

EAST HERKIMER FIRE DEPARTMENT



STANDARD OPERATING PROCEDURES

ADOPTED 2011

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Article 1 Introduction

Scope of Article

This article serves as an introduction to the East Fire Department. The article also explains the objective of these operating procedures. It is intended for all department members.

The East Herkimer Fire Department was founded in 1931. Since its inception, the purpose of the department has been to protect the lives and property of our community. To accomplish this, the department provides the following services: fire suppression, emergency medical services, fire prevention, hazardous materials response, technical rescue, public assistance during disasters.

The members of this department strive to provide these services in an effective and professional manner, through training, education and safe practices. As a member of the East Herkimer Fire Department, you play a vital role in providing these services. It is imperative that you learn and follow these procedures.

The number one priority for each member must be personal safety. This handbook was developed to insure that safe and accepted practices are followed in all levels of emergency response. These Standard Operating Procedures attempt to meet four objectives:

1. Provide written guidelines and procedures that explain what is expected and required of the membership in their roles as responders.
2. Provide a safer working environment through the use of standardized accepted response practices.
3. Standardize response policies and procedures for all firefighters.
4. Through the use of these procedures enable the members to perform their jobs with a greater degree of safety and efficiency.

It is your responsibility as a member to learn and follow these procedures as well as any other department documents provided to you. As you know, firefighting has been designated as one of the most dangerous professions. By following these procedures and maintaining your health and training level, you can greatly reduce the risks of injury or death to you, your fellow firefighters or civilians.

Article 2 Organizational & Mission Statement

Scope of Article This article serves as the organizational statement for the East Herkimer Fire Department. Included in this article are the mission statement, membership status, training overview, safety committee organization, and record keeping responsibilities. It is intended for all members of the department.

The East Herkimer Fire Department is located in the State of New York, County of Herkimer, Town of Herkimer. The department was founded in 1931 to protect the hamlet of East Herkimer.

The East Herkimer Fire Department is organized to save lives, suppress and control fires, provide emergency medical services, provide fire prevention education, hazardous materials response, technical rescue, public assistance and other activities as deemed in the best interest of the fire department or community.

It is the mission of the East Herkimer Fire Department to:

- ❖ **Protect People From Harm And Injury**
- ❖ **Protect And Save Property**
- ❖ **Respond To Calls For Assistance In A Timely And Professional Manner**
- ❖ **Provide Service To The Best Of Our Ability**
- ❖ **Protect Ourselves From Harm**

2.1 Membership in the department is comprised of active, *exempt*, and honorary members. Active membership is divided into category I and category II. ***Refer to the East Herkimer Fire Department By-laws for more detailed information.*** The total active membership averages 45 members.

2.2 It is the commitment of this department to provide to the best of our ability, a safe working environment, prevent accidents, illness, fatalities, and comply with all applicable standards, laws and regulations. These standard operating procedures attempt to cover all aspects of our duties including firefighter health and safety, emergency response, on scene activities and related topics.

- 2.3** Training for the department is held at least once each month. Specialized crews (rescue, extrication, FAST,) will drill at the discretion of the Fire Chief. Additional training will be provided throughout the year in the form of State training courses, workshops or seminars.
- 2.4a** The East Herkimer Fire Department Officers will serve as the department safety committee. The committee will be comprised of the line officers, company officers of the department, and any other personnel deemed appropriate by the Fire Chief.
- 2.4b** The Fire Chief or his/her designee will serve as chairperson for committee meetings. The committee will serve in an advisory capacity to conduct research and develop recommendations regarding department operations. The Fire Chief will review any recommendations and bring them to a vote before the committee.
- 2.5** A standing review committee will be appointed by the Fire Chief. This committee will review and recommend changes to these standard operating procedures. Changes to these procedures will be done by a department membership vote at a regular or special department business meeting.
- 2.6** The Fire Chief will appoint a safety officer. This appointment will be made on an annual basis. The Safety Officer will serve as a voting member of committee. The qualifications and duties for the position are outlined later in these procedures. In the event a Safety Officer cannot be appointed, the second assistant chief will assume the role of safety officer.
- 2.7** The Fire Chief or his/her designee will establish and maintain a record keeping system for injuries, fatalities, exposure to toxic products, exposure to infectious substances, membership information and inventories as deemed necessary.

This handbook was originally adopted in 2011. Amendments will be made on a yearly basis.

Amendment dates:

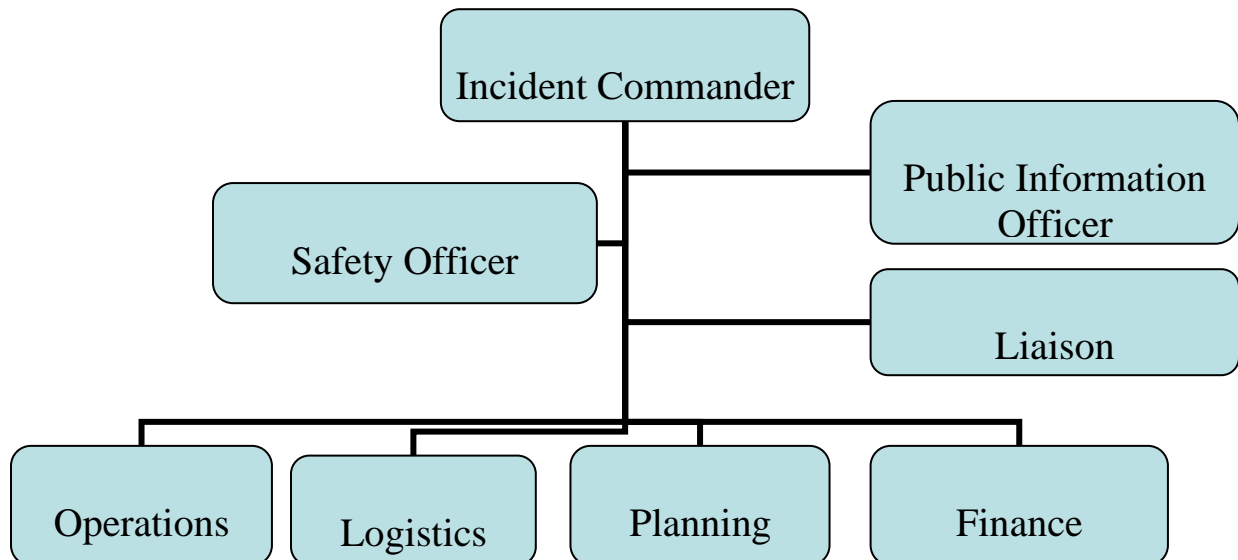
Article 3 Command & Management Structure

Scope Of Article This article outlines the command structure used by the fire department. It also outlines the management structure for the corporate side of the department. This article applies to all members of the department.

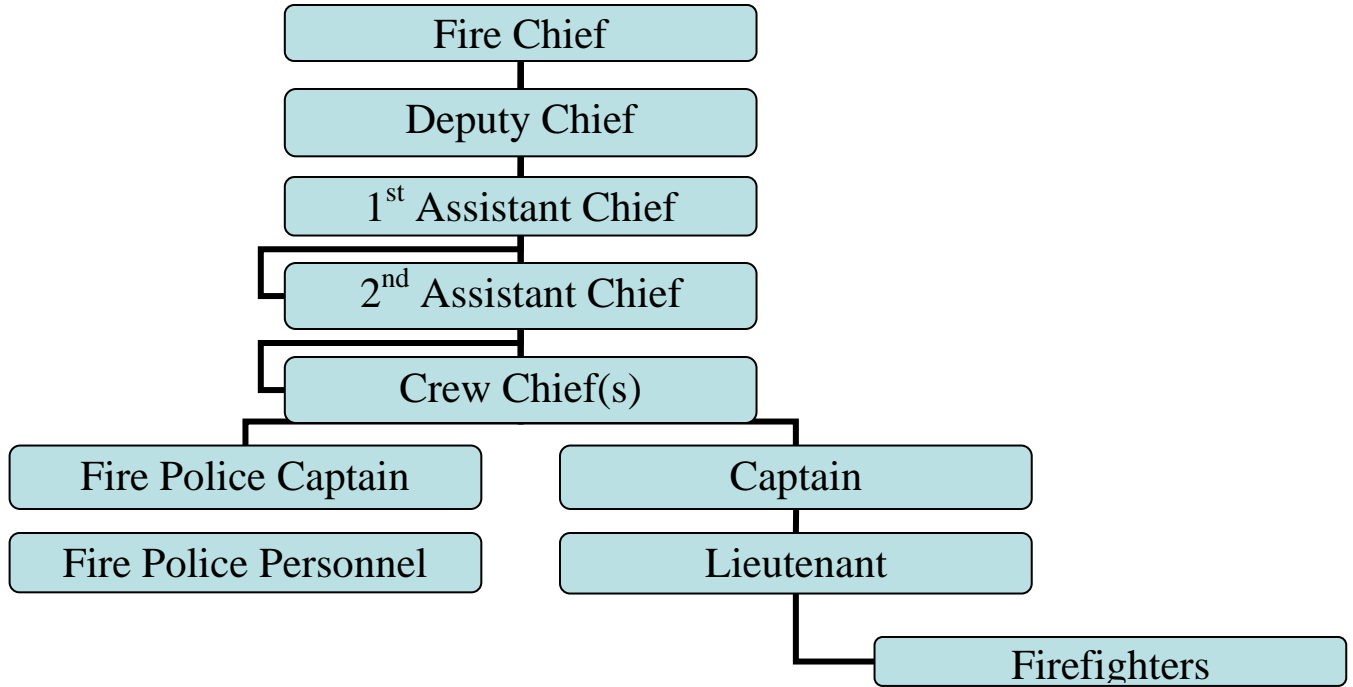
3.1 The Fire Chief will maintain ultimate authority and responsibility for overall department emergency functions and management. The President will maintain ultimate authority and responsibility over the corporate portion of the fire department.

3.2 The corporation officers will oversee the business of the East Herkimer Fire Department #1 Inc. Refer to the By-laws of the East Herkimer Fire Department for information and policies/procedures relating to the corporation and business of the fire department.

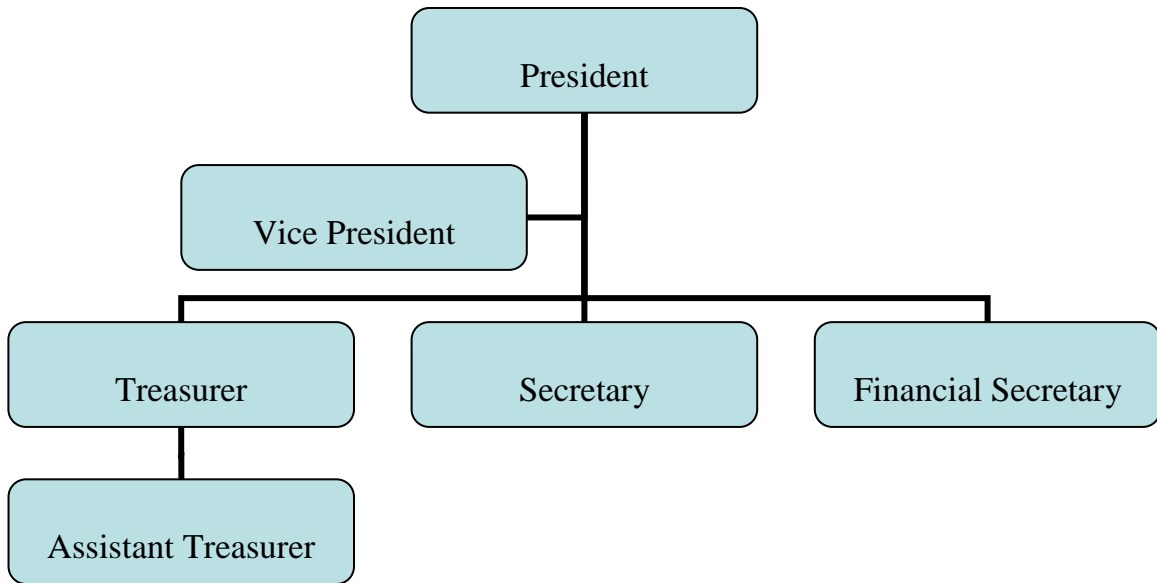
3.3 The East Herkimer Fire Department will utilize the Incident Management System for emergency response as well as non emergency organization. This system is based on recognized and accepted command/management practices.



EMERGENCY COMMAND STRUCTURE



BUSINESS MANAGEMENT STRUCTURE



Article 4 Exceptions To Standard Operating Procedures

- Scope of Article** This article authorizes the incident commander to vary the standard procedures as the situation dictates. The article also outlines the procedures review system. It is intended for all department members.
- 4.1** While these procedures attempt to cover most aspects of our emergency responses, it is understood that not all situations can be covered. Each response is unique in some way.
- 4.2** The final authority at any incident will be the INCIDENT COMMANDER. The Incident Commander has the authority to deviate from these procedures as a specific incident may dictate.
- 4.3** Any changes will only apply to the specific incident. At the conclusion of the incident, the altered procedure will go back into effect.
- 4.4** This Standard Operating Procedures Handbook will be reviewed on a yearly basis. The Standard Operating Procedures standing committee will be responsible for review and submission of changes to the department.
- 4.5** If a procedure needs to be changed due to frequent exceptions, the standing committee will be advised. They will review the procedure and recommend any changes if needed to the full department.

Article 5 General Department Administration

Scope Of Article This article deals with general administrative matters to maintain and support the department. This includes facilities, apparatus, equipment, finance, record keeping and employee rights. This article applies to all department members.

Facilities

5.1a The fire station is considered department property and therefore under direct control of the President. Any damage, maintenance issues or requests for use of the buildings will be reported to the President as soon as possible.

5.1b All emergency response equipment and vehicles are considered property of the fire district and therefore under direct control of the Fire Chief. Any damage, maintenance issues or requests for use will be reported to the Fire Chief or a line officer as soon as possible.

5.1c Smoking will not be allowed in any corporation owned building other than the apparatus bays. Smoking will be permitted in the following areas: Outside by the side door of station near the entrance to the apparatus bays, outside near front entrance to the hall, and in the apparatus bays.

5.1d The telephones in the station and fax machine will be used for official use only.

Anyone found to be making long distance personal calls on department phones, will be charged by the department for the cost of calls AND face disciplinary action by the department.

5.1e The fire station is protected by a fire alarm system. In the event of detector activation, the horn strobes in the station will activate. The system will automatically dial the alarm monitoring company, who will in turn notify the 911 Center. We will be dispatched to the station similar to any other call. Detailed instructions for the alarm system are located on the main panel box near the base radios.

- 5.1f** The fire chief will insure that all fire protection systems are checked and tested per NFPA guidelines.
- 5.1g** All department buildings are also equipped with portable fire extinguishers. These should be visually checked on a monthly basis. An annual check will performed by a certified vendor. All personnel will be trained in the location and use of these extinguishers.
- 5.1h** No material may be posted in the station which may be viewed as offensive in nature, show nudity, or serve to harass a member.

Apparatus/Equipment

- 5.2a** All apparatus will be kept in a safe running condition. If any apparatus develops a mechanical problem, the fire district truck inspector or fire chief will be notified immediately. If the problem could jeopardize personnel safety, the truck shall be taken out of service.
- 5.2b** All apparatus will be kept clean and washed. There are frequent visitors and guests to the department. Clean vehicles project a professional image and shows pride in our equipment. There will be no smoking allowed in any department vehicle.
- 5.2c** All equipment stored in apparatus will be kept clean and in safe running condition.
- 5.2d** Apparatus and small engines will checked and run on a monthly basis by the fire district truck inspector.
- 5.2e** Apparatus will be fueled whenever the fuel tank is below $\frac{3}{4}$ full. The individual that fuels the vehicle is responsible for returning the receipt and logging it in to the fuel book located in the desk near the base radios. Each vehicle is assigned a unique fuel card. Use only that card when fuelling a vehicle. If a card becomes lost, notify a chief immediately.
- 5.2f** When it is necessary to fill fuel cans, contact a chief.
- 5.2g** On occasion, personnel are eligible for reimbursement of fuel used in their personal vehicles. This must be pre-approved by a chief.

- 5.2h** On occasion, members of other departments ride with our department to calls. These personnel must have approval from the fire chief. Once they are approved, they are covered under mutual aid, and may provide assistance to the department. The S.O.Ps will apply to them as well.
- 5.2i** Non firefighters may ride apparatus with the approval of a chief. Generally this will be allowed for fire prevention activities, public education, etc. Passengers may only ride in enclosed cab areas.
- 5.2j** Fire District owned equipment will not be loaned out for personal use.
- 5.2k** If any equipment is found to be broken or missing, the fire chief will be contacted immediately. An out of service tag will be placed on the item describing the problem and the member that is reporting it.
- 5.2l** Specialized equipment will have additional checks completed.
S.C.B.A. – Flow checks will be conducted annually by an outside vendor. Air cylinders will have hydrostatic test conducted every five years, based on the manufacturer’s requirements. Furthermore, an assigned line officer will conduct monthly inspections of all SCBA.
- Ladders – All department ground ladders will be tested annually by an outside vendor.
- Hose – All hose will be pressure tested on schedule determined by the fire commission. Test records will be kept by the chief. Testing will be performed by an outside vendor.
- Hurst Tools – All hydraulic rescue equipment will be inspected annually by an outside vendor.
- 5.2m** Rescue 518 may be used to transport personnel to training courses as well as to complete fire department business. A line officer must be notified when the vehicle is being used so that it is not depended on for response to a call. The vehicle shall be left with at least $\frac{3}{4}$ of a tank of fuel and be clean inside and out when it is returned. A minimum of two personnel shall be required to justify the use of the vehicle for attending training courses.

Purchasing

- 5.3a** Any emergency equipment item that needs to be purchased MUST be pre-approved by the chief.
- 5.3b** Purchases using department funds will be approved by the department or corporation officers.
- 5.3c** Receipts for corporation purchases must be left in the treasurer's mailbox.

Information Management

- 5.4a** As mandated under New York State General Municipal Law, the chief is responsible for completing response records for the department. These reports must be submitted to the Office of Fire Prevention & Control in Albany. Currently, the department uses a computerized fire reporting system.
- 5.4b** New York State Department of Education Archives Division also mandates that a master call record shall be maintained for all emergency responses of the department. The fire chief shall be responsible for maintaining this log which must be kept in paper format and is permanent in nature.
- 5.4c** As mandated under the New York State Public Health Law, the chief is responsible for completing response reports for all emergency medical responses. The chief delegates this responsibility to the officer in charge of each medical call. The fire chief is responsible for insuring that these reports are completed accurately and submitted to authorities in a timely manner.
- 5.4d** The officer in charge of each call will complete a fire report, attendance report, medical report (if applicable), and log the response on the radio log. It is the responsibility of the officer in charge to make sure that all reports are then placed in the "Inbox" located in the office for processing.
- 5.4e** The chief will insure that all reports are maintained in a confidential and secure manner. All personnel records will be secured in the chief's office.
- 5.4f** The chief will insure that the following records are completed and maintained: training, personnel, injuries, exposures to infectious

and or toxic substances. Other records will be maintained as necessary.

- 5.4g** The department maintains several computers. These computers are used in an assortment of department functions. At no time is pornographic or offensive material to be viewed or loaded on these computers. No adjustments or additions to programs will be done without the appropriate permission.
- 5.4h** The department maintains one copy machine. Personnel may use the copiers for personal business provided they use their own paper. At no time will pornographic or offensive material be copied. Report any mechanical problems with equipment to a chief.
- 5.4i** Personnel shall not post, transmit, or disseminate information from emergency scenes including images via social media outlets or with electronic devices without express consent of the fire chief. Personnel may use images or information that is posted on the official department website for their own personal use including their social media web pages.

