the negative and positive pressure checks, the subject shall be told to seat the mask on the face by moving the head from side-to-side and up and down slowly while taking in a few slow deep breaths. Another facepiece shall be selected and retested if the test subject fails the user seal check tests.
9. Any type of apparel which interferes with a satisfactory fit shall be altered or removed.
10. If a test subject exhibits difficulty in breathing during the tests, she or he shall be referred to a physician or other licensed health care professional, as appropriate, to determine whether the test subject can wear a respirator while performing her or his duties.
11. If the employee finds the fit of the respirator unacceptable, the test subject shall be given the opportunity to select a different respirator and to be retested.
12. Prior to the commencement of the fit test, the test subject shall be given a description of the fit test and the test subject's responsibilities during the test procedure. The description of the process shall include a description of the test exercises that the subject will be performing. The respirator to be tested shall be worn for at least 5 minutes before the start of the fit test.
13. The fit test shall be performed while the test subject is wearing any applicable safety equipment that may be worn during actual respirator use which could interfere with respirator fit.

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QUANTITATIVE FIT TESTING PROTOCOL CONTROLLED NEGATIVE PRESSURE (CNP)

The CNP protocol provides an alternative to aerosol fit test methods. The CNP fit test method technology is based on exhausting air from a temporarily sealed respirator facepiece to generate and then maintain a constant negative pressure inside the facepiece. The rate of air exhaust is controlled so that a constant negative pressure is maintained in the respirator during the fit test. The level of pressure is selected to replicate the mean inspiratory pressure that causes leakage into the respirator under normal use conditions. With pressure held constant, air flow out of the respirator is equal to air flow into the respirator. Therefore, measurement of the exhaust stream that is required to hold the pressure in the temporarily sealed respirator constant yields a direct measure of leakage air flow into the respirator. The CNP fit test method measures leak rates through the facepiece as a method for determining the facepiece fit for negative pressure respirators. The CNP instrument manufacturer Dynatech Nevada also provides attachments (sampling manifolds) that replace the filter cartridges to permit fit testing in an employee's own respirator. To perform the test, the test subject closes his or her mouth and holds his/her breath, after which an air pump removes air from the respirator facepiece at a pre-selected constant pressure. The facepiece fit is expressed as the leak rate through the facepiece, expressed as milliliters per minute. The quality and validity of the CNP fit tests are determined by the degree to which the in-mask pressure tracks the test pressure during the system measurement time of approximately five seconds. Instantaneous feedback in the form of a real-time pressure trace of the in-mask pressure is provided and used to determine test validity and quality. A minimum fit factor pass level of 100 is necessary for a half-mask respirator and a minimum fit factor of at least 500 is required for a full facepiece respirator. The entire screening and testing procedure shall be explained to the test subject prior to the conduct of the screening test.

CNP Fit Test Requirements.

1. The instrument shall have a non-adjustable test pressure of 15.0 mm water pressure.
2. The CNP system defaults selected for test pressure shall be set at -- 15 mm of water (-0.58 inches of water) and the modeled inspiratory flow rate shall be 53.8 liters per minute for performing fit tests. (Note: CNP systems have built-in capability to conduct fit testing that is specific to unique work rate, mask, and gender situations that might apply in a specific workplace. Use of system default values, which were selected to represent respirator wear with medium cartridge resistance at a low-moderate work rate, will allow inter-test comparison of the respirator fit.)
3. The individual who conducts the CNP fit testing shall be thoroughly trained to perform the test.
4. The respirator filter or cartridge needs to be replaced with the CNP test manifold. The inhalation valve downstream from the manifold either needs to be temporarily removed or propped open.
5. The test subject shall be trained to hold his or her breath for at least 20 seconds.
6. The test subject shall don the test respirator without any assistance from the individual who conducts the CNP fit test.
7. The QNFT protocol shall be followed according to section I.C. 1. of this appendix with an exception for the CNP test exercises.

CNP Test Exercises.

1. Normal breathing. In a normal standing position, without talking, the subject shall breathe normally for 1 minute. After the normal breathing exercise, the subject needs to hold head straight ahead and hold his or her breath for 10 seconds during the test measurement.

