

## MEMORANDUM

**DATE:** March 7, 2019

**TO:** Mayor & City Council  
**CC:** Mercy Rushing, City Administrator

**FROM:** David Madsen

**SUBJECT:** **Council Meeting Agenda Item for:** Approval of Fire Department standard Operating Guidelines

**Background Information:** Over twenty years ago the fire department developed a set of Standard Operating Procedures (SOP's). Over the years, the Texas Commission on Fire Protection (TCFP) has required some specific regulations for paid personnel. When these were added, the document was not updated to accommodate these additions. The TCFP has again required a complete remodel of requirements for cleaning and inspection of gear. As these changes were being made, the fire department officers created a new updated document in a different format so that things could be easier to locate throughout the document. The term Standard Operating Procedures will be changed standard Operating Guidelines so that can it be more dynamic as different types of scenes or events occur. Since the fire department is funded by the City and has paid personnel, the council will need to approve these guidelines.

**Recommendation:** The fire department recommends approval.

**Final Disposition:**

**MINEOLA FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES**

**TABLE OF CONTENTS**

|   |   |           |
|---|---|-----------|
| <b>SECTION 1</b>                                |   |           |
| <b>PERSONNEL DUTIES AND RESPONSIBILITIES</b>    | <b>Page</b>   | <b>5</b>  |
| 1.1   | Fire Chief .....                                    | 5         |
| 1.2   | First Assistant Fire Chief .....                    | 5         |
| 1.3   | Second Assistant Fire Chief .....                   | 6         |
| 1.4   | Captain .....                                       | 8         |
| 1.5   | Firefighter .....                                   | 9         |
| 1.6   | Probationary Firefighter .....                      | 11        |
| 1.7   | Secretary .....                                     | 12        |
| 1.8   | Training Coordinator .....                          | 12        |
| 1.9   | Public Information Officer .....                    | 12        |
| 1.10  | Safety Officer .....                                | 13        |
| <br>  |   |           |
| <b>SECTION 2</b>                                |   |           |
| <b>WELLNESS – FITNESS (PAID PERSONNEL ONLY)</b> | <b>Page</b>   | <b>14</b> |
| 2.1   | Wellness Program .....                              | 14        |
| 2.2   | Wellness Program Assessment .....                   | 17        |
| 2.3   | Medical Action Plan .....                           | 18        |
| <br>  |   |           |
| <b>SECTION 3</b>                                |   |           |
| <b>PERSONNEL SAFETY</b>                         | <b>Page</b>   | <b>19</b> |
| 3.1   | Full Protective Clothing .....                      | 19        |
| 3.2   | Self-Contained Breathing Apparatus (SCBA) .....     | 20        |
| 3.3   | Riding on the Apparatus .....                       | 21        |
| 3.4   | Personnel Accountability Guide Lines .....          | 21        |
| 3.5   | Alarm for Firefighters Evacuation of Building ..... | 21        |
| 3.6   | 2 in 2 out .....                                    | 22        |
| 3.7   | P.A.S.S. Devices .....                              | 22        |
| <br>  |   |           |
| <b>SECTION 4</b>                                |   |           |
| <b>TEST OF PERSONNEL</b>                        | <b>Page</b>   | <b>24</b> |
| 4.1   | Test on the Use of SCBA .....                       | 24        |
| 4.2   | Physical Agility Test .....                         | 24        |
| 4.3   | Drill Night Test .....                              | 24        |
| 4.4   | Test Required by the Fire Chief .....               | 24        |

**MINEOLA FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES**

**TABLE OF CONTENTS Cont.**

|   |   |    |
|---|---|----|
| <b>SECTION 5</b>                              |   |    |
| <b>PROGRAM ORGANIZATION FOR</b>               |   |    |
| <b>STRUCTURAL FIRE FIGHTING</b>               | Page  | 25 |
| <b>5.1</b>                                    | General statement .....   | 25 |
| <b>5.2</b>                                    | Records .....   | 25 |
| <b>5.3</b>                                    | Protecting the Public and Personnel from Contamination .....      | 26 |
| <b>5.4</b>                                    | Selection & Purchase .....  | 26 |
| <b>5.5</b>                                    | Inspection .....  | 27 |
| <b>5.6</b>                                    | Routine Inspection .....  | 27 |
| <b>5.7</b>                                    | Advanced Inspection .....   | 28 |
| <b>5.8</b>                                    | Complete Liner Inspection .....                                   | 31 |
| <b>5.9</b>                                    | Cleaning & Inspection .....                                       | 32 |
| <b>5.10</b>                                   | Routine Cleaning .....  | 32 |
| <b>5.11</b>                                   | Advanced Cleaning .....   | 34 |
| <b>5.12</b>                                   | Repair .....  | 36 |
| <b>5.13</b>                                   | Storage .....   | 36 |
| <b>5.14</b>                                   | Retirement .....  | 37 |
| <b>5.15</b>                                   | Disposition .....   | 38 |
| <b>5.16</b>                                   | Special Incident Procedure .....                                  | 38 |
| <br>  |   |    |
| <b>SECTION 6</b>                              |   |    |
| <b>FIRE DEPARTMENT OPERATIONAL GUIDELINES</b> | Page  | 39 |
| <b>6.1</b>                                    | Operations Under National Incident Management System (NIMS) ..... | 39 |
| <b>6.2</b>                                    | Levels of Response .....  | 39 |
| <b>6.3</b>                                    | General Guidelines – SOG .....                                    | 39 |
| <b>6.4</b>                                    | General Guidelines for Water Supply .....                         | 40 |
| <b>6.5</b>                                    | General Guidelines for Benchmarks .....                           | 41 |
| <b>6.6</b>                                    | Incident Command .....  | 41 |
| <b>6.7</b>                                    | General Guidelines for Specific Types of Alarms .....             | 42 |
|   | <b>6.7.1</b> Buildings with Fire Sprinklers .....                 | 42 |
|   | <b>6.7.2</b> Haz-Mat .....  | 42 |
|   | <b>6.7.3</b> Power Lines & Gas leaks.....                         | 42 |
|   | <b>6.7.4</b> Bomb Threat .....                                    | 42 |
|   | <b>6.7.5</b> Motor Vehicle Accident .....                         | 43 |
|   | <b>6.7.6</b> Radiological .....                                   | 43 |
|   | <b>6.7.7</b> Biological .....                                     | 44 |
| <br>  |   |    |
| <b>SECTION 7</b>                              |   |    |
| <b>APPARATUS OPERATIONS &amp; SAFETY</b>      | Page  | 47 |
| <b>7.1</b>                                    | Apparatus Walk Around .....                                       | 47 |

MINEOLA FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES

**TABLE OF CONTENTS cont.**

|     |  |    |
|-----|--|----|
| 7.2 | Equipment Check .....                                      | 47 |
| 7.3 | Backing up the Apparatus .....                             | 47 |
| 7.4 | Safety .....   | 47 |
| 7.5 | Driver's License .....                                     | 47 |
| 7.6 | Alcohol .....  | 47 |
| 7.7 | Age Requirement for Driving Fire Department Vehicles ..... | 48 |

**SECTION 8**

**PERSONNEL-APPARATUS RESPONSE**

Page 49

|      |  |    |
|------|--|----|
| 8.1  | Structure Fires .....                        | 49 |
| 8.2  | Vehicle Fires .....                          | 49 |
| 8.3  | Ground Cover Fires .....                     | 49 |
| 8.4  | Haz-Mat response .....                       | 50 |
| 8.5  | Rescue / MVA .....                           | 50 |
| 8.6  | EMS .....                                    | 50 |
| 8.7  | Water Rescue and/or Swift Water Rescue ..... | 50 |
| 8.8  | Weather Response .....                       | 51 |
| 8.9  | Landing Zone .....                           | 51 |
| 8.10 | Mutual Aid .....                             | 51 |

**SECTION 9**

**RECORDS AND REPORTS**

Page 53

|     |  |    |
|-----|--|----|
| 9.4 | Training reports to Training Coordinator ..... | 53 |
| 9.2 | Run Reports .....                              | 53 |
| 9.3 | Apparatus Inspection .....                     | 53 |
| 9.4 | Fire Hose .....                                | 53 |
| 9.5 | Fire Hydrant .....                             | 53 |
| 9.6 | SCBA Checklists .....                          | 54 |

**SECTION 10**

**PROGRAM FOR THE SELECTION, CARE,  
AND MAINTENANCE OF SCBA**

Page 55

|      |  |    |
|------|--|----|
| 10.1 | Selection of SCBA .....                              | 55 |
| 10.2 | Inspection of SCBA .....                             | 58 |
| 10.3 | Testing SCBA .....                                   | 61 |
| 10.4 | Care of SCBA .....                                   | 61 |
| 10.5 | Repair of SCBA .....                                 | 63 |
| 10.6 | Storage of SCBA .....                                | 63 |
| 10.7 | Retirement, Disposition, and Special Incidents ..... | 64 |

**MINEOLA FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES**

**TABLE OF CONTENTS Cont.**

|   |                                       |    |
|---|---------------------------------------|----|
| <b>SECTION 11</b>                       |                                       |    |
| <b>TESTING OF BREATHING AIR QUALITY</b> | Page                                  | 63 |
| <b>11.1</b>                             | Testing of Breathing Air .....        | 66 |
| <b>11.2</b>                             | Maintenance .....                     | 66 |
| <b>11.3</b>                             | Records .....                         | 67 |
| <br>                                    |                                       |    |
| <b>SECTION 12</b>                       |                                       |    |
| <b>FORMS</b>                            | Page                                  | 68 |
| <b>12.1</b>                             | Equipment Issue Form                  |    |
| <b>12.2</b>                             | Daily SCBA Inspection                 |    |
| <b>12.3</b>                             | Weekly SCBA Inspection                |    |
| <b>12.4</b>                             | Run Report                            |    |
| <b>12.5</b>                             | Wellness Program Acknowledgement Form |    |
| <b>12.6</b>                             | SOG Acknowledgement Form              |    |
| <b>12.7</b>                             | Apparatus Inspection Form             |    |
|   | <b>12.7.1</b> Unit 902                |    |
|   | <b>12.7.2</b> Unit 904                |    |
|   | <b>12.7.3</b> Unit 905                |    |
|   | <b>12.7.4</b> Unit 906                |    |
|   | <b>12.7.5</b> Unit 907                |    |
|   | <b>12.7.6</b> Unit 908                |    |
|   | <b>12.7.7</b> Unit 909                |    |
|   | <b>12.7.8</b> Unit 910                |    |
|   | <b>12.7.9</b> Unit 911                |    |
| <br>                                    |                                       |    |
| <b>12.8</b>                             | PPE Risk Assessment                   |    |
| <b>12.9</b>                             | Probationary Firefighter Training     |    |

# MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

## SECTION 1

### PERSONNEL DUTIES AND RESPONSIBILITIES

#### 1.1 FIRE CHIEF

**1.1.1** The Fire Chief is in charge of all department operations and activities. He is responsible for all decisions made at emergency scenes. He is usually relegated to strategic operations and delegates tactical operations to other officers and firefighters. The Fire Chief should not become involved in hands on tactics so as to remain free to perform duties as Incident Commander and be free to make overall command decisions as conditions change and warrant. He may delegate duties to other members of department as necessary for efficient department operation.

#### 1.2 FIRST ASSISTANT FIRE CHIEF / CHIEF OFFICER

**1.2.1** Will fulfill duties of Fire Chief in the Fire Chief's absence.

**1.2.2** Will perform duties as delegated by Fire Chief.

#### 1.2.3 DUTIES

**1.2.3.1** Supervise all firefighting and rescue activities of the Mineola Fire Department review records and reports of operations, and take corrective action when required.

**1.2.3.2** Respond to all alarms for fires or other emergencies that the Fire Department has been called to. Determine what equipment and apparatus are necessary, make decisions as to the best methods of extinguishing fires and direct work of Firefighters and company officers until relieved of command by a ranking chief.

**1.2.3.3** Supervise the laying of hose, the directing of water streams, the rescuing of persons, and salvage operations.

**1.2.3.4** Inspect fire station, equipment and apparatus; make recommendations or issue orders with respect to compliance with established standards and within the framework of department regulations, bylaws, and constitution.

**1.2.3.5** Perform duties of company officer if needed by reverse order of rank. Second Assistant Fire Chief would assume company officer duties before First Assistant Fire Chief and First Assistant Fire Chief would assume duties of company officer before Fire Chief. Fire Chief should

# MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

not have or need to assume company officer responsibilities. Fire Chief should assume duties of Chief Officer whenever the Fire Chief is at scene.

**1.2.3.6** Perform related work as required.

## **1.2.4 KNOWLEDGE**

**1.2.4.1** Extensive knowledge of the rules and regulations of the Fire Department, the geography of Fire Department response area, the location of streets and roads, the nature and location of hazardous premises, principal buildings, and water sources and fire hydrants.

**1.2.4.2** Extensive knowledge of the principles, practices, and procedures of modern firefighting and fire prevention.

**1.2.4.3** Extensive knowledge of and skill in supervision of the operation and maintenance of various types of firefighting apparatus and equipment.

**1.2.4.4** Thorough knowledge of fire prevention ordinances and fire prevention inspection techniques.

**1.2.4.5** Considerable knowledge of explosives, hazardous chemicals, and the hazard potentials of liquids and gases as well as the combustion qualities of materials used in buildings, homes and businesses.

**1.2.4.6** Ability to evaluate fires, recognize danger, use sound judgement, and react calmly under emergency conditions.

**1.2.4.7** Ability to plan, assign, direct, review, and supervise large-scale operations of firefighting equipment and personnel under emergency conditions.

**1.2.4.8** Ability to establish and maintain effective working relationships with other members of the department, representatives of co-operating agencies, and the general public.

**1.2.4.9** Ability to express ideas clearly, concisely, orally, and in writing to groups and individuals.

## **1.3 SECOND ASSISTANT FIRE CHIEF / CHIEF OFFICER**

**1.3.1** Will fulfill duties of Fire Chief and First Assistant Fire Chief in their absence. Will perform duties as delegated by Fire Chief.

# MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

## **1.3.2 DUTIES**

**1.3.2.1** Supervise all firefighting and rescue activities of the Mineola Fire Department, review records and reports of operations, and take corrective action when required.

**1.3.2.2** Respond to all alarms for fires or other emergencies that the Fire Department has been called to. Determine what equipment and apparatus are necessary, make decisions as to the best methods of extinguishing fires and direct work of Firefighters and company officers until relieved of command by a ranking chief.

**1.3.2.3** Supervise the laying of hose, the directing of water streams, the rescuing of persons, and salvage operations.

**1.3.2.4** Inspect fire station, equipment and apparatus; make recommendations or issue orders with respect to compliance with established standards and within the framework of department regulations, bylaws, and constitution.

**1.3.2.5** Perform duties of company officer if needed by reverse order of rank. Second Assistant Fire Chief would assume company officer duties before First Assistant Fire Chief and First Assistant Fire Chief would assume duties of company officer before Fire Chief. Fire Chief should not have or need to assume company officer responsibilities. Fire Chief should assume duties of Chief Officer whenever the Fire Chief is at scene.

**1.3.2.6** Perform related work as required.

## **1.3.3 KNOWLEDGE**

**1.3.3.1** Extensive knowledge of the rules and regulations of the Fire Department, the geography of Fire Department response area, the location of streets and roads, the nature and location of hazardous premises, principal buildings, and water sources and fire hydrants.

**1.3.3.2** Extensive knowledge of the principles, practices, and procedures of modern firefighting and fire prevention.

**1.3.3.3** Extensive knowledge of and skill in supervision of the operation and maintenance of various types of firefighting apparatus and equipment.

**1.3.3.4** Thorough knowledge of fire prevention ordinances and fire prevention inspection techniques.

**1.3.3.5** Considerable knowledge of explosives, hazardous chemicals, and the hazard potentials of liquids and gases as well as the combustion qualities of materials used in buildings, homes and businesses.



# MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

**1.3.3.6** Ability to evaluate fires, recognize danger, use sound judgement, and react calmly under emergency conditions.

