

# Jefferson Rural Fire Protection District

## Standard Operating Guidelines

### Safety

### Section II

**Purpose:** Safety is the first priority for the District and the members of the District. The following guidelines are to promote and consider safety in every operation of the District.

#### 2.1 Safety Committee

1. The Jefferson Rural Fire Protection District shall establish a safety committee.
2. The safety program will comply with applicable OR-OSHA and Federal OSHA rules and laws.
3. The chairman, vice-chairman, and secretary of the Safety Committee will be elected from amongst the members of the committee.
4. Total membership will consist of a minimum of five. The committee will be comprised of at least one volunteer from each station (three total), one member of the medic crews, as well as one representative from management. The Volunteer Association will choose the volunteer representatives with all stations represented by at least one person, the District staff will designate at least one representative from the medic crews, and the Chief will designate a representative from management. The Chief appointed management representative may also be a representative of either the staff or volunteers, but only with the consent of the non-management represented body.
5. The committee will meet on a monthly basis. The committee will rotate meeting site from station to station each month, with a fixed facilities inspection conducted following the meeting. If the number of fixed facilities is greater than three, then multiple facilities will be inspected at one time so to maintain each facility being inspected by the committee on a quarterly basis.
6. Minutes will be taken and be posted in all stations. A copy of the minutes will also be given to the Fire Chief for file.
7. All necessary corrections will be reported, in writing, to the Fire Chief for his/her attention.
8. The safety committee will be responsible for reviewing supervisors' accident investigation reports and making additional recommendations to the Fire Chief.

#### 2.2 Incident Safety Officer

1. An Incident Safety Officer (ISO) shall be assigned by incident command (IC) on any incident that poses a greater than normal risk to the safety of the personnel.
2. The ISO is to report to the IC any unsafe actions or conditions that may be discovered on the emergency scene.
3. One or more Assistant Incident Safety Officers (AISO) may be requested by the ISO, on any incident that a single ISO is unable to monitor on his/her own. AISO are under the direct supervision of the ISO, and possess the same immediate authority as the ISO.
4. The ISO has the authority to alter, suspend, or terminate any activities that are unsafe or involve an imminent hazard to personnel without requesting permission from the IC
5. The ISO shall inform the IC of any changes that have been ordered as soon as possible.
6. ISO shall be involved in the post incident critique.

# Jefferson Rural Fire Protection District

## Standard Operating Guidelines

### 2.3 On the Job Accident Reporting

1. All on-the-job accidents and injuries are to be reported.
2. If an injury or illness does not require medical treatment, an “Incident Report” will be filed out immediately after the occurrence, or upon return to the station. This form is available in the station’s file area.
3. If an injury or illness requires medical treatment the following forms and reports are required within 72 hours:
  - a. Incident/Accident Report.
  - b. Worker’s Compensation Form 801 from our insurance carrier.
  - c. Investigation Form.
1. A “Medical Provider Information” sheet will accompany any member seeking medical treatment from an on-the-job injury or illness. This form is available in all metal clipboards carried in the apparatus, and in the station’s file area.
2. Any injury requiring a physician must have an accompanying written permission to return to duty.
3. If involved in a minor traffic accident, use the Incident Report form. These forms will be located at each station.
4. For incidents that result in little damage and do not involve another driver, fill out the Incident Report form.
5. If you are involved in a motor vehicle accident that results in injuries to your crew or civilians you must request Law Enforcement, preferably County Sheriff, response and follow the procedures they require at the scene.
6. The state accident report must also be filled out for motor vehicle accidents.

### 2.4 Exposure Control

The entire exposure control plan for the Jefferson Rural Fire Protection District is located in the Emergency Medical Services Section of this manual and in all Right to Know station manuals.

### 2.5 Blood-Borne Pathogens

The blood-borne pathogens plan for the Jefferson Rural Fire Protection District is located in the Emergency Medical Services Section of this manual and in all Right to Know station manuals.

### 2.6 Personal Protection

1. Complete protective gear must be worn during all emergency incidents where personnel are working within the hazard area.
2. Personnel on scene of an emergency without protective equipment will be limited to **non-emergency involvement**, including medical responders.
3. Personal Protection Equipment (PPE) when on or within 10’ of a roadway will include:
  - a. Reflective vest except during firefighting operations
4. PPE for medical incidents will include:
  - a. Medical gloves: All medical incidents.