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2. Deep breathing. In a normal standing position, the subject shall breathe slowly and deeply for 1 minute, being careful not to hyperventilate. After the deep breathing exercise, the subject shall hold his or her head straight ahead and hold his or her breath for 10 seconds during test measurement.
3. Turning head side to side. Standing in place, the subject shall slowly turn his or her head from side to side between the extreme positions on each side for 1 minute. The head shall be held at each extreme momentarily so the subject can inhale at each side. After the turning head side to side exercise, the subject needs to hold head full left and hold his or her breath for 10 seconds during test measurement. Next, the subject needs to hold head full right and hold his or her breath for 10 seconds during test measurement.
4. Moving head up and down. Standing in place, the subject shall slowly move his or her head up and down for 1 minute. The subject shall be instructed to inhale in the up position (i.e., when looking toward the ceiling). After the moving head up and down exercise, the subject shall hold his or her head full up and hold his or her breath for 10 seconds during test measurement. Next, the subject shall hold his or her head full down and hold his or her breath for 10 seconds during test measurement.
5. Talking. The subject shall talk out loud slowly and loud enough so as to be heard clearly by the test conductor. The subject can read from a prepared text such as the Rainbow Passage, count backward from 100, or recite a memorized poem or song for 1 minute. After the talking exercise, the subject shall hold his or her head straight ahead and hold his or her breath for 10 seconds during the test measurement.
6. Grimace. The test subject shall grimace by smiling or frowning for 15 seconds.
7. Bending Over. The test subject shall bend at the waist as if he or she were to touch his or her toes for 1 minute. Jogging in place shall be substituted for this exercise in those test environments such as shroud-type QNFT units that prohibit bending at the waist. After the bending over exercise, the subject shall hold his or her head straight ahead and hold his or her breath for 10 seconds during the test measurement.
8. Normal Breathing. The test subject shall remove and re-don the respirator within a one-minute period. Then, in a normal standing position, without talking, the subject shall breathe normally for 1 minute. After the normal breathing exercise, the subject shall hold his or her head straight ahead and hold his or her breath for 10 seconds during the test measurement. After the test exercises, the test subject shall be questioned by the test conductor regarding the comfort of the respirator upon completion of the protocol. If it has become unacceptable, another model of a respirator shall be tried.

CNP Test Instrument.

The test instrument shall have an effective audio warning device when the test subject fails to hold his or her breath during the test. The test shall be terminated whenever the test subject failed to hold his or her breath. The test subject may be refitted and retested. (2) A record of the test shall be kept on file, assuming the fit test was successful. The record must contain the test subject's name; overall fit factor; make, model, style and size of respirator used; and date tested.

Qualitative Fit Test (QLFT) Protocols

SCUF employs qualitative fit test protocols when issuing N95 masks for firefighter use. The following information describes how the testing protocols should be performed.

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1. General

(a) The employer shall ensure that persons administering QLFT are able to prepare test solutions, calibrate equipment and perform tests properly, recognize invalid tests, and ensure that test equipment is in proper working order.

(b) The employer shall ensure that QLFT equipment is kept clean and well maintained so as to operate within the parameters for which it was designed.

Saccharin Solution Aerosol Protocol

The entire screening and testing procedure shall be explained to the test subject prior to the conduct of the screening test.

