

**GUIDELINES  
FOR  
DEVELOPMENT OF A  
FIRE DEPARTMENT  
OPERATIONAL MANUAL  
  
REVISED JUNE 2009**

This packet contains suggested guidelines to assist in developing a written Operational Guideline manual. In revising this manual, the New Jersey Fire Codes and revised PEOSH Standards were used as the guide. A copy of all standards referenced in this manual and any related NFPA, ANSI, NIOSH, OSHA or PEOSH standards should be maintained on file and reviewed at least annually.

Adoption of this manual is not mandatory however it is suggested by the Joint Insurance Fund. It is considered a high standard and a goal for each department to reach as they strive for excellence.

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# **OPERATING PROCEDURES**

## **INTRODUCTION**

This manual is for the guidance and information of the fire company/department personnel. Its purpose is to give company members information regarding the rules, regulations, operating procedures, assignments, and general knowledge for the proper conduct and behavior as a member of the (Borough/Township) Fire Company/Department.

All members should be issued an up-to-date copy of this manual upon their formal introduction into the fire company/department and should be responsible for knowing and complying with its contents.

The chief, in conjunction with the line officers, reserves the right to amend or revoke any of the rules, regulations, assignments, or operating procedures described herein not required by federal, state, or local standard or regulation. Additional rules, regulations, assignments or operating procedures can be inserted as required.

It is the responsibility of each member to update their copy when such amendments are made.

## **SECTION 1: GENERAL RULES AND REGULATIONS**

### **1.1 FIRE DEPARTMENT ORGANIZATIONAL STATEMENT**

- 1.1.1 The fire company/department should prepare and maintain a written statement or policy that establishes the existence of the fire company/department; the services that the fire company/department is required to provide; the basic organizational structure; the excepted number of members; the type of functions that the members are expected to perform; and the type, amount, and frequency of training to be provided to members.
- 1.1.2 The organizational statement should be available for inspection by members and reviewed annually.

### **1.2 RISK MANAGEMENT PLAN**

- 1.2.1 The fire company/department should adopt an official written risk management plan that addresses all company/department policies and procedures.
- 1.2.2 The Risk Management Plan should cover administration, facilities, training, vehicle operation, protective clothing and equipment, operations at emergency incidents, operations at non-emergency incidents and other related activities. It should include at least the following components:

- (a) *Risk Identification: Potential problems;*
- (b) *Risk Evaluation: Likelihood of occurrence of a given problem and severity of its consequences;*
- (c) *Risk Control Techniques: Solutions for elimination or mitigation of potential problems; implementation of the best solution;*
- (d) *Risk Management Monitoring: Evaluation of effectiveness of risk control techniques.*

### **1.3 POLICY**

- 1.3.1 The fire company/department should adopt an official written departmental occupational safety and health policy that identifies specific goals and objectives for the prevention and elimination of accidents and occupational injuries, illnesses and fatalities. It should be the policy of the fire company/department to seek and to provide an occupational safety and health program for its members that complies with the New Jersey Fire Code, NJ PEOSHA standards as well as NFPA 1500.
- 1.3.2 The fire company/department should evaluate the effectiveness of the occupational safety and health program at least once every three years.

### **1.4 RULES AND RESPONSIBILITIES**

- 1.4.1 The fire company/department shall be responsible for compliance with all applicable laws and legal requirements with respect to member safety and health.
- 1.4.2 The fire company/department should establish and enforce rules, regulations, and operating procedures to reach the objectives of the New Jersey Fire Code, PEOSHA and NFPA 1500.
- 1.4.3 The fire company/department should be responsible for developing and implementing an accident investigation program.
- 1.4.4 All accidents, injuries, fatalities, illnesses, and exposures involving member shall be reported immediately (within 24 hours of the occurrence) and investigated. NJDFS and PEOSH required that any fatality or injury requiring admission to a hospital be reported to them in 24 hours.
- 1.4.5 Each individual member of the fire company/department should cooperate, participate, and comply with the provisions of the occupational safety and health program.

## **1.5 FIRE DEPARTMENT SAFETY OFFICER**

- 1.5.1 The fire chief should appoint a designated Safety Officer. This position should comply with requirements of the New Jersey State Fire Code.
- 1.5.2 Safety Officers should be responsible for the management of the Occupational Safety and Health Program.
- 1.5.3 Incident Safety Officers should be identified from within the ranks of the department. An Incident Safety Officer should be designated for each incident.
- 1.5.4 The Department Safety and Health Officer should be responsible for the Department's Safety programs such as the Exposure Control Plan, Respiratory Protection Program and any other programs adopted to protect the safety and welfare of the firefighters.

## **1.6 OCCUPATIONAL SAFETY AND HEALTH COMMITTEE**

- 1.6.1 An Occupational Safety and Health Committee should be established and should serve in an advisory capacity to the fire chief. The committee should include the designated Safety Officer, representatives of fire company/department management, and individual members or representatives of the member organizations.
- 1.6.2 The purpose of this committee should be to conduct research, develop recommendations, and study and review matters pertaining to occupational safety and health within the fire company/department.

## **1.7 RECORDS**

- 1.7.1 The fire company/department should establish a data collection system and maintain permanent records of all accidents, injuries, illness, or deaths that are or might be job related.
- 1.7.2 The data collection system should also contain individual records of any occupational exposures to known or suspected toxic products or infectious or contagious diseases.
- 1.7.3 Training records shall be maintained for each member indicating dates, subjects covered, satisfactory completion, and, if any, certifications achieved.
- 1.7.4 The fire company/department shall assure that inspection, maintenance, repair, and service records are maintained for all vehicles and equipment used for emergency operations and training.

## **SECTION 2. TRAINING AND EDUCATION**

### **2.1 GENERAL REQUIREMENTS**

- 2.1.1 The fire company/department shall establish and maintain a training and education program with a goal of preventing occupational accidents, deaths, injuries, and illnesses.
- 2.1.2 The fire company/department shall provide training and education for all members for the duties and functions that they are to perform.
- 2.1.3 The training officers should at least meet the qualifications as a **Level II** Instructor as specified in NJAC 5:73-5 and NJAC 5:18C-5.3.
- 2.1.4 Training should be provided for all members as often as necessary to meet the applicable requirements of PEOSH 12:100-10.3.

