

STANDARD OPERATING



PROCEDURES

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**Levy County Department of Public Safety
STANDARD OPERATING PROCEDURES**

Subject:	Organization
Section/Topic:	1.1 Vision, Mission, Core Values Statement
Issue Date:	August 29, 2013
Revised Date:	July 12, 2013
Authorization:	
	David L. Knowles, Public Safety Director

PURPOSE:

To define the Vision, Mission, and Core Values of the Levy County Department of Public Safety.

SCOPE:

This SOP applies to all members of the Department of Public Safety.

PROCEDURES:

The vision of Levy County Department of Public Safety is to develop, manage, and operate a comprehensive emergency response organization to serve the citizens and visitors of Levy County, Florida. The Department will embrace new technologies and techniques, focusing on training and education to provide the highest level of customer service and satisfaction in a professional and caring manner.

It is the mission of the Levy County Department of Public Safety to preserve life and property, promote public safety, and foster economic growth through leadership, management, and actions as an all risk life safety emergency response organization. This shall be accomplished through innovation, team work, and outstanding customer service with prudent utilization of public funds provided by the community.

Core Values

These values are the foundation for all decisions and actions this department pursues.

- Integrity- Consistency of actions values and principles; being honest and accountable for one's actions regardless of the circumstances
- Professionalism- Having interest and desire to do a job well and holding positive attitude towards the profession

- Service- Serving the department and the community with respect and to the best of our ability
- Stewardship- Responsible planning and management of resources.

**Levy County Department of Public Safety
STANDARD OPERATING PROCEDURES**

Subject:	Organization
Section/Topic:	1.2 Rules of Conduct
Issue Date:	September 16, 2013
Revised Date:	August 5, 2013
Authorization:	David L. Knowles, Public Safety Director

PURPOSE:

To establish the minimum standard of conduct for the members of LCDPS. Every member is expected to operate in a professional, self-disciplined manner and shall regulate his/her own conduct in a positive, productive, and mature way.

SCOPE:

This SOP applies to all members of the Department of Public Safety.

PROCEDURES:

1. ALL MEMBERS SHALL: Follow Operations Manuals, Standard Operating Procedures and written directives of LCDPS.
2. MEMBERS SHALL NOT: Engage in any activity that is detrimental to the image of the department.
3. Failure to follow this SOP will result in disciplinary action ranging from counseling to termination.

**Levy County Department of Public Safety
STANDARD OPERATING PROCEDURES**

Subject:	Organization
Section/Topic:	1.3 Attention to Duty
Issue Date:	September 16, 2013
Revised Date:	August 5, 2013
Authorization:	
	David L. Knowles, Public Safety Director

PURPOSE:

Provide adequate, qualified personnel for response to incidents.

SCOPE:

This SOP applies to all members of the Department of Public Safety.

PROCEDURES:

1. Members shall, at all times, be attentive to their duties and demonstrate the Core Values of Levy County Department of Public Safety. Crew members shall act with dignity and maintain an atmosphere conducive to a great department.
2. 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.
3. All members shall exercise a level of composure in the performance of their duties.
4. All members must be efficient in the performance of their duties.
5. While on duty, all members shall be alert and remain at their assigned duty posts until properly relieved.
6. Members shall keep LCDPS informed of their correct home address and telephone number.

7. No members shall give out information concerning the internal affairs of the department without the consent of the Director or designee.
8. Members shall promptly report to their officer, any information that they possess, observe, or secure regarding incidents of questionable nature.
9. Accepting money, gifts, or other valuable articles from any person, as a member of LCDPS is prohibited.
10. Members shall be neat and clean except when duties or assignments obviously prevent. All members shall bathe promptly after engaging in rigorous or dirty activities. All members will maintain a neat and clean personal hygiene level for the comfort and protection of themselves and co-workers.
11. Members' knowledge of violations by subordinate members of rules, regulations, or other policies or orders governing the department shall be reported immediately, to the individual's immediate supervisor.
12. Any messages must be promptly and accurately delivered to the person(s) directed to.
13. Officers who knowingly fail to take official action of violations they have knowledge of shall receive reprimands or other disciplinary action.
14. 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.
15. Failure to follow this SOP will result in disciplinary action up to termination.

**Levy County Department of Public Safety
STANDARD OPERATING PROCEDURES**

Subject:	Organization
Section/Topic:	1.4 Standard Operating Procedures
Issue Date:	September 16, 2013
Revised Date:	August 5, 2013
Authorization:	
	David L. Knowles, Public Safety Director

PURPOSE:

To recognize the Standard Operating Procedures (SOPs) as the basis of general rules of conduct expected from all LCDPS members.

SCOPE:

This SOP applies to all members of the Department of Public Safety.

PROCEDURES:

1. The SOPs are to be used by all members when contemplating a standard type of operation, either emergency or non-emergency in nature.
2. New or revised SOPs shall be submitted in writing to the LCDPS Director for review.
3. SOPs may be changed by the Director of LCDPS when conflicting with state or local laws, or with safety concerns.
4. SOPs will be posted on the LCDPS (Files) webpage following a notification memo to all members.
5. The SOPs shall be reviewed annually by the LCDPS Director.
6. Failure to follow the SOPs will result in disciplinary action up to termination.

**Levy County Department of Public Safety
STANDARD OPERATING PROCEDURES**

Subject:	Organization
Section/Topic:	1.5 Professional Standard
Issue Date:	December 20, 2013
Revised Date:	October 2, 2013
Authorization:	
	David L. Knowles, Public Safety Director

PURPOSE:

To define the Professional Standard of the Levy County Department of Public Safety.

SCOPE:

This SOP applies to all members of the Department of Public Safety.

PROCEDURES:

1. Make the Commitment
 - a. Being a member of Levy County Department of Public Safety is a commitment to other department members, the organization, and to the citizens and visitors of Levy County.
2. Be Accountable to Ourselves and Each Other
 - a. Each individual member of LCDPS is responsible and accountable for his/her own actions and for the wellbeing of other members.
3. Be Self-Disciplined
 - a. Self-discipline is the foundation for managing behavior. Imposed discipline, when necessary, is designed to correct the situation and return the member to a positive, productive, and healthy position in the Department.
4. Be a Good Role Model
 - a. Members play a crucial role in the Community and are expected to mentor, guide, and lead by example.
5. Be a Responsible Leader
 - a. Leadership is a critical element in maintaining the high standards of performance and the positive image of the Department within the community and the service.
6. Support our Member's Wellness Needs

- a. LCDPS is founded on the principal that our members are the foundation of our organization. LCDPS will support and empower all of our members.
7. Maintain a Positive Environment
- a. LCDPS members must all accept the responsibility associated with maintaining a safe, positive, productive environment, delivering quality service, and for cultivating change and improvement in the future.

**Levy County Department of Public Safety
STANDARD OPERATING PROCEDURES**

Subject:	Organization
Section/Topic:	1.6 No Harassment Policy
Issue Date:	September 16, 2013
Revised Date:	July 15, 2013
Authorization:	David L. Knowles, Public Safety Director

PURPOSE:

Provide a safe, non-discriminatory workplace.

SCOPE:

This SOP applies to all members of the Department of Public Safety.

PROCEDURES:

1. 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.
2. The term "harassment" includes, but is not limited to: slurs, jokes, or 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 conducts of a sexual nature.
3. Violation of this policy by a member shall subject that employee to disciplinary action, up to and including termination.
4. Reporting inappropriate behavior
 - a. Any employee that feels he/she is being harassed by a co-worker shall follow the County Policy 201B to report the behavior.
 - b. Any employee who becomes aware of any harassment of an employee by a non-employee shall follow the County Policy 201B to report the behavior.

**Levy County Department of Public Safety
STANDARD OPERATING PROCEDURES**

Subject:	Organization
Section/Topic:	1.7 Discipline
Issue Date:	August 29, 2013
Revised Date:	January 14, 2014
Authorization:	
	David L. Knowles, Public Safety Director

PURPOSE:

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

SCOPE:

This SOP applies to all members of the Department of Public Safety.

PROCEDURES:

LCDPS will follow the County Policy 807 for Disciplinary Procedures. Violations of County or Department rules of conduct or performance standards may result in disciplinary action(s) based on the severity of the infraction, at the Director's discretion, which include:

1. Counseling: A counseling statement will be given to a member who commits a minor, first offense of the rules.
2. Verbal warning: A verbal warning will be given to a member who commits a first offense, a minor infraction of the rules or whenever the supervisor feels that this action is appropriate.
3. 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 supervisor feels that this action is appropriate.
4. Suspension without pay: A suspension without pay will be given when a member commits a third offense of a minor infraction of the rules within one year, when the first or second offense is of a more serious nature, or whenever the supervisor 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 LCDPS Director. A Member may be immediately suspended from LCDPS by the LCDPS Chief or his designee for any of the following reasons:
 - a. insubordination toward a LCDPS Officer;
 - b. intoxication at an incident or Department function;

- c. conduct unbecoming a Department member;
 - d. failure to return any property belonging to the Department when requested to do so by an 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 LCDPS;
 - h. falsification of information required on LCDPS documents and records;
 - i. disorderly or immoral conduct while on LCDPS 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 LCDPS or others;
 - l. unauthorized use of property or apparatus owned by LCDPS;
 - m. violations of established safety rules
 - i. The above list shall not be considered all inclusive.
5. Final written warning/Last chance: A final written warning will be given when a member commits a fourth offense of a minor infraction of the rules, when the first, second, or third offense is of a more serious nature, or whenever the supervisor feels that this action is appropriate.
6. Termination: A member will be terminated when they commit a fifth offense of a minor infraction of the rules, when the first, second, third, or fourth offense is of a more serious nature, or whenever the supervisor feels that this action is appropriate.

**Levy County Department of Public Safety
STANDARD OPERATING PROCEDURES**

Subject:	Organizational Charts and Order
Section/Topic:	2.2 Chain of Command
Issue Date:	March 26, 2014
Revised Date:	December 10, 2013
Authorization:	
	David L. Knowles, Public Safety Director

PURPOSE:

To provide a systematic command structure to be followed at all times.

SCOPE:

This SOP applies to all members of the Department of Public Safety.

PROCEDURES:

1. Chain of Command is a system whereby authority passes down from the top through a series of executive positions or ranks in which each is accountable to the one directly superior.
2. The Chain of Command shall be followed in order of authority as shown in LCDPS Standard Operating Procedure, 2.1 Organizational Chart.

**Levy County Department of Public Safety
STANDARD OPERATING PROCEDURES**

Subject:	Organizational Charts & Order
Section/Topic:	2.4 Personnel Radio Identification Numbers
Issue Date:	March 19, 2015
Revised Date:	March 17, 2015
Authorization:	David L. Knowles, Public Safety Director

PURPOSE:

To provide all personnel with a radio identification number for off-duty or volunteer responses.

SCOPE:

This SOP applies to all members of the Department of Public Safety.

PROCEDURES:

1. All members shall be issued a DPS 3-digit radio identification number during orientation.
 - a. All issued radio identification numbers shall follow this format;
 - i. DPS201
 - ii. DPS202
 - iii. DPS203, etc.
2. All members shall use their issued radio identification number when en route to the station or arriving on scene of an incident while not on a regular duty assignment and/or apparatus.
 - a. The most common use will be for fire members not at the station responding to assist with calls.

**Levy County Department of Public Safety
STANDARD OPERATING PROCEDURES**

Subject:	Organization Charts and Order
Section/Topic:	2.6 Support Responder
Issue Date:	June 7, 2018
Revised Date:	June 7, 2018
Authorization:	
	James "Mitch" Harrell, Public Safety Director

PURPOSE:

The purpose of this policy is to identify Support Responder levels and outline requirements to meet those levels.

SCOPE:

This Policy applies to all personnel employed and those seeking employment with Levy County Department of Public Safety.

PROCEDURES:

1. The following Support Responder levels are recognized by Levy County Department of Public Safety:
 - a. Trainee
 - b. Active
 - i. EMS
 - ii. Fire

Trainee:

1. All new members will start as Trainee Members regardless of certification level, for a period of no less than six months. Trainee Status may be extended if it is determined to be necessary. During this period, the member must meet the following minimum requirements:
 - a. Complete the department HIPAA training.
 - b. Successfully complete Orientation.
 - c. Successfully complete the Department Infection Control Course.
 - d. Attend and participate in a minimum of 16 hours of training and/or company time per month.
 - e. Complete and sign the statement of understanding indicating that they have reviewed and understand all applicable SOPs and medical protocols.
 - f. Complete the assigned task book (where applicable).

2. All members who are in a training status will be authorized to work daytime shifts for up to 12 hours and will be restricted to riding with an officer or an approved and cleared FTO/Instructor at designated stations as determined by the Director or his/her designee.
3. Trainee Members will drive county vehicles only during training and will not drive under emergency conditions.
4. Trainee Members will be issued the following items:
 - a. Two uniforms in accordance with 6.4 section 2 paragraph d, Class "C" Daily Work Uniform with the exception of boots which are required will be provided by the member.
 - b. Required PPE commensurate with the member's level of certification and clearance.
 - c. Appropriate PAR tags and identification card.
5. When the Trainee Member has met all requirements above, they will be advanced to an Active Member Status and be released from Training Status.

Active:

1. The Active EMS Member is defined as a member that has completed the training period. This member is authorized to work 12 hour day or night shifts as determined by the Director or his/her designee at designated, staffed EMS stations.
2. The Active Fire Member is defined as a Member that has completed the training period and holds Wildland Firefighter Certification and Florida Firefighter I. This member is authorized to work 12 hour day or night shifts as determined by the Director or his/her designee at designated stations.
3. Active Members are authorized to participate in all department functions to their level of training, certification, and clearance.
4. Active Members shall not exceed 48 consecutive hours worked or 96 hours total in one pay period. The rest period will be at least 24 hours in length.
5. Active Members are authorized to drive department vehicles in emergency and non-emergency modes.
6. Active members will be issued the following:

- a. The remaining items needed to constitute the Class “B” Uniform in accordance with 6.4 section 2 paragraph b, with the exception of boots which are required and will be provided by the member.

Clearance:

1. A clearance process will be conducted for each Active EMS Member who wishes to become an Active Fire Member. This clearance process will include:
 - a. A written test.
 - b. A practical assessment.
 - c. Five (5) orientation rides with an appropriate unit for the level of clearance being sought.
 - d. Task books will be required for all clearances.
2. Members who fail the written or practical assessment will be required to complete remedial training before testing again.
3. Cleared members who demonstrate that they are unable to effectively operate at their level of clearance may have that level of clearance suspended at the Director’s discretion.
4. Members whose clearance is suspended will be placed in a remedial training status for up to six months while undergoing remedial training.
5. The member will again complete the clearance assessment once the training status has been lifted.

Compensation:

1. Support responders will receive a stipend of the current rate per shift worked/attended, or the current rate per call.

**Levy County Department of Public Safety
STANDARD OPERATING PROCEDURES**

Subject:	Training
Section/Topic:	3.4 Paramedic Clearance Protocol
Issue Date:	July 10, 2014
Revised Date:	July 10, 2014
Authorization:	
	David L. Knowles, Public Safety Director

PURPOSE:

To establish the minimum standards for training of new hire and/or promoted Paramedics with LCDPS to serve the citizens and visitors of Levy County the highest level of care in a professional manner.

SCOPE:

This SOP applies to all new hire and/or promoted Paramedic applicants and members of the Department of Public Safety.

PROCEDURES:

1. All eligible Paramedic applicants will have to successfully complete
 - a. A 50 question written, general paramedic knowledge test scoring 80% (40/50) or higher
 - b. A skills assessment/scenario with no critical failures
 - c. Ten (10) structured interview questions scoring 3/6 or higher in each category
 - d. Submission of all documents required in the job description
2. All Paramedics without the minimum of six (6) months of documented experience as a lead medic for a 9-1-1 advanced life support (ALS) emergency transport service must
 - a. Successfully complete five (5) 24 hour shifts as third person with an LCDPS approved mentor
 - b. Meet with the Battalion Captain to confirm eligibility to meet with the Medical Directors
 - c. Meet with the Medical Director for successful completion of rapid sequence intubation (RSI) clearance, a skills clearance assessment, and interview
 - d. Complete six (6) months (60 shifts) of a continuous, uninterrupted assignment to a LCDPS advanced life support (ALS) as the primary paramedic (Paramedic-I) alongside a cleared LCDPS Paramedic (Paramedic-II)

- e. Complete a 100 question written protocol test scoring 80% (80/100) or higher
 - f. Meet with the Battalion Captain and successfully complete a skills assessment/scenario
 - g. Meet with the Medical Director for successful completion of rapid sequence intubation (RSI) clearance and a skills assessment/scenario with no critical failures showing
 - i. Proficiency in ACLS procedures and protocols
 - ii. Thorough knowledge of Levy County's Medical Care Protocols
 - iii. Thorough knowledge of trauma protocols and trauma transport protocols
 - iv. Thorough knowledge of airway management and vascular access
 - v. Thorough knowledge of the drugs available for use including dosages effects, uses, and contraindications
3. All Paramedics with the minimum of six (6) months of documented experience as a lead medic for a 9-1-1 advanced life support (ALS) emergency transport service must
- a. Successfully complete five (5) 24 hour shifts as third person with an LCDPS approved mentor
 - b. Complete a 100 question written protocol test scoring 80% (80/100) or higher
 - c. Meet with the Battalion Captain and successfully complete a skills assessment/scenario
 - d. Meet with the Medical Director for successful completion of rapid sequence intubation (RSI) clearance and a skills assessment/scenario with no critical failures showing
 - i. Proficiency in ACLS procedures and protocols
 - ii. Thorough knowledge of Levy County's Medical Care Protocols
 - iii. Thorough knowledge of trauma protocols and trauma transport protocols
 - iv. Thorough knowledge of airway management and vascular access
 - v. Thorough knowledge of the drugs available for use including dosages effects, uses, and contraindications

**Levy County Department of Public Safety
STANDARD OPERATING PROCEDURES**

Subject:	Training
Section/Topic:	3.7 Mandatory Web-based Training
Issue Date:	March 19, 2015
Revised Date:	March 17, 2015
Authorization:	
	David L. Knowles, Public Safety Director

PURPOSE:

To establish the minimum requirements for web-based training of LCDPS Members to best serve the citizens and visitors of Levy County.

SCOPE:

This SOP applies to all members of the Department of Public Safety.

PROCEDURES:

1. Web-based training shall be assigned by the Training Officer or designee.
2. Web-based training shall be completed on the specified due date(s).
 - a. Fire Topics shall be due on the last day of each month.
 - b. EMS Topics shall be due on the last day of each month.
 - c. Any additional assigned training shall be completed on the specified due date.
3. Memorandums shall be assigned by administrative staff or designee.
 - a. Memorandums shall be reviewed upon receipt of notification.
 - i. Confirmation of review shall be completed immediately after review.

**Levy County Department of Public Safety
STANDARD OPERATING PROCEDURES**

Subject:	Health and Safety
Section/Topic:	4.1 Occupational Health and Safety
Issue Date:	12 December 2019
Revised Date:	
Authorization:	
	James "Mitch" Harrell, Public Safety Director

PURPOSE:

It is the purpose of the Levy County Department of Public Safety, Occupational Safety and Health Program to establish objectives for all departmental safety and health activities and to develop and implement guidelines designed to attain those objectives.

SCOPE:

The prevention and reduction of accidents, injuries and occupational illness are goals of the Department of Public Safety and shall always be the primary consideration. This concern for safety and health applies to all personnel employed by or working on behalf of the Levy County Department of Public Safety.

RESPONSIBILITY:

1. All Personnel shall:

- a) Be familiar and comply with this policy.
- b) Cooperate, participate and be responsible for compliance with the provisions of this Occupational Safety and Health Program and all guidelines implemented pursuant thereto, to assist in the attainment of the Department's occupational safety and health objectives. All personnel shall be afforded the opportunity to have input into the Department's Occupational Safety and Health Program.
- c) Maintain a knowledge of safety related standard operating procedures (SOPs) and standard practices, to minimize the potential for injury, duty related illness or death of themselves or those with whom they work.

2. Supervisory Personnel:

- a) Are responsible for conducting a risk assessment at every incident, with an associated plan to minimize those risks.
- b) Maintain a knowledge of safety related SOPs and standard practices, to minimize the potential for injury, duty related illness, or death of those that they supervise.

3. Incident Commanders Shall:

- a) Evaluate the level of risk at every incident.
- b) Assess the presence, survivability and potential to rescue human life.

- c) Assess the presence of savable property that requires minimal risk to responders.
- d) Assess presence of conditions that could create a risk to responders including the presence of hazardous environments, unstable structures, chemicals, biological agents (including contagious diseases) or explosive devices.
- e) Assess the “mechanism of incident” or the cause of the incident and the potential that the cause of the incident may manifest itself in a way that will increase the risk to responders, such as unstable weather patterns, unruly patients, or growing civil disturbances.