**1.3.3.7** Ability to plan, assign, direct, review, and supervise large-scale operations of firefighting equipment and personnel under emergency conditions.

**1.3.3.8** Ability to establish and maintain effective working relationships with other members of the department, representatives of co-operating agencies, and the general public.

**1.3.3.9** Ability to express ideas clearly, concisely, orally, and in writing to groups and individuals.

## **1.4**

### **CAPTAIN / COMPANY OFFICER**

**1.4.1**The Captain will direct firefighter operations and ensure that command strategy is carried out. The Captain will direct firefighter operations and carry out delegated duties from ranking officers. They will be primarily in charge of training under the direction of Training Coordinator. The Captain will be in charge of department operations in absence of ranking officer.

## **1.4.2**

### **DUTIES**

**1.4.2.1** Respond to all fire and emergency alarms, advise equipment operators/drivers as to equipment placement, evaluate the fire, and direct operations for initial attack.

**1.4.2.2** Direct and assist the work of Firefighters and equipment operators/drivers at the emergency scene or at station unless command is assumed by a Chief Officer.

**1.4.2.3** Inspect property at scene of fire to prevent re-ignition.

**1.4.2.4** Inspect apparatus and equipment, grounds, and station to insure proper order and condition.

**1.4.2.5** Prepare and conduct training classes using lectures, practical performance and demonstrations; give fire prevention and fire safety classes to general public and perform special duties in training exercises.

**1.4.2.6** Perform clerical work; report on fires, member absences and activities of the department; prepare requisitions for supplies.

**1.4.2.7** Act as Chief Officer when so assigned.

**1.4.2.8** Perform related work as required.

**1.4.2.9** Perform duties of equipment/operator/driver and Firefighter when necessary.

# MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

## **1.4.3 KNOWLEDGE**

**1.4.3.1** Considerable knowledge of the location of streets, roads, principal buildings and fire hydrants or water source in response area.

**1.4.3.2** Considerable knowledge of the principles and practices of firefighting, fire prevention work, and first aid together with the ability to apply them.

**1.4.3.3** Considerable knowledge of Fire Department apparatus, tools, and equipment, and their proper use.

**1.4.3.4** Ability to evaluate fires, recognize danger, and take immediate action necessary for the protection of life and property.

**1.4.3.5** Ability to establish and maintain effective working relationships with other department members and the general public.

## **1.5 FIREFIGHTER**

**1.5.1** Fire suppression and rescue operations are the main duties of the firefighter. They will be expected to perform these tactical duties in the prescribed methods learned and will be directed by department officers. They will be expected to perform station duties as asked and participate in all training exercises, classes, department functions and fundraising activities. The firefighter is very important in public education and is encouraged to help in areas of fire safety and prevention. No member of the department will be asked or directed to perform any duty or act for which they have not been trained and/or have necessary experience. Every firefighter is expected to make an effort to obtain any and all education opportunities made available to them through the department or through other sources.

## **1.5.2 DUTIES**

**1.5.2.1** Firefighters will also serve as equipment operators and shall perform the same duties and have the same knowledge as equipment operators.

**1.5.2.2** Drive firefighting apparatus to and from fires and operate its pumps and other mechanical equipment as required; keep inventory of tools and equipment on the apparatus.

**1.5.2.3** Service the apparatus to maintain it in a condition of readiness; report mechanical failures or difficulties to the proper person; and assist in making minor apparatus repairs.

**1.5.2.4** Perform general firefighting duties.

**1.5.2.5** Perform general maintenance and cleaning duties at fire station.

## MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

**1.5.2.6** Attend fire training sessions to receive instruction in all aspects of firefighting and help instruct other firefighters in equipment (apparatus) operation.

**1.5.2.7** Perform related work as required.

**1.5.2.8** Attend training courses; read and study assigned materials related to firefighting and prevention.

**1.5.2.9** Respond to fire or rescue alarms; operate pumps and auxiliary equipment; lay and connect hose; maneuver nozzles and direct fire streams; raise and climb ladder; use chemical extinguishers, bars, hooks, lines, and other equipment.

**1.5.2.10** Ventilate burning buildings by mechanical means or by opening windows and skylights or by cutting holes in roofs or floors.

**1.5.2.11** Remove persons from danger; perform rescue; administer first aid.

**1.5.2.12** Perform salvage operations by removing objects endangered by fire, sweeping water, and removing debris.

**1.5.2.13** Participate in drills and attend classes in firefighting and first aid.

**1.5.2.14** Drive and operate motor-driven equipment under special instructions and limited conditions.

**1.5.2.15** Relay instructions and information and give locations of alarms received from dispatcher.

**1.5.2.16** Perform general maintenance work in the upkeep of Fire Department property.

**1.5.2.17** Perform related work as required.

### **1.5.3 KNOWLEDGE**

**1.5.3.1** Knowledge of the location of streets, fire hydrants, and the type of building construction in the response area.

**1.5.3.2** Knowledge of the mechanical principles involved in the operation of fire apparatus and allied equipment.

**1.5.3.3** Knowledge of the rules and regulations of the Fire Department.

**1.5.3.4** Knowledge of modern firefighting and fire prevention practices and of first aid.

# MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

**1.5.3.5** Ability to understand and follow oral and written instructions, to react quickly and calmly under emergency conditions, and to display judgement in making work decisions.

**1.5.3.6** Ability to establish and maintain effective working relationships with other department members and the general public.

**1.5.3.7** Skill in the operation of mechanical and automotive fire equipment.

**1.5.3.8** Knowledge of the street system and physical layout of response areas.

**1.5.3.9** Ability to climb ladders and work at considerable heights.

**1.5.3.10** Ability to learn a wide variety of firefighting duties and methods within a reasonable working test period.

**1.5.3.11** Ability to establish and maintain effective working relationships with other department members and the general public.

**1.5.3.12** Ability to understand and follow oral and written instructions in English.

**1.5.3.13** Skill in operating a vehicle.

## **1.6**

### **PROBATIONARY FIREFIGHTER**

**1.6.1** New members that have had little or no previous firefighting experience shall complete training in subjects listed in **Section 1.6.4** before they are allowed to enter a hazardous area without the direct supervision of a Fire Department Officer.

**1.6.2** This training will be accomplished in the first six (6) months.

**1.6.3** A written or skills test shall be given by the instructor with a passing grade required by each applicant. A checklist as identified in **Section 12**, will be provided to the applicant. It shall be the applicant's responsibility to see that all of the required items are completed.

### **1.6.4**

| <b><u>Subject</u></b>           | <b><u>Hours</u></b> |
|---------------------------------|---------------------|
| 1. Fire Department Organization | .5                  |
| 2. Forcible Entry               | 1                   |
| 3. Ladders                      | 4                   |

# MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

|     |                                    |                  |
|-----|------------------------------------|------------------|
| 4.  | Hose                               | 4                |
| 5.  | Fire Streams                       | 1                |
| 6.  | Fire Apparatus                     | 3                |
| 7.  | Ventilation                        | 2                |
| 8.  | Rescue Operations                  | 2                |
| 9.  | Fire Science                       | 4                |
| 10. | Firefighter Safety                 | 1                |
| 11. | Self-Contained Breathing Apparatus | 1                |
| 12. | Ropes                              | 1                |
| 13. | Portable Extinguishers             | <u>1</u>         |
|     |                                    | 25.5 Total Hours |

## **1.7 SECRETARY**

**1.7.1** Will fulfill duties as outlined in Articles of Incorporation of the Mineola Volunteer Fire Department, Inc. By-Laws. Will be in charge of department operations in the absence of all other department officers.

## **1.8 TRAINING COORDINATOR**

**1.8.1** Will be appointed by Fire Chief. Will maintain all training records and prepare all state reports. Will be in charge and responsible for certification requirements and maintain these records.

## **1.9 PUBLIC INFORMATION OFFICER**

**1.9.1** Will be appointed by Fire Chief. Will be responsible for coordinating all press requests and be the person who buffers press from department during large emergency operations. All requests from press should be routed and directed to PIO. All press requests from fires within the city limits of Mineola will be directed to the City Fire Marshal.

# MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

## **1.10 SAFETY OFFICER**

**1.10.1** Will be appointed by the on scene Incident Commander. They will be responsible for the safety of the firefighters at the incident or as directed by NFPA 1500.

# MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

## SECTION 2

### WELLNESS AND FITNESS

#### 2.1

#### WELLNESS PROGRAM

**2.1.2** Risks to firefighter health and safety go well beyond the actual fire or emergency situation into which a firefighter is placed. Today, firefighters experience higher occupation fatalities due to cardiovascular disease (CVD) than persons in any other profession. Regarding CVD, too many of these deaths were (and still are) associated with lifestyle choices-i.e. levels of fitness, eating practices, and exposure to environmental stressors. According to the International Association of Firefighters, in the late 1980's if a person had just spent his/her life as a career firefighter that person could expect to die within two years after retirement (average retirement age was 55). To date, efforts to increase firefighter life expectancy has increased the life expectancy average by only one year. Therefore, due to unique fire service specific needs and characteristics (i.e. disease risks listed above, 24-hour work schedules, and the physical nature of the job, etc.) a wellness program is needed. **This program is required for paid personnel, however volunteer personnel are encouraged to follow it.**

**2.1.3** Healthy employees who feel well are safe employees because they can focus better on the job, the surroundings, and what they are doing. Maintaining diet, physical fitness, and mental health helps employees feel good at work and at home.

**2.1.4** A good diet is vital to personal wellness. Eating a balance diet that combines the right foods to provide all the vitamins, minerals, and protein is essential. Maintaining healthy eating habits at work can be difficult. Avoid common pitfalls such as:

1. Skipping breakfast
2. Morning doughnuts and coffee
3. Lunch at fast food restaurants
4. Afternoon snacks of soda and candy
5. High fat/high cholesterol meals
6. Eating late at night

**2.1.4.1** Try to replace bad eating habits with good ones, such as bringing snacks of fruit and vegetables to eat during breaks and bringing a healthy lunch instead of going out for a high-fat meal. Even if you eat right, you still may need to take dietary supplements in the form of vitamins and minerals. Water is also a key ingredient. Our bodies need water to process nutrients we eat, cleanse our bodies of toxins and impurities and to replenish us after exercise or physical exertion

**2.1.4.2** Employees should drink at least eight 8-ounce glasses of water every day.

## MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

**2.1.5** In addition to diet, exercise is the major ingredient necessary for good physical health. Exercise boosts energy levels and mental capacity while reducing stress and the risk of disease. It also improves flexibility, sleep, and overall sense of wellbeing. Exercise doesn't have to be strenuous or overly time-consuming. Basic guidelines for good physical fitness include exercising for at least 30 minutes three times a week combining stretching, weight lifting, and some form of cardiovascular exercise such as walking, jogging, biking, or swimming.

**2.1.6** The last component of wellness is mental health. Poor mental health can make it difficult to function in day-to-day work. Things such as stress, dependencies, and mental illness can affect physical health and wellbeing. Typically, an employee's greatest source of stress is on the job. Stress is the physical or mental response to the pressures of an event or factors of living in general. Though generally regarded as negative, stress can be either a positive or negative experience. If stress goes on for prolonged periods, the body can have adverse reactions such as:

1. Insomnia
2. Fatigue
3. Breathing problems
4. High blood pressure
5. Digestive disorders (i.e. ulcers)
6. Cancer

**2.1.6.1** Psychologically, employees can suffer from these conditions:

1. Impatience and worry
2. Lack of self-confidence
3. Poor listening
4. Anger, frustration, and irritability
5. Violence, alcohol, and drug abuse

**2.1.6.2** To compound matters, stress can lead to problems on the job such as:

1. Lost priorities
2. Rushing
3. Competition
4. Obsession with quantity of work
5. Anger

**2.1.6.3** The first step in handling stress is watching for the warning signs. Become aware of when you or others are under stress or when something could trigger stress. Manage stress by:

1. Taking breaks and learning to relax fully
2. Releasing stress with exercise
3. Maintaining proper rest and diet to deal with stressful situations



## MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

4. Practice deep breathing to relax the body and mind
5. Manage time by setting priorities
6. Build self-confidence by analyzing strengths
7. Share work and ask for help
8. Share stress with others by talking with someone about what's on your mind
9. Avoid medication or alcohol to temporarily eliminate stress
10. Have fun by scheduling recreation activities with family and friends

**2.1.6.4** Employees with such mental health problems should be encouraged to seek help, even if they don't recognize they have a problem.

**2.1.7** Physical training provides an on-duty exercise program that may reduce physical injuries, a form of exercise that promotes firefighter wellness and establishes guidelines for an exercise program for fire personnel to follow.

**2.1.7.1** The exercise program is a mandatory on-duty department program.

**2.1.7.2** This policy shall apply to all Mineola Fire Department personnel covered under the City's Workers Compensation.

**2.1.7.3** The exercise program shall consist of an individual walking program and is the minimum level of acceptable exercise approval by this policy.

**2.1.7.4** Personnel can choose to walk, jog or run. The use of mechanical exercise equipment and/or free weights is also acceptable. If free weights are used there shall be two firefighters used as spotters.

**2.1.7.5** Each officer-in-charge will monitor and insure that the personnel under their command participate in the exercise program.

**2.1.7.5.1** All officers are responsible to insure that those whom they supervise comply with this policy.

**2.1.7.6** The exercise program will be conducted each shift at the discretion of the officer-in-charge. The time frame for exercising at a Fitness Center will be between 6:00 am – 6:00 pm.

**2.1.7.7** Personnel will exercise for a minimum of one (1) continuous hour on each normally assigned shift.

**2.1.7.8** All personnel shall participate in the exercise program unless a capability form is completed when the individual returns to work following an injury or illness.

**2.1.7.9** Any individual that does not participate or refuses to participate in the exercise program due to onset of illness or for any other reason (unless prior approval has been

## MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

obtained from the department) will be required to take sick leave and shall submit a physical capabilities form when returning to work.

**2.1.7.10** The exercise program is a high priority for improving wellness. Due to the importance of this program every effort will be made to schedule time for it.

**2.1.7.11** All apparatus will remain in service during exercise program.

**2.1.7.12** All personnel will exercise in clothing as approved by the officer-in-charge.

**2.1.7.13** Personnel can exercise by going to an approved Fitness Center or by running, jogging or walking in the vicinity of the fire station as long as it does not delay response times.

**2.1.7.14** Personnel are to restrict all non-emergency disruption during exercise time such as visitors and telephone calls.

### **2.2**

#### **WELLNESS PROGRAM ASSESSMENT**

**2.2.1** Mineola Fire Department recognizes that the health, safety, and wellness of its firefighters are of the utmost importance to the organization. The creation of the Mineola Fire Department Wellness/Fitness program demonstrates the department's commitment to its workforce. The Wellness/Fitness program will strive to increase firefighters' physical performance levels while encouraging each member to embrace the ideas of personal wellness and fitness, leading to a healthy and productive career and retirement.

**2.2.2** The Wellness/Fitness program medical examination will focus on the early detection of life-threatening injuries and illnesses, the timely referral for treatment of the discovered condition, and the return of the firefighter back to work as soon as possible.

**2.2.3** All personnel will participate in this program.

**2.2.4** The Mineola Fire Department is the core program that will provide medical examinations and fitness assessments to all uniformed employees.

**2.2.5** Medical examinations and procedures set by the Wellness/Fitness Program physician or staff will be performed on duty.

**2.2.6** Medical examinations will be job-related and the content will be determined with guidance according to the Fire Service Joint Labor Management Wellness/Fitness Initiative 435.21.

**2.2.7** Medical data will be collected during the medical exams in accordance with the Health Insurance

## MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

**2.2.8** Portability and Accountability Act of 1996 (HIPPA). This data will be used to demonstrate, and ultimately to mitigate the firefighter. It may also be utilized to improve safety and prevention techniques. (Neither physician nor the Mineola Fire Department staff will share a participant's medical information with any other member of the Mineola Fire Department.)

