

Levy County Public Safety Department



Standard Operating Guidelines

General Administrative Guidelines

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ARTICLE I

SECTION A

ORGANIZATION



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Topic
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Mission Statement

Authorization

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Mission Statement

The Levy County Public Safety Department exist to provide a professional level fire safety and life safety service to travelers, citizens and the property within Levy County.

We as a County can accomplish this through effective utilization of our citizens of this county for the mutual benefit in the application of state of the art equipment and the use of innovative and aggressive techniques, so that we may provide the highest quality of service and commitment toward the future excellence of our services.

Creating a Levy County Public Safety Department that is proactive and receptive to change is the only chance to stay on the leading edge, in both terms of technology and the service provided to our communities.

In many instances the departments of Levy County Public safety not only accept change, but thrive on it, although departments do not like to be forced to change. Empowerment is a critical step toward using the knowledge, skills and abilities of our members to create a common future.



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Policy on S.O.G.'s**

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Policy on S.O.G.'s

It is the policy of the Levy County Public Safety Department to recognize the S.O.G.'s as the basis of general rules of conduct expected from all career and volunteer members. The S.O.G.'s are to be used by all members when contemplating a standard type of operation, either emergency or non-emergency in nature.

New or revised S.O.G.'s shall be submitted in writing to the Levy County Public Safety Director for review.

These S.O.G.'s may be changed by the Levy County Public Safety Director when conflicting with the state or local laws, or with safety concerns, and will be posted in a memo to all members of Levy County Public Safety Department, and changed in the S.O.G.'s. The S.O.G.'s shall be reviewed annually by the Levy County Public Safety Director.



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Order of Meetings

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Order of Meetings

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Meetings and Drill Times**

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Meetings and Drill Times

1. Officer meetings should be held once per month.
2. Drills shall begin at predetermined time by Officer in charge or Lead Instructor.
3. There will be a minimum of two drills per month totaling of 6 hours.
 - a. Members must sign a training roster and be forwarded to the LCPSD.
 - b. These rosters will be submitted monthly to LCPSD.
4. LCPSD will send out MANDATORY EMS and FIRE trainings to be completed on Centrelearn.
 - a. These WILL be completed in the time allowed.
 - b. Failure to comply with required training will result in member not being able to respond to calls until LCPSD notifies the station officer the member is in compliance.
5. Personnel that are employed at night may accrue drill time during the day with the approval of the station officer.
 - a. The member must sign a training roster and be forwarded to the LCPSD.



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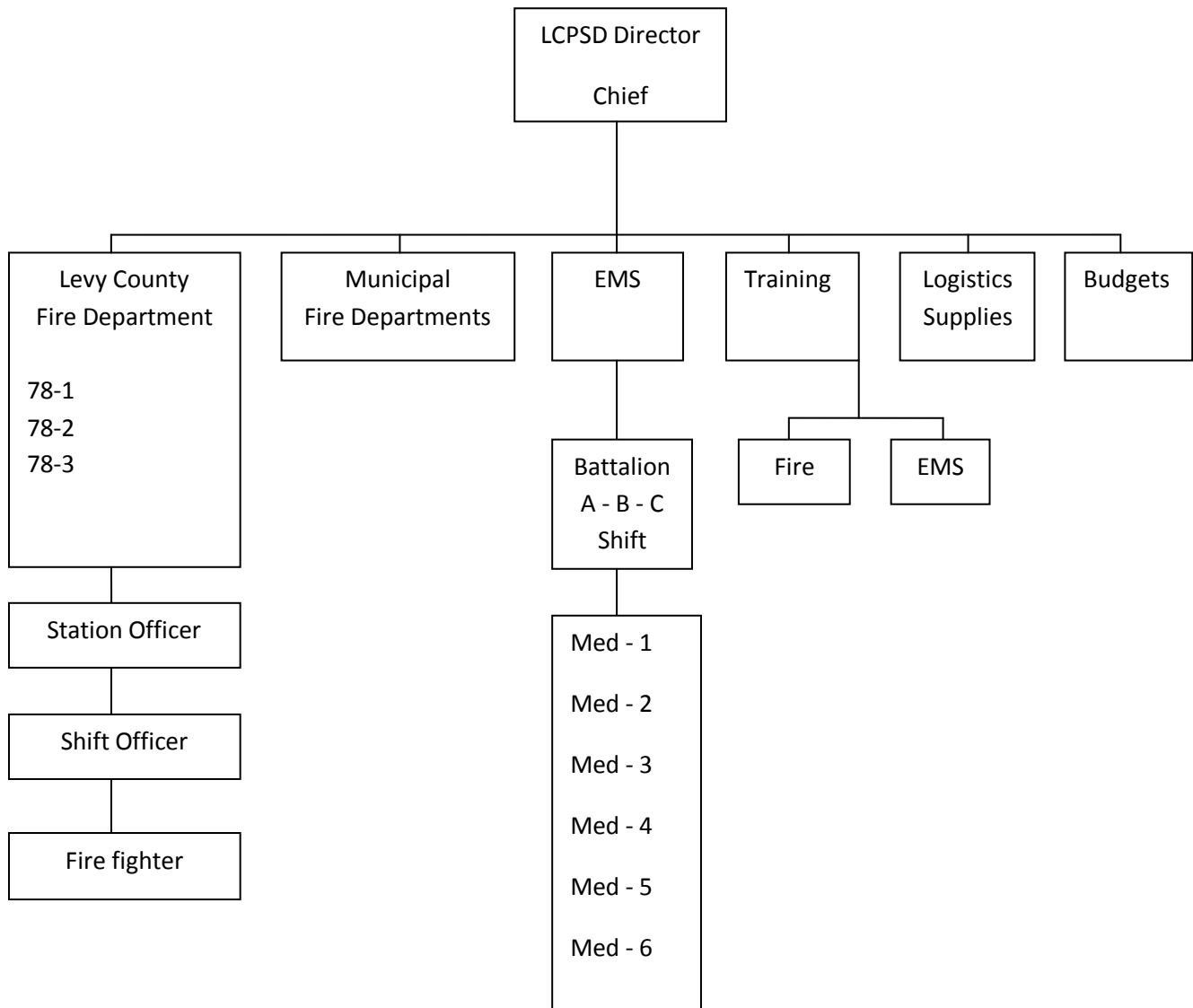
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Structure and Chain of Command

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Structure and Chain of Command



Note: Per 69A-62 There will be one Lieutenant/Captain for every five firefighters.

All Fire Departments fall under the direction of the Levy County Public Safety Director who is appointed by Levy County Board of County commission in appropriate jurisdictions.



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Drug Free Work Place

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Drug Free Work Place

1. General Policy: Each County employee and volunteer has a responsibility to co-workers and public to deliver services in a safe and conscientious manner. Continuing research and practical experience have proven that even limited quantities of narcotics, abused prescription drugs or alcohol can impair your reflexes and judgment. This impairment, even when not readily apparent, can have catastrophic results, as in the case of employees engaged in emergency services or operating dangerous equipment. For these reasons, we have adopted a policy that all employees must report to work completely free from the presence of drugs and the effects of alcohol.
2. All prospective employees who pass the initial personnel and departmental screening process shall sign consent to substance screening form.
3. Refusal to sign the consent to substance screening form and submit to urinalysis testing shall prohibit him or her from consideration for employment for a period of one year.
4. A positive test shall prohibit him or her for consideration for a period of one year.
5. Levy County may test current employees and volunteers for prohibited substances for "involvement in a workplace or vehicular accident". Specific criteria that will trigger substance testing after a vehicular accident may be set at a later date, such as amount of damage, etc. However, any and all employees and volunteers can be tested after a vehicular accident.
6. Employees or volunteers involved in non-vehicular accident or who sustain workplace injuries will be tested when, in the judgment of the supervisor or manager, the accident was caused by gross negligence, poor judgment, or created a safety hazard for the employee or others.
7. The County will vigorously enforce its commitment to provide a drug-free workplace for employees and its zero-tolerance of drugs and alcohol. Any employee or volunteer who tests positive for having substances in their system at work, or who is convicted of off-the-job use of manufacturing, distributing, dispensing, possessing, or use of an illegal drug or controlled substance will be terminated. Employees must report any use of prescription medication or drugs to their supervisor.
8. Members should voluntarily request assistance if they have a drug use of alcohol abuse problem; however, if they are seeking assistance because they have been arrested for a drug or alcohol related crime or because they are aware that they will be tested for a reasonable suspicion violation and they submit to a drug or alcohol test which is found positive they will be terminated.



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Inter-Department Communication

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1. Intra-departmental communication is vital to the smooth operation of the organization and to professional continuity and operations of all fire department personnel. Verbal communication is utilized as needed for informal operations and discussion. When a more formal communication or documentation is needed for operational purposes, communications will be reduced to writing based on the following formats:
2. Department Emails
 - a. The station officer or their designee will gather and maintain all members current email addresses.
 - b. All members will check their email on a regular basis (daily) to ensure they are current on any dept information.
 - c. All members will keep the email at a level to accept incoming information from the dept.
3. Informational Bulletins
 - A. Informational Bulletins contain information applicable to all (or a large number of) personnel.
 - B. Informational Bulletins are intended for posting in all stations for a specific period of time.
 - C. Informational Bulletins will be distributed to all stations officers for posting and at the EOC.
 - D. The Station Commanding Officer is responsible for ensuring that all Informational Bulletins are posted in the station, and that all personnel read and understand the information.
 - E. All personnel will initial the Informational Bulletin, indicating that they have read and understand the information.
 - F. The Informational Bulletin shall remain posted until the "post until" date on the Informational Bulletin.



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Inquires About Incidents

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I. Public Information Inquiries

A. Station Commanding Officers are authorized to acknowledge to the public the occurrence of emergency incidents for those incidents that are within their first response territory. This information should be limited to the type of incident, date, time and location.

B. Requests for any other information must be directed to the LCPSD.

C. Cause and origin of fires are to be directed to the Florida State Fire Marshall's office.

D. Operational details of the department should be directed to the LCPSD.

E. Significant incidents that may cause inquiries to be made to County or State officials and/or headquarters shall be reported by the Incident Commander via dispatch or phone.

F. Incident notifications shall include pertinent information so that LCPSD can convey accurate information, if deemed necessary, to inquiries made by other County administration, outside agencies or the media.

G. The LCPSD or their designee shall comply with the requirement of Section 119.07, Florida Statutes, in responding to all inquiries.



ARTICLE I

SECTION B

PERSONNEL



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Topic
1

Attention to Duty

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Attention to Duty

All members of the fire department shall be cognizant of the rules, regulations, policies and operational procedures governing the organizational mission of the Department. The following rules of Attention to Duty apply.

1. Members shall at all times be attentive to their duties and by their alertness and observations demonstrate their interest in their work. They shall act with dignity and maintain a bearing conducive to a good department.
2. The lack of honesty, self-motivation, emotional stability, sound judgment, industry, alertness, decisiveness, power to observe, initiative, energy, ability to get along with coworkers or with the public, or unsatisfactory performance of duties may be evidence of incompetence.
3. Members shall not conduct themselves in an immoral, indecent, lewd or disorderly manner. They shall not be guilty of misconduct, conduct unbecoming, or acts that tend to discredit the department, even though such conduct is not specifically set forth in these rules.
4. All members shall exercise a level of composure in the performance of their duties.
5. All members must be efficient in the performance of their duties.
6. While on duty, all members shall be alert and remain at their assigned duty posts until properly relieved.
7. Members shall keep their superior officers and fire department headquarters informed of their correct home address and telephone number.
8. No members shall give out information concerning the internal affairs of the department without the consent of the Fire Chief or designee.
9. Members shall promptly report to their command officer, any information that they possess, observe or secure regarding fires of questionable nature.
10. The accepting of money, gifts or other valuable articles from any person, as a member of the fire department is prohibited.



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Attention to Duty

11. Members shall be neat and clean except when duties or assignments obviously prevent. All members shall bathe promptly after engaging in rigorous and dirty activities. All members will maintain a neat and clean personal hygiene level for the comfort and protection of themselves and co-workers.
12. Members knowledge of violations by subordinate members of rules, regulations, or other policies or orders governing the fire department shall be reported immediately, to the individual(s) immediate supervisor.
13. Any messages received must be promptly and accurately delivered to the person concerned.
14. Officers who knowingly fail to take official cognizance of violations shall receive reprimands or other disciplinary action.
15. Officers shall insure that all members assigned to their responsibility are thoroughly briefed on rules procedures and policy changes and will periodically review the same to insure continued awareness.
16. Each member is responsible for thorough understanding of rules, regulations, and standard operating guidelines.



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Rules of Conduct

1. The purpose of this order is to establish the minimum standard of conduct for the members of the Levy County Public Safety Department. Every member of this department is expected to operate in a professional, highly self-disciplined manner and is responsible to regulate his/her own conduct in a positive, productive and mature way. Failure to do so will result in disciplinary action ranging from counseling to termination.
2. **ALL MEMBERS SHALL:** Follow Operations Manuals, Standard Operating Guidelines and written directives of the Levy County Public Safety Department.
3. **MEMBERS SHALL NOT:** Engage in any activity that is detrimental to the department.



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No Harassment Policy

1. POLICY STATEMENT:

A. Any form of harassment related to the race, color, sex, religion, nation origin, age, marital status, sexual orientation, or disability of an employee or applicant is a violation of this policy and will be treated as a disciplinary matter.

B. For these purposes, the term "harassment" includes, but is not necessarily limited to: Slurs, jokes, graphic, or physical conduct relating to an individual's race, color, sex, religion, national origin, age, marital status, sexual orientation, or disability. Harassment also includes requests for sexual favors and other verbal, graphic, or physical conduct of a sexual nature.

C. Violation of this policy by a member shall subject that employee to disciplinary action, up to and including discharge.

2. GENERAL ADMINISTRATION:

A. If, as an employee, you feel that you are being harassed by any other employee, you should at once make your feelings known to that employee and your immediate supervisor. The supervisor will promptly notify the Human Resources Director, who will see that the matter is investigated, and where appropriate, disciplinary action taken. If you do not feel that the matter can be discussed with your supervisor, arrange for a conference with the Human Resources Department to discuss your complaint. The Human Resources Director will notify the County Administrator of all such problems.

B. The County does not condone harassment of our employees in connection with their work by non-employees (vendors, truck driver, etc.). Any employee who becomes aware of any harassment of an employee by a non-employee should report such harassment to his/her supervisor or to the Human Resources Director, who is responsible for investigation all such incidents.

C. Appropriate action will be taken against violation of this policy by any employee.



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Discipline

Objective: to set forth the disciplinary action for employees/members who violate rules of county conduct and performance standards.

GENERAL ADMINISTRATION

The Levy County Public Safety Department has clearly defined department objectives and work performance standards. LCPSD administers discipline in a constructive manner. Violations of County or department rules of conduct or standards of performance may result in disciplinary actions, which include, in no particular order:

1. **Verbal warning:** a verbal warning will be given to a member who commits as a first offense a minor infraction of the rules or whenever the staff feels that this action is appropriate.
2. **Written warning:** a written warning will be given to a member who commits as a second offense a minor infraction of the rules within one year, when the first offense is of a more serious nature, or whenever the staff feels that this action is appropriate.
3. **30, 60 or 90 Day Suspension:** A suspension of either 30, 60 or 90 days will be given when a member commits a third offense a minor infraction of the rules within one year, when the first or second offense is of a more serious nature, or whenever the staff feels that this action is appropriate. If suspended, that personnel will not be permitted on the property of the Levy County Public Safety Department without permission from the LCPSD Director.
4. **Termination:** A member will be terminated when they commit a fourth offense a minor infraction of the rules within one year, when the first, second or third offense is of a more serious nature, or whenever the staff feels that this action is appropriate.



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Discipline

5. A Member may be immediately suspended from LCPSD by the LCPSD Chief or his designee for any of the following reasons:

- a. insubordination toward a LCPSD Officer;
- b. intoxication at an Incident or Fire Department Function;
- c. conduct unbecoming a firefighter;
- d. failure to return any property belonging to the Fire Department when requested to do so by a Fire Department Officer;
- e. possession and/or use of a controlled substance not prescribed to Member;
- f. sexual harassment or threatened physical violence against any Member;
- g. dishonesty or misrepresentation to the LCPSD or any of the Fire Department Officers;
- h. falsification of information required on LCPSD documents and records;
- i. disorderly or immoral conduct while on LCPSD property or apparatus;
- j. obtaining Membership on the basis of false and misleading statements;
- k. reckless and negligent behavior that may result in damage to the property of the LCPSD or others;
- l. unauthorized use of property or apparatus owned by LCPSD;
- m. violations of established safety rules.



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Personnel Information

1. Members will not release information regarding the employment status of any fire Department member to anyone inquiring same. Written inquiries are to be forwarded to LCPSD.
2. Application verification calls for employment or financial loans will also be forwarded to LCPSD. Members will not give fire station addresses and telephone numbers for place of employment.
3. Absolutely no member data such as phone numbers, address, and other confidential information not authorized for release will be released without the member's permission. In the case of after-hours inquiries, the inquiring individual shall be directed to the Station Officer.



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Fireworks, Firearms or Ammunition

1. No fireworks, firearms or ammunition will be stored, carried or used on Levy County Public Safety property or Levy County Public Safety vehicles.
 - a. Exception: if you are a current member of a Law Enforcement Office in Levy County; and you are not responding as a Fire Rescue Responder.



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Health

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Grooming Regulations

1. Purpose: To establish a dress and grooming standard that reflects a neat, clean and professional work force. A perception of cleanliness and professionalism from our peers and the public is paramount to the acceptance of our Department by our customers, thus we will constantly strive to present a positive image.

2. Facial Hair
 - A. Other than the wearing of an acceptable mustache or sideburns, the face will be clean shaven. Hair below the mouth, including any type of beards, goatees, and "Van Gogh's", is specifically prohibited.

 - B. Mustaches will be neatly trimmed, not extended more than 0.5 inch below the corner of the mouth, and will not extend sideways more than 0.5 inch past the corner of the mouth.

 - C. Sideburns will not extend below the lowest part of the ear and will end with a trimmed clean shaven line.

3. Hair Styles
 - A. General
 1. Hair will be neat, clean and well groomed.

 2. Hair will be of a color naturally occurring in the human species.

 3. In no case will the bulk of hair interfere with the proper fit of authorized headgear, breathing apparatus or other PPE.

 4. Mohawks, shaved designs and extreme hair styles are specifically prohibited.



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Grooming Regulations

B. Male Hairstyles

1. Hair will not extend below the bottom collar of the uniform shirt. Hair may not be pinned-up or otherwise restrained to comply with this policy.

C. Female Hairstyles

1. Hair may not extend past the middle of shoulders.

4. Cosmetics: Female members may wear cosmetics as long as they are of a neutral color and are conservative in amount.

5. Jewelry is permitted to be worn by on-duty members, but due to safety considerations pertinent to the job functions of the fire department, the following restrictions apply:

A. Necklaces, crosses, pendants, medallions and bracelets shall not be worn in an exposed manner while on duty with the exception of medical identification items.

B. Only stud earrings may be worn, and only one earring is allowed per ear.

C. Wearing of rings will not be permitted if the style or design is overly large, ornate or protrusive and will subject the individual to potential injury. Rings which interfere with quick donning of gloves or other protective clothing or gear are not permitted.

D. It is strongly recommended that no items of jewelry be worn by those individuals that are actively engaged in work or emergency operations. Severe injury is possible.

6. Hygiene: Every member shall shower soon after returning from a call or participating in a dirty situation as soon as possible to avoid giving a bad reputation to the department.

7. It is understood those terms such as: "neat", "clean", "well groomed", and "clean shaven" as used in this SOG can be subject to many interpretations. For the purposes of enforcement, the interpretation of the LCPSD Director or his designee shall be used and is final.



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Uniform Regulations

1. Care, maintenance, and replacement requests for uniform items are the responsibility of each individual to whom they are issued. All items shall be kept neat, clean and in good repair at all times. If the item cannot be repaired, then appropriate replacement of the item shall be done in a timely manner. All requests for uniform issue shall utilize the appropriate procedures. All new items must be authorized by the station officer. All items needing replacement must be turned in at the time the replacement items are issued.
2. No uniform is to be worn by any employee or volunteer unless on duty or when designated as a fire department function by a station officer to avoid any misrepresentation of the department.
3. Female employees or volunteers must wear a bra under uniform shirt.
4. Class B uniforms include:
 - a. Department issued T-shirt or Polo. (current dept shirts only, no old dept name shirts permissible)
 - b. Black or navy blue pants. (if not provided by the department, then non-faded and non-torn black or navy jeans are permissible)
 - c. Black belt. (standard buckle or Fire EMS buckle permissible)
 - d. Black closed toe shoes. (no sandals or croc type shoes)
5. Class A uniforms include:
 - a. Department issued collared dress shirt.
 - i. All shirts will have the Levy County Public Safety approved patch on the left shoulder.
 - ii. All shirts will have the appropriate EMS certified level on the right shoulder. (example First Responder, EMT or Paramedic)
 - b. Black or navy blue work/dress pants. (No jeans)
 - c. Black belt. (standard buckle or Fire EMS buckle permissible)
 - d. Black closed toe shoes. (no sandals or croc type shoes)



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Line of Duty Injuries, Illnesses & Exposures

1. Any injury, illness, or exposure to body fluids or toxic material occurring on duty or in the course of fire-rescue activities shall be reported your station officer and to the on-duty Battalion Captain immediately.
2. The LCPSD Director is responsible for investigating the circumstances of the incident, completing the appropriate LCPSD and Risk Management reports, and notifying the Safety Officer and/or Infection Control Officer.
3. Injured career or volunteer personnel shall be treated by appropriate medical personnel as instructed by the station officer or the on-duty Battalion Captain in accordance with current LCPSD Guidelines.
4. If you are taken off work by an authorized treating physician for a work related injury, you must notify your immediate officer. Prior to returning to work, you must obtain clearance from LCPSD who will complete a Duty Status Form (the duty status must be given to the station officer or his/her designee prior to reporting to station for duty).
5. Supervisors (Lieutenants, Captains, and Chiefs) shall keep the LCPSD Director informed of the status of all employees off work due to a job-related injury or illness.
6. Any member suffering a line-of-duty injury, illness, or exposure will be subject to drug and alcohol testing.
7. County First Notice of Injury form # DFS-F-2, DWC (also see section IF-3 accident, injury and exposure investigations).



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Medical Releases

1. A written release will be required authorizing a member to return to full duty in the following case:
 - A. Line of duty injury where medical attention was required - career and volunteer.
 - B. Injury, not line of duty, which resulted in any loss time from the member's employment.
 - C. Any sickness which resulted in loss time from employment in excess of two consecutive shifts.
2. To obtain this release, the member is to supply appropriate documentation, as signed by a physician, to the Levy County Human Resources department. HR will issue a Duty Status Form which is to be turned in by the member to the LCPSD Director or his/her designee.
3. Officers are to be cognizant of those members requiring a release and will see that (a) members are not permitted to sign in on-duty; (b) volunteer members are not permitted to participate in department activities until the proper paperwork is received and recorded through HR and LCPSD.
4. It is the member's responsibility to present a proper release form prior to or immediately upon returning to duty.
5. HR will provide a Fitness for Duty Evaluation packet for review and completion by a physician for non-job or job-related when applicable, related injuries or illnesses.