4. A Health and Safety Officer shall:

- a) Be established and shall serve the Administration Staff in an advisory capacity.
- b) Be responsible for developing and implementing an accident investigation procedure and review all accidents involving department vehicles, equipment, or facilities. The Department shall take corrective action, as necessary, to avoid repetitive occurrences of accidents and exposure to communicable diseases.
- c) The Health and Safety Officer shall conduct research, develop recommendations, study and review matters pertaining to occupational safety and health within the department and shall:
 - i. Hold regular meetings (at least quarterly)
 - ii. Ensure the meeting notes are recorded
 - iii. Hold special meetings as necessary
- d) The Health and Safety Officer shall make meetings available to all employees as needed and invite / include the following personnel:
 - i. Health and Safety Officer
 - ii. One member of the administrative staff
 - iii. At least one member representing the Union
 - iv. Outside individual if desired (as requested by any shareholder)

5. Director or Designee:

- a) Shall Ensure compliance with this policy and take corrective action when deemed necessary.
- b) Is responsible for the implementation and operation of the Department’s Health and Safety Program.

6. Safety Committee

- a) A safety committee shall be formed utilizing members from all ranks of the department (at least, but limited to - 1 Chief Officer, the Health and Safety Officer, 1 Battalion Level Officer, 1 Union Executive Member, 1 member at the Paramedic level, and 1 member at the EMT level).
- b) The safety committee shall meet at least once each quarter to evaluation and provided both, process and outcome feedback / evaluation of the

Health and Safety Program. The safety committee shall also be utilized to open new business regarding safety concerns and procedures.

- c) Record meeting notes

PROCEDURE:

This program is intended to establish objectives for the Department to maintain standards of compliance. It shall be the objective of the Levy County Department of Public Safety to provide a safe, healthy environment for its personnel when performing fire and rescue activities. The Department shall establish and enforce rules, regulations and guidelines to assist in attaining its Occupational Safety and Health objectives. The Department shall be responsible for compliance with all applicable laws and legal requirements with respect to personnel safety and health.

1. Records (ref SOP 4.3 for part a and b):

- a) The Department shall establish a data collection system and maintain permanent records of all accidents, injuries, illnesses, exposures to infectious agents and communicable diseases, or deaths that are job related.
- b) The Department shall maintain training records for all personnel indicating dates, subjects covered, satisfactory completion and any certifications achieved.
- c) The Department shall ensure that inspection, maintenance, repair, and service records are maintained for all vehicles and equipment used for emergency operations and training. Privately owned vehicles used for emergency response shall conform to all applicable departmental standards and state laws.

2. Health and Safety Officer Assignment:

- a) The Command Staff shall have the ultimate responsibility for the fire department's Occupational Safety and Health program.
- b) The Command Staff may appoint a Department Health and Safety Officer. The Health and Safety Officer shall be responsible for the development and management of the department's Occupational Safety and Health program and report directly to the Command Staff.
- c) In the absence of the Health and Safety Officer, alternate personnel may be assigned to perform the duties and responsibilities of that position which requires immediate attention.
- d) The Health and Safety Officer shall have the responsibility to identify and cause correction of health and safety hazards.
- e) The Health and Safety Officer shall have and maintain knowledge of the current potential occupational safety and health hazards involved in firefighting and other department activities.
- f) The Health and Safety Officer shall have and maintain knowledge of the current principles and techniques of managing the Department's Occupational Safety and Health program.

- g) The Health and Safety Officer shall have and maintain knowledge of the current occupational health and physical fitness factors applicable to the department's activities and operation.
- h) The Health and Safety Officer shall maintain an "OPEN DOOR" policy to address any safety concerns desired to be discussed by any member of the department, regardless of rank.

3. Concurrent Operating Procedures:

- a) Falling under the purview of this procedure will be evaluated biannually, however, may be changed at the direction of the Director of Public Safety, or following a meeting as deemed necessary by the Department Health and Safety Officer with the approval of the Directory of Public Safety or their Designee.
- b) Be developed based on need, as determined by the Health and Safety Officer and the Safety Committee.

**Levy County Department of Public Safety
STANDARD OPERATING PROCEDURES**

Subject:	Health and Safety
Section/Topic:	4.2 Respiratory Protection
Issue Date:	12 December 2019
Revised Date:	
Authorization:	James "Mitch" Harrell, Public Safety Director

PURPOSE:

Florida Statutes (F.S. 633) and Florida Administrative Codes (FAC 69A-62) have adopted general industry standard 29 CFR 1910.134 of the Occupational Safety Health Standards requiring fire service providers to have a written Respiratory Protection Program. This program is intended to serve as a guide to prevent firefighter overexposure to atmospheric contaminants and oxygen deficient atmospheres which are potentially harmful to health.

POLICY

It is the policy of the Levy County Department of Public Safety that all personnel expected to respond to, and function in, toxic atmospheres, or atmospheres which may be subject to air borne pathogens, shall be equipped with suitable respiratory protection and trained in its proper use and care. These respirators shall be used in accordance with the NFPA 1001 Standard for Fire Fighter Professional Qualifications, OSHA 1910.134, and Florida State Statute 633.502 – 633.536, Florida Administrative Code 69A-62, and manufacture's recommendations.

RESPIRATORS FOR IDLH ATMOSPHERES:

Atmosphere supplying respirators operated in a positive pressure mode shall be used by all personnel working in areas where:

The atmosphere is immediately dangerous to life and health (IDLH).

The atmosphere is suspected of being IDLH.

The atmosphere may rapidly become IDLH.

All interior structural fires, hazmat response hot zones and confined space entries shall be considered to be IDLH, unless air monitoring proves otherwise.

The department shall provide the following respirators for use in IDLH atmospheres:

1. A full face piece positive pressure SCBA certified by NIOSH for a minimum service life of thirty minutes, or,
2. A combination full face piece pressure demand/positive pressure supplied air respirator (SAR) with auxiliary self-contained air supply for emergency escape certified by NIOSH (for confined space rescue).

SCOPE AND APPLICATION:

This written respirator program applies to all personnel expected to wear respirators.

Established: _____(Date)

Signed: _____(Fire Chief)

RESPONSIBILITIES

Employer:

- Determine the need for respiratory protection.
- Establish and maintain a Respiratory Protection Program in compliance, with all requirements of 29 CFR 1910.134, Florida Statutes, and Florida Administrative Codes.
- Provide all employees in the program with respirators appropriate to the purpose intended.

Employee:

- Wear assigned respirator when and where required and in the manner in which they were trained.
- Care for and maintain their respirators as instructed, and store them in a clean and sanitary location.
- Inform supervisor if the respirator no longer fits well, and request a new one that fits properly.
- Inform supervisor or the Program Administrator of any respiratory hazards that are not adequately addressed in the workplace and of any other concerns regarding the program.

Program Administrator

The department has designated the Health and Safety Officer as the Respiratory Protection Program Administrator. It is the responsibility of the program administrator to oversee all aspects of the respiratory program including evaluating its effectiveness.

Note: The program administrator may designate other employees to carry out specific functions.

MEDICAL EVALUATIONS OF EMPLOYEES REQUIRED TO USE RESPIRATORS

Using a respirator may place physiological burdens on employees that vary with the type of work in which the respirator is used and the medical status of the individual. Accordingly, each individual must undergo a medical evaluation to determine the candidates' ability to use the respirator. All candidates must undergo a medical evaluation prior to being fit tested or required to use the respirator. Medical evaluations shall be administered prior to an offer of employment. The department shall identify a Physician or other Licensed Health Care Professional (PLHCP) to administer a medical questionnaire and physical examination to each candidate. The questionnaire and examination shall be administered confidentially during a time agreed upon by the department and the candidate. The candidate shall have the opportunity to discuss the questionnaire and examination results with the Physician or Licensed Health Care Professional if requested.

NOTE: The following appendices are provided for use in administering the program.

1. Appendix I Medical Questionnaire.
2. Appendix II Information to be supplied to the PLHCP by the department.
3. Appendix III Information supplied by the PLHCP to the department

After an employee has received clearance and begun to wear the respirator, additional medical evaluations will be provided under the following circumstances:

- Employee reports signs and/or symptoms related to their ability to use a respirator, such as shortness of breath, dizziness, chest pains, or wheezing;
- The physician or supervisor informs the Program Administrator that the employee needs to be reevaluated;
- Information from this program, including observations made during fit testing and program evaluation, indicates a need for reevaluation;
- A change occurs in workplace conditions that may result in an increased physiological burden on the employee.

The program administrator, employee, and physician will arrange an appropriate time for the exam. All the above exams are paid for by the department.

FIT TESTING PROCEDURES

All personnel wearing respirators must be fit tested with the same make, model, style, and size of respirator that will be used on the job. The Respiratory Protection Program Administrator will oversee the fit testing of personnel.

Fit tests will be conducted on all individuals who use respirators following the initial medical evaluation **at least annually**, or whenever the employer observes or receives a report of changes in the employee's physical condition that could affect respirator fit, or the employee states that the fit of the respirator is unacceptable.

Factors that may affect mask fit are:

1. Significant weight change.
2. Significant facial scarring in the area of the face piece seal.
3. Significant dental changes.
4. Reconstructive or cosmetic facial surgery.
5. Beards or goatees.
6. Any other condition that would interfere with mask fit.

Fit tests will be administered using an OSHA accepted qualitative or quantitative test in the negative pressure mode. The protocol used will be stated on the fit test record for each employee.

PROCEDURES FOR PROPER RESPIRATOR USE

General Use Procedures:

- Employees shall use their respirators under conditions specified by this program, and in accordance with the training they receive relative to the use of each particular model. In addition, the respirator shall not be used in a manner for which it is not certified by NIOSH or by its manufacturer.
- All employees shall conduct user seal checks each time that they wear their respirator. Firefighters shall use either the positive or negative pressure check as specified by the manufacturer or as listed in *Appendix B-1* of OSHA 1910.134.
- Employees are not permitted to wear tight-fitting respirators if they have any condition such as facial scars, beards or other facial hair, or missing dentures that prevents them from achieving a good seal. Employees are not permitted

to wear headphones, jewelry, glasses, or other articles that may interfere with the face piece-to-face seal.

Procedures for IDLH Atmospheres (Two In, Two Out Rule):

The following are not meant to preclude an Incident Commander from starting suppression (not entering) or rescue operations (entering) in a structural incident. The requirement intends that the Rapid Intervention Team (RIT) be established as soon as practical to ensure safety of firefighters, yet not detract from the responsibility to provide rescue and suppression to citizens.

A rapid intervention crew shall consist of at least two members (***certified firefighter 1 or greater***) and shall be available for rescue of a member or a team if the need arises. Rapid intervention crews shall be fully equipped with the appropriate protective clothing, protective equipment, SCBA, and any specialized rescue equipment that might be needed given the specifics of the operation under way. The composition and structure of rapid intervention crews shall be permitted to be flexible based on the type of incident and the size and complexity of operations. The incident commander shall evaluate the situation and the risks to operating teams and shall provide one or more rapid intervention crews commensurate with the needs of the situation. In the early stages of an incident, which includes the deployment of an initial attack assignment the rapid intervention crew(s) shall be in compliance with Florida Statute 633 and Florida Administrative Code 69A-62 and either one of the following:

1. On-scene members designated and dedicated as rapid intervention crew(s)
2. On-scene members performing other functions but ready to deploy to perform rapid intervention crew functions.

Note: The assignment of any personnel as members of the rapid intervention crew shall not be permitted if abandoning their critical task(s) to perform rescue clearly jeopardizes the safety and health of any member operating at the incident.

All personnel operating in an IDLH environment (i.e. interior firefighting, HazMat operations) will work in teams having a minimum of two (2) persons remaining in visual / voice contact at all times.

Two firefighters shall be located outside the IDLH atmosphere; visual, voice, or signal line communication is maintained between the firefighters in the IDLH atmosphere and the firefighters located outside the IDLH atmosphere. The firefighters located outside the IDLH atmosphere shall be trained and equipped to provide an effective emergency rescue. The Incident Commander is to be notified before activation of RIT deployment into an IDLH atmosphere to affect an emergency rescue. Upon activation the IC must request replacement teams / mutual aid support to assist in the RIT response. Firefighters assigned the tasks of the RIT team located outside the IDLH atmospheres shall be equipped with;

- Positive pressure SCBA's, or other positive pressure supplied-air respirator with auxiliary SCBA.
- Appropriate equipment necessary for safe removal of fire fighter(s) who entered this hazardous atmosphere. This could include a charged 1½" or larger hose line.

If a firefighter detects a vapor or gas breakthrough, changes in breathing resistance, or leakage of the face piece, the fire fighter will notify partner(s) and the IC, and leave the area together immediately.

Nothing in this rule is meant to preclude fire fighters from performing emergency rescue activities before an entire team has assembled, however, such action is not to be considered a standard of operation. Whenever the Two In, Two Out rule is not followed, a written report must be submitted to the Chief, by the individual(s) who were involved in the incident explaining the necessity of doing so. All firefighters shall continue to wear SCBA until the IC determines through air monitoring that respiratory protection is no longer required. Under no circumstances shall a firefighter deactivate a PASS device until the SCBA is removed and the firefighter is outside the IDLH environment.

CARE AND MAINTENANCE

The department shall provide personnel with a respirator that is sanitary, and in good working order. Personnel assigned to use respirators shall ensure the unit is cleaned and disinfected using the procedures recommended by the respirator manufacturer. The respirators shall be cleaned and disinfected at the following intervals:

1. Respirators issued for the exclusive use of a firefighter shall be cleaned and disinfected as often as necessary to be maintained in a sanitary condition.
2. Respirators issued to more than one firefighter shall be cleaned and disinfected before being worn by different individuals.
3. Respirators used in fit testing and training shall be cleaned and disinfected after each use

The face piece shall be placed in a clean, dry container and stored in a manner which prevents deformation of the face seal, other damage or contamination. The cleaning and disinfecting procedure supplied by the manufacturer/seller of the respirator shall be used by the department.

The Program Administrator, or designee, will ensure an adequate supply of appropriate cleaning and disinfection material at the cleaning station. If supplies are low, employees should contact their supervisor, who will inform logistics personnel

MAINTENANCE

Respirators are to be properly maintained at all times in order to ensure that they function properly and adequately protect the employee. Maintenance involves a thorough visual inspection for cleanliness and defects. Worn or deteriorated parts will be replaced prior to use. No components will be replaced or repairs made beyond those recommended by the manufacturer or a person certified by the manufacturer. Air cylinders shall be maintained in a fully charged state and shall be recharged when the pressure falls to 90% of the manufacturer's recommended pressure level. Personnel shall determine that the regulator and warning devices function properly. For departmental respirators, all personnel shall:

1. Certify the respirator by documenting the date the inspection was performed (at least monthly), the name of the person who made the inspection, the findings, required remedial action, and a serial number or any other means of identifying the inspected respirator.
2. Provide this information on a tag or label that is attached to the storage compartment for the respirator, or is kept with the respirator, or is included in inspection reports stored as paper or electronic files. This information shall be maintained until replaced following a subsequent certification.

The department shall ensure that respirators that fail an inspection, or are otherwise found to be defective, are removed from service, and are discarded or repaired or adjusted in accordance with the following procedures:

1. Repairs or adjustments to respirators are to be made only by persons appropriately trained to perform such operations and shall use only the respirator manufacturer's NIOSH-approved parts designed for the respirator;
2. Repairs shall be made according to the manufacturer's recommendations and specifications for the type and extent of repairs to be performed; and
3. SCBA repairs including but not limited to reducing and admission valves, regulators, and alarms shall be adjusted or repaired only by the manufacturer or a technician trained by the manufacturer or vendor supplying the equipment to the department

QUALITY AND QUANTITY OF BREATHING AIR

Breathing air in the SCBA cylinder shall have a minimum air quality of Grade D. Agencies supplying the department with compressed breathing air shall provide a copy of the most recent inspection and certification. The purity of the air from the department's air compressor shall be checked by a competent laboratory annually. The department shall assure that sufficient quantities of compressed air are available to refill SCBA's for each incident. This shall be accomplished through memorandum of understanding (MOU) with supplying departments (or; this shall be accomplished with the use of a mobile air compressor).

Air cylinders for SCBA's shall be filled only by trained personnel.

Compressed oxygen shall not be used in open-circuit SCBA. Standards for breathing air and hazards associated include:

- Oxygen content of 19.5-23.5%
- Hydrocarbons (condensed) content of 5 milligrams per cubic foot or less
- Carbon monoxide content of 10 ppm or less
- Carbon dioxide content of 1000 ppm or less
- Lack of noticeable odor

The department shall ensure that cylinders used to supply breathing air to respirators meet the following requirements:

1. Cylinders are tested and maintained as prescribed in the Shipping Container Specification Regulations of the Department of Transportation (49 CFR part 173 and part 178) test requirements of three years for composite cylinders and five years for steel or aluminum cylinders. Note: composite cylinders have a maximum use life of 15 years.

2. The moisture content in the cylinder does not exceed a dew point of -50 degrees F. (-45.6 degrees C.) at 1 atmosphere pressure.

RESPIRATORY HAZARDS AND TRAINING ON RESPIRATOR USE

The department is required to provide training to those who use respirators. The training must be comprehensive, understandable, and occur annually and more often if necessary. Documentation of this training is mandatory and no firefighter may wear respiratory protection without training as specified in this document. The department shall ensure that each firefighter can demonstrate knowledge of at least the following:

1. Why the respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator;
2. What the limitations and capabilities of the respirator are;
3. How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions;
4. How to inspect, put on and remove, use, and check the seals of the respirator;
5. What the procedures are for maintenance and storage of the respirator;
6. How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators;
7. The general requirements of this program.

The training shall be conducted in a manner that is understandable to the employee. Retraining shall be administered annually, or when the following situations occur:

1. Changes in the workplace or the type of respirator render previous training obsolete;
2. Inadequacies in the firefighters knowledge or uses of the respirator indicate that the firefighter has not retained the requisite understanding or skill;
3. Any other situations arise which retraining appears necessary to ensure safe respirator use.

FILL STATION TRAINING

At a minimum, the following topics are to be covered prior to utilizing the department's fill station

1. Procedures for inspecting SCBA cylinders for damage.
2. Information ensuring cylinders are properly hydrostatically tested.
3. Composite older than 15 years will not be refilled.
4. Procedures for safely operating fill station
5. Procedures to ensure fill station air supply is using Grade D air.
6. Consequences of cylinder failure
7. Record keeping requirements

PROCEDURES FOR EVALUATING THE RESPIRATOR PROGRAM

Each year the Program Administer shall initiate a review of the procedures contained in this program. All employees who service, wear, or supervise employees wearing respirators shall periodically be asked to provide information on:

1. Adequacy of the respirator(s) being used.
2. Accidents, incidents in which the respirator failed to provide adequate protection.
3. Adequacy of training and maintenance on respirator use.

The Program Administrator shall recommend changes in the program and its implementation based on this information.

RECORDKEEPING

The Department is required to keep the following records to assure compliance with this written program:

1. Medical evaluation records
2. Fit testing records

In addition, the Department will maintain records of employee training (e.g., date, attendees, trainer(s), subject matter).

**Levy County Department of Public Safety
STANDARD OPERATING PROCEDURES**

APPENDIX I

OSHA RESPIRATOR MEDICAL EVALUATION QUESTIONNAIRE

To the employer: Answers to questions in Section 1, and to question 9 in Section 2 of Part A, do not require a medical examination.

To the employee:

Your employer must allow you to answer this questionnaire during normal working hours, or at a time and place that is convenient to you. To maintain your confidentiality, your employer or supervisor must not look at or review your answers, and your employer must tell you how to deliver or send this questionnaire to the health care professional who will review it.

Part A. Section 1. (Mandatory) The following information must be provided by every employee who has been selected to use any type of respirator (please print).

1. Today's date: _____
2. Your name: _____
3. Your age (to nearest year): _____
4. Sex (circle one): Male/Female
5. Your height: _____ ft. _____ in.
6. Your weight: _____ lbs.
7. Your job title: _____
8. A phone number where you can be reached by the health care professional who reviews this questionnaire (include the Area Code): _____
9. The best time to phone you at this number: _____
10. Has your employer told you how to contact the health care professional who will review this questionnaire (circle one): Yes/No
11. Check the type of respirator you will use (you can check more than one category):
 - a. _____ N, R, or P disposable respirator (filter-mask, non-cartridge type only).

b. _____ Other type (for example, half- or full-facepiece type, powered-air purifying, supplied-air, self-contained breathing apparatus).

12. Have you worn a respirator (circle one): Yes/No

If "yes," what
type(s): _____

Part A. Section 2. (Mandatory) Questions 1 through 9 below must be answered by every employee who has been selected to use any type of respirator (please circle "yes" or "no").