Employee Rights

- 5.5a** Stress is an everyday occurrence in our profession. It is a natural reaction to the unnatural things we see and deal with. It is nothing to be ashamed of, if you feel overwhelmed by an event or series of events. There is help available.

If a member feels they may be having a problem, or that another member may be having a problem relating to job related stress, they should contact a chief. The chief will contact the affected member. The chief will contact a stress debriefing specialist if the member so desires. This referral will be held in strictest confidence. The chief may also contact stress debriefing personnel for any incident that he/she feels may affect responders.

- 5.5b** Per New York State Department of Labor regulations, the fire chief will post a listing of all injuries or fatalities that have occurred during the past year. The chief will insure that this report is posted on the main bulletin board located in the apparatus bay.

5.5c The chief will insure that all sensitive information relating to member medical records are kept in a locked cabinet in a secure location. No medical information will be released unless the member has signed a waiver, which will be kept on file in the chief's office. This waiver will only apply to the specific incident that the request is related to.

5.5d Per New York State Department of Labor regulations, a copy of the Material Safety Data Sheets for all chemicals or potentially dangerous substances that are in the station, will be kept on file and available for members' inspection. These copies will be kept in a binder marked MSDS SHEETS. This binder will be kept in the top drawer of the file cabinet near the base radio. For additional information, refer to Article 19 Hazard Communication.

5.5e It is the department's policy not to discriminate against any person who applies for membership, based on sex, race, sexual orientation or any physical defects. The application process will strictly follow the East Herkimer Fire Department Bylaws. It will also be the policy of this fire department to protect all current members from harassment based on sex, race, sexual orientation or physical defects.

5.5f Whenever a disciplinary issue occurs, the procedures for that disciplinary action will strictly follow the procedures outlined in the East Herkimer Fire Department Bylaws.

5.5g Sexual Harassment –

All members have the right to work in an environment free from harassment. Furthermore, it is unacceptable for any member to sexually harass another member. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Any member who believes he or she has been the subject of sexual harassment should report the incident or act immediately to a chief officer. The East Herkimer Fire Chief or his designee will promptly investigate all complaints. The member alleging sexual harassment will be advised that in order to pursue a complaint the specifics will have to be put in writing. All information will be kept confidential and will be discussed only with those who have a need to know in order either to investigate or resolve the complaint. The member also has a right to register a complaint with the appropriate state authority. No member will be

punished or penalized in any way for reporting an incident that they, in good faith, feel constitutes sexual harassment.

Article 6 – New Membership

Scope of Article

This article deals with the orientation, probation and training of new members to the department. This chapter applies to all sponsors and new members.

6.1 Newly appointed members to the department will receive the following information and equipment.

1. Department Bylaws
2. Standard Operating Procedures Handbook
3. Personal Information Questionnaire

Once the personal information questionnaire is completed and returned, the new member will receive their turnout gear and pager at the direction of the fire chief. Pagers require a \$25.00 deposit due to the treasurer.

6.2 Turnout gear and pagers will become the responsibility of the member. This includes proper storage, wearing and cleaning following use. If issued equipment becomes lost or damaged, a line officer is to be notified immediately. Equipment may be inspected by a chief annually for defects, abuse, and wear.

6.3 Turnout gear is to be kept at the fire station during a member's probationary period. Specific approval must be given by a chief for gear to be stored elsewhere.

6.4 New members will be under the guidance of a sponsor for the duration of their probation. The sponsor will be the person who brought the new members application before the department. It will be the sponsor's responsibility to insure that the new member:

Attends departmental meetings and drills
Participates in departmental fundraisers
Learns the information contained in the department bylaws and SOPs
Receives assistance as needed during orientation/training sessions

- 6.5** If no one sponsors the new member, then it will be the fire chief's responsibility to appoint someone to serve as sponsor.
- 6.6** New members will be on probation for a period of one year. The fire chief will meet with the sponsor and member at least quarterly to monitor progress. For additional information regarding a member's probationary period, refer the East Herkimer Fire Department Bylaws.

Article 7 – Training

Scope of Article

This article deals with training requirements for department members. The article applies to all department members that respond to emergency incidents.

- 7.1** As a firefighter, it is imperative that you maintain a high level of training. Training helps you perform your job more efficiently, safely, and exposes you to new technology and techniques.
- 7.2** Active category I firefighters are expected to attend at least seven monthly fire training sessions annually. Refer to the East Herkimer Fire Department By-laws for more detailed information.
- 7.3** The following courses will serve as minimum requirements for training levels within the fire department.

7.3a Recruit Firefighter- Entry level position within the department. Individuals operating at this level are expected to only perform functions that they have been trained to do and when properly equipped. These individuals function under the direct supervision of a Line Officer or Senior Firefighter. Recruit Firefighters must attain certification as either a Support Firefighter or Interior Firefighter within two years of appointment per departmental By-Laws.

7.3b Support Firefighter- Assists at emergency scenes with operations that are not in an IDLH atmosphere. This includes, but is not limited to: establishing a water supply, operating hand lines and master stream devices from a safe area, filling of SCBA cylinders, retrieving equipment, and operating various hand and power tools.

Required Prerequisite Training / Experience

- **NYS Scene Support Operations or Equivalent**
- **NYS Hazardous Materials First Responder Operations**
- **Incident Command System I-100**
- **Incident Command System I-700**
- **Successful completion of recruit firefighter status**
- **Initial OSHA physical**

Required Annual In-service Training

- **Annual safety training minimum of 8 hours**

- **Minimum of 7 monthly fire schools**
- **Current physical exam on file**

7.3c Interior Firefighter- Performs all duties assigned to fire suppression including, but not limited to: interior fire suppression using SCBA, search and rescue, and any other activities on the fire ground that may expose personnel to IDLH atmospheres or potentially IDLH atmospheres.

Required Training / Experience

- **NYS Firefighter I or**
- **NYS Basic Firefighter and NYS Intermediate Firefighter and NYS Hazardous Materials First Responder Operations or**
- **NYS Essentials of Firefighting and NYS Initial Fire Attack and NYS Hazardous Materials First Responder Operations**
- **NYS Firefighter Survival**
- **Successful completion of on the job SCBA training with senior fire department personnel**
- **Incident Command System I-100**
- **Incident Command System I-700**
- **Successful completion of recruit firefighter status**

Required Annual In-service Training

- **Minimum of 7 monthly fire schools**
- **Minimum of 8 hours of annual safety training**
- **Minimum of 3 hours of SCBA refresher training**
- **Annual firefighter escape system refresher**
- **OSHA physical as required on established cycle**

*Firefighters that have completed Firefighter I may wear SCBA as a team member while completing additional required training at the direction of the fire chief and training officer.

7.3d Advanced Interior Firefighter- Performs all duties of an interior firefighter and may also lead a team of firefighters during interior operations. Must also be proficient in firefighter rescue skills.

Required Initial Training / Experience

- **Fire department certified as an interior firefighter**
- **Incident Command System I-200**
- **NYS Firefighter II or**
- **NYS Fire Attack II or**
- **NYS Advanced Firefighter**

- **NYS Firefighter Assist and Search Team Tactics**

Required Annual In-service Training

- **Minimum of 7 monthly fire schools**
- **Minimum of 8 hours of annual safety training**
- **Minimum of 3 hours of SCBA refresher training**
- **Annual firefighter escape system refresher**
- **OSHA physical as required on established cycle**

7.3e Apparatus Operator- Serves as driver and operator of fire department apparatus. Operators must be knowledgeable in safe driving practices, apparatus positioning, pump operations, and location of equipment on apparatus.

Required Initial Training / Experience

- **Qualified as a Support or Interior Firefighter**
- **NYS Emergency Vehicle Operator Course or Equivalent**
- **NYS Apparatus Operator: Pump**
- **Fire department driver certification / clearance**

Required Annual In-service Training

- **Minimum of 7 monthly fire schools**
- **Minimum of 8 hours of annual safety training**
- **Annual department driver recertification**
- **OSHA physical as required on established cycle**

7.3f Fire Police- Directs traffic at emergency and training scenes, provides safe work zone for fire department operations, and provides scene security as needed.

Required Initial Training / Experience

- **Qualified as a Support Firefighter**
- **NYS Fire Police Course**

Required Annual In-service Training

- **Minimum of 8 hours annual safety training**
- **Minimum of 7 fire schools annually**
- **Current physical exam on file**

7.3g Lieutenant-First line supervisor of fire department personnel. The lieutenant acts as a supervisor for a team of firefighters. May, in the absence of the captain and any chief officers, act as incident commander. Performs other non-emergency duties as assigned by the fire chief.

Required Initial Training / Experience

- **Fire department certified as an advanced interior firefighter**
- **NYS Rescue Technician: Basic**
- **One year of service as an advanced interior firefighter**

Required Annual In-service Training

- **All annual requirements of an interior firefighter**

7.3h Captain- Line supervisor of fire department personnel. The captain acts as a leader to a team of firefighters and may also supervise the lieutenant. May, in the absence of any chief officers, act as incident commander. Performs other non-emergency duties as assigned by the fire chief.

Required Initial Training / Experience

- **One year of service as Lieutenant**
- **All requirements of Lieutenant**
- **NYS Introduction to Fire Officer**
- **NYS Fire Behavior and Arson Awareness**

Required Annual In-service Training

- **All annual requirements of an interior firefighter**

7.3i Crew Chief- The Crew Chief shall assist the Chief in directing and supervising the operations of the fire department members at fires and other emergency calls. The Crew Chief shall be above the captain in the chain of authority and shall perform the duties of the Chiefs in their absence.

Required Initial Training / Experience

- **Ten (10) years of firefighting and EMS experience**
- **Line officer training and experience (equivalent to 2nd Assistant Chief)**
- **Fire department certified as an interior firefighter**

7.3j Second Assistant Chief-Acts on behalf of the fire chief in the absence of the fire chief, deputy chief, and first assistant chief. May be incident commander, or a command staff officer for emergency events. Performs administrative tasks as assigned by the fire chief.

Required Initial Training / Experience

- **All Requirements of Captain**
- **One year of service as Captain**
- **Fire department certified as an apparatus operator**
- **NYS Fire Officer I**
- **NYS Accident Victim Extrication Training**
- **NYS Water Supply Operations**
- **I-300 Intermediate Incident Command**

Required Annual In-service Training

- **All annual requirements of apparatus operator and / or interior firefighter**

***** Does not need to be currently certified as an interior firefighter*****

7.3k First Assistant Chief-Acts on behalf of the fire chief in the absence of the fire chief and deputy chief. May be the incident commander, or a command staff officer for emergency events. Performs administrative tasks as assigned by the fire chief.

Required Initial Training / Experience

- **All requirements of Second Assistant Chief**
- **One year of service as Second Assistant Chief**
- **One Additional NYS Training Course**

Required Annual In-service Training

- **All annual requirements of apparatus operator and / or interior firefighter**

***** Does not need to be currently certified as an interior firefighter**

7.3l Deputy Chief-Acts in place of the fire chief in his absence. May be the incident commander, or a command staff officer for emergency events. Performs administrative tasks as assigned by the fire chief.

Required Initial Training / Experience

- **All requirements of First Assistant Chief**
- **One year of service as First Assistant Chief**
- **Incident Command System I-800**
- **One additional NYS Training Course**

Required Annual In-service Training

- **All annual requirements of apparatus operator and / or interior firefighter**

***** Does not need to be currently certified as an interior firefighter**

7.3m Fire Chief-The chief shall, under the direction of the board of fire commissioners, have exclusive control of the members of the fire department of the fire district at all fires, inspections, reviews and other occasions when the fire department is on duty or parade; he shall also have supervision of the engines, fire trucks, pumpers, hose wagons and other apparatus and of the equipment and other property used for the prevention or extinguishment of fire and of all officers and employees of the fire department. He shall see that the rules and regulations of the board of fire commissioners are observed and that the orders of the board of fire commissioners are duly executed. He shall, whenever required by the board of fire commissioners, report to said board the condition of the property of said fire district and such other information as may be required of him. He shall hold the members, officers and employees of the fire department strictly to account for neglect of duty and may suspend them for improper conduct, subject to the action of the board of fire commissioners at its next meeting. In case of the disability or absence of the chief, the deputy chief, and in the case of the disability or absence of both the chief and deputy chief, the other assistants, in numerical order, shall perform the duties and exercise the powers of the chief. When the fire department or any company or squad thereof is on duty no member of the board of fire commissioners shall interfere with the duties of the chief or deputy chief. (Ref. Town Law 176-a).

Required Initial Training / Experience

- **All requirements of Deputy Chief**
- **One year of service as Deputy Chief**
- **NYS Principles of Fire Investigation**
- **Incident Command System I-400**

Required Annual In-service Training

- **All annual requirements of apparatus operator and / or interior firefighter**

***** Does not need to be currently certified as an interior firefighter**

7.4 Each firefighter is required to meet annual refresher training requirements. Generally these requirements are met by participating in monthly training.

Eight hours OSHA safety training (**See Article 9 – 9.2**)
Hazardous Materials Refresher Training
Blood-borne Pathogen Training
Personal Escape System Refresher (Interior Firefighters)

7.5 The training officer in coordination with the fire chief will determine when firefighters are qualified to perform as interior firefighters. They must have received medical clearance and completed the training requirements as outlined above. A list of all interior fire fighters will be maintained by the fire chief.

7.6 The training officer in coordination with the fire chief will determine when firefighters are qualified to perform as driver/operators. They must have received medical clearance and completed the training requirements as outlined above. A list of all qualified driver/operators will be maintained by the fire chief.

7.7a Members are encouraged to attend outside classes and seminars. Training catalogs can be found in the station. If there is a cost associated with the course or seminar, the member should contact the chief. Based on the benefit to the department, the chief will present the request to the fire commission. The commission may elect to pay partial or full costs of the program.

7.7b

The fire chief will administer requests for reimbursement for training programs. The cost of textbooks will be reimbursed upon successful completion of: Certified First Responder or EMT.

Article 8 – Firefighter Health & Fitness

Scope of Article This article deals with required and optional health precautions afforded to members. It outlines the department's physical and vaccination program. This article applies to all members that respond to emergency incidents.

8.1 All department members that intend to respond to emergency incidents will be required to have a physical. Costs for the physicals will be covered under the fire district budget. ***See section 8.6 for further details.***

8.2 Criteria for the physicals shall be established by the service providing the physicals. This criterion shall meet or exceed the requirements under OSHA regulations.

8.3 Frequency of physicals shall follow the criteria set below:

17-29 years old	Every three years
30-39 years old	Every two years
40 + years old	Annually

Members that are found to have a restriction will have an annual physical, so matter what their age.

Members over forty (40) will undergo an EKG at the direction of the department physician.

Any member desiring to wear SCBA will complete a pulmonary function test.

As part of the physical cycle, annual fit testing will be required of all firefighters that wear SCBA. This test will be conducted by specially trained department members.

8.4 New members of the department will be required to have a physical within thirty days of joining. This physical will be provided by the fire department's medical provider and will be at the fire district's expense. This physical will be general in nature. The doctor will sign a form stating whether the member is fit for general firefighting duties and to what level of duty that they are fit to perform.

- 8.5** Additional physicals may be required for personnel that are exposed to toxic or infectious substances at an incident. The department exposure control officer will insure that proper documentation is completed and kept on file for all possible or confirmed exposures.
- 8.6** Physicals from a member's employer or private physician will be accepted in lieu of the department physical, PROVIDED the physical meets the same criteria. A department physical fitness form will be submitted to the chief's office, where it will be kept on file. **EXCEPTION – Interior or Class "A" firefighters as well as apparatus operators must take the department physical.** *The East Herkimer Fire Department is not responsible for payment of services, should a member use their own physician or employer physical.*
- 8.7** Anyone that does not have a physical or submit the proper form ***within sixty (60) days of the department physicals*** will not be allowed to participate in any emergency response activities.
- 8.8** All information gathered from physicals will be held in strict confidence between the provider and member. The department will only receive a form stating that the firefighter has been cleared at the following level:
- Class "A" Firefighter with no restrictions (required for interior)
- Class "B" Firefighter with restrictions *Class "B" will not be designated as interior firefighters.*
- Class "C" Exterior Firefighter, support duties (fire police, etc.)
- Class "D" No firefighting duties allowed
- 8.9** If a member is injured on duty, or suffers an injury/illness off duty, the chief will require that the member submit a medical release before returning to duty.
- 8.10** Immunizations will be provided to personnel that may come in contact with bodily fluids. Specifically, Hepatitis B vaccine will be offered to the following members:
- Firefighters/First Responders/EMTs

Article 9 – Safety

Scope of Article

This article covers specific aspects of safety. This article discusses the role of the safety officer, blue light usage, emergency signals and injury reporting. This article applies to all members of the fire department.

9.1 Initial Safety Training – New members of the department are required to attend 12 hours of initial safety training. This requirement is satisfied when the member takes Essentials of Firemanship, Basic Firefighter, Firefighter I or Scene Support Operations.

9.2 All department members are required to complete 8 hours of safety refresher training. Attendance at department drills usually fulfills this requirement. Topics for required refresher training are listed below, along with the required time allotment:

General Hazard Recognition	30 minutes
Fire Station Safety	30 minutes
Response Safety	45 minutes
Fire Scene Safety	75 minutes
Protective Clothing	60 minutes
SCBA	120 minutes
Tools & Equipment Safety	60 minutes
Recent Developments	60 minutes

9.3 A safety officer shall be appointed annually by the chief. The safety officer will serve as a member of safety committee. Members chosen as safety officer will have served at the rank of captain or higher and have a thorough knowledge of fire department operations.

9.4 On scene, the safety officer's responsibility will be to observe operations. Their main objective will be to evaluate the risks to firefighters and monitor conditions. The safety officer will notify command of any potential unsafe conditions or operations. In the absence of the safety officer, the incident commander may designate another line officer to handle the duties.

9.5 Personnel will not respond to any emergency, meeting or activity, while under the influence of alcohol or a controlled

substance. Personnel suspected of being under the influence will be removed from the scene and will face disciplinary action.

9.6a Blue lights may be used by department personnel when responding to an emergency. Remember that the blue light is a courtesy light only. Traffic may or may not pull over to let you pass.

All NYS Vehicle & Traffic Laws will be obeyed when using your blue light. You have no right to pass another vehicle unless highway markings permit it. Under no circumstances do you have the privilege to speed or pass through traffic signs or lights. (See appendix b for further information)

Blue lights may not be used when responding to non-emergency calls. This would include stand by calls.

9.6b Abuse of the blue light provisions may result in the suspension of your blue light card. Disciplinary action could also result. You may also face traffic tickets if stopped. In the event of an accident, you could be held both criminally and civilly liable if found guilty of disobeying the law.

9.7a **Emergency Signal** – In the event of a life threatening situation on an emergency scene, an emergency signal will be sounded. This signal will be initiated by the incident commander. The signal will consist of apparatus giving a series of three blasts of their air horns, pausing, and then repeating the sequence for a period of fifteen seconds. Command will also communicate the nature of the emergency situation via radio to units.

9.7b **MayDay** – Whenever a firefighter becomes lost, disoriented or injured, they will broadcast a MAYDAY over the radio. If possible, the firefighter will identify themselves, give a location and state the nature of the emergency. Based on the MAYDAY signal, the incident commander may activate the EMERGENCY SIGNAL. See section 10.8 for further information.