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Annual Physicals

1. Every member shall be evaluated by a Physician to determine if they are fit to wear a Respirator. (This includes N95 HEPPA Mask (EMS) and SCBAs)
2. **FS 633.34 (5) addresses physical condition and makes reference to the provisions of NFPA 1582 and FS 633.821 and FAC 69a-62.001 Workplace Safety adopts OSHA 29CFR 1910.**
 - a. 2011 Florida Administrative Code 69A-62.001, Uniform Minimum Firefighter Employment Standards
 - b. 2011 Florida Statutes 633.34, Fire Fighters qualifications for Employment
 - c. NFPA 1582, Standard on Comprehensive Occupational Medical Program for Fire Departments, 2003 edition
 - d. NFPA 1582, Chapter 7.1.2 medical evaluations shall be conducted as a baseline for surveillance and annually thereafter.
 - e. NFPA 1582, Chapter 7.1.3 these evaluations shall be performed after an occupational exposure or illness, injury or protracted absence of the job.
 - f. NFPA 1582, Chapter 7.3.1 all members receive a baseline medical evaluation after hiring and prior to performing firefighter emergency functions and at least annually thereafter.
 - g. NFPA 1582, Chapter 7.3.3 the evaluation shall be completed every 12 months (+/- 3 months) and shall be compared to baseline and subsequent evaluations to identify clinically relevant changes per 7.3.4
 - h. NFPA 1582, Chapter 7.6.2 Addresses laboratory tests that shall be performed annually.
3. **OSHA 29CFR1910.134 addresses respiratory protection**
 - a. 1910.134 (e) – (e)(5) (iii) provides information on the medical evaluation requirements and 1910(f) addresses the Fit Testing requirements.
 - b. 1910.134(f) (2) states The employer shall ensure an employee using a tight fitting facepiece respirator is fit tested prior to initial use of the respirator, whenever a different respirator facepiece (size, style, model or make) is used and at least annually thereafter.
4. **Additional test are required when the employee reports, or the employer, PLHCP, supervisor, or program administrator make visual observations of, changes in the employees physical condition that could affect the respirator fit. Such conditions include, but are not limited to, facial scarring, dental changes, cosmetic surgery, or an obvious change in body weight.**



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Driver's license

1. All personnel will maintain a valid State of Florida Class E license or Higher for operation of emergency apparatus, throughout their active status with LCPSD.
2. Personnel must immediately notify their immediate supervisor any time their driver's license is suspended or revoked for any reason.
3. The station officer will notify the LCPSD Director within 24 hours of being notified of any personnel having their driver's license suspended or revoked.
4. No LCPSD personnel shall drive any LCPSD vehicle, or any other vehicle covered by Levy County Board of County Commission insurance policies, either in emergency or non-emergency mode, without possessing a valid driver's license.
5. If a member's license is reinstated they must wait until cleared by the LCPSD Director or his/her designee prior to driving any LCPSD vehicle, or any other vehicle covered by Levy County Board of County Commission insurance policies, either in emergency or non-emergency mode, without possessing a valid driver's license.
6. Upon renewal; of Florida Driver's license, a legible photo copy shall be forwarded to the LCPSD Director or his/her designee.



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Recruitment and Screening

Membership Requirements. Any person fifteen (15) years of age or older, male or female, of good moral character and a citizen of Levy County, may apply for membership with LCPSD. No applicant will be refused membership due to race, color, religion, sex, national origin, age or disability. Only those individuals living or working within the Departmental District or within a reasonable response time and location to the Fire Department / Med station are eligible for Probationary or Active Membership.

1. Application Procedures

- a. Application for membership shall be made by completing the LCPSD volunteer Application.
- b. The Chief shall set up a meeting with the applicant and Station Officer / EMS Captain or their designee for an interview.
- c. Once the interview is complete and the applicant is being considered for membership, The Chief shall present the Application and attachments to Levy County Board of County Commissions Human resources Director for screening.
- d. The application will be processed per Levy County Employment guidelines.
- e. Once the Criminal Record Check has been completed, the applicant will be sent for Pre-membership Drug screening.
- f. Once the Application process is complete the applicant and station officer will be notified by LCPSD of their approved or disapproved status in writing. This may be via electronic email or written postal mail.
- g. Within thirty (30) days after an applicant has been approved for Membership, the applicant shall respond to LCPSD accepting the Probationary Membership.
- h. This application procedure shall also apply to those individuals who have previously been Members but have terminated or lost their Membership status.

2. All resignations from Membership shall be made in writing and given to the LCPSD Secretary. At the time of such resignation, the Member shall return any property owned by LCPSD or Relief Association in his or her possession to the Captain. No Member may resign at an Incident.



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Membership Classifications

1. The Fire Department shall consist of:
 - a. Probationary Member levels.
 - i. Observer level.
 - ii. Support level.
 - iii. Combat level.
 - b. Active Members.
 - i. Support level.
 - ii. Combat level.
2. **Probationary Member.** All new Members who have applied for Membership shall immediately become a Probationary Member for a period of no less than six (6) months and no more than twelve (12) months, during which time the Probationary Member must meet the following requirements (the “Probationary Requirements”):
 - a. Successfully complete the Responder Orientation
 - b. Successfully complete the Station Orientation
 - c. Successfully complete the Responder Safety course
 - d. Successfully complete the Infection Control course
 - e. Successfully complete the Hazardous Materials Awareness Level
 - f. Successfully complete the Mandated NIMS Compliance I-100, I-200, NIMS 700 and 800
 - g. Attends and participates in a minimum of twenty-four (24) hours of Fire Department sponsored Drills.
3. A Probationary Member may respond to an incident after completing the above courses. The Probationary Member shall be restricted to their level of training. Upon successful completion of the Probationary Requirements, the Probationary Member shall become an Active Member. If a Probationary Member does not meet the Probationary Requirements or fails to receive minimum training requirements the LCPSD Chief may extend the probationary period to twenty-four (24) months. If the Probationary Member does not meet the minimum requirements within the extension given, they shall be automatically terminated from Membership.



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Membership Classifications

- 3. Active Member – Support Level.** A Support Level active member is an individual who successfully completes the Probationary Requirements and completes the following courses as defined below:

 - a. Successfully complete the S-130, S-190
 - b. Successfully complete AHA CPR
 - c. Successfully complete 16 hour EVOC course
 - d. Successfully complete approved 40 hour First Responder course (EMT, PMD accepted)
 - e. Attends and participates in a minimum of twenty-four (24) hours of Fire Department sponsored Drills

- 4. Active Member – Combat Level.** A Combat Level active Member is an individual who successfully completes the Support Level Requirements and completes the following courses as defined below:

 - a. Florida State Certified Firefighter I or II
 - b. Successfully complete the Hazardous Materials Operations Level (H-M Tech accepted)
 - c. Attends and participates in a minimum of twenty-four (24) hours of Fire Department sponsored Drills

- 5. Junior Member.** Junior Members shall be between the ages of 15 years and 17 years of age. Prior to processing an applicant for Junior Membership status, the LCPSD Chief shall meet with the applicant’s legal guardian, obtain the legal guardian’s written permission for the applicant to join LCPSD as a Junior Member. Junior Members shall abide by all laws, regulations, rules and guidelines established by LCPSD which shall be made known to their legal guardians and each Junior Member by the LCPSD Chief. Junior Members may participate in Fire Department Functions and attend Incidents and Drills as permitted by the SOGs. Junior Members shall not be permitted to enter an IDLH atmosphere. Nor should they speak on the radio while responding to or at an Emergency incident. Upon reaching the age of 18 years, the Junior Member shall be removed from Junior Membership and become an Active Member. Junior Members are prohibited from installing or using Red lights in their POV or the POV they operate.



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ATTENDANCE

1. To maintain a membership with LCPSD, the person must:
 - a. Continue to meet all of the minimum qualifications and requirements.
 - b. Meet and maintain all training requirements.
 - c. Maintain at least 50% + 1 of all drills and functions.
 - d. Continue to take and pass skills test when given.
 - e. Failure to meet or maintain the minimum requirements be any member will result in their dismissal.
2. Station assignments.
 - a. All members have a primary response to their station assigned to.
 - b. Due to lack of manpower, a member may be approved to respond to calls in more than one station. (Prior approval from the LCPSD Director is required)



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Qualifications to Respond as 1st or 2nd Person to First Responder Call

1. Purpose

- a. To ensure the basic knowledge of all volunteer members who respond to any EMS related incident.

2. POLICY AND PROCEDURES

- a. Must have completed Support Level, or higher.
- b. CPR - AHA BLS Health Care Provider
- c. Successful completion of the DOT Curriculum based First Responder Course 40 hours (or an equivalent pre-hospital emergency care course meeting or exceeding the first responder 40 hour curriculum. EMT-B or Paramedic)
- d. LCPSD Infection Control.
- e. Emergency vehicle operator's course as specified by LCPSD.
- f. Know and understand the LCPSD First Responder Protocols.
- g. Report Writing.
- h. Ride minimum of 3 on call night shifts with either your Station or 2 eight (8) hour shift with LCPSD EMS. (EMT or Paramedic rides can be shortened at discretion of the LCPSD Director.)



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Employee and Volunteer Evaluations

1. This policy is applicable to all members in the Operations Division of the LCPSD, whether career, or volunteer.
2. This policy is focused not only on the efficiency of service but also paramount in the operational safety of all members.
3. Any member demonstrating substandard performance during routine or special evaluation shall be immediately informed of their substandard performances. The LCPSD Director will be informed of such at the time of the occurrence. This will be indicated in memo form or on the evaluation form being used for the routine or special evaluation, as appropriate.
4. The Station Officer will direct a memorandum to the LCPSD Director citing the specifics of the performance evaluation, what areas specifically require improvement, along with a recommendation for additional training, re-evaluation, and whether or not the individual should remain involved in fire suppression or emergency scene operations until such time that satisfactory improvement is achieved. A copy of the memo should be directed to the LCPSD Director, the member, and the member's personnel file (as appropriate).
5. The LCPSD Director will provide a forum for counseling of the individual by their supervisor citing the areas of improvement required along with a suitable time frame for correction. This session will be documented with a Formal Counseling Form.
6. Based upon the recommendation by the member's supervisor and/or the LCPSD Director, an immediate re-evaluation may be required of the employee concerned to determine his/her suitability for fire suppression and/or emergency scene operations.
7. At the end of the time frame set for correction, the employee will be re-evaluated by the member's supervisor and the LCPSD Director to determine if suitable progress has been achieved.
8. In the event suitable progress cannot be demonstrated, the LCPSD Director will pursue a course of action in line with departmental policy regarding substandard performance.
9. The Levy County Fire Academy may be used, at the discretion of the LCPSD to evaluate and retrain the member. A progress report will be completed by the Lead Instructor of the LCFA.



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Qualifications of Officers

Minimum qualifications must be met for appointment to an officer position. This is to ensure that those Members involved in the chain of command at an Incident are capable of performing the particular job and protecting the lives of the firefighters they lead. In addition to the qualifications noted below, the officer shall maintain all applicable certifications that were required to obtain their rank. Failure to do so will make the officer ineligible to continue to serve as an officer.

1. ***Shift Officer:*** In order to test for the position of Station Officer, that individual must:
 - a. Have been an Active Member – Combat Level for a minimum of two consecutive years with LCPSD.
 - b. Pump Ops 40 hour course.
 - c. Fire Service Hydraulics 40 hour course.
 - d. Be certified as a Florida State FF II.
 - e. Be certified as an EMT or PMD.
 - f. Haz-Mat Operations Level
 - g. 16 Hour EVOC
 - h. Completed ICS-300.
 - i. Tactics 1 & 2.
 - j. Forestry classes S130, S190 and S-215.

2. ***Station Officer:*** In order to test for the position of Lieutenant/Captain, that individual must have completed all of the requirements for shift officer and the following:
 - a. Have been an Active Member – Combat Level for a minimum of five consecutive years.
 - b. Have at least two years of experience as a Shift Officer (Lieutenant/Captain) in Levy County.
 - c. S-330.
 - d. Company officer 40 hour course.
 - e. Building construction 40 hour course.
 - f. Incident safety officer course.



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PROMOTIONAL TESTING PROCESS

Notice and Letter of Intent:

1. A notice of the promotional process will be posted at all stations and Headquarters for a period of at least thirty (30) calendar days prior to the start of the process. The announcement will include:
 - a. The start date of the process
 - b. The date and time of the written evaluation
 - c. The date and time of the scenario assessment dates
 - d. The reference materials for the written evaluation and scenario assessment
2. All interested members meeting the requirements shall submit a "letter of intent". This letter shall be sent in writing or electronically transmitted to the LCPSD Director no later than 1700 hours on the last business day prior to the start of the process.
3. Letters of intent and members file and history of those interested parties will be reviewed to determine whether or not the member meets the following three conditions:
 - a. Meets requirements of the SOGs.
 - b. Have no disciplinary actions for the one (1) year preceding the posted testing date. For purposes of this SOG, "disciplinary actions" shall be defined as meeting any of the following four conditions:
 - i. Disciplinary probation or suspension within 12 months.
 - ii. 1 written reprimand with follow-up counseling within 12 months.
 - iii. 1 written reprimand with 3 oral reprimands within 12 months.
 - iv. 2 written reprimands within 12 months.

Employees clearing this process will be approved to sit for the Written Evaluation.

Written Evaluation

1. The Levy County Fire Training Academy will administer this evaluation. Levy County Fire Training Academy will maintain confidentiality of all testing and examination results (i.e. testing scores).
2. Candidate must achieve a score of 70% or higher on the written exam to proceed to the Assessment Center portion of the examination process.



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PROMOTIONAL TESTING PROCESS

3. The written exam can be challenged by a candidate, by appointment with the LCPSD Director. Challenges will take place within five (5) days of the completion of the written exam. The decision by the LCPSD Director will be final.

Assessment Center

1. The Assessment Center will be established by the Levy County Fire Academy and will consist of two practical exercises. One exercise will be a tactical situation and the other a leadership/personnel issue situation. The practical exercises shall provide scenario-based exercises relevant to the position for which the candidate is testing.
2. A representative of LCPSD, who is not a candidate for the position, may be present during the exercise process. The representative of LCPSD will be approved by the LCPSD Director seven (7) days prior to the assessment.
3. Each practical will be evaluated and issued a total score based on the candidate's course of action compared to expected actions and outcome.
4. Candidate must achieve a score of 70% or higher on the Assessment Center portion of the process to advance to the Review Board.

Review Board

1. A Review Board consisting of officers (lieutenant and higher) selected by the LCPSD Director will evaluate each candidate.
2. An average score of 70% from the members of the Review Board must be achieved for placement on the promotional list. An ordered list will be compiled with ranking determined by the average score for the candidate made by the Review Board.

PROMOTIONAL LIST

1. Promotions will be made based upon the ordered list.
2. Candidates not promoted but remaining on the list will be used to cover vacant positions.
3. The list shall expire after one year from date of posting, or until the list is exhausted of candidates, whichever occurs first.



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Duties of Members

Station Officer: The duties shall include:

1. Controlling and being in charge of fire fighting, rescue and emergency operations and Members' activities while attending an Incident or Drill.
2. Submitting equipment needs to LCPSD.
3. Maintain records for their station.
4. Passing on information from LCPSD.
5. Designate individuals as Accountability Officers and Safety Officers, as those terms are defined within the Fire Department's Standard Operating Procedures.
6. Overseeing the purchasing, maintaining, and annually inventorying (including maintaining an accurate hose record) of firefighting equipment owned by LCPSD.
7. Distributing protective gear to the Membership.
8. Conducting an inspection of such gear once every six months to determine the gear's condition and reporting deficiencies to the LCPSD Chief (following which the Captain shall give a list of all surplus or damaged equipment to the LCPSD Chief or his designee.
9. Annually testing all hoses, pumps, ladders and SCBAs.
10. Any other task assigned by the LCPSD Director.

Shift Officer: The duties shall include:

1. Assuming command at Incidents and Drills in the absence of the Station Officer.
2. Maintaining personnel assigned to them.
3. Maintaining equipment assigned to them.
4. Ensuring reports are completed in a timely manner.
5. Any other task assigned by their Station Officer or the LCPSD Director.



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Duties of Members

Driver / Operator:

The Driver operator, in cooperation with the Captain, shall be responsible for the maintenance of all apparatus, tools and equipment. The Driver shall perform minor routine maintenance. (Checking fluid levels, adding if needed; tire pressures; etc.) The Driver shall notify their immediately officer before an apparatus is taken out of service for any reason. The Driver is to notify their immediately officer if something is lost or damaged.

Firefighter: (Combat or Support)

The Firefighter is responsible for checking off the equipment and returning it to service after use. The Firefighter is to notifying their immediately officer if something is lost or damaged.

Junior Firefighter:

The Junior Firefighter is responsible for assisting in cleaning equipment and returning it to service after use. The Junior Firefighter is to notifying their immediately officer if something is lost or damaged.

Chaplain:

The Chaplain shall attend to the spiritual concerns of the Members and their families, including visitations in illness or death, conducting brief services at the funeral home at official visits of the Membership, and arranging for other appropriate ceremonies as needed or requested.



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Station Duties of Members

Station Daily Duties

1. Clean Bathrooms- sweep and mop floors, clean toilets, wipe down sinks and mirrors.
2. General Areas- sweep and mop floors and Vacuum.
3. Kitchen- clean counter, tables, stove, and dishes unload dishwasher.
4. Dayroom / Bunkroom- clean up after yourselves.
5. Take out all trash.
6. Wash and dry and put away all laundry.

Sunday

1. Detail exterior grounds.
2. Wash lawn equipment when complete.

Monday

1. Sleeping area- dust all furniture, shelving, TVs, windows and clean out your mail boxes.
2. Truck Check offs.
3. SCBA check offs.

Tuesday

1. Dayroom/Office - dust all furniture, shelving, TVs, windows and clean out your mail boxes.
2. Truck Check offs.

Wednesday

1. Clean Kitchen- clean out and wash out refrigerators, clean and wipe out cabinets and drawers, Microwaves and clean ovens.
2. Truck Check offs.
3. SCBA check offs.



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Station Duties of Members

Thursday

1. Clean Bathrooms- sweep and mop floors, clean toilets, wipe down sinks, mirrors and clean shower stalls.

Friday

1. Clean Laundry room- wipe down washer, dryer and extractor. Sweep, mop and wipe down walls and cob webs.
2. Truck Check off Sheets
3. SCBA Check off Sheets

Saturday

1. Clean Truck Bays- wipe down shelves, gear racks, coke machine, mop floors and clean cob webs.
2. Wash Bay doors inside and out.
3. New truck check off sheets.
4. Dip fuel tanks and record findings on fuel form.



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Attendance

1. Members shall attend 50 % of regular meetings and Trainings.
 - a. If work schedule conflicts with trainings, then make up training can be accomplished by use of Centrelearn. (The course must be on same topic as missed training)
 - b. Once completed the certificate must be attached to training roster.
2. Members shall attend 50 % of the calls on their assigned shift (if applicable) or during their hours of availability.
3. Station stand by time and nights on call can be used in lieu of missed calls.
4. Rosters will be utilized for legal documentation.
5. All members will have a primary Station they are assigned to. This will be their primary response zone.
6. Due to lack of manpower, a member may be approved to respond to calls in more than one station's response zone. (Prior approval from the LCPSD Director is required)
7. Under emergency circumstances, the Station Officer or LCPSD Director may call an emergency meeting of all Active Members.
8. If any Member attends less than 50% of meetings and trainings they will be notified of their lack of participation and be subject to discipline; up to termination.



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Exchange of Time

1. The Station Officer or designee may, at their sole discretion, grant the request of any two (2) members of the department to exchange shifts or days off, performing the duties of each other's respective jobs and willing to make the exchange.
2. Requests to exchange or swap shifts of duty or days off should be submitted no less than 12 hours in advance unless otherwise approved by the Station Officer or designee. (This process may be completed by paper or email)
3. Shift exchanges will not be granted if the person swapping with cannot fulfill the duties of the scheduled person. Examples below:
 - a. Does not have current CPR card.
 - b. Is not a First Responder or higher.
 - c. Does not have EVOC.
 - d. Is not in compliance with infections control.
 - e. Is not cleared to drive LCPSD vehicles.
4. LCPSD is not required to maintain records of time swaps. (The responsibility is on the person requesting the swap)
5. Failure to follow the procedures of swapping shifts will result progressive discipline.
 - a. Verbal warning
 - b. Written warning
 - c. Member not being scheduled for 30 days.

This is in effect for all time exchanges.



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Vacation Request and Approval

1. Employees requesting vacation leave shall submit an Absence Request Form to their supervisor at least two weeks (14 days) prior to the date(s) leave is to be taken. This will apply to all scheduled leave for all Fire Department personnel.
2. The Absence Request Form should accompany the initial request when an employee requests leave for unscheduled situations.
3. Upon leave approval, the signed Absence Request Form shall be forwarded to the payroll clerk.
4. Any leave cancellation with 24 hours or more notice is preferred to be accomplished by e-mail sent to your Station Officer.



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Administrative Leave

Any member may request up to ninety (90) days administrative leave without losing their rank. Additional request or request for longer periods of time shall be evaluated on a case-by-case basis.



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Time Sheets

Each member is responsible for filling out their individual time sheet and turning them in on time. The time sheet will reflect only the calls, weekly trainings, on call nights and hours worked. The Station officer or their designee will then verify any and all calls, trainings, on call nights and hours worked prior to their approval. The time sheets will then be forwarded to the LCPSD for processing.



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Paycheck Distribution

Firefighter paychecks are distributed on a Monthly basis. The Station Officer or their designee will pick them up and bring them to the stations.

Do Not Call LCPSD asking for your check. Contact your chain of command.



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Authorization
Levy County Public Safety Director

Payroll Disputes

Any Firefighter that has a payroll dispute must take it up with your Station officer. The Station Officer will then investigate the complaint and if warranted report the correction to the LCPSD for rectification.

Do Not Call LCPSD asking about mistakes on your check. Contact your chain of command.



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Schedule / Pay

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Levy County Public Safety Director

Reimbursement Rates

1. **Station Officer** (Must meet training requirements for pay rate) \$15.00 per:
 - a. Call
 - b. Rescue on-call nights,
 - c. Weekly Scheduled Group training. (Maximum of one per week)
2. **Shift Officer** (Must meet training requirements for pay rate) \$15.00 per:
 - a. Call
 - b. Rescue on-call nights,
 - c. Weekly Scheduled Group training. (Maximum of one per week)
3. **Fire Fighter II / PMD** (Must meet training requirements for pay rate) \$12.50 per:
 - a. Call
 - b. Rescue on-call nights,
 - c. Weekly Scheduled Group training. (Maximum of one per week)
4. **Fire Fighter II / EMT** (Must meet training requirements for pay rate) \$12.50 per:
 - a. Call
 - b. Rescue on-call nights,
 - c. Weekly Scheduled Group training. (Maximum of one per week)
5. **Fire Fighter II / FR** (Must meet training requirements for pay rate) \$10.00 per:
 - a. Call
 - b. Rescue on-call nights,
 - c. Weekly Scheduled Group training. (Maximum of one per week)



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Schedule / Pay

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Standard Operating
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Reimbursement Rates

6. Fire Fighter I / PMD (Must meet training requirements for pay rate) \$10.00 per:

- a. Call
- b. Rescue on-call nights,
- c. Weekly Scheduled Group training. (Maximum of one per week)

7. Fire Fighter I / EMT (Must meet training requirements for pay rate) \$10.00 per:

- a. Call
- b. Rescue on-call nights,
- c. Weekly Scheduled Group training. (Maximum of one per week)

8. Fire Fighter I / FR (Must meet training requirements for pay rate) \$10.00 per:

- a. Call
- b. Rescue on-call nights,
- c. Weekly Scheduled Group training. (Maximum of one per week)

9. Support FF / PMD (Must meet training requirements for pay rate) \$8.00 per:

- a. Call
- b. Rescue on-call nights,
- c. Weekly Scheduled Group training. (Maximum of one per week)

10. Support FF / EMT (Must meet training requirements for pay rate) \$8.00 per:

- a. Call
- b. Rescue on-call nights,
- c. Weekly Scheduled Group training. (Maximum of one per week)

11. Support FF / FR (Must meet training requirements for pay rate) \$8.00 per:

- a. Call
- b. Rescue on-call nights,
- c. Weekly Scheduled Group training. (Maximum of one per week)



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Topic
6-a

While on Duty

Authorization

Levy County Public Safety Director

Standard Operating
Guidelines

Station Duties

Beginning of Shift Duties

1. All apparatus and equipment shall be checked prior to beginning other duties or meals.
 - a. Follow the truck/equipment check off schedule in section ID-1 and ID-2.
 - b. Check all motorized equipment fluids, filling as necessary to required levels.
 - c. Start all apparatus and power tools.
 - d. Check all apparatus for appropriate tools and equipment, making sure all is operational.
 - e. Check all personal protective equipment, self-contained breathing apparatus, and personal alert safety system (PASS) devices.
2. Any defects or problems found while checking apparatus and equipment shall be evaluated, and the apparatus or equipment removed from service if necessary. The Station Officer, Dispatch and the County Road Department Shop shall be notified.
3. This shall be entered into the station logbook including.
 - a. What was taken out of service?
 - b. Why it was taken out of service?
 - c. Who took it out of service?
 - d. Who was contacted as to the out of service?
 - e. What time it was taken out of service?