**2.2.9** Medical examination and fitness assessment content might vary based on age, gender, and job specific duties.

**2.2.10** A fitness assessment will be conducted annually for all members and will be scheduled by the Department Head.

**2.2.11** The Department Head will schedule all medical examinations.

### **2.3 MEDICAL ACTION PLAN**

**2.3.1** The Department Head directs and reviews the Medical Action Plan with the individual. Terms of medical action plan are established at this time.

**2.3.2** Participation in this program is mandatory for all personnel. A member may choose, at their own expense, to have their physical examination or any component of the medical examination performed by a physician other than the department approved physician at the firefighter's own cost. The medical examination content performed by a private physician must be the same as the examination performed by the department approved physician.

**2.3.3** The medical examination content will consist of the following:

1. Complete physical examination.
2. Blood work/urinalysis that would check for blood sugar, total cholesterol, good and bad cholesterol, triglycerides (blood fats), liver enzymes, kidney function, blood test on the prostate gland (PSA).
3. 12 lead EKG.
4. Baseline Chest X-ray.

**2.3.4** If a firefighter has their own primary physician perform the required medical examination, then the results must be mailed to the department approved physician. Any components that are not performed by the primary physician can be completed at the department approved physician's office.

**2.3.5** We at the Mineola Fire Department must strive to develop and implement a comprehensive program for the well-being of our firefighters. The development of a plan that is well based; that overcomes the negative timed, task-based performance testing of the past, to a progressive wellness improvement program for today's firefighters.

**2.3.6** The Texas Commission on Fire Protection adopted Rule 435.21 (Wellness-Fitness Rule). The document must describe that the department did an assessment for the wellness and fitness of

# MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

the personnel in the department. The document also requires the department to write a Standard Operating Procedure to address wellness and fitness needs of the department.

## **SECTION 3**

### **PERSONNEL SAFETY**

#### **3.1**

##### **FULL PROTECTIVE CLOTHING**

**3.1.1** Full structural PPE ensemble shall consist of helmet with face shield, hood, coat and pants with liners attached, gloves and boots. The ensemble shall be certified to NFPA 1971.

**3.1.2** Full structural PPE ensemble shall be worn by firefighting personnel while responding to all structure fire alarms and while operating at all incident scenes where firefighting or hazardous materials are being handled or combated.

**3.1.3** Full wildland PPE ensemble shall consist of jacket and pants, boots, hardhat, eye protection and leather gloves. The ensemble shall be certified to NPFA 1977. The full wildland ensemble shall be worn as a minimum by firefighting personnel when operating at wild land ground cover fires.

**3.1.4** Full technical rescue PPE ensemble shall consist of jacket and pants, structural helmet, boots and leather gloves. The ensemble shall be certified to NFPA 1951.

**3.1.5** Full technical rescue PPE ensemble shall be worn by firefighters while engaged in any rescue or extrication operations.

**3.1.6** Minimum PPE consisting of structural helmet and traffic vest shall be worn by all personnel, not engaged in firefighting or rescue operation, at all incidents located on a public roadways.

**3.1.7** While operating at EMS incidents, all members shall wear whatever protective clothing is required to afford complete personnel protection including but not limited to disposable gloves to protect against blood-borne pathogens.

**3.1.8** The face shield or eye goggles will be utilized anytime the need for eye protection seems apparent such as during overhaul, when operating hand or power tools, and when fighting trash fires, grass fires, and any other fires where the S.C.B.A. face piece is not being worn.

**3.1.9** In situations where full PPE is not required, gloves will be worn any situation where injuries to the hand and fingers are likely to occur.

## MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

**3.1.10** In specific situations for which no guidelines have been provided, the proper protective clothing to protect against all foreseeable hazards will be worn.

**3.1.11** Rings and similar items of jewelry may cause serious injury in many situations: therefore, these items should not be worn while on scene.

**3.1.12** It is the intent of this guideline that no member shall cause a delay in any firefighting operation by not being fully prepared to engage in firefighting activities in a safe manner.

### **3.2**

#### **SELF CONTAINED BREATHING APPARATUS**

**3.2.1** It is the policy of Mineola Fire Department that all personnel expected or likely to respond to, and function in, areas of atmospheric contamination, will be equipped with, and trained in the proper use and maintenance of the Self Contained Breathing Apparatus (S.C.B.A.)

**3.2.2** Each paid member whose duties include fire suppression shall be accountable for (1) one S.C.B.A. and will check the S.C.B.A. for condition at the beginning of each shift and after each use, or any other time it may be necessary to render the equipment in a ready state of condition.

**3.2.3** Weekly inspections shall be performed on all S.C.B.A.'s. If an S.C.B.A. is found to be functioning improperly, it shall be taken out of service, until it has been repaired and checked for operational performance by qualified S.C.B.A. service personnel.

**3.2.4** All personnel will utilize the provided S.C.B.A. when encountering any known or potentially hazardous atmosphere.

**3.2.5** All personnel should resist the tendency to prematurely remove breathing apparatus during routine fire situations. We all must be aware of the respiratory hazards that exist in ordinary as well as extraordinary fire situations. It is generally true that Carbon Monoxide levels increase during overhaul, due to incomplete combustion of smoldering materials.

**3.2.6** Do not remove your S.C.B.A. until the atmosphere has been determined to be safe to operate within. Either use your S.C.B.A. or change the atmosphere.

**3.2.7** The determination as to removal of breathing apparatus will be made by the on scene Incident Commander based on information which may include air quality readings.

**3.2.8** Only Positive Pressure Self Contained Breathing Apparatus may be used by the Mineola Fire Department Personnel.

**3.2.9** Self Contained Breathing Apparatus shall be used when working at a vehicle fire.

# MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

## **3.3**

### **RIDING ON THE APPARATUS**

**3.3.1** No members shall ride on the tailboard of any apparatus, while that apparatus is in motion.

**3.3.2** All members will ride inside apparatus in a seated position with the seat belt to be worn anytime the apparatus is responding to or returning from incident, PR event or parade.

## **3.4**

### **PERSONNEL ACCOUNTABILITY GUIDELINES**

**3.4.1** To ensure accountability of all firefighters at emergency scenes, the following guidelines shall be used.

**3.4.2** Each firefighter shall be issued three accountability tags. Two tags shall be placed on the structural ensemble as directed by the Chief. One tag shall be placed on the wildland/rescue ensemble. The tags shall list the firefighter's call number, name and rank. The tags shall be identified by color as follows:

1. WHITE- Chief Officers
2. RED- Captains
3. YELLOW- Firefighters
4. ORANGE- Probationary Firefighters

**3.4.3** The accountability system shall also include tags located in each apparatus that identifies the apparatus by unit number, type and capability. Each apparatus shall also be equipped with one accountability board.

**3.4.4** The tags shall be used on all emergency responses. (EXCEPTION: Routine medical responses).

**3.4.5** Upon entering the apparatus, each personnel shall remove a tag from their ensemble and place it on the apparatus tag.

**3.4.6** When the apparatus arrives on scene, the officer or senior firefighter shall collect the apparatus tag and give it to the Incident Commander or designee.

**3.4.7** The accountability system shall be used to identify the location or assignment of each firefighter on the scene.

## **3.5**

### **ALARM FOR FIREFIGHTERS EVACUATION OF BUILDING**

**3.5.1** The signal given to firefighters for evacuation of building will be one long blast from an air horn.

# MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

## **3.6**

### **2 IN 2 OUT**

**3.6.1** A team of at least four fire protection personnel must be assembled before an interior fire attack can be made when the fire has progressed beyond the incipient stage.

**3.6.2** At least two fire protection personnel to enter the IDLH atmosphere and remain in visual or voice (not radio) contact with each other.

**3.6.3** At least two fire protection personnel remain located outside the IDLH atmosphere to perform rescue of the fire protection personnel inside the IDLH atmosphere.

**3.6.3** All fire protection personnel engaged in interior structural firefighting will use self-contained breathing apparatus and be clothed in a complete set of protective clothing.

**3.6.4** Fire protection personnel located outside the IDLH atmosphere will be equipped with appropriate retrieval equipment where retrieval equipment would contribute to the rescue of the fire protection personnel that have entered the IDLH atmosphere.

**3.6.5** One of the outside fire protection personnel must actively monitor the status of the inside fire protection personnel and not be assigned other duties. The second outside fire protection personnel may be assigned to an additional role, including, but not limited to, incident commander, safety officer, driver-operator, command technician or aide, or fire fighter/EMS personnel, so long as this individual is able to perform assistance or rescue activities without jeopardizing the safety or health of any fire protection personnel working at the scene.

**3.6.6** The fire protection personnel outside the IDLH atmosphere must remain in communication (including, but not limited to, radio) with the fire protection personnel in the IDLH atmosphere. Use of a signal line (rope) as a communications instrument for interior firefighting is not permitted by the commission. This does not preclude the use of rescue guide ropes (guide line or lifeline or by whatever name they may be called) used during structural searches.

**3.6.7** Each outside fire protection personnel must have a complete set of protective clothing and self-contained breathing apparatus, as identified in Section 3, #1 and #2, immediately accessible for use if the need for rescue activities inside the IDLH atmosphere is necessary.

**3.6.8** The fire department shall comply with the 2-in/2-out rule as described in this section except in an imminent life-threatening situation when immediate action could prevent the loss of life or serious injury before the team of four fire protection personnel are assembled.

## **3.7**

### **PASS DEVICES**

**3.7.1** PASS devices shall meet the requirements of NFPA 1982.

## MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

**3.7.2** All breathing apparatus will be equipped with a Personal Alert Safety System (PASS) device.

**3.7.1** It shall be activated prior to entering a structure or any other hazardous area that a Self - Contained Breathing Apparatus (SCBA) is used. It can only assist you if it is properly used and ON.

**3.7.2** Each PASS device shall be tested at least weekly and prior to each use and shall be maintained in accordance with the manufacturers' instructions.

**3.7.3** A daily test will be conducted on the PASS device located on the SCBA selected to be used by each firefighter per shift.



**MINEOLA FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES**

**SECTION 4**

**TEST OF PERSONELL**

**4.1**

**TEST ON USE OF SELF CONTAINED BREATHING APPARATUS:**

**4.1.1** An evaluation of all members responsible for fire suppression activities in the use of the Positive Pressure Self Contained Breathing Apparatus shall be conducted annually, or at any time the Department changes or adds different brands of S.C.B.A.

**4.1.2** Each member shall be able to demonstrate a high level of proficiency and compatibility with the S.C.B.A. under conditions comparable to those the members would expect to function under as a job requirement.

**4.2**

**PHYSICAL AGILITY TEST**

**4.2.1** A physical agility test shall be given to all fire department personnel once a year. The test to be designed and supervised by the Training Coordinator with the approval of the Fire Chief.

**4.2.2** The Fire Chief may excuse any member at his discretion.

**4.3**

**DRILL NIGHT TEST**

**4.3.1** At the end of class on drill night the instructor shall give a test on subject matter covered.

**4.4**

**TEST REQUIRED BY FIRE CHIEF**

**4.4.1** The Fire Chief may require members to take tests that are required by outside organizations, such as driver's license requirements, EMT or ECA.

# MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

## SECTION 5

### PROGRAM ORGANIZATION FOR STRUCTURAL FIRE FIGHTING ENSEMBLE AND ENSEMBLE ELEMENTS

#### 5.1 GENERAL STATEMENT

**5.1.1** The purpose of this procedure is to establish a system to regularly inspect protective clothing and equipment assigned to fire suppression personnel, and to set standards for the maintenance of these items.

**5.1.2** The Mineola Fire Department will purchase, provide, and maintain a complete set of protective clothing, in accordance to current NPFA 1851 standards, for all fire protection personnel who would be exposed to hazardous conditions from fire or other emergencies or where the potential for such exposure exists. A complete set of protective clothing shall consist of garments including bunker coats, bunker pants, boots, gloves, helmets, and protective hoods, worn by fire protection personnel in the course of performing fire-fighting operations.

**5.1.3** No accessories shall be added to any ensemble or ensemble element prior to the fire department requesting approval in writing and receiving written approval from the ensemble or ensemble element manufacturer for each specific accessory.

**5.1.4** Firefighters shall be provided with a copy of the manufactures instructions for the care, use, and maintenance of the structural ensemble issued to them. In the event that the manufacturer's instructions differ from the standards outlined in NFPA 1851, the manufacturer's instructions shall be followed.

**5.1.5** For the purpose of this section, the term *soiled* means the accumulation of non-Hazardous Materials, debris, or dirt that could degrade the performance of the ensemble or ensemble element.

#### 5.2 RECORDS

**5.2.1** The Mineola Fire Department will compile and maintain records on all structural firefighting protective ensembles and ensemble elements. These records will include any gear rented by or loaned to the department.

**5.2.2** The following records shall be kept for each protective ensemble or ensemble element:

1. Person to whom element is issued
2. Date and condition when issued
3. Manufacturer and model name

# MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

4. Manufacturer's identification number, lot number or serial number
5. Month & year of manufacturer
6. Dates and findings of advanced inspection
7. Dates and findings of advanced cleaning or decontamination
8. Reason for advanced cleaning or decontamination and who performed cleaning or decontamination
9. Dates of repair, who performed the repairs and brief description of repairs
10. Date of retirement
11. Date and method of disposal.
12. Specific elements and components necessary for CBRN protection.

## **5.3**

### **PROTECTING THE PUBLIC AND PERSONNEL FROM CONTAMINATION**

**5.3.1** Protective ensembles shall not be worn or stored in the living areas of fire departments facilities.

**5.3.2** The public shall not be exposed at any time, except during emergency operations, to soiled or potentially contaminated protective ensembles or ensemble elements.

**5.3.3** Soiled or potentially contaminated ensembles or elements shall not be brought into the home, washed in home laundries or washed in public laundries.

## **5.4**

### **SELECTION AND PURCHASE**

**5.4.1** Prior to starting the selection process of structural firefighting ensembles, the fire department shall perform a risk assessment that shall include:

1. Type of duties performed
2. Frequency of use of elements
3. Organization's experiences
4. Incident operations
5. Geographic location and climate
6. Specific physical area of operation
7. Likelihood of or response to CBRN terrorism incident

**5.4.2** The fire department shall ensure that elements under consideration are certified as being compliant with the current edition of NFPA 1971 and NFPA 1994 at time of purchase.

**5.4.3** It shall be determined that the ensembles under consideration interface with other personal protective items with which they will be used.

**5.4.4** Upon receipt, the purchased ensemble shall be inspected to determine that they meet their specifications and that they were not damaged during shipment.

**5.4.5** The fire department shall examine information supplied with the products, such as instructions, warranties and technical data.

# MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

## **5.5 INSPECTION**

**5.5.1** Universal precautions shall be observed, as appropriate, when handling ensemble elements.

**5.5.2** Any ensemble elements that are found to be contaminated shall be cleaned before any additional inspection is initiated. The ensemble elements that are contaminated by CBRN elements shall be retired.

**5.5.3** All gear will be inspected after use to determine if it is soiled or contaminated and to determine if routine or advanced cleaning is necessary.

**5.5.4** The following guidelines should be used to determine if advanced cleaning should be performed:

1. Obvious odor that cannot be removed with routine cleaning or indicates contamination
2. Visible soil that cannot be sufficiently removed with routine cleaning
3. Known exposure to hazardous chemicals or bio-hazards
4. At the time of advanced inspection, PPE has not been subjected to an advanced cleaning in the preceding 12 months.

**5.5.5** If it is determined that the PPE is in need of advanced cleaning, it will be performed using the departments washer/extractor. If the gear is in need of more cleaning, it will be sent in to an approved VISP.