### **2.2 BASIC TRAINING AND EDUCATION REQUIREMENTS**

- 2.2.1 All members who engage in structural fire fighting shall at least meet the requirements of Fire Fighter 1 as specified in NJAC 5:73-4.
- 2.2.2 All fire apparatus drivers/operators should meet the applicable requirements specified in NFPA 1002, Standards for Fire Apparatus Driver/Operator Professional Qualifications.
- 2.2.3 All fire officers should at least meet the requirements for Fire Officer 1 as specified in NJAC 5:73-8.
- 2.2.4 All members involved in emergency operations shall be trained to the Incident Management I-100 level in accordance with the New Jersey Uniform Fire Safety Code.
- 2.2.5 Training programs for all members engaged in emergency operations should include procedures for the safe exit of members from the dangerous area in the event of equipment failure or sudden changes in conditions.
- 2.2.6 All responders must meet the following minimum training requirements:
  - 2.2.6.1 *Annual Bloodborne Pathogens training*
  - 2.2.6.2 *NJ HAZCOM Training every two years*
  - 2.2.6.3 *Annual Hazardous Materials Training*
    - 2.2.6.3.1 *HAZMAT Level One Awareness*
    - 2.2.6.3.2 *HAZMAT Level One Operations*

## **2.3 TRAINING FOR FIRE FIGHTING**

- 2.3.1 Where the fire company/department is responsible for structural fire fighting operations, the fire company/department should provide structural fire fighter training at least monthly. Where the training is “Live Fire” this requirement is annual.
- 2.3.2 Members who engage in structural fire fighting must participate in training as required by NJAC 12:100-10.3. Training must be provided on a quarterly basis as a minimum, with ten sessions totaling 24-hours required by NFPA Standards.
- 2.3.3 Where the fire company/department is responsible for non-structural fire fighting operations, including but not limited to wild land or other exterior fires, the fire company/department shall provide training in such fire fighting operations.
- 2.3.4 Members who occasionally are assigned to non-structural fire fighting operations should attend non-structural fire fighting training sessions consisting of at least 9-hours annually.
- 2.3.5 Training in emergency operations should be based on the fire company/department operating procedures. These procedures should be maintained in written form and should address all anticipated emergency scene operations.

## **2.4 SPECIAL OPERATIONS**

- 2.4.1 The fire company/department should develop written procedures that describe the actions in situations involving special operations and should include these procedures in the advanced training and education program.
- 2.4.2 All members who are likely to be involved in hazardous materials response shall be trained to the appropriate level in accordance with OSHA standards CFR 1910.120.
- 2.4.3 All members who respond to incidents involving the release or potential release of hazardous substances shall meet at least the requirements for First Responder Operations Level as specified in OSHA standard CFR 1910.120.
- 2.4.4 Specialized training must be provided for Confined Space Rescue, Trench Collapse, High-angle and Technical Rescue where applicable.

### **SECTION 3. VEHICLES AND EQUIPMENT**

- 3.1.1 All new fire apparatus shall be specified and ordered to meet the applicable requirements of NFPA 1901, Standard for Automotive Fire Apparatus.
- 3.1.2 When tools, equipment, or SCBA are carried within enclosed seating areas of fire department vehicles, such items shall be secured by either a positive mechanical means of holding the item in its stowed position or a compartment with a positive latching door.
- 3.2 DRIVERS/OPERATORS OF FIRE DEPARTMENT VEHICLES**
- 3.2.1 Fire company/department vehicles shall be operated only by members who have successfully completed an approved driver training program or by student drivers who are under the supervision of a qualified driver.
- 3.2.2 Drivers of vehicles shall have a valid driver's license. Vehicles shall be operated in compliance with all traffic laws including sections pertaining to emergency vehicles, and any requirements within the authority having jurisdiction.
- 3.2.3 Drivers of vehicles shall be directly responsible for the safe operation of the vehicles under all conditions. When the driver is under the direct supervision of an officer, that officer should also assume the responsibility of the actions of the driver.
- 3.2.4 Drivers shall not move any vehicle until all persons on the vehicle are seated and secured with seatbelts or in approved riding positions.
- 3.2.5 During non-emergency travel, drivers of vehicles shall obey all traffic vehicle control signals and signs, and all laws and rules of the road of the jurisdiction for the operation of motor vehicles.
- 3.2.6 The fire company/department should develop written operating procedures for safely driving vehicles during non-emergency travel and emergency response and should include criteria for vehicle speed, crossing intersections, and traversing railroad grade crossings. Such procedures for emergency response should emphasize that the safe arrival of fire department vehicles at the emergency scene is the first priority.
- 3.2.7 During emergency response, drivers of vehicles should bring the vehicle to a complete stop for any of the following:



- (a) *When directed by a law enforcement officer*
- (b) *Red traffic lights*
- (c) *Stop signs*
- (d) *Negative right-of-way intersections*
- (e) *Blind intersections*
- (f) *When the driver cannot account for all lanes of traffic in an intersection*
- (g) *When other intersection hazards are present*
- (h) *When encountering a stopped school bus with flashing warning lights*

3.2.8 Drivers should proceed through intersections only when the driver can account for all lanes of traffic in the intersection.

3.2.9 During emergency response or non-emergency travel, drivers of vehicles should come to a complete stop at all unguarded railroad grade crossings. Drivers should assure that it is safe to proceed before crossing the railroad tracks.

3.2.10 The fire company/department should develop written operating procedures requiring drivers to discontinue the use of manual brake limiting valves, frequently labeled as a "wet road/dry road" switch, and requiring that the valve/switch remain in the "dry road" position.