# Jefferson Rural Fire Protection District

## Standard Operating Guidelines

- b. Eye protection: As stated in the EMS SOG.
- c. Barriers for Airborne Infectious Diseases: As stated in the EMS SOG.
- d. Full body gowns: As stated in the EMS SOG.
5. PPE for wild land fires, rope rescues, confined and trench rescues will include:
  - a. Hard hat or helmet with goggles
  - b. Hood
  - c. Brush pants
  - d. Brush shirt
  - e. Leather gloves
  - f. Leather work type boots
6. PPE for structural fires, car fires MVCs, fire alarms and hazardous material responses will include:
  - a. Helmet with face shield and ear flaps
  - b. Hood (option on MVC)
  - c. Turnout coat
  - d. Leather gloves
  - e. Turnout pants
  - f. Rubber boots
  - g. SCBA(not required on MVC)
7. For other incident types use appropriate PPE.
8. Duty officers are required to wear a minimum of coat and helmet for incidents requiring full PPE.
9. Full turnouts must be carried on the apparatus anytime they are not being worn.
10. For MVCs or any other incident that involves body fluids, barrier safety gloves should be worn under the leather gloves. Note...this should not be done if the individual is going to be subjected to high heat conditions where melting of the barrier safety glove may occur.
11. Exceptions to wearing protective clothing may be made to these guidelines by the on scene IC when special circumstances arise (temperature extremes, limited danger, etc.).
12. No modification will be made to any protective gear issued without the approval of the Fire Chief.
13. Following all emergency incidents where protective gear has been exposed to heat, toxins, or unusual conditions, a staff member will do a post incident inspection.
14. Members will be responsible for maintaining protective gear in a clean manner, free from excessive dirt and fire residue.
15. Protective gear shall be washed separately from other clothing items.
16. Washing instructions will be posted by the executor...follow them exactly.
17. Use of other personnel's protective clothing without their knowledge or permission is not allowed.
18. Turnouts will be kept at the station and not off premises without the knowledge and consent of the Chief or designee.

# Jefferson Rural Fire Protection District

## Standard Operating Guidelines

PPE requirements	Medical	Public assist medical	Fire alarms	Water rescue shore	Water rescue team	MVC	Wild land fires	Vehicle fires	Structure fires	Within 10' of road way
Street clothes or uniforms	X	X	X	X	X	X	X	X	X	X
Medical gloves	X	X				When involved in patient care				
Goggles	Airborne					X				
Mask	Airborne									
Gown	Gross									
Reflective Vests for non firefighting activities										X
Hard hat							X			
Goggles							X			
Light leather gloves							X			
Wild land coat							X			
Wild land pants							X			
Leather boots							X			
PFD within 10' of waterway				X	X					
Water helmet					X					
Dry suit					X					
Water gloves					X					
Water boots					X					
Helmet			X			X		X	X	
Face shield						X				
Heavy leather gloves			X			X		X	X	
Structure coat			X			X		X	X	
Structure pants			X			X		X	X	
Rubber boots			X			X		X	X	
SCBA			X					X	X	

# Jefferson Rural Fire Protection District

## Standard Operating Guidelines

### 2.7 Respiratory Protection Program (29 CFR 1910.134)

#### 2.7.1 Purpose

The purpose of this program is to ensure that Jefferson Rural Fire Protection District personnel are properly protected from airborne chemical hazards during their work activities. This will be accomplished by:

1. Evaluating respiratory hazards to select appropriate respirators.
2. Ensuring that employees are medically able to wear respirators.
3. Fit-testing employees with appropriate respirators.
4. Establishing procedures to ensure that employees use respirators correctly.
5. Ensuring that employees properly maintain and care for their respirators.
6. Ensuring that high quality breathing air is supplied for respirators.
7. Conducting ongoing respirator training.
8. Periodically evaluating the program's effectiveness.

The following policy is a commitment to provide all responders with a safe and survivable working environment as outlined in OSHA 29 CFR 1910.134. It is the responsibility of all fire district officers to assure that everyone is in compliance with this policy.

#### 2.7.2 Scope and application

This program applies to all employees who are required to wear respirators during their normal work activities and during emergencies. All employees required to wear respirators must be enrolled in this respiratory protection program.

Any personnel who ask to wear a respirator when one is not required must comply with the medical evaluation, cleaning, maintenance, and storage elements of this program. Any employee who asks to wear a filtering face piece (dust mask) is not subject to the medical evaluation, cleaning, maintenance, and storage requirements of this program. This program will be updated to reflect changes in workplace conditions and processes that affect our employees' use of respirators.

#### 2.7.3 Administration of program

The Fire Chief, or designee, shall be responsible for the administration of the Respiratory Protection Policy. A copy of this program shall be provided to the health care professional responsible for conducting medical evaluations of firefighters using respiratory protection. Copies will also be provided to each station, S.O.G. manuals, station Officers and Board of Directors Policy Notebook. Documentation of inspections, maintenance, testing, and repairs shall be kept on file at the District Office.