1. Do you *currently* smoke tobacco, or have you smoked tobacco in the last month: Yes/No

2. Have you *ever had* any of the following conditions?

a. Seizures: Yes/No

b. Diabetes (sugar disease): Yes/No

c. Allergic reactions that interfere with your breathing: Yes/No

d. Claustrophobia (fear of closed-in places): Yes/No

e. Trouble smelling odors: Yes/No

3. Have you *ever had* any of the following pulmonary or lung problems?

a. Asbestosis: Yes/No

b. Asthma: Yes/No

c. Chronic bronchitis: Yes/No

d. Emphysema: Yes/No

e. Pneumonia: Yes/No

f. Tuberculosis: Yes/No

g. Silicosis: Yes/No

h. Pneumothorax (collapsed lung): Yes/No

i. Lung cancer: Yes/No

j. Broken ribs: Yes/No

k. Any chest injuries or surgeries: Yes/No

l. Any other lung problem that you've been told about: Yes/No

4. Do you *currently* have any of the following symptoms of pulmonary or lung illness?

a. Shortness of breath: Yes/No

b. Shortness of breath when walking fast on level ground or walking up a slight hill or incline: Yes/No

c. Shortness of breath when walking with other people at an ordinary pace on level ground: Yes/No

d. Have to stop for breath when walking at your own pace on level ground: Yes/No

e. Shortness of breath when washing or dressing yourself: Yes/No

f. Shortness of breath that interferes with your job: Yes/No

g. Coughing that produces phlegm (thick sputum): Yes/No

h. Coughing that wakes you early in the morning: Yes/No

i. Coughing that occurs mostly when you are lying down: Yes/No

j. Coughing up blood in the last month: Yes/No

k. Wheezing: Yes/No

l. Wheezing that interferes with your job: Yes/No

m. Chest pain when you breathe deeply: Yes/No

n. Any other symptoms that you think may be related to lung problems: Yes/No

5. Have you *ever had* any of the following cardiovascular or heart problems?

a. Heart attack: Yes/No

b. Stroke: Yes/No

c. Angina: Yes/No

d. Heart failure: Yes/No

e. Swelling in your legs or feet (not caused by walking): Yes/No

- f. Heart arrhythmia (heart beating irregularly): Yes/No
 - g. High blood pressure: Yes/No
 - h. Any other heart problem that you've been told about: Yes/No
6. Have you *ever had* any of the following cardiovascular or heart symptoms?
- a. Frequent pain or tightness in your chest: Yes/No
 - b. Pain or tightness in your chest during physical activity: Yes/No
 - c. Pain or tightness in your chest that interferes with your job: Yes/No
 - d. In the past two years, have you noticed your heart skipping or missing a beat: Yes/No
 - e. Heartburn or indigestion that is not related to eating: Yes/No
 - d. Any other symptoms that you think may be related to heart or circulation problems: Yes/No
7. Do you *currently* take medication for any of the following problems?
- a. Breathing or lung problems: Yes/No
 - b. Heart trouble: Yes/No
 - c. Blood pressure: Yes/No
 - d. Seizures: Yes/No
8. If you've used a respirator, have you *ever had* any of the following problems?(If you've never used a respirator, check the following space and go to question 9:)
- a. Eye irritation: Yes/No
 - b. Skin allergies or rashes: Yes/No
 - c. Anxiety: Yes/No
 - d. General weakness or fatigue: Yes/No
 - e. Any other problem that interferes with your use of a respirator: Yes/No
9. Would you like to talk to the health care professional who will review this questionnaire about your answers to this questionnaire: Yes/No

Questions 10 to 15 below must be answered by every employee who has been selected to use either a full-facepiece respirator or a self-contained breathing apparatus (SCBA). For employees who have been selected to use other types of respirators, answering these questions is voluntary.

10. Have you *ever lost* vision in either eye (temporarily or permanently): Yes/No

11. Do you *currently* have any of the following vision problems?

a. Wear contact lenses: Yes/No

b. Wear glasses: Yes/No

c. Color blind: Yes/No

d. Any other eye or vision problem: Yes/No

12. Have you *ever had* an injury to your ears, including a broken ear drum: Yes/No

13. Do you *currently* have any of the following hearing problems?

a. Difficulty hearing: Yes/No

b. Wear a hearing aid: Yes/No

c. Any other hearing or ear problem: Yes/No

14. Have you *ever had* a back injury: Yes/No

15. Do you *currently* have any of the following musculoskeletal problems?

a. Weakness in any of your arms, hands, legs, or feet: Yes/No

b. Back pain: Yes/No

c. Difficulty fully moving your arms and legs: Yes/No

d. Pain or stiffness when you lean forward or backward at the waist: Yes/No

e. Difficulty fully moving your head up or down: Yes/No

f. Difficulty fully moving your head side to side: Yes/No

g. Difficulty bending at your knees: Yes/No

h. Difficulty squatting to the ground: Yes/No

i. Climbing a flight of stairs or a ladder carrying more than 25 lbs: Yes/No

j. Any other muscle or skeletal problem that interferes with using a respirator:
Yes/No

Part B Any of the following questions, and other questions not listed, may be added to the questionnaire at the discretion of the health care professional who will review the questionnaire.

1. In your present job, are you working at high altitudes (over 5,000 feet) or in a place that has lower than normal amounts of oxygen: Yes/No

If "yes," do you have feelings of dizziness, shortness of breath, pounding in your chest, or other symptoms when you're working under these conditions: Yes/No

2. At work or at home, have you ever been exposed to hazardous solvents, hazardous airborne chemicals (e.g., gases, fumes, or dust), or have you come into skin contact with hazardous chemicals: Yes/No

If "yes," name the chemicals if you know them: _____

3. Have you ever worked with any of the materials, or under any of the conditions, listed below:

a. Asbestos: Yes/No

b. Silica (e.g., in sandblasting): Yes/No

c. Tungsten/cobalt (e.g., grinding or welding this material): Yes/No

d. Beryllium: Yes/No

e. Aluminum: Yes/No

f. Coal (for example, mining): Yes/No

g. Iron: Yes/No

h. Tin: Yes/No

i. Dusty environments: Yes/No

j. Any other hazardous exposures: Yes/No

If "yes," describe these exposures: _____

4. List any second jobs or side businesses you have: _____

5. List your previous occupations: _____

6. List your current and previous hobbies: _____

7. Have you been in the military services? Yes/No

If "yes," were you exposed to biological or chemical agents (either in training or combat): Yes/No

8. Have you ever worked on a HAZMAT team? Yes/No

9. Other than medications for breathing and lung problems, heart trouble, blood pressure, and seizures mentioned earlier in this questionnaire, are you taking any other medications for any reason (including over-the-counter medications): Yes/No

If "yes," name the medications if you know them: _____

10. Will you be using any of the following items with your respirator(s)?

a. HEPA Filters: Yes/No

b. Canisters (for example, gas masks): Yes/No

c. Cartridges: Yes/No

11. How often are you expected to use the respirator(s) (circle "yes" or "no" for all answers that apply to you)?:

a. Escape only (no rescue): Yes/No

b. Emergency rescue only: Yes/No

c. Less than 5 hours *per week*: Yes/No

d. Less than 2 hours *per day*: Yes/No

e. 2 to 4 hours per day: Yes/No

f. Over 4 hours per day: Yes/No

12. During the period you are using the respirator(s), is your work effort:

a. *Light* (less than 200 kcal per hour): Yes/No

If "yes," how long does this period last during the average shift: _____ hrs. _____ mins.

Examples of a light work effort are *sitting* while writing, typing, drafting, or performing light assembly work; or *standing* while operating a drill press (1-3 lbs.) or controlling machines.

b. *Moderate* (200 to 350 kcal per hour): Yes/No

If "yes," how long does this period last during the average shift: _____ hrs. _____ mins.

Examples of moderate work effort are *sitting* while nailing or filing; *driving* a truck or bus in urban traffic; *standing* while drilling, nailing, performing assembly work, or transferring a moderate load (about 35 lbs.) at trunk level; *walking* on a level surface about 2 mph or down a 5-degree grade about 3 mph; or *pushing* a wheelbarrow with a heavy load (about 100 lbs.) on a level surface. c. *Heavy* (above 350 kcal per hour): Yes/No

If "yes," how long does this period last during the average shift: _____ hrs. _____ mins.

Examples of heavy work are *lifting* a heavy load (about 50 lbs.) from the floor to your waist or shoulder; working on a loading dock; *shoveling*; *standing* while bricklaying or chipping castings; *walking* up an 8-degree grade about 2 mph; climbing stairs with a heavy load (about 50 lbs.).

13. Will you be wearing protective clothing and/or equipment (other than the respirator) when you're using your respirator: Yes/No

If "yes," describe this protective clothing and/or equipment: _____

14. Will you be working under hot conditions (temperature exceeding 77 deg. F): Yes/No

15. Will you be working under humid conditions: Yes/No

16. Describe the work you'll be doing while you're using your respirator(s):

17. Describe any special or hazardous conditions you might encounter when you're using your respirator(s) (for example, confined spaces, life-threatening gases):

18. Provide the following information, if you know it, for each toxic substance that you'll be exposed to when you're using your respirator(s):

Name of the first toxic

substance: _____

Estimated maximum exposure level per
shift: _____

Duration of exposure per
shift: _____

Name of the second toxic

substance: _____

Estimated maximum exposure level per
shift: _____

Duration of exposure per
shift: _____

Name of the third toxic

substance: _____

Estimated maximum exposure level per
shift: _____

Duration of exposure per
shift: _____

The name of any other toxic substances that you'll be exposed to while using your respirator:

19. Describe any special responsibilities you'll have while using your respirator(s) that may affect the safety and well-being of others (for example, rescue, security):

**Levy County Department of Public Safety
STANDARD OPERATING PROCEDURES**

APPENDIX II

INFORMATION TO BE SUPPLIED TO THE PLHCP BY THE DEPARTMENT

Physician Instructions:

The presenting individual has been identified to be subject to respiratory protection use in accordance with the attached policy and 29CFR1910.134. The employee may be required to wear the indicated protection up to and including full face SCBA in IDLH atmospheres. Please evaluate the employee for the ability to wear indicated respiratory protection and return the attached Fit for Duty Form. Please DO NOT include any information that may violate patient confidentiality or HIPPA information.

Half Face Respirator with N95 Particulate Filter

Full Face SCBA

Employee Instructions:

As a member of the Levy County Department of Public Safety I, _____

Understand that I may be required to wear a respirator as part of my issued PPE and that a medical evaluation must be conducted prior as a condition of that use.

Signed: _____ Date: _____

**Levy County Department of Public Safety
STANDARD OPERATING PROCEDURES**

Appendix III

FIT FOR DUTY FORM

A medical evaluation has been conducted on the below referenced individual for the purpose of determining the individual's ability to wear issued respiratory protection in the course of duty. The individual is found to be:

Fit

Unfit

Employee: _____ Date: _____

Physician: _____ Date: _____

**Levy County Department of Public Safety
STANDARD OPERATING PROCEDURES**

Subject:	Health and Safety
Section/Topic:	4.3 Medical Record Keeping
Issue Date:	12 December 2019
Revised Date:	
Authorization:	
	James "Mitch" Harrell, Public Safety Director

PURPOSE:

To maintain accurate records in compliance with OSHA, 29 CFR 1910.120, NFPA1581, NFPA 1582, f.s.s.633, and also FL Rules 69A recommendations and HIPAA for the betterment of employee care in the result of accident, injury, or exposure.

SCOPE:

The records maintained within the department are required by state and federal guidelines with considerations from the NFPA. By maintaining comprehensive records, the department will be able to maintain documentation of incidents that occur throughout an employee's career.

PROCEDURES:

1. **Policy Reviewed Annually for Compliance with 29 CFR 1910 and OSHA Guidelines**
2. **Recommendations for Changes Reviewed by the DICO, Health / Safety Manager, and Chief Administrator(s) for Approval**
3. **Files Locked with the Only Key Holders to be the DICO and their Designee**

NO LCDPS EMPLOYEE FILE INFORMATION TO BE SHARED WITHOUT RELEASE OF THE EMPLOYEE OR IN ACCORDANCE WITH WORKMAN'S COMPENSATION REQUIREMENTS, OSHA, AND CFR MANDATES REGARDING RECORDS FOR STATISTICAL TRACKING GUIDELINES

Files:

1. **Top Drawer:**
 - a) Hard Copy of OSHA and CFR regulations regarding Infection Control and Records Keeping
 - b) Exposure Guidelines and Procedure Packets
 - c) Workman's Compensation Procedures and paperwork packets
 - d) Any Hospital Agreements

2. Second Drawer:

- a) Florida State Fire Service Log and Summary of Occupational Injuries, Diseases, and Illnesses with associated Incident Reports and Emails
- b) Exposure Events Filed by Date (a copy of the exposure event to be maintained within the employees personal file also)

3. Third and Forth Drawer:

- a) Current Employee Records
 - i) Copies Shall Always Be Made Available to an Employee or his/her Designee, upon Request (within 15 days).
 - ii) Hard copies of records will be maintained behind a double lock system. Only the Health and Safety Officer and the Designated Infection Control Officer will have keys to access these files.
 - iii) The Employee Record will contain information in accordance with the current Standard of Care maintained within the Fire-Rescue field. Information collected as listed:
 - (1) Fit Test Results N95 and SCBA (when applicable)
 - (2) Vaccination Records, Allergies, Blood Type, Medical History, Medications, Annual Titters, PPD results, and X-Ray reports if PPD +
 - (3) Information Received from Annual Physicals (Fit for Duty Form)
 - (4) Exposure Results Post Event
 - (5) Workman's Compensation and Injury Report / Forms (*For Exposures Only*)

All medical records for physicals are maintained by Lifescan. All workman's Compensation forms for non-exposure injuries are maintained by Levy County HR Department

4. Bottom Drawer:

- a) Previous Employee Records
 - i) Held for 30 years post separation of service
 - ii) Held for 50 years if attached to a Haz-Mat team

All files to maintained and utilized in compliance with HIPAA, 29CFR1910.1020, 29CFR1910.1030, OSHA 1904.29, OSHA 1913.10, and NFPA 1580, NFPA 1581, and NFPA 1582

**Levy County Department of Public Safety
STANDARD OPERATING PROCEDURES**

Subject:	Health and Safety
Section/Topic:	4.4 SCBA / Respiratory Protection
Issue Date:	12 December 2019
Revised Date:	
Authorization:	
	James "Mitch" Harrell, Public Safety Director

PURPOSE:

Florida Statutes (F.S. 633) and Florida Administrative Codes (FAC 69A-62) have adopted general industry standard 29 CFR 1910.134 of the Occupational Safety Health Standards requiring fire service providers to have a written Respiratory Protection Program. This program is intended to serve as a guide to prevent firefighter overexposure to atmospheric contaminants and oxygen deficient atmospheres which are potentially harmful to health.

SCOPE:

It is the policy of the Levy County Department of Public Safety that all personnel expected to respond to, and function in, toxic atmospheres, or atmospheres which may be subject to air borne pathogens, shall be equipped with suitable respiratory protection and trained in its proper use and care. These respirators shall be used in accordance with the NFPA 1001 Standard for Fire Fighter Professional Qualifications, OSHA 1910.134, and Florida State Statute 633.502 – 633.536, Florida Administrative Code 69A-62, and manufacture's recommendations.

It is the also the policy of the Levy County Department of Public Safety that all personnel expected to respond and function in areas of atmospheric contamination, shall be equipped with self-contained breathing apparatus (S.C.B.A.) and trained in its proper use and maintenance.

RESPIRATORS FOR IDLH ATMOSPHERES:

1. Atmosphere supplying respirators operated in a positive pressure mode shall be used by all personnel working in areas where:
 - a. The atmosphere is immediately dangerous to life and health (IDLH).
 - b. The atmosphere is suspected of being IDLH.
 - c. The atmosphere may rapidly become IDLH.
 - d. All interior structural fires, hazmat response hot zones and confined space entries shall be considered IDLH, unless air monitoring proves otherwise.

2. The department shall provide the following respirators for use in IDLH atmospheres:

- a) A full-face piece positive pressure SCBA certified by NIOSH for a minimum service life of thirty minutes, or,
- b) A combination full face piece pressure demand/positive pressure supplied air respirator (SAR) with auxiliary self-contained air supply for emergency escape certified by NIOSH (for confined space rescue). These standards are explained in greater detail below.

Usage

1. Members shall achieve a NON-LEAKING facepiece-to-skin seal WITH THE MASK. Facial hair shall not be allowed at points where the S.C.B.A. facepiece is designed to seal with the face. INDIVIDUAL MEMBERS SHALL BE ACCOUNTABLE FOR COMPLIANCE WITH THIS REQUIREMENT. (In accordance with LCDPS SOP)
2. Each member of the Operations Division shall be accountable for S.C.B.A. on their apparatus and shall check the condition of that S.C.B.A. at the beginning of each shift, after each use, and at any other time it may be necessary to render the equipment in a ready state of condition. ***See Section 2***
3. Each member shall be accountable for their personal facepiece and regulator (if issued). Each member is also required to undergo an annual physical examination annually if they are expected to respond and function in areas of atmospheric contamination.
4. If a S.C.B.A. is found to be functioning improperly, it shall be taken out of service, red tagged, reported, and replaced immediately. Replacement S.C.B.A.s shall be obtained from the Battalion Captain or Designee.
5. The intent of the S.C.B.A. policy is to avoid any respiratory contact with products of combustion, super-heated gases, toxic products or other hazardous contaminants.
6. The use of breathing apparatus means that all personnel shall have facepieces in place, breathing air from the supply provided.
7. Self-Contained Breathing Apparatus shall be used by all personnel operating:
 - a) in a contaminated atmosphere
 - b) in an atmosphere which may suddenly become contaminated
 - c) in an atmosphere which is oxygen deficient
 - d) in an atmosphere which is suspected of being contaminated or oxygen deficient
8. This includes all personnel operating:
 - a) in an active fire area.

- b) directly above an active fire area.
 - c) in a potential explosion or fire area, including gas leaks and fuel spills.
 - d) where products of combustion are visible in the atmosphere, including vehicle fires and dumpster fires--where invisible contaminants are suspected to be present (i.e. Carbon Monoxide during overhaul).
 - e) where toxic products are present, suspected to be present, or may be released without warning.
 - f) in any confined space which has not been tested to establish respiratory safety.
9. In addition to the above, S.C.B.A. shall be worn by all personnel operating at fire incidents above ground, below ground or in any other area which is not, but which may become contaminated by products of combustion or other hazardous substances. In these circumstances only, the S.C.B.A. may be worn with the facepiece removed. The wearing of S.C.B.A. in these situations provides that it will be immediately available for use if conditions change or if personnel are to enter an area where the use of S.C.B.A. is required.
10. Premature removal of S.C.B.A. must be avoided at all times. This is particularly significant during overhaul when smoldering materials may produce increased quantities of carbon monoxide and other toxic products. In these cases, S.C.B.A. must be used or the atmosphere must be changed.
11. In routine fire situations, the decision to remove S.C.B.A. shall be made by company officers, with the approval of Sector Officers, based on an evaluation of atmospheric conditions. Prior to removal, fire areas shall be thoroughly ventilated and, where necessary, continuous ventilation shall be provided.
12. If there is any doubt about respiratory safety, S.C.B.A. use shall be maintained until the atmosphere is established to be safe by testing. Safety Sector personnel shall be responsible for this determination. This is required in complex situations, particularly when toxic materials may be involved.
13. An evaluation of all members of the Operations Division in the use of the S.C.B.A. shall be conducted annually. Each member shall be able to demonstrate a high level of proficiency and compatibility with the S.C.B.A. under conditions which simulate those expected as a job requirement. Each member shall also demonstrate an effective facepiece to skin seal of the S.C.B.A. facepiece.

Daily Checks

1. All personnel working for LCDPS shall be responsible for equipment on their apparatus regardless of certification level.

2. A daily visual inspection of all SCBA on the assigned unit and also unassigned units, shall be conducted DAILY by all personnel regardless of firefighter or single certification EMS status. The SCBA bottle pressures and any damage observed shall be documented in Operative IQ. Any damage deemed significant, shall be immediately reported to the Battalion Captain.
3. All firefighting personnel, regardless of rank, shall turn on SCBA and confirm that the PASS system and low air alarm bell is working properly and that the digital air pressure reading is within 10% of the bottle pressure. The Bottle Pressure and the Digital Air Pressure and the shall be noted in Operative IQ daily.
4. Any Air Bottles (both in SCBA and Spares) with a gauge reading below 4000 psi, shall be pulled from service and replaced by either the Battalion or in person at the Public Safety Complex.
5. Should a station be equipped with the ability to fill bottles, bottles will be filled to 4000-4500 psi by trained personnel.
6. **On the 28th of each month**, all serial numbers, asset numbers, and dates of the SCBA and extra Air Bottles will be documented in Operative IQ. The PASS activation pressure will also be documented.