- (a) *Emergency Response: Drivers should respond to emergency and drill locations safely. All traffic lights and intersections must be approached at a low enough speed so that the vehicle can be stopped if necessary. Emergency vehicles will stop at all red traffic lights and stop signs before proceeding with caution.*
- (b) *Reduced speed: When an order to respond at reduced speed is given all units should refrain from using sirens and should stop at all signs and red lights. All lights and warning lights should remain on while responding at reduced speed.*
- (c) *Responsibility for vehicle equipment: The driver is responsible for all equipment carried on the vehicle. The driver should see that all equipment is accounted for before leaving the scene of the emergency or training session.*

- (d) *Duties on location: Once on location the driver of the vehicle is expected to perform all duties necessary for the proper operation of the pump and rapid delivery of water as needed. All vehicles should be chocked in a stationary position. The driver should remain with the vehicle until relieved or given other orders by the officer in charge. If the water tank was used during fire attack operations, the pump operator should see that the tank is refilled on location by slowly opening the tank fill valve and filling the tank as the truck receives its water supply from another source.*
- (e) *Returning to station: When returning to quarters all warning lights should be off.*
- (f) *Truck reports: Upon return to the station, the driver and crew are responsible for returning the vehicle to ready condition. Truck reports should be completed and initialed by the driver and the officer in charge of the incident.*
- (g) *Use of headlights: All vehicles should have headlights on while on the road. In order to avoid blinding oncoming traffic, it should be a standard procedure to use low beams. High beams may be used at night if traffic conditions permit.*
- (h) *Flushing pump: If the pumper has been used to draft or received water from a pumper at draft, the pump should be completely flushed out before placing the truck back in service.*
- (i) *Four wheel drive operations: Power wagons should be stopped and placed in four wheel drive for off the road operations as soon as it leaves the paved roadway.*
- (j) *Fuel: Fuel tanks on the apparatus should not be permitted to drop below half fuel. When this occurs, it is the driver's responsibility to take the vehicle for fuel. The vehicle should be manned by no less than two members whenever possible.*
- (k) *Repairs to apparatus and equipment: If the apparatus or any of its equipment is in need of repair, it should be the driver's responsibility to report the type and extent of repairs needed.*

### **3.3 PERSONS RIDING ON FIRE APPARATUS**

- 3.3.1 All persons riding on fire apparatus shall be seated in approved riding positions and shall be secured to the vehicle by seatbelts when the vehicle is in motion. Riding on tail steps, side steps, running boards or in any other exposed position, or standing while riding should be specifically prohibited.

- 3.3.2 On existing fire apparatus where there is an insufficient number of seats available for the number of members assigned to or expected to ride on the apparatus, alternate means of transportation that provide seating should be used. Such alternate means of transportation should include, but not be limited to, other fire apparatus, automobiles or vans.

#### **3.4 INSPECTION, MAINTENANCE, AND REPAIR OF VEHICLES**

- 3.4.1 All vehicles should be inspected at least weekly, within 24-hours after any use or repair and prior to being placed in service or used for emergency purposes to identify and correct unsafe conditions.
- 3.4.2 A preventive maintenance program should be established, and records should be maintained. Maintenance, inspections, and repairs should be performed by qualified persons in accordance with manufacturer's instructions. Manufacturer's instructions should be considered as minimum criteria for the maintenance, inspection and repair of the equipment.
- 3.4.3 Fire pumps on apparatus should be service tested in accordance with the applicable requirements of NFPA 1911, Standard for Fire Service Tests of Pumps on Fire Department Apparatus.
- 3.4.4 All aerial devices should be inspected and service tested in accordance with the applicable requirements of NFPA 1914, Standard for Testing Fire Department Aerial Devices.

#### **3.5 TOOLS AND EQUIPMENT**

- 3.5.1 All new ground ladders should be specified in order to meet the applicable requirements of NFPA 1931, Standard on Design of and Design Verification Tests for Fire Department Ground Ladders.
- 3.5.2 All new fire hose should be specified in order to meet the applicable requirements of NFPA 1961, Standard on Fire Hose.
- 3.5.3 All new spray nozzles should be specified in order to meet the applicable requirements of NFPA 1964, Standard for Spray Nozzles (shut off and tip).
- 3.5.4 All equipment carried on fire apparatus or designated for training should be tested at least annually in accordance with the manufacturer's instructions and applicable standards.
- 3.5.5 Fire fighting equipment found to be defective or in unserviceable condition should be removed from service and repaired or replaced.

- 3.5.6 All ground ladders should be inspected and service tested in accordance with the applicable requirements of NFPA 1932, Standard on Use, Maintenance, and Service Testing of Fire Department Ground Ladders.
- 3.5.7 All fire hose should be inspected and service tested in accordance with applicable requirements of NFPA 1962, Standard for the Care, Use, and Maintenance of Fire Hose Including Couplings and Nozzles.
- 3.5.8. All fire extinguishers should be inspected and tested in accordance with the applicable requirements NFPA 10, Standard for Portable Fire Extinguishers.

## **SECTION 4. PROTECTIVE CLOTHING AND EQUIPMENT**

### **4.1 GENERAL**

- 4.1.1 The fire company/department shall provide each member with the appropriate protective clothing and protective equipment to provide protection from the hazards to which the member is or is likely to be exposed. Such protective clothing and protective equipment shall be suitable for the task that the member is expected to perform.
- 4.1.2 Protective clothing and protective equipment shall be used whenever the member is exposed or potentially exposed to the hazards for which it is provided.
- 4.1.3 Members should be fully trained in the care, use, inspection, maintenance, and limitations of the protective clothing and protective equipment assigned to them or available for their use.
- 4.1.4 Protective clothing & protective equipment should be used and maintained in accordance with manufacturer's instructions. A maintenance and inspection program should be established for protective clothing and equipment. Specific responsibilities should be assigned for inspection and maintenance.
- 4.1.5 Structural fire fighting protective clothing should be periodically cleaned at least every six months as specified in section 5-4 of NFPA 1581, Standard on Fire Department Infection Control Program.
- 4.1.6 Where station/work uniforms are worn by members, such station/work uniforms will meet the requirements of NFPA 1975-1985, Standard on Station/Work Uniforms for Fire Fighters and NJAC 12:100-10.1.

4.1.7 The fire company/department should provide for the cleaning of protective clothing and station/work uniforms. Such cleanings should be performed by either a cleaning service that is equipped to handle contaminated clothing or a fire department facility that is equipped to handle contaminated clothing. Where such cleaning is conducted in fire stations, at least one washing machine should be provided for this purpose. This washing machine should be marked or labeled "**FOR WASHING PROTECTIVE OR WORK CLOTHING ONLY**".