9.7c In addition to the MAYDAY, the firefighter will activate their **PASS** device. In the event they become unconscious, the device will activate automatically. Anyone that hears a PASS device activate, will notify command immediately.

9.7d Upon hearing the EMERGENCY SIGNAL, all personnel are to vacate the structure UNLESS you are directly assisting a downed firefighter. Insure that you advise command of your status. All other personnel will assemble by company and await further instructions. Officers will immediately do an accountability check of their people. Notify command of any missing personnel.

9.8 On emergency scenes, all required turnout gear will be properly worn and secured. As a general rule, the following turnout gear will be worn:

- Helmet
- Hood
- Turnout Coat
- Bunker Pants
- Fire Rated Boots
- Leather Fire Rated Gloves
- SCBA

For rescue calls, grass fires or other special type calls, the incident commander may designate the appropriate level of protective gear to be worn.

For additional guidance on appropriate safety attire, reference the hazard assessment located in the appendix of this document.

9.8a ANSI approved traffic vests will be worn for any incident that occurs on a public highway. The rule of thumb shall be "IF YOUR FEET ARE ON THE STREET – YOUR VEST IS ON YOUR CHEST". This includes all emergency responders. If wearing turnout gear, the vests will be worn over them.

9.8b Vests shall not be worn whenever the vest may create a greater risk to responders. This would include vehicle fires, extrication, technical rescue or other emergencies deemed a risk by the INCIDENT COMMANDER.

9.9 Firefighters in contact with patients will wear appropriate protective equipment during EMS calls. As a minimum, latex gloves will be worn. Safety glasses, face shields, masks and gowns are available in Rescue 505 for situations that may require them.

- 9.10** No equipment is to be stored loosely in the cabs of vehicles. Loose equipment can easily injure someone or become lodged under a pedal. All equipment that must be stored in the cab will be secured.
- 9.11** Equipment will be stored in its proper place at the station. Walk ways will be kept clear of possible tripping hazards. Oil spots will be covered with speedy dry and then swept. Water puddles should be squeegeed to prevent falls. All turnout gear is to be stored in their appropriate racks.
- 9.12** Horse play and running in the station will not be tolerated.
- 9.13** Sirens & air horns will not be operated in the station.
- 9.14a** ALL injuries that occur while involved in a department function, no matter how minor, will be reported to the senior officer in charge. The senior officer will be responsible for advising a chief of the injury.
- 9.14b** In the event that an injury requires medical attention, a chief will insure that the injured person submits the proper paperwork to the Town of Herkimer within three (3) days. The Town clerk will then forward the claim onto the VFBL insurance clerk. All injuries that require medical attention will be properly investigated.
- 9.14c** After sustaining an injury that requires treatment, or after a serious illness, members will be required to submit written clearance from a physician clearing them for firefighting duty.
- 9.15** Whenever the emergency scene has a high priority safety concern, the incident commander will activate a Firefighter Safety and Assist Team. The FAST team will respond to offer additional safety for our personnel.
- 9.15a** Criteria for activation shall include: any working fire beyond a single room and contents, technical rescues, any situation that puts firefighters at an additional level of risk.
- 9.15b** In the event that one of our personnel becomes trapped or injured, the FAST team will assume the primary responsibility for rescue and removal. We will remain committed to ongoing scene operations.

- 9.16** All interior firefighters shall be equipped with a personal rope escape system. The system chosen based on NYS PESH regulations and the East Herkimer Fire Department hazards assessment is incorporated into the department's SCBA. This system shall be worn whenever the firefighter is working inside a structural fire environment. Each interior firefighter will be required to show proficiency in use of the unit on an annual basis.
- 9.16a** Required inspections on the escape system will be performed during SCBA inspections.

Article 10 – Accountability

Scope of Article

This article deals with the procedures to be followed for firefighter accountability. It deals with the department's accountability tags, buddy system and protective measures to be taken when working in dangerous areas. This article applies to all emergency responders.

- 10.1** Line officers will be responsible for the accountability of personnel riding on apparatus. This includes but is not limited to response, on scene activities and returning to quarters.
- 10.2** Line officers will insure that all personnel from their company are tagged in while on scene.
- 10.3** Line officers will insure that firefighters are working in teams and not freelancing. Whenever possible, an officer should be assigned to work with each team.
- 10.3a** Whenever it is determined that a firefighter is or may be missing, command will be notified immediately. Command will call for the **EMERGENCY SIGNAL** as necessary.
- 10.3b** In the event that a MAYDAY or EMERGENCY SIGNAL is broadcast, the each line officer will immediately begin accounting for all of their personnel.
- 10.4** Whenever working on an emergency scene, firefighters will work in teams of at least two.
- 10.5 Unit Accountability-** Unit Officers shall maintain constant supervision and control over all personnel in their unit.
- The Unit Officer shall ensure that personnel place their 1st ID Tag on the Collector Ring for the apparatus and, if required, their 2nd ID Tag with the Entry Control Officer or Tag Board when entering a Hazard Zone or other entry-controlled zone.
 - Unit Officers shall ensure that personnel under their supervision operate in crews of 2 or more and are equipped with two-way radios, full protective clothing, SCBA's and active PASS devices when in a Hazard Zone that requires their use.

- When a company enters a Hazard Zone as a unit, they will exit as a unit.
- Sector/Division/Group Officers will maintain close proximity to the units under their command. At all times they will know what units have been assigned to them and where they are located.
- No unit will operate in the Hazard Zone without two-way radio communication.

10.6 All of the department's SCBA are equipped with an integrated PASS device. As soon as you open the air cylinder, the device is armed. If a firefighter remains motionless for approximately twenty seconds, the PASS device will begin a pre-alarm sequence. If motion is not detected within another thirty seconds, the device goes into full alarm mode. The PASS device may also be activated manually by the wearer, simply by depressing the red switch on the front of the unit.

10.7 If you become injured, disoriented or lost while on a scene, first notify your partner of your problem. Both firefighters should then activate their PASS devices. If you have a radio, contact command, advising them of your location and situation and the MAYDAY procedure shall be implemented.

10.8 Mayday Procedure- If a firefighter or crew of firefighters becomes trapped or disoriented the firefighter shall immediately call command from their two-way radio and state "Mayday, Mayday, Mayday Firefighter _____ (trapped, disoriented, medical emergency, etc.)" Command will acknowledge the firefighter calling the mayday and ask them for their L.U.N.A.R which stands for **LOCATION, UNIT Designation, NAME, AIR supply status, RESOURCES needed to assist them.** Command will immediately dispatch a rapid intervention team with appropriate resources to the firefighter or crew in need of assistance. The rapid intervention team and the incident commander will monitor the frequency that the emergency request was transmitted on. All other fireground communications will move to another channel. It is also essential that other fireground operations continue while the rescue is underway to ensure the best possible outcome for the trapped firefighter(s). The incident commander will also consider requesting an additional rapid intervention team as well as any other resources needed to be dispatched to the incident.

10.9 Any personnel that hear a PASS device activate will immediately advise command. Once Command acknowledges this report,

units will maintain radio silence until the active PASS unit is located. Command will initiate emergency procedures as needed.

- 10.10** Firefighters will utilize a lifeline when working inside a structure. As a rule, this will be a charged 1 ¾ inch handline. For large search areas, a rope may be utilized.
- 10.11** The Fire Police will be responsible for securing all emergency scenes. This includes securing the scene perimeter of the emergency scene. When a scene has been secured for safety or investigation reasons, NO ONE will be permitted entry UNLESS designated by the incident commander. All other personnel and civilians are to be kept back from the scene.
- 10.12a** Accountability Tags – Each member of the department that responds to emergencies will be issued two accountability ID tags. These tags are to be secured to issued gear.
- 10.12b** Each apparatus will be equipped with a Collector Ring, situated in the cab or seat area. When responding to an emergency, personnel will secure one (1) tag to this ring. The officer or senior officer riding up front will collect the tags for the rest of the crew and secure their tags to the ring.
- 10.12c** Personnel that arrive on scene after the apparatus, will first stop at either 134 or 505 and secure their tag to the ring marked "on scene personnel". They will also be responsible for advising a line officer that they are on scene and what truck they secured their tag to.
- 10.12d** 505 and 134 both carry blank ID Tags to be used for creating temporary ID Tags for personnel, mutual aid, and site visitors who do not possess a tag. A grease pen or other marking device can be used to indicate the person's name, organization, and other pertinent information such as qualifications.
- 10.12e** **Level I Accountability-** Occurs for all fire and rescue responses. ID Tags are attached to the Collector Ring of the unit personnel are assigned to. Personnel that respond in personal vehicles shall stop at either 134 or 505 and secure their tag to the ring marked "on scene personnel". They must then report to the officer in charge for an assignment.

- 10.12f Level II Accountability-** Occurs when the incident commander deems that higher level personnel accountability is necessary based on the incident complexity. The Collector Rings of the apparatus are collected and placed on the Status Board to track the location and status of all Fire Rescue companies and support personnel working at the scene of an incident. Status boards are available on 134 and 505 for this function.
- 10.12g Level III Accountability-** Occurs when a Hazard Zone has been established and a person has been assigned to monitor the entry and status of all personnel in the Hazard Zone. Personnel remove their 2nd ID Tag for collection at the entry point of the Hazard Zone. A sector control officer or tag board will be located at the entrance to the hazard area. The firefighter is responsible for retrieving this tag immediately upon exiting the Hazard Zone.
- 10.12h PAR-** The Incident Commander or Accountability Officer may conduct a Personnel Accountability Report (PAR) at any time they are concerned about lost or trapped companies or personnel. Each unit shall be called and the unit will respond with the number of personnel and their assignments. This response will be verified against the Status Board in the Command Post. Any discrepancies shall be immediately reconciled. In the event of an emergency that requires accounting for personnel, the line officers will check the tags with personnel. If anyone cannot be accounted for, notify command immediately.
- 10.12i Rapid Intervention-** When the incident commander has verified that a unit is trapped or missing, the Sector/Division/Group where the unit was assigned will be called to pinpoint where the unit was last assigned. The Incident Commander will deploy the Rapid Intervention Crew to the last known location of the missing unit after it has been determined by the Safety Officer that the area is safe to enter.
- 10.12j Emergency Evacuation-** When the Incident Commander or Safety Officer has determined that the building, fire conditions or other hazardous conditions are too dangerous for continued operations, he/she will declare an Emergency Evacuation. An Evacuation Alert signal will consist of apparatus giving a series of three blasts of their air horns, pausing, and then repeating the sequence for a period of fifteen seconds. A notification will be made by the Incident Commander on the two-way radios to

signal an evacuation. Sector/Division/Group Officers shall ensure that all personnel have left the Hazard Zone. After evacuation is complete, the Incident Commander should immediately conduct a PAR. While in Defensive Operations, the units will be staged outside the hazard perimeter and will remain intact at all times to ensure unit accountability and safety. ***There will be no freelancing in the Hazard Zone.***

- 10.13** When it is necessary for a firefighter to leave the scene prior to the department, first, advise a line officer. Secondly, collect your tag from the apparatus.
- 10.14** Once units are released and before leaving the scene, the officer or senior firefighter will insure that all tags are returned to personnel. Again, if someone cannot be accounted for when returning tags, contact command immediately.
- 10.15** Fire Police will also be issued tags. The senior officer for Fire Police will insure that all tags are collected on scene. The senior officer will keep the tags with them until the conclusion of the incident.
- 10.16** Explorers and Auxiliary members will also be issued tags.

Article 11 – Emergency Response

Scope of Article

This article deals with all aspects of emergency response for the fire department. Procedures for responding with personal vehicles, apparatus manning and riding, lighting and initial on scene procedures are covered. This article applies to all personnel that drive or ride to emergency scenes.

11.1 No personnel will respond to an incident while under the influence of alcohol or controlled substances.

Personnel that are suspected to be under the influence will be removed from the scene and will face disciplinary action.

11.2 All personnel that operate East Herkimer Fire Department vehicles will possess a valid NYS driver's license. The fire chief will record each member's license number. On an ongoing basis, this list will be monitored through the NYS Department of Motor Vehicles. The Chief will be notified of any members that have a suspended, revoked or restricted license.

11.3 The department will maintain a list of certified drivers. This list will be verified on an annual basis.

11.4 Driver/Operators will meet the training requirements under Article 7 section 7.3.

11.5 On an annual basis, the chief will provide the department with the drivers list. The training officer and fire chief will be responsible for insuring that drivers complete the annual recertification driving course.

11.6 Any personnel that drive a vehicle to the scene are expected to remain with the vehicle as long as it is running. It is expected that if you drive it to the scene, you shall serve as its operator.

11.7 Personnel will respond to the station upon receipt of an alarm. Members that are closer to the scene within our district may respond directly to it provided that they have their personal protective equipment in their possession. The only personnel

authorized to respond directly to emergency scenes for mutual aid calls are:

Line Officers
Fire Police (if directly requested)
Safety Officer

- 11.8** If all apparatus has left the station, and more manpower is needed at a mutual aid call, the line officer will contact the station and request additional personnel to respond directly to the scene.
- 11.9** When responding to the station or scene in your private vehicle, you must obey all NYS Vehicle & Traffic Laws. Refer to Article 9 section 6 for further procedures regarding blue light usage.
- 11.10** Blue lights may not be used when responding to non-emergency calls. This would include stand by calls.
- 11.11** Responding personnel and apparatus should attempt to park on the same side of the street as the incident. This will help eliminate street congestion and allow for one lane to be open. DO NOT park in close proximity to the scene with private vehicles. Under no circumstances, block access or parking for arriving apparatus.
- 11.12** Whenever possible, all apparatus will respond with a qualified firefighter crew for the respective emergency. Notify command if you must respond with less than the standard crew.
- 11.13** Exceptions for the manning procedure are listed below:
- 134 -Minimum of 2, Maximum of 5 firefighters
 - 136- Maximum of 3
 - 317 –Maximum of 2
 - 505– Maximum of 3 in the cab, 4 in the rear
 - 518 –Maximum of 5
- Refer to Article 19 regarding specific procedures for Explorers riding on apparatus.***
- 11.14** No one will be allowed to ride on tailboards or hose beds. Cabs will be occupied by no more than the number of seats.

- 11.15** Whenever possible, an officer will ride on every rig. The officer will be in charge of the rig's safe response. In the absence of an officer, the senior firefighter on board will be in charge and ride in the officer's seat. Unsafe response practices will be immediately reported to a chief.
- 11.16** When arriving on scene, the senior officer will report to the incident commander for instructions.
- 11.17** With the exception of the driver, all personnel will wear full protective gear when responding to emergency scenes. The apparatus driver should don gear as soon as feasible once on the scene.
- 11.18** Personnel in jumpseats will don SCBA for ALL structural fire calls.
- 11.19** All personnel will wear seat belts, if the vehicle is so equipped. This includes jumpseat personnel.
- 11.20** The apparatus driver will not move the vehicle until all personnel are seated. Personnel should never attempt to board or disembark from a vehicle that is moving. All personnel will remain seated while the vehicle is in motion.
- 11.21** Emergency vehicles should use their headlights at all times. For night calls once on scene, headlights should be shut off. This will help eliminate blinding on-coming traffic.
- 11.21a** When responding to an emergency, ALL emergency warning equipment will be utilized. Air horns will be used sparingly.
- 11.21b** Responding to stand by calls is not considered an emergency response. Emergency warning equipment will not be used for these responses.
- 11.21c** All warning equipment will be activated in the event that a unit is called to the scene while enroute for stand-by.
- 11.21d** If the incident commander determines that no emergency exists, they will advise units to proceed into the scene NON EMERGENCY or "Cold Response". All units will shut off their warning devices. Upon arrival, all personnel will remain with their vehicle until assigned.

- 11.22** As an apparatus driver, you have a legal obligation to drive with due regard for the safety of your crew, other responders and all others on the road. In the event of an accident or complaint, you may be held both criminally and civilly liable for any damage, injury or death. Although you do have certain rights to disobey certain NYS Vehicle & Traffic Laws, this does not exempt you from the "due regard" clause. Whenever possible, obey the law, even during emergency response.
- 11.23** Responding apparatus should not exceed the posted speed limit. At no time will you exceed the posted limit by more than ten (10) miles per hour. Road conditions, weather, traffic may dictate a slower response.
- 11.24** Whenever approaching an intersection with a stop sign or stop light that is red on your side, come to a complete stop. If conditions allow, you may then pass through the intersection.
- 11.25** When approaching intersections, where you may expect to see other apparatus coming, advise via radio of your approach. The vehicle with the green light or no stop sign has the right of way.
- 11.26** Under no circumstances will you pass by a stopped school bus that has either its yellow or red lights flashing.
- 11.27** Under no circumstances will you attempt to pass under railroad crossing gates, once the crossing lights have been activated.
- 11.28** All emergency vehicles should maintain a distance of at least 500 feet between one another.
- 11.29** All responses will be in accordance with the standardized response sheet.
- 11.30** Unless advised differently, the first due engine will respond directly into the scene. The second due engine will lay in a water supply.
- 11.31** When laying in, attempt to keep the hose to the side of the road, to allow for other traffic to get into the scene.
- 11.32** When positioning engines, whenever possible pull in short or past the building. Allow room in front of and at the corners of the building for an aerial to be positioned if necessary.

- 11.33** When approaching the scene, apparatus will announce their arrival on the Herkimer County Dispatch frequency. Other responding apparatus will know their responsibility based on the arrival order.
- 11.34** Rural calls – the first in engine will respond directly into the scene. **However**, they will lay a dry supply line from the street or appropriate location if necessary. The second due engine will set up for drafting operations. The third due will be given an assignment from the incident commander most likely to establish a fill site.
- 11.35 Responding to the New York State Thruway**
- 11.35a** Only department owned vehicles will enter the Thruway for responses.
- 11.35b** If a firefighter responds to the Thruway interchange to wait for apparatus, they should park their vehicle in the lot provided and don their protective gear while waiting. Personnel should be ready to be picked up by apparatus when it arrives.
- 11.35c** Department vehicles should enter the Thruway using the E-Z Pass lane that is the farthest to the right at the Herkimer interchange. All vehicles must be displaying warning lights when entering.
- 11.35d** At no time should a department vehicle enter the Thruway through a lane that is displaying a red signal unless specifically directed by a toll collector or an official of the Thruway.
- 11.35e** Apparatus should use the U Turn lanes to change directions on the Thruway. Caution should be used when entering and exiting this turn-arounds due to their limited visibility and the speed of approaching traffic.
- 11.35f** When exiting the Thruway, enter a toll booth that is manned and slow down so that you can stop if directed to by a toll collector.

Article 12 – On-Scene Procedures

- Scope of Article** This article addresses procedures relating to on-scene procedures. This article is intended for all emergency responders.
- 12.1** It will be the line officers' responsibility to insure that crews are working in teams of at least two members and in a safe manner. Whenever possible, an officer will be assigned with each working crew. As a minimum, each crew should have a portable radio.
- 12.2** Line officers will insure that all personnel have tagged in with their accountability tags. Refer to Article 10, Accountability for more information.
- 12.3** Crews are not to freelance. Wait until given an assignment, or ask for approval before starting an operation.
- 12.4** On-scene, vehicles close to the incident will keep their emergency lighting in operation. This allows for a reference point for crews working inside a building. Apparatus distant to the incident will reduce their lighting as necessary. Headlights will be turned off once on scene at night calls.
- 12.5** Engines will either pull up short or slightly past the front of a building. They must allow space for an aerial to be positioned if necessary. This will include an area in front of or at the corners of a building.
- 12.6** A collapse zone will be established for commercial buildings or other buildings as necessary. This collapse zone will equal the height of the building. Apparatus should not be parked in this area. Crews should not position themselves or work in this area. The safest area to work in these situations will be the corners of the building.
- 12.7** All vehicles will have wheel chocks placed on the driver's side rear wheel. Chocks will be placed in front of and behind the tire. At no time are running emergency vehicles to be left unattended.
- 12.7a** Whenever backing an emergency vehicle, all emergency lighting will be activated. One firefighter will disembark from each side of

the apparatus to assist with traffic control. Do not disembark while the vehicle is in motion.