**5.5.6** If it is determined that the PPE is in need of repair, it will be sent in to an approved VISP.

## **5.6 ROUTINE INSPECTION**

**5.6.1** Each member shall conduct a routine inspection of their protective ensembles after each use.

**5.6.1.1** Coat & pants will be inspected for the following:

1. Soiling
2. Contamination
3. Physical damage such as rips, tears, cuts
4. Damaged or missing hardware and closure systems
5. Thermal damage (charring, burn holes, melting, discoloration of any layer)
6. Damaged or missing reflective trim
7. Loss of seam integrity and broken or missing stitches
8. Correct assembly and size compatibility of shell, liner, and the drag rescue device (DRD)

# MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

## **5.6.1.2** Hood elements will be inspected for the following:

1. Soiling
2. Contamination
3. Physical damage such as rips, tears, cuts
4. Damaged or missing hardware and closure systems
5. Thermal damage (charring, burn holes, melting, discoloration of any layer)
6. Loss of face opening adjustment
7. Loss of seam integrity and broken or missing stitches

## **5.6.1.3** Helmet elements will be inspected for the following:

1. Soiling
2. Contamination
3. Physical damage such as: Cracks, crazing, dents and abrasions
4. Thermal damage to the shell (bubbling, soft spots, warping, discoloration)
5. Physical damage to ear flaps such as rips, tears and cuts
6. Thermal damage (charring, burn holes, melting)
7. Damaged or missing components of the suspension and retention systems
8. Damaged or missing components of the face shield or goggles including discoloration, crazing and scratches limiting visibility
9. Damaged or missing reflective trim

## **5.6.1.4** Gloves will be inspected for the following:

1. Soiling
2. Contamination
3. Physical damage such as rips, tears and cuts
4. Thermal damage (burn holes, melting, discoloration of any layer)
5. Shrinkage
6. Loss of elasticity or flexibility
7. Loss of seam integrity and broken or missing stitches

## **5.6.1.5** Footwear will be inspected for the following:

1. Soiling
2. Contamination
3. Physical damage such as rips, tears, and cuts
4. Thermal damage (burn holes, melting, discoloration of any layer)
5. Exposed or deformed protective toe, protective midsole or shank
6. Loss of water resistance
7. Closure system component damage and functionality
8. Loss of seam integrity and broken or missing stitches

# MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

## 5.7

### ADVANCED INSPECTION

**5.7.1** Advanced inspection and any necessary testing shall be performed by a VISP or VORG.

**5.7.2** The member of the department who has received training in advanced inspections shall be responsible for performing or managing advanced inspections.

**5.7.3** Advanced inspections of all protective ensembles and elements shall be conducted at a minimum of every 12 months, or whenever routine inspections indicate that a problem could exist.

**5.7.4** Protective ensembles that have been stored in accordance with NFPA 1851 are not subject to advanced inspections.

**5.7.5** All findings of the advanced inspection will be documented.

**5.7.6** All ensembles and ensemble elements will be inspected separately.

**5.7.6.1** All separable layers of the garment elements will be inspected for the following:

1. Soiling
2. Contamination
3. Physical damage to all layers, such as rips, tears, cuts, and abrasions
4. Damaged or missing hardware
5. Thermal damage (charring, burn holes, melting, discoloration of any layer)
6. Loss of moisture barrier integrity as indicated by any rips, tears, cuts, or abrasions
7. Discoloration
8. Thermal damage
9. Evaluation of system fit and coat/trouser overlap
10. Loss of seam integrity and broken or missing stitches
11. Loss of material physical integrity [e.g., ultraviolet (UV) or chemical degradation] as evidenced by discoloration, significant changes in material texture, loss of material strength, loss of liner material, and shifting of liner material
12. Loss of wristlet elasticity, stretching, runs, cuts, or burn holes
13. Reflective trim integrity, attachment to garment, reflectivity, or damage
14. Label integrity and legibility
15. Hook and loop functionality
16. Liner attachment systems
17. Closure system functionality
18. Accessories for compliance with manufacturer's approval
19. Correct assembly and size compatibility of shell, liner and DRD

## MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

**5.7.6.2** All hood elements will be inspected for the following:

1. Soiling
2. Contamination
3. Physical damage such as the following: (Rips, tears, and cuts)
4. Thermal damage (charring, burn holes, melting, discoloration
5. of any layer)
6. Shrinkage
7. Loss of material elasticity or stretching out of shape
8. Loss of seam integrity or broken or missing stitches
9. Loss of face-opening adjustment
10. Label integrity and legibility

**5.7.6.3** All helmet elements will be inspected for the following:

1. Soiling
2. Contamination
3. Physical damage to the shell such as the following: (Cracks, dents, and abrasions)
4. Thermal damage to the shell (bubbling, soft spots, warping, or discoloration)
5. Physical damage to the ear flaps such as the following: (Rips, tears, and cuts)
6. Thermal damage (charring, burn holes, melting or discoloration of any layer)
7. Damaged or missing components of the suspension and retention systems
8. Functionality of suspension and retention systems
9. Damaged or missing components of the faceshield/goggle system, including discoloration or scratches to the faceshield/goggle lens limiting visibility
10. Functionality of faceshield/goggle system
11. Damage to the impact cap
12. Damaged or missing reflective trim
13. Accessories for compliance with manufacturer's approval
14. Loss of seam integrity and broken or missing stitches
15. Label integrity and legibility

**5.7.6.4** Gloves will be inspected for the following:

1. Soiling
2. Contamination
3. Physical damage such as the following: (Rips, tears, and cuts)
4. Thermal damage (charring, burn holes, melting or discoloration of any layer)
5. Inverted liner
6. Loss of seam integrity or broken or missing stitches
7. Shrinkage
8. Loss of flexibility
9. Loss of elasticity and shape in wristlets
10. Accessories for compliance with manufacturer's approval

# MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

## 11. Label integrity and legibility

### 5.7.6.5 Footwear will be inspected for the following:

1. Soiling
2. Contamination
3. Physical damage such as the following: (Cuts, tears, punctures, cracking, or splitting)
4. Thermal damage (charring, burn holes, melting or discoloration of any layer)
5. Exposed or deformed steel toe, steel midsole, or shank
6. Loss of seam integrity, delamination, or broken or missing stitches
7. Loss of water resistance
8. Closure system component damage and functionality
9. Excessive tread wear
10. Condition of lining such as the following: (Tears, excessive wear, separation from outer layer)
11. Heel counter failure
12. Accessories for compliance manufacture's approval
13. Label integrity and legibility
14. Interface components will be inspected for the following:
15. Soiling
16. Contamination
17. Physical damage
18. Loss or reduction of properties that allow component to continue as effective interface, such as loss of shape or inability to remain attached to the respective element(s), if attachment is required
19. Loss of seam integrity and broken or missing stitches

### 5.7.6.6 DRD components will be inspected for the following:

1. Installation in garment
2. Soiling
3. Contamination
4. Physical damage such as the following: (Cuts, tears, punctures, cracking, or splitting)
5. Thermal damage (charring, burn holes, melting, or discoloration)
6. Loss of seam integrity and broken or missing stitches
7. Label integrity and legibility

## 5.8 COMPLETE LINER INSPECTION

**5.8.1** Complete liner inspection of all garment elements will be conducted as part of the advanced inspection at a minimum after 3 years in service and annually thereafter or whenever a problem might exist. The liner system will be opened to expose all layers for inspection and testing.



## MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

**5.8.2** A complete liner inspection of all garment elements will be conducted after 2 years in service and annually thereafter following replacement of the moisture barrier, the CBRN barrier, or both.

**5.8.3** The findings of the complete liner inspection shall be documented.

**5.8.4** The moisture barrier and the thermal barrier shall be inspected for the following:

1. Physical damage to all layers and sides of each layer such as the following:
  - A. Rips, tears, cuts, and abrasions
  - B. Thermal damage (charring, burn holes, melting, or discoloration of any layer)
  - C. Loss of seam integrity, broken or missing stitches, and
  - D. loose or missing moisture barrier seam tape
  - E. Material physical integrity; UV or chemical degradation as evidenced by discoloration, significant changes in material texture, loss of material strength, loss of liner material, or shifting of liner material
  - F. Delamination as evidenced by separation of film from substrate fabric, flaking, or powdering
2. The moisture barrier will be tested using the hydrostatic test to evaluate the water penetration barrier, as specified in NFPA 1851, and shall show no leakage.
3. The result of each water penetration barrier evaluation will be recorded.

### **5.9**

#### **CLEANING AND DECONTAMINATION**

**5.9.1** The fire department shall provide a means for having elements cleaned and decontaminated.

**5.9.2** Gear contaminated by CBRN agents shall be retired after exposure.

**5.9.3** Gear contaminated with hazardous materials shall be evaluated on scene by members of the department trained to conduct the assessment and determine the disposition of the gear.

**5.9.4** Contaminated ensembles shall be isolated and removed from service until it can receive specialized cleaning.

**5.9.5** Gear will be evaluated by the wearer after each use to determine the level cleaning needed.

**5.9.6** Gear contaminated with hazardous materials will be evaluated by trained personnel to determine if the gear is to be isolated, tagged and bagged on scene.

**5.9.7** Contaminated gear will be removed from service until the disposition of the gear can be determined.

# MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

**5.9.8** Only trained personnel will be in charge of the specialized cleaning for contaminated gear.

**5.9.9** The procedure for gear contaminated with body fluids will be the same for hazardous materials contamination.

## **5.10 ROUTINE CLEANING**

**5.10.1** Firefighter will be responsible for the routine cleaning of their department issued gear.

**5.10.2** Routine cleaning will be done according to the manufacturer's instructions. In the absence of the manufacturer's instructions, routine cleaning will be performed as follows:

1. Where possible, the contamination levels shall be evaluated and cleaning shall be initiated at the emergency scene.
2. Ensembles and element layers shall be isolated whenever possible to avoid cross contamination.
3. Any dry debris shall be brushed off.
4. Other debris shall be gently rinsed off with water.
5. Heavy scrubbing or spraying with high-velocity water jets such as a power washer shall not be used.
6. Where necessary, a soft bristle brush shall be used to gently scrub, and the ensemble or element shall be rinsed off again.
7. Where necessary, elements for routine cleaning shall be cleaned in a utility sink designated for personal protective equipment (PPE) cleaning and decontamination using the following procedures:
  - A. Heavily soiled or spotted areas shall be pretreated. Chlorine bleach, chlorinated solvents, active-ingredient cleaning agents, or solvents shall not be used without the ensemble or element manufacturer's approval.
  - B. Water temperature shall not exceed 40°C (105°F).
  - C. Mild detergents with a pH range of not less than 6.0 pH and not greater than 10.5 pH as indicated on the product MSDS or original product container shall be used.
  - D. Protective gloves and eye/face splash protection shall be worn.
  - E. Element(s) shall be gently scrubbed using a soft bristle brush.
  - F. Element(s) shall be thoroughly rinsed.
  - G. Element(s) shall be inspected and, where necessary, shall be rewashed or submitted for advanced cleaning procedures.
    - 1) The manufacturer shall be consulted if stronger cleaning agents are required.
    - 2) Elements shall be dried in accordance with department drying procedures.
    - 3) Following the routine cleaning procedure, the utility sink shall be rinsed.

## MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

- 4) To avoid cross contamination, garment element layers shall be isolated whenever possible.
- 5) Cleaning of the entire garment element shall be accomplished using advanced cleaning procedures.
- 6) Routine procedures for cleaning garment elements are for spot cleaning only.
- 7) If it is necessary to totally immerse the helmet, the impact cap shall be separated from the helmet shell.
- 8) Each element component shall be washed and dried separately before reassembly.
- 9) Solvents shall not be used to clean or decontaminate helmets or helmet components. The manufacturer shall be consulted if stronger cleaning agents are required.
- 10) Helmets shall not be machine dried using equipment that produces mechanical action from tumbling or agitation.
- 11) Gloves shall not be machine dried using tumbling action.
- 12) Footwear shall not be machine dried using tumbling action.

### **5.11 ADVANCED CLEANING**

**5.11.1** Advanced cleaning shall be performed by the element manufacturer, a manufacturer trained organization, a verified organization, or a verified ISP.

**5.11.2** The member(s) of the fire department who has received training in the advanced cleaning of the ensembles or ensemble elements shall be responsible for performing, managing, or coordinating advanced cleaning or the advanced cleaning process.

**5.11.3** The ensemble or ensemble element manufacturer or verified ISP and the fire department shall determine the level of training required to perform advanced cleaning. The ensemble or ensemble element manufacturer or verified ISP shall provide written verification of training.

**5.11.4** Ensemble and ensemble elements that are soiled shall receive advanced cleaning prior to reuse.

**5.11.5** Ensemble and ensemble elements that are issued and used shall receive advanced cleaning at the time of advanced inspection if not subjected to advanced cleaning in the preceding 12 months.

**5.11.6** The training of the organization's personnel shall be performed by the element manufacturer or a verified ISP, who will provide written documentation of training.

**5.11.7** If the fire department is a verified organization, it shall be permitted to determine the level of training necessary to perform advanced cleaning without any further written verification.

## MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

**5.11.8** The fire department shall examine the manufacturer's label and user information for instructions on cleaning and drying that the manufacturer provided with the element. In the absence of manufacturer's instructions or manufacturer's approval of alternative procedures for the ensemble or ensemble element, the advanced cleaning and drying procedures provided in this section shall be used.

**5.11.8.1** Advanced cleaning of ensembles and ensemble elements shall be conducted by machine unless specifically prohibited.

**5.11.8.2** The following procedures shall be used for machine washing:

1. The machine shall not be overloaded.
2. Heavily soiled or spotted areas shall be pretreated. Chlorine bleach, chlorinated solvents, active-ingredient cleaning agents, or solvents shall not be used without the ensemble or ensemble element manufacturer's approval.
3. All closures, including pocket closures, hooks and loops, snaps, zippers, and hooks and D rings shall be fastened.
4. Water temperature shall not exceed 40°C (105°F).
5. A mild detergent with a pH range of not less than 6.0 pH and not greater than 10.5 pH as indicated on the product MSDS or original product container shall be used.
6. Washing machines with the capability of drum RPM adjustment shall be adjusted so the g force does not exceed 100 g for all elements.
7. Machine manufacturer's instructions shall be followed for proper setting or program selection for the specific element being washed.
8. The element shall be inspected and rewashed if necessary.
9. Where the machine is also used to wash items other than protective ensemble elements, it shall be rinsed out by running the machine without a laundry load through a complete cycle with detergent and filled to the maximum level with water at a temperature of 49°C to 52°C (120°F to 125°F).

**5.11.9** If the coat element has a drag rescue device (DRD) and the DRD is removable, the DRD shall be removed prior to the coat being laundered. If the DRD also requires cleaning, it shall be placed in a separate mesh bag for washing and drying.

**5.11.10** Where the shells and liners of protective garment elements are separable, those items shall be cleaned and decontaminated only with like items.

**5.11.11** Separable liner systems shall be turned inside out so the moisture barrier is on the inside for both machine washing and machine drying.

**5.11.12** Detachable items shall be removed from the helmet and shall be washed and dried separately.

## MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

**5.11.13** Helmets shall not be machine cleaned or dried using equipment that produces mechanical action by tumbling or agitation.

**5.11.14** Hoods shall be permitted to be washed and dried with garment liner.

**5.11.15** For ensembles certified to the optional CBRN requirements of

**5.11.16** NFPA 1971, the manufacturer shall be consulted to determine if any special handling procedures or the removal of interface components or other components must be undertaken prior to advance cleaning.

**5.11.17** The fire department shall examine the manufacturer's label and user information for instructions on drying procedures that the manufacturer provided with the ensemble or ensemble element. In the absence of manufacturer's instructions or manufacturer's approval of alternative procedures, the drying procedures provided in this section shall be used.

**5.11.18** The following procedures shall be used for air drying:

1. Elements shall be placed in an area with good ventilation.
2. Elements shall not be dried in direct sunlight.

**5.11.19** The following procedures shall be used for machine drying:

1. The recommended capacity of the machine shall not be exceeded.
2. All closures, including pocket closures, hooks and loops, snaps, zippers, and hooks and D rings shall be fastened.
3. A "no heat" or "air dry" option shall be used, if available.
4. In the absence of a "no heat" or "air dry" option, the basket temperature shall not exceed 40°C (105°F).
5. The use of a heat cycle shall be discontinued prior to the removal of all moisture from the ensemble or ensemble elements.
6. The remainder of the drying process shall be accomplished by a "no heat" machine setting or removal of the ensemble or ensemble elements from the machine dryer to air dry.