## **4.2 PROTECTIVE CLOTHING FOR STRUCTURAL FIRE FIGHTING**

4.2.1 Members who engage in or are exposed to the hazards of structural fire fighting shall be provided with and use both protective ensembles which meet the requirements of NFPA 1971, Standard on Protective Ensemble for Structural Fire fighting and NJAC 12:100-10.

4.2.2 The fire company/department shall require all members to wear all the protective clothing in this section at all times when involved in or exposed to the hazards of structural fire fighting or in the hazardous area at an emergency scene.

## **4.3 SELF-CONTAINED BREATHING APPARATUS (SCBA)**

4.3.1 Open-circuit SCBA shall be positive pressure and meet the requirements of CFR 1910.134 and NJAC 12:100-10. Closed circuit SCBA shall be NIOSH/MSHA certified with a minimum service of at least 30 minutes and should operate in the positive pressure mode only.

4.3.2 SCBA shall be provided for and be used by all members working in areas where:

(a) *The atmosphere is hazardous*

(b) *The atmosphere is suspected of being hazardous*

(c) *The atmosphere may rapidly become hazardous*

4.3.3 Members using SCBA shall operate in teams of two or more, with a minimum of two firefighters outside the structure, equipped and ready to react if those inside the structure are in trouble.

4.3.4 The fire company/department should adopt and maintain a respiratory protection program that addresses selection, inspection, use, maintenance, training, and air quality testing. Members should be tested and certified in the safe and proper use of SCBA at least annually.

- 4.3.5 Prior to being assigned to wear SCBA, every firefighter must pass a medical evaluation by a Licensed Health Care Provider that verifies that the firefighter is physically fit to wear the respirator.
- 4.3.6 SCBA cylinders shall be hydro-statically tested within the periods specified by the manufacturer and the applicable government agencies.
- 4.3.7 The face piece seal capability of each member qualified to use SCBA should be verified by qualitative fit testing on an annual basis and whenever new types of SCBA or face pieces are issued. Each new member should be tested before being permitted to use SCBA in a hazardous atmosphere. Only members with a properly fitting face piece should be permitted by a fire department to function in a hazardous atmosphere with SCBA.
- 4.3.8 A growth of beard or facial hair at any point where the SCBA face piece is designed to seal with the face, regardless of the specific fit test measurement that can be obtained, or hair that could interfere with the face piece valve function should be prohibited for members required to use SCBA.
- 4.3.9 Refilling of SCBA cylinders shall only be done inside an approved containment system designed to contain any failure of a cylinder.

**4.4 PROTECTIVE CLOTHING FOR PROXIMITY FIRE FIGHTING OPERATIONS**

- 4.4.1 Members who engage in or are exposed to the hazards of proximity fire fighting shall be provided with and use both proximity protective coats and proximity trousers, or a proximity coverall for limb/torso protection. The proximity protection coat and proximity protective trousers, or the proximity coverall, should meet the applicable requirements of NFPA 1976, Standard on Protective Clothing for Proximity Fire Fighting.

**SECTION 5. PROTECTIVE CLOTHING FOR EMERGENCY MEDICAL OPERATIONS**

- 5.1.1 Members who perform emergency medical care or otherwise are likely to be exposed to blood or other bodily fluids shall be provided with emergency medical garments, emergency medical face protection devices, and emergency medical gloves that meet the applicable requirements of NFPA 1999, Standard on Protective Clothing for Emergency Medical Operations.
- 5.1.2 Members should wear emergency medical gloves when providing emergency medical care. Patient care should not be initiated before the gloves are in place.

5.1.3 Each member shall use emergency medical garments and emergency medical face protection devices prior to any patient care during which large splashes of bodily fluids can occur, such as situations involving spurting blood or childbirth.

5.1.4 Contaminated emergency medical garments, emergency medical face protection devices, and emergency medical gloves must be cleaned and disinfected or disposed of in accordance with NFPA 1589, Standard on Fire Department Infection Control Plan.

## 5.2 **CHEMICAL PROTECTIVE CLOTHING FOR HAZARDOUS CHEMICAL EMERGENCY OPERATIONS**

5.2.1 Vapor protective garments:

(1) Members who engage in operations during hazardous chemical emergencies that will expose them to known chemicals in vapor form or to unknown chemicals shall be provided with and use:

(a) *Vapor protective suits meeting the applicable requirements of NFPA 1991, Standard on Vapor Protective Suits for Hazardous Emergencies*

(b) *SCBA that meet the applicable requirements of NFPA 1981, Standard on Open Circuit Self-Contained Breathing Apparatus for Fire Fighters*

(2) Vapor protective suits should not be used alone for any fire fighting applications or for protection from radiological, biological, cryogenic agents or inflammable or explosive atmospheres.

(3) Vapor protective suits can be permitted to be used for protection from liquid splashes or solid chemicals and particulates.

5.2.2 Liquid Splash Protective Garments:

(1) Members who engage in operations during hazardous c chemical emergencies that will expose them to known chemicals in liquid splash form shall be provided with and use:

(a) *Liquid splash protective suits that meet the applicable requirements of NFPA 1992, Standard on Liquid Splash Protective Suits for Hazardous Chemical Emergencies.*

(b) *SCBA that meet the applicable requirements of NFPA 1981, Standard on Open Circuit Self-Contained Breathing Apparatus for Fire Fighters or respiratory protective devices that are NIOSH/MSHA certified under 30 CFR 11 as suitable for the specific chemical environment.*

(2) Liquid splash protective suits should not be used for protection from:

(a) *Chemicals in vapor or from unknown liquid chemicals or chemical mixtures.*

(b) *From chemicals or specific chemical mixtures with known or suspected carcinogenicity.*

(c) *Protection from chemicals or specific chemical mixtures with skin toxicity notations.*

(d) *Any firefighting applications or from protection from biological, radiological or cryogenic agents; from flammable or explosive atmospheres; or from hazardous chemical vapor atmospheres.*