The firefighter on the DRIVERS SIDE will assist the driver in backing. Remain at least ten (10) feet behind and to the outside of the driver side, so the driver can see you in the mirror. The second firefighter will stand in front of and to the outside of the passenger side, so that the driver can maintain a visual on their location.

- 12.8** When parking on the driving lane of a highway, position apparatus at an angle and in front of responders, to protect them from other traffic.
- 12.9** During nighttime operations, all available lighting should be employed to illuminate the scene. Use caution to not blind on-coming traffic or crews working on the exterior of a building.
- 12.10** All personnel on scene will wear the appropriate level of protective gear. Refer to Article 9 – Safety for more information.
- 12.11** Whenever personnel are working above the ground floor or on the roof of a building, at least one ladder will be placed on each side and at each floor above ground. Whenever working on a peaked roof, a roof ladder will be deployed. Firefighters will work from the ladder. In addition, personnel operating on a roof shall use an approved ladder belt for positioning.
- 12.12** For any working structure fire, the minimum size attack line will be 1 ¾ inch diameter. Nozzle type will be determined by the line officer, based on reported fire conditions.
- 12.13** Backup lines will be stretched at all working fires. Back up lines will be at least equal to or one size larger than the line(s) already in operation.
- 12.14** Crews performing roof operations will wear SCBA. When working on a peaked roof, crews will work from a roof ladder. Firefighters shall utilize ladder belts while working from ladders. Secondary egress from the roof will always be set up.
- 12.15a** A rehab station will be set up for all extended duration calls. An on-scene ambulance will be designated as the rehab station. The station will be set up to accommodate weather conditions.

If necessary, more than one rehab vehicle may be requested and set up.

- 12.15b** Firefighters will report to rehab after using two (2) SCBA cylinders, or after completing an exhaustive task (initial fire attack, primary search, and roof ventilation).
- 12.15c** Firefighters will remain in rehab for a minimum of fifteen (15) minutes. During that period they will remove their turnout gear. Drinks will be provided. For extended operations, food will also be made available.
- 12.15d** During rehab, emergency squad personnel will obtain vitals of all personnel. Command will be notified of any personnel that will be required to stay in rehab for an extended period, or will be restricted from further on-scene duties.
- 12.15e** The incident commander may request the auxiliary's response at any emergency scene. They will set up their canteen in the rehab area. Auxiliary members will not pass out food or drink in the immediate emergency scene area.
- 12.16a** A bottle changing area will be set up as close to the emergency scene as practical. Generally, 505 will serve as the bottle changing station. Firefighters and explorers may change SCBA bottles. Explorers MAY NOT fill bottles from an on-scene cascade system.
- 12.17b** Under no circumstances will a bottle be filled while on a firefighters back. EXCEPTION – the use of the trans-fill system on RIT Bag during an EMERGENCY situation. Only bottles that are within current hydrostatic test date will be filled. All bottles filled will be listed on the refill station log.
- 12.17c** A tarp will be laid out to designate the changing area. Firefighters needing bottles changed will report to that area. Bottles should not be changed in the immediate emergency scene area.
- 12.17d** Full bottles will be laid out on the tarp, ready for use. All empty bottles will be brought to the changing station. Empty bottles will be placed in red side of the tarp. Full bottles will be placed green side of the tarp.

- 12.17e** Any SCBA unit or bottle that malfunctions will be tagged and placed inside or 505. Notify command at the conclusion of the incident.
- 12.18** Refer to Article 9 for specific on scene procedures relating to FAST team activation and response, emergency procedures, personal escape system procedures and traffic vest usage.
- 12.19 Thermal Imaging Camera**
- 12.19a** A thermal imaging camera (TIC) is carried on Engine 134. The camera and its accessories will be identified with a truck number indicating its assigned location. Personnel should become familiar with the location of the TIC's on the apparatus. It is the officer's responsibility (or person riding in that position) to carry the TIC into a structure whenever the initial response involves, but not limited to, structure fire, alarms and smell of smoke.
- 12.19b** When 134 arrives on the scene of a fire or any other incident where smoke will or could hamper visibility, the person riding in the officer's position of 134 shall remove the camera from its charger and utilize it for size-up and then take it to the entry point of the structure.
- 12.19c** The firefighters of this apparatus will be responsible for deploying the hand line to the assigned area. When operating in the "Rescue Mode", company personnel shall use available thermal TIC's to aid in the search for victims. If operating ahead of or separate from a hose line, a tag line shall be deployed. The operator of the camera shall don the rope pack and secure the end of the rope to an adequate anchor just outside the entry point. The second camera will be used by additional entry crews. The Incident Commander may assign a camera to the established Rapid Intervention Team at their discretion.
- 12.19d** If conditions warrant the use of a TIC, the officer accompanying the nozzle operator shall be the operator of the TIC. If the attack crew has three or more personnel, or the officer will not be entering the hazard zone, the officer shall make an assignment to one of the crew to utilize the TIC. Camera operators must be aware that they have a tendency to move faster than the rest of the team who are operating in zero visibility. Any team operating in a hazard zone will consist of a minimum of two personnel.

Standard firefighting practices should be observed with the TIC's.

12.19e In moderate to heavy smoke conditions the TIC allows a crew to quickly check a smoke filled area to determine the presence of fire or possible victims. Personnel should utilize basic rescue techniques while using the TIC (i.e. search under beds, in closets, under obstructions etc.). The camera has a tendency to inspire overconfidence because it allows crews to "see" in an environment that in reality has no visibility. The firefighters must remember to use basic fire fighting fundamentals, such as, following and keeping in contact with walls, staying low in heat and smoke and, operating with a hand line or tagline. These and other fundamentals are to be utilized even while using TIC's. All personnel must understand the camera could fail and an escape route must be easily located.

12.19f Thermal Imaging Cameras can also be utilized in the size-up and overhaul phases of fires. It must be remembered the camera cannot penetrate most construction materials including drywall, plaster and lathe, concrete, glass or plastic. Water cannot be penetrated by the TIC. A Heat Detector (Raytec) is still the primary tool for locating areas or objects that have a higher temperature than their surroundings.

12.19g Thermal Imaging Camera Uses:

- Provides safer navigation in a space where there is zero visibility due to smoke. Allows personnel to "see" in a zero visibility atmosphere allowing them to augment traditional fire fighting and rescue techniques. The time necessary for completing a primary search can be cut by almost half by utilizing a TIC properly.
- Enables suppression crews to execute a faster, more effective interior attack. The TIC helps identify the shortest route to the fire. Locate holes in the floor. Obstacles can be located and identified efficiently.
- Reduces fatigue of interior crews because of more efficient attack and rescue.
- Allows Rapid Intervention Teams to quickly locate downed firefighters.
- May be used to determine the fluid levels within a container or "see" liquid differences on water during a hazardous materials incident.

- May be used as a search tool to locate lost persons in open wilderness areas.
- Useful for size-up tool for initial company operations.

12.19h Monthly Checks:

- The camera shall be checked as part of the monthly check of equipment on the vehicle that it is assigned to.
- The camera should be inspected for cleanliness. If any part of the camera is dirty a clean rag dampened with mild soap may be used to clean the camera.
- The batteries should be checked and changed if less than $\frac{3}{4}$ full.
- The camera should be turned on and checked and returned to the off position.
- Any problems should be reported to the Chief or Line Officer.

12.20 Radio Communications

12.20a Upon receipt of an emergency call from the Herkimer County Communications Center, personnel shall acknowledge the call from the base radio at the fire station.

12.20b Each responding department vehicle shall advise the Communications Center that they are responding. It is also the responsibility of each vehicle to report that they have arrived on scene.

12.20c If an officer is responding directly to the scene in their personal vehicle, they should call enroute with the Communications Center. This procedure is limited to the first officer to call enroute only so that unnecessary radio traffic is eliminated.

12.20d The first arriving department unit or officer should provide a size up of the situation to the Communications Center and assume command.

- 12.20e** If command is transferred during the incident, the Communications Center should be notified via radio.
- 12.20f** Fireground communications will typically be conducted on the Herkimer County Fireground Frequency. Other agencies operating in the area or a complex incident may dictate that alternate frequencies may need to be used. Command will notify all units of the appropriate operations channel upon arrival.
- 12.20g** All requests for additional resources shall be made through the incident commander.
- 12.20h** Once the incident is under control and all apparatus is returning to quarters, the incident commander will advise the Communications Center of the same. Individual apparatus does not need to call returning to the station.
- 12.20i** Once all apparatus and personnel are back in service at the station the incident commander will advise the Communications Center of the same.

Article 13 – Returning To Quarters

Scope of Article

This article addresses procedures to follow when returning from an emergency. This article applies to all emergency responders.

- 13.1** The incident commander will be responsible for releasing units from an emergency scene. Once released, it will be the line officers responsibility to release personnel at the station. Officers will insure that all equipment and apparatus is ready for response before excusing personnel. Personnel that leave an emergency call without being excused will face disciplinary action.
- 13.2** The incident commander will release units from stand-by at our station. This will include East Herkimer personnel and mutual aid stand-by units.
- 13.3** When returning to quarters, no emergency warning equipment may be used.
- 13.4** When returning to quarters, ALL NYS Vehicle & Traffic Laws will be obeyed.
- 13.5** When returning to quarters, personnel inside a vehicle will not be required to wear gear. Do not store loose gear inside the cab, unless it is secured.
- 13.6** Seatbelts will be worn whenever the vehicle is in motion.
- 13.7** Whenever backing an emergency vehicle, all emergency lighting will be activated. One firefighter will disembark from each side of the apparatus to assist with traffic control. Do not disembark while the vehicle is in motion.

The firefighter on the DRIVERS SIDE will assist the driver in backing. Remain at least ten (10) feet behind and to the outside of the driver side, so the driver can see you in the mirror. The second firefighter will stand in front of and to the outside of the passenger side, so that the driver can maintain a visual on their location.

Article 14 – Mutual Aid Responses

Scope of Article

This article deals with department responses under mutual aid. It covers types of mutual aid calls, what equipment responds and on-scene procedures. This article applies to anyone that responds to emergencies.

- 14.1a** Stand-by requests at another station will be filled with one (1) engine and a full crew unless otherwise directed.
- 14.2** Stand-by calls are not considered emergency responses. Refer to Article 11, section 11.21b and 11.21c for response procedures.
- 14.3** Only the apparatus requested by the mutual aid department will respond. If a full response request is made, the East Herkimer officer in charge will determine what apparatus to respond.
- 14.4** When arriving on scene, all personnel will remain on their vehicles until assigned by an East Herkimer officer.
- 14.5** The officer or senior officer on board will insure that accountability tags according to procedures. Refer to Article 10, section 10.10a – 10.10 e. The officer will insure that all personnel are accounted for and all tags are returned before returning to East Herkimer.
- 14.6** The officer and driver/operator will insure that all equipment is returned to the vehicle. Any missing equipment will be reported to a chief immediately.
- 14.7** Always maintain a crew of at least two (2) East Herkimer firefighters when working on mutual aid scenes. This will include situations where you are assigned to work with other department's personnel.
- 14.8** Orders will be taken from East Herkimer officers, UNLESS you have been assigned to another department's officer.
- 14.9** Whenever you complete an assignment, report back to an East Herkimer officer, UNLESS you have been assigned to another

department's officer. If they have no further assignment, report back to an East Herkimer officer.

14.10 All requirements for rehab will apply to mutual aid responses. Refer to Article 12, section 12.15a – 12.15d.

14.11 All bottle changing procedures will apply to mutual aid responses. Refer to Article 12, section 12.16a – 12.16d.

14.12 Automatic Mutual Aid Response to Mohawk Fire Department

14.11a These guidelines will be in effect during the hours set forth as 0600 hrs. to 1800hrs. weekdays only.

14.11c Any report of a working **structure fire with smoke and flames visible** and confirmed by caller, **both** departments will be dual toned **24 Hours all 7 days** of the week.

14.11b Response procedures

- First apparatus to respond under this mutual aid agreement shall have at least a four person crew able to perform duties asked of that apparatus.
- Responding personnel will report to their fire station. No personal vehicles will respond to the scene.
 - In the event that the call requires additional personnel to the scene the officer of the mutual aid department will contact his station and request additional personnel.
 - At anytime an officer is closer to the call location than is respective station he may respond to the scene in personal vehicle.
 - If officer does not have gear in his personal vehicle he must call back to his station and have it brought to the scene.

14.11c On scene workings

- When first responding mutual aid apparatus is on scene it will notify the Herkimer County Communications Center. The ranking officer of the mutual aid unit will locate the incident commander, establish a chain of command, and receive working orders.
 - In the event that there is no ranking officer on scene of the receiving department, the officer of the mutual aid department and designee in charge of the receiving department will assume joint command
- After calling on scene all units will switch to Herkimer County Channel 4 Fire Ground for all radio communication.

14.11d Equipment Response for East Herkimer and Mohawk

- Equipment that is requested
 - Structure fire – Pumper first with rescue and manpower next (Hydrant Area)
 - Structure fire – Tanker first with rescue and manpower next (Rural Area)
 - MVA's Rescue and manpower
 - Car fires – Pumper with 4 man crew
 - Thruway – Pumper with 4 man crew
(*Standby at toll booth and await orders*)
 - Grass and brush fire – Tanker first with rescue next
 - Special rescue – Rescue truck (*cold response*)
 - Automatic alarm – Pumper (*cold response*)
 - Service calls (gas odors, wires, ect.) – Standby at station awaiting orders
 - EMS – No response

Cold response means no lights or sirens obeying all traffic laws

14.11e Training

- This mutual aid agreement will be reviewed at the beginning of each year for any needed changes or updates.
- There will be a minimum of two joint training sessions between East Herkimer and Mohawk Fire Departments annually.

14.13 Herkimer County Box Alarm Requests

14.13a Predetermined mutual aid responses (Box Alarms) have been established with several departments surrounding our agency. Requests for predetermined mutual aid for emergencies must be initiated to the Herkimer County Communications Center by the officer in charge of the incident. The officer in charge can request a box alarm at any time, whether enroute to or at the scene of the emergency.

Article 15 – Apparatus Response

Scope of Article This article deals with department responses within the fire district. The article addresses what equipment responds and procedures for handling incidents. This article applies to all emergency responders.

15.1 Fire District Structure Fires- All fires reported within a structure will be treated as structure fires including but not limited to: chimney fires, appliance fires, etc. All apparatus will respond in the following order:

Hydrant District: 134, 136, 505, 317, 518

Rural District: 134, 317, 136, 505, 518

15.2 Fire Alarm or Unknown Alarms – 134, 505, 136 (Hydrant Area) Or 317 (Rural Area)

15.3 Investigations – (CO or Odor of Gas) – 134, 505

15.4 Vehicle Fires- 136, 317, 505

15.5 Grass & Brush Fires- 136, 518, 317, 505

15.6 Trees & Wires Down- 505, 136, 518

15.7 Motor Vehicle Accidents- 505, 136, 518

15.8 EMS Calls- 505

15.9 Bomb Threats – will be a full department response. Units will follow normal response procedures; however units will respond NON EMERGENCY. Units will stage at the nearest water source, a minimum of 500 feet from the scene.

Once in the area of the call, DO NOT use radios or cell phones, as the signal could trigger explosive devices.

At the incident commander's discretion, crews may assist with evacuations. At NO TIME will department personnel assist in

searching for an explosive device. In the event of a detonation, always be prepared for a secondary device.

- 15.10 Severe Weather** – The 911 Center or the chief may request personnel to stand-by in quarters if severe weather is imminent. In cases of high water or heavy snow, a chief will announce that 136 will be the first out engine for any fire calls.
- 15.11 Carbon Monoxide Detector Activations** – 134 with SCBA personnel and 505 will automatically respond. ***If no symptoms are reported, units will respond non-emergency. If victims are reported, response will be emergency mode.***
- 15.12 Confined Space & Trench Rescue** – The East Herkimer Fire Department is not trained for confined space or trench rescue. Responding personnel will not be put into confined space situations, other than to provide support as necessary for trained responders. A certified team, such as the Little Falls or Utica Fire Department shall be utilized for all of these type situations.
- 15.13 Motor Vehicle Accidents** – The normal response for motor vehicle accident calls will be 505, 136 and 518 (if requested) and Fire Police personnel. If the MVA involves fire, 136 should roll first and 317 should respond as well.
- 15.14 Fuel Spills** – 136 and 505 will respond. Based on the size of the spill, crews will insure that diking material and absorbent pads are brought to the scene. For large volume spills, additional units and manpower will be requested. NYS DEC and the Herkimer County Fire Coordinator will be contacted as needed.
- 15.15 Hazardous Materials Incidents** – Depending on location and type of material, officer in charge will determine response. Personnel will stand-by in quarters until assigned. A hazardous materials response team and Herkimer County Fire Coordinator will be requested as needed. Refer to Hazardous Materials Response Plan for further information.
- 15.16 Rope Rescue Calls** – 505 and 518 (if needed) will respond. Only personnel trained in rope rescue will perform rescue operations. Any other crew members that respond will serve in support roles.

- 15.17 Natural Gas and Propane Emergencies** – Units will stage at least 500 feet from the scene, staging at the nearest water source.
- 15.18 Searches** –Units will stand-by in quarters until assigned to a staging area. DEC and police will be notified immediately.
- 15.19 Water/Ice Rescue** – 505 and 518 (if needed) will respond to these calls. The officer in charge will notify the 911 Center to request a water rescue team for a victim confirmed in the water. EHFD personnel that respond will serve as support.
- 15.20 Wires/Trees Down** –Fire Police may also be assigned to close streets or set up a perimeter. All responding personnel will remain in their vehicles until the area has been deemed safe. Under no circumstances will personnel attempt to move wires, no matter what type they are. If using a chain saw, personnel shall be trained in its safe operation and will wear chaps and chainsaw helmet with hearing protection.
- 15.21 Traffic Control** – 505 and 518 will respond for traffic control requests. Fire Police as well as firefighters may respond to this type of request.
- 15.21a** Appropriate reflective gear will be worn when directing traffic. ANSI approved traffic vests will be worn for any incident that occurs on a public highway. The rule of thumb shall be “IF YOUR FEET ARE ON THE STREET – YOUR VEST IS ON YOUR CHEST”. This includes all emergency responders. If wearing turnout gear, the vests will be worn over them.

Article 16 – Fire Police

Scope of Article

This article deals with the procedures for Fire Police. It covers issued equipment, training and response. This article applies to all Fire Police and chief officers.

- 16.1** Fire Police will be designated by the fire chief as such. Designated fire police personnel's primary responsibility is to perform such duties. These personnel may also be designated to perform other functions as described article 7.
- 16.2** To assist with administrative and command functions, a captain and first lieutenant will be elected from the ranks.
- 16.3** Fire Police will be issued the following equipment:
- Hard hat
 - Weather resistant reflective coat
 - Reflective vest
- 16.4** All fire police will complete the Fire Police course within one (1) year of being designated. Upon completion of the course, the Town clerk or fire chief will swear in each member as a peace officer.
- 16.5** At NO TIME is a member of the fire police authorized to carry a firearm while on official duties.
- 16.6** Fire Police will respond to all fire, rescue and mva calls. At the chief's discretion they may be requested for other duties. All non-emergency requests for special details (such as parades) will be approved by the chief.
- 16.7** For responses in our district, fire police will respond directly to the scene. Insure that you park in a location that is safe, yet adequate for traffic control.
- 16.8** If the dispatch is for fire police only, 505 will respond as well. In addition, the officer in charge may request additional apparatus to respond.