# Jefferson Rural Fire Protection District

## Standard Operating Guidelines

### 2.7.4 Respirator selection

1. Whenever a personnel is expected to enter an uncontrolled, contaminated, toxic, oxygen deficient environment or an environment “immediately dangerous to life and health” (IDLH), respirator selection will be limited to only those respirators that qualify as Self Contained Breathing Apparatus (SCBA). The employee shall select the SCBA face piece, which provides the proper seal as a result of a valid fit testing procedure.
2. Whenever individuals are to be exposed to airborne contaminants in the form of dust, mist, ash, soot, organic vapors and the like they shall be provided with a respirator meeting the minimum protective requirements of MSHA (Mine Safety and Health Administration) for such contaminants.
3. It is the responsibility of the firefighter to select the proper respirator face piece based upon the recommendation resulting from the valid fit test.

### 2.7.5 Medical evaluations

Prior to any fit testing or use of respirators each personnel must complete a confidential medical questionnaire as required by OR-OSHA. Each medical questionnaire will be evaluated by a physician or other licensed health care professional (PLHCP). Should the questionnaire reveal the need for an additional examination, as deemed appropriate by the PLHCP, the employee will be provided this at no cost to the employee.

1. The PLHCP is responsible for providing the agencies a written recommendation regarding the ability of the individual to use the respirator.
2. The recommendation shall only contain information regarding any **limitations** on respirator use based on the medical condition of the individual, or related to workplace conditions in which the respirator will be used, including whether or not the individual is medically able to use the respirator.
3. One copy of the recommendation will be sent to the individual by the (PLHCP). The agencies shall also receive a copy to be kept in the individual’s personnel file.

### 2.7.6 Fit testing

1. The purpose of fit testing is to assure that the face piece being used by the individual provides a proper face-to-face piece seal.
2. Prior to being allowed to wear a respirator in a hazardous or potentially dangerous atmosphere, each employee shall participate in a face piece qualitative fit test that follows valid, OR-OSHA accepted protocol.
3. Retesting shall occur whenever the individual changes a face-piece; there are changes in the wearer’s physical condition, upon recommendation by the (PLHCP), at the recommendation of an individual’s supervisor, and at least annually.
4. The most current documentation of the fit test shall be kept in the personnel file of the individual. The fit test document shall be kept separate from the medical evaluation.

# Jefferson Rural Fire Protection District

## Standard Operating Guidelines

### 2.7.7 Respirator use

1. Employee shall use Self Contained Breathing Apparatus (SCBA) whenever there is an expectation that they are to enter an uncontrolled, contaminated, toxic or oxygen deficient environment or any environment “immediately dangerous to life and health” (IDLH), including interior structural firefighting.
2. An employee shall be prohibited from using an SCBA whenever there is a condition that interferes with a face-to-face piece seal. Such conditions would include but not be limited to, facial hair and corrective glasses.
3. SCBAs shall be donned while en-route, if physically able, to any emergency that a suspected contaminated environment may be found. Seat belts shall not be removed to accomplish this.
4. Employee shall operate in teams of at least two whenever there is a need to wear an SCBA. Team members shall remain in visual or voice contact at all times while in the hazardous or potentially hazardous environment.
5. No one shall enter a contaminated area where vision is impaired unless direct visual or verbal contact with the outside is maintained and a fire hose or safety rope is used as a lifeline.
6. Before teams make entry into a structure where the fire has developed beyond the incipient stage, or any IDLH atmosphere, a Rapid Intervention Team (RIT) of three or more employees will be assigned to remain outside of the structure or environment ready to perform rescue. (See RIT guidelines)
7. The only permissible deviation of the prior assignment of a RIT is whenever there exists a suspected life hazard where immediate action could prevent the loss of life.
8. Whenever an SCBA is put into use, the PASS (Personal Alert Safety System) device must be activated.
9. When a warning bell is sounded, an SCBA the crew is to exit the area in which they are working. If the crew is greater than three, two members may leave.
10. Persons using two bottles of air must report to rehab and remain there until the rehab Officer clears them.

### 2.7.8 Training

1. No firefighter shall be permitted to wear, use, or maintain a specific type of SCBA until such time that they are adequately trained and can demonstrate an acceptable level of skill when using a SCBA.
2. Training shall be conducted at the entry level for all probationary members. The elements of the training shall be in compliance with state certification standards.