*****All personnel, regardless of rank or assign apparatus, are expected to work as a team and assist other crew members in checking unassigned apparatus*****

SCOPE AND APPLICATION:

This written respirator program applies to all personnel expected to wear respirators.

Established: _____ (Date)

Signed: _____ (Fire Chief)

**Levy County Department of Public Safety
STANDARD OPERATING PROCEDURES**

Subject:	Health and Safety
Section/Topic:	4.5 PPE – Turn Out Gear Decontamination
Issue Date:	12 December 2019
Revised Date:	
Authorization:	
	James “Mitch” Harrell, Public Safety Director

PURPOSE:

The purpose of this SOG is to establish a safe and effective practice for removing toxic substances and particulate from personnel, equipment and the fire protective ensemble after exposure to products of combustion. These procedures will aid in reducing possible carcinogenic exposures and subsequently have potentially both short and long term positive health impacts.

SCOPE:

This standard operating guideline shall apply to all Emergency Operations personnel.

BACKGROUND:

1. Contamination is the exposure to chemicals (to include carcinogens), radioactive or biological material on personnel or physical material (equipment, structures, vehicles, etc....). It occurs when a foreign substance gets on, or in, clothing, equipment or the body (via absorption, ingestion, inhalation, etc....). Contamination implies these substances should be avoided because of their potential negative health effects.

2. When personnel are exposed to environments that can potentially contaminate their clothing, equipment or selves' (skin, lungs, etc...) the presumption should be that they have been contaminated. Some examples of hazardous environments or considerations are:
 - a) Interior operations in environments where any amount of smoke is present. This includes potentially ANY duration of time. The smell of products of combustion indicates a potential exposure.
 - b) Personnel should be cognizant that an exposure to products of combustion does not require visible smoke; inhalation and absorption of low doses, in the parts per million (ppm) range or microscopic amounts, have a potential carcinogenic effect.

- c) Command Officers should always strive, when possible, to organize the scene and situate the command post in such a way to eliminate exposure.
- d) Exposures can, and are likely to, occur during exterior operations when in proximity to products of combustion such as:
 - i. Vehicle fires
 - ii. Brush fires (trash, tires, fertilizers, pesticides, insecticides and other unknowns)
 - iii. Trash/Dumpster fires
 - iv. Driver/Engineer performing pumping operations
 - v. Incident Commanders (where there is exposure to the command post)
 - vi. Safety Officers
 - vii. Un-deployed Rapid Intervention Crews
 - viii. Crews assigned to an exterior exposure line
 - ix. Unintended exposure of any personnel due to significant wind shift, scene dynamics or complications

PROCEDURES:

All members of Levy County Department of Public Safety shall protect themselves and their coworkers' health and safety by adhering to the following procedures.

1. Gross Decontamination Post Fire on Scene

A. Overview:

The definition of Decontamination is

1. "the removal of hazardous substances (bacteria, chemicals, radioactive materials) from employees' bodies, clothing, equipment, tools, and/or sites to the extent necessary to prevent the occurrences of adverse health and/or environmental effects."
2. "to make safe by eliminating or reducing poisonous or otherwise harmful substances, such as noxious chemicals or radioactive materials."

Decontamination may be necessary for exposed or contaminated civilians and/or emergency responders. There are two types of Decontamination:

1. Emergency/Gross Decontamination
2. Technical/Secondary Decontamination

The Decontamination process described in this SOG strictly refers to an immediate Gross Decontamination following exposure to products of combustion. This procedure shall be systematic and orderly.

The Gross Decontamination process shall be utilized for all fires where Personnel Protective

Ensembles (PPE) are worn and exposed to products of combustion. This shall include, but not be limited to, brush fires, vehicle fires, training fires and/or any other emergency or non-emergency incidents where the combustion process occurs.

The marking of formal isolation or control zones (as shown below) may not occur at every fire incident. All personnel should be aware that isolation or control zones still exist.

Personnel can greatly reduce the amount of exposure by performing a fire attack from the upwind position, when possible, and utilizing the reach of the hose stream.

B. Preparation:

Personnel shall always be ready to implement these protective procedures. Personnel may find it beneficial to assemble and maintain a personal "Go-Bag" with a clean uniform that can be accessed after any incident where they've been exposed to harmful substances.

Recommended items could include i.e., Department approved uniform or jumpsuit, socks, clean footwear, hat, towel, sun protection, etc.

C. Gross Decontamination Setup:

- a. Generally, Gross Decontamination should be set up by the first arriving suppression apparatus closest to the incident where products of combustion exist. It shall be the Driver Operator's responsibility to establish and oversee the Gross Decontamination area and process. Where resources are sufficient, it is beneficial to assign an additional crew to oversee the Decontamination Process. The Gross Decontamination area shall be designated by deploying an approved Decontamination Hose Line.
- b. Decontamination Line Set Up: The Decontamination Hose Line(s) shall include a garden style hose and nozzle. This set up can be facilitated using a 2 1/2 to 3/4 (GHT) reducer. This garden hose setup is preferred as it will provide a flushing with sufficient flow but lower water pressure which better eliminates the possibility of embedding particulate / toxins further into fabric. It is also easier to control water flow and direction while performing the Gross Decontamination process. To facilitate Gross Decontamination of multiple personnel, additional Decontamination Hose Lines from other nearby suppression apparatus can be used.

D. Gross Decontamination Process:

All fire personnel that were exposed to products of combustion shall perform Gross Decontamination prior to entering Rehab or leaving the incident scene. After exiting the Hot Zone, it is recommended that crews remain on air, when possible, and report directly to the designated Decontamination Hose Line(s).

NOTE: Those members with the lowest air supply should be decontaminated first and as a rule, personnel are to remain on-air until Gross Decontamination is complete, again when possible. Maintaining crew integrity, they shall assist each other in rinsing off debris and products of combustion in a systematic and thorough manner from the collar-line down; being mindful of higher potential collection points such as the armpit and groin areas. Personnel shall be careful to not saturate the inner lining of the PPE. The goal is to keep the PPE operationally dry on the interior, but rinsed as clean as possible on the exterior. Soft bristle scrub brushes and department-approved soap/cleaner may be used to facilitate the cleaning process. Follow NFPA 1851 and the manufacturers' recommendations when cleaning PPE.

After rinsing the exterior portion of the PPE, personnel may go off-air and begin to doff their PPE. Depending on the extent and length of the fire, all PPE, other than bunker pants and fire boots, shall be left in a prepared Drop Zone. If a formal rehab area is not established due to a quicker knock down and/or demobilization, a Drop Zone would not necessarily be needed.

The Drop Zone shall be located in the warm zone. The Drop Zone shall be remote and downwind of Rehab due to off-gassing PPE. Placement of tarps or salvage covers is suggested to designate this area. Next, personnel shall move away from the exposed gear and towards the Cold Zone and use department-approved wipes for a gross cleaning of their head, neck, face, hands and any other exposed areas as deemed necessary. The use of running water (a hose bib for instance) with department-approved soap/cleaner if available, for those same body areas is an optional method for on-scene gross cleaning. This should not be considered a substitute for a through "Shower within the Hour".

E. Reporting to Rehab:

Personnel that report to Rehab shall first go through the Gross Decon process. Once in Rehab, personnel shall lower their bunker pants to allow for rapid cooling and increase the distance between off gassing contaminated gear and their groin and respiratory system.

F. Reporting for Re-Assignment:

When crews are called from Rehab back into operations, they shall report ready for assignment as requested. If any new assignment involves further exposure to products of combustion (i.e. Overhaul, Secondary Search, retrieving hose lines, etc.), the crew shall then go back through the Gross Decontamination process as stated above.

G. Release from the Scene:

To keep the cab of the apparatus as clean as possible and to avoid transferring toxins and harmful products back to the fire station, it is extremely important to perform Gross Decontamination prior to leaving the incident scene.

Once released by command and prior to leaving the scene, it is recommended that all PPE be bagged at the scene using department-approved bags that are at least 6mil thick. The bag opening will be twisted and taped (or otherwise) closed, then "goose-necked" (folded over on itself, and twisted and taped (or otherwise closed)a second time). This procedure will greatly minimize any off-gassing in the apparatus cab.

Helmets: Decontamination of the helmet will follow the same objective as all PPE for Gross Decontamination, when cleaning the helmet; it's acceptable to carefully wash the exterior to remove any heavy particulate. However, when cleaning the interior do not saturate any fabric, including the liners with water. Any interior cloth pieces should be wiped down with department-approved wipes.

All other equipment (SCBA packs and cylinders, tools, radio straps, etc.) will be thoroughly cleaned using water and any available department-approved cleaner (unless specified below). Soft bristle scrub brushes should be used. Radios shall be cleaned using appropriate techniques, refer to equipment's manufacturers guidelines. Once the gear is cleaned, it may then be loaded into the apparatus cab. Ideally, no potentially contaminated equipment will be stored in the apparatus cab.

H. Personal Protective Equipment Exchange at the scene: Hood Swap

Personnel determined by the Incident Commander and/or Incident Safety Officer to have been exposed to products of combustion due to IDLH source proximity (see above examples of "CONTAMINATION" pg. 1) shall have their hood exchanged prior to leaving the scene (according to the established Hood Swap Policy). These exposed PPE components shall be properly cleaned by an ISP or by Extractor /Washer before being placed back into circulation.

2. Post Fire Decontamination at the Fire Station

A. Overview:

It is highly recommended that all personnel exposed to the products of combustion, or any potentially harmful chemical (or biological) toxins, complete a full Personal Decontamination as soon as possible after the exposure.

"Shower within the Hour" shall be a priority. Personnel that are deemed exposed by the Incident Commander shall be afforded every reasonable effort to complete a Personal Decontamination within the hour. The Incident Commander should certainly consider exposed personnel as those that performed interior Fire Attack, Primary Search, Overhaul, Roof or Ventilation Operations etc... with any smoke conditions.

Further consideration should be given to others on the scene. The Incident Commander should also evaluate other personnel working outside the IDLH environment as they may have been exposed due to wind shift, close proximity; etc

These steps including, but not limited to the following, shall be taken immediately upon arrival at the fire station:

1. Perform a more thorough decontamination of equipment (radio, tools, fire hose, etc...) following NFPA 1851 and manufacturers' recommendations.
2. Perform a more thorough decontamination of PPE (helmet, bunker gear, SCBA, etc...) following NFPA 1851 and manufacturers' recommendations.
3. Perform a thorough decontamination of the apparatus cab.
4. Return apparatus to a state of readiness.
5. Take a "shower within the hour" of being exposed to any products of combustion.
6. Change into clean station uniform wear.

B. Ability to Respond:

Upon return to the station, all gear that was bagged at the scene shall be removed from the bag. The exterior shell shall be further deconned if needed, remembering to keep the inner liners dry and ready for response. The PPE

should be hung to dry in a manner that allows for the drying but also allows for good turnout times. Racks with hangers and fans can facilitate and speed up this drying process.

The preferred method for cleaning contaminated PPE shall be to send all PPE to Logistics to be cleaned using an extractor washer as outlined in NFPA 1851 and according to manufacture recommendations.

- a) If this occurring during the firefighter's shift, these methods require a second set of PPE.
- b) If there is not an ability to exchange PPE during the shift, the gear should be sent out at the end of the firefighter's shift.

Should the above options not be available, PPE ensembles should be cleaned as outlined in NFPA 1851. Routine Cleaning and according to manufacture recommendations. The PPE should then be hung on a rack to improve drying times and allow for the continued off-gassing of the interior components. Fans should be used to facilitate this process. Since a proper routine cleaning also involves cleaning the interior liners of the gear, this gear shall be considered OOS until fully cleaned and dried.

- a) If this occurring during the firefighter's shift, this method requires a second set of PPE.
- b) If there is not an ability to exchange PPE during the shift, the NFPA 1851 Routine Cleaning of the PPE should occur at the end of the firefighter's shift.

C. Maintaining Readiness:

All personnel shall ensure their assigned unit has a clean apparatus cab. The potential for secondary exposures during routine apparatus use is high and must be limited. To aid in reducing secondary exposures, apparatus cabs shall be cleaned and decontaminated at a minimum on a monthly basis; more often may be necessary due to call load.

**Levy County Department of Public Safety
STANDARD OPERATING PROCEDURES**

Subject:	Health and Safety
Section/Topic:	4.6 Biohazard Medical Waste Plan
Issue Date:	12 December 2019
Revised Date:	
Authorization:	
	James "Mitch" Harrell, Public Safety Director

BIOMEDICAL WASTE PLAN

TABLE OF CONTENTS

- I. Directions for completing the biomedical waste plan
- II. Purpose
- III. Training for personnel
- IV. Definition, identification, and segregation of biomedical waste
- V. Containment
- VI. Labeling
- VII. Storage
- VIII. Transport
- IX. Procedure for decontaminating biomedical waste spills
- X. Contingency plan
- XI. Miscellaneous

I. DIRECTIONS FOR COMPLETING THE BIOMEDICAL WASTE PLAN

All biomedical waste facilities are required to develop and maintain a current operating plan that complies with subsection 64E-16.003(2), Florida Administrative Code.

II. PURPOSE

The purpose of this Biomedical Waste Operating Plan is to provide guidance and describe requirements for the proper management of biomedical waste at LCDPS facilities. Guidelines for management of biomedical waste are found in Chapter 64E-16, Florida Administrative Code (F.A.C.), and in section 381.0098, Florida Statutes.

III. TRAINING FOR PERSONNEL

Biomedical waste training will be scheduled as required by paragraph 64E-16.003(2)(a), F.A.C. Training sessions will detail compliance with this operating plan and with Chapter 64E-16, F.A.C. Training sessions will include all of the following activities that are carried out at LCDPS:

- a) Definition and Identification of Biomedical Waste
- b) Segregation
- c) Storage
- d) Labeling
- e) Transport
- f) Procedure for Decontaminating Biomedical Waste Spills
- g) Contingency Plan for Emergency Transport
- h) Procedure for Containment

LCDPS must maintain records of employee training. These records will be kept in the office of the Infection Control/Health/Safety Officer. Training records will be kept for participants in all training sessions for a minimum of three (3) years and will be available for review by Department of Health (DOH) inspectors.

IV. DEFINITION, IDENTIFICATION, AND SEGREGATION OF BIOMEDICAL WASTE

Biomedical waste is any solid or liquid waste which may present a threat of infection to humans. Biomedical waste is further defined in subsection 64E-16.002(2), F.A.C. Items of sharps and non-sharps biomedical waste generated by LCDPS personnel are:

- a) IV catheters, needles and scalpels
- b) Contaminated gauze and bandaging materials
- c) Any other disposable materials that are contaminated with blood or body fluids.

If biomedical waste is in a liquid or semi-solid form and aerosol formation is minimal, the waste may be disposed into a sanitary sewer system or into another system approved to receive such waste by the Department of Environmental Protection or the DOH.

V. CONTAINMENT

Red bags for containment of biomedical waste will comply with the required physical properties.

LCDPS documentation of red bag construction standards is kept in office of Infection Control/Health/Safety Officer.

LCDPS red bags are manufactured by Medical Action Industries Partnered with Owen and Minor, Inc. 9120 Lockwood Blvd. Mechanicsville, Va. 23116.

Purchased through Henry Schein Co Corporate Hq 135 Duryea Rd. Melville, New York 11747.

Working staff should have easy access to red bags from their unit storage and station storage locations.

Sharps will be placed into sharps containers at the point of origin.

Filled red bags and filled sharps containers will be sealed at the point of origin.

Red bags, sharps containers, and outer containers of biomedical waste, when sealed, will not be reopened in this facility. Ruptured or leaking packages of biomedical waste will be placed into a larger container without disturbing the original seal.

VI. LABELING

All sealed biomedical waste red bags and sharps containers will be labeled with LCDPS's and employees name/date prior to placing in the main receptacle. If a sealed red bag or sharps container is placed into a larger red bag prior to transport, placing LCDPS's name and address only on the exterior bag is sufficient.

VII. STORAGE

When sealed, red bags, sharps containers, and outer containers will be stored in areas that are restricted through the use of locks, signs, or location. The 30-day storage time period will commence when the first non-sharps item of biomedical waste is placed into a red bag or sharps container, or when a sharps container that contains only sharps is sealed.

Outdoor storage areas also will be conspicuously marked with a six-inch international biological hazard symbol and will be secure from vandalism.

Biomedical waste will be stored and restricted in the following manner:

1. Containment boxes will provide primary catchments at the base and a cover on top to restrict access to the contents of the boxes.
2. All storage areas will be appropriately identified and labeled.

VIII. TRANSPORT

LCDPS will provide for the transport of biomedical waste only with a DOH-registered company.

Transport of biomedical waste for LCDPS facilities is provided by:

Bio-cycle, LLC
P.O. Box 15597
Fernandina Beach, FL 32035
(904)-206-2876

Bio-cycle, LLC
P.O. Box 748
Live Oak, Fl. 32064
(386)-208-6263

IX. PROCEDURE FOR DECONTAMINATING BIOMEDICAL WASTE SPILLS

Should there be a breach of the red bag containing contaminated materials; the following procedures will be followed:

1. Place broken bag in a second red bag.
2. Clean contaminated area with the germicidal agent provided at all stations in accordance with manufacturer's instructions for use.
3. Properly dispose of in red bag any cleaning cloths, paper towels, etc. used to clean the spill.

X. CONTINGENCY PLAN

Should Bio-cycle be detained or otherwise incapable of removing accumulated Biohazard from LCDPS facilities removal will be provided by Healthcare Waste Solutions, 12394 SW 128th Street, Miami, FL. 33186. (305)-238-2347.

XI. MISCELLANEOUS

For easy access by all of LCDPS personnel, a copy of this biomedical waste operating plan will be kept in the following place:

1. Administrative Office.
2. On-line at Levy County Department of Public Safety Employee resources page.

The following items will be kept at the LCDPS Administration office:

- a. Current DOH biomedical waste permit/exemption document
- b. Current copy of Chapter 64E-16, F.A.C.
- c. Copies of biomedical waste inspection reports from last three (3) years
- d. Transport logs from last three years
- e. Pick-up receipts provided for the last three (3) years.

**Levy County Department of Public Safety
STANDARD OPERATING PROCEDURES**

Subject:	Operations
Section/Topic:	5.4 Backing Fire Apparatus and Rescue Units
Issue Date:	April 11, 2014
Revised Date:	January 2, 2014
Authorization:	David L. Knowles, Public Safety Director

PURPOSE:

To ensure the safety of the paramedics, emergency medical technicians, firefighters, citizens, and visitors of Levy County and their property.

SCOPE:

This SOP applies to all members of the Department of Public Safety.

PROCEDURES:

1. Any time a department vehicle is being backed, a person or persons will be positioned in such a manner as to assist the driver, to prevent striking any object which may be obscured from view, to stop traffic, if necessary, and to prevent anyone from walking behind the vehicle while it is being backed.
2. Units with trailers require a minimum of two persons to guide the driver; one as noted above, and one to remain in front of the vehicle to observe the swing clearance of the trailer.
3. It is the responsibility of the driver to see that he/she has the proper number of personnel assisting him/her in backing up the apparatus.
4. If the driver loses sight of anyone assisting during backing, he/she will stop immediately until he/she can again see the assistant(s) or insure that the assistant is clear of the apparatus.
5. In the event that a driver is unsure of the signals given by the back-up assistant, or unsure of the clearance behind or around the vehicle, the driver shall stop the vehicle and verify safe clearance of the vehicle prior to continuing movement of the vehicle.
6. In cases of exceptional circumstances, if no personnel are available to assist the driver in backing the vehicle, the Driver shall walk completely around the vehicle to observe potential hazards, open compartments, loose equipment, etc. prior to backing the vehicle.
7. In all circumstances the Driver is responsible for the safe operation of the vehicle and shall walk completely around the vehicle to observe potential hazards prior to backing the vehicle.

8. All apparatus shall be backed-in when parking at any public area. This includes stores and restaurants. No apparatus will pull straight into parking areas.
 - a. When parking, select a location that allows a minimum of a 12 foot (4 m) width of unobstructed travel area and adequate sight distance in both directions.
9. Passenger vehicles are exempt from this rule, however, due care should always be taken while backing vehicles.

**Levy County Department of Public Safety
STANDARD OPERATING PROCEDURES**

Subject:	Operations
Section/Topic:	5.6 Tropical Emergency Supplies
Issue Date:	September 30, 2013
Revised Date:	September 26, 2013
Authorization:	
	David L. Knowles, Public Safety Director

PURPOSE:

To prepare the Public Safety staff and facilities to maintain operational readiness during extreme tropical conditions.