### 5.2.3 Support Functions Protective Garments:

(1) Members who provide functional support outside the hot zone during hazardous chemical emergencies shall be provided with and use:

(a) *Support function protective garments meeting the applicable requirements of NFPA 1993, Standard on Support Function Protection Garments for Hazardous Chemical Operations.*

(b) *SCBA that meet the applicable requirements of NFPA, 1981 Standard on Open Circuits Self-Contained Breathing Apparatus for Fire Fighter or respiratory protective devices that are NIOSH/MSHA certified under 30 CFR 11 as suitable for this specific environment.*

(2) Support function protective garments should not be used:

(a) *In any hot zone of any hazardous chemical operation.*

(b) *For any fire fighting applications or from protection from radiological, biological, or cryogenic agents; from flammable or explosive atmospheres*

(c) *These garments can be permitted for use as protection against solid chemicals and particulates outside of the hot zone.*



### **5.3 PERSONAL ALERT SAFETY SYSTEM (PASS)**

- 5.3.1 Each member involved in rescue, fire suppression, or other hazardous duties shall be provided with and use a PASS device in the hazardous area. Pass devices should meet the requirements of NFPA 1982, Standard on Personal Alert Safety System (PASS) for Fire Fighters and NJAC 12:100-10.12.
- 5.3.2 Each PASS device should be tested at least weekly and prior to each use, and should be maintained in accordance with the manufacturer's instructions.

### **5.4 EYE AND FACE PROTECTION**

- 5.4.1 Primary face and eye protection appropriate for a given specific hazard should be provided for and used by members exposed to that specific hazard. Such primary face and eye protection should meet the requirements of ANSI Z87.1, Practice for Occupational and Educational Eye and Face Protection.
- 5.4.2 The full face piece of the SCBA should constitute face and eye protection when worn. SCBA that have face piece mounted regulators, which, when disconnected provide a direct path for flying objects to strike the face or eyes, should have the regulator attached to be considered eye and face protection.
- 5.4.3 When operating in the hazardous area at an emergency scene without the full face piece of the SCBA being worn, members should deploy the helmet face shield for partial face protection.

### **5.5 HEARING PROTECTION**

Note: NJAC 12:100-10.13 says Hearing protections required for non emergencies only.

- 5.5.1 Hearing protection should be provided for and used by all members operating or riding on fire apparatus when subject to noise in excess of 90 dBA.
- 5.5.2 Hearing protection should be provided for and used by all members when exposed to noise in excess of 90 dBA caused by power tools or equipment, other than in situations where the use of such protective equipment would create an additional hazard to the user.
- 5.5.3 The fire company/department should engage in a hearing conservation program to identify and reduce or eliminate potentially harmful sources in the work environment.

## **SECTION 6. EMERGENCY OPERATIONS**

### **6.1 INCIDENT MANAGEMENT**

6.1.1 Emergency operations and other situations that pose similar hazards, including but not limited to training exercises, should be conducted in a manner that recognizes hazards and prevents accidents and injuries.

6.1.2 An incident management system that meets the requirements of NFPA 1561, Standard on Fire Department Incident Management System should be established with written operating procedures applying to all members involved in emergency operations. All members involved in emergency operations should be familiar with the system.

6.1.3 At an emergency incident, the incident commander shall be responsible for the overall safety of all members and activities occurring at the scene.

6.1.4 At an emergency incident, the incident commander shall have the responsibility to:

- (a) Assume / confirm commands and take an effective command position;*
- (b) Perform situation evaluation that includes risk assessment;*
- (c) Initiate, maintain, and control incident communications;*
- (d) Develop an overall strategy / attack plan and assign units to operations;*
- (e) Develop an effective incident organization by managing resources, maintaining an effective span of control, and maintaining direct supervision over the entire incident by creating geographical and functional sectors;*
- (f) Review, evaluate, and revise the attack plan as required;*
- (g) Continue, transfer and terminate command.*

### **6.2 RISK MANAGEMENT DURING EMERGENCY OPERATIONS**

6.2.1 The incident commander should integrate risk management into the regular functions of incident command.

6.2.2 The concept of risk management should be utilized on the basis of the following principals:

- (a) *Activities that present a significant risk to the safety of members shall be limited to situations where there is a potential to save endangered lives.*
- (b) *Activities that are routinely employed to protect property should be recognized as inherent risks to the safety of members and actions should be taken to reduce or avoid these risks.*
- (c) *No risk to the safety of members should be acceptable when there is no possibility to save lives or property.*

6.2.3 The incident commander should evaluate the risk to members with respect to the purpose and potential results of their actions in each situation. In situations where the risks to members are excessive, activities should be limited to defensive operations.

6.2.4 Risk management principals should be routinely employed by supervisory personnel at all levels of the incident management system to define the limits of acceptable and unacceptable positions and functions for all members at the incident scene.

6.2.5 Emergency Evacuation of a structure shall be signaled by three blasts of the air horns on all apparatus on scene. Each blast will last 3 – 5 seconds. Upon sounding of the signal, all firefighters shall exit the building for accountability.

### **6.3 ACCOUNTABILITY**

6.3.1 The fire company/department shall establish written operating procedures for a personnel accountability system. This system will employ a minimum of a two-tag system for tracking responders. The primary tag shall be surrendered at a designated collection point. This point may be the apparatus upon which the firefighter responded or the command post for the operation. The second tag shall be surrendered as the firefighter enters an area of high hazard or an IDLH atmosphere.

6.3.2 It should be the responsibility of all members operating at an emergency incident to actively participate in the personnel accountability system.

6.3.3 The incident commander shall be responsible for overall personnel accountability for the incident. The incident commanders should initiate an accountability and inventory work sheet at the very beginning of operations and should maintain that system throughout the operations.

6.3.4 The incident commander shall appoint an Accountability Officer for each incident. The Incident Commander may retain the responsibility at smaller incidents, while another officer should be assigned for larger incidents.