### **5.12**

#### **REPAIR**

**5.12.1** All repairs shall be performed by the original manufacturer, or a verified ISP who has received training

**5.12.2** All repairs shall be made according to NFPA 1851/2014 Chapter 8 and NFPA 1971/1994

**5.12.3** Ensembles or ensemble elements shall be subjected to advanced cleaning, when necessary, before any repair work is undertaken.

## MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

**5.12.4** Ensembles contaminated by CBRN terrorism agents shall be immediately retired after CBRN exposure is confirmed and shall not be reused.

### **5.13 STORAGE**

**5.13.1** Ensembles or ensemble elements shall not be stored in direct sunlight or exposed to direct sunlight while not being worn.

**5.13.2** Ensembles and ensemble elements shall be clean and dry before storage.

**5.13.3** Ensemble and ensemble elements shall not be stored in airtight containers unless they are new and unissued.

**5.13.4** Ensembles and ensemble elements shall not be stored at temperatures below  $-32^{\circ}\text{C}$  ( $-25^{\circ}\text{F}$ ) or above  $82^{\circ}\text{C}$  ( $180^{\circ}\text{F}$ ).

**5.13.5** Ensembles and ensemble elements shall not be stored or transported in compartments or trunks with sharp objects, tools, or other equipment that could damage the ensembles or ensemble elements. Where ensembles or ensemble elements must be transported or stored in such environments, the ensemble or element(s) shall be placed in a protective case or bag to prevent damage.

**5.13.6** Soiled ensembles and ensemble elements shall not be stored in living quarters or with personal belongings or taken or transported in the passenger compartment of personal vehicles.

**5.13.7** Where ensembles or ensemble elements must be stored or transported in such environments, the ensembles or ensemble element(s) shall be placed in a protective case or bag to prevent cross contamination.

**5.13.7.1** Ensembles and ensemble elements shall not be stored in contact with contaminants such as, but not limited to, oils, solvents, acids, or alkalis.

**5.13.7.2** Ensemble and ensemble element storage areas shall be clean, dry, and well ventilated.

### **5.14 RETIREMENT**

**5.14.1** Any ensemble or ensemble element shall be removed from service if damage is not repairable or cost effective, CBRN contamination has occurred, a LODD has occurred while wearing the ensemble or ensemble elements or a firefighter injury has occurred while wearing the ensemble or ensemble elements and the injury was a burn injury.

## MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

**5.14.2** All structural gear and proximity gear shall be retired from service at 10 years from the manufacture date.

**5.14.3** Radiant reflective outer shell of proximity gear shall be retired at 5 years.

**5.14.4** All gear that is retired shall not be used for any purpose including non-live fire training and will be destroyed. This insures that the gear will never be worn in an emergency situation.

### **5.15 DISPOSITION**

**5.15.1** All gear that has been retired by the department, unless special circumstances warrant, shall be subject to advanced cleaning and then cut into strips. The strips can then be thrown away.

### **5.16 SPECIAL INCIDENT PROCEDURE**

**5.16.1** Gear worn by a firefighter involved in a serious injury or fatality shall have their gear removed and preserved.

**5.16.2** Preserved gear shall be stored at Mineola Police Department evidence storage facility. Gear shall be stored in cardboard boxes or paper evidence sacks. No sealed containers. Chain of custody procedures shall be followed.

**5.16.3** Gear worn by a firefighter involved in a fatality where death occurred at the scene shall have the gear removed at the medical examiner's office and taken to Mineola Police Department evidence storage. If medical treatment was performed on the firefighter, any gear removed during treatment shall be collected and logged into Mineola Police Department evidence storage.

**5.16.4** Gear shall be examined to determine its condition by a trained member of the department or by outside experts if needed.

**5.16.5** The custody retention period for gear will be decided for each individual situation and based on legal advice from the City Attorney and/or TML legal.

# MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

## SECTION 6

### FIRE DEPARTMENT OPERATIONAL GUIDELINES

#### 6.1

##### OPERATIONS UNDER NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

**6.1.2** Mineola Fire Department personnel shall operate at all responses using the Incident Command System and will implement and function utilizing the National Incident Management System (NIMS) as required. Multi-Agency responses to assist Mineola Fire Department will be expected to function and operate within and understand terminology utilizing NIMS.

**6.1.3** Mineola Fire Department personnel shall be trained on NIMS. Chief Officers and other personnel who may be required or expected to fulfill the duties of Incident Commander or any position on the General or Command Staff shall be trained to the required NIMS national standards.

**6.1.4** Mineola Fire Department personnel will assist other departments or agencies establish Incident Command whenever Mineola Fire Department responds to assist and/or provide mutual aid to requesting departments or agencies.

#### 6.2

##### LEVELS OF RESPONSE

**6.2.1** The level of response that is to be reached by the Mineola Fire Department and/or other agencies shall be determined by the nature of alarm or alarms on any given situation.

**6.2.3** Guidelines for the three (3) levels of responses required. Any (1) one of the (3) three levels of response will be used as determined:

**6.2.3.1** By the type of call:

1. Normal Fire Department response to fires, EMS etc.
2. Hazardous Material Emergencies.
3. High potential for loss of life or injury to the public, i.e.: multi vehicle accidents, building evacuations, etc.
4. Damage done by severe weather.

**6.2.4** Level 1 Response: Any emergencies that can be handled by the fire department personnel and local EMS response.



## MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

**6.2.5** Level 2 Response: Any emergencies that will require assistance of other city departments or outside agencies.

**6.2.6** Level 3 Response: A general emergency that will require immediate notification of various department heads and other agencies. Implementation of the Level 3 response shall require the activation of the county emergency management plan and notification to the emergency/management coordinator.

### **6.3 GENERAL GUIDELINES SOP**

**6.3.1** Any officer or firefighter may request any piece of equipment that they deem necessary at the scene. The request shall be made through the incident commander.

**6.3.2** Anytime the Incident Commander requests special people or equipment to come to the scene, the dispatcher shall notify the Incident Commander when the request has been completed and give an ETA (estimated time of arrival) if possible. The Incident Commander shall notify the dispatcher when the people or equipment have arrived on the scene.

**6.3.3** If fire units are responding to an alarm and a different alarm is received while units are en route, the dispatcher shall activate the pager tones. Dispatcher will then transmit new emergency call. Units that will respond to second call will be governed by the ranking officer or firefighter.

**6.3.4** Dispatch shall relay any information they receive about the alarm to the units responding or to the Incident Command.

**6.3.5** When the fire units clear the scene of an incident, they shall report to dispatch when they are clear. One unit may do this for all units to save time.

**6.3.6** All fire units shall report to dispatch when they are back in the station.

**6.3.7** Dispatch shall be notified of the apparatus unit number, number of personnel and officer unit number responding.

**6.3.8** Dispatch shall be notified of scene conditions upon arrival of the first unit.

### **6.4 GENERAL GUIDELINES FOR WATER SUPPLY – SOP**

**6.4.1** Any engine that utilizes a fire hydrant shall notify in coming units which hydrant they are using.

**6.4.2** Anytime an engine lays to or from a water source, one firefighter should assist the driver in that task if available.

## MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

**6.4.3** Anytime an apparatus leaves the scene to obtain water, one firefighter should assist the driver in that task if available.

**6.4.4** Notification to turn on the water at the fire hydrant shall be by one of the following methods:

1. 3 blasts on vehicle horn
2. by radio
3. by hand signals

### **6.5**

#### **GENERAL GUIDELINES FOR BENCH MARKS – SOP**

**6.5.1** Bench marks should be used as a time frame to verify when certain things happen on the emergency scene.

**6.5.2** Bench marks should be used by the Fire Department on alarms that involve people within a structure.

**6.5.2.1** Bench marks used:

1. Arrival and conditions found, (add what they are doing if applicable.)
2. Arrival of other units on scene only.

**6.5.3** A completion of a primary search shall be transmitted to dispatch along with findings.

**6.5.4** Fire under control; to be transmitted to dispatch when it appears the incident can be controlled by the people and equipment on the scene, overhaul or mop up operations have started.

**6.5.5** A completion of a secondary search shall be transmitted to dispatch along with findings.

**6.5.6** Fire out; to be transmitted to dispatch when fire equipment is being picked up in preparation of returning to the station.

### **6.6**

#### **INCIDENT COMMAND GUIDELINES**

**6.6.1** Command shall be established by the first arriving ranking officer or senior firefighter. On any incident that the Mineola Fire Department is in charge of, Command will be identified in one (1) of the following ways:

1. firefighter number
2. apparatus number
3. location of the incident

## MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

**6.6.2** If an alarm appears to become an involved situation it may be transferred to a senior officer.

**6.6.3** All requests for additional equipment shall be through the Incident Command to dispatch.

**6.6.4** If needed, the Incident Commander should consider establishing the following sectors at an emergency scene:

1. area sections
2. staging
3. triage
4. rehabilitation

### **6.7**

#### **GENERAL GUIDELINES FOR SPECIFIC TYPES OF ALARMS**

**6.7.1 Sprinklered building:** The first arriving engine shall determine if they or the second engine to arrive shall check the sprinkler connection and lay at least (1) one 3” line if needed. If any other unit arrives first they should make the determination if a supply line is needed.

**6.7.2 Hazardous materials incidents:** The term “Hazardous Material Spill” is used to denote the actual or potential release of a substance which threatens the health, safety or welfare of the public. The first arriving unit at the scene of a hazardous material incident shall immediately notify the dispatcher and to the best of their ability give the following information:

1. Exact location of the incident if different from announced.
2. Type(s) and amount of material(s) involved.
3. Estimate the need for EMS personnel.
4. Whether the material(s) have entered the drain or sanitation system or is likely to do so.
5. Estimate the need of an immediate or possible area of evacuation.

**6.7.3 Down power lines or natural gas leaks:** On calls of down power lines or gas leaks the officer in charge shall determine, after inspection of the area, if the situation requires the Fire Department to stand by until the arrival of the utility company. If the situation is such that no probable problem will arise then the apparatus can be cleared from the scene. If it is determined the Fire Department should stand by at the scene and another lifesaving or fire call is received the apparatus standing by may leave a member of the Fire Department at the scene and then respond to the other alarm.

**6.7.4 Bomb threat:** Dispatch or Fire Department personnel shall not use the term “Bomb threat” over the Fire Department radio. They shall use the term “Investigation”.

**6.7.4.1** The first fire unit to respond shall respond Code 1 and work to best advantage at the scene.

## MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

**6.7.4.2** All other Fire Department units shall respond Code 1 unless told otherwise by the Incident Command and stage at a safe location, no closer than 1,000 ft. or respond as ordered by the Incident Command.

**6.7.5 Motor vehicle accident** with trapped persons: Anytime a person is trapped within a motor vehicle a minimum of 1 ½” line shall be deployed and charged.

### **6.7.6 Radiological (Nuclear) emergencies**

**6.7.6.1** The potential for the City of Mineola encountering a nuclear bomb (fission device) is minimal. A more realistic expectation can be expected from a transportation (rail or highway) accident involving radioactive cargo or by an act of terrorism using conventional explosives to disperse radioactive contamination.

**6.7.6.2** Depending on the material, both long term and short term health and environmental hazards can be generated. Mineola Fire Department personnel should be well acquainted with the standard radiation warning symbols and hazardous materials containers. The North American Emergency Response Guidebook shall be utilized.

**6.7.6.3** Mineola Fire Department personnel shall use caution when responding to a radiological emergency. No personal vehicles of fire department personnel shall be allowed to respond to this type of emergency. All fire department personnel shall respond from the station. As in any hazardous material response, Incident Command will be utilized and accountability shall be strictly enforced.

**6.7.6.4** Self Protection of fire department personnel shall be accomplished through the use of full protection clothing including use of Self Contained Breathing Apparatus using Time, Distance and Shielding for protection. Identification of the product shall be the first priority to determine the type of radiation being emitted (alpha, beta or gamma). Alpha radiation will not penetrate skin, allowing full protection with Full Turnout Gear and Positive Pressure Self Contained Breathing Apparatus. The primary protection against harmful radiation is to keep as much mass (building, fire apparatus, etc.) between personnel and the source as possible.

**6.7.6.5** Evacuation of the area shall be determined based on the degree or severity of public danger. A Command Decision shall be made based on available information from the North American Emergency Response Guide Book; Local, State or Federal Regulatory Authority recommendations; the number of individuals or population affected; the availability of resources needed to evacuate the affected population and the availability of resources needed to notify the public and provide instructions before and during evacuation. Safe passage routes and refuge areas for the evacuees shall be identified and communicated to the same. Fire Department personnel shall always attempt to consider any special needs of the evacuees. Protection in Place vs. Evacuation should be considered based on the hazard to the public and risk analysis of the event. Should sufficient resources not be available for evacuation, protection in place may be a more viable option.

## MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

**6.7.6.6** Treatment procedures for casualties shall be decontamination (individual or mass), patient management, transport to medical facilities and definitive care from the medical field.

**6.7.6.7** Mineola Fire Department personnel shall respond to a radiological emergency in the same manner as any other hazardous material incident. Personnel shall attempt to recognize and identify the hazard; isolate the area as recommended by the North American Emergency Response Guidebook; position personnel and equipment up hill and up wind from the hazard area; establish incident command with a safety officer assigned to the command staff; notify appropriate local, state and federal regulatory agencies; implement operations level public and environmental hazard mitigation procedures; monitor current and impending weather conditions and practice personal self-protection in the prescribed manner using time, distance and shielding from exposure to the radiation hazard. Mineola Fire Department personnel shall respond to such emergencies as First Responders and personnel shall take no actions for which they do not have the appropriate training as prescribed by local and federal law and or regulation.

**6.7.6.8** The City of Mineola Emergency Management Coordinator shall be notified of any response to an incident involving the release of radioactive materials. Available Technical Resources include Texas Department of Public Safety Area Captain, Texas Department of Health, Texas Natural Resources Conservation Commission, Department of Energy (DOE), Federal Bureau of Investigation (FBI) and the Department of Defense (DOD).

### **6.7.7 Biological agents (Anthrax) emergencies**

**6.7.7.1** Mineola Fire Department will respond to calls for assistance for suspected/reported biological emergencies (ANTHRAX) as a hazardous material response and shall be considered a Level II Response as outlined in Section 7, Item 6 (b).

**6.7.7.2** Mineola Fire Department personnel shall operate under the assumption that the response will be an Emergency Response to Terrorism until information is proven otherwise. As with any hazardous material incident/response, Mineola Fire Department personnel and assisting agencies shall operate under the Incident Command System and control zones shall be established with the outer perimeter including hot, warm and cold zones.

**6.7.7.3** Mineola Fire Department personnel shall have operational control of the scene while always maintaining Full Chain of Custody Evidence Procedures. Unified Command with Mineola Police Department and Mineola Fire Department may be established for criminal investigation purposes.

**6.7.7.4** Evacuation of Building/Structure shall be accomplished by first responding emergency agency. Person or persons that may have had physical contact with substance should be isolated from non-contaminated persons. The name, address and telephone number of all persons inside the building/structure shall be obtained as soon as possible

## MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

and no entry made into the building/structure will be permitted except for properly trained and protected emergency response personnel.

**6.7.7.5** Mineola Fire Department response shall include One (1) Engine, One (1) Rescue Truck, One (1) Chief Officer, decontamination supplies/equipment and appropriate number of personnel as determined by Chief Officer. E.M.S. shall be notified.

**6.7.7.6** The first arriving Chief Officer shall establish command. Control Zones shall be established and a qualified Safety Officer shall be appointed and Safety Officer shall initiate the accountability system for all personnel on scene. Decontamination station shall be established and Decon-Officer appointed. Decon will be established at the entry/exit corridor of the control zones.