SCOPE:

Provide a quick and effective Emergency and Non-Emergency service to the citizens, visitors of Levy County.

PROCEDURES:

1. All Officers or their designee will be contacted about status and preparations.
2. Officers will be updated on coordination of events and will obtain a roster of available crew members.
3. Officers will verify all medical supply levels are adequate.
4. All apparatus shall be inventoried for proper equipment.
 - a. All motorized equipment shall be checked and started.
 - b. Fuel levels shall be topped off in all motorized equipment and storage containers.
 - c. The attached checklist shall be completed and forwarded to the LCDPS Director or his designee;

Supply Inventory

Station: EMS or FIRE

Station #_____Person completing form

Item Required	Quantity of Item on hand
----------------------	---------------------------------

Minimum Ambulance Inventory

VHF Radios (Portables)

800 MHZ (Portables)

Flashlights

Fire line tape (Yellow)

Orange marker paint (spray cans)

Drinking water (Bottles or gallons)

Food for crew members

Cooking capabilities (Yes or No)

AA, C, D, and 9V batteries

Chainsaws

Spare chainsaw bars (1 for each saw)

Spare chainsaw chain (1 for each saw)

Spare spark plug for chainsaw

Chain tensioner/Spark plug wrench

Bar chain oil

Premixed gas

Gas can (Regular)

Station Fuel (Diesel if applicable)

Station fuel (Gas if applicable)

Station generator (if applicable)

Motor oil

Extrication tool fluid

Notes:

**Levy County Department of Public Safety
STANDARD OPERATING PROCEDURES**

Subject:	Operations
Section/Topic:	5.7 Controlled Substances
Issue Date:	May 1, 2016
Revised Date:	April 1, 2016
Authorization:	Alesha Rinaudo, Assistant to the Public Safety Director Dr. Jason Jones, Levy County Medical Director

PURPOSE:

To ensure the proper storage and handling of controlled substances.

SCOPE:

This SOP applies to all members of the Department of Public Safety.

PROCEDURES:

1. Responsibilities

- a. The Medical Director of Levy County Department of Public Safety (LCDPS) shall designate agent (s) to purchase, possess, and deliver controlled substances to LCDPS. Only a member of LCDPS shall be eligible to be designated as such agent by the Medical Director of LCDPS. The Medical Director of LCDPS shall maintain overall responsibility for proper safeguarding, handling, and accountability of controlled substances and shall remain responsible for assuring that all reports and reporting procedures are carried out in accordance with Florida law.
- b. It shall be the responsibility of the Medical Director and Director of LCDPS and the on-duty Supervisor to ensure that controlled substances are properly safeguarded and secured in their assigned sub-stock locations. The Director of LCDPS shall limit access to controlled substance stocks to the minimum number of individuals actually required to manage the administration, delivering, and handling of such controlled substances efficiently. Also, the designated agent shall deliver only those controlled substances approved by the agency Medical Director, to those individuals certified and authorized to administer controlled substances as part of their patient care activities with LCDPS. The designated agent shall make all sub-stocks available for inspection by authorized representatives of Florida Department of Health and Drug Enforcement Agency Representatives on a 24 hour basis. All records related to obtaining, purchasing, delivering, and

administering controlled substances shall be maintained by the Director of LCDPS. Whenever the loss, theft, or diversion of a controlled substance is noticed, the Director of LCDPS shall immediately report such loss to the agency Medical Director.

- c. The agency Medical Director shall accept responsibility and direct the administration of controlled substances in accordance with medical control protocols. The Medical Director shall be accountable for the proper use and administration of controlled substances by LCDPS crew members. Additionally, the agency Medical Director shall oversee a continuing quality assurance/quality improvement program.
- d. **Authority/Reporting:** All LCDPS Paramedics who are in control of any controlled medications shall have the responsibility of immediately reporting any loss, theft, or diversion of controlled substances to the on-duty Supervisor. Additionally, all authorized Paramedics shall:
 - i. Complete all required documentation related to the administration of controlled substances pursuant to this policy
 - ii. Be responsible for the proper safeguarding and handling of controlled substances, needles, and syringes
 - iii. Maintain limited access to controlled substances pursuant to this policy
 - iv. Administer controlled substances pursuant to the direction of a physician or in accordance with the medical control protocols
 - v. Be the only provider authorized to have access and administer controlled substances
 - vi. Receive a copy of this policy and the LCDPS Medical Control Protocols and shall sign for the receipt of such documents
 - vii. Be familiar and in compliance with this policy and all LCDPS protocols

2. Controlled Substance Requisition

- a. The following controlled substances shall be maintained in sub-stock inventory (on ALS transport units) in accordance with LCDPS protocols and policy;
 - i. See Appendices A (*Transport Unit Controlled Substance log*)
- b. The following controlled substances shall be maintained in sub-stock inventory (on supervisory vehicles) in accordance with LCDPS protocols and policy;
 - i. See Appendices B (*Supervisor Controlled Substance log*)
- c. The following controlled substances shall be maintained in the primary inventory at the Public Safety Complex (PSC) in accordance with LCDPS protocols and policy;

- i. See Appendices C (*Primary Controlled Substance Distribution Log*)
 - d. All controlled substances will be supplied for single patient administration. Controlled substances will be maintained as a sub-stock of LCDPS in an approved emergency response vehicle. All controlled substances will be stocked/restocked to the maximum level listed. The procedures for controlled substance restocking shall be as follows:
 - i. Upon reaching the minimum level of a controlled substance the Paramedic in charge of controlled substances shall notify the on-duty Supervisor of the need to restock.
 - ii. The *Controlled Substance Administration and Waste Record* (Appendix D) shall be reviewed by the re-stocking Supervisor to account for utilization of the controlled substances being restocked.
 - iii. The on duty Supervisor shall restock the required controlled substances from the supply on the supervisory vehicle. The *Supervisor Sub-stock Controlled Substance Distribution Log* (Appendix E) shall be completed and witnessed by the Paramedic requesting the controlled substance and on-duty Supervisor.
 - iv. Upon reaching the minimum level of sub-stock controlled substances on the Supervisor’s vehicle, the Supervisor and Director or designee shall restock the sub-stock on the Supervisor’s vehicle. The Supervisor and Director shall review the *Supervisor Sub-stock Controlled Substance Distribution Log* for accuracy of sub-stock distribution in the field.
 - e. All controlled substances shall be double locked in the permanently installed controlled substance storage cabinet on the assigned, county vehicle.
3. Controlled Substance Disposal
- a. Disposal of controlled substances will be at the discretion of the Director of LCDPS. Controlled substances that are expired, contaminated, or otherwise not useable will be disposed of in the presence of at least two (2) witnesses, one of which shall be the Director of LCDPS. Completion of *Registrant Record of Controlled Substances Destroyed* form DEA-4 (Appendix F) shall be done. After disposal, written documentation of the disposal shall be signed by the persons present during disposal of said controlled substances.
4. Controlled Substance Storage/Access
- a. A primary stock of controlled substance shall be maintained at the LCDPS office. The primary stock shall be kept in a climate

controlled, locked cabinet suitable for the particular medication. This cabinet shall be limited to the storage of controlled substances and associated records. The primary supply shall have, at a minimum, one locking door with a different key from the storage cabinet. Only persons designated by the Director of LCDPS shall have access to the primary stock. An expired controlled substance inventory shall be maintained separate from the main supply inventory and have a separate expired drug log. All expired controlled substances shall be immediately returned to the on-duty Supervisor and replaced. The expired controlled substances will be logged into the *Quarantine Log Controlled Substances* (Appendix G) with the expired controlled substance inventory. No expired medication shall remain on any vehicle. This is considered contraband by the DEA.

- b. All sub-stocks of controlled substances shall be secured on their assigned vehicle under double lock and key. Controlled substance keys shall be maintained in the direct possession and control of an authorized Paramedic while such individual is on duty for LCDPS at all times. Under no circumstances shall controlled substances be transported in personal vehicles. The method and location for storage of controlled substances in vehicles shall be as follows:
 - i. A permanently installed, locked controlled substance storage box shall be maintained inside the vehicle. This permanently installed box shall have an additional locked box nested within the outer box. Each box shall have separate doors with separate and distinct locks and keys. The outer box shall be insulated and climate controlled where needed to ensure stable environmental conditions for the controlled substances. The permanently installed locked controlled substance storage box shall be fastened to the infrastructure of the vehicle in a manner so that removal of the boxes would be destructive and difficult.
- c. Only authorized Paramedics shall be provided with keys to access controlled substance sub-stocks within emergency response vehicles; and the keys shall remain under their direct control at all times. Key distribution shall be governed as follows:
 - i. A key shall be used for the outer door on the controlled substance storage box on the emergency response vehicles.
 - ii. A key, different than that used for the outer door on the controlled substance storage box, shall be used for access to the inner controlled substance locking box on the emergency response vehicles.
- d. Whenever an emergency response vehicle is taken out of service for repairs, controlled substances from that vehicle shall remain in direct control of the Paramedic in charge and will be transferred to the next in-service emergency response vehicle with the

Paramedic. In the case of the vehicle and Paramedic both taken out of service or going off duty without relief, the controlled substance box will be signed over to the on-duty Supervisor and temporarily stored in a double locked narcotic storage cabinet located at the PSC, with the primary controlled substance stock.

5. Reporting Requirements/Record Keeping

- a. The primary stock of controlled substances shall be inventoried daily by the on-coming and off-going Supervisor who is authorized to distribute controlled substances. Such inventory shall be completed by two Supervisors and documented on the *Primary Controlled Substance Distribution Log* (Appendix C). The *Primary Controlled Substance Distribution Log* shall be maintained inside the locked cabinet with the controlled substances. Additionally, controlled substances shall be inventoried any time a controlled substance is distributed and recorded on the inventory sheet. Any discrepancies in inventory levels shall be reported to and investigated by the Director of LCDPS. The *ALS Monthly Summary Report for Controlled Substances Administration* shall be submitted to the Medical Directors monthly. Copies of the summary forms shall be maintained on file by LCDPS as outlined below;
 - i. The controlled substance inventory on all emergency vehicles, transport and supervisory, shall be inventoried at shift change by the off-going Paramedic and the on-coming Paramedic together. The off-going and on-coming Paramedic shall physically count and verify the correct quantities of the controlled substances on hand together. This count will reconcile with the previous day's audit. This inventory shall be recorded in the LCDPS "Transport Unit Controlled Substance log book".
 - ii. In the event a Paramedic is working more than one assigned shift, the Transport Unit Controlled Substance log book may be witnessed by another LCDPS Paramedic or EMT.
- b. A copy of all records related to controlled substances shall be maintained in a separate file in chronological order for a minimum of five (5) years. This shall include records related to the purchase, distribution, storage, inventory, administration, destruction, loss, theft, or diversion of controlled substances. Records shall be stored in a locked file at the Public Safety Complex. Access to records shall be limited to the Director of LCDPS and the Medical Director. All records shall be readily available and produced promptly for inspection by authorized representatives of the Florida State Department of Health and DEA.

6. Reporting Theft/Loss/Diversion

- a. Any time a LCDPS employee discovers the theft, loss, or diversion of a controlled substance. The employee discovering such loss, theft, or diversion shall immediately notify the on-duty Supervisor. All employees involved in the discovery/incident are required to stay with the controlled substance until relieved by the on-duty Supervisor. It shall be the responsibility of the Supervisor receiving the notification to immediately require the employee(s) involved to complete a LCDPS Incident Report and notify the Director of LCDPS, of such incident. The Supervisor, in conjunction with the Director of LCDPS, shall investigate any such theft, loss, or diversion of a controlled substance and rectify the situation to the satisfaction of all involved parties. Once the investigation has been completed the Medical Director shall be notified in writing of the outcome of the investigation.

7. Quality Assurance

- a. On a minimum of a monthly basis, Director of LCDPS shall review all documentation for legibility and completeness. The *Primary Controlled Substance Distribution Log* and *Controlled Substance Waste Log* shall be examined for legibility and completeness. Any deficiencies shall be brought to the attention of the administering Paramedic and appropriate steps shall be taken to satisfy the concerns of the Director. This routine quality assurance review will serve to satisfy the Medical Director's continuing quality assurance/quality improvement program.

8. Administration of Controlled Substances

- a. Controlled substances shall only be administered by authorized LCDPS Paramedics. Upon receipt of an order for administration of a controlled substance (by a licensed physician) or upon the need to administer a controlled substance pursuant to a written medical control protocol approved by the Medical Director, the authorized Paramedic shall confirm the order and administer the appropriate medication ensuring the correct dose and route of administration. Under no circumstances shall a controlled substance be administered without the explicit order of a physician or without medical control protocol.
- b. Upon completion of the administration of a controlled substance, all excess amounts of the controlled substance shall be destroyed under the supervision of a witness (an agency EMT, paramedic, or nurse). Destruction of the drug shall consist of squirting the excess out into an appropriate waste receptacle. The witness shall sign the *Controlled Substance Administration & Waste Log* to verify that any excess amounts of the controlled substance were destroyed appropriately. Additionally, the authorized Paramedic who administered the controlled substance shall complete the

Controlled Substance Administration & Waste Log. A copy of the *Controlled Substance Administration & Waste Log* shall be kept in the vehicle with the controlled substances. The administering Paramedic shall also confirm an inventory of remaining controlled substances and record such inventory on the *Controlled Substance Distribution Log*

APPENDIX A

Levy County Department of Public Safety Primary Controlled Substance Distribution Log

Date 04/16	Time	Medication	Count	Given	Received	Count	Rescue	Distribution Officer Print/Sign Name	Receiving PM Print/Signature Witness
		Lorazepam 2/1						Print	Print
		Succ. 200/10							
		Versed 5/1							
		Haloperidol 5/1							
		Fentanyl 100/2						Sign	Sign
		Fentanyl 500/10							
		Ketamine 500/10							
		Amidate 40/10							
		Lorazepam 2/1						Print	Print
		Succ. 200/10							
		Versed 5/1							
		Haloperidol 5/1							
		Fentanyl 100/2						Sign	Sign
		Fentanyl 500/10							
		Ketamine 500/10							
		Amidate 40/10							
		Lorazepam 2/1						Print	Print
		Succ. 200/10							
		Versed 5/1							
		Haloperidol 5/1							
		Fentanyl 100/2						Sign	Sign
		Fentanyl 500/10							
		Ketamine 500/10							
		Amidate 40/10							
		Lorazepam 2/1						Print	Print
		Succ. 200/10							
		Versed 5/1							
		Haloperidol 5/1							
		Fentanyl 100/2						Sign	Sign
		Fentanyl 500/10							
		Ketamine 500/10							
		Amidate 40/10							

APPENDIX F

OMB APPROVAL NO. 1117-0007

Expiration Date 9/30/2017

U. S. DEPARTMENT OF JUSTICE — DRUG ENFORCEMENT ADMINISTRATION REGISTRANT RECORD OF CONTROLLED SUBSTANCES DESTROYED FORM DEA-41

A. REGISTRANT INFORMATION

Registered Name:	DEA Registration Number:	
Registered Address:		
City:	State:	Zip Code:
Telephone Number:		Contact Name:

B. ITEM DESTROYED

1. Inventory

	National Drug Code or DEA Controlled Substances Code Number	Batch Number	Name of Substance	Strength	Form	Pkg. Qty.	Number of Full Pkgs.	Partial Pkg. Count	Total Destroyed
a	16590-598-60	N/A	Kadian	60mg	Capsules	60	2	0	120 Capsules
o	0555-0767-02	N/A	Addersll	5mg	Tablet	100	0	83	83 Tablets
	9050	802120312	Codeine	N/A	Bulk	1.25 kg	N/A	N/A	1.25 kg
1.									
2.									
3.									
4.									
5.									
6.									
7.									

2. Collected Substances

	Returned Mail-Back Package	Sealed Inner Liner	Unique Identification Number	Size of Sealed Inner Liner	Quantity of Packages/Liner(s) Destroyed
1	X		MBP1106, MBP1108 - MBP1110, MBP1112	N/A	5
a		X	CRL1007 - CRL1027	15 gallon	21
11.1		X	CRL1201	5 gallon	1
1					
0					
1					
2					
3					
4					
5					

Form DEA-41

See instructions on reverse (page 2) of form.

e"

C. METHOD OF DESTRUCTION

Date of Destruction:	Method of Destruction:	
Location or Business Name:		
Address:		
City:	State:	Zip Code:

D. WITNESSES

I declare under penalty of perjury, pursuant to 18 U.S.C. 1001, that I personally witnessed the destruction of the above-described controlled substances to a non-retrievable state and that all of the above is true and correct

Printed name of first authorized employee witness:	Signature of first witness:	Date:
Printed name of second authorized employee witness:	Signature of second witness:	Date:

E. INSTRUCTIONS

1. **Section A. REGISTRANT INFORMATION:** The registrant destroying the controlled substance(s) shall provide their DEA registration number and the name and address indicated on their valid DEA registration, in addition to a current telephone number and a contact name, if different from the name on the valid DEA registration.
2. **Section B. (1) Inventory:** This part shall be used by registrants destroying lawfully possessed controlled substances, other than those described in Section B(2). In each row, indicate the National Drug Code (NDC) for the controlled substance destroyed, or if the substance has no NDC, indicate the DEA Controlled Substances Code Number for the substance; if the substance destroyed is in bulk form, indicate the batch number, if available. In each row, indicate the name, strength, and form of the controlled substance destroyed, and the number of capsules, tablets, etc., that are in a full package (pkg. qty.). If destroying the full quantity of the controlled substance, indicate the number of packages destroyed (number of full pkgs.). If destroying a partial package, indicate the partial count of the capsules, tablets, etc. destroyed (partial pkg. count). If destroying a controlled substance in bulk form, indicate that the substance is in bulk form (form) and the weight of the substance destroyed (pkg. qty.). In each row, indicate the total number of each controlled substance destroyed (total destroyed).
3. **Section B. (2) Collected Substances:** This part shall be used by registrants destroying controlled substances obtained through an authorized collection activity in accordance with 21 U.S.C. 822(g). In each row, indicate whether registrant is destroying a mail-back package or an inner liner. If destroying a mail-back package, enter each unique identification number separated by a comma and/or as a list in a sequential range and total quantity of packages being destroyed. If destroying an inner liner, enter each unique identification number separated by a comma and/or as a list in a sequential range based on the size of the liners destroyed and the total quantity of inner liners being destroyed. In the case of mail-back packages or inner liners received from a law enforcement agency which do not have a unique identification number or clearly marked size, include the name of the law enforcement agency and, if known, the size of the inner liner or package. **DO NOT OPEN ANY MAIL-BACK PACKAGE OR INNER LINER; AN INVENTORY OF THE CONTENTS OF THE PACKAGES OR LINERS IS PROHIBITED BY LAW AND IS NOT REQUIRED BY THIS FORM.**
4. If additional space is needed for items destroyed in Section B, attach to this form additional page(s) containing the requested information for each controlled substance destroyed.
5. **Section C. METHOD OF DESTRUCTION:** Provide the date, location, and method of destruction. The method of destruction must render the controlled substance to a state of non-retrievable and meet all applicable destruction requirements.
6. **Section D. WITNESSES:** Two authorized employees must declare by signature, under penalty of perjury, that such employees personally witnessed the destruction of the controlled substances listed in Section B in the manner described in Section C.
7. You are not required to submit this form to DEA, unless requested to do so. This form must be kept as a record of destruction and be available by the registrant for at least two years in accordance with 21 U.S.C. 827.

Paperwork Reduction Act Statement: The information collected on this form is necessary for DEA registrants to record controlled substances destroyed in accordance with the Controlled Substances Act (CSA). The records that DEA registrants maintain in accordance with the CSA must be kept and be available, for at least two years, for inspection and copying by officers or employees of the United States authorized by the Attorney General. 21 U.S.C. 827. DEA estimates that it will take approximately 30 minutes to complete this form, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The completion of this form by DEA registrants that destroy controlled substances is mandatory in accordance with 21 U.S.C. 827. Please note that an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Comments regarding this information collection, including suggestions for reducing the burden estimate, should be directed to the Drug Enforcement Administration, DEA Federal Register Representative/ODL, 8701 Morrisette Drive, Springfield, Virginia 22152.

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**Levy County Department of Public Safety
STANDARD OPERATING PROCEDURES**

Subject:	General Rules and Regulations
Section/Topic:	6.1 Attendance
Issue Date:	July 10, 2013
Revised Date:	July 10, 2013
Authorization:	David L. Knowles, Public Safety Director

PURPOSE:

To ensure the safety of the Paramedics, Emergency Medical Technicians, Firefighters, Citizens, and Visitors of Levy County and their property through providing adequate, qualified personnel for response to emergency incidents.

