

SOUTH PORTLAND FIRE DEPARTMENT

STANDARD OPERATING GUIDELINES

Policy #:	5.105	Effective Date:	3/16/2015
Title:	Safety	# of pages:	4
Category:	Administration	Classification:	Yellow

1. **PURPOSE:** To provide guidelines for safety and welfare of all Fire Department members, while in the stations and on the fire ground.
2. **POLICY:** It is the responsibility of all Fire Department members to know these guidelines. Members must know what safety practices are expected from them, as outlined below, both in the stations and on the fire ground.
3. **PROCEDURES:**

Facility Safety

1. The House Captain shall inspect the station at least monthly to identify and seek correction of any health or safety hazards. A report shall be filed with the Chief of the Department.
2. The Officer In Charge (OIC) is responsible for station and maintenance duties being conducted in a safe manner.
3. Sleeping areas shall be protected by smoke detectors.
4. Members will use caution when walking on floors wet from cleaning duties.
5. No running in the station at any time.
6. Eye protection shall be used with cutting and grinding equipment.
7. All personnel involved in hanging hose shall wear a hard hat.

Vehicles and Equipment

1. Vehicles and equipment shall be inspected at the start of each shift to identify any unsafe conditions.
2. The OIC shall be notified immediately anytime any vehicle or equipment is found to be unserviceable or defective.
3. All pumps, ladders (including ground ladders) and hose shall be inspected and test annually as specified in NFPA standards.
4. SCBA cylinders shall be emptied and refilled if not utilized within a four month period. (January, May, and September)

Protective Clothing

1. All protective clothing shall be subject to a yearly inspection.
2. Protective clothing and protective equipment shall be used whenever the member is exposed, or potentially exposed, to the hazards for which it is provided.
3. Protective clothing shall be maintained in accordance with manufacturer's instructions

4. Protective clothing shall be only the type and style as issued by the Fire Department.
5. In as much as practical, protective clothing shall be donned prior to responding on apparatus.

Training

1. Members shall be provided with training and education appropriate for their duties.
2. OICs shall discuss safety procedures appropriate for any training subject material; supervise members conducting hands on evolutions and make on the spot corrections as required.
3. During training activities, members viewing any unsafe acts or conditions should immediately notify the OIC or Instructor.

Apparatus Response

1. Drivers shall be directly responsible for the safe and prudent operations under all conditions and operate in compliance of all traffic laws pertaining to emergency vehicles.
2. When the driver is under direct supervision of the OIC, the OIC shall also assume responsibility for the actions of the driver.
3. Drivers shall not move Fire Department vehicles until all persons on the vehicle are seated and belted.
4. All persons riding on fire apparatus shall be seated and should be secured by seat belts when the vehicle is in motion.
5. Riding on tailboards or in any exposed positions shall be prohibited.
6. Standing while riding shall be prohibited.
7. No apparatus shall back up, at any time, without the use of a spotter.
8. Members who respond in private vehicles shall be governed by all applicable traffic laws.
9. Apparatus responding to an alarm from out of quarters shall transmute the location from which it is responding.

Self- Contained Breathing Apparatus

1. SCBA shall be used by all personnel working in areas where:
 - a. The atmosphere is hazardous.
 - b. The atmosphere is suspected to be hazardous.
 - c. The atmosphere may rapidly become hazardous.
 - d. The operation is below ground level or inside a confined space.
 - e. Whenever possible the atmosphere shall be monitored using our gas meters
2. In as much as practical, members using SCBA shall operate in teams of two.
3. Upon activation of the SCBA, the personal alerting device safety system (PASS) shall also be activated.
4. Members using SCBA, at an incident, shall continue to do so until told otherwise by the OIC of that specific work area.
5. Members who have used two bottles of air shall be rested for a 10-15 minute period.

Fire Ground Operations

1. Structural fire fighting are the activities of rescuing, fire suppression and property conservation, involving buildings, enclosed structures, vehicles, vessels, or like properties, that are involved in a fire or emergency situation.
2. An Incident Commander System shall be established at a situation.
3. The Officers in Command of a Team, Group, or Division shall be responsible for overall safety at the scene.
4. At major situations, a Safety Officer shall be designated. He shall be an advisor to the Fire Ground Commander and Sector Officers. He will also be responsible for overall safety at the scene.
5. A basic level of safety is always in effect, even in the most routine situations.
6. Members not assigned to a group or a function with their crew shall stand by at their apparatus
7. Be mindful of having primary and secondary operating positions.
8. Members, who view any signs of potential unsafe conditions or collapse, shall immediately notify an Officer.
9. Crews shall especially use caution when operating:
 - a. On a roof
 - b. Directly above the fire
 - c. In positions where fire can get behind them
 - d. Limited access/exit situations
 - e. Incidents involving hazardous materials
 - f. Areas where Officers do not have direct control of the position or function
10. The Dispatcher shall notify the Fire Ground Commander, at any working structural fire, the time from the original alarm, at intervals of 10 min, 15 min, and 20 min.
11. In as much as practical, rescue personnel should be available at the scene of all structural fires.
12. The emergency radio traffic signal is "SIGNAL 1000". Only the Dispatcher, Fire Ground Commander and the unit that called the signal, shall use the radio.
13. The emergency evacuation signal is the sounding of on scene apparatus, sirens and air horns, for a steady 60 seconds. The dispatcher shall sound a tone and transmit over the radio an "emergency evacuation." Personnel shall drop hose lines and exit the building in the fastest possible means. Officers shall account for all personnel and Command will conduct a PAR.
14. Tactical withdrawal for changing from offensive to defensive operations shall be by way of radio and face to face communication. The dispatcher shall transmit over the radio, "units on the fire ground: The operation is changed to the defensive mode". Officers shall account for all personnel and Command will conduct a PAR.
15. All Fulltime reporting personnel on callback and Call Company personnel responding direct shall place their accountability tag upon their apparatus, to provide an accounting of personnel on the fire ground.

16. A rehabilitation area, when required by the situation or weather, will be designated.
17. Eye protection shall be used operating power equipment and during overhaul operations.
18. Hearing protection should be used, when operating engines, in a pump operation.
19. Freelancing on the fire ground shall be prohibited.

Records

1. Any member injured, exposed to a hazardous material or contagious disease, shall notify the Officer and shall complete the proper reports as soon after the incident as possible, but no later than 24 hours.
2. The Fire Department shall maintain a permanent record of all accidents, injuries, or illness that are, or might be, job related.

4. REFERENCES:

- None

By Order Of:

Kevin W Guimond

Kevin W. Guimond
Fire Chief