- 16.9** Response priority will be as follows:
- Insure emergency vehicle access to the scene
 - Traffic control with special emphasis on protecting responders
 - Scene security
 - Crowd control
 - Other duties as directed by a chief
- 16.10** As a minimum, fire police will wear their reflective vest or coat, hard hat and use their flashlights. Weather will dictate if additional clothing is required.
- 16.11** Once on scene, the fire police officer or senior member will contact command for instructions. Utilize Herkimer County fireground frequency on your portable radio for radio traffic with command. All other radio traffic will be conducted on the fire police frequency.
- 16.12** When working on scene, keep your blue light activated. Headlights should be shut off. When safe to do so, flares should also be set up for traffic control.
- 16.13** If a scene needs to be secured, barrier tape will be used. This is located in 505. Fire Police will be used to secure a scene until other agencies can be contacted to provide extended security.
- 16.14** A line officer will release fire police units. If you must leave before the department, advise the officer or senior member before leaving.

Article 17 – Explorer Program

Scope of Article

This article deals with the policies and procedures relating to the explorer program. It outlines general guidelines, response, operations that they can and cannot perform and their command structure. This article applies to all explorers, department advisors and fire department officers

- 17.1** Explorers will not respond to any calls during school hours. If an explorer is absent from school for illness, they may not respond to calls.
- 17.2** Explorers will not wear fire department pagers during school hours.
- 17.3** Explorers will not respond to any calls after 11 p.m. on school nights. Weekends and vacations have no time limits. The fire department will provide transportation back home following late night incidents.
- 17.4** Explorers DO NOT have the right to display or use a blue light on their vehicle.
- 17.5** Explorers that drive will respond to the station. Explorers will not violate any Vehicle & Traffic laws when responding to the station.
- 17.6** Explorers will not be in any fire department building, unless they are accompanied by a post advisor or fire department member.
- 17.7** Explorers will not attend drills unless an advisor or officer is present and accepts responsibility to supervise the explorers during the drill. Explorers may not be invited to participate in drills on an individual basis. All post members must be invited to attend.
- 17.8** Explorers will complete any Learning For Life requirements for medical clearance prior to participating in strenuous activities.

- 17.9** The post advisor will notify the chiefs of any explorer that has a chronic medical condition. In the event that an explorer has an illness or injury that prevents them from responding, they must provide the post advisor with a release clearing them for activities before being allowed to respond.
- 17.10** Explorers will be issued protective equipment for emergency responses. This gear is to be worn at all incidents. Explorers are NOT to wear regular fire department turnout gear.
- 17.11** Whenever riding apparatus, explorers will wear their gear. This includes responding and returning.
- 17.12** Explorers may respond to the following type incidents in our response area:
Any reported fire
Natural Emergencies
Motor vehicle accidents (see 19.12)
Service Calls
- 17.13** Department drills – Explorers will not ride in apparatus when members are conducting driver training evolutions. The post Advisor will be notified whenever explorers are participating in a special drill. Explorers may not leave the district to attend training UNLESS approved in advance by the post Advisor and Fire Chief.
- 17.14** Explorers WILL NOT be used as live victims in any live smoke, live fire, hoisting/lowering evolutions.
- 17.15** Explorers may respond to motor vehicle accidents under the following conditions:
- Must be at least 17 years old
 - Must complete a release form signed by the explorer, a parent or guardian, post advisor.
- Final approval will be given by the Fire Chief, who will also sign the form. Explorers that respond to these calls will serve only as an observer. Explorers may assist by gathering equipment or other duties not directly related to rescue or patient care.

Explorers MAY NOT respond to the following type of incidents:
Hazardous Materials Incidents

Traffic Control
Emergency Medical Calls.
Explorers may not respond to mutual aid calls.

- 17.16** Explorers are to respond to the fire station for calls. Explorers are not to drive directly to the scene.
- 17.17** Explorers may ride in 505 provided they have been properly trained. They will be approved to ride the truck by the chief and post advisor.
- 17.18** When riding apparatus, explorers will stay with the truck operator until otherwise assigned. See 19.19 & 19.20 for more specific details.
- 17.19** Explorers will allow firefighters to board the trucks before they do. In the event all trucks have left the station, or there is no room, advise the radio operator. If possible, a vehicle will be sent back to pick up explorers or other arrangements will be made.
- 17.20** Explorers must be dispatched and respond as a post unit, with required adult leadership. Post advisors may meet the post on scene.
- 17.21** While enroute to an incident, 1 accountability tag will be collected and added to the tag ring in the vehicle. Explorers will keep their 2nd tag.
- 17.22** If an explorer must leave the scene prior to the rest of the post, advise a post advisor or department chief BEFORE leaving. If standing by at the station, advise the radio operator.
- 17.23** Once on scene, the post will gather 505 and await assignment. The post chief, senior officer or senior explorer if no officer is available will contact the fire chief in charge for assignment.
- 17.24** Always work in a team of at least 2 explorers and 1 firefighter. Whenever working on scene, explorers will ALWAYS have a firefighter present with them.
- 17.25** Explorers MAY perform the following functions at an emergency scene:
Operate hose lines (see section 19.25)

Raise and climb ground ladders (see section 19.26)
Change SCBA cylinders
Set up lighting equipment
Set up and operate portable pumps
Overhaul/Salvage (provided SCBA are not needed)
Any other support function as needed

- 17.26** Explorers MAY NOT perform the following functions at an emergency scene:
Enter any burning building
Enter any area that requires SCBA
Work on building roofs
Operate hydraulic rescue tools
Fill SCBA cylinders from a cascade or air compressor
Hydrant hook up
- 17.27** Under no circumstances are explorers to drive or operate department vehicles.
- 17.28** Explorers will follow the rehabilitation procedures while working on scene.
- 17.29** Hose lines – Explorers may use handlines in exterior mode operations. There must be a firefighter present with the crew. For 1 inch booster or 1 ¾, lines, the team can run the line by themselves with a firefighter in close proximity. For 2 ½ lines, explorers may serve as the back up on the line, but may not run the nozzle. This will apply to master stream appliances as well. The pump operator will be advised whenever explorers are operating a line.
- 17.30** Ladders – Explorers may carry raise and climb and ladder up to thirty five (35) feet. Explorers will not operate handlines from a ladder. Explorers may not climb an aerial at any time.
- 17.31** Explorers may respond to grass/brush fires. They may not be involved in the front line attack or fire break cutting crew. They may handle back up hose lines, serve as mop up crews and check fire lines for extension, once the fire is declared under control. A firefighter must be present with each crew.

- 17.32** For training purposes, explorers may operate pumps. However a firefighter will be in direct supervision of the explorer running the pump.
- 17.33** For training purposes, explorers may operate non-hydraulic rescue tools.

Article 18 – Respiratory Protection Program

Scope of Article

This article outlines the procedures for the use, maintenance and cleaning of the department's self-contained breathing apparatus. This article is intended for all officers and members that wear SCBA.

- 18.1** The East Herkimer Fire Department will provide self-contained breathing apparatus (SCBA) for all personnel that expect to work in hazardous environments
- 18.2** Any member that wears SCBA will meet certain physical and training requirements before being allowed to wear SCBA. Refer to Article 8, Health and Fitness and Article 7, Training for more detailed information.
- 18.3** The East Herkimer Fire Department has selected the MSA Fire Hawk MMR SCBA unit as its self-contained breathing apparatus for firefighting.
- 18.4** The bottles used will be MSA carbon wrapped cylinders. The department uses both the thirty minute and sixty minute duration cylinders.
- 18.5** Each SCBA is equipped with an integrated PASS device. The unit is automatically armed, once the firefighter opens their cylinder.
- 18.6** Medium facemasks are located with each SCBA. Large masks are located in 134 and 505. A small mask is located in 134.
- 18.7** Each certified firefighter will receive an annual fit test. This will be performed by trained members of the fire department. Generally this will occur during the annual physical cycle. Each firefighter will receive a test report, which will include their mask style and size.
- 18.8** All firefighters that intend to wear SCBA will complete the East Herkimer Fire Department on the job SCBA orientation program. Firefighters that transfer in from other departments may be granted an exception from the course by the chief, provided they can demonstrate competency in wearing MSA SCBA.

- 18.9** Additional training requirements are found in Article 7, Training.
- 18.10** Breathing air for the SCBA will meet grade "E" specifications. Each time the cascade system in 505 is refilled, a notation shall be made in the fill log. If a problem with air quality arises from a refill site it will be investigated.
- 18.11** Only personnel that have been trained in its use will fill cylinders from the cascade system. Explorers will not fill cylinders.
- 18.12** The cascade system will be refilled when two or more system cylinders are below 2,000 psi or when a line officer deems it to be necessary.
- 18.13** Each SCBA unit will have an annual inspection and function test. This will be done by an outside vendor.
- 18.14** SCBA units will be inspected following each use and will be documented in the inspection binder located in the top drawer of the file cabinet located near the base radio. A designated line officer will complete a monthly inspection of each unit.
- 18.15** Each cylinder will be hydrostatically tested every five (5) years, based on the manufacturer's specifications. This test will be completed by an outside vendor. A visual inspection will be completed following each use.
- 18.16** When a unit is found to be defective, it will be removed from service, an out of service tag shall be affixed, and a chief will be notified. The unit will be sent out to a repair facility for service.
- 18.17** When cylinders are found to be defective or show unusual wear or damage, they will be removed from service, an out of service tag shall be affixed, and a chief will be notified. An outside vendor will inspect and repair cylinders.
- 18.18** The incident commander will determine whether it is necessary to wear SCBA at an incident. SCBA will automatically be worn at the following incidents: structure fires, vehicle fires, dumpster fires, hazardous materials incidents, and, carbon monoxide alarms with symptoms.
- 18.19** Whenever wearing SCBA, all straps and fasteners will be properly attached and tightened

- 18.20** Before entering a hazardous environment, firefighters will insure that they have a proper seal for their mask. The only accepted practice will be to don the mask, draw the straps tight, cover the regulator connection hole and inhale. If you cannot get a proper seal, do not enter the environment.
- 18.21** Firefighters with long facial hair and partial or full beards will not be allowed to wear SCBA.
- 18.22** All manufacturers' guidelines will be followed in the usage of SCBA units.
- 18.23** In the case of an emergency with your unit, immediately notify your partner. Advise command of your situation and activate your PASS device. If possible, proceed to the nearest exit or window.
- 18.24** East Herkimer Fire Department SCBA units are equipped with a trans-fill connection system. All firefighters will be trained in its application. In the event of a low air emergency or regulator failure, the trans-fill system is to be used by the responding FAST team.
- 18.25** Following each use, units will be thoroughly inspected and cleaned. If any problems are noted, remove the unit from service, affix an out of service tag, and notify a chief.
- 18.26** The back harness and straps should be washed using a mild detergent and warm water. When washing the harness, use caution to not expose any of the regulator connections to water or soap. Wipe these down with a damp cloth. Once complete, leave the harnesses exposed to the air to dry.
- 18.27** Cylinders may be washed using the same method. Use caution not to get water into the throat of the cylinder.
- 18.28** Masks and regulators will be cleaned using the following procedure.
- Submerge the mask in warm water and agitate to dislodge large debris. Whenever possible, keep the mask upside down while washing and rinsing.

Wash the mask using MSA disinfectant and warm water solution.
DO NOT use any industrial strength cleaners or abrasives.

Rinse the mask in warm water

Wipe down the mask and allow to air dry.

Note: If a mask only needs minor cleaning, such as during fit testing, the mask can be disinfected using MSA respirator wipes.

Article 19 Hazard Communication Program

Scope of Article

This article deals with the procedures for notifying department members as to the hazardous substances that may be present in the workplace. This article is written to comply with OSHA standard 29 CFR 1910.1200. It is intended for all department members.

- 19.1** The purpose of this article is to insure compliance with the above mentioned OSHA standard.
- 19.2** The Fire Chief will serve as the overall coordinator of the program.
- 19.3** Each member of the department will be advised of this article through the distribution of these Standard Operating Procedures and receive an annual refresher as part of the safety training program. This training will include a listing of the hazardous substances present in the workplace, the properties of these substances, and proper measures to protect themselves from unsafe exposures. Review of MSDS will also be included in this training.
- 19.4** The Fire Chief will maintain a list of all hazardous chemicals used in the department. This list will be updated annually or whenever a new chemical is brought into the department.
- 19.5** In addition to the chemical list, an MSDS sheet for each chemical will be kept in a binder. These binders will be located in the top drawer of the filing cabinet near the base radio.
- 19.6** Whenever making purchases for possible hazardous substances, the purchaser will attempt to purchase the least hazardous material.
- 19.7** The Fire Chief will insure that all hazardous substances are properly labeled. This label should be provided by the manufacturer. Hazardous substances will not be stored in any container except the one provided by the manufacturer. The Chief or his/her designee will check containers on a monthly basis to insure proper labeling and storage of substances.

- 19.8** The Fire Chief will advise outside contractors of any chemical hazards that they may encounter while working at the stations or on apparatus.
- 19.9** No members will perform non-routine tasks (e.g. boiler repairs) unless they are made aware of potential exposures to hazardous substances.

Article 20 Hazardous Materials Response Plan

Scope of Article

This article deals with the procedures for identifying and responding to actual and potential hazardous materials incidents. This article is written to comply with OSHA standard 29 CFR 1910.120. It is intended for all emergency response personnel.

- 20.1** The Hazardous Materials response plan for the East Herkimer Fire Department will be held in compliance with current OSHA 29 CFR 1910.120(q), which states: "An emergency response plan shall be developed and implemented to handle anticipated emergencies prior to the commencement of emergency response operations. The plan shall be in writing and available for inspection and copying by employees, their representatives and New York State Public Employee Safety and Health (PESH) personnel."
- 20.2** The East Herkimer Fire Department members shall utilize this plan while in response to any hazardous materials incident. This plan shall be reviewed and updated anytime there is any known change to OSHA or PESH regulations, and will be reviewed on an annual basis by the officers of the department.
- 20.3** The East Herkimer Fire Department will maintain a file of all reports received under the State Law 209u concerning the presence of hazardous materials at various locations with the department's response district. The Herkimer County Hazardous Materials Response Plan contains listings of hazardous materials regulated under the Sara Title III, and the designated facility coordinators for those locations. This plan also contains emergency assistance telephone numbers for outside agencies. The Herkimer County Haz-Mat Response Plan shall be present in each department vehicle, including the fire chief's automobile.
- 20.4** All category I active members of the East Herkimer Fire Department that are expected to respond to hazardous materials incidents shall be trained, at a minimum, to the Hazardous Materials First Responder: Operations Level course offered by the NYS OFPC. All members will also be familiar with the DOT Emergency Response Guide Book. The East Herkimer Fire Department will operate, during an incident involving hazardous

materials, at the level of First Responder, as further operations will involve the response of Hazardous Materials Technicians equipped to carry out such tasks. Further Haz-Mat training levels will be at the discretion of the firefighter, but he/she shall not operate at any incident beyond the capabilities within the East Herkimer Fire Department, with the exception of said firefighter being involved with the responding Haz-Mat Technician team, to which they will report to the designated officer of that team.

First Responders at the operations level shall have sufficient training or have had sufficient experience to objectively demonstrate competency in the following areas:

- Understanding of what hazardous substance are, and the risks associated with such substances in an incident.
- Understanding of the potential outcomes associated with any emergency created when hazardous substances are present.
 - Ability to identify the presence of hazardous materials when possible.
- Understanding of the capabilities and limitations of the first responder at the awareness level.
 - Ability to realize the need for additional resources, along with making the appropriate notifications to the dispatch center.

20.5 Upon dispatch, if notified of the possibility of a Haz-Mat situation, the following shall be observed:

- Implementation of the incident command system.
- Determination of the wind direction/strength, if possible, for the ability to approach the emergency scene from the proper upwind direction, along with proper placement of the incident command post.
- Notification to the Herkimer County Communications Center upon arriving on the scene of a complete scene size-up and severity of the situation, along with need of additional units.
- Staging of apparatus outside the proper distance, even if identification of the substance may be hindered in doing so.
- Identification of the hazardous product, utilizing the DOT Emergency Response Guide Book. If a vehicle is involved that was transporting the substance, utilize the driver's knowledge (if

medically able) of the substance. If driver is not available, use other means to identify (i.e. placard on vessel, product ID number, container types, etc.)

-Identification of the specific situation involved with the hazardous substance, such as notification of a spill, leak, fire, explosion, etc.

-Notification to the Herkimer County Communications Center of the need for higher-trained, better-equipped Haz-Mat response teams to the site as well as the Herkimer County Fire Coordinator. At this time, the closest Haz-Mat team is Utica Fire Department.

-Implementation of traffic and crowd control procedures when necessary.

-Evacuation of the immediate area if the situation is too critical to await HazMat team.

20.6 Once positive identification can be made, consult the DOT Emergency Response Guide Book, which is to be located in ALL emergency response vehicles. This guidebook provides all vital information of the hazardous product, and should be used properly. At this point, only properly-trained personnel shall mitigate the incident. The East Herkimer Fire Department only has personnel, training and equipment, for initial use in the "defense mode" of a hazardous materials incident. The department is not functional to operate in the "offense mode" of a hazardous materials incident, nor is the proper PPE available to conduct such an operation. Upon proper identification of the product, and it is deemed necessary to place a "defense mode" on the incident, full firefighter PPE will be worn, to include department-provided SCBA, along with any other equipment as deemed necessary by the incident commander.

20.7 While actively engaged in fire suppression activities, motor vehicle collisions or other types of emergency operations, and it is determined during the event that a presence of a hazardous material exists, the Incident Commander will be informed immediately of the findings. At this time, all activity within the scene of operations must be suspended. The IC shall perform a rapid assessment of the safety of all personnel and surroundings involved. This may include ceasing of all suppression or rescue

activities to retreat to a safe, upwind location, as to be determined by the Incident Commander. Upon evacuation of all units, personnel and civilians, the Incident Commander will conduct the scene size-up properly, declaring a Hazardous Materials Incident and following the response plan accordingly, as stated in Section III of this SOG.

20.8 A "safe zone" shall be established by the Incident Commander, in concert with on-scene law enforcement. This safe zone will include a place of refuge to which emergency personnel can retreat in the event that control of the incident is lost.

20.9 The Incident Commander will assign a site security and control officer, which may include, but not be limited to the law enforcement agency on scene. If more security is needed, the officer shall advise the Incident Commander of the proper notifications required.

20.10 In the event that the evacuation of residents of the area surrounding the emergency scene is necessary, the evacuation order will be issued by the Incident Commander, unless a State of Emergency has been declared, in which case the order will be issued by the Local Chief Executive. Notification to the public will be made using radio and television broadcasts, mobile public address systems, and door to door canvassing as appropriate. Evacuation routes shall be selected to avoid any chance of exposure to the hazardous material. In the event that large numbers of individuals must be evacuated, notification will be made to the American Red Cross.

20.11 Decontamination procedures at a hazardous materials incident shall be the responsibility of the Incident Commander or an individual appointed to do so. Decontamination shall be conducted for ALL personnel, their personal protective equipment, apparatus and any equipment other than disposable items. The disposable items will be handled through a third party certified in doing so. The decontamination stations and process will be confined to the Contamination Reduction Zone.