**6.7.7.7** A two (2) person entry team with a two (2) person safety team shall be utilized to collect reported substance. Full respiratory protection shall be utilized by Positive Pressure S.C.B.A. Full body protection shall be utilized by wearing full bunker (turn out) gear including coat, pants, boots, hood and helmet. Bunker gear may only provide limited protection. Bunker gear shall be taped at boot-pant interface, glove-coat interface, coat-pant interface and the full length of coat opening interface. It is recommend a Class B disposable entry suit of a quality recommended for protection against anthrax be utilized. Hands shall be double gloved with latex or similar disposable gloves. An outer glove of non-penetrable rubber or similar substance shall be used to cover the double glove.

**6.7.7.8** All material shall be collected and triple-bagged by the entry team. The collector shall secure the outer bag with evidence tape and shall initial and date the evidence tape. The outer bag shall be decontaminated and given to the proper police authority by the entry person who initialed the tape to preserve chain of custody.

**6.7.7.9** Should the material have been spilled or leaked from the carrier package, the building/structure shall be secured and the heating/air conditioning system turned off by the entry team.

**6.7.7.10** Mineola Fire Department personnel shall be responsible for all aspects of decontamination. Decontamination of exposed civilians shall be accomplished in a manner to give all possible privacy to exposed civilians.

**6.7.7.11** A Public Information Officer shall be appointed to give information to the news media as necessary.

**6.7.7.12** The on scene Incident Commander shall make the decision to utilize local resources or to use other sources such as Tyler or Longview Haz-Mat teams or other private Haz-Mat response concerns.

## MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

**6.7.7.13** Should the response be determined to be an act of terrorism, the Federal Bureau of Investigation field office in Tyler, Texas shall be notified. The F.B.I. response team and the F.B.I. Special Agent in Charge shall be given command as specified by Federal Code and Presidential Order. All local agencies shall give full operational support to the F.B.I. as necessary and/or requested.

# MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

## SECTION 7

### APPARATUS OPERATIONS AND SAFETY

#### 7.1 APPARATUS WALK AROUND

The driver of an apparatus shall walk around their apparatus to check for open compartment doors or loose equipment before leaving the scene. This should be done every time the apparatus clears a scene.

#### 7.2 EQUIPMENT CHECK

All Fire Department members shall use care to see that all equipment is returned to the proper apparatus and/or accounted for before leaving the scene.

#### 7.3 BACKING UP APPARATUS

Anytime an apparatus needs to be backed up one member of the Fire Department shall be at the side and to the back of the apparatus to insure safe backing. Backing up any apparatus with hose on the ground should only be done as a last resort and then only with a member of the department assisting in the process.

##### 7.3.1 EXCEPTIONS

1. While the apparatus is actually engaged in ground cover firefighting.
2. When the apparatus is being backed into the fire station and no activity is going on behind them.

#### 7.4 SAFETY

All drivers will operate all department vehicles in a safe and efficient manner. When responding to any emergency, warning lights and audio warning devices will be utilized. Approaches to all intersections will be made in such a manner that the vehicle can be stopped prior to entering the intersection. If approaching an intersection has the red lights, the apparatus shall stop until they are given the right of way by all other traffic. All vehicles will be driven in accordance to existing road-weather and traffic conditions with personal and public safety being the main priority of the driver. No one shall be allowed to operate/drive any department apparatus that they are not qualified to operate/drive.

#### 7.5 DRIVER'S LICENSE

All drivers must hold a **Class B Driver's License** to operate any Fire Department vehicle.

#### 7.6 ALCOHOL

**7.6.1** Refer to City of Mineola Alcohol Policy.



# MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

## **7.7 AGE**

Age requirement for driving any apparatus shall be designated by the City of Mineola liability insurance requirements.

**MINEOLA FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES**

**SECTION 8**

**PERSONNEL / APPARATUS RESPONSE**

**8.1 STRUCTURE FIRES**

**8.1.1 INSIDE CITY LIMITS**

**8.1.1.1** Unit 909 shall be the first responding unit.

**8.1.1.2** Unit 910 shall be the second responding unit.

**8.1.1.3** Unit 902 shall be the third responding unit.

**8.1.1.4** All other responding units may be designated by the on scene incident commander.

**8.1.2 OUTSIDE CITY LIMITS**

**8.1.2.1** Unit 909 shall be the first responding unit.

**8.1.2.2** Unit 911 shall be the second responding unit.

**8.1.2.3** Unit 910 shall be the third responding unit.

**8.1.2.4** Unit 902 shall be the fourth responding unit.

**8.1.2.5** All other responding units may be designated by the on scene incident commander.

**8.2 VEHICLE FIRES**

**8.2.1** Unit 909 shall be the first responding unit. Apparatus to be positioned in the best advantage and at a safe distance.

**8.2.2** A minimum of 1 ½" shall be used on all vehicle fires.

**8.2.3** All other responding units may be designated by the on scene incident commander.

**8.3 GROUND COVER FIRES**

**8.3.1** Unit 906 shall be the first responding unit.

## MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

**8.3.2** Unit 904 shall be the second responding unit unless incoming information dictates the need for other types of apparatus.

**8.3.3** All units shall remain at the station until directed by the first arriving unit.

**8.3.4** Unit 908 plow should always operate with tractor driver and one ground support personnel.

### **8.4 HAZ-MAT RESPONSE**

**8.4.1** The first unit out will report to the scene, other units responding will prepare to stage as provided or directed by the Incident Commander.

**8.4.2** All personnel will respond directly to station. No personal vehicles will be allowed at scene.

**8.4.3** All railway car fires and trailers or tractors will be considered Haz-Mat until determined otherwise by on scene Incident Commander.

### **8.5 RESCUE / MVA**

**8.5.1** Unit 902 shall be the first responding unit for all reported rescue incidents and MVA's.

**8.5.2** Unit 909 shall be the second responding unit to MVA's.

**8.5.3** A minimum of one (1) EMS certified personnel should respond with Unit 902.

**8.5.4** No personal vehicles will be allowed at scene.

**8.5.5** All other responding units may be directed by the on scene Incident Commander.

### **8.6 EMS**

**8.6.1** Unit 907 shall be the first responding unit to all reported medical incidents.

**8.6.2** All other responding units shall be directed by the on scene Incident Commander.

**8.6.3** No personal vehicles will be allowed on scene.

### **8.7 WATER RESCUE and/or SWIFT WATER RESCUE**

**8.7.1** Divers and swift water techs will be in charge of all water rescue/recovery operations and will select support personnel as needed.

**8.7.2** Each diver will care personally for all dive equipment.

# MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

## **8.8 WEATHER RESPONSE**

**8.8.1** In severe weather, storm spotters may be called out. All personnel shall report to the fire station and will be directed from there. Units will then respond to locations as directed by the on scene Incident Commander.

**8.8.2** Units will not be deployed to spotting locations at night. All personnel will remain at the fire station until directed by the on scene Incident Commander.

**8.8.2** If tornadic activity is reported to be moving toward the city of Mineola, the sirens shall be activated by dispatch or remote radio unit at the fire station. The decision to activate the sirens shall be made by the on scene Incident Commander, Fire Chief or City of Mineola Emergency Management Coordinator.

## **8.9 LANDING ZONES**

**8.9.1** Landing zones located at Mineola Civic Center shall be a Code 1 response.

**8.9.2** Units 906, 904, 905, 907 shall be the responding units to Civic Center landing zones.

**8.9.3** No personal vehicles will be allowed on scene.

**8.9.4** Units responding to landing zones at other locations may run lights and sirens.

**8.9.5** Units responding to landing zones located at the scene of an incident, shall be directed by the on scene Incident Commander.

## **8.10 MUTUAL AID**

### **8.10.1 STRUCTURE FIRES**

**8.10.1.1** Specific apparatus should be requested by the requesting agency.

**8.10.1.2** Unit 910 shall respond if the mutual aid request does not specify needed equipment or apparatus.

**8.10.1.3** All other apparatus will remain at station until requested by the Incident Commander.

### **8.10.1.4 LINDALE FD BOX ALARMS**

**8.10.1.4.1** Unit 911 shall be the first responding unit to box alarms outside the city limits of Lindale.

## MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

**8.10.1.1.2** Unit 910 shall be first responding unit to box alarms inside the city limits of Lindale.

**8.10.1.1.3** All other apparatus will remain at the station until directed by the Incident Commander.

### **8.10.1.5 ENCHANTED LAKES**

**8.10.1.5.1** Unit 910 will be the first responding unit.

**8.10.1.5.2** Unit 911 will be the second responding unit.

**8.10.1.5.3** All other apparatus will remain at the station until directed by the on scene Incident Commander.

### **8.10.2 WILDLAND FIRES**

**8.10.2.1** Specific apparatus should be requested by the requesting agency.

**8.10.2.2** Unit 905 will be the first responding unit if the mutual aid request does not specify needed equipment or apparatus.

**8.10.2.3** Unit 904 will be the second responding unit.

**8.10.2.4** All other apparatus will remain at the station until directed by the on scene Incident Commander.

### **8.10.2.5 REQUESTS FOR PLOW**

**8.10.2.5.1** Unit 908 will respond with a minimum of two personnel.

**8.10.2.5.2** Unit 908 will respond with a brush truck staffed by a minimum of two people, if available, for responses outside of Wood County.

**8.10.2.5.3** Unit 908 will respond without a brush truck for responses inside Wood County.

### **8.10.3 STATION STAND-BY**

**8.10.3.1** Specific apparatus should be requested by the requesting agency.

**8.10.3.2** Unit 909 will respond with unit 907. Both units will be staffed by two personnel.

# MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

## **SECTION 9**

### **RECORDS AND REPORTS**

#### **9.1 TRAINING REPORTS**

**9.1.2** All training records will be kept up to date by the Training Coordinator.

**9.1.3** Each firefighter is responsible to submit to the Training Coordinator proof of any class that they have completed outside the jurisdiction of the Mineola Fire Department.

**9.1.4** The instructor in charge of fire drills shall submit to the Training Coordinator a roster of those in attendance, tests and lesson plans.

#### **9.2 RUN REPORTS**

**9.2.1** A run report shall be filled out by a firefighter on all alarms.

**9.2.2** A report is required even if units are canceled by dispatch.

**9.2.3** The report shall be reviewed by a fire officer or next ranking fire firefighter

**9.2.4** No report shall be altered, changed or added to without approval by Chief Officer.

#### **9.3 APPARATUS INSPECTION**

**9.3.1** Inspections should be done on a weekly basis.

**9.3.2** The reports shall be submitted to the City Fire Marshal when completed.

**9.3.3** Make all corrections and repairs if possible at time of inspection and note same on inspection form.

#### **9.4 FIRE HOSE**

**9.4.1** Testing of fire hose and inventory information shall be submitted to the City Fire Marshal for proper recording.

#### **9.5 FIRE HYDRANT**

**9.5.1** Fire hydrant information shall be submitted to the City Fire Marshal for proper recording.

# MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

## **9.6 SCBA**

**9.6.1** Daily and weekly SCBA inspection reports will be given to the City Fire Marshal for proper recording.

# MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

## SECTION 10

### PROGRAM FOR THE SELECTION, CARE, AND MAINTENANCE OF SCBA

#### 10.1 SELECTION OF SCBA

**10.1.1** Prior to starting the procurement process of SCBA, a risk assessment shall be performed.

**10.1.2** The risk assessment shall include, but not be limited to, the expected hazards that can be encountered by users of SCBA based on the type of duties performed, frequency of use, the fire department's experiences, and geographic location and climatic conditions.

**10.1.3** The fire department shall review the following standards as a minimum:

1. NFPA 1981, *Standard on Open-Circuit Self-Contained Breathing Apparatus (SCBA) for Emergency Services*
2. NFPA 1981, *Standard on Open-Circuit Self-Contained Breathing Apparatus (SCBA) for Emergency Services*
3. NFPA 1982, *Standard on Personal Alert Safety Systems (PASS)*, where SCBA-integrated PASS are being considered as an accessory for the SCBA
4. NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*, and 29 CFR 1910.156 and 29 CFR 1910.134

**10.1.4** The fire department shall compile and evaluate information on comparative product strengths and weaknesses.

**10.1.5.** The fire department shall ensure that the SCBA interfaces properly with other personal protective items already being used by the organization.

**10.1.6** The fire department shall consider all features and performance aspects during the selection process

**10.1.6.1** Cross contamination between users and ease of cleaning/decontamination

**10.1.6.2** Legibility of remote pressure indicators in reduced visibility

**10.1.6.3** Size

**10.1.6.4** Weight



## MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

- 10.1.6.5** Rated service time
- 10.1.6.6** Breathing resistance
- 10.1.6.7** Environment
- 10.1.6.8** Ease of donning and doffing
- 10.1.6.9** Comfort
- 10.1.6.10** Fit range and available number of facepiece sizes
- 10.1.6.11** Number and complexity of steps involved in operation and maintenance of the SCBA
- 10.1.6.12** Design features that provide positive feedback to the user that required steps have been completed properly
- 10.1.6.13** Design features that prevent steps from being performed improperly
- 10.1.6.14** Operability by user wearing the protective clothing and gloves worn when using SCBA
- 10.1.6.15** Facepiece vision area
- 10.1.6.16** Cylinder fill station requirements
- 10.1.6.17** Method for uniquely identifying the components of the SCBA
- 10.1.6.18** Facepiece nose cup
- 10.1.6.19** Vision correction needs of their personnel
- 10.1.6.20** Characteristics of the end of service time indicators
- 10.1.6.21** Communication capability (i.e., speech diaphragms, voice amplifiers, radio interface, and so forth)
- 10.1.6.22** Supplied air compatibility
- 10.1.6.23** Spare cylinders
- 10.1.6.24** Rapid cylinder filling options
- 10.1.6.25** Cylinder types

## MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

**10.1.6.26** Chemical, biological, radiological, and nuclear (CBRN) respiratory protection

**10.1.6.27** SCBA accessories as follows:

1. Telemetry and monitoring systems
2. Personnel location systems
3. SCBA-integrated PASS
4. Emergency egress escape systems

**10.1.7** Where a field or laboratory evaluation is conducted, at least the following criteria shall be used for designing a systematic evaluation procedure:

1. The fire department shall develop an evaluation plan prior to and after field evaluations.
2. Participants for field evaluations shall be selected based on a cross-section of personnel, willingness to participate, objectivity, and level of operational activity.
3. Participants shall perform a field evaluation on each different product model being considered from each manufacturer for a particular SCBA.
4. Participants shall be fitted for and instructed in the use of each product model being evaluated from each manufacturer.
5. A product evaluation form shall be developed for each model.
6. The fire department shall solicit periodic reports from participants in the field evaluation.
7. The fire department shall conclude the evaluation process and analyze the results.

**10.1.8** Purchase specifications shall require evidence that the SCBA to be purchased are certified as compliant with NFPA 1981, Standard on Open-Circuit Self-Contained Breathing Apparatus (SCBA) for Emergency Services.

**10.1.9** Where SCBA-integrated PASS are installed as an accessory to the SCBA, the SCBA-integrated PASS shall be certified as compliant with NFPA 1982, Standard on Personal Alert Safety Systems (PASS).

**10.1.10** For both NFPA 1981, Standard on Open-Circuit Self-Contained Breathing Apparatus (SCBA) for Emergency Services, and NFPA 1982, Standard on Personal Alert Safety Systems

# MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

(PASS), the edition of the respective standard(s) that is the current edition at the time of purchase shall be the edition specified.

**10.1.11** Upon receipt, organizations shall inspect and test purchased SCBA in accordance with NFPA requirements.

**10.1.12** The fire department shall verify that the equipment received is as specified.

**10.1.12** The fire department will not accept an SCBA that is not received as specified and shall be returned to the vendor.

**10.1.13** The fire department shall review information supplied with the products such as instructions, warranties, and technical data.

## **10.2 INSPECTION**

**10.2.1** Where SCBA is assigned to an individual user for a duty period, the inspection specified in this sections hall be performed by the individual user at the beginning of each duty period.

**10.2.2** Where additional SCBA are available for use on response vehicles but not assigned to individual users, the inspection specified in this section shall be performed on such additional SCBA at least once each duty period.

**10.2.3** Where SCBA are not assigned to an individual user for a duty period, the inspection specified in this section shall be performed at least once a week on all SCBA that are available for use.