SCOPE:

This SOP applies to all members of the Department of Public Safety.

PROCEDURES:

Section 1: Staffing

- a. All daytime coverage fire stations are staffed with a minimum of one Firefighter I and one Firefighter II for twelve (12) hour shifts 7 days a week.
- b. Each Advanced Life Support transport unit will require a minimum of one paramedic and one emergency medical technician, staffed 24 hours 7 days a week.

Section 2: Training and Meetings

- a. Fire Members shall attend 33% of regular meetings and trainings.
- b. EMS Members shall attend all required quarterly training.
- c. Under emergency circumstances, the LCDPS Director or his/her designee may call an emergency meeting of all Active Members.

Section 3: Attendance

- a. Combat Firefighter II members must complete a minimum of one (1) daytime station shift coverage per pay period.
- b. Combat Firefighter I and Support members must complete a minimum of one (1) daytime or two (2) nighttime station shift coverage(s) per pay period.
- c. Part-time EMS members must work a minimum of one (1) shift per month when there are vacant shifts.
- d. Fulltime EMS members work a 24/48 schedule.

Section 4: Attendance Verification

- a. Telestaff, Fire Programs, and rosters will be utilized for verification of attendance.

Section 5: Vacation Time Off

- a. Fulltime members are eligible for vacation time off.
 - a. No more than two (2) paramedics or two (2) EMTs are permitted off per shift with a maximum of three crew members permitted off at any given time. Exceptions shall be approved by the Battalion Captain.
 - b. Each crew member requesting time off shall submit a request via the scheduling system for approval at least 96 hours prior to the date(s) leave is requested.
 - c. Time off may be taken in increments of at least twelve (12) hours.
 - d. A crew member may be granted time off of less than twelve (12) hours to attend doctor or dental appointments, classes, and or training.
 - e. All requests shall be subject to approval by the Battalion Captain
 - f. Probationary members are eligible for vacation time after 6 months.
- b. Part-time members are not eligible for vacation time off.

Section 6: Exchange of Time (Swaps)

- a. Fulltime members are eligible for swaps.
 - a. All swaps must be entered into the scheduling system prior to the event.
 - b. The crew member accepting the swap is responsible for the shift. Failure to work the shift will result in sick leave being deducted from his/her sick accrual bank at 1.5 times to compensate the overtime created.
 - c. A crew member who leaves work early on the swap day shall have sick leave deducted from his/her sick accrual bank at 1.5 times to compensate the overtime created and not from the crew member originally assigned to the shift.
 - d. Any exchange of time will not create a monetary burden on the County.
 - e. A shift exchange constitutes an even exchange and only the person originally assigned to the shift is eligible for holiday pay (when applicable) from a shift exchange.
 - f. Probationary employees are eligible for swaps after six (6) months. Exceptions shall be approved by the Director.
- b. Part-time members are not eligible for swaps.

Section 7: Sick Leave

- a. Fulltime members are eligible for compensated sick leave after six (6) months of their probationary period is complete.
 - a. Members must notify the on duty supervisor that he/she will be absent from work due to illness or injury at a minimum of six (6) hours prior to the beginning of his/her scheduled workday. Failure to notify the supervisor with at least six (6) hours of notice will result in disciplinary action, up to termination.
 - b. Any crew member reporting an absence within six (6) hours of the shift will be subject to disciplinary action.
 - c. Refer to Levy County BOCC Policies and Procedures number 701 and 702 for County absence and sick leave guidelines.
 - d. Sick leave is also addressed in IAFF Local 4069, Collective Bargaining Agreement, Article 12.
- b. Part-time members are not eligible for compensated sick leave.
 - a. Members must notify the on duty supervisor that he/she will be absent from work due to illness or injury at a minimum of six (6) hours prior to the beginning of his/her scheduled workday. Failure to notify the supervisor with at least six (6) hours of notice will result in disciplinary action, up to termination.
 - b. Any crew member reporting an absence within six (6) hours of the shift will be subject to disciplinary action.
 - c. Refer to Levy County BOCC Policies and Procedures number 701 and 702 for County absence and sick leave guidelines.

Section 8: Consecutive Absences

- a. Refer to the County Policy Handbook regarding consecutive absences.

**Levy County Department of Public Safety
STANDARD OPERATING PROCEDURES**

Subject:	General Rules and Regulations
Section/Topic:	6.4 Uniform Regulations
Issue Date:	September 17, 2013
Revised Date:	August 31, 2015
Authorization:	David L. Knowles, Public Safety Director

PURPOSE:

Establish the official uniform dress code and appearance standard for Levy County Department of Public Safety (LCDPS). This policy creates a standard that expresses a positive image for the Department. The uniform standards have been developed to ensure safety and uniformity, promote pride in the Department, and foster a professional image.

SCOPE:

LCDPS members shall be professional in appearance at all times. All personnel shall wear the official uniform at all times while on duty, during Department activities, and while on emergency and non-emergency responses. It will be the responsibility of all LCDPS officers to enforce the uniform policy. Only those items issued or approved shall be considered part of the official uniform and must be worn as indicated. All personnel shall be familiar with the uniform standards set forth in this policy.

PROCEDURES:

Section 1: Standard Uniforms Regulations

A. Possession and Maintenance of Uniforms

- a. The maintenance and care of uniform items are the responsibility of each individual to whom they are issued. Lack of care or abuse of Department issued uniforms will not be tolerated.
- b. Uniform replacements shall be as needed and for a one-for-one turn-in basis if the uniform is damaged in the line of duty.
- c. Turned in uniforms must be clean.
- d. Contaminated or suspected contaminated laundry will be handled using universal precautions and placed in red bag for pickup by Logistics.

- e. At no time shall a Department issued uniform or an article of clothing identifying LCDPS be worn while consuming alcoholic beverages.

Section 2: Uniform Classifications

A. The following list of approved uniforms is designed to make all employees of the Department look professional in the public eye. Uniforms and equipment, which are assigned to Department personnel, are intended to be safe, functional, and present a professional appearance. Uniforms should be clean and neat in appearance at all times.

a. Class "A" Formal Dress Uniform

The Department Class "A" uniform represents the highest traditions of the service. All aspects of the uniform are to be worn with pride and represent the highest degree of professionalism. This uniform shall be worn as authorized by the LCDPS Director for specific formal functions.

- White long sleeve shirt with all assigned insignia
- Dress pant - black
- Tie – black
- Shoes – black
- Belt – black
- Badge
- Name tag
- Collar brass (officers only).
- Dress jacket and hat, if assigned

b. Class "B" Uniform

The Class "B" uniform shall be is considered the regular duty work uniform in the performance of duties and shall be worn during all duty hours.

- Midnight blue - short or long sleeve shirt with all assigned insignia
- Midnight blue - Cargo style or four pocket pants –
- Boots shall be black in color, composite toed, clean, and neatly polished.
- Department issued grey T-shirt (undershirt)
- Belt - black leather
- Uniform assigned outerwear as needed

Button up uniform shirts are not required in-station, behind closed doors, out of the public eye between the hours of 1900 and 0700.

c. Class "B" Uniform – Summer

The Class "B" uniform shall be is considered the regular duty work uniform in the performance of duties and shall be worn during all duty hours. Summer shall include the dates between Memorial Day and September 30 annually.

- Midnight blue - polo shirt or short or long sleeve shirt with all assigned insignia
 - Each member of the crew shall wear the same style uniform shirt while on duty
- Midnight blue - Cargo style or four pocket pants
- Boots shall be black in color, composite toed, clean, and neatly polished
- Department issued grey T-shirt (undershirt)
 - Not required when wearing the polo shirt
- Belt - black leather
- Uniform assigned outerwear as needed

Button up uniform shirts are not required in-station, behind closed doors, out of the public eye between the hours of 1900 and 0700.

d. Class "C" Daily Work Uniform

The Class "C" uniform shall only be worn while washing and/or detailing vehicles. After these tasks are completed a Class "B" uniform shall be worn.

- Department issued T-shirt (undershirt)
- Midnight blue - Cargo style or four pocket pants.
- Belt - black leather.
- Boots shall be black in color, composite toed, clean, and neatly polished.

Section 3: Identification/Access Cards

- A. All Department personnel are issued an ID/access card. All crew members are required to have the ID/access card visible on their uniform at all times while on-duty or performing official Department duties.
- B. If the ID/access card is lost or misplaced, the member must immediately notify his/her Officer.

- C. In the event of separation from the Department the ID/access card will be returned to Logistics along with all other Department issued items.
- D. Each Department crew member is required to sign for receipt of the ID/access card assigned to them.
- E. Issues with the ID/access card are to be reported to the on – duty Officer immediately.
- F. In the event an employee fails to bring their ID/access card to work, they will immediately notify the on-duty Officer.
- G. Failure of an employee to have their ID/access card with them while on duty or representing the Department may result in disciplinary action, up to and including termination.
- H. ID/access cards are the responsibility of the employee and will not be used by anyone other than the employee assigned to the card.

Section 4: Passport Accountability Nametags

- A. All Department personnel are issued two (2) Passport Accountability Nametags. All crew members are required to have them in his/her possession at all times while on-duty or performing official Department duties.
- B. If the Passport Accountability Nametags are lost or misplaced, the member must immediately notify his/her Officer.
- C. In the event of separation from the Department the Passport Accountability Nametags will be returned to Logistics along with all other Department issued items.
- D. Failure of an employee to have their Passport Accountability Nametags with them while on duty or representing the Department may result in disciplinary action, up to and including termination.

**Levy County Department of Public Safety
STANDARD OPERATING PROCEDURES**

Subject:	General Rules and Regulations
Section/Topic:	6.5 Grooming
Issue Date:	November 25, 2013
Revised Date:	November 25, 2013
Authorization:	
	David L. Knowles, Public Safety Director

PURPOSE:

To establish a dress and grooming standard that reflects a neat, clean, and professional work force. To constantly strive to present a positive image.

SCOPE:

This SOP applies to all members of the Department of Public Safety.

PROCEDURES:

1. 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.

2. Hair

- a. Hair will be neat, clean and well groomed.
- b. Hair will be of a color naturally occurring in the human species.
- c. In no case will the bulk of hair interfere with the proper fit of authorized headgear, breathing apparatus or other PPE.
- d. Mohawks, shaved designs and extreme hair styles are prohibited.
- e. Hair will not extend below the bottom collar of the uniform shirt.
- f. Hair may be pinned-up or otherwise restrained to comply with this policy.

3. Cosmetics

- a. Female members may wear cosmetics as long as they are of a neutral color and are conservative in amount, as determined by the Director or his/her designee.

4. Jewelry

- 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. Rings shall be limited to two (2) per hand and shall not interfere with quick donning of gloves or other protective clothing or gear.

5. Hygiene

- a. All members shall shower to maintain proper hygiene soon after returning from a call or participating in a dirty situation when necessary, to maintain a standard of cleanliness.
- b. Uniforms are to be washed regularly at the station. Soiled uniforms shall not be removed from the station and shall be cleaned in a timely fashion.

6. Tattoos

- a. Tattoos/brands anywhere on the body that are obscene, advocate sexual, racial, ethnic or religious discrimination shall not be visible while on duty.
- b. Tattoos/brands that are prejudicial to good order and discipline; or of a nature that tends to be a discredit upon LCDPS shall not be visible while on duty.
- c. Excessive tattoos/brands will not be exposed or visible while in uniform. Excessive is defined as any tattoos/brands that extends below the top quarter (1/4) of the exposed extremity or those above the collar bone and readily visible when wearing any LCDPS assigned uniform.

**Levy County Department of Public Safety
STANDARD OPERATING PROCEDURES**

Subject:	General Rules and Regulations
Section/Topic:	6.6 Timecards
Issue Date:	September 30, 2013
Revised Date:	September 17, 2013
Authorization:	David L. Knowles, Public Safety Director

PURPOSE: Establish a procedure for completing timecards.

SCOPE: This SOP applies to all members of the Department of Public Safety.

PROCEDURES:

1. It is the responsibility of each member to accurately complete and sign their own timecard.
2. Timecards shall be filled out throughout the pay period; personnel shall not wait until the last day of the pay period to enter time.
3. Timecards shall be completed and signed by the end of shift on the Wednesday, Thursday, or Friday at the end of the pay period.
4. Misrepresentation of hours worked is considered forgery and is a violation of the law.
5. Failure to complete timecards will result in disciplinary action up to termination.

**Levy County Department of Public Safety
STANDARD OPERATING PROCEDURES**

Subject:	General Rules and Regulations
Section/Topic:	6.25 Tobacco Products
Issue Date:	March 26, 2014
Revised Date:	February 11, 2014
Authorization:	
	David L. Knowles, Public Safety Director

PURPOSE:

To protect the health and welfare of all employees and visitors of LCDPS.

SCOPE:

This SOP applies to all the members and visitors of the Department of Public Safety.

PROCEDURES:

1. Tobacco use is defined as smoking cigarettes, cigars, pipes, or similar devices and products, chewing tobacco, using dip, or any variations of these products.
2. Tobacco use is restricted at all LCDPS facilities.
3. Tobacco use is restricted in all LCDPS vehicles.
4. There shall be no tobacco use while in LCDPS uniform.
5. LCDPS members may not have used tobacco products for a minimum of one (1) year preceding application for employment or promotion as a firefighter, in accordance with Section 633.34(6), Florida Statutes.

**Levy County Department of Public Safety
STANDARD OPERATING PROCEDURE**

Subject:	Ride-Along Program
Section/Topic:	6.29
Issue Date:	February 9, 2018
Revised Date:	February 6, 2018
Authorization:	
	James M. Harrell, Public Safety Director

PURPOSE:

To provide a learning atmosphere for persons observing LCDPS Field Staff.

SCOPE:

This SOP applies to all Participants of the Ride-Along Program.

PROCEDURES:

1. Ride-Along Participants must complete a Rider Waiver Form (provided by LCDPS) and submit the original document to LCDPS for review and approval
 - a. Rider Waivers are required to be notarized
 - b. Riders must be at least 16 years of age
2. Once the Waiver is processed, a member of LCDPS will contact the participant to schedule a time to complete HIPAA requirements
 - a. All Ride-Along Participants are required to complete a HIPAA informational video provided by LCDPS
3. Once the HIPAA requirements are met, the Participant will be provided with contact information for the on-duty Battalion Captain.
 - a. All rides must be pre-arranged by contacting the on-duty Battalion Captain.
 - i. If a Rider is unable to keep a scheduled ride, the Rider should make every effort to contact the on-duty Battalion Captain as soon as possible to advise as such.
 - b. Riders will be permitted to ride between the hours of 0800 and 2000 providing a truck can accommodate a rider.
 - i. Training and Student Riders will have priority.
4. All Ride-Along Participants are expected to present a professional, business-like image at all times.
 - a. Appropriate clothing is required. Attire shall consist of;
 - i. Solid colored button-down or collared shirt.
 - ii. Black, navy, or khaki pants without holes.
 - iii. Black or brown belt.
 - iv. Shoes should be lace-able and clean. No open toed shoes are permitted.

- v. Weather appropriate outerwear such as coats/jackets should be conservative and dark in color with limited or no print/writing.
 - vi. Ride-Along Participants are not authorized to wear LCDPS uniforms.
 - b. Hair should be clean, combed, and neatly trimmed or arranged. Hair longer than shoulder length must be pulled back and secured.
 - c. Jewelry should be limited.
 - i. Earrings are limited to studs, no dangling earrings are permissible.
 - ii. No other visible body piercings are allowed (eyebrow rings, nose, etc.).
 - iii. Necklaces, if worn, should be worn inside the shirt.
 - d. Make-up should be conservative.
 - e. Colognes, perfumes, and scented lotions or sprays should be used sparingly, if at all.
 - f. All tattoos must be concealed.
 - g. Fingernails should be clean and moderate in length.
 - 5. Riders are encouraged to observe all aspects of the duties.
 - a. Riders will not be permitted in the sleeping quarters of the station(s).
 - b. Riders are not permitted to drive apparatus.
 - c. If a Rider does not wish to continue observing at any time they must notify a crew member and, if on a scene, report to the frontpassenger seat of the apparatus.
 - d. Due to the nature of Fire and EMS meal times are not guaranteed.
 - e. Due to the nature of Fire and EMS, requests to leave at a specific time may not be possible.
 - f. "Extra items" should be limited as there is inadequate room for securing those items in the apparatus.
 - 6. The Ride-Along Program is a privilege and not a right. LCDPS reserves the right to suspend this privilege for anyone at any time.

**Levy County Department of Public Safety
STANDARD OPERATING PROCEDURES**

Subject:	General Rules and Regulations
Section/Topic:	6.31 Inter-Department Communication
Issue Date:	August 8, 2013
Revised Date:	August 8, 2013
Authorization:	David L. Knowles, Public Safety Director

PURPOSE: Intra-departmental communication is vital to the smooth operation of the organization and professional continuity and operations of all 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.

SCOPE: This SOP applies to all members of the Department of Public Safety.

PROCEDURES:

1. Department Emails

- a. The email addresses that are assigned to each employee upon employment with Levy County Department of Public safety are prohibited from being used for personal usage. These email addresses are for Department business only.
- b. Personal email addresses are not to be forwarded to Department email accounts.
- c. Department email account addresses shall not be used on any site that is not being used for LCDPS business, training, or correspondence with vendors and contractors. Staff will not use the assigned email address for personal shopping sites, videos, blogs, email lists, etc.
- d. All staff will monitor and maintain their email accounts by deleting all emails that are not pertinent.

- e. All staff members will check their email frequently, at a minimum of once every three days. Exceptions shall be approved by the Director.
- f. Staff members are responsible for understanding the content of all emails and attachments.
- g. Members are responsible for logging out of their email on any shared computer when not in use.

2. Memos

- a. Memos contain information applicable to all personnel.
- b. Memos will be emailed and posted at the LCDPS complex for a period of thirty (30) days.

**Levy County Department of Public Safety
STANDARD OPERATING PROCEDURES**

Subject:	General Rules and Regulations
Section/Topic:	6.34 Mileage Reimbursement
Issue Date:	January 7, 2016
Revised Date:	October 16, 2015
Authorization:	David L. Knowles, Public Safety Director

PURPOSE:

To provide direction for members eligible for mileage reimbursements when using their personal vehicles

SCOPE:

This SOP applies to all members of the Department of Public Safety.

PROCEDURES:

1. Mileage reimbursements are available to members who use their personal vehicle and are required to report to an alternate location after arriving to their initially assigned station.
 - a. The availability of a County vehicle shall be considered before authorizing a member to use his or her personal vehicle
 - b. Mileage incurred due to swaps is not eligible for reimbursement
 - c. Mileage incurred due to overtime shifts is not eligible for reimbursement
 - d. Mileage reimbursement shall only be calculated for the miles driven from the original assignment to the new assignment
2. The reimbursement rate shall be the State of Florida mileage allowance rate adopted by the Board in effect at the time of travel.
3. To be eligible for reimbursement, the following must be submitted
 - a. Complete LCDPS Mileage Reimbursement Request Form
 - i. With signature approval from the Supervisor
 - b. Complete Travel Voucher Form (found at www.levyclerk.com/finance)
 - c. Proof of mileage based on the shortest, most common route as identified by Google Maps
 - d. A copy of valid automobile insurance
4. Completed reimbursement requests must be submitted to the Administrative Office for the Director within fourteen (14) days of the date of travel.

- a. Submissions are the responsibility of the employee to ensure completeness and timely delivery.
5. Traffic fines incurred while driving personal or County owned vehicles are not reimbursable and are the responsibility of the traveler.
6. No traveler is allowed either mileage or transportation expenses when they are gratuitously transported by another person or when they are transported by another traveler who is entitled to mileage or transportation expense.

**Levy County Department of Public Safety
STANDARD OPERATING PROCEDURES**

Subject:	General Rules and Regulations
Section/Topic:	6.36 Radio Holster & Strap
Issue Date:	July 30, 2015, October 23, 2024
Revised Date:	October 23, 2024
Authorization:	James M. Harrell, Public Safety Director

PURPOSE:

To ensure the proper handling and prevent damage/loss of portable radios with the use of an assigned, department issued radio holster and strap.

SCOPE:

This SOP applies to all members of the Department of Public Safety.

PROCEDURES:

- 1) All seated positions will be assigned a department issued radio holster and strap.
 - a) Members who wish to use a personal radio strap and/or holster shall submit a request with a picture of the strap/holster to the Director for formal approval.
- 2) The strap shall remain secured to the radio holster.
- 3) All members assigned to a seated position will use the designated radio holster and strap.
- 4) Radios shall remain in the designated radio holster when not being charged.
- 5) Radio straps shall be worn on top of the daily work uniform.
- 6) When bunker gear must be donned, the radio holster and strap shall be worn under the coat.
- 7) On-coming crew members are responsible for ensuring the proper number of department issued radio holsters and straps are present and available for use at the beginning of the shift.