End of Shift Duties

1. Prior to leaving.
 - a. All equipment used will be replaced.
 - b. All reports will be completed.
 - c. Station logbook will be completed.
 - d. All trucks will be refueled if below $\frac{3}{4}$ full.



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Standard Operating
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Topic
6-b
While on Duty

Authorization
Levy County Public Safety Director

Log Book Entries

All fire stations shall maintain a daily log book for entries pertaining to all activities occurring in respect to the members, vehicles and operations of the fire station. The log book shall be maintained in a neat, concise and accurate manner. The following guidelines are to be used to maintain a standardized format for daily log book entries:

1. The front cover of the log book will state.
 - a. Levy County Public Safety Department daily log.
 - b. Fire Station number.
 - c. Date initiated.
 - d. Date of last entry.
2. Inside front cover will include.
 - a. Station phone.
 - b. Address.
3. At the top of the page, list the day, date and shift.
4. Next section, list the members' name of each person on duty.
5. Next section, list the member's name of volunteers who responded to calls.
6. Next section, list the name of any visitors for that shift.
7. In the "Pass On" Section, list daily apparatus check completed. List any discrepancies noted and action taken. List any discrepancies pertaining to the station itself and action taken.
8. Logging of alarms. This section should be completed upon return from an alarm with information placed in proper order.
 - a. Incident number.
 - b. Times.
 - c. Incident address.
 - d. Type of call.
 - e. Zone call was in.
 - f. Leave disposition blank until further notice.
9. Entries are to be made in the log book by the station staff only. The station members are responsible for the accuracy and completeness for the shift paper work.



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6-b
While on Duty

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Log Book Entries

9. All entries are to be neat concise and legible.
10. Black ink is to be used on all entries.
11. Any mistakes entered in the daily log book will be voided by putting a single line through the information and initialed by the person doing so.
12. As a day progresses, log entries will be made of all activities taking place, members, apparatus, equipment changes and visitors to the station including time in/out and reason for visit.
13. All training is to be logged in the log book, Enter the time training started and time training ended, including a brief description of training content.
14. All injuries sustained must be logged, including description of injury and cause.
15. All times listed in the daily log book are to be entered using the 24 hour format.
16. No page(s) are to be removed from daily log book! This book is a legal record of the activities and functions of the fire department, and is to be kept clean, neat accurate and stored in a secure location in the station. After the log book is filled up it is to be given to the Station Officer for save storage.



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Topic
6-c
While on Duty

Authorization
Levy County Public Safety Director

Use of County Issued Communication Equipment

1. County-issued communications equipment, including pagers and cellular telephones, shall not be used for any activities that are intended to result in personal gain.
2. Any costs associated with personal use of county-issued communications equipment shall be investigated and disciplinary action shall be taken.



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Topic
6-d
While on Duty

Authorization
Levy County Public Safety Director

Purchasing

Only authorized personnel can make purchases for the fire department.

1. Authorized personnel are:
 - a. LCPSD Director. (Limit set by LCBCC)
 - b. Station Officer.(Limit of \$_____)
 - c. Shift Officer. (Limit of \$_____)
2. Any other member requesting to make a purchase must fill out an equipment request form prior to purchase.



ARTICLE I

SECTION C

FACILITIES



Subject
I-C
Facilities

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Standard Operating
Guidelines

Topic
1
Non-smoking Area

Authorization
Levy County Public Safety Director

Non-smoking Area

This department is cognizant of the recommendation of the United States Surgeon General and recent research findings regarding the effects of tobacco smoke on the health of non-smokers. Further, this department will strive to take steps to protect the health of its' non-smoking employees while protecting the rights of its smoking employees and is based on the Authority of the Florida Clean Indoor Air Act.

1. There shall be no smoking inside any County building, or facility.
2. There shall be no smoking during departmental activities or classes, at any locations.
3. There shall be no smoking in LCPSD vehicles.



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Standard Operating Guidelines	Topic 2 Telephone Usage		Authorization Levy County Public Safety Director	

Telephone Usage

All telephones and telephone systems installed in any station or unit that is paid for by Levy County shall be used in accordance with the following guidelines:

1. No changes of any type will be made to telephone service at any station within the LCPSD, whether career, combination or volunteer stations, where the service is paid for by the fire department.
2. Long distance telephone calls shall not be made from any telephone for which Levy County pays the bill. The only exception to this is if you use a personal calling card to make the call.
3. In the event of any long distance charges are received for a station that falls under the preceding policy, the member responsible shall pay for the charges. In the event of a recurring problem with a station or individual, disciplinary action will be pursued.
4. All phones shall be answered: "Levy County Fire-Rescue Station #___, and give your rank and last name, how may I help you?"
5. Personal information, such as home phone or pager numbers, for personnel not available to answer the phone shall not be given out.
6. Problems with telephone service shall be promptly reported to the Station Officer or in the event they are not available contact the LCPSD.
7. Personal calls to personnel on duty shall not be made between 2300 hours and 0700 hours, unless there is an emergency.



ARTICLE I

SECTION D

APPARATUS



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I-D
Apparatus

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Standard Operating
Guidelines

Topic
1
Daily Inspection of Apparatus

Authorization
Levy County Public Safety Director

Duty

1. The Driver Operator shall:
 - a. Inspect the apparatus and equipment each morning according to the apparatus daily check off schedule.
 - b. Complete appropriate check off paper work.
 - c. Perform routine care and maintenance of apparatus listed in section ID-2 and ID-2a
 - d. Report any and all repairs needed to the Station Officer so corrections can be made as soon as possible.
 - e. Have a work order request filled out and turned in at time of repair to the LCRD shop.
 - f. If after hours leave request form in front seat of truck to be repaired.



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Apparatus

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Topic
2
Purpose

Authorization
Levy County Public Safety Director

Standard Operating
Guidelines

Purpose

1. To provide LCPSD members with general driving and safety regulations for operating emergency vehicles.
2. To reduce injuries and property damage by establishing standard operating procedures to avoid vehicle collisions.
3. To incorporate the general driving rules and regulations promulgated by the State of Florida and LCPD into a single policy.

Applicability

1. This policy and procedure is applicable to all members.



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**Standard Operating
Guidelines**

Topic
2-a
Weekly Truck Detail Schedule

Authorization
Levy County Public Safety Director

Weekly Truck Detail Schedule

Sunday

1. No Truck Detail Today.

Monday

1. Detail Engine- clean out all compartments, clean inside of cab and inspect and clean all tools.

Tuesday

1. Detail Rescue- clean out all compartments, clean inside of truck and inspect and clean all tools.

Wednesday

1. Detail Tanker- clean out all compartments, clean inside of cab and inspect and clean all tools.

Thursday

1. Detail Grass Truck- clean out all compartments, clean inside of cab and inspect and clean all tools.

Friday

1. Detail all Specialty and spare - clean out all compartments, clean inside of cab and inspect and clean all tools.

Saturday

2. No Truck Detail Today.



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Guidelines

Topic
3
Definitions

Authorization
Levy County Public Safety Director

Definitions

1. Driver – Active / Probationary Members qualified to drive and operate emergency vehicles. May also be referred to as an operator.
2. Emergency Response Driving (Responding) – Proceeding to an emergency incident after being dispatched, or notifying dispatch, using visible emergency warning devices and audible warning devices when needed.
3. Routine Driving – proceeding through traffic, obeying all posted speed and traffic devices, without using audible and visible emergency warning devices.
4. Supervisor – The LCSPD Director, Station Officer, Shift Officer or other person responsible for overseeing LCPSD Members.
5. Unit Officer – Highest ranking officer in the apparatus. In the absence on an officer, this would fall on the person with the highest level of training. (Seniority if equal training)



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Topic
4
Policy

Authorization

Levy County Public Safety Director

Standard Operating
Guidelines

Policy

LCPSD will provide standardized rules and regulations to increase safety and property damage while operating emergency vehicles.

1. Drivers and officers must not drive or knowingly permit a vehicle to be driven in an unsafe manner.
2. Apparatus must be operated in accordance with all traffic regulations when not responding to an emergency incident.
3. Drivers must operate vehicles in a courteous manner and professional manner at all times with regard for the best interest of the public and LCPSD.
4. Personnel not confident in operating vehicles should request additional training or practice.
5. Drivers must not knowingly drive and or operate a vehicle with mechanical defects that could affect the safety of its operation. Supervisors must be notified immediately when the driver determines a vehicle is unsafe to drive.
6. All LCPSD Members must possess a valid motor vehicle operator's license of the appropriate class to drive emergency vehicles.
7. Any Member whose license has been changed, revoked, suspended or otherwise disqualified must immediately notify their Station Officer and refrain from operating LCPSD vehicles or operating any POV to any LCPSD function.
8. Members must notify their Station Officer immediately of a conviction for any moving violation.
9. Any LCPSD Member who is suffering from a physical condition or taking medication that would adversely affect his/her ability to safely operate a motor vehicle must notify their Station Officer immediately and refrain from driving. The Station Officer must evaluate the Member's fitness for duty and take action as needed.
10. Vehicle operators must exercise the principles of defensive driving at all times.
11. Provisions of this policy do not relieve vehicle drivers from exercising due caution for the safety of all persons.
12. Provisions of this policy do not protect drivers from the consequences of a reckless disregard for the safety of others.



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Topic
5
Responsibility

Authorization
Levy County Public Safety Director

Responsibility

1. LCPSD are responsible for:
 - a. Safe vehicle operation at all times.
 - b. Striving to eliminate their own driving errors and making allowances for the lack of skill or improper driving actions of other drivers.
 - c. Adjusting their own driving to compensate for unusual weather, road and traffic conditions, and avoid being led into an accident by unsafe actions of pedestrians or other drivers.
 - d. Being alert to accident-producing situations; recognizing the need for preventative actions in advance; and taking the necessary precautions to prevent accidents by knowing when to slow down, stop, or yield the right of way to avoid involvement.
 - e. Comply with all procedures set forth in this policy.
 - f. Obeying all applicable traffic and motor vehicle laws of the State of Florida; and operating their vehicle, and are accountable for their actions.
2. The unit officer is responsible for ensuring that the vehicle is operated in a safe manner and in accordance with all applicable laws, ordinances, and regulations.
3. All supervisors are responsible for overseeing that these procedures are followed and that personal safety is assured by proper training and supervision.



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Topic
6
Procedure

Authorization
Levy County Public Safety Director

Standard Operating
Guidelines

Procedure

1. Responding

- a. Operators must strive to maintain a minimum safe following interval of at least three seconds between units at all times.
- b. Drivers must slow down well in advance of approaching the scene of an incident. This allows for size up and evaluation of the unit's positioning.
- c. Personnel are not permitted to get on or off moving apparatus. Drivers and unit officers must ensure that all personnel are seated and properly restrained before the apparatus begins to move. Personnel may not ride any back step on the fire apparatus.
- d. Headlights must be used during emergency response driving and whenever windshield wipers are in operation.
- e. Operators must never drive at night at a speed greater than that which will permit the vehicle to come to a stop within the forward distance illuminated by the vehicle's headlights.
- f. Vehicle operators must drive in a manner to accommodate the unpredictability of other drivers.
- g. Emergency vehicles emerging from a driveway of building must stop immediately prior to driving onto a sidewalk or roadway and must yield the right-of-way to pedestrians and other vehicles.
- h. No emergency vehicle shall pass another emergency vehicle responding to an incident, unless advised to do so by the lead unit.
- i. Emergency vehicle drivers must not pass a stopped school bus that is discharging or picking up students, or has its warning lights displayed.
- j. Under emergency response driving conditions, drivers must allow sufficient distance between units based on road conditions, traffic, etc. When following an emergency vehicle, drivers must be aware that motorist may pull into their paths after yielding the right-of-way to a leading emergency vehicle.



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Topic
6
Procedure

Authorization
Levy County Public Safety Director

Standard Operating
Guidelines

Procedure

- k. During emergency response driving, drivers may exceed the posted speed limits, proceed against traffic control devices. (after the unit has come to a complete stop) and the indicated direction of travel:
 - i. When exercising extreme caution and ensuring that the safety of all persons and property are not endangered; and
 - ii. When the weather and visibility provide an adequate field of view especially at intersections.

2. Intersections

- a. Crossing on Green
 - i. Slow down.
 - ii. Take foot of accelerator.
 - iii. Look in all three directions.
 - iv. Be aware of oncoming vehicles turning in front of your vehicle.
 - v. Proceed with caution.
- b. Crossing on Red
 - i. Come to a complete stop.
 - ii. Establish eye contact with drivers of other vehicles.
 - iii. Wait for partner to communicate it is all clear.
 - iv. Wait for two seconds.
 - v. Proceed with caution – one lane at a time.

3. Other considerations

- a. Pedestrians must always be given the right-of-way.
- b. All LCPSD drivers must be aware of clearance and vehicle height. Tight clearance situations must be avoided whenever possible. When tight clearance situations are encountered the unit officer must dismount and guide driver.
- c. Vehicles may be parked in fire lanes or other unconventional spaces during emergency incidents or during fire prevention activities. Designated parking spaces should be vacated as soon as possible.



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Procedure

Authorization
Levy County Public Safety Director

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Procedure

- d. Drivers must be aware of the running routes of units responding to an incident and be alert for other units responding.
- e. Drivers must be aware of areas that require special consideration such as dips, hills, high traffic flow, school zones, and intersections. **(No sirens will be used in a designated school zone when activated. The speed limit will be followed as posted.)**
- f. Wheel chocks, when provided, must be used whenever the apparatus is parked anywhere other inside the station. Utility vehicles, brush trucks, and cars may use parking brakes rather than wheel chocks. On slopes and hills, the wheels of a parked vehicle must be turned toward the curb.

4. Backing up apparatus

- a. Drivers must back their vehicles safely. The unit officer must dismount to the rear of the apparatus to provide backing direction. The officer must be positioned at the rear of the apparatus on the driver's side and establish visual contact with the driver. If eye contact is lost between the driver and the officer the driver must stop until eye contact is re-established. The officer may direct an additional person to assist and guide the driver from a second position. The use of operator's aids does not relieve the driver of responsibility for safe vehicle operation.
- b. If the driver is alone, he/she should obtain backing assistance. If no assistance is available, the driver must dismount and check around the entire vehicle to ensure that the vehicle can be backed in a safe manner. (circle check)

5. Walk around

- a. The driver is responsible for performing a 360 degree walk around to ensure all doors and equipment is secured.



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Apparatus

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Topic
7

Use of Red-Light P O V

Authorization

Levy County Public Safety Director

Standard Operating
Guidelines

Use of Red-Light Privately Owned Vehicle

LCPSD Members responding to incidents in their private vehicles must adhere to certain regulations for their own safety as well as the safety of others.

1. LCPSD Members may respond only to those calls to which their respective stations have been dispatched.
2. Volunteers responding to the fire station or to the scene of the emergency in a privately owned vehicle (POV) are governed by all applicable state and local traffic laws. All occupants of the vehicles will be seated in a proper seat with a seat belt or safety harness fastened prior to starting the response.
3. The only personnel that are authorized to ride in a POV that is responding to the station or directly to the emergency scene when paged out by the dispatcher in Levy County are persons that are authorized to ride in LCPSD vehicles. This specifically forbids children and family members from being in the vehicle during a response.
4. Personnel are authorized to go directly to the scene of the emergency in a POV ONLY if they would have to pass the scene in order to get to the station AND if they have all of their protective clothing in the vehicle. Personnel will not pass the parallel plane of the fire station to the scene of the emergency in a POV. They will report to their assigned station.
 - a. If the requested apparatus has already responded, additional personnel will remain at the station to provide immediate response on additional alarms AND if it is a known working fire, additional personnel may respond to the scene of the working fire to provide manpower.
 - b. If responding directly to the scene of an emergency, the member will make sure their vehicle(s) are completely off the roadway in either driveways, parking lots, alleys, etc., and will not park in such a manner to impede traffic, create additional hazards, or block emergency apparatus.



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Topic
7

Use of Red-Light P O V

Authorization

Levy County Public Safety Director

Standard Operating
Guidelines

Use of Red-Light Privately Owned Vehicle

5. POV's are not emergency vehicles and drivers **MUST** obey all traffic laws. Audible warning devices, such as sirens, whistles, or bells are not permitted on private vehicles. Visual warning devices (red lights) are authorized on POV's only if the following conditions are met:
 - a. All requirements of State Law F.S. 316.2398 are adhered to.
 - b. All training requirements for "Support Member" or higher are met and appropriate certifications are kept current.
 - c. The red lights are not used outside of the member's station's "first due" zone.
 - d. The member has been issued a permit by their Station Officer. The permit indicates that all requirements have been complied with and are understood by the member.
6. Any member charged and convicted of excessive speed, failure to obey traffic indicators (stop sign, red lights, etc.) or reckless driving will be suspended from all emergency response activities, via their private vehicles, in Levy County for at least ninety (90) days. Additionally, volunteer companies may suspend volunteer personnel for periods greater than ninety (90) days or remove the offending member from the roster of that company. Any such convictions while using a red light on a personnel vehicle will result in dismissal from LCPSD, in accordance with State law.
7. Personnel using their private/personal vehicles for emergency response accept the liability in the event of an accident. LCPSD assumes no liability. Personnel should contact their automobile insurance company for clarification.



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Topic
8
Training

Authorization
Levy County Public Safety Director

Training

1. All LCPSD Members shall receive a 16 hour VOC course every 2 years.

Documentation available by LCPSD

1. 316.072, F.S. Obedience to effect of traffic laws.
2. 316.172, F.S. Traffic to stop for school bus.
3. 316.2398, F.S. Display or use of red warning signals; motor vehicles of volunteer fire fighters or medical staff.
4. 316.192, F.S. Reckless driving.



ARTICLE I

SECTION E

EQUIPMENT



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Equipment

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Topic
1

Issuance of Tools & Equip.

Authorization

Levy County Public Safety Director

Standard Operating
Guidelines

Issuance of Tools & Equip.

1. The following procedures will be utilized for requesting the issue of tools and equipment:
 - a. Request in writing will be completed and submitted to the Station / Shift Officer for review and approval.
 - b. Replacement requests will be authorized by the Station / Shift Officer
 - c. If approved, the Station / Shift Officer will forward the request to the LCPSD for Operations for review and approval.
 - d. If approved, the request will be forwarded to fire department supply for determination of availability from stock.
 - e. If the item(s) are not available from stock, the supply members will identify the lacking items on the form and return the form to the LCPSD. LCPSD will coordinate through proper channels as to purchasing the requested items, if funds are available.
 - f. In the case of replacement due to theft, loss or disrepair, the request shall be accompanied by proper documentation as to the reason of same. All thefts must have a loss report made by a law enforcement officer if the item has a property control number assigned or is of significant value, as determined by the LCPSD Director.
 - g. All items turned in for replacement shall be properly tagged as to the assigned member and location of the item(s).
 - h. All items turned in that are surplus and usable shall be tagged indicating same.
 - i. Any item turned in with a property control number shall be accompanied by an acquisition/disposition form.
 - j. It is the sole responsibility of the member to maintain equipment in good condition.
 - k. Upon separation of membership the member will return all LCPSD equipment. Any equipment not returned the member will be held responsible for replacement cost.



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Equipment

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Standard Operating
Guidelines

Topic
2
Use and Care of Property & Equip.

Authorization
Levy County Public Safety Director

Use and Care of Property & Equipment

1. All members will take proper care of all LCPSD property, supplies, equipment and tools including items of uniform clothing and protective gear.
2. In the event of damage to property, tools, equipment, protective gear or uniform issue, caused by culpable negligence or carelessness on the part of any members of the fire department, the responsible person or persons, will be subject to disciplinary action, including responsibility for payment of such damage or loss of equipment.
3. All equipment or property shall be maintained in accordance with the manufacturer's recommendations. This is especially important on cleaning and maintaining uniform issue and protective gear issues. Recommendations for cleaning structural firefighting protective clothing may be found in the LCPSD Infection Control Program.
4. All property, equipment and uniform issue items should be cleaned and maintained with cleaning materials that are non-harmful to the item's finish or material of manufacturer.



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Equipment

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Guidelines

Topic
3
Securing of Equipment

Authorization
Levy County Public Safety Director

Securing of Equipment to Apparatus

1. All equipment carried on fire apparatus is to be permanently mounted or secured with proper brackets or carried within compartment space available.
2. Temporary bindings or makeshift attachments are to be replaced with adequate and secure mounting devices as soon as possible.
3. Any safety lanyard shall be made of a non-deteriorating substance such as nylon web, rope material, or safety chain.
4. Any mounted equipment shall be placed in a fashion to prevent the vehicle's finish from becoming marred or damaged.
5. All mounting brackets shall be thoroughly cleaned, inspected and lubricated to provide for detection of possible failure of the bracket and smooth operation of any mechanisms holding equipment in place.



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Topic
4
Hose Testing

Authorization
Levy County Public Safety Director

Hose Testing

1. All fire hose in use by the LCPSD shall be tested annually, anytime it has been run over by a vehicle, or whenever subjected to any situation which may damage the integrity of the fire hose.
2. It is the Station Officer's responsibility to see that these tests are carried out and to coordinate the unloading and loading of the fire hose, so that there is not a situation created where two adjoining companies have their hose off of their apparatus for testing at the same time.
3. All hose information and test results shall be recorded on the ISO Hose Inventory Form and in Fire Programs.
4. Hose testing is to be done in accordance with NFP`A 196 1, NFPA 1962, and directives put out by LCPSD.
5. Hose Test pressures are:
 - a. 3" or smaller 250 p.s.i.
 - b. 4" 200 p.s.i.
 - c. 5" 150 p.s.i.



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Guidelines

Topic
5
Ropes - Usage and Testing

Authorization
Levy County Public Safety Director

Ropes - Usage and Testing

1. There shall be no natural fiber rope used in this department for training or during emergency scene operations for:
 - a. The movement of people.
 - b. Life line/safety line operations.
 - c. Guy ropes on "dome", "hotel", or "factory" raises of ladders.
2. Only those persons that have demonstrated the necessary technical knowledge and practical application techniques of ropes and auxiliary equipment to the satisfaction of the LCPSD Director, Levy County Fire Academy shall be authorized to use rope for the safety lines and repelling training.
3. Utility rope will be identified by changing the color at least one foot on each end.



ARTICLE I

SECTION F

Safety and Health



Subject I-F Safety & Health	Page 1 of 1	Issued	Revised
Topic 1 Firefighter Safety		Authorization Levy County Public Safety Director	

**Standard Operating
Guidelines**

Firefighter Safety

1. LCPSD has adopted the 1992 edition of NFPA 1500 as a department policy. As it relates to the personal safety of all firefighters, each person should become familiar with its contents.
2. The Safety Officer, under the direction of the LCPSD Director, will ensure compliance with the provisions of NFPA 1500.
3. The implementation of NFPA 1500 will be done as timely as possible.
4. All Departments will comply when monetarily feasible.