**10.2.4** In all cases, the interval between the inspections shall not exceed 1 week.

**10.2.5** All of the following SCBA components shall be present:

1. Facepiece
2. Backframe and harness assembly
3. Cylinder
4. Hose
5. End-of-service-time indicator(s) (EOSTI)
6. Regulators
7. Accessories

## MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

### **10.2.6** Facepiece inspection shall include the following:

1. Material checked for deterioration, dirt, cracks, tears, holes, pliability, and tackiness
2. Head-harness buckles, strap, and webbing checked for breaks, loss of elasticity, and wear
3. Lens checked for holes, cracks, scratches, heat-damaged areas, and a proper seal with the facepiece material
4. Exhalation valve, where present, checked for valve seat
5. Springs and covers checked for proper operation and cleanliness
6. Regulator connection(s) checked for proper operation and damage
7. Speaking diaphragm, where present, checked for damage

### **10.2.7** Frame and harness assembly inspection shall include the following:

1. Harness straps and frame checked for cuts, tears, abrasion, indications of heat damage, and indications of chemical-related damage
2. All buckles, fasteners, and adjustments checked for proper operation
3. Cylinder retention system checked for damage and proper operation
4. Cylinder checked for secure attachment to the frame
5. Harness straps checked for full extension

### **10.2.8** Breathing air cylinder assembly inspection shall include the following:

1. Hydrostatic test date on the cylinder checked to be current
2. (2)Gauge checked for damage
3. Cylinder body checked for cracks, dents, weakened areas, indications of heat damage and chemical damage
4. Composite portion of the cylinder checked for cuts, gouges, loose composite materials, and the absence of resin.
5. Cylinder valve outlet sealing surface and threads checked for damage

## MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

6. Valve hand wheel checked for damage, proper alignment, serviceability, and secure attachment
7. Burst disc outlet area checked for debris
8. Cylinder checked for full charge

### **10.2.9** Hose inspection shall include the following:

1. Hose checked for cuts, abrasions, bubbling, cracks, heat damage, and chemical damage
2. External fittings checked for visual signs of damage
3. Hose checked for tight connections

### **10.2.10** EOSTI inspection shall include the following:

1. EOSTI alarm and mounting hardware checked for damage, secure attachment, dirt, and debris
2. EOSTI checked for proper activation in accordance with the manufacturer's instructions

### **10.2.11** Regulator inspection shall include the following:

1. Regulator controls, where present, checked for damage and proper function
2. Pressure relief devices checked visually for damage
3. Housing and components checked for damage
4. Regulator checked for any unusual sounds such as whistling, chattering, clicking, or rattling during operation
5. Regulator and bypass checked for proper function when each is operated (Where this is accomplished by donning the facepiece and contamination between users is a possibility, the regulator, facepiece, or both shall be cleaned and disinfected.)

### **10.2.12** Pressure indicator inspection shall include the following:

1. Pressure indicator checked for damage
2. Cylinder pressure gauge and the remote gauge checked to read within 10 percent of each other

# MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

**10.2.13** Where SCBA has an integrated PASS, the SCBA-integrated PASS inspection shall include the following:

1. Wear and damage assessment
2. Covers/compartments checked for secure attachment
3. All operating modes checked for proper function
4. Low battery warning signal

**10.2.14** Where SCBA has other required components including rapid intervention company/crew universal air connection (RIC UAC), heads-up display (HUD), electronic communications enhancement, and any other required components not otherwise addressed herein, such components shall be inspected in accordance with the manufacturers' instructions and shall include at least inspection for signs of complete assembly of the component, wear, damage, secure attachment, adequate power source, and proper operation and functioning in accordance with the manufacturers' operational instructions.

**10.2.15** As the final inspection item, the entire SCBA shall be checked for pressure retention by closing all regulator valves, opening the cylinder valve thereby pressurizing the SCBA system, and then closing the cylinder valve.

**10.2.16** The SCBA shall hold system pressure in accordance with the manufacturer's specifications after the cylinder valve is closed.

**10.2.17** Following the pressure check, the system pressure shall be released

## **10.3 TESTING**

**10.3.1** All SCBA shall be flow tested annually according to NFPA 1852.

## **10.4 CARE OF SCBA**

**10.4.1** The external surfaces of the SCBA shall be cleaned and disinfected according to the manufacturer's instructions using only those agents indicated by the manufacturer.

**10.4.2** The facepiece shall be thoroughly cleaned after each use and disinfected as needed. Facepiece cleaning and disinfecting shall be performed according to the manufacturer's instructions using only those agents indicated by the manufacturer.

**10.4.3** The exhalation valve shall be cleaned and flushed.

**10.4.4** The facepiece shall be dried, and drying shall not be done in direct sunlight or in high heat.

## MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

**10.4.5** The exhalation valve shall be cycled to assure proper operation.

**10.4.6** Where the internal components have been exposed to bodily fluids, exhaled breath, dirt, or debris, the second stage regulator shall be thoroughly cleaned and disinfected. The cleaning and disinfecting shall be performed according to the manufacturer's instructions using only those agents indicated by the manufacturer.

**10.4.7** SCBA straps and harness assemblies shall be cleaned and disinfected when required according to manufacturer's instructions. Straps and harness assembly cleaning and disinfecting shall be performed according to the manufacturer's instructions using only those agents indicated by the manufacturer.

**10.4.8** Under no circumstances shall chlorine bleach ever be used to clean straps and harness assemblies.

**10.4.9** The straps and harness assemblies shall be dried, and drying shall not be done in direct sunlight or in high heat.

**10.4.10** SCBA cylinder valve assemblies shall be cleaned and disinfected according to the manufacturer's instructions using only those agents indicated by the manufacturer.

**10.4.11** The valve shall be free of debris.

**10.4.12** The burst disc outlet shall be inspected and, if debris is present, the cylinder shall be removed from service.

**10.4.13** Water or cleaning materials shall be prevented from entering the connection between the cylinder valve and the mating SCBA inlet connector.

**10.4.14** Pneumatic component cleaning and disinfecting shall be performed according to the manufacturer's instructions using only those agents indicated by the manufacturer.

**10.4.15** All pneumatic components shall be thoroughly dried after cleaning.

**10.4.16** Drying of pneumatic components shall not be done in direct sunlight or in high heat.

**10.4.17** All other SCBA components shall be thoroughly air-dried prior to storage in a compartment that does not allow for air circulation.

**10.4.18** Appropriate inspections shall be performed after cleaning.

**10.4.19** Where SCBA is suspected of being contaminated, it shall be tagged out-of-service and segregated from other equipment and personnel.

**10.4.20** Tags shall include details of the incident including known and suspected contaminants.

## MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

**10.4.21** The SCBA manufacturer shall be contacted to determine if any additional special procedures can be used to decontaminate the SCBA.

**10.4.22** In all cases, decontamination shall be conducted in accordance with the SCBA manufacturer's instructions.

**10.4.23** Where it is determined that the SCBA is contaminated beyond the ability to decontaminate it and return it to service, the SCBA shall be disposed of.

### **10.5 REPAIR OF SCBA**

**10.5.1** Where user repair can be accomplished promptly and replacement items or remedial action are immediately available, the SCBA shall be permitted to be restored to proper condition and returned to in-service status.

**10.5.2** Where user repair cannot be accomplished promptly or where replacement items or remedial action are not immediately available, the SCBA shall be tagged out-of-service and removed from the response vehicle or standby location until the user repair can be completed.

**10.5.3** The organization's personnel shall follow the organization's SOPs and the manufacturer's written instructions for allowable user repairs and shall be trained on the specific repair procedures before performing them.

**10.5.4** Users shall not perform work beyond the limits of the organization's SOPs and their training and shall not exceed what is allowed by the manufacturer's written instructions.

**10.5.5** All repairs shall be done with the proper tools, parts, and equipment as specified by the manufacturer.

**10.5.6** After repairs are made, the user shall conduct the appropriate inspection to verify proper function of the SCBA.

### **10.6 STORAGE OF SCBA**

**10.6.1** SCBA shall be stored in their original carrying or storage cases or in a wall or apparatus bracket/rack designed for quick removal and for protection of the SCBA. Brackets/racks shall protect the SCBA and shall be adjusted so they do not cause physical damage to cylinders, hoses, regulators, or straps.

**10.6.2** Brackets for securing SCBA in vehicles used for transportation of emergency services personnel shall meet the requirements of NFPA 1901, Standard for Automotive Fire Apparatus,

**10.6.3** SCBA shall be stored with the cylinder valves closed. Other valves or controls shall be positioned according to manufacturer's specifications.

**10.6.4** The facepiece of the SCBA shall be positioned to avoid distortion of parts during storage.



## MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

**10.6.5** All harness straps shall be adjusted to their maximum length during storage.

**10.6.6** In all instances, the SCBA shall be stored in a manner to control and minimize exposure to shock, vibration, sunlight, heat, extreme cold, excessive moisture, damaging chemicals, and environmental elements.

**10.6.7** All in-service SCBA cylinders shall be stored fully charged.

**10.6.8** Cylinders shall be filled when the pressure falls to 90 percent of the manufacturer's specified pressure level.

**10.6.9** A positive pressure shall be maintained in depleted SCBA cylinders by keeping the valve closed until they are filled to keep external contamination and condensation out of the cylinder.

**10.6.10** Compressed breathing air stored in SCBA breathing air cylinders shall be replaced at least annually.

**10.6.11** SCBA cylinders shall be stored in a manner that prevents damage to the valve and cylinder.

### **10.7 RETIREMENT, DISPOSITION AND SPECIAL INCIDENTS**

**10.7.1** Retired SCBA shall be destroyed or altered in a manner assuring that they are not used for respiratory protection and shall be rendered unable to hold pressure, or the ownership of the SCBA shall be transferred to the manufacturer or the manufacturer's agent.

**10.7.2** Where SCBA or SCBA components are contaminated beyond the ability to be decontaminated so the SCBA or components can be returned to service, such SCBA or component shall be disposed of.

**10.7.3** Contaminated SCBA or components shall be segregated from other equipment and personnel and disposed of in a manner consistent with the type of contamination and any governmental regulations governing contaminated items.

**10.7.4** Prior to disposal, contaminated SCBA or components shall be altered in a manner assuring that they cannot be used for any purpose.

**10.7.5** Defective or obsolete SCBA components or defective or obsolete SCBA that have been removed from service and cannot be repaired or upgraded shall be destroyed or altered in a manner assuring that they cannot be used in any emergency operations or other activities, including training; or the ownership of such SCBA shall be transferred to the manufacturer or the manufacturer's agent.

## MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

**10.7.6** SCBA elastomeric components, including but not limited to facepieces, O-rings, and hose, shall be destroyed or altered in a manner assuring that they cannot be used for any purpose when the component reaches the SCBA manufacturer's specified component service life.

**10.7.7** SCBA composite cylinders shall be removed from service and retired when they reach the end of the service life specified by the SCBA manufacturer. Such composite cylinders shall be destroyed or altered in a manner assuring that they cannot be used for respiratory protection and shall be rendered unable to hold pressure, or the ownership of the composite cylinder shall be transferred to the manufacturer or the manufacturer's agent.

**10.7.8** Any SCBA cylinders that are beyond repair or not allowed to be repaired shall be destroyed or altered in a manner assuring that they are marked and identified as "Condemned" and shall be rendered unable to hold pressure. Before destroying or rendering them unable to hold pressure, permission from the owner of the cylinder shall be obtained.

# MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

## SECTION 11

### TESTING OF BREATHING AIR QUALITY

#### 11.1 TESTING OF BEATHING AIR

**11.1.1** Breathing air shall be tested by an accredited laboratory in accordance with ISO 17025.

**11.1.2** Breathing air shall be tested at least quarterly.

**11.1.3** Breathing air shall also be tested whenever the stored air is suspected of being contaminated.

**11.1.4** Air samples should be taken within one week before a filter change and immediately after the filter change.

**11.1.5** Air samples should be taken after any repair or maintenance to the breathing air system or components.

**11.1.6** Where any breathing air sample fails to comply with the breathing air quality requirements specified, the fire department shall remove from service the compressed breathing air system or stored breathing air system from which the sample was taken, shall determine the cause of the failure, and shall take corrective action.

**11.1.7** Any compressed breathing air system or stored breathing air system that has been removed from service shall not be returned to service until a compressed breathing air sample has been submitted to an accredited testing laboratory for analysis and found to pass the breathing air quality requirements.

#### 11.2 MAINTENANCE

**11.2.1** The breathing air system compressor shall be operated not less than 30 minutes each week, resulting in at least two condensate drain cycles.

**11.2.2** The purification components of the breathing air system shall be replaced in accordance with the purification component manufacturer's instructions.

**11.2.3** Compressed breathing air stored in steel cylinders or steel receivers of the breathing air system shall be replaced at least annually.

**11.2.4** A positive pressure shall be maintained in depleted breathing air system cylinders and receivers until they are filled, to prevent the possibility of external contamination and condensation entering the cylinder or receiver.

# MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

## **11.3 RECORDS**

**11.3.1** The fire department shall maintain records of at least installation, maintenance, purification component changes, operation, trouble reports, and corrective actions taken.

**11.3.2** The fire department shall maintain records of air quality test results of compressed breathing air sources and air quality test results of the compressed breathing air produced or purchased.

**11.3.3** The fire department shall maintain records of all SCBA breathing air cylinder fills, and all breathing air system storage cylinder and receiver fills other than those storage cylinders and receivers that are connected to breathing air compressors.

**11.3.4** These records shall include, but not be limited to, the fill date identification of the person performing the fill, cylinder serial number, breathing air source, final cylinder pressure, and most recent hydrostatic test date.

**11.3.5** The fire department shall maintain these records for a period of not less than five (5) years.

# MINEOLA FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

## SECTION 12

### FORMS

\*All forms referenced in these Standard Operating Guidelines will be original documents. These documents are subject to frequent updates as regulations change and equipment is changed or relocated.\*

- 12.1** Equipment Issue Form
- 12.2** Daily SCBA Inspection
- 12.3** Weekly SCBA Inspection
- 12.4** Run Report
- 12.5** Wellness Program Acknowledgement Form
- 12.6** SOG Acknowledgement Form
- 12.7** Apparatus Inspection Form
  - 12.7.1** Unit 902
  - 12.7.2** Unit 904
  - 12.7.3** Unit 905
  - 12.7.4** Unit 906
  - 12.7.5** Unit 907
  - 12.7.6** Unit 908
  - 12.7.7** Unit 909
  - 12.7.8** Unit 910
  - 12.7.9** Unit 911
- 12.8** PPE Risk Assessment
- 12.9** Probationary Firefighter Checklist

MINEOLA FIRE DEPARTMENT  
EQUIPMENT ISSUE FORM

FIREFIGHTER NAME: \_\_\_\_\_

DATE OF ISSUE: \_\_\_\_\_

ISSUED BY: \_\_\_\_\_ UNIT # \_\_\_\_\_

**STRUCTURAL GEAR:**

|               |       |                   |
|---------------|-------|-------------------|
| PANTS:        | _____ | SIZE: ____ X ____ |
| COAT:         | _____ | SIZE: _____       |
| SUSPENDERS:   | _____ |                   |
| BOOTS:        | _____ | SIZE: _____       |
| HOOD:         | _____ |                   |
| HELMET:       | _____ |                   |
| GLOVES:       | _____ | SIZE: _____       |
| FLASH LIGHT:  | _____ |                   |
| HELMET LIGHT: | _____ |                   |
| PLIERS:       | _____ |                   |
| WIRE CUTTERS: | _____ |                   |
| WEBBING:      | _____ |                   |
| GLOVE KEEPER: | _____ |                   |

**COMMUNICATIONS:**

|          |       |                 |
|----------|-------|-----------------|
| RADIO:   | _____ | SERIAL #: _____ |
| MIC:     | _____ |                 |
| CHARGER: | _____ |                 |
| PAGER:   | _____ | SERIAL #: _____ |
| CHARGER: | _____ |                 |

**WILDLAND GEAR:**

|         |       |             |
|---------|-------|-------------|
| COAT:   | _____ | SIZE: _____ |
| PANTS:  | _____ | SIZE: _____ |
| BOOTS:  | _____ | SIZE: _____ |
| HELMET: | _____ |             |
| GLOVES: | _____ | SIZE: _____ |
| HOOD:   | _____ |             |

**UNIFORMS:**

**S/S SHIRT:** \_\_\_\_\_

**SIZE:** \_\_\_\_\_

**L/S SHIRT:** \_\_\_\_\_

**SIZE:** \_\_\_\_\_ X \_\_\_\_\_

**PANTS:** \_\_\_\_\_

**SIZE:** \_\_\_\_\_ X \_\_\_\_\_

**BADGE:** \_\_\_\_\_

**TIE:** \_\_\_\_\_

**COLLAR PINS (2):** \_\_\_\_\_

**NAME PLATE:** \_\_\_\_\_

I, \_\_\_\_\_, BEING A MEMBER OF THE MINEOLA FIRE DEPARTMENT, WAS ISSUED THE ABOVE EQUIPMENT AND HAVE BEEN MADE AWARE THAT I AM HELD FINANCIALLY RESPONSIBLE FOR THE ISSUED EQUIPMENT IF ANY LOSS OR DAMAGE OCCURS WHILE NOT ON AN EMERGENCY RESPONSE. I ALSO COULD BE HELD RESPONSIBLE FORE ANY LOSS OR DAMAGE THAT OCCURS ON AN EMERGENCY SCENE IF I AM FOUND NEGLIGANT IN THE USE OR CONTROL OF THE EQUIPMENT.