### 2.7.9 Removal of breathing apparatus

1. The IC is responsible for determining when breathing apparatus is no longer needed on scene.
2. The use of carbon monoxide testing equipment and a gas meter may be used to assist in the decision concerning the removal of breathing apparatus.
3. Fire district members must resist the temptation to prematurely remove breathing apparatus during overhaul or “routine fires.”

# Jefferson Rural Fire Protection District

## Standard Operating Guidelines

### 2.7.10 Cleaning and restoring of breathing apparatus

#### SCBA Mask

1. Return straps to their extended position and inspect for wear, weather checking and cracking. (If questionable, take out of service and notify Company Officer.)
2. Inspect the face piece for excessive wear, scratching or any abnormalities. (If questionable, take out of service and notify Company Officer.)
3. Fill two-sided bucket with warm water. Place one ounce of disinfectant in one side of bucket.
4. Rinse mask with warm water in the sink.
5. Submerge mask into the water with disinfectant. Move the mask into the water with in and out motion. (If mask requires heavier cleaning, use a soft bristle brush)
6. When cleaning is completed remove from water and let it drain.
7. After it has drained, submerge in the rinse water using the same motion.
8. Remove when rinsing has been completed, let air-dry. Place mask back into your personal bag when dry. **(Do not use electrical dryer.)**

#### SCBA Pack

1. Return straps to the extended position and inspect for wear, weather checking and cracking. (If questionable, take out of service and notify Company Officer.)
2. Check regulator for debris and O-Ring. Inspect cylinder for any abnormal damage. (If questionable, take out of service), refill cylinder if below 4000 psi.
3. If pack needs cleaning, wipe with wet cloth.
4. If the pack is Blood-Borne Pathogen contaminated, use gloves and use spray disinfectant the wipe with paper towels. Let pack air-dry.

# Jefferson Rural Fire Protection District

## Standard Operating Guidelines

### 2.8 Personnel Accountability

The purpose of this guideline is to provide a system for tracking of all personnel during training and emergency incidents.

1. All personnel, upon entering the apparatus, **shall** place one nametag on each of the three passports located in the apparatus (one color and two white).
2. Nametags **shall** be placed on the passports in descending order with the team leader (apparatus officer) first, the apparatus operator/driver (upside down if remaining with apparatus) next and then the remainder of the crew.
3. Apparatus Officer **shall** ensure that all crewmembers have placed their nametags on the passport.
4. If the apparatus officer has four or more qualified personnel the officer can divide the crew into two teams of two or more personnel with second team being noted with a “B” (Engine 60B). The team leader of team “B” nametag will be placed at the top of the passport rest of the team to follow.
5. Upon arriving at the scene, each team leader (apparatus officer) **shall** leave the color passport inside the apparatus. The two white passports will go with the team leader. One passport will be given to IC (or the supervisor for the area you are assigned to) and the other to remain with team leader. If a “B” team was assigned, then the apparatus officer will give the “B” team leader the white passports of that team.
6. As companies are released from the scene, they will collect all outstanding passports and nametags and return them to the apparatus and personnel.
7. During the course of an incident the IC may call for a Personnel Accountability Report (PAR). This will be done for any incident of long duration, when crews are spread over a large area, when a change in operation (offensive to defensive) or when an incident has greater potential for injury or death. The following procedure will be used for calling a PAR:
  - a. The IC will announce “all units from command PAR will be taken in 30 seconds”.
  - b. Individuals who are carrying passports will account for their crews by visually locating each one.
  - c. The IC will ask each unit for a report as follows...”engine 60 from command do you have PAR?” This will be done for each unit on scene.
  - d. The response will be “command from engine 60 I have PAR” (if all crew members have been located). If PAR is not complete the response may be “command from engine 60 I do not have PAR. All crew accounted for except for engine 60 apparatus operator Smith.”
8. When PAR is not complete, the IC shall attempt to contact the missing person twice on the radio and/or designate someone to account for the personnel who have not been visually accounted for. This can be done by using one of the passports that have been collected by command.
9. When personnel cannot be accounted for, an emergency message (May Day) will be broadcast and immediate efforts to locate the missing personnel will begin. This will cause efforts to control the emergency to be curtailed in some instances. It is vital that all personnel be responsible and maintains contact with their assigned Officer.

# Jefferson Rural Fire Protection District

## Standard Operating Guidelines

### **2.9 RIT (Rapid Intervention Team)**

Refer to Operation Guidelines

### **2.10 Withdraw**

Refer to Operation Guidelines

### **2.11 Abandon**

Refer to Operation Guidelines

### **2.12 May Day**

Refer to Operation Guidelines