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Safety & Health

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**Standard Operating
Guidelines**

Topic
2
Protective Clothing & Equipment

Authorization
Levy County Public Safety Director

Protective Clothing and Equipment

1. All personal protective equipment (PPE) worn by LCPSD personnel in the performance of their duties must have been issued by the Department and meet NFPA 1971.
2. This includes:
 - a. Structural firefighting protective clothing (coat and trousers).
 - b. Helmet.
 - c. Hood.
 - d. Firefighting gloves.
 - e. Boots.
 - f. S.C.B.A.
 - g. P.A.S.S. Device.
3. All personal protective equipment (PPE) worn by LCPSD personnel in the performance of their duties must be supplied by the Department and meet infection control guidelines.
4. This includes:
 - a. Medical gloves
 - b. HEPA masks.
 - c. Safety glasses.
5. Members are responsible for the care, maintenance, cleaning, and security of all items issued to them.



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Safety & Health

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Standard Operating
Guidelines

Topic
2-a
Protective Clothing & Equipment

Authorization
Levy County Public Safety Director

Personal Alert Safety System (P.A.S.S.)

The P.A.S.S. device is to be considered an integral part of the overall protective system by the firefighter in compliance with N.F.P.A 1500 and shall meet requirements of N.F.P.A 1982.

1. The P.A.S.S. device will be mounted on the left side waist strap of the SCBA with the control knob in the up position, unless the P.A.S.S. device has been upgraded to an inline air activated device.
2. In station maintenance procedures:
 - a. Each P.A.S.S. device shall be checked for proper placement and operation each morning and after each incident where the SCBA has been worn.
 - b. The nine-volt battery shall be replaced whenever the low battery-warning signal has activated. (signal depends on specific manufacturers)
 - c. If P.A.S.S. device contains a battery display then the battery shall be changed at no lower the 50%.
3. The P.A.S.S. device is required on all SCBAs.
4. P.A.S.S. devices are to be used and activated in any situation that requiring an SCBA.
5. Emergency Operations of an activated P.A.S.S. device:
 - a. Search crews should begin systematic searches in the area of last known were bouts of a downed firefighter while homing in on the alarm signal.
 - b. The Incident Commander will be notified upon the activation of any distress signal alarm.
 - c. PAR check will begin as soon as a P.A.S.S. device is not rapidly reset.



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Topic 3 Accident/Injury/Exposure		Authorization Levy County Public Safety Director	

**Standard Operating
Guidelines**

Accident/Injury/Exposure Investigation

The following are the steps that shall be followed for the investigation, notification, documentation and reporting of accidents and property damage involving LCPSD vehicles, and injuries and body fluid/chemical exposures involving LCPSD personnel.

1. The P.A.S.S. device will be mounted on the left side waist strap of the SCBA with the control knob in the up position, unless the P.A.S.S. device has been upgraded to an inline air activated device.
2. In station maintenance procedures:
 - a. Investigations. The on-duty Battalion Chief is responsible for all investigations of accidents, property damage, injuries, and exposures. For minor situations, the LCPSD Director may delegate this to the appropriate Station Officer (career or volunteer) if they are on duty only. In no case does the LCPSD Director relinquish the responsibility for ensuring that a comprehensive investigation is completed.
 - b. Notifications - minor incidents. The LCPSD Director shall notify the Human Resources Director of any minor accidents, property damage, injuries, and chemical exposures on the day they occur. This can be done by phone contact, email or leaving a voice-mail message.
 - c. Notifications - serious incidents. The LCPSD Director shall notify the Human Resources Director and County Administrator of any significant accidents, property damage, injuries, and chemical or body fluid exposures immediately through the Communications Center. The LCPSD Director may be requested to respond to assist with the investigation. The LCPSD Director will notify Intergovernmental Risk Management Department.
 - d. Notifications - body fluid exposures. The Member shall immediately notify the EMS Battalion Captain of any body fluid exposure to LCPSD personnel. The EMS Battalion Captain will advise of the necessary follow-up action required. If the EMS Battalion Captain is unavailable, the Member shall notify the Station Officer and LCPSD Director. All other appropriate investigation, notification, and documentation steps shall also be followed.



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Topic 3 Accident/Injury/Exposure		Authorization Levy County Public Safety Director	

**Standard Operating
Guidelines**

Accident/Injury/Exposure Investigation

- e. Documentation. The on-duty Battalion Captain shall ensure that the appropriate paper work is filled out and filed based on the investigation. If an injury/illness will result in lost time from work, the Battalion Captain shall also complete a "Worker's Compensation/Long Term Disability Information sheet.
- f. Reporting. The Battalion Captain shall ensure that the completed investigation forms be delivered to the LCPSD Director. If this is not possible due to a ongoing investigation, the Battalion Captain shall notify the LCPSD Director of this and keep them informed.
- g. Safety Officer. The LCPSD Director is the head of the Safety Division. In the absence of the Division Chief. In the absence of the LCPSD Director the duties of the Safety Officer are temporarily delegated to a different officer.



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Topic 4 Hazard Communication Program		Authorization Levy County Public Safety Director	
Standard Operating Guidelines			

Hazard Communication Program

In order to comply with the Hazard Communication Act as recognized by the Florida Department of Labor and Employment Security, Levy County has implemented a Hazard Communication Program; LCPSD will comply with this program through the following efforts.

1. All new employees will receive training on the Hazard Communication Act.
2. Station Officers will maintain a binder with Material Safety Data Sheets (MSDS) for each chemical (cleaning agents, etc.) used or stored at the station.
 - a. All members will be made aware of and have access to the MSDS binder.
 - b. All members will be trained in the use of the MSDS.
3. Station Officers will train all members in the proper use and precautions of each chemical (cleaning agents, etc.) used or stored at the station.
4. Station Officers shall ensure that all containers of chemicals (cleaning agents, etc.) used or stored at the station are labeled. This includes small spray bottles of chemicals or mixtures.
5. When new chemicals (cleaning agents, etc.) are brought to the station for storage or use, station officers shall ensure that:
 - a. The new MSDS for the new chemical is placed in the MSDS binder.
 - b. All new members are trained in the proper use and precautions of the new chemical.
6. When new members are assigned to the station, station officers shall:
 - a. Make the member aware of the location of the MSDS binder.
 - b. Train the member in the use of MSDS.
 - c. Train the member in the proper use and precautions of all chemicals used or stored at the station.



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**Standard Operating
Guidelines**

Topic
5
Risk Management Guidelines

Authorization
Levy County Public Safety Director

Risk Management Guidelines

The following shall be used as guidelines when evaluating risk versus benefit in emergency and non-emergency situations in the course of LCPSD operations:

1. You should risk a lot only to save a lot.
2. You should risk only a little to save a little.
3. You should risk nothing to save what is already lost.



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Safety & Health

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**Standard Operating
Guidelines**

Topic
6
Receiving Bomb Threats

Authorization
Levy County Public Safety Director

Receiving Bomb Threats

1. **Receipt of a Bomb Threat:** Any employee receiving a bomb threat by any method shall make every effort to obtain as much information from the source of the threat as possible utilizing the provided bomb threat guide. Efforts should be made to identify the specific building in which the device is allegedly located. Also attempt to clarify whether the threat is intended for Levy County, a City in Levy County, a Federal Courthouse or other governmental building. The following information should be solicited:
 - a. When is the bomb going to explode?
 - b. Where is it right now?
 - c. What does it look like?
 - d. What kind of bomb is it?
 - e. What will cause it to explode?
 - f. Did you place the bomb?
 - g. Why?
 - h. What is your address?
 - i. What is your name?
 - j. Exact wording of the threat.
 - k. Identifying characteristics of the voice (accent, tone, background noise, sex, etc.)

2. **Reporting of a Bomb Threat:**
 - a. It shall be the responsibility of each employee to immediately report any bomb threat to the Sheriff's Office, along with the employee's name, position and telephone number.
 - b. Document and hold all information concerning the bomb threat until contacted by law enforcement officials. Insure the time of the call is noted as well as the telephone number on which the call was received.



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Topic 7 Post-Incident Analysis		Authorization Levy County Public Safety Director	

**Standard Operating
Guidelines**

Post-Incident Analysis

1. A post-incident analysis shall be held on all multiple alarms, hazardous materials incidents higher than a Level One, fire death or serious injury incidents, and technician rescue incidents within three calendar days of the incident.
2. The Incident Commander and Safety Officer shall each submit a written report on the post-analysis to the LCPSD Director.
3. Notification about incidents receiving media coverage should be made to the LCPSD Director.
4. Such reports may become the source of a training bulletin and distributed to all stations as an avenue of training and/or service improvement.



ARTICLE I

SECTION G

TRAINING



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Training

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Standard Operating
Guidelines

Topic
1
Training Records

Authorization
Levy County Public Safety Director

Training Records

1. Training records for all personnel must be maintained to ensure that:
 - a. We meet ISO requirements.
 - b. We meet state and federal regulations and national standards for fire and EMS training.
2. It is the responsibility of career and volunteer station officers to ensure that all required training records are completed correctly and submitted to the LCPSD for documentation.
3. The Station Officer of their designee must complete individual monthly training reports and station monthly training reports.
4. Members who complete training or certification from outside agencies shall submit any course certificates or other certifications to the LCPSD to get credit.
5. The Station Officer of their designee must complete and turn in yearly training reports to LCPSD Director by the first Monday in January.
6. It is the Station Officers responsibility to ensure the training records are accurate and turned in on time.
7. Any personnel status change must have a letter from LCPSD Director stating that the personnel is qualified, certified, and proficient enough to fulfill the duties to which they are now going to be assigned.



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Training

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Topic
2
In-Service Training

Authorization
Levy County Public Safety Director

In-Service Training

1. All members shall accomplish in-service at least twice a month LCPSD.
2. Station Officers shall be responsible for insuring that all members receive and participate in training activities.
3. All members shall demonstrate efficiency and effectiveness in completing training exercises. Station Officers shall promptly notify the LCPSD Director or their designee when a member demonstrates difficulty or deficiencies in completing tactical evolution's during training exercises.
4. The minimum duration of daily in-service training is two hours (2) of a given subject or a conglomeration of subjects. Additional training and longer duration of training is recommended.
5. Station Officers will make every effort to observe and/or participate in daily in-service training exercises when possible.
6. All training accomplished is to be logged in the station log book as well as on the monthly training report.
7. Training is of vital importance to the operational efficiency and competency of all members as well as companies as a whole.



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Training

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Standard Operating
Guidelines

Topic
3
Pre-Fire Plans & Training

Authorization
Levy County Public Safety Director

Pre-Fire Plans & Training

1. Pre-Fire Plans identify structures and/or locations of target hazards in your first alarm territory. Prioritize hazards based on potential for human and financial loss and environmental damage, and establish goals for completion
2. EACH Structure that has a Pre-Plan will be re-checked every year.
3. These plans shall be incorporated into training at least once a year.



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Training

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Topic
4

Skills Test

Authorization

Levy County Public Safety Director

Standard Operating
Guidelines

Skills Test

1. Rescue Drag: Drag 145lb. Rescue "Randy" or Comparable weight 50 feet down around a cone and back. At no time can the manikin be dropped, but may be lowered to re-grip.
2. Wood Chop: Chop a 2 x 4 in half by using a Fireman's Chop non-stop. Both hands in contact with the axe and not lifted above their head.
3. Hose Drag: Pull a charged 1-3/4" hose 150 feet and knock down three cones.
4. Ladder Carry, Raise and Climb: Carry a 24 ft. extension ladder 50 ft. on shoulder, extend ladder, climb ladder, and do a leg lock. Then climb down the ladder, lower ladder, and return it to starting position.
5. Hose Carry: Carry a 50 ft. section of rolled 2-1/2" 25 feet from one tailboard to another six times.
6. S.C.B.A.: On command completely don S.C.B.A. with all proper valves open, all straps snug and straight. Must call out air pressure on both bottle and secondary gauge accurately. Must complete seal check. Must call out exhalation valve working. Must call out P.A.S.S Device activated. All protective gear must be on before completing. Total time of 1 minute 30 seconds.
7. Hose Hoist: Hoist a 50 ft. section of rolled 2-1/2" hose hand over hand approximately 25 ft. high. Raise and lower two times without touching the ground.
8. First Responder Skill: Complete a Trauma and Medical assessment including sample history physical exam and proper treatment for assessment, complete PCR properly.
9. C-Spine, Cervical Immobilization Device, and Immobilization with Long Spine Board: Properly apply and illustrate C-Spine, CID, and LSB.
10. Hydraulic Powered Extrication Tools: Describe all parts of the Hydraulic Powered Extrication Tools, hook up, and run. Also explain other tools and accessories.



ARTICLE I

SECTION H

CASCADE

AIR

WAGON



Subject I-H SCBA Air Trailer	Page 1 of 1	Issued	Revised
Topic 1 Purpose		Authorization Levy County Public Safety Director	

**Standard Operating
Guidelines**

Purpose

1. The purpose of these guidelines is to develop a safe and reliable system of use for the LCPSD SCBA Cascade Trailer.
2. To establish a call out/check out procedure for emergency and non-emergency use.
3. To establish the minimum required training for use.
4. To establish the department having jurisdiction responsibilities.



Subject I-H SCBA Air Trailer	Page 1 of 1	Issued	Revised
Topic 2 Training		Authorization Levy County Public Safety Director	

**Standard Operating
Guidelines**

Training

1. All LCPSD Members who will be using the Cascade Trailer will have to attend a mandatory training program before using the LCPSD SCBA Cascade Trailer.
2. The training program will consist of 2 hours of training to meet the standard use and routine maintenance of the unit.
3. Training Officers who have completed the training program will conduct the training.
4. The training will not consist of repair or modifications to unit.



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I-H
SCBA Air Trailer

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**Standard Operating
Guidelines**

Topic
3
Emergency Use

Authorization

Levy County Public Safety Director

Emergency Use

1. Request Cascade unit through dispatch.
2. If no response from the station Cascade unit is assigned, to have Dispatch Contact LCPSD Director or his/her designee for direction.
3. Sign out the unit if picked up by Station unit not assigned to.
4. Check fuel level & make sure Cascade motor will start before responding to call.
5. Contact Station Officer immediately if there is a problem with the unit.
6. Contact Levy County Dispatch if unit is placed out of service.
7. Refuel Cascade trailer before dropping it back off at assigned station.



Subject I-H SCBA Air Trailer	Page 1 of 1	Issued	Revised
Topic 4 Non-Emergency Use		Authorization Levy County Public Safety Director	

**Standard Operating
Guidelines**

Non-Emergency Use

1. Call LCPSD Station 78 at least one (1) week in advance to check on the date you intend to use the trailer. (352-528-0522). If no answer contact LCPSD Office for assistance. (352-486-5209).
2. Call the day before and verify someone is still able to bring the Cascade Trailer to your event or set up arrangement for your pick up.
3. Sign out the unit if picked up by Station unit not assigned to.
4. Refuel Cascade trailer before dropping it back off at assigned station.
5. Contact Station Officer immediately if there is a problem with the unit.
6. Contact Levy County Dispatch if unit is placed out of service.



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SCBA Air Trailer

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**Standard Operating
Guidelines**

Topic
5
Non-Emergency Use

Authorization
Levy County Public Safety Director

Non-Emergency Use

1. Monthly unit check off will be the duty of the department unit is assigned to.
2. Annual and semi-annual maintenance will be completed by Channel Innovations out of Ocala, Florida. (352-694-7006).
3. Emergency repairs will be performed by Channel Innovations.
4. At no time are any members of any Fire Department or LCSO to tamper with, modify, or bypass any of the safety or air filtering systems of the unit.



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SCBA Air Trailer

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**Standard Operating
Guidelines**

Topic
6
Towing the Cascade Unit

Authorization
Levy County Public Safety Director

Towing the Cascade Unit

1. Each department will be responsible for providing their own vehicle for towing the unit if no one is available from assigned station.
2. These vehicles are to be kept in proper working condition and have the electrical system in place. Before towing the unit, be sure to hook up the electrical receptacle and test lights.
3. Always hook up break away safety chains to the towing vehicle.
4. Never, under any circumstance, use a vehicle not assigned to your station without permission from the Station Officer.
5. Never tow the unit without activating the trailer brakes and testing them.
6. To engage the trailer brakes remove the bolt from the trailer tongue, this will activate the inertia braking system.
7. The unit uses a two (2") ball for towing with a flat plug receptable.



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I-H
SCBA Air Trailer

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**Standard Operating
Guidelines**

Topic
7
Scene Placement

Authorization

Levy County Public Safety Director

Scene Placement

1. Always place the unit upwind and uphill of an incident.
2. Due to carbon monoxide never place unit close to running apparatus.
3. Never place the unit near the command post or rehab due to the noise produced by the unit while in operation.
4. Always perform repeated wind checks for wind direction.
5. Move the unit if the wind direction indicates a hazardous environment.



Subject I-H SCBA Air Trailer	Page 1 of 1	Issued	Revised
Topic 8 Filling Air Tanks		Authorization Levy County Public Safety Director	
Standard Operating Guidelines			

Filling Air Tanks

TO FILL FROM CASCADE

1. Filling a tank from the cascade is a step by step procedure.
2. Place the tank in the burst chamber.
3. Connect the tank to the filling hose.
4. Open the valve on the tank.
5. Open the cascade supply valve marked from bank one (1) or bank two (2).
6. Set the regulator to the desired pressure.
7. Slowly open the valve to the appropriate fill line.
8. Read the pressure on the filling line gauge.
9. When the gauge indicates the correct pressure, close the fill line.
10. Check the pressure on the tank gauge versus the fill line gauge.
11. Turn off the tank valve.
12. Bleed off the fill line.
13. Disconnect and remove the tank.

NOTE NEVER RUN THE CASCADE INSIDE OF A BUILDING

TANKS TO BE PURGED BEFORE FILLING

1. Procedure for filling a tank that is completely empty with the valve left open
2. If the tank has just been recently emptied, it can be purged and filled.
3. If the tank has been left open for an unknown time **DO NOT FILL.**
4. To purge a tank, fill it up to 500 psi bleed it down to 50 psi repeat this three (3) times.
5. Fill the tank per the normal procedure.
6. Never completely empty and compresses air tank. This can permit contamination to enter especially if the tank valve is left open.



ARTICLE II

SECTION A

RESPONSE PROCEDURES



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Response

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Standard Operating
Guidelines

Topic
1
Dispatch Assignments

Authorization
Levy County Public Safety Director

Dispatch Assignments

Adapted per Department

1. A structure fire is considered a normal alarm for the Levy County Fire. Levels of response included in a full alarm are based on the anticipated amount of equipment and number of personnel required to suppress a structure fire.
2. A full first alarm shall consist of three engine companies, a medic unit, and a District Commander.
3. A tanker will be included in all non-hydrant areas.
4. Each additional alarm will provide a duplication of the first alarm equipment and personnel. Separate resources may be called for the discretion of the District Commander or Incident Commander on scene.
5. An additional District Commander, an air truck, sheriff's officer, and appropriate staff will be sent to all second alarms.
6. Grass fires will have at least one engine and one brush truck dispatched.



	Subject II-A Response	Page 1 of 1	Issued	Revised
Standard Operating Guidelines	Topic 2 Receipt of Alarms		Authorization Levy County Public Safety Director	

Receipt of Alarms

1. Upon receipt of an alarm all personnel shall proceed directly to their assigned apparatus.
2. Prior to boarding the apparatus for a medical response all personnel will be in full uniform.
3. Prior to boarding the apparatus for other calls personnel, with the exception of the Driver/Engineer, will put on the appropriate personal protective clothing.
4. If an apparatus is in service when an alarm is received personnel will respond as directed and bunker out when they arrive on scene. Do not attempt to bunker out while en-route. To do this it would be necessary to remove the seat belt and risk potential harm.
5. The Driver/Engineer and the Members are both responsible for recording the location of the alarm. Prior to leaving the station they will agree on the location and the Members will then specify the route of travel.
6. If an apparatus is in service when an alarm is received the Driver/Engineer will slow the apparatus in order not to pass the next intersection until the alarm is received and route of travel is determined. When the address is confirmed and response is initiated the Members will notify dispatch of the location from which they are responding.
7. Donning of SCBA's while en-route to an alarm is prohibited unless SCBA units are secured in the seat back and can be put on while the firefighter remains in the seat belt.
8. The member is not to advise dispatch that they are responding until all personnel are properly seated and secured and the vehicle is in motion toward the alarm.
9. All apparatus, when giving the "responding" command, will advise on how many personnel are on board the apparatus.



	Subject II-A Response	Page 1 of 1	Issued	Revised
Standard Operating Guidelines	Topic 3 Response to Alarms		Authorization Levy County Public Safety Director	

Response to Alarms

1. State and local laws do not exempt authorized emergency vehicles from regular traffic laws when responding to an emergency. The Driver/Engineer is responsible for driving with due regard for the safety of others on the road and will be held accountable for their actions.
2. The Member or senior firefighter is the direct supervisor of the Driver/Engineer and will not permit the apparatus from moving until they have verified that all personnel are seated in their designated riding positions with their seat belts or safety harnesses fastened.
3. Riding on tailboards or in any exposed position is prohibited.
4. When an emergency apparatus is responding to a call the vehicle must stop for a school bus either loading or unloading, as would a private vehicle. If the red lights are flashing on the bus and the students are loading or unloading you must come to a complete stop. In most cases, if the driver sees you coming, they will close the door and hold the students on the bus. Proceed with due caution only when the driver signals you to pass.
5. The Driver/Engineer will always maintain a good speed consistent with safe operation of the apparatus under the prevailing conditions.
6. Per Florida Statute 316.072 emergency vehicles are allowed to exceed the speed limit as long as they do not endanger life and property. The maximum speed will not exceed ten miles per hour faster than the posted speed limit while responding to a call.
7. Driving in the center lane or to the left of the centerline into on-coming traffic is extremely dangerous and should be avoided whenever possible.
8. Should a closer apparatus, not on assignment be available in zone, that apparatus should notify dispatch of its location.
9. When an apparatus responds to a call the Member will inform dispatch of the number of personnel responding on the apparatus.



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Response

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Topic
4

Emergencies While Available in Area

Authorization

Levy County Public Safety Director

Standard Operating
Guidelines

Emergencies While Available in Area

1. When an emergency is encountered that requires assistance by a County Fire Department while available in area, the Driver/Engineer will stop the apparatus and the Member will assess the nature of assistance required.
2. The Member will notify dispatch of the location of the incident, nature of emergency, action being taken, and request any additional equipment that may be needed.



Standard Operating Guidelines	Subject II-A Response	Page 1 of 1	Issued	Revised
	Topic 5 Response to Carbon Monoxide Alarms		Authorization Levy County Public Safety Director	

Response to Carbon Monoxide Alarms

1. The first apparatus on scene will give a size up, establish incident command, and establish scene control as soon as possible.
2. An interior investigation shall be done to verify if the alarm sounding is a smoke detector or carbon monoxide detector. Upon locating the alarm, determine the cause (ie. True Emergency, low battery, poor location of devise, ect.)
 - a. An investigation team shall consist of two firefighters wearing full protective gear. Turnout gear, nomex hood, SCBA, and PASS devise shall be worn. The investigation team shall make entry and have two firefighters in the same level of gear as a RIT team if possible.
3. If the alarm is found to be a smoke detector the investigation team will advise dispatch of the situation either request additional resources or cancel further responding units.
4. If the alarm is found to be a carbon monoxide detector the investigation team will verify the LED reading if available, make sure all occupants are out of the structure, determine the cause of gas leak, stop leak if able to do so, and ventilate structure.
5. Occupants should be interviewed to determine if they are experiencing signs of carbon monoxide poisoning. If so, they should be given immediate medical attention and request transport units if needed.