1. Taste threshold screening. The saccharin taste threshold screening, performed without wearing a respirator, is intended to determine whether the individual being tested can detect the taste of saccharin.
 - a. During threshold screening as well as during fit testing, subjects shall wear an enclosure about the head and shoulders that is approximately 12 inches in diameter by 14 inches tall with at least the front portion clear and that allows free movements of the head when a respirator is worn. An enclosure substantially similar to the 3M hood assembly, parts # FT 14 and # FT 15 combined, is adequate.
2. The test enclosure shall have a 3/4-inch (1.9 cm) hole in front of the test subject's nose and mouth area to accommodate the nebulizer nozzle.
3. The test subject shall don the test enclosure. Throughout the threshold screening test, the test subject shall breathe through his/her slightly open mouth with tongue extended. The subject is instructed to report when he/she detects a sweet taste.
4. Using a DeVilbiss Model 40 Inhalation Medication Nebulizer or equivalent, the test conductor shall spray the threshold check solution into the enclosure. The nozzle is directed away from the nose and mouth of the person. This nebulizer shall be clearly marked to distinguish it from the fit test solution nebulizer.
5. The threshold check solution is prepared by dissolving 0.83 gram of sodium saccharin USP in 100 ml of warm water. It can be prepared by putting 1 ml of the fit test solution (see (b)(5) below) in 100 ml of distilled water.
6. To produce the aerosol, the nebulizer bulb is firmly squeezed so that it collapses completely, then released and allowed to fully expand.
7. Ten squeezes are repeated rapidly and then the test subject is asked whether the saccharin can be tasted. If the test subject reports tasting the sweet taste during the ten squeezes, the screening test is completed. The taste threshold is noted as ten regardless of the number of squeezes actually completed.
8. If the first response is negative, ten more squeezes are repeated rapidly and the test subject is again asked whether the saccharin is tasted. If the test subject reports tasting the sweet taste during the second ten squeezes, the screening test is completed. The taste threshold is noted as twenty regardless of the number of squeezes actually completed.
9. If the second response is negative, ten more squeezes are repeated rapidly and the test subject is again asked whether the saccharin is tasted. If the test subject reports tasting the sweet taste during the third set of ten squeezes, the screening test is completed. The taste threshold is noted as thirty regardless of the number of squeezes actually completed.

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10. The test conductor will take note of the number of squeezes required to solicit a taste response.
11. If the saccharin is not tasted after 30 squeezes (step 10), the test subject is unable to taste saccharin and may not perform the saccharin fit test. Note to paragraph 3. (a): If the test subject eats or drinks something sweet before the screening test, he/she may be unable to taste the weak saccharin solution.
12. If a taste response is elicited, the test subject shall be asked to take note of the taste for reference in the fit test.
13. Correct use of the nebulizer means that approximately 1 ml of liquid is used at a time in the nebulizer body.
14. The nebulizer shall be thoroughly rinsed in water, shaken dry, and refilled at least each morning and afternoon or at least every four hours.

Saccharin solution aerosol fit test procedure.

1. The test subject may not eat, drink (except plain water), smoke, or chew gum for 15 minutes before the test.
2. The fit test uses the same enclosure described in 3. (a) above.
3. The test subject shall don the enclosure while wearing the respirator selected in section I. A. of this appendix. The respirator shall be properly adjusted and equipped with a particulate filter(s).
4. A second DeVilbiss Model 40 Inhalation Medication Nebulizer or equivalent is used to spray the fit test solution into the enclosure. This nebulizer shall be clearly marked to distinguish it from the screening test solution nebulizer.
5. The fit test solution is prepared by adding 83 grams of sodium saccharin to 100 ml of warm water.
6. As before, the test subject shall breathe through the slightly open mouth with tongue extended, and report if he/she tastes the sweet taste of saccharin.
7. The nebulizer is inserted into the hole in the front of the enclosure and an initial concentration of saccharin fit test solution is sprayed into the enclosure using the same number of squeezes (either 10, 20 or 30 squeezes) based on the number of squeezes required to elicit a taste response as noted during the screening test. A minimum of 10 squeezes is required.
8. After generating the aerosol, the test subject shall be instructed to perform the exercises in section I. A. 14. of this appendix.
9. Every 30 seconds the aerosol concentration shall be replenished using one half the original number of squeezes used initially (e.g., 5, 10 or 15).
10. The test subject shall indicate to the test conductor if at any time during the fit test the taste of saccharin is detected. If the test subject does not report tasting the saccharin, the test is passed.
11. If the taste of saccharin is detected, the fit is deemed unsatisfactory and the test is failed. A different respirator shall be tried and the entire test procedure is repeated (taste threshold screening and fit testing).
12. Since the nebulizer has a tendency to clog during use, the test operator must make periodic checks of the nebulizer to ensure that it is not clogged. If clogging is found at the end of the test session, the test is invalid.