**Levy County Department of Public Safety
STANDARD OPERATING PROCEDURES**

Subject:	General Rules and Regulations
Section/Topic:	6.37 Sick Leave/Call Out Procedures
Issue Date:	January 6, 2016
Revised Date:	November 25, 2015
Authorization:	David L. Knowles, Public Safety Director

PURPOSE:

To ensure LCDPS units are adequately staffed with the appropriate personnel for response to emergency incidents.

SCOPE:

This SOP applies to all members of the Department of Public Safety.

PROCEDURES:

1. Members must notify the on-duty Supervisor that he/she will be absent from work due to illness or injury a minimum of six (6) hours prior to the beginning of his/her scheduled workday.
2. All notification of sick leave must be communicated directly to the on-duty Supervisor via phone call or in person.
3. Text and/or email are not acceptable methods for notification of absence due to illness or injury.
4. When a member working in the capacity of a Captain becomes incapacitated during a shift and/or calls in sick, the Director shall be notified via telephone call immediately.

**Levy County Department of Public Safety
STANDARD OPERATING PROCEDURE**

Subject:	General Rules and Regulations
Section/Topic:	6.38 Mandatory Overtime Scheduling
Issue Date:	March 1, 2022
Revised Date:	September 11, 2024
Authorization:	
	James "Mitch" Harrell, Public Safety Director

PURPOSE:

To provide a method for assigning mandatory overtime (MOT) to fulltime LCDPS Field Staff.

SCOPE:

This SOP applies to all fulltime field staff members.

PROCEDURES:

1. All fulltime field staff are eligible to be mandatoried.
 - a. Off-going members on their regularly assigned shift will be considered for mandatory assignments first, before personnel on OT or swaps.
 - i. If there are no off-going members able to be mandatoried due to maximum consecutive hours, other voluntary assignments, or other approved reasons, the list will be opened to include all fulltime field staff.
2. Mandatory assignments will be made based on the least amount of EMS and Station 11 related overtime worked in the previous two (2) months.
 - a. Regularly scheduled (built-in) overtime shall not count in the calculation to determine mandatory assignments.
 - b. Time worked at a fire station other than Station 11 shall not count in the calculation to determine mandatory assignments.
 - i. Time worked at Station 11 shall count in the calculation to determine mandatory assignments
 1. This includes assignments to the fire apparatus as well as the EMS unit at Station 11.
 - c. Training time shall not count in the calculation to determine mandatory assignments.
 - d. Hold-over overtime (HOOTs) shall not count in the calculation to determine mandatory assignments.

- i. HOOTs include, but are not limited to, late paperwork, late calls of less than four (4) hours per instance, late relief of less than four (4) hours per instance, or meetings of less than four (4) hours per instance.
 - e. Special assignments or projects outside of time assigned to an ambulance shall not count in the calculation to determine mandatory assignments
 - i. Special assignments or projects may include, but are not limited to the following:
 - 1. Logistics
 - 2. Filling air bottles
 - 3. Preparing for events
 - 4. Fit testing
- 3. If members have worked the same amount of eligible overtime (as described above), seniority will be the deciding factor for the mandatory assignment.
 - a. The least senior member will be required to work the mandatory assignment.
- 4. All contact for MOT must be made from Battalion 1 or Levy County issued phone line.
- 5. An employee who has scheduled vacation, bonus days, or floating holidays and has already been approved for the time off cannot be mandated two (2) days before or two (2) days after the vacation day.
- 6. An employee who is enrolled in Firefighter Minimum Standards or EMT/Paramedic School shall be exempt from MOT unless there are no further options.
- 7. Any exceptions to this policy will be at the discretion of the Director or his/her designee.

**Levy County Department of Public Safety
STANDARD OPERATING PROCEDURE**

Subject:	Standard Operating Guidelines
Section/Topic:	7.2 Apparatus Response to Fires
Issue Date:	September 5, 2014
Revised Date:	May 20, 2014
Authorization:	David L. Knowles, Public Safety Director

PURPOSE:

To ensure the safety of the paramedics, emergency medical technicians, firefighters, citizens, and visitors of Levy County and their property through providing adequate alarm assignments for response to fire related incidents.

SCOPE:

This SOP applies to all Fire Departments in Levy County, the Department of Public Safety, and Levy County 911 Public Safety Telecommunications Center.

PROCEDURE:

1. The Levy County 911 Public Safety Telecommunications Center shall utilize the following procedures for **automatically** dispatching the nearest Fire Rescue District to the following type of incidents:

- a. Residential Structure Fires
- b. Commercial Structure Fires
- c. Vehicle Fires
- d. Brush Fires

2. Residential Structure Fires shall include:

- a. Mobile Home
- b. Residential Homes
- c. Multiple family duplex structures. (Two family dwelling)

First Alarm assignment shall be the **three (3) closest** districts
Responding apparatus shall include:

- 2 - Engines
- 2 - Tender
- 1 – Advanced Life Support Transport unit
- 1 – Battalion Captain

Second Alarm assignment the next **two (2) closest** districts
Responding apparatus shall include:

- 1 – Engine
 - 1 – Tender
- Notify the Public Safety Director

3. Commercial Structure Fires shall include:

- a. Warehouses
- b. Apartment complex
- c. Multiple story building
- d. Manufacturing facilities
- e. Large Box stores
- f. Strip stores
- g. Hospital/Nursing homes

First Alarm assignment shall be the **four (4) closest** districts
Responding apparatus shall include:

- 3 - Engines
- 2 - Tenders
- 1 – Advanced Life Support Transport unit
- 1 – Battalion Captain

Second Alarm assignment shall be the next **two (2) closest** districts

Responding apparatus shall include:

- 2 – Engines
 - 1 – Tender
 - 1 – Ladder Truck / Elevated Master
- Stream Notify Public Safety Director

This includes mutual-aid from surrounding counties

Third Alarm assignment shall be the next **two (2) closest** districts
Responding apparatus shall include:

- 2 – Engines
- 1 – Tender
- 1 – Ladder Truck / Elevated Master Stream
- 1 - Advanced Life Support Transport unit

This includes mutual-aid from surrounding counties

4. Vehicle Fires shall Include:

- a. Passenger vehicles
- b. Small Trucks
- c. Large Trucks

- d. Commercial Buses
- e. School Buses
- f. Boats

First Alarm assignment shall be the closest district
Responding apparatus shall include:

- 1 - Engine
- 1 - Tender

Second Alarm assignment shall be the next closest district
Responding apparatus shall include:

- 1 – Engine
- 1 – Tender
- 1 – Advanced Life Support Transport Unit
- 1 – Battalion Captain

This includes mutual-aid from surrounding counties.

5. Brush Fires Shall Include:
- a. Wildland Fires
 - b. Pasture Fires
 - c. Urban Interface Situations

First Alarm assignment shall be the **Two (2)** closest districts
Responding apparatus shall include:

- 1 – Brush Truck
- 1 - Tender
- 1 - Engine

Second Alarm assignment the next **two (2)** closest districts
Responding apparatus shall include:

- 2 – Brush Trucks
- 1 – Engine
- 1 – Tender
- 1 – Advanced Life Support Transport Unit
- 1 – Battalion Captain

This includes mutual-aid from surrounding counties.

The Levy County 911 Public Safety Telecommunications Center shall dispatch any resources request made by the Incident Commander without hesitation.

**Levy County Department of Public Safety
STANDARD OPERATING PROCEDURE**

Subject:	Standard Operating Guidelines
Section/Topic:	7.3 Apparatus Response to Medical Calls
Issue Date:	September 5, 2014
Revised Date:	July 3, 2014
Authorization:	David L. Knowles, Public Safety Director

PURPOSE:

To ensure the safety of the paramedics, emergency medical technicians, firefighters, citizens, and visitors of Levy County and their property through providing adequate response to emergency incidents.

SCOPE:

This SOP applies to all Fire Departments in Levy County, the Department of Public Safety, and Levy County 911 Public Safety Telecommunications Center.

PROCEDURE:

1. The Levy County 911 Public Safety Telecommunications Center shall **automatically** dispatch the closest District to the following scene calls for assistance:
 - a. Chest Pain
 - b. Cardiac Arrest
 - c. Shortness of Breath / Difficulty
 - d. Seizures
 - e. Stroke / CVA
 - f. Trauma calls
 - g. Motor Vehicle Collision, Boating Collision, aircraft crash
 - h. Unresponsive Patient
 - i. Pediatric codes
 - j. Child Birth
 - k. Falls
 - l. Medical Alarms
 - m. When the EMS unit is out of zone

2. The Levy County 911 Public Safety Telecommunications Center shall dispatch the nearest Fire District when a medic unit is responding from another zone to the above described calls for assistance (Procedure I, a-h).

3. Fire Rescue Units shall **only** be dispatched to **medical facilities** for the following:
 - a. When a medic unit requests a Fire Rescue Unit
 - b. Cardiac Arrest
 - c. When the call comes from a Nursing Home
4. **Do not send a Fire Rescue Unit to Tri-County Hospital for a medical call unless requested by the medic unit or Battalion Captain.**
5. The Levy County 911 Public Safety Telecommunications Center shall dispatch the nearest Fire District immediately to any incident without hesitation, if a medic unit requests them.

**Levy County Department of Public Safety
STANDARD OPERATING PROCEDURE**

Subject:	Standard Operating Guidelines
Section/Topic:	7.5 Apparatus Response to Vehicle Accidents
Issue Date:	September 5, 2014
Revised Date:	May 19, 2014
Authorization:	
	David L. Knowles, Public Safety Director

PURPOSE:

To ensure the safety of the paramedics, emergency medical technicians, firefighters, citizens, and visitors of Levy County and their property through providing an adequate dispatch procedure for response to motor vehicle collisions in and around Levy County.

SCOPE:

This SOP applies to all Fire Departments in Levy County, the Department of Public Safety, and Levy County 911 Public Safety Telecommunications Center.

PROCEDURE:

1. The Levy County 911 Public Safety Telecommunications Center shall utilize the following procedures for **automatically** dispatching units to a motor vehicle collision:
 - a. Minor passenger vehicle collisions that occur in parking lots with no reported injuries, fuel leakage, and/or hazards do not require a Fire Department and/or EMS response.
 - b. Vehicle collisions involving a single vehicle with reported minor or unknown injuries, fuel leakage, and/or hazards require a first alarm response. A second alarm response shall be assigned only if requested by Incident Command.
 - c. Vehicle collisions involving **three (3) or** more vehicles with reported multiple patients, should dispatch a first and second alarm assignment immediately.
 - d. Collisions involving a watercraft with reported minor or unknown injuries, fuel leakage, and/or hazards require a first alarm response. A second alarm response shall be assigned only if requested by Incident Command.
 - e. **Passenger Vehicle Alarm Assignments:** Passenger vehicles are designed to carry no more than eight occupants (8) in seat belted

positions. These should include cars, trucks, sport utility vehicles, vans, and motorcycles.

First Alarm assignment shall be the **closest**, most appropriate district

Responding apparatus shall include:

- 1 – Advanced Life Support Transport unit (Rescue)
- 1 - Engine and/or Squad

Second Alarm assignment the next **closest**, most appropriate district

Responding apparatus shall include:

- 1 – Advanced Life Support Transport Unit (Rescue)
- 1 – Engine and/or Squad
- 1– Battalion Captain

- f. **Commercial Vehicle Alarm Assignments:** Commercial vehicles are considered commercial trucks, multiple passenger vans, semi-trucks, commercial buses, and school buses.

Vehicle collisions involving an occupied school bus shall have an automatic First & Second Alarm dispatch immediately

First Alarm assignment shall be the **closest**, most appropriate district

Responding apparatus shall include:

- 1 – Advanced Life Support Transport unit (Rescue)
- 1 - Engine
- 1 - Squad

Second Alarm assignment shall be next **closest**, most appropriate district

Responding apparatus shall include:

- 1 – Advanced Life Support Transport Unit (Rescue)
- 1 – Engine
- 1 – Squad
- 1 – Battalion Captain

- g. **Watercraft Alarm Assignments:** Watercraft vehicles are considered ships, boats, hovercraft, submarines, and other personal watercrafts (PWC).

First Alarm assignment shall be the **closest**, most appropriate district

Responding apparatus shall include:

- 1 – Advanced Life Support Transport unit (Rescue)
- 1 - Squad
- 1 – Marine unit

Immediately contact Fish and Wildlife Commission (FWC) and United States Coast Guard, (USCG) for assistance

Second Alarm assignment shall be next **closest**, most appropriate district

Responding apparatus shall include:

- 1 – Advanced Life Support Transport Unit (Rescue)
- 1 – Squad
- 1 - Battalion Captain

h. Hazardous Materials Spill/Leak/Release Alarm Assignments:

First Alarm assignment shall be the **closest**, most appropriate district

Responding apparatus shall include:

- 1 – Advanced Life Support Transport unit (Rescue)
- 1 - Engine
- 1 – Squad

At the request of Incident Command (IC):

- a. Notify Regional Response Haz-Mat Team of possible need for their response (even if leak, spill, or release of hazardous material is unknown).
- b. Request Regional Response Haz-Mat Team if it is confirmed that a leak, spill, or release has occurred.
- c. Immediately notify Chief D. Knowles (801).

Second Alarm assignment (at the request of IC) shall be the next **closest**, most appropriate district

Responding apparatus shall include:

- 1 – Advanced Life Support Transport Unit (Rescue)
- 1 - Engine
- 1 – Squad
- 1 – Battalion Captain

**Levy County Department of Public Safety
STANDARD OPERATING PROCEDURES**

Subject:	Radio Communications & Dispatch Procedures
Section/Topic:	11.2 Approved Clear Text Language
Issue Date:	July 30, 2015
Revised Date:	July 23, 2015
Authorization:	
	David L. Knowles, Public Safety Director

PURPOSE:

The following information is provided for essential use of radio communication terminology and procedures used in radio communications for Levy County on a daily basis and during establishment of the Incident Command System.

SCOPE:

The “Open Dispatch” or “Clear Text” method of communication will be utilized for all fire rescue radio traffic. This system is simply common language with certain paraphrased terminology in lieu of “10 signals” or “10 codes”.

PROCEDURES:

1. All members are required to use the following approved clear text in lieu of signals or codes

- **Responding** ***Replaces 10-51***
When going to an emergency incident only; not when en route to the hospital or other, specific location.
- **En Route** ***Replaces 10-51***
When going to any destination other than EMERGENCY incidents, ie: hospital, EOC, County Barn, etc.
- **On Scene** ***Replaces 10-97***
When you have reached the location of the incident.
- **Arrived at _____** ***Replaces 10-97***
Specific location; hospital, EOC, County Barn, etc.
- **Assignment Complete** ***Replaces 10-98***
Unit has finished their part of the incident. Used when finished at the hospital, or clearing an incident.

- **Available area** *Replaces 10-08*
Unit is available driving somewhere nonspecific within assigned response area.
- **Canceled** *Replaces 10-66*
When unit is not needed at the incident.
- **At Station** *Replaces 10-10,*
When unit has returned to assigned station.
- **Busy** _____ *Replaces 10-06*
Used when acknowledging a PAR check
“Busy obtaining patient refusal”
“Busy preparing for transport”
- **Out of Service** *Replaces 10-07*
Unit is not available for response, only used when vehicle is not able to respond, or dedicated to a special detail.
- **In Service** *Replaces 10-8* When a unit is available for response after being out of service.
- **Message received** *Replaces 10-04, 10-26*
Message received, copy, ok, will comply.
- **Negative** *Replaces 10-54*
No
- **Repeat transmission** *Replaces 10-09* Did not understand the transmission, Repeat your message.
- **What is your location** *Replaces 10-20*
What is the location you are at?
- **Prepare to copy information** *Replaces 10-65* Preparing to provide information to the dispatcher or other units.
- **Call by Phone** *Replaces 10-21*
- **Receiving poorly** *Replaces 10-1*
It lets the other person know you cannot understand their transmission.
- **Receiving well** *Replaces 10-2*
It lets the other person know you can understand their transmission.
- **Disregard** *Replaces 10-22*

▪ **Standby**

Replaces 10-23

2. Brevity is still of utmost importance. Connecting words can be deleted and still remain clear.
3. Other common procedures include:
 - a. An apparatus is either available or in station, i.e; not available in station. It is understood (unless a unit calls out of service) when in station, the unit is available to respond.
 - b. If it is necessary to take a unit out of service when returning to station, the message transmitted should be:

Rescue 1, out of service returning to station. Provide a reference to dispatch (mechanical issues, personnel issues, decon, etc.).

- c. **An apparatus is either in service or responding, not both.**
- d. **After completing** an alarm, an apparatus is in service, not in service on scene. The original “on scene” transmission established location of the unit.
- e. It is imperative for command purposes, that once an apparatus reports on scene and the first apparatus has transmitted the arrival report, other units and personnel keep the radio traffic as clear as possible to facilitate equipment assignment and direction by the Incident Commander.
- f. All information to and from Dispatch regarding on scene command and control shall go through the Incident Commander on the **LY DISPATCH** channel, selector knob 1.
- g. Whenever apparatus having a preplanned or instructed assignment arrives on the scene of an alarm, they shall transmit what position they have assumed.

▪ **Preplanned response to Wal-Mart on US 19 Chiefland.**

Apparatus: ***Engine 71 on scene, 1 story commercial building. Nothing showing***

Dispatch: ***Engine 71 On scene, nothing showing***

Apparatus: ***Engine 77 on scene, hydrant Bravo side (B) Wal-Mart parking lot***

Dispatch: ***Engine 77 On scene, hydrant Bravo side (B) Wal-Mart parking lot***

Apparatus: **Ladder 75 on scene, staging Wal-Mart parking lot**

Dispatch: **Ladder 75 On scene, staging Wal-Mart parking lot**

- h. An apparatus calling the dispatcher, or another apparatus, shall identify the unit they are calling first and then identify themselves.

- Engine 1 calling Rescue 1
Engine 1: **Rescue 1, Engine 1**

- i. Apparatus calling Dispatch shall wait for Dispatch to acknowledge before transmitting their message.

(Correct):

Apparatus: **Levy, Utility 70.**

Dispatch: **Utility 70 Go ahead.**

Apparatus: **Utility 70; have Sheriff's Office respond to our location. (Provide a reference)**

(Incorrect)

Apparatus: **Utility 70, Levy, have Sheriff's Office respond to our location.**

- j. Apparatus being called by Dispatch shall acknowledge the dispatcher by answering with their designated name, number, and location.

(Correct)

Dispatch: **Engine 71, Levy**

Apparatus: **Engine 71, 4th Ave. Main Street**

(Incorrect)

Dispatch: **Engine 71 Levy**

Apparatus: **Go ahead.**

- k. During response, officers responding on apparatus shall assume the apparatus' designated number rather than their individual fire department designated number. All transmissions that the officer makes shall be made by calling the apparatus' designated number.

- l. The enclosed terminology should be used any time radio communications is necessary. There may be times that it is impractical or impossible to use this terminology exactly as it is

listed. Therefore, in these instances, messages should be as brief and to the point as possible:

- i. Assignment completed – Given when the unit has completed the incident.
- ii. Fire Extinguished – Given when the scene of a structure, brush, or vehicle fire is out.
- iii. Rescue/Assist – Given upon the completion of a vehicle or industrial accident with injuries and EMS assists.
- iv. Investigation Only – Given upon the completion of an incident that does not require any type of fire suppression or medical attention.
- v. Remove Hazard – Used upon completion of a hazardous materials or power lines down etc.
- vi. Stand By – To be used when a station is called to stand by at another station for coverage.
- vii. Coverage – To be used when a station is called to move to another location for county coverage.
- viii. Not Classified – To be used when none of the dispositions above relate to the outcome of the call.
- ix. Canceled – To be used when response to an incident is canceled.

**Levy County Department of Public Safety
STANDARD OPERATING PROCEDURES**

Subject:	Radio Communications & Dispatch Procedures
Section/Topic:	11.3 Transport Communications
Issue Date:	July 30, 2015
Revised Date:	July 23, 2015
Authorization:	David L. Knowles, Public Safety Director

PURPOSE:

To establish a standard format to notify Levy Dispatch of the current location and status of a specific transport unit during patient contact.

SCOPE:

This SOP applies to all members of the Department of Public Safety.

GUIDELINES:

1. Receipt of Call

- a. The crew is responsible for acknowledging and writing down the address and pertinent information on the initial dispatch.

2. Responding

- a. Crews will repeat the address given by Dispatch on the initial dispatch when placing the unit either ***“Responding or Enroute”*** to an incident. The transport crew will keep track of mileage for the incident. Dispatch will repeat back the information the crew transmitted over the radio.
 - i. ***Responding*** refers to an emergency response to an incident utilizing emergency lights and sirens.
 - ii. ***Enroute*** refers to going to an incident classified as non-emergency, transporting to a hospital or other specific location without lights and sirens.