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Response

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Standard Operating
Guidelines

Topic
6
Response to Brush Fires

Authorization
Levy County Public Safety Director

Response to Brush Fires

1. Response to brush fires shall be in the emergency mode.
2. The Member shall decide whether to respond in the engine or grass truck based on the information given by dispatch (location of fire City or County, unit being requested by another agency, ect.)
3. If additional personnel are at the station, both the engine and grass truck may respond if needed based on the information provided by dispatch or first unit on scene.
4. While operating at brush fires all county fire units will have windows in the up position.



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II-A
Response

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Standard Operating
Guidelines

Topic
7
Response to Illegal Burns

Authorization
Levy County Public Safety Director

Response to Illegal Burns

1. Units responding to an illegal burn shall respond cold.
2. Response to illegal burns is recommended in the Engine with at least two personnel on board.
3. In addition to filling out a standard Fire Incident Report, the responding personnel must also fill out a Notice of unlawful Burning Report which will be attached to the Incident Report.



Standard Operating Guidelines	Subject II-A Response	Page 1 of 3	Issued	Revised
	Topic 8 Response to a Hazardous Material Scene		Authorization Levy County Public Safety Director	

Response to a Hazardous Material Scene

1. Purpose:
 - a. To provide uniformed guidelines for response to a Haz-Mat incident and define the roles of all first initial responding units as the Operations Level.
 - b. To be compliant with OSHA SARA Title I, Section 126. OSHA 29 CFR 1910.120 *Hazardous Waste Operations and Emergency Response*, and EPA 311.

2. Policy:
 - a. The first unit on scene shall:
 - I. Safely position their apparatus with consideration of the product.
 - II. Establish incident command, designate its location, and give a preliminary report of the situation and products involved.
 - III. Establish a control zone, beyond which, entry is restricted.
 - IV. Designate and report a staging area for incoming apparatus and assign a staging officer.
 - V. Execute only immediate life saving rescue limiting the endangerment of health and safety after conducting a risk vs. benefit analysis.
 - VI. Identify the material or products involved and the Emergency Response Guide (ERG) carried on all apparatus to establish the initial site safety plan and defensive actions to be taken.



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	Topic 8 Response to a Hazardous Material Scene		Authorization Levy County Public Safety Director	

Response to a Hazardous Material Scene

3. Command Procedures:

- a. All responding units to a Haz-Mat incident, upon arrival at the scene will identify the safest location to place their apparatus in an up-wind location from the incident. Establish a Hot Zone, Warm Zone, and Cold Zone. Limit access to these defined areas and assure site security.
- b. The senior emergency response member on scene shall become the individual in charge of the site-specific Incident Commander. All responders and their communications shall be coordinated through the Incident Commander. The location of Incident Commander should be announced over the radio to all responding units.
- c. The Incident Commander shall designate a Safety Officer with specific responsibilities to identify and evaluate hazards and to provide direction to the safety of the operations. The designated Safety Officer shall have the immediately to the Incident Commander.
- d. Based on the hazardous substance and/or conditions present the individual in charge shall implement appropriate emergency response operations and assure that personal protective equipment worn is appropriate for the hazards encountered. The minimum required personal protective equipment should include complete turn out gear.
- e. Hazardous substances presenting an inhalation hazard or potential inhalation hazard shall don and wear positive pressure self contained breathing apparatus while engaged in the emergency response until the Incident Commander determines through the use of air monitoring that a decreased level of respiratory protection will not result in a hazardous exposure.
- f. To those personnel actively performing emergency operations, they will be limited to those areas of potential or actual exposure to the site hazards. Emergency operations shall be performed using the buddy system.
- g. Back-up personnel shall be standing by with equipment ready to provide assistance or rescue during defensive or offensive operations.



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	Topic 8 Response to a Hazardous Material Scene		Authorization Levy County Public Safety Director	

Response to a Hazardous Material Scene

- 4. Decontamination Procedures:
 - a. All personnel, clothing, and equipment leaving the Hot or Warm Zone must be decontaminated to remove any harmful chemicals or infectious organism that may be adhered to them. The decontamination method will be product specific and the DOT, MSDS, or other reliable references should be consulted for determining the method. The Decon area should be established before operations begin. The Decon area should be established from the Hot Zone with a:
 - I. "Equipment Drop" area then "Primary Decontamination" area, this will be the initial rinse and soap or solution washes as necessary to remove as much as contaminant as possible.
 - II. Secondary Decontamination, the number of washes will be product specific for the nature of contamination. If the person will be returning to the Hot Zone and only requires an air bottle change, primary decon should only be required.
 - III. Removal of outer protective clothing including outer gloves and boots are removed at this station.
 - IV. Removal of SCBA.
 - V. Field wash / personnel shower, face and hands should be washed to ensure complete decontamination.
 - VI. Rehabilitation, a clean area in the Cold Zone should be established and liquid supplement should be provided.



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Topic 9 Technical Rescue		Authorization Levy County Public Safety Director	

**Standard Operating
Guidelines**

Technical Rescue

The first unit on scene shall:

1. Position apparatus no closer than 100 ft. from the scene.
2. Establish incident command and give a preliminary report of the situation.
3. Designate a staging area for other responding units and designate a staging officer.
4. Eliminate vibration and ignition sources. If necessary, shut off all engines and stoop traffic within 500 ft. in all directions.
5. Locate a job foreman or an eye witness and get as much information as possible:
 - a. Location and number of victims trapped.
 - b. Length of time since cave in, collapse, or entrapment occurred.
 - c. How victims are buried or trapped.
6. Execute immediate life saving rescues ONLY. However, do not allow any personnel to enter either an un-shored trench or a confined space if the depth is more than 4 ft. under any circumstances or if the confined space has an unmonitored atmosphere.



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	Topic 10 Signal 7 Calls		Authorization Levy County Public Safety Director	

Signal 7 Calls

1. Procedures for signal 7 call:
 - a. When assessing patient's condition do not move the body more than necessary. If the patient is a confirmed signal 7 **DO NOT MOVE THE BODY.**
 - b. Do not let any person including family members disturb the scene.
 - c. Stay in attendance with the body until the arrival of law enforcement or the medical examiner.
 - d. Do not examine personal belongings such as wallet, purses, ect. Do not look through dressers or closets or in automobiles.
 - e. Write detailed reports of everything that took place from the time of arrival.
2. Procedures for fire related deaths:
 - a. Follow the same procedures as listed above.
 - b. Ensure that the on call State Fire Marshal, Law Enforcement, and the Fire Chief are notified.



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Topic 11 Limited Access Roadways		Authorization Levy County Public Safety Director	

**Standard Operating
Guidelines**

Limited Access Roadways

1. Fire department apparatus will use designated traffic lanes to enter, exit, and maneuver on limited access roadways.
2. Apparatus will not make u-turns on the median strips of limited access roadways, except on authorized cross over when necessary to reach the scene of an emergency.



ARTICLE II

SECTION B

FIRST ON

SCENE



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Topic
1

Apparatus on Scene

Authorization

Levy County Public Safety Director

**Standard Operating
Guidelines**

Apparatus on Scene

1. The Member or senior officer of the first unit on scene of an emergency will establish command and give a size up to dispatch, including:
 - a. Unit identification
 - b. Building description, height, size, construction type, etc.
 - c. Type of occupancy, residential or commercial
 - d. Fire and/or smoke conditions
 - e. Action being taken
 - f. Advise response of other units
 - g. Initiate incident command stating the name and location of the unit in command
2. If, upon further investigation by the first unit on scene, an emergency exists beyond that unit's capabilities, then the Incident Commander will request dispatch send additional equipment to the scene.
3. If, upon further investigation by the first unit on scene, that the units on scene can handle the incident, the Incident Commander will notify dispatch to cancel any other responding units.



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Standard Operating
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Topic
2
Booster Lines

Authorization
Levy County Public Safety Director

Booster Lines

1. The booster line may only be used as an initial attack line for brush fires and small outside trash fires where there is no exposure problem. The initial attack line on all other fires, including vehicle fires and dumpster fires, requires the use of a municipal fire hose that is no smaller than 1 ½" in diameter.
2. The use of booster lines is permitted for overhaul operations for ease of handling and to reduce the possibility of further water damage.
3. Booster lines may be used for clean up operations when there is no danger of fire and there is no involvement of hazardous materials.
4. The booster line is not authorized for use as a ready line during motor vehicle accidents and entrapment situations that require the presence of a charged line. When the incident dictates the need for a charged line to be immediately available, the personnel use a hose that is no smaller than 1 ½" in diameter.



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Standard Operating
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Topic
3
Standpipe Connections

Authorization
Levy County Public Safety Director

Standpipe Connections

1. The first apparatus on scene is responsible for water supply during all fire department operations in buildings with a sprinkler or standpipe connections.
2. In order to protect the pump operator and apparatus from debris falling from upper floors, the apparatus responsible for supplying water to the standpipe system should be placed outside the collapse zone.



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Standard Operating
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Topic
4
Vehicle Fires

Authorization
Levy County Public Safety Director

Vehicle Fires

1. Apparatus will be positioned at least 100 ft. up-hill and upwind from the vehicle involved and, if possible, facing away from the side of the vehicle.
2. A danger zone of a 100 ft. radius around the vehicle should be established. All people and occupied vehicles should be cleared from this area until the fire has been extinguished and the Incident Commander has declared the area safe.
3. Anticipate extra fuel tanks, exploding fuel tanks, LPG or LNG fuel cylinders, airborne bumpers, exploding drive shafts, exploding tires, exploding batteries, and hazardous contents.
4. The attack team shall stay clear of the areas directly in front of and rear of the vehicle and the area directly facing the underside of vehicles on their side, during the initial attack.
5. Be cautious when opening the hood of the vehicle or the truck as the fire may flash. Prop open the hood or trunk lid with a halligan tool or straight bar, as hood springs may have been weakened by the fire.
6. Under no circumstances should the gasoline fuel cap be removed. This may permit heated gasoline vapors to escape, thus increasing possible injury to personnel due to potential ignition.
7. All personnel responding must be fully dressed in bunker gear and SCBA.
8. Minimum diameter hose line used for vehicle fires shall be 1-3/4".



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Topic
5

Woods and Brush Fires

Authorization

Levy County Public Safety Director

**Standard Operating
Guidelines**

Woods and Brush Fires

1. When operating an engine at a brush fire it will not be driven off the hard road. When fire conditions prevent control and extinguishments with hand lines and hand tools, a brush truck will be utilized. Brush trucks shall leave all emergency warning lights on while operating at woods and brush fires. The brush truck **IS NOT PERMITTED IN THICK BRUSH THAT MAY DAMAGE TRUCK.**
2. When responding the brush truck to an incident it will not respond with less than two personnel unless otherwise authorized by the Chief. The number of personnel authorized to respond in the brush truck is limited to the number of the seat belts in the truck. When responding to a scene that there is an apparatus already on scene, the brush truck may respond with one personnel.
3. The Driver/Engineer shall ensure that the hubs are locked in 4-wheel drive and that the transfer case is also in 4-wheel drive.
4. In the event that the brush truck becomes stuck, place the transfer case in 4-wheel low and attempt to free the truck without causing any damage. If that does not free the truck use the winch located on the front bumper of the truck.
5. Riding on top of the booster reel is not permitted unless authorized by the senior firefighters on scene. The firefighter should stay in constant verbal contact with the Driver/Engineer.
6. Assistance from forestry should be requested when access to the fire cannot be gained by a brush truck, when two or more departments are needed on scene, or whenever water alone is not an effective means of putting the fire completely out.
7. Windows must be in the up position when operating at scene of a woods or brush fire to reduce the chance of injury to personnel and damage or loss of unit.



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Topic
6
Individual Duties

Authorization
Levy County Public Safety Director

Individual Duties

1. The Levy County Fire Department requires the completion of standard tasks typically assigned to personnel riding in specific positions in the apparatus. This guideline lays out the typical tasks performed by each crewmember. The actual crew size will dictate which tasks are completed by which crewmember.
2. The following assumes a four-man crew. When the engine is operating with only three personnel the senior firefighter will notify the Incident Commander or dispatch that there will be a slight delay in attacking the fire due to the lack of a fourth crewmember.
3. Prior to arriving on scene, each crewmember will know their primary duty assignment, what tools they are responsible for, and what their secondary assignment is.
4. Duties of the senior firefighter:
 - a. If the first unit on scene; transmit a detailed scene size-up and establish command in accordance with the Levy County Fire Department Incident Command Procedures.
 - b. Advise dispatch of actions being taken.
 - c. Select water source and order the number and size of supply lines to be laid, attack lines to be placed, and direction of attacks.
 - d. When making a reverse lay, decide what tools and equipment will be required at the fire scene, and assist in their removal from the apparatus prior to telling the Driver/Engineer to lay the hose.
 - e. Coordinate with interior sector officers and with other interior attack team leaders to insure there is no opposing hose line streams in operation.



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Topic
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Individual Duties

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**Standard Operating
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Individual Duties

5. Duties of the Driver/Engineer:

- a. When making the reverse lay he will assist in removing selected tools and equipment that will be needed at the scene.
- b. When the hydrant man is seated and belted in place, the Driver/Engineer will lay the designated line to the water source.
- c. At the appropriate source and with the assistance of the hydrant man, the Driver / Engineer will make the appropriate hydrant connection or set the pump. When directed by the Incident Commander, begin flow of water.
- d. When making a forward lay, stop the apparatus at the specified hydrant, wait for the hydrant man to remove the necessary hose and equipment, and when directed by the hydrant man, lay the line. Locate the apparatus in the appropriate place for the assignment given, engage the pump, chock the wheels, and man the pump.
- e. Prior to connecting the supply line to the intake, place the hose clamp on the supply line at least 20' behind the apparatus and 6' behind the supply side of the coupling.
- f. Charge the attack lines when the nozzle man calls for water and flow them at the appropriate pressure and set the relief valve.
- g. When the pump is engaged the Driver/Engineer will not leave the apparatus.
- h. The Driver/Engineer is responsible for all the tools and equipment that is removed from the apparatus.
- i. As time and work load permits, get extra SCBA bottles ready. Also, assist and be responsible for the proper loading of all the hose.
- j. If not assigned pumping duties at the scene of a working fire, the Driver/Engineer will secure their apparatus, don full bunker gear, and report to the Incident Commander for an assignment.



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Topic
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Individual Duties

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Individual Duties

6. Duties of the Hydrant Man

- a. When making a forward lay, and when directed by the senior firefighter, the hydrant man will dismount the apparatus at the hydrant. They will remove enough hose to circle the hydrant along with the hydrant bag. When the hydrant is wrapped he will signal the Driver/Engineer to lay the line. After he has attached the hose to the hydrant and has made sure that the Driver/Engineer has the hose clamp in place, he will then charge the line.
- b. When making a reverse lay the hydrant man will assist in removing selected tools and equipment that will be needed at the scene. The hydrant man will return to his seat and Driver/Engineer will lay the line.
- c. At the hydrant, the hydrant man will lay a line from the hydrant to the truck and change the line, then walk back toward the scene moving the line to the edge of the road where needed.
- d. When at the scene he will pack out and report to the Incident Commander for an assignment.
- e. When the fire is out he will assist in cleaning and locating tools and equipment, loading hose, and getting the apparatus ready for service.

7. Duties of the nozzle man:

- a. When making a reverse lay the nozzle man will assist in removing selected tools and equipment that will be required at the scene.
- b. The nozzle man will advance the line to the point of entry and flake the line in a manner that will allow rapid movement into the building.
- c. When in position the nozzle man will notify the Driver/Engineer to charge the line, bleed the air from the line, adjust the nozzle to proper pattern, and commence attack.
- d. Under the supervision of the senior firefighter, the nozzle man will direct the stream in an accepted manner for fast and effective control of suppression. It is the nozzle man's responsibility to limit the quantity of water being applied to the minimum amount required for the total extinguishment of the fire.
- e. When the fire is out the nozzle man will assist in locating and cleaning tools and equipment, loading hose, and getting the apparatus ready for service.



ARTICLE II

SECTION C

BACK-UP UNITS



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**Standard Operating
Guidelines**

Topic
1
Search and Rescue

Authorization

Levy County Public Safety Director

Search and Rescue

1. Search and rescue operations will comply with Levy County Fire Incident Command procedures.
2. The proper time to prepare for search and rescue is before an alarm.
3. Personnel assigned to interior search and rescue shall work in teams of two or more. Each member shall carry a light, forcible entry tool, rope, and a charged line.
4. A primary search will be made of all involved and exposed structures that can be entered. Initial fire ground operations will be structured around the completion of the primary search.
5. The area closest to the fire and directly over the fire, if applicable, will be searched first. Teams shall ventilate as they go, with a charged hose line.
6. Rooms that have been searched will be identified by some type of marker.
7. A secondary search will be made as soon as the situation has been stabilized. The firefighters assigned to the secondary search should not be from the same group that conducted the primary search.
8. Victims that are still alive will be immediately removed to a safe area. Victims who are a verified signal 7 will not be moved or in other way disturbed unless there is a danger of the area where the body is located of being destroyed by the progression of the fire. The Incident Commander shall be notified at once of the number of victims, their locations, and the level of medical attention required.



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Topic
2
Ground Ladders

Authorization
Levy County Public Safety Director

Ground Ladders

1. When fire department personnel are operating above the ground floor in a multi-story building, ground ladders will be placed to the operating floor in anticipation of the need for an alternate means of escape.
2. Do not commit a longer ladder than what is needed for the job.
3. When a ground ladder is used to reach the roof place it to the side of the windows and not in front of them.
4. When a ladder is used to put firefighters on the roof **IT MUST NOT BE MOVED UNTIL ALL PERSONNEL THAT CLIMBED IT ARE ACCOUNTED FOR NO MATTER HOW MUCH THE SCENE DETERIORATES.**
5. If personnel are operating on the roof and sufficient personnel are available, a second ladder should be raised at an alternate location to provide a second means of escape from the roof.



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**Standard Operating
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Topic
3
Forcible Entry

Authorization

Levy County Public Safety Director

Forcible Entry

1. **ALWAYS REMEMBER TO TRY BEFORE YOU PRY!!**
2. Whenever possible the through the lock method of forcible entry should be used. For windows and doors with glass it may be necessary to break a pane rather than damage the locking mechanism.
3. In a fire or potential fire situation, a charged line shall be extended and ready for use prior to entry.
4. Do not break tempered glass without specific authorization from the senior firefighter.
5. If there are signs that the fire has been burning for a long period of time and the building remains tightly closed do not force entry at street level until the top level has been vented.



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Topic
4
Ventilation

Authorization

Levy County Public Safety Director

Ventilation

1. Do not ventilate until hose lines are in place and the order has been given.
2. Positive pressure ventilation should be used whenever possible in conjunction with fire.
3. When using an exhaust fan to mechanically pull smoke from a building use salvage cover to cover the remainder of the opening.
4. When opening windows for ventilation, remove drapes, shades, and screens from the opening.
5. Personnel will not be assigned to open truss roofs in the fire is in the cockloft.
6. Utilize natural openings such as skylights or windows before cutting a hole in the roof.
7. Do not operate hose lines into a ventilation hole.



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**Standard Operating
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Topic
5
Overhaul Procedures

Authorization

Levy County Public Safety Director

Overhaul Procedures

1. The primary objective of overhaul is to extinguish all remaining fire while causing a minimum amount of additional damage to the building and contents. It is recognized that to accomplish this task that walls, ceilings, floors, and other hidden spaces may have to be opened to remove any possibility of rekindle. However, unnecessary use of water is not acceptable.
2. The primary consideration during overhaul operations is the safety of personnel still operating on scene.
3. After the main body of the fire has been extinguished the Incident Commander will conduct an inspection of the scene to determine stricter stability, identify safety hazards, and organize a safe plan for overhaul.
4. If hazardous materials are found during overhaul, then the overhaul should stop until the situation is determined to be safe.
5. Particular care should be taken to preserve personal effects, family mementos such as picture albums, files, and personal records.
6. Wallets, handbags, money, jewelry, and other valuables found during overhaul shall be given to the Incident Commander in presence of a witness. The Incident Commander is responsible for the security of these items until they are properly returned to their proper owner or the sheriff's office for safekeeping.
7. Mattresses and stuffed furniture should be removed to the outside for final extinguishments to prevent unnecessary water damage. This type of material is known for smoldering undetected for many hours.
8. When overhaul is complete the Incident Commander should be notified to inform the owner that the building is ready to be turned back over to them. The Incident Commander should turn the property back over the owner in front of a witness and notify dispatch of the same.



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6
Property Conservation

Authorization
Levy County Public Safety Director

Property Conservation

1. Everything that takes place on the emergency scene should be carried out so as to minimize property damage.
2. Salvage operations should begin simultaneously with the initial fire attack and continue throughout the incident until the end of the overhaul phase.
3. Water runoff should be controlled and removed in a manner to prevent any further water damage to the structure or its contents.
4. Do not disturb areas or items that may be of interest to the fire investigator.



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**Standard Operating
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Topic
7-A
Water Supply

Authorization

Levy County Public Safety Director

Water Supply

1. The Incident Commander will designate an Officer and advise them of the required water flow.
2. The Officer will determine how many tankers will be required to maintain the maximum water flow.
3. Discharge pressure from the tankers into the receiving apparatus shall not exceed 50 psi.



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Topic
7-B
Water Supply

Authorization

Levy County Public Safety Director

Hard Suction Hook-Ups

1. This will vary per each Department's equipment.
2. Each tanker carries an assortment of fittings that should make any required hard suction hook-ups.
3. Using the appropriate fittings connect a hard suction line to the steamer connection on the tanker and hook-up to an engine in the same manner as hooking to a hydrant.



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7-C
Water Supply

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Levy County Public Safety Director

Drafting

1. The purpose of operating an engine from a draft is to supply water to a fire ground directly or through a relay. There are three basic factors that determine where to set up a draft.
 - a. The amount of water needed.
 - b. Type of water available.
 - c. Accessibility of water.
2. In order for an engine to approach its rated capacity there must be at least 24 inches of water surrounding the strainer to prevent rocks and debris from entering the pump.
3. When operating the pump in a draft mode, be sure to maintain water in the tank. A leaking tank can cause a loss of pump prime.
4. If a floating strainer is available it is to be used at all times.



Safety

1. Bystanders are often curious and may approach the helicopter creating a hazard. It is important to assign personnel for landing zone security when utilizing a helicopter.
2. Protect patient and ground crew members during final approach of the aircraft. No one is to be inside the marked off landing zone until the helicopter is on the ground.
3. No vehicles are permitted inside the marked off landing zone, including emergency apparatus, at any time.
4. All civilians, media personnel, bystanders, and emergency personnel must keep clear of the landing zone at all times.
5. Never approach the aircraft from the front in a crouched position and in full view of the pilot or flight crew, unless given other directions by the pilot or flight crew.
6. Tail rotor systems are low enough to cause injury or death. High speeds make them almost impossible to see, therefore, eye contact with the pilot should be established before approaching.
7. Always approach the aircraft from the front in a crouched position and full view of the pilot or flight crew, unless given other directions by the pilot or flight crew.
8. If the landing zone is on a slope or uneven ground always approach the helicopter from the downhill side. **NEVER** approach from the up-hill side.
9. Before approaching the aircraft remove any loose objects to protect yourself from flying debris.
10. Keep all equipment or intravenous lines below the level of your head when approaching the aircraft.
11. There shall be no smoking or open flames of any type in or near the landing zone.
12. Never open or secure any aircraft doors. This is to be done only by the flight crew.
13. Utilize only the minimal personnel to assist medical personnel in loading the patient on board the helicopter.
14. Depart when directed by the flight crew. Exit towards the front of the aircraft.
15. Helmet with chinstrap fastened shall be used at all times.