20.12 A minimum of one ambulance shall be on standby at the scene of a hazardous materials emergency. Available medical personnel should include a minimum of one EMT - Basic. In the event that emergency response personnel require medical treatment from exposure to hazardous materials, such treatment

will follow standard medical protocols, also utilizing information from Material Safety Data Sheets. In the event that personnel receive treatment at the hospital, information on the nature of the hazardous material involved will be provided to hospital personnel immediately, as not to delay care.

- 20.13** A post-incident critique will be held as soon as is practical to evaluate the response to the incident and make recommendations with regard to additional planning, training and/or equipment. No media representatives will be allowed at the critique.
- 20.14** Personal Protective Equipment shall meet, at a minimum; the criteria contained in 29 CFR 1910.156(e) when worn while performing firefighting operations beyond the incipient stage for any incident.
- 20.15** Every emergency response vehicle will have, in its possession and easy accessible, a current copy of the DOT Emergency Response Guide Book, along with maps of the department's response district and county-wide map (for purposes of mutual aid responses).
- 20.16** Specific department vehicle response guidelines are limited, due to the possibility of unknown factors surrounding an emergency dispatch. (Structure fire responses are different than rescue responses, etc.)

EMERGENCY CONTACT PHONE LISTING

Fire Agencies

County Fire Coordinator	(315)867-1212 (County Emergency Mgt)
County Fire Control Center	(315)866-0974
NYS OFPC	(518)474-6746

Police Agencies

New York State Police	(315)866-7111
County Sheriff	(315)867-1267

Ambulances

MOVAC	(315)866-2336: business
Rural/Metro	(315)866-1110
County EMS Dispatch	(315)866-0974

Hospitals

St. Luke's Resource (EMS)	(315)724-4979
Little Falls	(315)823-5311: Emergency Dept.
St. Elizabeth's	(315)798-8111: Emergency Dept.

Local Government Officials

Town Supervisor:	
Dominick Frank	(315)866-8104
County Administrator:	
James Wallace	(315)867-1112
Town Highway Superintendent:	
John Richard	(315)866-8103

Public Works

NYS D.O.T.	(315)866-1123
County Highway Dept.	(315)867-1191
Town Highway Dept.	(315)866-8103
Village Highway Dept.	(315)866-4444

Health Officials

County Public Health Services	(315)867-1176
NYS D.O.H.	-contact through coordinator

American Red Cross

Mohawk Valley Chapter	(315)866-2890
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Environmental Conservation

DEC Regional Office

(315)793-2554: daytime

(800)457-7362: hotline for afterhours

National Weather Service

SkyWarn and Spotter Reports

(800)462-7751

United State Coast Guard

District 9 Response Division

(216)902-6063

Power Company

National Grid

(800)892-2345: gas/electric emergencies

Federal Aviation Administration

Albany

(518)472-4488

Chemtec

(800)424-9300

**HELP (Hazardous Emergency
Leak Procedures**

(304)744-3487

American Assoc. Of Railroads

Bureau of Explosives

(202)835-9500

Federal Railroad Administration

(315)473-2804

United State Army

55th Ordinance Detachment

(315)773-4005

Article 21 Live Fire Training

Scope of Article

This standard operating procedure shall cover all training involving the use of live fire, both in interior and exterior operations. This procedure is intended to provide a minimal acceptable level of safety for the training evolutions and all personnel attending such.

21.1 All training shall be conducted in accordance with applicable sections of National Fire Protection Association Standards 1142, 1403 & 1500, OSHA 1910.134 & 1910.156, and NYS Office of Fire Prevention & Control's Live Fire Policy.

21.2 DEFINITIONS

Authority Having Jurisdiction – also referred to as "AHJ" is the organization, office, or individual responsible for approving equipment, an installation, or a procedure.

Demonstration – The act of showing a skill

Evolution – A set of prescribed actions that result in an effective fire ground activity.

Instructor – An individual deemed qualified by the authority having jurisdiction to deliver fire fighter training; who has the training and experience to supervise students during live fire training evolutions.

Instructor-In-Charge – An individual qualified as an instructor and designated by the authority having jurisdiction to be in charge of the live fire training evolution.

Live Fire – Any unconfined open flame or device that can propagate fire to the building or other combustible materials.

Operator – An individual qualified to operate the Herkimer County Mobile Training Facility who has been designated as such by the training committee.

Participant – Any student, instructor, safety officer, visitor, or other person who is involved in the live fire training evolution within the operations area.

Safety Officer – An individual qualified by the authority having jurisdiction to maintain a safe working environment at all live fire training evolutions.

Shall – Indicates a mandatory requirement.

Should – Indicates a recommendation or that which is advised but not required.

Student – Any person who is present at the live fire training evolution for the purpose of receiving training.

Training Facility – Any facility, which is designed for conducting live fire training evolutions on a repetitive basis.

21.3 STUDENT PREREQUISITIES

- All students participating in live fire evolutions shall have had a minimum level of basic training in order to ensure a safe training environment. This training shall be verified by the AHJ and include:
 - Fire Ground Safety
 - Fire Behavior
 - Personal Protective Equipment
 - SCBA Use
 - Ladders
 - Fire Hose, Appliances, and Streams
 - Overhaul
 - Water Supply

- Students participating in training evolutions from other jurisdictions shall be required to submit written documentation from their AHJ stating that they have had the required pre-requisite training.

- Students participating in interior evolutions shall have a current physical, mask fit test and be qualified to wear self contained breathing apparatus as defined in 29 CFR 1910.134.

21.4 INSTRUCTORS

- All instructors shall be deemed qualified by the East Herkimer Fire Department to deliver firefighter training.
- All instructors shall have completed **at least** the following training or equivalent:
 - Conducting Live Fire Evolutions and,
 - Live Fire Training & Safety and,
 - Firefighter Essentials & Initial Fire Attack
 - Or
 - Basic & Intermediate Firefighter
 - Or
 - Firefighter I
 - And
 - SCBA Certified By the AHJ

21.5 SAFETY OFFICER

The safety officer shall be deemed qualified by the East Herkimer Fire Department to act in such capacity.

The safety officer shall have completed **at least** the following training or equivalent:

- Conducting Live Fire Evolutions and,
- Live Fire Training & Safety and,
All training required to be an instructor if serving as an interior safety officer.

21.6 OPERATOR (IF APPLICABLE)

- The facility operator shall be deemed qualified by the training committee to act in such capacity.
- The facility operator shall have completed **at least** the following training or equivalent:

- Conducting Live Fire Evolutions and,
- Live Fire Training & Safety and,
- Firefighter Essentials & Initial Fire Attack
 Or
 Basic & Intermediate Firefighter
 Or
 Firefighter I
 And
 SCBA Certified By the AHJ
 And
 Manufacturer required operator training

21.7 MOBILE FIRE TRAINING FACILITY

- The training facility shall be inspected by the operator **PRIOR** to conducting evolutions for any damage to the structure or anything that could affect the safety of the facility and its participants.
- The operator shall check verify that all safety devices such as thermometers, oxygen, toxic and combustible gas monitors, evacuation alarms, and emergency shut down switches are operational **PRIOR** to conducting evolutions.
- The operator shall run the entire system to verify that all props, ventilation, flame safeguard units, agent sensors, and combustion fans are operating properly **PRIOR** to conducting evolutions.
- The training facility shall be inspected at intervals required by the manufacturer for routine maintenance and certification.
- The training facility shall immediately be taken out of service if any condition exists that would compromise the safe operation of the facility. The facility shall not be placed back into service until it is deemed safe by the manufacturer or authorized personnel.
- Propane gas used through fired props designed by the equipment manufacturer shall be the only fuel used in the training facility. There will be **NO OTHER COMBUSTIBLE OR FLAMMABLE**

MATERIALS that are permitted to be burned in the training facility.

- Once evolutions are completed, the training facility shall be left in a clean and useable manor. Any broken or malfunctioning components shall be reported immediately.

21.8 NON-COMBUSTIBLE TRAINING FACILITIES

The training facility shall be inspected by the operator **PRIOR** to conducting evolutions for any damage to the structure or anything that could affect the safety of the facility and its participants.

The training facility shall immediately be taken out of service if any condition exists that would compromise the safe operation of the facility. The facility shall not be placed back into service until it is deemed safe by the manufacturer or authorized personnel.

All exits and windows shall be unlocked prior to conducting any evolutions.

If ordinary combustibles are permitted to be burned within the structure, they shall only be used in designated areas.

Combustibles shall not be placed in any location that could obstruct an exit from the area.

Only CLASS A items are permitted to be burned. NO FUEL, OIL, OR OTHER PETROLEUM PRODUCTS SHALL BE PERMITTED!

Each fire set shall be limited to 100lbs. of CLASS A material. Example: 2-3 pallets and one chair or small couch.

Once evolutions are completed, the training facility shall be left in a clean and useable manor. Any broken or malfunctioning components shall be reported immediately.

21.9 SMOKE EVOLUTIONS

Smoke evolutions shall be conducted using an approved smoke simulation machine.

Training using approved smoke machines do not need to follow this policy.

Training drills using smoke from actual combustibles must follow this policy and are considered live fire evolutions.

21.10 EXTERIOR EVOLUTIONS

Exterior evolutions include propane fired props, vehicle fires, and any other fire training using live fire not within the confines of a building.

All pressure containing or hazardous devices shall be removed or relieved of pressure from a vehicle prior to being used as a prop. These items include: all gas shocks, bumper struts, batteries, gas tanks, etc.

All evolution safety precautions used in buildings shall also be used in exterior evolutions.

Adequate water supply considerations shall be addressed using NFPA 1142 as a guide.

21.11 ACQUIRED STRUCTURES

The East Herkimer Fire Department ***WILL NOT*** conduct live fire training within an acquired structure.

Acquired structures may be burned down within the fire district provided that all appropriate documentation is completed with the appropriate state and local authorities and approval is obtained from the fire chief and East Herkimer Fire Commission.

Under NO circumstances will any live fire training be conducted within a structure acquired for a burn down.

Acquired structures may be used for any training that ***does not involve live fire*** if deemed safe by the officers of the East Herkimer Fire Department.

21.12 CONDUCTING EVOLUTIONS

An area for the fire training shall be laid out prior to its use. The area should be free from slip / trip hazards, fairly level, and away from any other structures. There should be adequate room to position apparatus near the facility for operations.

An area for emergency access shall be kept clear to allow ambulance access to the facility.

An area for firefighter rehabilitation and first aid shall be established near the training grounds. This area shall be manned by at least a first responder with appropriate medical equipment.

An area for staging of apparatus not involved in the evolutions should be established if necessary.

Appropriate notifications such as local ambulance, 911 center, etc. shall be made prior to conducting evolutions.

A minimum of two water sources shall be established **PRIOR** to conducting evolutions. These two sources can be either;

- Two engines drafting from a single static source

Or

- Two engines being supplied from two separate fire hydrants

The minimum available water supply shall be 3,000 gallons from static sources or two fire hydrants flowing at least 500 gpm for training conducted at the mobile fire training facility.

The minimum water supply for all other live fire training shall be determined prior to conducting evolutions using NFPA 1142 as a guide.

Fire attack and back-up lines shall be supplied from two different fire engines with two different water sources.

Attack and back-up lines shall be capable of flowing at least 125gpm each.

All personnel, water supply, fire attack, and back-up lines shall be in place **PRIOR** to conducting any evolutions.

All participants shall participate in a pre-burn briefing prior to conducting evolutions. This session should cover all facets of each evolution including the assignment of crews. The possibility of victims shall be discussed if applicable to the given scenario.

NO LIVE VICTIMS ARE TO BE USED UNDER ANY CIRCUMSTANCES

A facility walk-through shall be conducted with all participants prior to conducting evolutions. Exits, emergency, and evacuation procedures shall be covered.

Emergency evacuation signals and mayday procedures shall be discussed with all participants prior to conducting evolutions.

A positive accountability and communications system shall be established prior to conducting evolutions. All participants shall be accounted for at all times and communications shall be present between all instructors, safety officers, and operators. Communications shall be accomplished using predetermined hand signals, face to face, or via radio.

All participants of the training shall wear full OSHA & NFPA compliant personal protective equipment and positive pressure self-contained breathing apparatus at all times during live fire evolutions.

All crews shall operate under the supervision of an instructor. Crew size is limited to 3 students per 1 instructor.

21.13 DUTIES OF PARTICIPANTS

Operator-Mobile Fire Training Facility

- Assist in proper site selection
- Inspect facility for safety prior to each use
- Run system prior to conducting evolutions
- Verify all safety functions are operational
- Monitor activities to ensure safe operation of the facility
- Ensure facility is placed back into service upon completion of use
- Report any malfunctions and take corrective action if applicable
- Maintain records of facility use

Instructor-in-Charge

- Plan and coordinate all training activities
- Monitor activities to ensure safe practices
- Inspect training grounds for safety prior to each use
- Assign instructors:
 - Attack Hose Lines
 - Backup Hose Lines
 - Functional Assignments (Ventilation, Forcible Entry, Etc.)
 - Teaching Assignments
- Brief instructors on responsibilities
 - Accounting for assigned students
 - Assessing student performance
 - Clothing and equipment inspection
 - Monitoring safety
 - Achieving tactical and training objectives
- Assign coordinating personnel, as needed:
 - Emergency Medical Services
 - Communications
 - Water supply
 - Apparatus staging
 - Equipment staging
 - Breathing apparatus
 - Personnel welfare
 - Public relations
- ***Ensure adherence to this standard by all persons within the training area***

Safety Officer

- Prevent unsafe acts
- Eliminate unsafe conditions
- Intervene and terminate unsafe acts
- Supervise additional safety personnel, as needed
- Coordinate lighting of fires with instructor-in-charge
- Ensure compliance of participants personal protective equipment with applicable standards:
 1. Protective Clothing
 2. SCBA
 3. PASS Alarms
- Ensure that all participants are accounted for, both before and after each evolution

Instructor

- Monitor and supervise assigned students
- Inspect students protective clothing and equipment
- Account for assigned students, both before and after each evolution

Student

- Acquire prerequisite training
- Become familiar with facility layout
- Wear approved full protective clothing
- Wear approved self-contained breathing apparatus
- Obey all instructions and safety rules
- Provide documentation of prerequisite training

Records

The following records and reports shall be maintained on all live fire training evolutions in accordance with the requirements of this standard:

1. An accounting of the activities conducted
2. A listing of instructors present and their assignments
3. A listing of all other participants
4. Documentation of unusual conditions encountered
5. Any injuries incurred and treatment rendered
6. Any changes or deterioration of the structure
7. Documentation of the condition of the premises and adjacent area at the conclusion of the training exercise

Article 22 N.Y.P.A. Dam Failure

Scope of Article

The intent of this SOG is to summarize actions to be taken by the East Herkimer VFD in the event that it is alerted in accordance with New York Power Authority (NYPA)'s Emergency Action Plan. The NYPA plan shall be the basis for all action, and it is not the purpose of this SOG to change required actions or authorities spelled out in the Plan. The NYPA Emergency Action Plan (EAP) has been written in accordance with Federal regulations to outline actions required in case an emergency arises at the JARVIS Power Project Hinkley Reservoir Dam. IAW the NYPA EAP, the Herkimer County Sheriff's Office will be notified of the emergency and they will be responsible for notifying local Fire Departments.

22.1 The NYPA EAP is to be the basis for action by the East Herkimer VFD and is incorporated into this SOP. The NYPA EAP spells out two levels of Alert.

- Level A alert - The Dam has been damaged and has (or is about to) FAIL.
- Level B alert - A SERIOUS condition exists at the Dam and emergency action MAY be needed.

22.2 SUMMARY OF PROBLEM: A failure of the Dam at Hinkley will create a serious flood condition throughout the entire length of the West Canada Creek to its junction with the Mohawk River and beyond. Computer models show that at its peak, the water could be 10-12 feet above the deck level of both the Kast Bridge and Mitchell Bridges. Of all the bridges over the West Canada, only the Route 5 Bridge in Herkimer is expected to survive the flood. All villages along the Creek will receive flooding to varying levels. All Fire Stations will be affected except East Herkimer's. The Village of Herkimer will be under water up to 8 feet deep from German St. south during the peak flood. At Herkimer, the flood will start about 5 hours after the dam fails, will peak in 10.5 hours and will last about 24 hours. All electrical power in the Kuyahura Valley will fail because power substations are near the Creek, including the one in Herkimer.

22.3 The following roads probably will be under water and unusable:

- a) all Herkimer Streets, including State St (Rte 5)
- b) Rte 5 east of Eatonville Rd.
- c) Rte 5S east of Mohawk and in Fort Herkimer
- d) Rte 28 from (including) Herkimer to Oberle Rd.

Detailed descriptions of flooding, including maps and charts can be found in the NYPA EAP.

22.4 TYPE A Alert

1. The flood condition should appear at the North end of our Fire District about 4 hours after the breach. According to the simulations the Country Manor should be about 30 to 50 feet above the peak flood. A decision to evacuate the Home should therefore rest with County authorities. (Note: as of this date (Aug 10, 1994) no County Action Plan has been written.)

2. Evacuation of homes along the flood path should be started as soon as possible after notification. New York State Police will also be mobilized to assist emergency actions. Evacuation areas should include:

- a) Starting just North of the Rte 28/Oberle Rd. intersection, all homes along Rte 28 South to Farber Lane.
- b) Oberle Rd. to the hill
- c) Osborne Rd. (south end) to the hill
- d) Kast Bridge area
- e) Kast Hill Rd. to the hill
- f) West End Rd. to North Creek bridge.
- g) Rte 28 from Mitchell Bridge South:
- h) Petrie Development (Willis, Dickie Ave, etc.)&
- i) Shellsbush Rd to the hill
- j) Harter Rd.
- k) Piper Rd. (west side)
- l) Rte 5 (South side) to the hill

3. The EHFD Officer in charge will appoint a representative to the Herkimer County Command post during the Emergency operations.

4. Action will be taken to ensure emergency services can be provided to the areas of the East Herkimer Fire District north and west of the Village of Herkimer. This may be done by reassignment of apparatus and manpower before the flood arrives or by Mutual Aid coverage. (Frankfort and Schuyler will be mostly unaffected by the flooding.)

5. Preparations should be made to make the East Herkimer Fire Station ready to accept persons displaced by evacuation, including food and water supplies and electric power to last 1-4 days.

22.5 TYPE B Alert: Upon notification of a type B alert, a crew shall be placed on standby at the East Herkimer Fire Station. Emergency action preparations shall be reviewed and personnel shall become ready to take emergency actions upon notification that Type A action is necessary.

22.6 CONTINUING SUPPORT from the EHFD should be provided to NYPA by attendance at yearly reviews of their plan and to Herkimer County emergency planning for failure of the Dam.

Article 23 Infection Control Program

Scope of Article The East Herkimer Fire Department is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this goal, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 *CFR* 1910.1030, "Occupational Exposure to Bloodborne Pathogens." This program is intended for all active department responders.

23.1 PROGRAM ADMINISTRATION

23.1a The fire chief or his designee is responsible for implementation of the ECP. The fire chief or his designee will maintain, review, and update the ECP at least annually, and whenever necessary to include new or modified tasks and procedures.

23.1b Those employees who are determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP.

23.1c The fire chief or his designee will provide and maintain all necessary personal protective equipment (PPE), engineering controls (e.g., sharps containers), labels, and red bags as required by the standard. The fire chief or his designee will ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes.

23.1d The fire chief or his designee will be responsible for ensuring that all medical actions required by the standard are performed and that appropriate employee health and OSHA records are maintained.

23.1e The fire chief or his designee will be responsible for training, documentation of training, and making the written ECP available to employees and NYS Department of Labor representatives.