- 6.3.5 Sector officers should directly supervise and account for the companies operating in that sector.
- 6.3.6 Company officers should maintain an ongoing awareness of the location and condition of all company members.
- 6.3.7 Where assigned as a company, members should be responsible to remain under the supervision of their assigned company officer.
- 6.3.8 Members shall be responsible to follow personnel accountability system procedures, and to retrieve their tags upon leaving the high-hazard area, or upon leaving the incident scene.
- 6.3.9 Personnel accountability systems should be used at all incidents.
- 6.3.10 The standard operating procedures should provide the use of additional accountability officers based on the size, complexity, or needs of the incident. These accountability officers should work with the incident commander and sector officers to assist in the ongoing tracking and accountability of members.

#### **6.4 MEMBERS OPERATING AT EMERGENCY INCIDENTS**

- 6.4.1 The fire department shall provide an adequate number of personnel to safely conduct emergency scene operations. Operations should be limited to those that can be safely performed by the personnel available at the scene. No member or members should commence or perform any fire fighting functions or evolution that is not within the established safety criteria of the organizational statement.
- 6.4.2 Members operating in hazardous area at emergency incidents should operate in teams of two or more. Team members operating in hazardous areas should be in communication with each other through visual, audible, physical, safety guide rope, electronic means, or by other means in order to coordinate their activities. Team members should be in close proximity to each other to provide assistance in case of emergency.
- 6.4.3 In the initial stages of an incident where only one team is operating in the hazardous area, a minimum of two additional members should be assigned to standby outside of the hazardous area where the team is operating. This standby team shall be responsible for maintaining a constant awareness of the number and identity of members operating in the hazardous area, their locations and function, and time of entry. The standby team shall remain in radio, visual, voice, or signal line communication with the interior teams and the Incident Commander.

- 6.4.4 The "initial stages" of an incident should encompass the tasks undertaken by the first arriving company with only one team assigned or operating in the hazardous area. No interior structural fire fighting may be initiated until the second team of two is available on scene. Rescue of known victims can be initiated prior to the arrival of the second team of two, but only when imminent threat to the victim's lives is determined.
- 6.4.5 The standby team shall be permitted to perform other duties outside of the hazardous area, such as incident commander, technician or aide provided constant communication is maintained between the standby team and the members of the interior team.
- 6.4.6 Once a second team is assigned or operating in the hazardous area, the incident should no longer be considered in the "initial stages," and at least one rapid intervention crew should be required.
- 6.4.7 When members are operating at an emergency incident and their assignment places them in potential conflict with motor vehicle traffic, they should wear a garment with fluorescent retro-reflective material.
- 6.4.8 Apparatus should be utilized as a shield from oncoming traffic whenever possible. When acting as shield, apparatus warning lights should remain on, and fluorescent and retro-reflective warning devices such as traffic cones, illuminated warning devices such as highway flares, or other appropriate warning devices should be used to warn oncoming traffic of the emergency operations and the hazards to members operating at the incident.
- 6.4.9 When operating on a highway or roadway with moving traffic, a safe work-zone should be established as soon as practicable. The Manual on Uniform Traffic Control Devices should be followed to establish this safe work-zone.

## **6.5 RAPID INTERVENTION FOR RESCUE OF MEMBERS**

Note: OSHA 1910.134 Respiratory Standard mandates two in/two out.

- 6.5.1 The fire company/department should provide personnel for the rescue of the members operating at emergency incidents if the need arises.
- 6.5.2 A rapid intervention crew should consist of at least two members and should be available for rescue of a member if the need arises. Rapid intervention crews should 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.
- 6.5.3 In the early stages of an incident, the rapid intervention crew(s) should be either:

- (a) *On scene members designated and dedicated as rapid intervention crew(s).*
- (b) *On scene members performing other functions but ready to re-deploy to perform rapid intervention crew functions.*

6.5.4 As the incident expands in size or complexity the rapid intervention crews should be either:

- (a) *On scene members designated and dedicated as rapid intervention crews.*
- (b) *On scene company or companies in a staging area, or designated and dedicated as rapid intervention crews.*

## **6.6 REHABILITATION DURING EMERGENCY OPERATIONS**

6.6.1 All supervisors shall maintain an awareness of the condition of members operating within their span of control and ensure that adequate steps are taken to provide for their safety and health. The command structure should be utilized to request relief and reassignment of fatigued crews.

6.6.2 The incident commander shall consider the circumstances of each incident and make suitable provisions for rest and rehabilitation for members operating at the scene. These provisions should be in accordance with section 4-4 of NFPA 1561, Standard on Fire Department Incident Management System, and should include medical evaluation and treatment, food and fluid replenishment, and relief from extreme climatic conditions according to the circumstances of the incident.

## **6.7 CIVIL DISTURBANCE**

6.7.1 The fire company/department should develop and maintain written operating procedures that establish a standardized approach to the safety of members at incidents that involve violence, unrest, or civil disturbance. Such situations should include but not be limited to riots, fights, violent crimes, drug-related situations, family disturbances, deranged individuals, and people interfering with emergency operations.

6.7.2 The fire company/department should be responsible for developing an interagency agreement with its local law enforcement agency counterpart to provide protection for fire department members in situations that involve violence. Such violent situations should be considered essentially a law enforcement event.

- 6.7.3 In such violent situations, the fire company/department incident commander should stage all fire resources in a safe area until the law enforcement agency has secured the scene. When violence occurs after emergency operations have been initiated, the department incident commander should either secure immediate law enforcement agency protection or should withdraw all members to a safe staging area.

## **6.8 POST-INCIDENT ANALYSIS**

- 6.8.1 The fire company/department should establish requirements and operating procedures for a standardized post-incident analysis of significant incidents or those that involved fire fighter serious injury or death.
- 6.8.2 The Occupational Safety and Health Committee should be involved in critiques as defined by the operating procedures.
- 6.8.3 The critique process should include a standardized action plan for such necessary changes. The action plan should include the change needed, responsibilities, dates and details of such actions.

## **SECTION 7. FACILITY SAFETY**

### **7.1 SAFETY STANDARDS**

- 7.1.1 All fire company/department facilities should comply with all legally applicable health, safety, building, and fire code requirements. All existing and new fire stations should be provided with smoke detectors in work, sleeping, and general storage areas. When activated these detectors should sound an alarm throughout the fire station.
- 7.1.2 All new and existing fire stations and fire company/department facilities should comply with NFPA 101, Life Safety Code.
- 7.1.3 Fire stations should be designed and provided with provisions to ventilate exhaust emissions from fire apparatus to prevent exposure to fire fighters and contamination of living and sleeping areas.
- 7.1.4 All facilities should have designated smoke free areas that include work, sleeping, kitchen, and eating areas.