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Topic
8-B
Helicopter Operations

Authorization
Levy County Public Safety Director

Landing Zone Officer

1. Upon notification that a helicopter has been dispatched to your incident, ONE person will be designated as the Landing Zone Officer.
2. The LZO will focus their efforts solely upon the establishment and safety of an area adjacent to the incident scene that will adequately accommodate the landing of a helicopter for the pickup and transport of a patient.
3. Upon locating a site, the LZO will survey the site for all hazards, which the helicopter pilot will need to know about. All hazards will be identified as to how far away from the landing zone they are.
4. The LZO shall identify from which direction the wind is coming and will stand in the center of the upwind boundary of the landing zone with their back to the wind.
5. The LZO will establish communication with the helicopter pilot as soon as possible prior to the helicopter arriving on scene, if possible.
6. If the landing zone is not ready for the helicopter to land shortly after arriving on scene, advise the pilot of the situation and have them circle the scene until the landing zone is ready.
7. Upon arrival of the helicopter to the scene the LZO will advise the pilot of all pertinent information including all hazards, location and distance between the landing zone and the scene, wind direction and speed, and any other pertinent information to the safe landing and takeoff of the aircraft.
8. The LZO will focus their concentration on the landing zone and aircraft safety and will not participate in any other activities at the emergency scene.
9. The LZO will ensure that personnel are assigned as tail rotor guards to prevent other emergency personnel or civilians from walking into tail rotors or from doing something that would endanger the flight crew, helicopter, patient, or any other safety related operation.
10. SAFETY IS THE PRIMARY CONCERN AND RESPONSIBILITY OF EVERYONE INVOLVED IN A HELICOPTER EVACUATION! This cannot be over emphasized, as helicopters are very unforgiving in the event that they bump into something or someone bumps into them.



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Helicopter Operations

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Levy County Public Safety Director

Landing Zone Communications

1. The Incident Commander shall contact dispatch and request a tactical channel for the landing zone communications between LZO and the pilot.
2. Dispatch will then notify the Incident Commander and advise him which helicopter is responding to the scene. This has three purposes:
 - a. To inform the Incident Commander and the LZO that the helicopter is en-route and which tact channel will be used for landing zone communications.
 - b. To switch to that channel and contact the pilot in order to pass along information about the landing zone.
 - c. To initiate a request from the Incident Commander to send additional apparatus to set up the landing zone if all personnel on scene are busy giving medical care.
3. Upon notification that the helicopter is en-route the Incident Commander will designate a LZO who will select and prepare the landing zone and switch their radio to the appropriate channel for helicopter communications.
4. In the event that another apparatus is called to set up the landing zone the officer in charge of that apparatus will switch their radio to the appropriate channel and contact the helicopter as soon as possible to notify them of the situation.
 - a. If the helicopter arrives on scene before the apparatus can, the officer in charge will contact the pilot and advise them of the ETA and request that they circle the area until the landing zone may be established. This is a very rare occurrence but it is essential to maintain open communication with the pilot, flight crew, and ground apparatus.
5. When giving directions to a pilot as to your location, be as specific as possible using compass directions or clock positions. Using clock positions refer to your position using the helicopter's nose as the 12 o'clock position. This eliminates confusion as it gives the pilot specific reference points to work with in correlation to the position and flight direction of the aircraft.



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Landing Zone Communications

6. All communications with the helicopter will be done through the LZO. No other apparatus are to communicate on the assigned channel for helicopter communications.
7. All communications are to be brief, clear, and concise. Assume that all messages that are not acknowledged are not received.
8. If a roadway is to be used as a landing zone, this information must be clearly communicated to law enforcement. This must include which roadway is going to be used, when it is going to be shut down to traffic, and when it is clear to be reopened to road traffic.



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Helicopter Operations

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Levy County Public Safety Director

Landing Zone Selection and Preparation

1. Selecting and preparing a landing zone is one of the most important elements in maintaining the safety of personnel and of the helicopter.
2. The landing zone should be located as close to the scene as possible without causing problems with rotor wash and debris at the scene.
3. The landing area of the landing zone is where the helicopter actually touches the ground. The landing zone is the general surrounding area and the approach area.
4. All landing zones shall be in an area that is free from excessive loose sand and debris.
5. The landing zone will be thoroughly searched for any loose trash that could be blown by rotor wash and create a potential hazard.
6. Secure the landing zone from general public traffic. If at all possible, an engine should be standing by the landing zone.
7. **Daytime Operations:**
 - a. Minimum landing zone area shall be at least 100 ft. x 100 ft. without any adverse weather conditions.
 - b. If adverse weather or high winds exist increase the minimum landing zone area to 150 ft. x 150 ft.
 - c. The landing zone shall be flat and free of debris.
 - d. Mark the landing zone area with strobes or fluorescent orange cones 24 inches or larger.
 - e. Place an apparatus underneath overhead wire obstructions. Make sure emergency lights are on.
 - f. The LZO shall stand in the center of the upwind landing area with your back to the wind. Report wind direction and approximate speed to the pilot.
 - g. Inform the pilot of all pertinent information and of all obstructions, including approximate height, locations, and distance from the landing zone.



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Back-Up Units

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Topic
8-D
Helicopter Operations

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Landing Zone Selection and Preparation

8. Nighttime Operations:

- a. Select a landing zone that provides a minimum of 150 ft. x 150 ft. Also, keep in mind that additional space may be needed for adequate final approach angle and speed.
- b. Landing areas shall be 200 ft. x 200 ft. if adverse conditions are present.
- c. Place strobe lights in each corner of the landing area. If for some reason strobe lights are not available, the following alternatives are permissible:
 - I. Use a fluorescent cone placed on its side with a hand held flashlight inside. Place the point of the cone towards the center of the landing zone.
 - II. Place one flare in each corner securely anchored to the ground.
 - III. Utilize two apparatus with emergency and headlights on. The headlights of the two apparatus should be on low beam and pointed so they intersect each other in the center of the landing zone.
- d. If at all possible, place an apparatus or other lighted indicator underneath any overhead obstructions.
- e. DO NOT WAVE ANY LIGHTS AROUND TO DIRECT THE AIRCRAFT.
- f. DO NOT SHINE LIGHTS DIRECTLY AT THE AIRCRAFT.
- g. MAKE SURE THE LANDING ZONE IS THOROUGHLY CHECKED FOR OBSTRUCTIONS AND THAT COMPLETE INFORMATION IS RELAYED TO THE PILOT.
- h. TURN ALL APPARATUS HEADLIGHT AND SPOT LIGHTS OFF AROUND THE LANDING ZONE WHEN THE AIRCRAFT IS ON ITS FINAL APPROACH AND WITHIN 50 FEET OF TOUCHING DOWN.
- i. Upon the aircraft landing, at least one person will be assigned to the left hand side of the aircraft and will maintain a safety position to prevent accidental contact of any person with the tail rotor.
- j. The flight crew is responsible for the loading and unloading of patients. Personnel shall wait for instructions from the flight crew before approaching the aircraft.



ARTICLE II

SECTION D

TACTICAL PROCEDURES



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Topic 1 Apparatus Placement		Authorization Levy County Public Safety Director	

**Standard Operating
Guidelines**

Apparatus Placement

1. The first apparatus will proceed directly to the scene, transmit a size-up and establish command. If arrival conditions indicate the need for a supply line the first apparatus should lay the line.
2. When arriving on scene, the first company should pull to the opposite end of the building to allow the opposite end of the building to allow the senior firefighter to base their size-up on a three-sided view of the structure.
3. The second apparatus should stage at an appropriate location and report to the Incident Commander and wait for instructions.
4. If the Incident Commander is at a building with a fire department connection the second apparatus should stage at the fire department connection. In this instance, the Siamese connection should be inspected for obstruction and freedom of operations.
5. Command vehicles should locate themselves across the street from the incident, ensuring that they are not impeding the movement of apparatus or personnel.
6. All apparatus should be positioned in anticipation of building collapse and high heat release. Apparatus should be backed into dead end alleys and driveways when possible in anticipation of the need of a rapid withdrawal.
7. Additional apparatus arriving should stage in their direction of travel and one block away from the immediate fire scene.
8. Whenever possible, an access lane for emergency movement of apparatus should be maintained.



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Topic 2 Positioning Apparatus In or Near Traffic		Authorization Levy County Public Safety Director	

Standard Operating Guidelines

Positioning Apparatus In or Near Traffic

Each day, emergency personnel are exposed to motorists of varying abilities and driving at speeds from creeping to well beyond the speed limit. Some of these motorists are vision impaired, alcohol intoxicated, and drug impaired. On top of everything else, motorists will often be looking at the scene and not the road in front of them.

Nighttime operations are particularly hazardous. Visibility is reduced and multiple emergency flashing lights tend to confuse motorists. Studies have shown that multiple headlights of emergency apparatus tend to blind civilian drivers as they approach.

1. It shall be the policy of Levy County Fire to position apparatus at the scene of emergencies in a manner that best protects the work area and personnel from vehicle traffic and other hazards.
2. All personnel should understand and appreciate the high risk that firefighters are from a defensive posture. Always consider moving vehicles that could pose a threat to your safety.
3. Safety Benchmarks:
 - a. Never trust traffic
 - b. Engage in proper protective clothing
 - c. Wear garments with reflective striping
 - d. Reduce motorists' vision impairment
 - e. Use traffic cones and/or flares



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Topic 3 Incident Management Procedures		Authorization Levy County Public Safety Director	
Standard Operating Guidelines			

Incident Management Procedures

1. Levy County Fire utilizes the Incident Command System.
2. On all incidents where multiple apparatus are on-scene, use of the Incident Command System is mandatory.
3. The first apparatus on scene shall assume incident command on arrival. Due to minimum manning and the need for aggressive attack, the first apparatus may transfer command to the next unit or may operate in fast attack mode until another officer arrives and command can be transferred.
4. The person assuming command shall transmit a brief initial report to include:
 - a. Apparatus identification
 - b. Arrival on scene
 - c. Assumption of command
 - I. State name of location used to identify command
 - II. State location of command post
 - d. Building description
 - I. Size
 - II. Construction
 - III. Occupancy
 - IV. Obvious smoke and fire conditions
 - e. Description of action being taken
 - f. Request for a tact channel
 - g. Instructions for incoming apparatus
5. Except when operating in the fast attack mode, the Incident Commander will remain at the command post in order to monitor all sectors and maintain overall control of the scene.
6. The Incident Commander must quickly size-up any situation and take immediate and proper corrective actions. Consider the number, location, and condition of known victims, the effect the fire is having on the victims, and control of the fire with existing resources.



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Tactical Procedures

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Topic
3
Incident Management Procedures

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**Standard Operating
Guidelines**

Incident Management Procedures

7. When companies are committed to search and rescue operations, additional resources should be called to carry out duties normally performed by the committed companies.
8. The Incident Commander will designate an appropriate number of apparatus to effectively conduct a search and rescue operation in a timely manner.
9. The establishment of a Public Information Officer at an incident must be made as early as possible to assure a quick transmission of information to the news organization.
10. In the absence of a Public Information Officer, the Incident Commander will assign a Public Information Officer.



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Topic 4 Personnel Accountability System		Authorization Levy County Public Safety Director	
Standard Operating Guidelines			

Personnel Accountability System

1. Every member of Levy County Fire shall be issued a personnel accountability card. The card will be printed with their name and other appropriate information. All cards will be color coded by rank.
 - a. White: Chief
 - b. Red: Company Officers
 - c. Yellow: Firefighter
 - d. Orange: Non-Combat Firefighter
 - e. Green: Apparatus
2. Each member shall keep his or her card with their bunker gear when not on duty. It shall be kept on the front of the coat so it is more visible.
3. If for any reason your card is lost it is your responsibility to notify the on duty FF /EMT so that it can be replaced.
4. The personnel accountability system shall be utilized at every alarm that requires personnel to be bunkered out.
 - a. Upon arriving on scene personnel shall place their accountability tag on the pump panel of the pump panel of the apparatus that they are assigned to for collection by the Incident Commander.
 - b. It shall be the officer's responsibility to account for all personnel responding on that apparatus before leaving the scene.
 - c. It shall be the responsibility of each individual to ensure that their personnel accountability card is reattached to his or her gear upon returning to quarters.
 - d. No Member will be allowed on scene without their accountability tag.



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Topic 5 Emergency Scene Safety		Authorization Levy County Public Safety Director	

**Standard Operating
Guidelines**

Emergency Scene Safety

1. All personnel assigned to an emergency scene operation shall be equipped with the necessary personal protective equipment required by their position within the department and commensurate with their assignment at the scene.
2. The Incident Commander is ultimately responsible for the overall safety of all members and all activities occurring at the scene. They will assign sufficient supervisory personnel to control the position and function of all members operating at the scene.
3. Personnel operating in hazardous areas shall work in teams of two or more.
4. It is the Incident Commander and the Safety Officer's responsibility to continually evaluate the tenability of the fire building for interior operations. When the extent of fire or the structural condition of the building makes continued interior operations unsafe all personnel shall withdraw from the structure and be accounted for.
5. Fatigue and hazardous emergency scene conditions require frequent evaluation of operating positions, rotation of crews, the maintenance of rehabilitative crews, and a medical evaluation of effected personnel.



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Topic
6
Emergency Evacuation Signal

Authorization
Levy County Public Safety Director

**Standard Operating
Guidelines**

Emergency Evacuation Signal

1. Occasionally situations at emergency incidents deteriorate rapidly and create imminent hazards for personnel operating at the incident. Examples may include failure of roof supports at a structure fire, a container failure during a haz-mat entry, or someone with a weapon at a medical call.
2. To ensure that all personnel will be notified of such an imminent hazard and be able to immediately evacuate the hazardous area; two evacuation signals shall be used.
 - a. One is three long continuous blasts on the air horn.
 - b. The other is a warble tone transmitted over all radio frequencies in use at the scene for five seconds.
3. Upon hearing either of these signals all personnel shall immediately evacuate the area. All personnel are then to report to the sector officer to be accounted for.
4. After all personnel have been accounted for, the Incident Commander shall relay the information to dispatch.
5. The order to sound the emergency evacuation signal usually comes from the Incident Commander or Safety Officer. However, anyone recognizing an imminent hazard may initiate the signal.



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Topic 7 Locating a Missing Firefighter	Authorization Levy County Public Safety Director
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Standard Operating Guidelines

Locating a Missing Firefighter

1. When any personnel presume a firefighter or hose crew is missing or trapped they shall notify their officer. The officer will initiate rescue efforts as soon as possible at the last known location of the firefighter or hose crew. The roll call of all personnel on scene to confirm the status of the missing personnel.
2. Whenever possible the roll call should follow this form:
 - a. "Command to Dispatch and all sectors, an unidentified MAYDAY distress call has been transmitted. Command to all sectors, conduct a roll call of all your units"
 - b. "Command to fire sector, report personnel status... Fire sector to command all personnel accounted for."
 - c. "Command to roof sector, report personnel status.... Roof sector to command all personnel accounted for."
 - d. "Command to side sector, report personnel status... Side sector to command all personnel accounted for."
 - e. "Command to Dispatch, all personnel accounted for."
3. All roll calls should be done face to face so that communications and radio traffic can be clear. While roll call is taking place all sectors shall be securing their areas while preparing for possible search and rescue orders.



Subject II-D Tactical Procedures	Page 1 of 1	Issued	Revised
Topic 8 Electrical Procedures		Authorization Levy County Public Safety Director	

**Standard Operating
Guidelines**

Electrical Procedures

1. Any emergency that involves electrical equipment is the responsibility of the electric company. Fire personnel should not enter fenced in substations or electrical power generating plants until the appropriate representative of the electrical company is on scene and then only upon their request and instructions.
2. FIRE SERVICE PERSONNEL SHALL NOT REMOVE ELECTRICAL METERS OR CUT ELECTRICAL SERVICE WIRES FROM ANY STRUCTURE OR INSTALLATION.
3. It shall be assumed that any fallen wire is energized. If a vehicle is in contact with any electrical wires or equipment, assume it is energized also.
4. Avoid cutting or contact with grounded objects or potentially energized wires.
5. Fire department apparatus are not authorized to carry nor are fire department personnel authorized to use rubber insulated lineman's gloves or hot sticks.
6. The electric company will be called to perform all power disconnects.



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Topic 9 Fire Control		Authorization Levy County Public Safety Director	
Standard Operating Guidelines			

Fire Control

1. Whenever possible a well-supported aggressive interior attack in order to stop fire extension and control the fire should be done in a safe and timely manner.
2. The attack plan should provide enough manpower and equipment to meet all tactical objectives.
3. The Incident Commander as well as the Safety Officer shall consider the fire ground Risk Management Guidelines when involved in a working fire.
4. When the forward progress of the fire is stopped the Incident Commander will notify dispatch that the fire is under control.



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**Standard Operating
Guidelines**

Topic
10
Explosive Devices

Authorization
Levy County Public Safety Director

Explosive Devices

1. When a common container such as a plastic or glass bottle is found in an unusual location such as a mailbox, newspaper box, or mail slot, take the following actions or inactions.
 - a. Do not approach the container once it is determined to be a suspected bomb.
 - b. Secure the area of all civilian and emergency personnel for at least an area of 2,500 feet in all directions.
 - c. Do not use any radio equipment within ½ mile of the suspected bomb.
 - d. Call dispatch via a landline and request that they send out the Marion County Sheriff's Bomb Squad.
 - e. Await the arrival of the bomb squad technicians and provide support to them as needed and deemed appropriate by the Incident Commander.
2. Units dispatched to scenes with reported explosive devices or bomb threats shall announce they are responding and shall stage at a location no closer than ½ mile from the scene until the MCSO Bomb Squad calls for assistance. Also, radios should not be used anywhere within ½ mile of the scene or until cleared by the MCSO Bomb Squad.
3. If an explosive device is detonated, personnel shall be alert to the possibility of a second device and treat it as an actual bomb scene until cleared by the MCSO Bomb Squad.



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**Standard Operating
Guidelines**

Topic
11
Fire Cause and Determination

Authorization
Levy County Public Safety Director

Fire Cause and Determination

1. A Florida State Fire Marshall will be requested to respond to all structure and vehicle fires that are suspicious in nature, if the senior firefighter on scene cannot determine the cause or origin, or if there is a death or injury.
2. The Incident Commander shall secure the building and premises until the fire investigator arrives on scene. They have the right to bar access to any building during the firefighting operations and long afterwards as deemed necessary to reasonably complete operations. This authority ends as soon as the last firefighter leaves the premises.
3. Do not make statements of accusation, personal opinion, or probable cause to anyone except if asked by the Fire Marshall.



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Topic 12 Self Contained Breathing Apparatus		Authorization Levy County Public Safety Director	
Standard Operating Guidelines			

SCBA's

1. No person operating within Levy County Fire shall be allowed to use an SCBA during an emergency scene if that person is not trained in proper use and maintenance of the SCBA.
2. Each person riding in an assigned position will be responsible for checking the condition of the SCBA and after each use shall be responsible for the cleaning and proper care to place the unit back in service.
3. Personnel using SCBA's shall operate in teams of two or more who are in constant communications with each other through audible and visual methods.
4. When your low air pressure bell sounds you and your partner shall exit the building together. If you are operating as part of a three man hose crew then all three members of the crew shall exit the building together.
5. When the SCBA is no longer needed it will be placed on a salvage cover or in the apparatus where it can't sustain any damage unit it can be returned to the station to be cleaned and placed back in service.



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Guidelines**

Topic
13
Fires in Place of Public Access

Authorization
Levy County Public Safety Director

Fires in Places of Public Access

All fires in places of public assembly or that provide food storage, processing, and cooking and/or storage or issuance of medicines will be reported to dispatch by the Incident Commander as soon as possible so that the Health Department can respond if necessary.



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Guidelines**

Topic
14
Hostile Scene Operations

Authorization
Levy County Public Safety Director

Hostile Scene Operations

1. When dispatched to an incident that involves a stabbing, shooting, or traumatic suicide, confirm that law enforcement has been dispatched at the time of the alarm.
2. Secure audible and visual warning devices prior to entering the block where the address is located, if traffic conditions permit.
3. Law enforcement personnel should be the first emergency responders to enter a scene where there has been reported violence. If law enforcement is not on scene when you arrive in the area stage your unit at least a block away from the location until law enforcement arrives and deems the scene safe to enter.
4. If you are on scene of an incident and conditions suddenly deteriorate and you fear for your safety, LEAVE THE SCENE IMMEDIATELY. Do not return to the station, instead withdraw to a safe location and notify dispatch of the condition at the scene and have law enforcement respond to the scene. Once law enforcement has arrived and secured the scene, return to your on scene duties and continue operations.



Subject II-D Tactical Procedures	Page 1 of 1	Issued	Revised
Topic 15 Railroad Tracks		Authorization Levy County Public Safety Director	

**Standard Operating
Guidelines**

Railroad Tracks

1. The senior firefighter will instruct dispatch to notify the railroad that the fire department is operating on the railroad or that lines have been run across the tracks.
2. Whenever possible, supply lines should be run underneath the rails close to the ties.
3. Fire department apparatus will only cross railroad tracks at designated crossings. Apparatus will not drive on the cross ties or operate from the track roadbed. This includes brush trucks.
4. Personnel should maintain awareness for trains when operating on or around railroad tracks even if the railroad has been notified to stop all train traffic.



Subject II-D Tactical Procedures	Page 1 of 1	Issued	Revised
Topic 16 Motor Vehicle Accidents		Authorization Levy County Public Safety Director	
Standard Operating Guidelines			

Motor Vehicle Accidents

1. The reason for initial presence on the scene of motor vehicle collisions is to provide hazard mitigation, vehicle stabilization, medical assistance to EMS, and if necessary extrication of the occupants.
2. If vehicles involved in the collision are still on the right of way the Driver/Engineer should position the emergency apparatus to protect the personnel on the emergency scene as well as the victims from the flow of traffic.
3. If collision vehicles are off the roads park the apparatus on the shoulder of the road in a manner that will not impede the flow of traffic, but will protect the Fire Department personnel. In either situational visible warning devices including 4-way flashers, will be utilized.
4. Upon arrival the officer shall direct the firefighter to ensure that the vehicle is stabilized and the scene is safe to operate in and around. Overall scene safety for both the patients and firefighters must be the primary concern.
5. If EMS is already on scene when the Fire Department arrives, the officer in charge shall assign the most medically qualified person to triage, stabilize patients, and simultaneously direct firefighters to begin hazard mitigation while he or she checks with EMS to see if they need medical assistance.
6. If EMS is not yet on scene, the officer in charge shall assign the most medically qualified person to triage and stabilize patients. The officer in charge shall direct the firefighters to insure that the vehicle is stabilized and the scene is safe to operate in and around, and simultaneously begin hazard mitigation.
7. If there is entrapment the officer in charge will notify dispatch of the situation and request assistance if needed and then proceed with extrication. When extrication is completed the officer in charge shall notify dispatch of this.
8. When a person involved in a motor vehicle accident refuses medical attention and your professional opinion tells you that they need to be evaluated by EMS, advise dispatch of the situation and keep EMS responding to the scene to initiate a medical refusal form.



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Topic 16 Motor Vehicle Accidents		Authorization Levy County Public Safety Director	
Standard Operating Guidelines			

Motor Vehicle Accidents

- 9. Law enforcement agencies are trained in, and are responsible for, directing traffic. It is not the Fire Departments responsibility. Due to limited manpower for fire operations, the officer in charge should avoid assigning personnel to directing traffic whenever possible. In those situations where law enforcement has not yet arrived on scene and it is necessary to do traffic control in the interest of scene safety, department personnel may then initiate traffic control.

- 10. The Fire Departments' responsibility ends when the job that we are dispatched to ends. Only when there is a motor vehicle that poses an obvious risk to the motoring public should the Fire Department stay on scene awaiting the arrival of law enforcement personnel.