23.2 EMPLOYEE EXPOSURE DETERMINATION

The following is a list of all job classifications at our establishment in which all employees have occupational exposure:

Job Title

Recruit Firefighter

Support Firefighter

Interior Firefighter

All levels of Fire Officers

23.3 METHODS OF IMPLEMENTATION AND CONTROL

Universal Precautions: All employees will utilize universal precautions.

23.3a Exposure Control Plan Employees covered by the bloodborne pathogens standard receive an explanation of this ECP during their initial training session. It will also be reviewed in their annual refresher training. All employees can review this plan at any time during their work shifts by contacting (*Name of responsible person or department*). If requested, we will provide an employee with a copy of the ECP free of charge and within 15 days of the request.

The fire chief or his designee is responsible for reviewing and updating the ECP annually or more frequently if necessary to reflect any new or modified tasks and procedures that affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

23.3b Engineering Controls and Work Practices Engineering
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controls and work practice controls will be used to prevent or minimize exposure to bloodborne pathogens. The specific engineering controls and work practice controls used are listed below:

The East Herkimer Fire Department is a Basic Life Support First Response Agency. There are currently no engineering controls that can be implemented to reduce our potential exposure to bloodborne pathogens. Employees are to use sharps containers provided by responding ambulance agencies if appropriate at the scene of a medical emergency.

This facility identifies the need for changes in engineering controls and work practices through review of practices by the safety committee and any input by our employees.

We evaluate new procedures and new products regularly by reviewing information from our state department of health, local EMS region, and vendors.

Both front-line workers and management officials are involved in this process in the following manner: Employees are encouraged to share any methods or equipment that would make a process safer for all personnel. The fire chief in coordination with the safety committee is responsible for ensuring that these recommendations are evaluated and implemented if appropriate.

23.3c Personal Protective Equipment (PPE) PPE is provided to our employees at no cost to them. Training in the use of the appropriate PPE for specific tasks or procedures is provided by the fire chief or his designee.

The types of PPE available to employees are as follows:

- Latex and nitrile disposable gloves in multiple sizes
- Face shields, goggles, and safety glasses
- Face masks
- Isolation gowns

PPE is located in 505 and 518 as well as in each first aid bag. The fire chief or his designee is responsible for ensuring that PPE is available at all times.

All employees using PPE must observe the following precautions:

- Wash hands immediately or as soon as feasible after removing gloves or other PPE.
- Remove PPE after it becomes contaminated and before leaving the work area.
- Used PPE may be disposed of in red bio hazard bags in 505 or 518 or in the responding ambulance.
- Wear appropriate gloves when it is reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised.
- Utility gloves may be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, peeling, tearing, puncturing, or deterioration.
- Never wash or decontaminate disposable gloves for reuse.
- Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
- Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.

The procedure for handling used PPE is as follows:

- Disposable PPE should be removed and placed in a red bio hazard bag on the apparatus or ambulance.
- Contaminated reusable PPE such as firefighter turnout gear should also be placed in a red bio hazard bag as soon as feasible and an officer shall be notified so that it can be properly laundered.
- Extrication equipment such as backboards, c-collars, and head blocks shall be decontaminated at the hospital prior to being returned to the agency. Items that are contaminated

and not sent to the hospital shall be decontaminated at the fire station using appropriate disinfectants.

23.3d Housekeeping Regulated waste is placed in containers which are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded (see the following section "Labels"), and closed prior to removal to prevent spillage or protrusion of contents during handling.

The procedure for handling other regulated waste is: all contaminated items are to be placed in red bio hazard bags for disposal or cleaning. Items requiring disposal will be turned over to our local ambulance agency for proper disposal.

Bins and pails (e.g., wash or emesis basins) are cleaned and decontaminated as soon as feasible after visible contamination.

23.3e Laundry The following contaminated articles will be laundered by this company:

Firefighter Turnout Gear

Laundering will be performed by a properly trained firefighter using approved chemicals to treat the PPE.

The following laundering requirements must be met:

- handle contaminated laundry as little as possible, with minimal agitation
- place wet contaminated laundry in leak-proof, labeled or color-coded containers before transport. Use red biohazard bags for this purpose.

- wear the following PPE when handling and/or sorting contaminated laundry: A minimum of latex or nitrile gloves.

23.3f Labels The following labeling methods are used in this facility:

All contaminated equipment or PPE shall be placed in red bio hazard bags.

The fire chief or his designee is responsible for ensuring that warning labels are affixed or red bags are used as required if regulated waste or contaminated equipment is brought into the facility. Employees are to notify (*Name of responsible person or department*) if they discover regulated waste containers, refrigerators containing blood or OPIM, contaminated equipment, etc., without proper labels.

23.4 HEPATITIS B VACCINATION

The fire chief or his designee will provide training to employees on hepatitis B vaccinations, addressing safety, benefits, efficacy, methods of administration, and availability.

The hepatitis B vaccination series is available at no cost after initial employee training and within 10 days of initial assignment to all employees identified in the exposure determination section of this plan. Vaccination is encouraged unless: 1) documentation exists that the employee has previously received the series; 2) antibody testing reveals that the employee is immune; or 3) medical evaluation shows that vaccination is contraindicated.

However, if an employee declines the vaccination, the employee must sign a declination form. Employees who decline may request and obtain the vaccination at a later date at no cost. Documentation of refusal of the vaccination is kept in each employee's personnel file.

Vaccination will be provided by Access Health Systems at either a scheduled fire department physical or other time arranged by the fire chief.

Following the medical evaluation, a copy of the health care professional's written opinion will be obtained and provided to the employee within 15 days of the completion of the evaluation.

It will be limited to whether the employee requires the hepatitis vaccine and whether the vaccine was administered.

23.5 POST-EXPOSURE EVALUATION AND FOLLOW-UP

Should an exposure incident occur, contact the officer in charge of the incident. The incident commander will notify the fire chief as soon as possible and complete an exposure report with the affected employee.

An immediately available confidential medical evaluation and follow-up will be conducted by Access Health Systems. Following initial first aid (clean the wound, flush eyes or other mucous membrane, etc.), the following activities will be performed:

- Document the routes of exposure and how the exposure occurred.
- Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law).
- Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual's test results were conveyed to the employee's health care provider.
- If the source individual is already known to be HIV, HCV and/or HBV positive, new testing need not be performed.
- Assure that the exposed employee is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).
- After obtaining consent, collect exposed employee's blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status
- If the employee does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed employee elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.

23.6 ADMINISTRATION OF POST-EXPOSURE EVALUATION AND FOLLOW-UP

The fire chief or his designee ensures that health care professional(s) responsible for employee's hepatitis B vaccination and post-exposure evaluation and follow-up are given a copy of OSHA's bloodborne pathogens standard.

The fire chief or his designee ensures that the health care professional evaluating an employee after an exposure incident receives the following:

- a description of the employee's job duties relevant to the exposure incident
- route(s) of exposure
- circumstances of exposure
- if possible, results of the source individual's blood test
- relevant employee medical records, including vaccination status

The fire chief or his designee provides the employee with a copy of the evaluating health care professional's written opinion within 15 days after completion of the evaluation.

23.7 PROCEDURES FOR EVALUATING THE CIRCUMSTANCES SURROUNDING AN EXPOSURE INCIDENT

The fire chief or his designee will review the circumstances of all exposure incidents to determine:

- engineering controls in use at the time
- work practices followed
- a description of the device being used (including type and brand)
- protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.)
- location of the incident (O.R., E.R., patient room, etc.)
- procedure being performed when the incident occurred
- employee's training

The fire chief or his designee will record all percutaneous injuries from contaminated sharps in a Sharps Injury Log.

If revisions to this ECP are necessary the fire chief in conjunction with the safety committee will ensure that appropriate changes are made. (Changes may include an evaluation of safer devices, adding employees to the exposure determination list, etc.)

23.8 EMPLOYEE TRAINING

All employees who have occupational exposure to bloodborne pathogens receive initial and annual training conducted by the fire chief or departmental training officer. The individual conducting the training must be an instructor who is qualified to instruct personnel and has experience in the emergency medical field as well as a thorough understanding of the bloodborne pathogen standard and its requirements.

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

- a copy and explanation of the OSHA bloodborne pathogen standard
- an explanation of our ECP and how to obtain a copy
- an explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident
- an explanation of the use and limitations of engineering controls, work practices, and PPE
- an explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE
- an explanation of the basis for PPE selection
- information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge
- information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM
- an explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available
- information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident
- an explanation of the signs and labels and/or color coding required by the standard and used at this facility
- an opportunity for interactive questions and answers with the person conducting the training session.

Training materials for this facility are available with the fire chief or training officer.

23.9 RECORDKEEPING

Training Records Training records are completed for each employee upon completion of training. These documents will be kept for at least three years in the training records file in the fire chief's office.

The training records include:

- the dates of the training sessions
- the contents or a summary of the training sessions
- the names and qualifications of persons conducting the training
- the names and job titles of all persons attending the training sessions

Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days. Such requests should be addressed to the fire chief.

23.9a Medical Records

Medical records are maintained for each employee with occupational exposure in accordance with 29 *CFR* 1910.1020, "Access to Employee Exposure and Medical Records."

The fire department's designated health care provider is responsible for maintenance of the required medical records. These confidential records are kept at the office of the designated health care provider for at least the duration of employment plus 30 years.

Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days. Such requests should be sent to the fire chief for forwarding to the department health care provider.

23.9b OSHA Recordkeeping

An exposure incident is evaluated to determine if the case meets OSHA's Recordkeeping Requirements (29 CFR 1904). This determination and the recording activities are done by *(Name of responsible person or department)*.

23.9c Sharps Injury Log

In addition to the 1904 Recordkeeping Requirements, all percutaneous injuries from contaminated sharps are also recorded in a Sharps Injury Log. All incidences must include at least:

- date of the injury
- type and brand of the device involved (syringe, suture needle)
- department or work area where the incident occurred
- explanation of how the incident occurred.

This log is reviewed as part of the annual program evaluation and maintained for at least five years following the end of the calendar year covered. If a copy is requested by anyone, it must have any personal identifiers removed from the report.

Article 24 Lock-Out Tag-Out Program

Scope of Article

This procedure establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment as well as when fire department personnel are expected to perform a rescue involving entrapment in equipment. It shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing, maintenance, or rescue where the unexpected energization or start-up of the machine or equipment or release of stored energy could cause injury. This program is intended for all department members.

24.1 Compliance With This Program

All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout. The authorized employees are required to perform the lockout in accordance with this procedure. All employees, upon observing a machine or piece of equipment which is locked out to perform servicing, maintenance, or rescue shall not attempt to start, energize, or use that machine or equipment.

Willful disregard of this policy will not be tolerated. Charges of dismissal may be brought against a member who intentionally violates its provisions.

24.2 Sequence of Lockout

(1) Notify all affected employees that servicing, maintenance, or rescue is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing, maintenance, or rescue. Members who are present will be verbally notified by the incident commander at a rescue, and the person performing a maintenance task requiring lockout at the fire station will verbally notify all who are present.

(2) The authorized employee shall refer to the company procedure to identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy. Only personnel who have a thorough understanding of the energy and forces involved with a piece of equipment shall be authorized to perform the lock out procedure. If the lock out is being performed as a rescue, the incident commander shall consult with responsible persons on scene to determine an appropriate shut down procedure.

(3) If the machine or equipment is operating, shut it down by the normal stopping procedure (depress the stop button, open switch, close valve, etc.).

(4) De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s). This may be done by unplugging a cord, turning off an electrical breaker, or removing a key from the ignition of a vehicle.

(5) Lock out the energy isolating device(s) with assigned individual lock(s).

(6) Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc. Rescue situations must be carefully approached using the knowledge of fire department personnel as well as responsible persons on scene to determine appropriate methods of residual energy control.

(7) Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate.

Caution: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.

(8) The machine or equipment is now locked out.

24.3 Restoring Equipment to Service

When the servicing, maintenance, or rescue is completed and the machine or equipment is ready to return to normal operating condition, the following steps shall be taken. When restoring equipment after a rescue, the responsible persons at the scene shall assist in the process if applicable.

(1) Check the machine or equipment and the immediate area around the machine to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.

(2) Check the work area to ensure that all employees have been safely positioned or removed from the area.

(3) Verify that the controls are in neutral.

(4) Remove the lockout devices and reenergize the machine or equipment.

Note: The removal of some forms of blocking may require reenergization of the machine before safe removal.

(5) Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

Article 25 Confined Space Safety Program

Scope of Article

The purpose of this procedure is to establish guidelines for conducting confined space rescue operations. Confined spaces include caverns, tunnels, pipes, tanks, and any other locations where ventilation and access are restricted by the configuration of the space. These factors may also apply to basements or attics. Confined space incidents may involve injured persons, persons asphyxiated or overcome by toxic substances, cave-ins or fires occurring within the space. Pre-incident planning is an important factor in dealing with these situations. This procedure applies to all East Herkimer Fire Department employees responsible for emergency response

25.1 DEFINITION

"Confined space" means a space that:

- (1) Is large enough and so configured that an employee can bodily enter and perform assigned work; and
- (2) Has limited or restricted means for entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry.); and
- (3) Is not designed for continuous employee occupancy.

"Non-permit confined space" means a confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.

"Permit-required confined space (permit space)" means a confined space that has one or more of the following characteristics:

- (1) Contains or has a potential to contain a hazardous atmosphere;

(2) Contains a material that has the potential for engulfing an entrant;

(3) Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or

(4) Contains any other recognized serious safety or health hazard.

25.2 THE PRIMARY ASSESSMENT

- Command should attempt to secure a reporting party or witness to the accident to determine exactly what happened.
- An immediate assessment of the hazards present to rescuers should be done.
- If no witness is present, Command may have to look for clues on the scene that may indicate what has happened.
- An assessment of the victim(s) should be done.
- Command should determine how many victims have been affected.
- Command should determine how long the victims have been down, the mechanism of injury, and the survivability profile of the victim.
- An early decision must be made as to whether the operation will be run in the rescue or recovery mode.
- Establish communications with the victim as soon as possible.
- Locate confined space permit and all other information about the space.

25.3 THE SECONDARY ASSESSMENT

- Command should determine what type of confined space this is. This can be done by consulting with the reporting party.
 - What types of products are stored in this space.
 - What known hazards are present; mechanical, electrical, etc.
 - Location and number of victims affected.
 - Diagram of confined space, including entry and egress locations.
 - Structural stability of the confined space.
 - Hazardous material size-up.
 - Obtain copy of permit if available.
- Request of a Confined Space Rescue Team
 - Command should determine if there is an adequate number of trained personnel on scene to do the rescue/recovery from a safe location outside of the confined space.
 - If it is determined that a rescue cannot be safely performed without placing personnel within the confined space, a request to the Herkimer County Communications Center should be made to request a Confined Space Rescue Team.
 - The EHFD is not equipped to provide confined space entry for rescue situations. **NO EHFD PERSONNEL SHALL ENTER A PERMIT REQUIRED CONFINED SPACE AS DEFINED BY OSHA FOR ANY PURPOSE.**

25.4 MAKE THE GENERAL AREA SAFE

- Establish a perimeter. The size of the perimeter should be dictated by the atmospheric conditions, wind direction, structural stability, etc.
- Stop all unnecessary traffic in the area.

- Assure vehicles park downwind from incident if vehicles are running.
- Establish ventilation to general area if necessary.

25.5 MAKE THE RESCUE AREA SAFE

- Command should attempt to determine exactly what hazards and products are within the confined space. Preliminary gas metering can be conducted using the Q-Rae 4-gas meter with extension hose attachment from a safe location outside of the confined space.
- Atmospheric testing should be performed in the space from a safe location to determine oxygen level, flammability, and toxicity.
- Utilities, including electrical, gas and water should be secured and locked out. If it is not possible to lock/tagout/blankout, a guard shall be posted to assure the utilities are not turned on during the operation if they cannot be secured manually. Reference Article 24 for additional information.
- Any product that is in or flowing in the confined space must be secured and blanked off if possible. It may be determined that the space must be drained of any product prior to entry. Personnel can assist in shutting down any flow of product from a safe location outside of the confined space.
- Any manufacturing or processing equipment must be shut down prior to entry. If possible, all equipment should be locked/tagged out and brought to a zero energy state.
- The structural stability of the confined space should be evaluated. If there is a potential for collapse, appropriate measures must be taken to assure the structural stability of the space. The responding Confined Space Rescue Team should be advised of this condition as soon as possible.

25.6 CONFINED SPACE RESCUE TEAM BRIEFING & TRANSITION

- Command should brief the leader of the confined space rescue team upon their arrival of his size-up of the situation and provide an accounting of what actions that have been taken by EHFD personnel including any air monitoring readings, lock out procedures that have been implemented, and status of the victim(s) if known.
- The Confined Space Rescue Team will report to the incident commander through the operations section as a group.
- EHFD personnel will act in support roles to the team providing manpower to assist as necessary.

25.7 PREPARATION FOR TERMINATION

- Personnel accountability.
- Remove tools and equipment used for rescue/recovery. If there has been a fatality, command may consider leaving tools and equipment in place for investigative purposes.
- If entry personnel and/or equipment have been contaminated during the rescue/recovery, proper decontamination procedures shall be followed prior to putting the equipment back in service.
- Secure the scene. Prior to turning the property back over to the responsible party, one final reading of atmospheres shall be taken and recorded.
- Consider debriefing.

25.8 CONSIDER AMBIENT CONDITIONS

- Heat. Consider rotation of crews.
- Cold. Consider effects of hypothermia on victim and rescuers.
- Rain. Consider the effects of rain on the hazard profile.
- Time of Day. Is there sufficient lighting for operations extending into the night.
- Consider the effect on family and friends; keep family informed.
- Consider news media; assign a P.I.O. if needed.
- Command should call for an OSHA representative if there has been a serious injury or death.

Article 26 Workplace Violence Program

Scope of Article The East Herkimer Fire Department maintains a zero tolerance standard of violence in the workplace. The purpose of this policy is to provide EHFD members guidance that will maintain an environment at and within the EHFD property and events that is free of violence and the threat of violence. This policy applies to all members of the EHFD.

26.1 POLICY

Violent behavior of any kind or threats of violence, either implied or direct, are prohibited at the EHFD, on the property or at EHFD sponsored events. Such conduct by a member of the EHFD will not be tolerated. An employee who exhibits violent behavior may be subject to criminal prosecution and shall be subject to disciplinary action up to and including dismissal. Violent threats or actions by a non-member may result in criminal prosecution. The EHFD will investigate all complaints filed and will also investigate any possible violation of this policy of which we are made aware. Retaliation against a person who makes a complaint regarding violent behavior or threats of violence made to him/her is also prohibited

26.2 DEFINITIONS

- **Workplace Violence:** Behavior in which a member, former member, or visitor to a workplace inflicts or threatens to inflict damage to property, serious harm, injury or death to others at the workplace.
- **Threat:** The implication or expression of intent to inflict physical harm or actions that a reasonable person would interpret as a threat to physical safety or property.
- **Intimidation:** Making others afraid or fearful through threatening behavior.
- **Zero-tolerance:** A standard that establishes that any behavior, implied or actual, that violates the policy will not be tolerated.
- **Court order:** An order by a Court that specifies and/or restricts the behavior of an individual. Court Orders may be issued in matters involving domestic violence, stalking or harassment, among other types of protective orders, including Temporary Restraining Orders.