### **7.2 INSPECTIONS**

- 7.2.1 All facilities should be inspected at least annually to comply with section 7.1 of NFPA 1500. Inspections should be documented and recorded.
- 7.2.2 All facilities should be inspected at least monthly to identify and provide any correction of any safety or health hazards.

## **SECTION 8. MEDICAL AND PHYSICAL**

### **8.1 MEDICAL REQUIREMENTS**

- 8.1.1 Prior to becoming members, candidates should be medically evaluated and certified by the fire company/department physician. Medical evaluation for all candidates and members should take into account the risks and functions associated with the individuals' duties and responsibilities.
- 8.1.2 Candidates and members who will engage in fire suppression should meet the medical requirements specified in CFR 1910.134, prior to being medically certified for duty by the fire company/department physician.
- 8.1.3 All members who engage in fire suppression should be medically evaluated periodically as directed by the Licensed Health care Provider performing the initial medical evaluation, and before being reassigned to emergency duties after debilitating illness or injuries. Members that have not met the medical evaluation requirements should not be permitted to engage in fire suppression. Where a physician other than the fire company/department physician conducts medical evaluations, the evaluation should be subject to review and should be approved by the fire company/department physician.
- 8.1.4 The medical evaluations should be at no cost to the candidate, current fire fighter or other member.
- 8.1.5 Members who are under the influence of alcohol or drugs should not participate in any fire department operations or other functions.

### **8.2 PHYSICAL PERFORMANCE REQUIREMENTS**

- 8.2.1 The fire company/dept should develop physical performance requirements for candidates and members who engage in emergency operations.
- 8.2.2 Candidates should be certified by the fire company/department as meeting the physical requirements prior to entering into a training program to become a fire fighter.
- 8.2.3 Members who engage in emergency operations should be annually evaluated and certified by the fire company/dept as meeting the physical performance requirements. Members who did not meet the required level of physical performance should not be permitted to engage in emergency operations.
- 8.2.4 Members who are unable to meet the physical performance requirements should enter a physical performance rehabilitation program to facilitate progress in obtaining a level of performance commensurate with the individuals assigned functions and activities.



### **8.3 PHYSICAL FITNESS**

- 8.3.1 The fire company/department should establish and provide a physical fitness program to enable members to develop and maintain an appropriate level of fitness to safely perform their assigned functions. The maintenance of fitness levels specified in the program should be based on fitness standards determined by the fire company/department physician that reflect the individuals assigned functions and activities, and are intended to reduce the probability and severity of occupational injuries and illness.
- 8.3.2 The fire company/department should require a structured participation of all members in the physical fitness program.

### **8.4 INFECTION CONTROL**

- 8.4.1 The fire company/department should actively attempt to identify and limit or prevent the exposure of members to infectious and contagious diseases in the performance of their assigned duties.
- 8.4.2 The fire company/department should operate an infection control program that meets the requirements of NFPA 1581, Standard on Fire Department Infection Control Program and OSHA 1910.1030. If necessary, inoculations, vaccinations, and other treatments should be made available.

### **8.5 FIRE DEPARTMENT PHYSICIAN**

- 8.5.1 The fire company/department should have an officially designated physician who should be responsible for guiding, directing, and advising the members with regard to their health, fitness and suitability for various duties.
- 8.5.2 This physician should provide medical guidance in the management of the Occupational Safety and Health Program.
- 8.5.3 The physician should be a licensed medical doctor or osteopathic physician qualified to provide professional experience in the areas of occupational safety and health as they relate to emergency services.

## **SECTION 9. BEHAVIOR AT THE FIRE HOUSE**

### **9.1 RESPONSIBILITIES**

- 9.1.1 Members should behave in a responsible manner while at the station. Excessive rowdiness in and around the station should be prohibited.
- 9.1.2 Alcoholic beverages are prohibited on or around any piece of apparatus or at any emergency/drill scene.

- 9.1.3 Tampering with personal protective gear or other equipment is prohibited.
- 9.1.4 Officers and members should treat each other with proper respect. They should be courteous and civil to one another at all times and when involved in fire company/department functions.

## **SECTION 10. PERSONAL RESPONSE**

### **10.1 RESPONSIBILITIES**

- 10.1.1 Response to the station: While responding to the station, all laws and rules of the State of New Jersey and/or the (Borough/Township) or any municipalities through which a member travels shall be adhered to. The fire company/department will assume no responsibility for driving negligence on the part of a member responding to the station and will provide no monetary or legal assistance should such negligence result in a citation and/or accident. Any member who is cited for a traffic violation under these circumstances should be suspended from any or all activities. The chief or his designate should determine the duration of the suspension.
- 10.1.2 The motor vehicle and traffic laws of the State of New Jersey (Chapter 3, section 39.3-54) permits the use of blue warning lights by firemen responding to an alarm. Authorized use of blue lights is dependant upon possession of the proper permit. Application for blue light permits may be obtained through the fire chief or borough/township official. Chief Officers are permitted to display a red light with the proper permits issued by the Motor Vehicle Commission.
- 10.1.3 Upon the last out vehicle leaving the station, a member should be responsible for securing the bay doors. Under no circumstances should bay door controls be activated before the apparatus is entirely clear of the bay.

## **SECTION 11. RADIO PROCEDURES**

- 11.1 Radio transmissions should be minimized to necessary messages only. They should be short, to the point and professional at all times. Abusive language is prohibited. Radios are to be used for official business only.
- 11.2 The word “Mayday” should be used only when firefighters are in a life-threatening situation. All other radio transmissions on this radio channel should cease until directed otherwise by the Incident Commander. The word “Urgent” shall be used to indicate an emergent situation, and these transmissions should be given a priority.