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Topic 17 Vehicle Extrication		Authorization Levy County Public Safety Director	

**Standard Operating
Guidelines**

Vehicle Extrication

1. Vehicle extrication is defined as any vehicle accident in which force is required to gain access and effect rescue and removal of the victim(s).
2. Each truck carries a full compliment of tools and first responder equipment. All personnel should be properly trained and proficient in the use of these tools and associated equipment.
3. Normal assignment for vehicle accidents will be a rescue crew and an engine crew. For any call indicating possible entrapment, vehicle fire, multiple vehicle incidents, or other unusual situation, a second engine will be dispatched.
4. The first unit on scene should complete the following within an appropriate degree of safety:
 - a. Accident scene size-up
 - b. Hazard mitigation/scene stabilization
 - c. Patient access
 - d. Patient assessment and basic life support
 - e. Minor disentanglement
5. If, during size-up, the officer in charge determines that their crew is unable to complete all of the above tasks, they should call for required assistance.
6. All personnel on scene performing acts in the vehicle extrication will utilize full protective clothing.
7. When it has been determined that an extrication situation exists, a charged line will also be pulled and ready for use until the extrication is complete.
8. Gaining access to the victim(s) and disentanglement of the victim(s) is considered two separate activities of the vehicle extrication operation. These can be performed consecutively or simultaneously, as the situation and the officer in charge dictate.



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Topic
18
FD Responsibility When Cutting Fences

Authorization
Levy County Public Safety Director

FD Responsibility When Cutting Fences

It is the Fire Departments' responsibility when cutting fences to cut the fence in such a way that it can be repaired when the last apparatus has left the scene, without leaving the fence broken.



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Tactical Procedures

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Topic
19
Personnel Riding ALS Transport Units

Authorization
Levy County Public Safety Director

**Standard Operating
Guidelines**

Personnel Riding ALS Transport Units

1. Fire department personnel may be asked to ride in an ALS transport unit from the emergency scene to the hospital due to the severity of the patient's illness or injury.
2. Returning the rescue unit to service in the shortest possible time will be given the highest priority.
3. Levy County Fire personnel may drive other agency's apparatus, as long as said personnel are approved on that apparatus.



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Topic 20 Unattended Minor Children	Authorization Levy County Public Safety Director
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**Standard Operating
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Unattended Minor Children

1. When the fire department personnel are operating at an incident when EMS transports the parent or guardian of an otherwise unattended minor child, the Levy County Sheriff's Office will immediately be requested and one apparatus will remain on scene to take custody of the child until such time as the Sheriff's office arrives on scene to take custody of the child.
2. The officer in charge will assign a minimum of two personnel to be with the child at all times.
3. When the Levy County Sheriff's Office assumes custody of the child record the child's name and the deputy's name and badge number on the incident report and in the station logbook.



Subject II-D Tactical Procedures	Page 1 of 1	Issued	Revised
Topic 21 Medical Waste On-Scene		Authorization Levy County Public Safety Director	
Standard Operating Guidelines			

Medical Waste On-Scene

1. It is the responsibility of all personnel to ensure that all medical waste is removed from the scene. This includes all discarded medical items left on the scene of all calls including gloves, IV bags, dressings, bandages, and any other medical waste.
2. The medical examiner may call any apparatus back to scene if discarded items are left on scene of medical or trauma calls.
3. Medical waste shall be disposed of by EMS.



ARTICLE III

SECTION A

INCIDENT COMMAND SYSTEM



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III-A
Incident
Command System

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**Standard Operating
Guidelines**

Topic
1
Incident Command Introduction

Authorization
Levy County Public Safety Director

Incident Command Introduction

It shall be the policy of this department that all personnel will use the Incident Management System (IMS) to manage personnel, equipment, and other resources on the scene of an emergency incident. The effective functioning of fire department personnel at operating incidents requires clearly defined organizational guides for all personnel and decisive action on the part of the Incident Commander. The SOG's will be employed in establishing command management structure from arrival through successful mitigation of the incident.

The command procedures are designed to accomplish the following objectives:

1. Establish a basic emergency Incident Management System and outline procedures for expanding this system to manage more complex incidents.
2. Fix responsibility of command on a designated individual through a standard identification system based on arrival sequence of members, other units, and officers.
3. Ensure that strong, direct, and visible command is established early in the operation.
4. Outline activities and responsibilities assigned to command and necessary supporting functions.
5. Provides a system for the orderly transfer of command to subsequent arriving officers.

The detailed procedures to be followed at any incident are listed in the following sections.



Subject III-A Incident Command System	Page 1 of 3	Issued	Revised
Topic 2 Command Functions and Structure		Authorization Levy County Public Safety Director	
Standard Operating Guidelines			

Command Functions and Structure

THE FOLLOWING FUNCTIONS ARE PERFORMED AT ANY INCIDENT depending on the size and complexity of the incident, different individuals may be assigned to carry out those functions. General responsibilities of each function are listed as follows:

1. Command:
 - a. Manages the system
 - b. Establishes strategic goals
 - c. Approves orders for resources
 - d. Includes safety, liaison, and public information officers
2. Operations:
 - a. Accomplishes goals
 - b. Directs tactical operations
 - c. Controls staging area
3. Planning:
 - a. Collects and evaluates information needs for action plan
 - b. Forecasts probable course of events
 - c. Prepares alternate strategies
4. Logistics:
 - a. Provides services and supplies to support tactical operations
5. Administrative / Finance:
 - a. Provides fiscal documentation
 - b. Provides financial planning
 - c. Coordinates administrative documentation



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Incident
Command System

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Topic
2
Command Functions and Structure

Authorization
Levy County Public Safety Director

Command Functions and Structure

Organizational Structure: It will be the responsibility of command to develop an organizational structure using SOG's as soon as possible after the arrival on scene and implementation of initial tactical control measures. The dimensions of the particular tactical situation obviously will determine the size and complexity of the organizational structure.

The incident command concept is based on the following five major functions:

1. Command: Responsible for overall management of the incident which includes:
 - a. Life safety
 - b. Incident stabilization
 - c. Property conservation
2. Operations: Responsible for the direct control of all incident tactical activities which means that all personnel and equipment are directed toward accomplishing goals and objectives developed by command.
3. Planning: Responsible for collecting and evaluating information about the incident and assigned resources for developing a plan of action for guidance of tactical operations.
4. Logistics: Responsible for the provision of services and supplies needed for tactical operations.
5. Administrative / Finance: Fiscal documentation, financial planning including requirements limiting expenditures, coordination of administrative documentation.



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Topic
2
Command Functions and Structure

Authorization
Levy County Public Safety Director

Command Functions and Structure

Command Staff Functions: In addition to the five major command functions the IMS includes command staff functions that are responsible for key activities not handled in other areas. They are part of the Incident Commander's immediate staff and report directly to the Incident Commander. The Incident Commander is responsible for each apparatus and handles the duties until such time span of control is exceeded or ability to deal with control of the incident is impacted.

The functions of the command staff are as follows:

1. **Public Information Officer:** Formulates and releases information about the incident to the news media and other appropriate agencies and organizations.
2. **Safety Officer:** Monitors and assesses hazardous and unsafe situations and develops measures for assuring personal safety.
3. **Liaison Officer:** Point of contact for assisting and cooperating agency representatives.
 - a. Law Enforcement
 - b. Utility Companies
 - c. Mutual Aid Resources
 - d. State and Federal Agencies



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Topic
3
Incident Commander

Authorization
Levy County Public Safety Director

Incident Commander

1. Responsibilities: The Incident Commander is responsible for the command functions at all times. As the identity of the Incident Commander changes through transfer of command this responsibility shifts with the title. The first arriving officer or senior firefighter shall be expected to begin building an incident command system within the guidelines of these procedures. The Incident Commander's actions will always be governed by the following principles:
 - a. Life Safety
 - b. Incident Stabilization
 - c. Property Conservation
2. The Incident Commander has the overall responsibility for the safety of all personnel operating at the scene.



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Incident
Command System

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Topic
4

Establishing Command

Authorization

Levy County Public Safety Director

**Standard Operating
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Establishing Command

Command procedures are designed to offer a practical framework for field operations and to effectively integrate the efforts of all members and apparatus involved. The time involved in performing these functions at the beginning of a tactical operation should produce ongoing time saving in the form of more effective rescue and fire control and a more effective effort, which is particularly important in more complex situations and when command must be transferred to higher ranking officers.

1. **Mandatory Use:** The use of the IMS procedure is mandatory on all incidents where multiple agencies are dispatched. The first arriving company officer or senior firefighter at the scene shall assume command. They shall remain in command until transfer of command is passed on to a higher-ranking officer or until command has been terminated. In the event command is transferred from the first unit on scene, dispatch will rebroadcast the transfer of command and the second unit on scene will acknowledge the assumption of command.
2. **Initial Report:** The officer in charge assuming command shall transmit a brief radio report including:
 - a. Unit identification, arrival on scene, and confirmation of assumption of command
 - b. Description of situation on scene
 - c. Description of actions being taken
 - d. Description of needed equipment
3. **Radio Designation:** The person assuming command will use the radio designation "Command" in all radio communications preceded by the geographic location. This designation will not change throughout the incident. In the event that two or more apparatus are on scene, all equipment will go to an assigned tact channel after arrival.



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4. Terminology for Reporting Emergency Conditions: The first arriving unit should transmit a brief message, which outlines the extent of the incident. This message shall be done for the benefit of all additional apparatus responding and dispatch. The intent of this message is to inform all additional responding apparatus prior to their arrival so they may prepare accordingly.
- a. The first arriving apparatus shall utilize the four following phrases to describe initial fire ground situations:
 - I. NOTHING SHOWING: This designation shall be transmitted for situations, which there are no signs of smoke of fire present.
 - II. SMOKE SHOWING: This designation shall be transmitted when smoke is issuing from the structure and should be additionally defined as to what part of the structure it is coming from, as well as light, moderate, or heavy smoke.
 - III. FLAMES SHOWING: This designation shall be transmitted for situations in which flames are visible inside or outside the structure. The first unit shall report the extent of the fire and its location. Responding apparatus may be expected to perform some degree of work depending on the conditions present.
 - IV. WORKING FIRE: This designation shall be transmitted for situations in which smoke and flames are visible and the first arriving apparatus has reason to believe that the fire will require utilization of the other responding apparatus. Once the designation of a working fire has been issued by the arriving apparatus dispatch shall retransmit the message.
 - b. The first arriving apparatus shall utilize the following phrases to describe vehicular accidents:
 - I. TRAFFIC OBSTRUCTION: This designation shall be transmitted whenever there is any type of lane blockage on the scene.
 - II. NO TRAFFIC OBSTRUCTION: This designation shall be transmitted whenever there is no type of lane obstruction on scene.



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Command Responsibilities

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Command Responsibilities

1. Initial:

- a. Assumes an effective command position
- b. Transmit a brief radio report
- c. Rapidly evaluate the situation
- d. Assigns apparatus as required

2. Continuing:

- a. Assigns sectors consistent with existing conditions
- b. Provide continuing overall command and receive progress reports from sectors
- c. Review and evaluate attack efforts and revise plan of attack as necessary
- d. Request and assign additional apparatus as necessary
- e. Establish and enforce a fire ground / incident safety perimeter
- f. Initiate scene preservation for fire investigation purposes
- g. Return to service and terminate command



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Command Options

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Command Options

Levels of Commitment: In cases where the initial arriving apparatus has an officer, efforts should be automatically directed towards establishing command and fulfilling the listed responsibilities. An initial arriving officer must decide on an appropriate commitment for their apparatus. This will usually fall into one of the three general categories below:

1. Nothing Showing: These situations require investigation by the first arriving apparatus.
2. Fast Attack Mode: Situations, which require immediate action to stabilize the incident and allow for a primary search, such as interior fires in residences, apartments, or small commercial structures. The officer must quickly decide how to deploy the apparatus. For a critical fast attack the officer may choose to lead the attack and carry command by portable radio or they may pass command to the next arriving apparatus. THIS MODE SHOULD NOT LAST MORE THAN A FEW MINUTES AND WILL END WITH ONE OF THE FOLLOWING.
 - a. The situation is stabilized.
 - b. Arrival of a higher-ranking officer and transfer of command takes place
 - c. The situation is NOT stabilized and the officer must move to a normal command position outside
3. Command: Certain situations by virtue of the size, complexity, potential of it, possibility of extension, or worsening of the incident will require a strong, visible, overall command from the onset. In such cases the officer will initially assume a command position and maintain that position until relieved by a higher-ranking officer.

NOTE: An officer/senior firefighter who assumes command and elects not to perform any work has a choice of categories and degrees of personal involvement in the attack, but continues to be fully responsible for the identified tasks assigned to the command function. The categories identified are not strict rules, but general guidelines to assist the officer/senior firefighter in planning initial actions.



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Transfer of Command

1. Working Incidents: The following guidelines will apply to all incidents involving the fire department apparatus.
 - a. The first arriving officer / senior firefighter automatically assume command until all transfer of command procedures has been completed.
 - b. Assumption of command is discretionary for the operations sector officer. If command is assumed, the transfer of command procedures shall be followed to assume all command functions.
2. Under Control: After an incident is announced under control, assumption of command by arriving officers’/senior firefighters’ is discretionary. In these circumstances that officer/senior firefighter in command shall:
 - a. Transfer command to a higher-ranking officer if requested.
 - b. Retain command
 - c. Begin to disassemble the command structure by transferring command back to a lower ranking officer.
 - d. Terminate command functions
3. Transfer of Command Procedures: Within the chain of command indicated above the actual transfer of command will be regulated by the following procedures:
 - a. Arriving ranking officers assuming command will communicate with the officer/senior firefighter in charge being relieved by radio or preferably face-to-face
 - b. The officer/senior firefighter being relieved will brief the officer assuming command indicating the following:
 - I. Threats to life
 - II. Fire location, extent of incident, conditions, and extensions of incident.
 - III. Effectiveness of fire control measures
 - IV. Deployment and assignments of operating apparatus
 - V. Appraisal of needs for additional resources at the time.
 - c. The officer/senior firefighter being relieved should review the tactical worksheet with the officer assuming command.

NOTE: This worksheet provides the most effective framework for command transfer as it outlines the location and status of resources both committed and still available.



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Transfer of Command

4. Command Transfer Notification: When the above transfer of command procedures have been completed command should call dispatch and advise them of the transfer. The arrival of a higher-ranking officer on the incident ground does not mean that command has been transferred to that officer. Command is transferred only when the outlined communications has been completed. The response and arrival of a higher-ranking officer on the incident scene strengthens the overall function. All operations officers will exercise their command transfer prerogatives in a supportive manner that will ensure a smooth transition and effective ongoing function of command.



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Sectors

1. Definitions and Purpose: Sectoring is a standard system of dividing the incident command into smaller more manageable working areas. Sectors are equivalent to divisions and groups in other IMS procedures. Complex situations soon exceed the capability of one officer / senior firefighter to effectively manage the entire operation. Sectors reduce the span of control of the overall command functions to a more manageable number of units. Sectoring allows command to communicate principally with sector officers rather than fire units providing an effective command structure and incident organization. When effective sectors have been established command can concentrate on overall strategy and resources allocation. Each sector officer is responsible for the tactical deployment of the available resources and for communicating needs and progress to command. Command determines strategic objectives and assigns available resources to sectors where they are most needed. Sectoring reduces the overall radio traffic of the incident. Most routine communications conducted inside the sector should be handled in a face-to-face mode between apparatus and their sector officers.
2. Sector Guidelines:
 - a. Command will assign sectors and sector tasks
 - b. Sectors may be designated by direction, area, or function
 - c. Use sector designations in all radio communications
 - d. In the early stages, fast attack mode, an officer may be operating as both a sector officer and command.
 - e. Sector officers remain mobile enough to stay with crew that they are supervising
 - f. Routine communications within a sector should utilize non-radio modes whenever possible.
 - g. Sector officers should report completion of tasks to command. Sector officers will be in control of all assigned functions within their sectors and develop tactics to accomplish strategic objectives developed by command. This requires each sector officer to:
 - I. Monitor work progress
 - II. Redirect activities as necessary
 - III. Coordinate related activities
 - IV. Monitor welfare of sector personnel
 - V. Request additional resources as needed
 - VI. Communicate with command as necessary
 - VII. Reallocate resources within the sector



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Sectors

Each sector officer will keep command informed of conditions in the sector through regular progress reports. Command must be advised immediately of significant changes in conditions, hazardous conditions, accidents, and collapses. The primary function of the officer working within a sector is to direct the operations of a crew in performing assigned tasks. Company officers will advise their sector officer of work progress. Request for assistance will be made to the sector officer.

3. **Safety:** The safety of fire fighting personnel represents a major reason for sectoring an incident. Sector officers are responsible for the safety of all personnel operating within their sector and the functioning of all working apparatus. Command should begin to assign sectors based on the following factors:
 - a. When a situation develops which will eventually involve a number of apparatus or functions beyond an effective span of control.
 - b. When command can no longer effectively cope with the number of apparatus involved in the operation.
 - c. Apparatus are involved in complex interior operations
 - d. Apparatus are operating from tactical positions over which command has little or no control.
 - e. The situation is such that close apparatus control is required. If reconnaissance crews or sector officers observe hidden hazards while performing their tasks they should notify command immediately.

4. **Standard Sector Functions:** Command can assign sectors to perform the various standard functions on the scene of an emergency incident. Some standard sector functions are:
 - a. Firefighting
 - b. Rehab
 - c. Staging
 - d. Extrication
 - e. Water Supply
 - f. Haz-Mat
 - g. Safety
 - h. Ventilation



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Staging

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Staging

Definition and Purpose: The objective of staging procedures is to provide a standard system of placement for responding apparatus, personnel, and equipment prior to assignment at tactical incidents. Effective utilization of this procedure places apparatus in an un-compromised location close to the immediate scene to facilitate more effective assignments by command and to allow command to formulate and implement a plan without undue confusion and pressure. COMMAND and ADMINISTRATIVE VEHICLES WILL NOT STAGE on ARRIVAL at an INCIDENT. These vehicles will be parked in a location where they will not restrict access to the scene. Staging will involve two levels.

1. Level I Staging:

- a. Level I staging will be automatically in effect at all multi-alarm incidents and will require all apparatus, except first in apparatus, to stage in their direction of travel. If possible second due apparatus should then be responsible for positioning apparatus should then be responsible for positioning apparatus on scene.
- b. Staging apparatus, with crews interact, will report their positions by announcing their apparatus designation and compass direction from the scene.
- c. Apparatus should expect to receive an acknowledgement from the dispatcher. The time of arrival at the staging point will be the apparatus on scene time.
- d. After receiving acknowledgement of arrival from dispatch the officer/senior firefighter should make sure command is aware of the apparatus position and arrival.
- e. If command fails to acknowledge an apparatus arrival after a reasonable amount of time the officer/senior firefighter should call command and confirm arrival and staged position if no radio traffic and incident permit additional air traffic.



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2. Level II Staging:

- a. Level II staging will relate to large complex situations requiring a nearby reserve of apparatus, which involves formal staging in an area designated by command. The staging area should be away from the command post and away from the emergency scene.
- b. When initiating Level II staging, command must designate the approximate location of the staging area by name.
- c. Apparatus arriving on scene in level II staging will announce their arrival and receive acknowledgement of arrival from the dispatch only.
- d. The apparatus officer / senior firefighter should report in person to the staging officer if one has been designated. If command did not designate a staging officer the first officer /senior firefighter at the level II staging area will assume this position.
- e. All units in level II staging will stand by with crews intact. Also the staging officer will maintain an up to date list of apparatus and crew size in the staging area.
- f. When resources are needed from a level II staging area, command will contact the staging officer. Command should be very specific as to what equipment and personnel are needed at the scene.
- g. When crews leave the level II staging area they shall be told by the staging officer where they are going, to whom to report, what equipment to bring, and what they will be expected to do depending on the assignment by command.



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3. Staging Officer: Command may designate a staging officer who will be responsible for communicating with command and for the coordination of all activities in the staging area.
4. Staging Officer Guidelines:
 - a. Coordinate with law enforcement to block the street, intersections, and other access required for the staging area.
 - b. Insure that all apparatus are parked in an appropriate manner to facilitate quick departure to the emergency scene.
 - c. Maintain a log of apparatus available in the staging area and inventory equipment that might be required at the scene.
 - d. Review with operations what resources must be maintained in the staging area and coordinate the request for these resources with operations.
 - e. Assume a position that is visible and accessible to incoming and staged apparatus



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Communications Procedures

1. Communications with dispatch: Once command is established, all communications with Dispatch will be between "Command" and "Levy".
2. Communications between Apparatus and command: Radio Communications will be regulated by the following guidelines:
 - a. The sender will call the receiver and give their Apparatus I.D.
 - b. The receiver will acknowledge the sender.
 - c. The sender will give the message.
 - d. The receiver will give the company I.D. and acknowledge the information.
3. STAGING: Apparatus arriving at Level I staging should announce arrival at staging and give directions.
4. Transfer of command: Transfer of command should be announced when initiated and completed. Command should originate this acknowledgment directing it to dispatch.
5. TACTICAL COMMUNICATIONS: Tactical communications are meant to be direct as opposed to being relayed through dispatch.
6. Withdrawing Firefighters From a Structure: Under determination on scene that there is imminent danger to operating personnel the Incident Commander shall have dispatch transmit the emergency evacuation signal on all frequencies involved in the incident. Also the Incident Commander should initiate a roll call of all personnel to make sure they are accounted for.

7. Channel Designations:

<u>800 Mhz Radio Channels</u>	<u>Uses</u>
LYDISP	Fire & EMS Dispatch Channel
LYTAC 1	Incident Channel (assigned by Dispatch)
LYTAC 2	Incident Channel (assigned by Dispatch)
LYTAC 3	Incident Channel (assigned by Dispatch)
LYTAC 4	Incident Channel (assigned by Dispatch)

<u>VHF Radio Channels</u>	<u>Uses</u>
Regional Med	Fire & EMS to Helicopter
DOF	Fire & EMS to Forestry



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8. Incident Time: Dispatch will automatically give command the incident time every ten minutes for the first thirty (30) minutes and then every fifteen (15) minutes until the incident is announced "Under Control". COMMAND will acknowledge the incident time and transmit a brief status report after each time segment. The purpose for announcing incident time is to assist the Incident Commander in judging the effectiveness of operations as clearly and as briefly as possible without disrupting or wasting airtime.
9. Good Radio Procedures:
 - a. Be short and precise.
 - i. Before transmitting know what needs to be said. Choose precise terms to communicate the desired message as clearly and briefly as possible without wasting air time.
 - b. Be task oriented.
 - i. Orders received by companies should indicate a specific task which is assigned to the company.
 - c. Indicate your objective.
 - i. In addition to being task and company oriented, assignments should indicate an objective to the action. The company should know exactly where to go, to whom to report, what the task will be and what the objective of the task is. Orders should tell what to do not how to do it.
 - d. Practice self-control while on the radio.
 - i. Deliberately control emotions and excitement. If the voice is not consciously controlled, it will become garbled.
 - e. Speak in an effective rate.
 - i. Speak clearly at a practiced rate, not too fast or too slow.
 - f. Use plain talk.
 - i. Clear text should be used in place of ten codes or signals.



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Incident Safety

1. Intent:

The intent of this Incident Management Procedure is to minimize confusion and congestion at the scene; and, to limit the number of personnel exposed to hazards. For a successfully controlled operation, individuals or crews shall be restricted from wandering about the incident scene or congregating in nonfunctional groups, free-lancing, etc.