Appendix B-1 of 29CFR1910.134: User Seal Check Procedures

The individual who uses a tight-fitting respirator is to perform a user seal check to ensure that an adequate seal is achieved each time the respirator is put on. Either the positive and negative pressure

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checks listed in this appendix, or the respirator manufacturer's recommended user seal check method shall be used. User seal checks are not substitutes for qualitative or quantitative fit tests.

1. Facepiece Positive and/or Negative Pressure Checks

- a. Positive pressure check. Close off the exhalation valve and exhale gently into the facepiece. The face fit is considered satisfactory if a slight positive pressure can be built up inside the facepiece without any evidence of outward leakage of air at the seal. For most respirators this method of leak testing requires the wearer to first remove the exhalation valve cover before closing off the exhalation valve and then carefully replacing it after the test.
- b. Negative pressure check. Close off the inlet opening of the canister or cartridge(s) by covering with the palm of the hand(s) or by replacing the filter seal(s), inhale gently so that the facepiece collapses slightly, and hold the breath for ten seconds. The design of the inlet opening of some cartridges cannot be effectively covered with the palm of the hand. The test can be performed by covering the inlet opening of the cartridge with a thin latex or nitrile glove. If the facepiece remains in its slightly collapsed condition and no inward leakage of air is detected, the tightness of the respirator is considered satisfactory.

2. Manufacturer's Recommended User Seal Check Procedures

The respirator manufacturer's recommended procedures for performing a user seal check may be used instead of the positive and/or negative pressure check procedures provided that the employer demonstrates that the manufacturer's procedures are equally effective.

Appendix B-2 of 29CFR1910.134: Respirator Cleaning Procedures

These procedures are provided for employer use when cleaning respirators. They are general in nature, and the employer as an alternative may use the cleaning recommendations provided by the manufacturer of the respirators used by their employees, provided such procedures are as effective as those listed here in Appendix B- 2. Equivalent effectiveness simply means that the procedures used must accomplish the objectives set forth in Appendix B-2, i.e., must ensure that the respirator is properly cleaned and disinfected in a manner that prevents damage to the respirator and does not cause harm to the user.

1. Procedures for Cleaning Respirators

- a. Remove filters, cartridges, or canisters. Disassemble facepieces by removing speaking diaphragms, demand and pressure- demand valve assemblies, hoses, or any components recommended by the manufacturer. Discard or repair any defective parts.
- b. Wash components in warm (43 deg. C [110 deg. F] maximum) water with a mild detergent or with a cleaner recommended by the manufacturer. A stiff bristle (not wire) brush may be used to facilitate the removal of dirt.
- c. Rinse components thoroughly in clean, warm (43 deg. C [110 deg. F] maximum), preferably running water. Drain.
- d. When the cleaner used does not contain a disinfecting agent, respirator components should be immersed for two minutes in one of the following:
 - i. Hypochlorite solution (50 ppm of chlorine) made by adding approximately one milliliter of laundry bleach to one liter of water at 43 deg. C (110 deg. F); or,
 - ii. Aqueous solution of iodine (50 ppm iodine) made by adding approximately 0.8 milliliters of tincture of iodine (6-8 grams ammonium and/or potassium iodide/100 cc of 45% alcohol) to one liter of water at 43 deg. C (110 deg. F); or,

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- iii. Other commercially available cleansers of equivalent disinfectant quality when used as directed, if their use is recommended or approved by the respirator manufacturer.
- e. Rinse components thoroughly in clean, warm (43 deg. C [110 deg. F] maximum), preferably running water. Drain. The importance of thorough rinsing cannot be overemphasized. Detergents or disinfectants that dry on facepieces may result in dermatitis. In addition, some disinfectants may cause deterioration of rubber or corrosion of metal parts if not completely removed.
- f. Components should be hand-dried with a clean lint-free cloth or air-dried.
- g. Reassemble facepiece, replacing filters, cartridges, and canisters where necessary.
- h. Test the respirator to ensure that all components work properly.