## **SECTION 12. CHAIN OF COMMAND AND LINE OFFICERS RESPONSIBILITIES**

- 12.1.1 Formal line of command: The formal line of command is as follows: Chief, Assistant Chief, Captain, First Lieutenant, Second Lieutenant. If no line officers are on the scene the senior member on location should assume command until the arrival of an officer.
- 12.1.2 When responding to a mutual aid call, the officer or senior member in charge of the company should report to and be responsible to the officer in command of the incident in that fire district.
- 12.1.3 Upon return to the fire station, the officer in charge should be responsible for the completion of all fire reports in accordance with NJAC 5:18. If any injuries and deaths occur while the station is in service, a separate report must be filed on this occurrence.

### **12.2 PRESS RELEASES**

- 12.2.1 While on the fire ground or other emergency incident only the fire ground commander should answer questions by the press. If fire fighters or line officers are questioned they must direct the interviewer to the incident commander.
- 12.2.2 If the media contacts the fire station after an incident they should be directed to contact the chief. All line officers and fire fighters should politely refuse to answer any question directed toward them.

## **SECTION 13. DRIVING TRAINING AND QUALIFICATIONS**

- 13.1.1 Driver instructor qualification: Any apparatus driver may serve as a driver instructor providing he/she meets the following requirements:
- (a) Has successfully completed an NFPA Fire Fighter 1 certification course.*
  - (b) Has been a qualified driver for at least six months on the vehicle he/she is instructing on.*
  - (c) Has notified the training officer of his/her intent to serve as such and received permission from the training officer or chief of dept..*
- 13.1.2 Responsibilities of the driver instructor include:
- (a) Familiarizing the student with all traffic laws concerning emergency vehicle operations.*

*(b) Completion of a certified defensive driving course for emergency vehicle operators.*

13.1.3 Driver candidate eligibility requirements are as follows:

*(a) Minimum 18 years of age*

*(b) Have three (3) years firefighting experience*

*(c) Possession of valid New Jersey's drivers license and acceptable driving history*

*(c) Must be aware of all traffic laws concerning emergency operations.*

13.1.4 An emergency vehicle operator certification test should be issued to the candidate upon assignment of the instructor. The test should be comprised of a series of skills and general knowledge of operations that must be mastered by the trainee prior to certification as the driver/operator on the given apparatus. When the instructor is confident that the trainee is proficient in a given section on the checklist, he may initial that section. The trainee is free to practice his skills with other qualified members that the instructor should assign.

13.1.5 After certification of each vehicle, the driver should serve a six-month probationary period as a driver of that vehicle. During this period if the line officer decides that additional training is necessary, the driver may be returned to the trainee status or released from the program. A probationary driver may not serve as a driver instructor and may not take a trainee on driver training.

## **13.2 FIRE SCHOOLS AND SEMINARS**

13.2.1 The fire company/department should sponsor members and incur expenses for Fire Fighting instruction courses and seminars. All such courses and prospective students should be subject to final approval by the chief and training officer.

13.2.2 Upon successful completion of a fire fighting course, an individual should be reimbursed for tuition and authorized expenses. Only those attending schools as representatives of the fire company/department and pre-scheduled in accordance with the above procedures are eligible for reimbursement.

13.2.3 Upon successful completion of a fire school it is the responsibility of the student to obtain two copies of the course certificate and forward one each to the training officer and or chief for their personnel file.

### **13.3 TRAINING OFFICER**

- 13.3.1 A qualified training officer should determine the curriculum of topics for drills and training sessions assign the instructors and arrange the training schedule.
- 13.3.2 The training officer should make all the necessary arrangements for scheduling and registration of the eligible members for fire schools or other training programs.
- 13.3.3 The chief and/or training officer shall maintain updated training records for the fire company and personnel. The records should include but not be limited to the:
- (a) *Report of all drills and training sessions*
  - (b) *Driver training and qualifications reports*
  - (c) *Self-contained breathing apparatus certification reports*
  - (d) *Fire school attendance records and copies of certificates*
  - (e) *Any other records deemed necessary by the chief*

### **13.4 PROBATIONAL AND FIRST YEAR MEMBERS**

- 13.4.1 Members shall complete a Fire Fighter 1 training course approved by the training officer within one year of induction into the fire service. If the fire fighter has previously completed such a course, then a copy of the fire fighter's certificate of completion should be provided to the chief and/or training officer.
- 13.4.2 The fire company/department shall keep and maintain updated personal records of all company members. A separate file should be kept on each member. Each members file should include but not be limited to:
- (a) *Membership applications*
  - (b) *Physical examination*
  - (c) *Personal gear inventory*
  - (d) *Record of offices held by the member*
  - (e) *Copies of schools certificates*
  - (f) *Disciplinary actions*

- 13.4.3 All new members will be issued an updated copy of the company/department bylaws and operating procedures upon introduction into the organization. All members should receive an updated copy as amendments or deletions to the SOG's are performed.

## **SECTION 14. MISCELLANEOUS REGULATIONS**

### **14.1 GENERAL REGULATIONS**

- 14.1.1 No apparatus, equipment or tools may be removed from the station for non-company related business without the approval of the chief or line officer.
- 14.1.2 No one other than qualified drivers should start, operate or move any apparatus except during training evolutions as authorized by the chief or officer in charge. Special authorization should be given for each and every instance.
- 14.1.3 With the exception of police officers, firearms are prohibited in the station or on fire company/department property.
- 14.1.4 No original fire reports are to be taken from the station or loaned out. Copies can be made available upon the discretion of the chief.
- 14.1.5 A copy of all insurance, damage and equipment loss reports are to be retained for company records.
- 14.1.6 All personnel should respond to the station upon receipt of an alarm unless authorized to respond directly to scene. Those authorized to respond to the scene should carry their issued turnout gear with them.
- 14.1.7 Credit for attendance at alarms and drills will be given to all members who respond subject to the restrictions outlined herein. Credit should also be given to those attending fire school or those involved in other official fire company/department business at the time of an alarm.
- 14.1.8 Credit should not be given for those who:
- (a) *Respond directly to the scene without proper turnout gear.*
  - (b) *Leave the scene of an incident without prior authorization by the officer in charge.*
  - (c) *Do not return to the station after an incident unless specific permission is given.*
  - (e) *Leave station prior to proper authorization.*