2. Incident Safety Officer:

- a. The Incident Commander shall utilize all available resources which would upgrade the level of safety for firefighters operating at an incident. Any company/sector officer may be assigned to assume the role of safety officer. In addition, administrative officers, training officers or prevention officers could be expected to perform this function.
- b. Command should designate a safety officer at all multiple alarm fires, hazardous material incidents, technical rescue incidents, or when firefighters are faced with large or complex operations. The safety officer is essentially an advisor to command and a consultant for company/sector officers.
- c. The safety officer has a responsibility to represent policies, procedures and safety requirements on the fire ground. Unfortunately, this often requires corrective or regulatory actions which create a "Safety Cop" image. The role of the safety officer is meant to be for the welfare of personnel operating under the stress, excitement and danger of the fire ground. This role must not be compromised by irrational attitudes.
- d. The safety officer should function consistently as a sector within the fire ground organization. This functional sector assignment designates full authority to move about the fire ground to represent safety concerns.
- e. In addition, the safety officer shall keep command informed of any and all tactical revisions. While the safety officer normally functions as an advisor to command, he/she also has the overriding authority to halt any operation or plan when conditions or actions create an IMMEDIATE safety hazard.

3. Personnel Requirements on Scene: All personnel entering the fire or incident area shall:

- a. Wear all protective clothing.
- b. Have crew intact at all times.
- c. Be assigned to a sector.



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4. SCBA Requirements:

- a. Protective breathing apparatus shall be worn by all members at all alarms of fire and/or incidents where toxic or flammable vapors/gases exist; where possible oxygen deficient enclosures exist or when company officers deem SCBA is warranted. By accepted practice, breathing apparatus should be donned prior to leaving the apparatus to participate in any fire suppression activity.
- b. Conditions on the fire ground change rapidly and sometimes without warning. If these changes take place and the members are not prepared, it may be too late to return to the fire apparatus for SCBA (i.e., firefighters trapped or down during operations needing rapid extraction from the fire building, etc.)

5. Search and Rescue:

- a. Search and rescue should be performed according to an efficient, well planned procedure, which has included the safety of search crew personnel. The object of the search effort is to locate possible victims, not create additional ones by neglecting the safety of the search crew.
- b. Before entering the search area, all search team members should be familiar with a specific search plan including the overall objective, the limits of the search area, individual assignments, etc. This may require a brief conference among crew members before entering the search area to develop and communicate the plan.
- c. Individual search activities should be conducted by two or more members.
- d. Company officers must maintain an awareness of the location and function of all members within their crew during search operations.
- e. A brief tour around the floor below the fire may provide a good reference for the search team, as floors in multiple story occupancies usually have a similar layout.
- f. Whenever a search is conducted that exposes search crews to fire, they should be protected as soon as possible with a charged hose line, in order to insure a safe escape.



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6. Structural Collapse:

Structures of other than fire resistive/heavy timber construction are not designed to withstand the effects of fire, and can be expected to fail quickly if there is heavy fire involvement. If after 10-15 minutes of interior operations, and heavy fire conditions still exist, command should begin a careful evaluation of structural conditions and should consider withdrawing interior crews and resorting to a defensive position.

7. Evacuation:

- a. It is a principal command responsibility to evaluate continually, and to determine if the fire building is tenable for interior operations.
- b. When a hazard which may affect the safety of fire personnel becomes apparent, the primary concern is for the welfare of those personnel.
- c. Interior fire fighting operations should be abandoned when the extent of the fire prohibits safe extinguishment if the structure becomes unsafe due to the possible threat of structural collapse, explosion, backfire, etc.
- d. To protect personnel from the adverse effects of such hazards, a structured method of area evacuation must be used.
 - i. Upon receipt of the evacuation order, company officers shall assemble their crews and promptly exit to a safe location where the company officer will again account for all crew members. Shortly after the evacuation order, sector officers shall begin the process of accounting for all evacuated crews. When all affected companies and crew members are accounted for, the evacuation process is complete. At this time a more specific determination as to the reality and extent of the hazard can be made and efforts initiated to redeploy or redirect the attack forces.
 - ii. Building evacuation generally involves a shift from offensive to defensive as an operational strategy. In such cases, command must plan and must communicate that plan to all operating elements. This can be a difficult shift to complete as companies are committed to positions in an offensive manner. It is extremely important that everyone understands that a strategic shift has been made.



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- III. Building evacuation generally involves a shift from offensive to defensive as an operational strategy. In such cases, command must plan and must communicate that plan to all operating elements. This can be a difficult shift to complete as companies are committed to positions in an offensive manner. It is extremely important that everyone understands that a strategic shift has been made.
 - IV. Upon determination on scene that there is imminent danger to operating personnel, i.e., building collapse or BLEVE, the incident commander shall transmit "emergency traffic" to the dispatcher. The dispatcher shall immediately transmit the WARBLE tone (high-low) on all involved working frequencies for approximately five (5) seconds, followed by a verbal notification of "All personnel evacuate XXX (location)". A series of three blasts (each lasting two seconds in duration) on the air horn (by the unit(s) as instructed by the Incident Commander or Incident Safety Officer) shall also be sounded. The incident commander shall then begin a systematic roll call of all companies to ensure that evacuation is complete.
 - V. All companies operating on scene will immediately report via radio to the command post that they are clear of danger.
8. **Rapid Intervention crews:** During complex and active operations, command should hold crews ready for immediate commitment in a resource area close to the command post. These rapid intervention crews should be wearing their protective clothing with SCBA on their backs and ready to react immediately, particularly to those events that involve the safety of firefighters.
9. **Rehabilitation:**
- a. Command should maintain a sensible concern about the welfare of firefighting personnel during long operations. There must be a CONSTANT AWARENESS that personnel involved in rescue and fire control operations are generally fatigued having reached their adrenaline "high" well before property conservation efforts begin. Disregarding their fatigue can result in sloppy work and needless injuries. Fresh companies should be rotated in order to relieve tired fire control personnel if extensive overhaul and/or fire control efforts dictate.



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- b. Ideally, the Rehabilitation Sector should contain an EMS unit, and refreshment unit (i.e., Gatorade, ice water, sandwiches, etc.). Firefighting companies should be cycled through this sector for medical evaluation, fluids, food and rest. Companies should be assigned intact and stay together in Rehabilitation until they are ready to be reassigned to new tactical sectors or released from the scene.
- c. In order to prevent undue or needless injuries, command should consider the "Re-call" process at large complex incidents.
 - i. In case of emergency or conflagration, personnel off-duty and on leave may be recalled to duty.
 - ii. The "Re-call" system shall be utilized as follows:
 - 1. First "Re-call" is of the personnel scheduled to report to duty next.
 - 2. Second "Re-call" is of personnel who last worked the last duty shift.
 - 3. Third recall is of Personnel on leave.



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Tactical Priorities

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Tactical Priorities

1. TACTICAL FUNCTIONS:

- a. Tactical priorities identify the three (3) separate, major tactical functions that must be completed in order to stabilize a fire incident. Listed in priority order, they are:
 - i. LIFE SAFETY
 - ii. INCIDENT STABILIZATION
 - iii. PROPERTY CONSERVATION
- b. This list gives the incident commander a set of functions (what to do) priorities (when to do them), and bench marks (how to tell when each function is completed).

2. TACTICAL WORKSHEETS:

- a. Tactical worksheets facilitate assumption of command. These worksheets shall be carried by all Operations Command Officers. At working incidents, Command will use a tactical worksheet to outline and record assignments to assist in transfer of Command, identification of functions and priorities, reaching of benchmarks.

3. UNIT OBJECTIVES:

- a. The typical objectives of an attack engine company are to conduct a search for and rescue endangered occupants, locate, confine and extinguish the fire.
- b. The typical objectives of a back-up engine or ladder company are to gain entry (forcible or non-forcible), to accomplish ventilation (natural or forced), to search for and rescue endangered occupants, to secure utilities (gas, electric and water), conduct overhaul and property conservation and apply elevated master streams.
- c. Arriving engine companies will automatically perform these functions as required unless otherwise ordered by command. Companies will advise command of action they are taking.
- d. Company officers will determine, based upon conditions, the priority of the functions listed for their company unless otherwise ordered by command.
- e. This does not limit a company to only its listed functions. Every company will be expected to perform all basic functions within the limits of their capability and it will be the on-going responsibility of command to integrate tasks and functions as required with the on-scene units.
- f. The assignment of these basic operations to engine companies represents a standard fire ground plan for tactical operations designed to improve the effectiveness of all units working together. This plan should in no way limit the initiative of any officer and should enhance the decision making process of all officers by establishing a standard operational framework.



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4. RESCUE:

- a. It is standard operating procedure to extend a primary search in all involved and exposed occupancies that can be entered. The incident commander must structure initial fire ground operations around the completion of the primary search, Primary search means that companies have gone through all affected areas and have verified the removal or the safety of all occupants.
- b. Rescue efforts should be extended in the following order:
 - i. The most severely threatened.
 - ii. The largest number (groups).
 - iii. The remainder of the fire area and
 - iv. The exposed areas.
- c. During rescue operations, firefighters are attempting to locate and remove threatened occupants. It is possible that all property may be written off to accomplish this objective. This approach is life-safety oriented in a compressed and sometimes desperate time frame. Firefighters may have to fight fire to complete the primary search, but they must realize the incident is in the rescue mode until a "primary search completed" report is transmitted.
- d. As previously stated, each one of the tactical priorities has a bench mark of completion. The benchmark for rescue completion is "primary search completed".
- e. With the announcement of "primary search complete" the incident commander is only reporting the completion of primary search. The incident commander is not issuing a guarantee that everyone is out. Primary search operations are often done under hot, smoky, dark, rushed and sometimes desperate conditions. Although the primary search system is not perfect, it offers the best chance of getting the victims out of a dangerous situation. The possibilities of overlooking victims always exist; unfortunately, victims sometimes hide from the firefighters when they hide from the fire.
- f. As soon as the situation has been stabilized, a secondary search shall be completed. The secondary search shall consist of a systematic room-by-room search. Whenever possible, a secondary search should be conducted by using firefighters not involved with the primary search. Emphasis must be placed on completeness and accuracy. When the search has been completed, notification shall consist of "secondary search completed".



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Tactical Priorities

Authorization

Levy County Public Safety Director

Tactical Priorities

5. FIRE CONTROL:

- a. A critical command decision (both initial and on-going) relates to the offensive/defensive mode of the situation:
 - i. Offensive strategy: Interior attack and related support directed toward quickly bringing the fire under control.
 - ii. Defensive strategy: Exterior attack directed to first protecting exposures, stopping the forward progress of the fire, and then bringing the fire under control.
- b. Initial attack efforts must be directed toward supporting primary search. The first attack must go between the victims and the fire to protect avenues of escape. An attack from the interior, uninvolved side usually places the inside forces in a position to accomplish this objective.
- c. The standard radio reporting term, "Fire Under Control" is used to report the completion of fire control. Command is responsible for transmitting this report to fire control. "Fire is Under Control" means that the forward progress of the fire has been stopped, and the remaining fire can be extinguished with the on-scene resources; it does not mean the fire is completely out.
- d. The standard radio reporting term, "Fire Extinguished" is used to report the complete extinguishment of all fire. Command is responsible for transmitting this report to dispatch.



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Tactical Priorities

6. PROPERTY CONSERVATION:

- a. It is standard procedure to commit whatever fire ground resources are required to keep property loss to an absolute minimum.
- b. When basic fire control has been achieved the command must commit and direct companies into "Stop Loss" activities.
- c. In cases where there is an overlapping need for both fire control and salvage to be performed simultaneously and where initial alarm companies are involved in firefighting and salvage remains undone, command should strike additional alarms and commit greater alarm companies to salvage functions.
- d. Effective property conservation activities require the same earlier command functions and aggressive actions as the rescue and fire control priorities. These actions produce a more positive public reaction than any other fire ground activity.
- e. Four objectives should be considered during property conservation operations. These are:
 - a. Stopping additional loss,
 - b. Verifying that the fire is completely extinguished,
 - c. Preserving fire scene evidence in order to determine the fire cause and point of origin, and
 - d. Returning the occupancy to use, when possible.
- f. Command should maintain a sensible concern about the welfare of any personnel during long overhaul operations; ignoring fatigue may result in sloppy and careless operations which could result in needless injuries.
- g. The standard radio term, "Loss Stopped", is used to report that the objectives of property conservation have been met. Command is responsible for transmitting this report to Dispatch.



ARTICLE III

SECTION B

BLS STANDING ORDERS



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III -B
BLS Standing Orders

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Standard Operating
Guidelines

Topic
1
First Responder Job Description

Authorization
Levy County Public Safety Director

First Responder Job Description

Responsibilities:

1. First Responders within LCPSD shall take orders from the EMT, Paramedic, LCPSD Director and Medical Director. First Responders will answers emergency calls to provide efficient and immediate care to ill and injured patients. After receiving notification of an emergency, the First Responder will safely responds to the address or location given, using the most expeditious route, depending on traffic and weather conditions. The First Responder must observe traffic ordinances and regulations concerning emergency vehicle operation.
2. The First Responder:
 - a. Functions in uncommon situations.
 - b. Has a basic understanding of stress response and methods to ensure personal well-being.
 - c. Has an understanding of body substance isolation.
 - d. Understands basic medical-legal principles.
 - e. Functions within the scope of care as defined by state, regional and local regulatory agencies.
 - f. Complies with regulations on the handling of the deceased, protection of property and evidence at the scene, while awaiting arrival of EMS unit.



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Topic
2
First Responder Training Guideline

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First Responder Training Guidelines

Members shall engage in at least 2 hours of Medical related training per month. These hours shall consist of drills, Centrelearn, EMS ride along. 4 hour ride along will count for 1 CEU hour for First Responder compliance. Training will be provided through Centrelearn and weekly station training. The station training shall be conducted by an EMT, Paramedic, RN or Physician.



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BLS Standing Orders

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Guidelines

Topic
3
First Responder Protocols

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First Responder Protocols

This is covered in great detail and length in the First Responder BLS Protocols. There shall be one copy at each station, in each emergency vehicle that responds to Medical calls, Trauma calls, Haz-Mat calls and MVCs. Refer to the First Responder BLS Protocols for detailed information on this subject.



ARTICLE III

SECTION C

**DISPATCH
PROTOCOLS**



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Dispatch Protocols

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Guidelines

Topic
1
Dispatch Protocols

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Dispatch Protocols

1. This protocol is for all LCPSD that communicate with Levy County Sheriff's Office Communications center.
2. The dispatchers will do a test page every Saturday at 08:00 hours or as soon as possible thereafter. It is to ensure the paging system is operational. One member from the On Duty Crew will respond that the page was received and the apparatus is in service for the day.
3. Dispatch will also notify units of Emergency calls, non-Emergency calls, Special Events and other assignments.
4. Dispatch will communicate information to units while en-route or on scene of updates pertaining to the call.



ARTICLE III

SECTION D

HAZARDOUS MATERIALS INCIDENTS



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Haz-Mat Incidents

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Topic
1
Haz-Mat Incidents

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Hazardous Materials Incidents

OPERATE AT YOUR LEVEL OF TRAINING!

Hazardous Materials

1. OSHA's definition includes any substance or chemical which is a "health hazard" or "physical hazard," including: chemicals which are carcinogens, toxic agents, irritants, corrosives, sensitizers; agents which act on the hematopoietic system; agents which damage the lungs, skin, eyes, or mucous membranes; chemicals which are combustible, explosive, flammable, oxidizers, pyrophorics, unstable-reactive or water-reactive; and chemicals which in the course of normal handling, use, or storage may produce or release dusts, gases, fumes, vapors, mists or smoke which may have any of the previously mentioned characteristics. Any item or chemical which can cause harm to people, plants, animals or environment when released by spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping or disposing into the environment.
2. These materials may be in any form or shape and their threat to life and the environment may be in different degrees. Control of some of these released materials is within the scope of capabilities of the fire department. However, numerous chemicals present severe hazards to firefighters when released and easily overwhelm the standard firefighter clothing. It is these chemicals that we must be alert for whenever they present themselves. Not only the type of chemical but the quantity and purity present more challenges.
3. Involvement with or potential release of any of the following hazard classes will determine the confirmation of a hazardous materials incident:
 - a. Explosives.
 - b. Flammable Gasses.
 - c. Flammable Liquids.
 - d. Flammable Solids.
 - e. Oxidizers / Organic Peroxides.
 - f. Poisons – Gasses, Liquid or Solids.
 - g. Radioactive.
 - h. Corrosives.
 - i. Miscellaneous – Cryogenics, Etiological, Biological.
4. Upon confirmation that any of these types of materials are involved in an incident the Regional Response Haz-Mat team shall be notified and dispatched.



ARTICLE III

SECTION E

INFECTION

CONTROL

PROGRAM



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III -E
Infection Control

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Topic
1
Infection Control Program

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Levy County Public Safety Director

Infection Control Program

Purpose:

The purpose is to provide a comprehensive infection control system which maximizes protection against communicable diseases for all members, and the public that they serve. This department recognizes that communicable diseases are an occupational health hazard. Communicable disease transmission is possible during any aspect of emergency response including in station operations. The health and welfare is a joint concern of the members, chain of command, and the department. While each member is ultimately responsible for their own health, the department recognizes a responsibility to provide as safe a work place as possible. The goal of this program is to provide all members with the best available protection from occupational communicable diseases.

It is the policy of LCPSD:

1. To provide fire, rescue, and emergency medical service to the public without regard to known or suspected diagnosis of communicable diseases in any patient.
2. To regard all patient contacts as potentially infectious. Universal precautions will be observed at all times and will expand to include all bodily fluids and other potentially infectious materials.
3. To provide all members with the necessary training, immunizations, and arsenal protection equipment needed for protection from communicable diseases.
4. To recognize the need for work restrictions based on infection control concerns.
5. To encourage participation in members assistance programs.
6. To prohibit discrimination of any member for health reasons.
7. To regard all medical information as strictly confidential. No member's health information will be released without a signed release from that member.



ARTICLE III

SECTION F

**DISASTER
OPERATIONS
PLAN**



Subject
III -F
Disaster Ops Plan

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Guidelines

Topic
1
Disaster Operations Plan

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Levy County Public Safety Director

Disaster Operations Plan
See Comp Plan

1. The LCPSD Disaster Plan has been developed to help guide the Departments in Levy County in preparing and operating during times of disaster. All LCPSD personnel should be familiar with the operations plan. While all circumstances cannot be addressed the content of these pages should be used as a guide for these events that do occur but are not addresses.
2. Preparedness levels
 - a. Level I
 - i. Fuel: Amount of diesel and gasoline on hand checked and filled if necessary. All oil and fluids checked and filled as necessary.
 - ii. Lighting power: Batteries for flashlights will be charged. Candles or oil lamps if necessary will be gathered. Flares and matches stocked in dry waterproof locations. All portable radios and pagers will be charged. Fire line tape will be stocked up on all apparatus. By-pass mechanisms on bay doors shall be tested.
 - iii. Family: Contact shall be made with all personnel for advanced warning and standby status. Spare clothing and rain gear should be gathered and ready to respond if necessary.
 - b. Level II

All staff shall be contacted and notified about the status. Medical inventory and stocking will be completed as necessary. Sleeping assignments and necessary arrangements will be made to house all personnel in the station. All apparatus will be inventoried for proper equipment and all motorized equipment will be checked off and started for proper operation.
 - c. Level III

All personnel will report to the station as assigned. Water tanks will be topped off and all auxiliary power supplies will be set up and ready to be put to use. All windows will be boarded up or taped in an "X" pattern with duct tape.



ARTICLE III

SECTION G

FIREFIGHTER'S BILL OF RIGHTS



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FF's Bill of Rights

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Guidelines**

Topic
1
Firefighter's Bill of Rights

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Firefighter's Bill of Rights

112.81 Definitions - As used in this part:

1. "Firefighter" means any person who is certified in compliance with s.633.35 and who is employed solely within the fire department or public safety department of an employing agency as a full-time firefighter whose primary responsibility is the prevention and extinguishment of fires, the protection of life and property, and the enforcement of municipal, county, and state fire prevention codes and laws pertaining to the prevention and control of fires.
2. "Employing agency" means any municipality or the state or any political subdivisions thereof, including authorities and special districts, which employs firefighters.
3. "Informal inquiry" means a meeting by supervisory or management personnel with a firefighter about whom an allegation of misconduct has come to the attention of such supervisory or management personnel, the purpose of which meeting is to mediate a complaint or discuss the facts to determine whether a formal investigation should be commenced.
4. "Formal investigation" means the process of investigation ordered by supervisory personnel, after the supervisory personnel has previously determined that the firefighter shall be reprimanded, suspended, or removed, during which the questioning of a firefighter is conducted for the purpose of gathering evidence of misconduct.
5. "Administrative proceeding" means any nonjudicial hearing which may result in the recommendation, approval, or order of disciplinary action against, or suspension or discharge of, a firefighter.
6. "Interrogation" means the questioning of a firefighter by an employing agency in connection with a formal investigation or an administrative proceeding but shall not include arbitration or civil service proceedings. Questioning pursuant to an informal inquiry shall not be deemed to be an interrogation.



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FF's Bill of Rights

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Topic
1
Firefighter's Bill of Rights

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Firefighter's Bill of Rights

112.82 Rights of Firefighters - Whenever a firefighter is subjected to an interrogation, such interrogation shall be conducted pursuant to the terms of this section.

1. The interrogation shall take place at the facility where the investigating officer is assigned, or at the facility which has jurisdiction over the place where the incident under investigation allegedly occurred, as designated by the investigating officer.
2. No firefighter shall be subjected to interrogation without first receiving written notice of sufficient detail of the investigation in order to reasonably appraise the firefighter of the nature of the investigation. The firefighter shall be informed beforehand of the names of all complainants.
3. All interrogations shall be conducted at a reasonable time of day, preferably when the firefighter is on duty, unless the importance of the interrogation or investigation is of such a nature that immediate action is required.
4. The firefighter under investigation shall be informed of the name, rank, and unit or command of the officer in charge of the investigation, the interrogators, and all persons present during any interrogation,
5. Interrogation sessions shall be of reasonable duration and the firefighter shall be permitted reasonable periods for rest and personal necessities.
6. The firefighter being interrogated shall not be subjected to offensive language or offered any incentive as inducement to answer any questions.
7. A complete record of any interrogation shall be made, and if a transcript if such interrogation is made, the firefighter under investigation shall be entitled to a copy without charge. Such record may be electronically recorded.
8. An employee or officer of an employing agency may represent the agency, and an employee organization may represent any member of a bargaining unit desiring such representation in any proceeding to which this part applies. If collective bargaining unit during investigations or interrogations, such representative shall be allowed to be present.
9. No firefighter shall be discharged, discipline, demoted, denied promotion or seniority, transferred, reassigned, or otherwise disciplined or discriminated against in regard to his or her employment, or be threatened with any such treatment as retaliation for or by reason solely of his or her exercise of any of the rights granted or protected by this part.



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1
Firefighter's Bill of Rights

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Firefighter's Bill of Rights

112.83 Rights of firefighters with respect to civil suits.

1. Except as otherwise provided in subsection (2), every firefighter shall have the right to bring suit against any individual, group of persons, association, organization or corporation for damages, either monetary or otherwise, suffered during the performance of the firefighter's official duties or for abridgment of the firefighter's rights, civil or otherwise, arising out of the performance of his or her official duties.
2. Any statement taken by an employing agency in violation of ss. 112.80 - 112.82 shall not be used as substantive evidence against the employee whose rights have been violated, but may be used for purposes of impeachment. The provisions of this subsection shall be the sole and exclusive remedy for a violation of ss 112.80 - 112.82.

112.84 Rights of firefighters non exclusive - The rights of firefighters as set forth in this part shall not be construed to diminish the rights and privileges of firefighters that are guaranteed to all citizens by the Constitution and laws of the United States and the State of Florida or limit the granting of broader right by other law, ordinance or rule. Section 2. This act shall take effect October 1, 1986.