26.3 PROHIBITED BEHAVIOR

Violence in the workplace may include, but is not limited to the following list of prohibited behaviors directed at or by a co-worker, supervisor, or member of the public:

1. Direct threats or physical intimidation.
2. Implications or suggestions of violence.
3. Stalking
4. Assault of any form.
5. Physical restraint or confinement.
6. Dangerous or threatening horseplay.
7. Loud, disruptive or angry behavior or language that is clearly not part of the typical work environment.
8. Blatant or intentional disregard for the safety or well being of others.
9. Commission of a violent felony or misdemeanor on EHFD property.
10. Any other act that a reasonable person would perceive as constituting a threat of violence.

Domestic violence, while often originating in the home, can significantly impact workplace safety and the productivity of victims as well as co-workers. For the purposes of this document, "domestic violence" is defined as abuse committed against an adult or fully emancipated minor. Abuse is the intentional reckless attempt to cause bodily injury, sexual assault, threatening behavior, harassment, or stalking, or making annoying phone calls to a person who is in any of the following relationships:

- Spouse or former spouse;
- Domestic partner or former domestic partner;
- Cohabitant or former cohabitant and/or other household members;
- A person with whom the victim is having, or has had, a dating or engagement relationship;
- A person with whom the victim has a child.

The EHFD recognizes that domestic violence may occur in relationships regardless of the marital status, age, race, or sexual orientation of the parties.

26.4 REPORTING ACTS OR THREATS OF VIOLENCE

An employee who:

1. is the victim of violence, or
2. believes they have been threatened with violence, or
3. witnesses an act or threat of violence towards anyone else shall take the following steps:
 - If an emergency exists and the situation is one of immediate danger, the member shall contact the local law enforcement agency by dialing 9-1-1, and may take whatever steps are available and appropriate to protect himself/herself from immediate harm, such as leaving the area.
 - If the situation is not one of immediate danger, the member shall report the incident to the Chief or one of the other senior officers as soon as possible and complete the EHFD Workplace Violence Incident Report Form.

26.5 PROCEDURES: FUTURE VIOLENCE

Employees who have reason to believe they, or others, may be victimized by a violent act sometime in the future, at the workplace or as a direct result of their service with the EHFD, shall inform a senior officer by immediately completing a Workplace Violent Incident Report Form so appropriate action may be taken. The senior officer shall inform his/her Chief, who will in turn notify as appropriate, the Board of Directors, the Board of Commissioners, and local law enforcement officials.

Members who have signed and filed a restraining order, temporary or permanent, against an individual due to a potential act of violence, who would be in violation of the order by coming near them at the station, shall immediately supply a copy of the signed order to the fire chief. The fire chief shall provide copies to the Board of Directors, the Board of Commissioners, and the local police.

26.6 INCIDENT INVESTIGATION

Acts of violence or threats will be investigated immediately in order to protect members from danger, unnecessary anxiety concerning their welfare, and the loss of productivity. The fire chief will cause to be initiated an investigation into potential violation of work rules/policies. Simultaneously, the Board of Directors and/or the Board of Commissioners will refer the matter to local police for their review of potential violation of civil and/or criminal law if applicable.

Procedures for investigating incidents of workplace violence include:

- Visiting the scene of an incident as soon as possible.
- Interviewing injured and threatened employees and witnesses.
- Examining the workplace for security risk factors associated with the incident, including any reports of inappropriate behavior by the perpetrator.
- Determining the cause of the incident.
- Taking mitigating action to prevent the incident from recurring.
- Recording the findings and mitigating actions taken.

In appropriate circumstances, the EHFD will inform the reporting individual of the results of the investigation. To the extent possible, the EHFD will maintain the confidentiality of the reporting employee and the investigation but may need to disclose results in appropriate circumstances; for example, in order to protect individual safety. The EHFD will not tolerate retaliation against any member who reports workplace violence.

26.7 MITIGATING MEASURES

Incidents which threaten the security of employees shall be mitigated as soon as possible following their discovery. Mitigating actions include:

- Notification of law enforcement authorities when a potential criminal act has occurred.
- Provision of emergency medical care in the event of any violent act upon a member.
- Post-event trauma counseling for those members desiring such assistance.
- Assurance that the incidents are handled in accordance with Workplace Violence Prevention policy.
- Requesting the EHFD's attorney file a restraining order as appropriate.

26.8 TRAINING AND INSTRUCTION

The fire chief or his designee shall be responsible for ensuring that all members are provided training and instruction on general workplace security practices. The fire chief or his designee shall be responsible for ensuring that all members are provided training and instructions on job specific workplace security practices.

Training and instruction shall be provided as follows:

- To all current members when the policy is first implemented.
- To all new members given new job assignments for which specific workplace security training for that job assignment has not been previously been provided.
- To affected members whenever the department is made aware of a new or previously unrecognized hazard.

Workplace security training and instruction included, but is not limited to, the following:

- Prevention measures to reduce the threat of workplace violence including procedures for reporting workplace security hazards.
- Methods to diffuse hostile or threatening situations. Escape routes.
- Explanation of this Workplace Violence Prevention Policy.

In addition, specific instructions shall be provided to all members regarding workplace security hazards unique to their job assignment.

**East Herkimer Fire Department
Personal Protective Equipment Hazard Assessment**

Tasks	Potential Hazard	Potential Protective Equipment Required
Apparatus Operator	Vehicle traffic, slippery surfaces, pressurized hose lines, heat/cold, limited visibility, noise	Bunker pants, bunker boots, turnout coat, helmet/face shield, gloves, ANSI compliant traffic safety vest if on an open roadway, and hearing protection while operating pump. <i>Note: Hood is optional depending on situation.</i> Any deviation from above will be prescribed by command. E.g .cleanup/mop up mode, packing trucks up, certain articles may be removed due to heat stress situations.
Traffic Control / Fire Police	Vehicle traffic, slippery surfaces, pressurized hose lines, heat/cold, limited visibility	Minimum of ANSI compliant reflective fire police coat/vest and fire police helmet or fire helmet. Following additional items may be necessary Bunker Pants, Bunker Boots, Turnout Coat, Helmet/Face Shield and Gloves, Hood, Flashlight/Road Flare.
Car Fire/Motor Vehicle Accident Response		
Suppression Firefighters	IDLH atmospheres, environmental heat/cold, limited visibility, penetrating objects, falling debris, slick surfaces. Contents/objects under pressure, falls, mechanical/electrical, penetrating objects, Blood Borne Pathogens.	Bunker pants, bunker boots, turnout coat, helmet/face shield, gloves, hood and SCBA for IDLH atmospheres.
Non-IDLH Support/Rescue Firefighters	Environmental heat/cold, limited visibility, penetrating objects, concrete, objects under pressure, slick surfaces, pressurized hose lines, falls, mechanical/electrical	Bunker pants, bunker boots, turnout coat, helmet/face shield, gloves, hood and ANSI compliant safety vest. May need to consider blood borne exposure and utilize appropriate gloves available. Any deviation from above will be prescribed by command. E.g .cleanup/mop up mode, packing trucks up, certain articles may be removed due to heat stress situations. Minimum of Bunker Pants, Bunker Boots, Helmet/Face Shield, Gloves and ANSI safety vest.

**East Herkimer Fire Department
Personal Protective Equipment Hazard Assessment**

Task	Potential Hazard	Personal Protective Equipment Required
Structural Fire Responses		
Interior Firefighters	IDLH atmosphere, environmental heat/cold, high heat, limited visibility, penetrating objects, falling objects/debris, flying objects/debris, slick surfaces, contents/objects under pressure, falls, mechanical/electrical.	Bunker pants, bunker boots, turnout coats, helmet/face shield, gloves, hoods, SCBA.
IDLH Exterior firefighters Ventilation/exterior support	IDLH atmosphere, environmental heat/cold, high heat, limited visibility, penetrating objects, falling objects/debris flying objects/debris, slick surfaces, contents/objects under pressure. Falls, mechanical/electrical.	Bunker pants, bunker boots, turnout coats, helmet/face shield, gloves, hoods, SCBA
Non-IDLH Exterior firefighters Support Firefighters	Environmental heat/cold, limited visibility, penetrating objects, falling debris, slick surfaces, contents/objects under pressure, falls, mechanical/electrical.	Bunker pants, bunker boots, turnout coats, helmet/face shield, gloves, hoods. Any deviation from above will be prescribed by command. E.g. cleanup, mop up mode, packing trucks up, certain articles may be removed due to heat stress situations. Minimum of bunker pants, bunker boots, helmet/face shield, gloves.

Task	Potential Hazard	Personal Protective Equipment Required
<p>Outdoor Fires (Brush, Trash, Grass) Dumpster or Container Fires Refer to Car Fire section</p>		
<p>Firefighters</p>	<p>Environmental heat/cold, limited visibility, penetrating objects, falling debris, slick surfaces, contents/objects under pressure, falls, mechanical/electrical.</p>	<p>Bunker pants, bunker boots, turnout coats, helmet/face shield, gloves. Any deviation from above will be prescribed by command. E.g. cleanup, mop up mode, packing trucks up, certain articles may be removed due to heat stress situations. Minimum of bunker pants, bunker boots, helmet/face shield, gloves. Approved wildland apparel may be substituted for structural turnouts. Dumpster & container type fires shall be treated as vehicle fires in regards to PPE selection.</p>
<p>Misc. Wires Down/Trees Down</p>		
<p>Firefighters participating in activities related to cleanup or hazard control</p>	<p>Environmental heat/cold, limited visibility, penetrating objects, falling debris, slick surfaces, contents/objects under pressure, falls, mechanical/electrical</p>	<p>Bunker pants, bunker boots, turnout coats, helmet/face shield, gloves and ANSI compliant safety vest. Any deviation from above will be prescribed by command. E.g. cleanup, mop up mode, packing trucks up, certain articles may be removed due to heat stress situations. Minimum of bunker pants, bunker boots, helmet/face shield, gloves.</p>

**East Herkimer Fire Department
Personal Protective Equipment Hazard Assessment**

Task	Potential Hazard	Personal Protective Equipment Required
Fuel Spills Petroleum Based		
Hot Zone Firefighters	IDLH Atmosphere, environmental Heat/Cold, limited visibility, penetrating objects, falling debris, slick surfaces, contents/objects under pressure, falls, mechanical electrical, chemical exposures/	Bunker pants, bunker boots, turnout coat, helmet/face shield, gloves, hood, SCBA. Note: Responses requiring PPE above basic structural firefighting equipment will require a response from outside agency HAZMAT team.
Cold Zone Firefighters	Non-IDLH Atmosphere, environmental Heat/Cold, limited visibility, penetrating objects, falling debris, slick surfaces, contents/objects under pressure, falls, mechanical/ electrical.	Bunker pants, bunker boots, turnout coat, helmet/face shield, gloves, and hood. Command to dictate any deviations. E.g. cleanup, mop up, packing up, certain items removed due to heat stress potential. Minimum of Bunker Pants, Bunker Boots, Helmet/Face shield, Gloves.
Hazardous Material Response		
Hot Zone Firefighters Responders	IDLH Atmosphere, environmental Heat/Cold, limited visibility, penetrating objects, falling debris, slick surfaces, contents/objects under pressure, falls, mechanical electrical, chemical exposures.	Personal protective equipment suitable to exposure present. NOTE: Response requiring PPE above basic structural firefighting equipment will require a response from an outside agency HAZMAT Team.
Warm Zone Firefighters Responders	IDLH Atmosphere, environmental Heat/Cold, limited visibility, penetrating objects, falling debris, slick surfaces, contents/objects under pressure, falls, mechanical electrical, chemical exposures.	Personal protective equipment suitable to exposure present. NOTE: Response requiring PPE above basic structural firefighting equipment will require a response from an outside agency HAZMAT Team.
Cold Zone Firefighters Responders	Environmental Heat/Cold, limited visibility, penetrating objects, slick surfaces, falls, mechanical electrical, chemical exposures/	Personal protective equipment suitable to exposure present. NOTE: Response requiring PPE above basic structural firefighting equipment will require a response from an outside agency HAZMAT Team.

**East Herkimer Fire Department
Personal Protective Equipment Hazard Assessment**

Task	Potential Hazard	Personal Protective Equipment Required
Water Rescue		
Shore Support	Environmental Heat/Cold, limited visibility, penetrating objects, slick surfaces, falls, mechanical/electrical, suffocating.	Personal floatation device, helmet/face shield, gloves appropriate to hazard (Mechanical/Physical; vs Blood Borne). Command to dictate any deviations. E.g. cleanup, packing up, certain items (heavy removed due to heat stress potential).
Rope Rescue		
All Personnel	Environmental Heat/Cold, limited visibility, penetrating objects, slick surfaces, falls, mechanical/electrical.	Helmet/face shield, gloves appropriate to hazard (Mechanical/Physical; vs. Blood Borne). Command to dictate any deviations. E.g. cleanup, packing up, certain items (heavy removed due to heat stress potential).
Wildland Search & Rescue		
All Personnel	Environmental Heat/Cold, limited visibility, penetrating objects, slick surfaces, falls, mechanical/electrical.	Appropriate clothing for environmental conditions. Wildland turnout gear may be worn based on conditions with approval of command.
Emergency Medical Response		
All firefighters involved with patient treatment / contact	Penetrating objects, slick surfaces, falls, Blood Borne Pathogens.	Gloves appropriate to hazard, latex/neoprene or both, safety glasses/goggles dependent on activities (heavy trauma, intubation, vomiting, etc.) May be necessary to wear HEPA Mask

APPENDIX B EXCERPTS FROM NYS VEHICLE & TRAFFIC LAW

Section 375 of NYS V&T Law:

4. Blue light. a. One blue light may be affixed to any motor vehicle owned by a volunteer member of a fire department or on a motor vehicle owned by a member of such person's family residing in the same household or by a business enterprise in which such person has a proprietary interest or by which he or she is employed, provided such volunteer firefighter has been authorized in writing to so affix a blue light by the chief of the fire department or company of which he or she is a member, which authorization shall be subject to revocation at any time by the chief who issued the same or his or her successor in office. Such blue light may be displayed exclusively by such volunteer firefighter on such a vehicle only when engaged in an emergency operation. The use of blue lights on vehicles shall be restricted for use only by a volunteer firefighter except as otherwise provided for in subparagraph b of this paragraph.

15 N.Y. Comp. Codes R. & Regs. 44.4

OFFICIAL COMPILATION OF CODES, RULES AND REGULATIONS OF THE
STATE OF NEW YORK
TITLE 15. DEPARTMENT OF MOTOR VEHICLES
CHAPTER I. REGULATIONS OF THE COMMISSIONER
SUBCHAPTER D. EQUIPMENT
PART 44. COLORED LIGHTS

Current through May 31, 2010

Effective today: December 16, 2010

* Section 44.4.* Blue and green lights.

(a)

(1) One or more blue lights or combination blue and red lights or combination blue, red and white lights may be affixed to a police vehicle, provided that such blue light or lights shall be displayed on a police vehicle for rear projection only. In the event that the trunk or rear gate of a police vehicle obstructs or diminishes the visibility of other emergency lighting on such vehicle, a blue light may be affixed to and displayed from the trunk, rear gate or interior of such vehicle. Such lights may be displayed on a police vehicle when such vehicle is engaged in an emergency operation. Nothing contained in this subdivision shall be deemed to authorize the use of blue lights on a police vehicle unless such vehicle also displays one or more red, or combination red and white lights as otherwise authorized in this section.

(2) One blue light may be affixed to any motor vehicle owned by a volunteer member of a fire department or on a motor vehicle owned by a member of such person's family residing in the same household or by a business enterprise in which such person has a proprietary interest or by which he is employed.

(b) One green light may be affixed to any motor vehicle owned by a member of a volunteer ambulance service, or on a motor vehicle owned by a member of such person's family, or by a business enterprise in which such person has a proprietary interest or by which he is employed.

(c) Authorization to affix a blue light to each of the motor vehicles described in paragraph (a)(2) of this section must be in writing, signed by the chief of the fire department or company. Authorization to affix a green light to each of the vehicles described in subdivision (b) of this section must be in writing and signed by the chief officer of the volunteer ambulance service. The authorization given to members of their respective organization may be revoked at any time by the chief officer who issued the same or his successor in office. Such written authority must be carried upon the person of the operator of the vehicle whenever such lights are displayed.

(d) A green light may not be affixed, nor may the authorization be given to do so, to a vehicle described in paragraph (a)(2) of this section where an ambulance service is operated by and is a function of a volunteer fire department or company.

(e) A blue light may be affixed to a vehicle which is entitled to have a green light affixed and such green light is affixed and both are properly authorized.

(f) A green light may be affixed to a vehicle, other than a police vehicle, which is entitled to have a blue light affixed and such blue light is affixed and both are properly authorized.

(g) A blue or green light may be affixed to a vehicle which is entitled to have amber lights affixed and one or more amber lights are so affixed, except that only one color which is appropriate to the activity of the vehicle may be displayed at any one time.

(h) Except as provided in paragraph (a)(1) of this section, a blue or green light may not be affixed to a vehicle which is entitled to have red lights affixed and one or more red lights are so affixed.

(i) A vehicle authorized to have either a blue or green light affixed may display only one such light and only when engaged in an emergency operation as set forth in subdivision (b) of section 44.2 of this Part.

(j) A vehicle authorized to have both a blue and green light affixed may display only one such light at a time and only that light which is appropriate to the use of the vehicle at that time.

(k) A blue or green light affixed to and displayed upon a vehicle pursuant to the preceding provisions shall also comply with the following:

- (1) Only one such light may be displayed which must be visible from in front of such vehicle.
- (2) [Reserved]
- (3) Such light may not be part of the headlamp system.
- (4) No inscription may appear across the face of the lens or dome.
- (5) Such light may be a fixed, unidirectional light, either steady or flashing, mounted in front of or behind the grille or anywhere on the vehicle, or a revolving, rotating, oscillating or constantly moving light which must be mounted above the headlamps preferably on the roof to avoid reflected glare or distraction to the operator. If mounted upon the dashboard inside the vehicle, a suitable cover, which may consist of paint, must be used to prevent reflected glare or distraction to the operator.
- (6) Such light must consist of a lamp with a blue or green lens and not an uncolored lens with a blue or green bulb, except that a roof-mounted dome unit which does not include a lens, must consist of a blue or green dome and not an uncolored dome with a blue or green bulb.
- (7) The lens of such a light must be not less than three inches nor more than six inches in diameter, except that a roof-mounted dome unit which does not include a lens must be not more than nine inches in height.
- (8) A roof-mounted dome unit may consist of one or more bulbs or sealed-beam lamps whose light source cannot exceed 32 candlepower.
- (9) The affixing of more than one light or lighting device or fixture whereby the lights or lamps are made to flash alternately is prohibited.
- (10) The provisions of this subdivision shall not apply to a police vehicle.
- (l) One bar light may be used, provided that:
 - (1) it has a housing not more than nine inches high;
 - (2) it consists of a blue or green housing, and not an uncolored housing with blue or green bulbs;
 - (3) all bulbs inside the housing flash on and off simultaneously;
 - (4) the blue or green housing is continuous with no breaks, barriers or coverings which could give the appearance of two or more lights; and
 - (5) it is mounted on the roof of the vehicle and not on the hood, trunk or other part of the vehicle.
- (m) Lights that give off blinding flashes, such as strobe lights, are prohibited.
- (n) Some examples of prohibited lights are:
 - (1) a blue or green light on the front of the vehicle together with the same color light on the roof;
 - (2) a blue or green dome light and a bar light of the same color;
 - (3) a bar light divided into two or more parts by any section of another color, including white, or by any opaque material; or
 - (4) two blue or two green dome lights.
- (o) A green light may not have a light source greater than 32 candlepower.