3. Arrival on Scene

- a. When the unit arrives on scene they will advise dispatch ***“On Scene”*** and advise Dispatch of any unusual situations observed from the unit.
 - i. Give initial report upon arrival. The initial report includes:
 - 1. Notify Dispatch “on scene”
 - 2. Notify Dispatch if patient contact is delayed more than five (5) minutes
 - 3. Notify Dispatch within five (5) minutes if patient meets an Alert Criteria
 - a. Trauma
 - b. STEMI

- c. Stroke
- d. SEPSIS
- 4. Request additional resources
 - a. Rescue – air/ground
 - b. Traffic Control
 - c. Special Considerations – fire/extrication
- 5. If scene time is delayed provide Dispatch with an update of the incident/unit status five (5) minutes after being on scene and every five-ten (5-10) minutes thereafter.
 - a. “Busy preparing for transport”
 - b. “Busy obtaining patient refusal”
 - c. “Busy unknown transport at this time”
- 6. Dispatch will prompt the unit with a PAR check at 10 minute intervals if an on-scene update is not provided.
 - a. Dispatch: "Rescue 5 PAR check"
 - b. Unit: "Rescue 5 is PAR 2"

4. Transport Status

- a. All Rescue units will provide Dispatch the following information when they advise **“Enroute”** to a medical facility; in the order below when transporting a patient.
 - i. Give Dispatch transport status in the following format;
 - 1. Unit #
 - 2. “En-route to” transport destination (hospital)
 - 3. Number of patients
 - 4. Emergency / Non-Emergency
 - 5. Number of riders
 - 6. Enter mileage in the MDT (if not available give information to Dispatch)

5. Arrival at Medical Facility or specific location

- a. When the Rescue unit arrives at the medical facility or specific location they shall advise Dispatch they have **“Arrived”** (at medical facility or specific location)
- b. Enter mileage in MDT and notify Dispatch of such

6. Assignment Complete at Medical Facility

- a. When the crew has completed and placed the unit back in-service for the next call they shall notify Dispatch; **“Assignment Complete”** returning to County or available returning to coverage area.

7. Unit is back in County or coverage area

- a. When the unit has arrived **“Back in County and/or the Specific Coverage”** area assigned, they shall advise Dispatch of the status. This will include any deviation while returning to the area and/or specific coverage area.

Examples:

Receipt of Call/Responding

Initial call: *Tones, Rescue 6 reported breathing problems
106 E Pennsylvania Ave.*

Unit: *Levy, Rescue 6*

Dispatch: *Rescue 6 respond, Delta Level breathing problem at
106 E Pennsylvania Ave.*

Unit: *Rescue 6 **"Responding"** breathing problems 106 E
Pennsylvania Ave.*

Dispatch: *Rescue 6 **Responding***

Arrival on Scene

Unit: *Levy, Rescue 6*

Dispatch: *Rescue 6*

Unit: *Rescue 6 **on scene***

Dispatch: *Rescue 6 **on scene***

Transport Status

Unit: *Levy, Rescue 6*

Dispatch: *Rescue 6*

Unit: *Rescue 6 **Enroute** to Shands, 2 patients, 1 BLS, 1
ALS emergency with 2 Firefighters.*

Dispatch: *Rescue 6 **Enroute** Shands, 2 patients, 1 BLS, 1 ALS
emergency with 2 Firefighters.*

Arrival at Medical Facility

Unit: *Levy, Rescue 6*

Dispatch: *Rescue 6*

Unit: *Rescue 6 **"Arrived"** Shands*

Dispatch: *Rescue 6 **"Arrived"** Shands*

Unit is complete, returning to County or coverage area

Unit: *Levy, Rescue 6*

Dispatch: *Rescue 6*

Unit: *Rescue 6 **"Assignment Complete"** returning to
County*

Dispatch: *Rescue 6 **"Assignment Complete"** returning to
County*

Unit is back in County or coverage area

Unit: *Levy, Rescue 6*

Dispatch: *Rescue 6*

Unit: *Rescue 6 **"In County"** and/or coverage area*

Dispatch: *Rescue 6 **"In County"** or coverage area*

**Levy County Department of Public Safety
STANDARD OPERATING PROCEDURE**

Subject:	Radio Communications and Dispatch Procedures
Section/Topic:	11.5 SEND protocol
Issue Date:	March 8, 2018
Revised Date:	
Authorization:	James "Mitch" Harrell, Public Safety Director

PURPOSE:

The purpose of this Standard Operating Procedure is to ensure that information relayed from a scene needing additional resources whether it is medical attention or law enforcement will provide the essential information needed in a consistent and concise manner.

SCOPE:

This SOP applies to all Fire Departments in Levy County, the Department of Public Safety, and Levy County 911 Public Safety Telecommunications Center.

PROCEDURES:

S.E.N.D. Protocol (LEO request for Medical)

The SEND protocol consists of 7 key items of information.

1. Chief Complaint and/or Incident Type? Is there more than one person injured?
2. Approximate Age?
3. Conscious: Yes/No... or alert?
4. Breathing: Yes/No...or difficulty
5. Is there chest pain? (Illness Case)
6. Is there severe bleeding (Accident or Injury Case)
7. Do you need a lights-and-siren response? (Response Mode)

S.E.N.D. Protocol (LCDPS Request LEO)

1. Incident Type/Reference?
2. (If applicable) Number of individuals involved and if there are any weapons?
3. Do you need a lights-and-siren response? (Response Mode)

Location is not one of the seven items. The S.E.N.D protocol has the assumption that your location is known to the dispatcher. If it is not, then you would need to add your location.

Note: LEO includes LCSO, CPD, WPD and FHP.

**Levy County Department of Public Safety
STANDARD OPERATING PROCEDURES**

Subject:	Public Information and Media Relations
Section/Topic:	12.5 Privacy
Issue Date:	May 6, 2014
Revised Date:	February 11, 2014
Authorization:	David L. Knowles, Public Safety Director

PURPOSE:

To safeguard the privacy of all patients and protect the confidentiality of the patients' health information.

SCOPE:

This SOP applies to all members of the Department of Public Safety.

PROCEDURES:

1. Confidential information is considered any form of patient identifiable health information.
2. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal law pertaining to patient personal information and the uses of that information. The law requires that patient information, specifically that information which is related to the care and personal health information (PHI) of a patient is confidential.
3. Employees will comply with HIPAA Guidelines at all times.
4. Employees will access, use, and disclose confidential information only when it is necessary to perform job related duties.
5. Employees will not copy, release, loan, sell, alter, or destroy any confidential information except as properly authorized.
6. Employees will not release names of other employees who may have treated and/or transported a patient; requests for such information shall be directed to LCDPS administration.
7. Computer workstations shall be locked when not in use and all efforts shall be made to protect patient information on these computers.
8. It is prohibited for any personnel to photograph, video record, audio record, or in any other means, make a visual or audible record of any incident in which the face or identifying features of a patient, potential patient, victim, or potential victim can be recognized.

**Levy County Department of Public Safety
STANDARD OPERATING PROCEDURES**

Subject:	Personnel Accountability System
Section/Topic:	13.1 Personnel Accountability System
Issue Date:	January 4, 2016
Revised Date:	September 17, 2013
Authorization:	
	David L. Knowles, Public Safety Director

PURPOSE: To establish a system to maintain accountability of all personnel operating on an emergency scene. The guideline will be known as the Personnel Accountability System (PAS).

SCOPE: This SOP applies to all members of the Department of Public Safety.

DEFINITIONS:

1. **Personnel Accountability System (PAS)** - an identification system designed to track all incident personnel who are assigned to an emergency incident.
2. **Personnel Accountability Report (PAR)** - a rapid accounting of personnel assigned to an emergency incident.
3. **Passport Nametag** – a 1/2” Velcro backed identification tag issued to members of Public Safety. Information on the tag includes the employee name.
4. **Passport Collector** – a 2” x 4” pad with Velcro that is engraved with the vehicle designation and is used to affix the individual(s) passport nametag(s). Each vehicle that may enter into a hazardous incident shall have an active Passport Collector with the appropriate personnel listed. Each vehicle is issued One (1) Passport Collector; it will be in the apparatus on the passenger side.
5. **Unit Boards and Command Boards** –Accountability Boards are used for collecting and organizing Passports and will be located at the Engine, Command Post, or with Division/Group Supervisors and at designated entry points.

PROCEDURE:

1. The Personnel Accountability System (PAS) is designed to provide the Incident Commander with a method for rapidly and accurately accounting for personnel assigned to an emergency scene. **It must be emphasized that all personnel are responsible for ensuring compliance with this standard.** The knowledge of **who** is on the scene, **where** they are on the scene, and **what** task they are assigned to is crucial to the Incident Commander.
2. As part of setting up the accountability system, Command will ensure that the scene is divided into a “Hot”, “Warm”, and “Cold” zone.

GENERAL GUIDELINES:

1. The Personnel Accountability System (PAS) shall be used at all incidents where there are multiple units on scene.
2. It shall be the responsibility of all members operating at an emergency incident or training activity to actively participate in the PAS.
3. The Incident Commander shall maintain an ongoing awareness of all resources used in the incident, specifically the location and function of all Companies, Divisions, and Groups.
4. Command staff and Division/Group Supervisors shall directly oversee and account for the Companies, Units or other resources operating within their direct span of control.
5. When assigned as a Company, members have the responsibility to always stay with their company and maintain contact with each other through voice (not including radio communications), vision, or touch.
6. If a company member is in trouble, the other member(s) should immediately call for help (MAYDAY) and provide direct help. The Rapid Intervention Team should be called for their assistance inside the structure.
7. Crews operating on the scene should remain intact unless otherwise directed by Command. It is imperative that when a Company is to be split the Officer releasing the personnel and the Officer receiving the additional resources must both be informed of the exchange. This communication allows for the accountability of the transferring personnel. Nametag(s) will go with the personnel and be placed on the Passport of the new crew being formed.
8. All personnel **will** be assigned to a job function within the Incident command structure. They will be assigned to command staff, a group, a division, manpower, rehab, or staging.
9. No one will enter the incident without being in the PAS.

10. There will be three levels of accountability. The Incident Commander will have the authority and responsibility to decide which level of accountability is appropriate for each incident.

LEVEL 1 ACCOUNTABILITY:

1. Used at all times when personnel are assigned to emergency apparatus. This level is for single or dual responses.
2. Nametag(s) will be the responsibility of the personnel. Immediately upon reporting for duty, personnel shall attach their nametag(s) to the passport collector of the apparatus to which they are assigned.
 - a. Highest ranking personnel shall appear at the top of the passport collector.
 - b. Personnel assigned outside the hazardous area will place their nametag upside down (i.e., Driver, etc.).
3. The person in the front passenger seat of any vehicle is responsible for the nametag(s) of only the crewmembers responding on that vehicle. The passport collector should only have the names (nametags) of the personnel riding and responding on that apparatus.
4. The passport collector with all nametags attached should be placed inside the cab on the passenger side of the apparatus in a dedicated place.

LEVEL 2 ACCOUNTABILITY:

- A. Used when multiple companies are operating in a hazardous area. All units arriving after the first arriving unit shall deliver their passport collector to the unit board of the first arriving unit. The second arriving Driver/Engineer shall become the initial Accountability Officer and should ensure the collection of all passport collectors from on-scene units. When a stable command has been established the accountability will then shift over to the command post personnel.
- B. The Incident Commander should utilize the primary radio frequency to notify all units that Level 2 Accountability has been implemented. Subsequent responding units should be advised of such by Dispatch.
- C. Upon assignment, the passport collectors, with the nametag(s) attached, will be placed on the tactical side of the accountability board by the I.C. If a Company reports directly to the IC the passport collector shall be held by the IC. Units arriving at an emergency scene should have their passport collectors delivered to the Staging Officer if one has been assigned. The passport collectors stay in staging until the units or personnel are requested to the incident scene.

- D. Accountability boards should be continually updated to show the location and assignments of Group/Division units and personnel on the incident scene.
- E. When released from the incident and sent back to service, Company Officers shall ensure that all personnel are present and accounted for. The passport collectors shall be retrieved and returned to the proper location on the apparatus.

LEVEL 3 ACCOUNTABILITY:

- 1. Used during operations such as hazardous materials incidents, high-rise fires and large or complex emergency incident where large numbers of personnel are operating within a hazardous environment.
- 2. Level 3 Accountability will include all of the procedures previously outlined in Levels 1 and 2.
- 3. As units/personnel are reassigned during an incident, the passport collectors move with the company. Individuals shall retrieve their passport from their current Supervisor when reassigned and present it to the Supervisor to whom they are assigned. All members listed on the passport shall be verified as present and accounted for. Personnel transfers shall be performed by the releasing officer and the officer accepting the newly assigned crew.
- 4. An Entry Officer (Gate Keeper) shall be appointed to track personnel making entry into a dangerous environment which could include a building fire, a multi-vehicle accident spread over a large area, or a wild-land fire. The Entry Officer shall place the passport collectors with the name tag(s) attached onto the entry side of the board.
- 5. Entry and exit from the hazardous area shall be regulated through a controlled entry point supervised by the Entry Officer. If for some reason personnel exit the hazardous area by means other than through the controlled entry point, the Entry Officer must be immediately notified.
- 6. The Entry side of the board should track the following information:
 - a. Name of Personnel
 - b. Apparatus/Assignment
 - c. Time In/Time Out
 - d. SCBA Cylinder Pressure
- 7. It is imperative that passport collectors are removed from entry boards and tactical boards whenever personnel exit a structure, changes assignments, or completes an assignment and returns to service.

PERSONNEL ACCOUNTABILITY REPORT (PAR):

1. A PAR should be performed for the safety of on-scene personnel under the following circumstances:
 - a. Building Collapse/Explosion; Switch from offensive to defensive operations
 - b. Continuous PASS device activation (longer than 60 seconds)
 - c. As determined by the IC, the IC's designee, or the Safety Officer
 - d. Every 30 minutes (on long duration incidents)
 - e. Due to a Declared Emergency
2. When performing a PAR, the IC will announce he/she is conducting a PAR.
3. The IC will start the PAR with the Divisions/Entry Control Officers then call each unit that is on scene.
4. Each person who reports directly to the IC shall be contacted to provide a ~~Status Report~~ of the assigned personnel to Command.

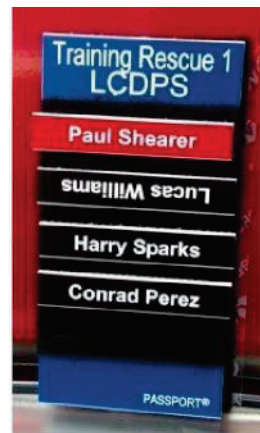
COLOR CODE CHART:

Passport Collector:

- White Command Officers
- Red Engines
- Blue Transport Rescues
- Green Grass/Brush Units
- Orange Tanker Units
- Yellow Squad Units

Nametags:

- White Chief
- Red Captains/Lieutenants
- Black Combat Firefighters
- Yellow Non-interior Firefighters
- Orange Support personnel
- Grey Admin Support
- Blue Single Cert Personnel
Assigned to Transport



**Levy County Department of Public Safety
STANDARD OPERATING PROCEDURE**

Subject:	Personnel Accountability System
Section/Topic:	16.1 MAYDAY Emergency Procedures
Issue Date:	June 11, 2014
Revised Date:	June 11, 2014
Authorization:	David L. Knowles, Public Safety Director

PURPOSE:

The purpose of this standard operating procedure is to identify the actions that shall be used by anyone operating within a situation wherein they become lost, trapped, injured, or find themselves in any situation that requires rescue.

SCOPE:

This SOP applies to all Fire Departments in Levy County, the Department of Public Safety, and Levy County 911 Public Safety Telecommunications Center.

DEFINITIONS:

- > Mayday- Shall be the standard verbal radio transmission used by any firefighter who becomes disorientated, lost, injured, trapped, out of air, or any other instance where he/she or other personnel need immediate assistance.
- > Evacuation Order- the immediate termination of interior firefighting operations accompanied by the immediate removal of all firefighters from the structure.
- > Priority Traffic- Shall be used to identify all other urgent messages for tactical considerations.

MAYDAY PARAMETERS:

If you become lost or disoriented	Then call a MAYDAY
If you become trapped, stuck, or entangled	Then call a MAYDAY
Whenever an emergency responder faces a life threat in which he/she needs immediate assistance	Then call a MAYDAY
If you are caught in a collapse	Then call a MAYDAY
If you fall from or through something	Then call a MAYDAY

MAYDAY PROCEDURES:

Any personnel in need of immediate assistance while performing operations shall initiate a MAYDAY without hesitation.

The steps initiating the MAYDAY shall be prioritized as follows:

1. Activate Emergency Call Button (ECB) on portable radio
2. Voice transmission of MAYDAY following voice communications procedures
Using a portable radio, firefighter shall call "MAYDAY" three (3) times over the radio and give a situation report.
3. Activate Integrated Pass alarms

****NOTE* this can be accomplished by remaining still until the Integrated PASS is activated automatically***

Should a higher priority step be unable to be executed, then the next step in priority should be attempted.

This will notify the Incident Commander (IC), Rapid Intervention Team (RIT) Leader and all other companies operating at the incident that a firefighter is in need of immediate emergency assistance. The IC will then make contact with crew(s) initiating the Mayday and receive the emergency situation report. The emergency situation report will be given to the IC by the firefighter(s) in distress in LUNAR format if possible. The IC should be prepared to elicit LUNAR information from the downed firefighter, who is likely to be overcome by stress and anxiety, and may be unable to provide LUNAR information without prompting.

1. Location:
2. Unit:
3. Name(s):
4. Assignment/Air remaining:
5. Resources needed for rescue:

****NOTE* It will be likely that personnel will not give information in exact LUNAR form due to the stress, fatigue, fear, etc. In such cases, the minimum information of WHO you are, WHERE you are, and WHAT is your problem should be obtained when possible.***

The IC will then activate the RIT to locate, assist, and remove those in distress.

IC shall direct **ALL** units to conduct a Personnel Accountability Report (PAR) to insure that their personnel are accounted for.

The IC shall call for additional resources and an officer shall be appointed as MAYDAY Officer for management of rescue operations (if available). Firefighting operations must continue unless ordered to cease by the IC. The IC, MAYDAY

Officer, RIT leader, RIT crew, and firefighter(s) who initiated the Mayday will remain on the originally assigned radio channel for rescue operations. If the ECB is activated and received on an alternate channel, the Dispatcher will advise IC that an ECB has been activated on that channel. The Dispatcher shall clear that channel for the emergency and steer all other traffic to another channel.

VOICE COMMUNICATIONS:

The Dispatcher shall refrain from any radio traffic unless the MAYDAY call has not been acknowledged by personnel, including the IC on scene. At that time, the dispatcher will advise the IC of the MAYDAY call with unit identification if possible, and then standby until needed.

The IC will declare radio silence and attempt to establish radio contact with the person(s) that declared the MAYDAY. Once communication contact is made with the IC and the LUNAR report has been given, the distressed firefighter(s) shall activate the PASS Alarm devices. The PASS devices should only be silenced when they interfere with radio transmissions, RIT operations (echoing in large open areas), or turned off by RIT crew upon locating distressed firefighter(s).

The IC will place the RIT in service to locate, assist, and remove those in distress and immediately call for additional resources.
The IC will then roll call through PAR for on scene units.

DISTRESSED FIREFIGHTER(S) RESPONSIBILITIES:

1. Activate ECB on portable radio
2. Give three (3) MAYDAY announcements consecutively over the radio
3. Wait for channel to be cleared and MAYDAY acknowledged by IC, other on scene personnel, or Dispatcher.
4. Prepare to give LUNAR information
5. Activate PASS device on the SCBA
6. Give LUNAR information to IC
7. Relocate to a wall (if possible) and try to orient yourself to your surroundings
8. Point beam of flashlight on the ceiling or straight up
9. Perform "control" breathing to conserve air
0. Remain calm and stay in the same location

COMMAND RESPONSIBILITIES:

1. Fire operations during rescue efforts
2. Request additional resources
3. Expanding ICS
4. Establish/deploy the RIT and assign Secondary RIT
5. Assign an officer to manage the MAYDAY rescue assignment
6. Medical operations
7. Personnel Accountability Reports (PARs)

8. Member support (debriefing, etc.)
9. Logistics – specialized equipment
 1. Safety
 2. Support Activities

FACTORS TO REMEMBER:

- > Command **shall not** be transferred during a MAYDAY situation.
- > The firefighter(s) in distress shall provide updates on their status.
- > All other personnel not assigned to the rescue efforts shall carry on with their assigned tasks, **DO NOT ABANDON THEM**. Radios shall be set on the incident scene channel.