**SIGNATURE OF MEMBER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**SCBA  
DAILY INSPECTION CHECK LIST**

**SCBA INSPECTED**

**INSPECTION ITEM**

SCBA # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

|  |  |  |  |  |  |
|--|--|--|--|--|--|
| <b>1. CYLINDER PRESSURE MIN. 4500PSI.</b>  |  |  |  |  |  |
| <b>2. TURN ON CYLINDER VALVE: CHECK FOR LEAKS AND LOW AIR ALARM</b>                |  |  |  |  |  |
| <b>3. CHECK HIGH PRESSURE LINE FOR LEAKS</b>                                       |  |  |  |  |  |
| <b>4. COMPARE BOTH PRESSURE GAUGES</b>   |  |  |  |  |  |
| <b>5. CHECK PASS DEVICE</b>  |  |  |  |  |  |
| <b>6. CHECK HEADS UP DISPLAY</b>   |  |  |  |  |  |
| <b>7. CHECK HARNESS FOR WEAR AND CHECK STRAPS FOR PROPER ADJUSTMENT AND DAMAGE</b> |  |  |  |  |  |
| <b>8. DON SCBA</b>   |  |  |  |  |  |
| <b>9. DON FACE PIECE &amp; CHECK FACE TO FACE SEAL FOR LEAKS</b>                   |  |  |  |  |  |
| <b>10. CHECK EXHALATION VALVE FOR PROPER OPERATION</b>                             |  |  |  |  |  |
| <b>11. CHECK SCBA FOR NORMAL OPERATION</b>   |  |  |  |  |  |
| <b>12. CHECK VOICE AMPLIFIER FOR OPERATION</b>                                     |  |  |  |  |  |
| <b>13. OPEN &amp; CLOSE BYPASS VALVE TO CHECK FOR PROPER OPERATION</b>             |  |  |  |  |  |
| <b>14. CLOSE CYLINDER VALVE, BREATHE UNTIL LOW AIR ALARM ACTIVATES</b>             |  |  |  |  |  |
| <b>15. RETURN SCBA VALVES TO NORMAL POSITIONS</b>                                  |  |  |  |  |  |
| <b>16. DOF SCBA &amp; RETURN STRAPS &amp; FACE PIECE WEBBING TO DON POSITIONS</b>  |  |  |  |  |  |
| <b>17. CLEAN &amp; SANITIZE FACE PIECE AS NEEDED</b>                               |  |  |  |  |  |
| <b>18. RETURN SCBA TO APPROPRIATE CASE OR RACK</b>                                 |  |  |  |  |  |
| <b>19. REMAINING BATTERY LIFE %</b>  |  |  |  |  |  |

ITEMS NEEDING REPAIR:

INSPECTED BY: \_\_\_\_\_

DATE INSPECTED: \_\_\_\_\_



**SCBA  
WEEKLY INSPECTION CHECK LIST**

**SCBA INSPECTED**

**INSPECTION ITEM**

SCBA # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

|  |  |  |  |  |  |
|--|--|--|--|--|--|
| <b>1. CYLINDER PRESSURE MIN. 4500PSI.</b>  |  |  |  |  |  |
| <b>2. TURN ON CYLINDER VALVE: CHECK FOR LEAKS AND LOW AIR ALARM</b>                |  |  |  |  |  |
| <b>3. CHECK HIGH PRESSURE LINE FOR LEAKS</b>                                       |  |  |  |  |  |
| <b>4. COMPARE BOTH PRESSURE GAUGES</b>   |  |  |  |  |  |
| <b>5. CHECK PASS DEVICE</b>  |  |  |  |  |  |
| <b>6. CHECK HEADS UP DISPLAY</b>   |  |  |  |  |  |
| <b>7. CHECK HARNESS FOR WEAR AND CHECK STRAPS FOR PROPER ADJUSTMENT AND DAMAGE</b> |  |  |  |  |  |
| <b>8. DON SCBA</b>   |  |  |  |  |  |
| <b>9. DON FACE PIECE &amp; CHECK FACE TO FACE SEAL FOR LEAKS</b>                   |  |  |  |  |  |
| <b>10. CHECK EXHALATION VALVE FOR PROPER OPERATION</b>                             |  |  |  |  |  |
| <b>11. CHECK SCBA FOR NORMAL OPERATION</b>   |  |  |  |  |  |
| <b>12. CHECK VOICE AMPLIFIER FOR OPERATION</b>                                     |  |  |  |  |  |
| <b>13. OPEN &amp; CLOSE BYPASS VALVE TO CHECK FOR PROPER OPERATION</b>             |  |  |  |  |  |
| <b>14. CLOSE CYLINDER VALVE, BREATHE UNTIL LOW AIR ALARM ACTIVATES</b>             |  |  |  |  |  |
| <b>15. RETURN SCBA VALVES TO NORMAL POSITIONS</b>                                  |  |  |  |  |  |
| <b>16. DOF SCBA &amp; RETURN STRAPS &amp; FACE PIECE WEBBING TO DON POSITIONS</b>  |  |  |  |  |  |
| <b>17. CLEAN &amp; SANITIZE FACE PIECE AS NEEDED</b>                               |  |  |  |  |  |
| <b>18. RETURN SCBA TO APPROPRIATE CASE OR RACK</b>                                 |  |  |  |  |  |
| <b>19. REMAINING BATTERY LIFE %</b>  |  |  |  |  |  |

ITEMS NEEDING REPAIR:

INSPECTED BY: \_\_\_\_\_

DATE INSPECTED: \_\_\_\_\_

MINEOLA FIRE DEPARTMENT RUN REPORT

REPORT # \_\_\_\_\_ DATE: \_\_\_\_\_ LOCATION: \_\_\_\_\_ COUNTY: \_\_\_\_\_

CALL TYPE: STRUCTURE \_\_\_ GRASS \_\_\_ VEHICLE \_\_\_ MVA \_\_\_ EMS \_\_\_ L-Z \_\_\_ P.A. \_\_\_ OTHER \_\_\_\_\_

CALL TIMES: DISPATCHED: \_\_\_\_\_ ENROUTE: \_\_\_\_\_ ARRIVAL: \_\_\_\_\_ CONTROLLED: \_\_\_\_\_

FIRE OUT: \_\_\_\_\_ CLEARED: \_\_\_\_\_ IN QUARTERS: \_\_\_\_\_

OWNER: NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

OCCUPANT / STRUCTURE: NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

DRIVER / VEHICLE: 1. NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

2. NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

3. NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

STRUCTURE: COMMERCIAL \_\_\_ RESIDENTIAL: SINGLE FAMILY \_\_\_ MULTIFAMILY \_\_\_ MOBILE HOME \_\_\_

OCCUPIED \_\_\_ VACANT \_\_\_ NUMBER STORIES \_\_\_ SQ.FT. \_\_\_\_\_

WILDLAND FIRE: ACRES BURNED \_\_\_\_\_ PRIMARY RESPON AREA: YES \_\_\_ NO \_\_\_ NUMBER OF AGENCIES RESPONDING: \_\_\_\_\_

TEXAS FOREST SERVICE RESPONSE: YES \_\_\_ NO \_\_\_

TYPE OF FIRE: GRASS \_\_\_ WOODS \_\_\_ MIX \_\_\_ CAUSE (IF KNOWN): \_\_\_\_\_

VEHICLE: TYPE : \_\_\_\_\_

1. MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ YEAR: \_\_\_\_\_ LP: \_\_\_\_\_ VIN: \_\_\_\_\_

2. MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ YEAR: \_\_\_\_\_ LP: \_\_\_\_\_ VIN: \_\_\_\_\_

3. MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ YEAR: \_\_\_\_\_ LP: \_\_\_\_\_ VIN: \_\_\_\_\_

INSURANCE: COMPANY: \_\_\_\_\_

PRE-INCIDENT VALUE: PROPERTY \$ \_\_\_\_\_ CONTENTS: \$ \_\_\_\_\_

LOSS: PROPERTY \$ \_\_\_\_\_ CONTENTS: \$ \_\_\_\_\_

| RESPONSE: | 902   | 904   | 905   | 906   | 907   | 908   |
|-----------|-------|-------|-------|-------|-------|-------|
| _____     | _____ | _____ | _____ | _____ | _____ | _____ |
| _____     | _____ | _____ | _____ | _____ | _____ | _____ |
| _____     | _____ | _____ | _____ | _____ | _____ | _____ |
| _____     | _____ | _____ | _____ | _____ | _____ | _____ |

| 909   | 910   | 911   | PERSONAL | HAZ-MAT | STATION |
|-------|-------|-------|----------|---------|---------|
| _____ | _____ | _____ | _____    | _____   | _____   |
| _____ | _____ | _____ | _____    | _____   | _____   |
| _____ | _____ | _____ | _____    | _____   | _____   |
| _____ | _____ | _____ | _____    | _____   | _____   |

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FIREFIGHTER MAKING REPORT: \_\_\_\_\_

**ACKNOWLEDGEMENT FORM**

**I hereby acknowledge that I have received a copy of the Mineola Fire Department Standard Operating Guideline that applies to the Wellness and Fitness Rule 435.21 set forth by the Texas Commission on Fire Protection. I further acknowledge that I will read and understand this SOG and will keep it in my possession for guidelines as I perform my duties as an employee with the Mineola Fire Department.**

**As a member of the Mineola Fire Department it shall be my responsibility of maintaining full knowledge and understanding of this SOG. Strict compliance with this SOG shall be required, and failure to be aware of its existence or to fully understand its content, shall not be an acceptable reason for non-compliance.**

---

**Employee Signature**

---

**Date**

**MINEOLA FIRE DEPARTMENT  
SOG ACKNOWLEDGEMENT  
FORM**

I, \_\_\_\_\_, hereby acknowledge that I have received a copy of the Mineola Fire Department Standard Operating Guidelines and that I will abide by these guidelines as a member of the Mineola Fire Department.

I understand that these guidelines can be adjusted to fit each situation, but if a deviation in these guidelines by me causes an injury to myself or an injury or death to another firefighter, it can be grounds for termination as well as other legal action.

Signature of Firefighter

\_\_\_\_\_

Date

\_\_\_\_\_

UNIT 902

DATE: \_\_\_\_\_

FIREFIGHTER \_\_\_\_\_

MILEAGE: \_\_\_\_\_

CAB

|                                 |  |
|---------------------------------|--|
| FLUID LEVELS                    |  |
| HEAD LIGHTS                     |  |
| WARNING LIGHTS                  |  |
| MARKER LIGHTS                   |  |
| BLINKERS                        |  |
| SIRENS                          |  |
| AIR HORNS                       |  |
| BRAKE LIGHTS                    |  |
| PARK BRAKE                      |  |
| MAPS                            |  |
| FUEL                            |  |
| ACCOUNTABILITY KIT              |  |
| RUN SHEETS w/ PENS              |  |
| GPS                             |  |
| SCBA # 902-1 & MASK 4500 PSI    |  |
| SCBA # 902-2 & MASK 4500 PSI    |  |
| SCBA # 902-3 & MASK 4500 PSI    |  |
| SCBA # 902-4 & MASK 4500 PSI    |  |
| 5- SAFTEY VESTS                 |  |
| MED GLOVES- MED, LARGE, X LARGE |  |
| SCENE LIGHTS OPERATION          |  |
| SPOT LIGHT                      |  |
| 2- HANDLIGHTS                   |  |
| GENERATOR OPERATION             |  |

UNDER CAB LEFT SIDE

|           |  |
|-----------|--|
| WINCH KIT |  |
| TARPS     |  |
| 5- 10x12  |  |
| 4- 12x20  |  |
| 1- 15X20  |  |

LEFT SIDE L-1

|                              |  |
|------------------------------|--|
| O2 BAG                       |  |
| TRAUMA BAG                   |  |
| C-COLLAR BAG                 |  |
| 2-HAND LIGHTS                |  |
| STOKES BASKET                |  |
| 2- BACKBOARDS                |  |
| 2- SPARE O2 BOTTLES          |  |
| DOOR UNLOCK KIT              |  |
| 1- KED                       |  |
| 2- HEAD BEDS                 |  |
| PEDI BAG                     |  |
| AED                          |  |
| SUCTION KIT                  |  |
| 2- BLANKITS                  |  |
| 2- SHEETS                    |  |
| BIO-HAZARD BUCHET & LINER    |  |
| ELECTRIC HOSE REEL OPERATION |  |
| 1 PKG- N-95 MASKS            |  |
| 1 PKG- NITRIL GLOVES         |  |

LEFT SIDE L-2

|                                       |  |
|---------------------------------------|--|
| COOLER                                |  |
| COMMMAND VESTS, 2- SAFETY VESTS/w BAG |  |
| SCENE TAPE                            |  |
| TRAFFIC SIGNS                         |  |
| AJAX AIR ESCUE TOOL KIT               |  |
| 6- TRAFFIC WANDS                      |  |
| L-Z MARKERS w/BAG                     |  |
| AIR BAG KIT:                          |  |
| 4-BAGS                                |  |

LEFT SIDE

|                                 |  |
|---------------------------------|--|
| 2-SPARE SCBA BOTTLES @ 4500 PSI |  |
|---------------------------------|--|

LEFT SIDE L-2 CONT.

|  |  |
|--|--|
| 3- HOSES                                 |  |
| CONTROL BOX                              |  |
| AIR TOOL KIT                             |  |
| AIR MONITOR                              |  |
| 2- CORDLESS RECEPRICATING SAWS OPERATION |  |
| 1- ELECTRIC RECIPRICATING SAW            |  |
| HAMMER DRILL                             |  |
| ELECTRIC IMPACT WRENCH KIT               |  |
| RATCHET SET                              |  |
| L-Z MARKERS                              |  |
| 2 BOXES w/6 L.E.D FLARES                 |  |
| 1 BAG w/ 4 L.E.D FLARES                  |  |
| TRUCK FLARE KIT                          |  |

LEFT SIDE L-3 TRANSVERSE

|                   |  |
|-------------------|--|
| SCOOP SHOVEL      |  |
| PUSH BRROM        |  |
| HOT STICK- YELLOW |  |
| RUBBISH HOOK      |  |
| 6' PIKE POLE      |  |
| NG REPAIR KIT     |  |

LEFT SIDE L-3

|                                  |  |
|----------------------------------|--|
| 4- SPARE SCBA BOTTLES @ 2000 PSI |  |
|----------------------------------|--|

LEFT SIDE L-4

|                          |  |
|--------------------------|--|
| CRIBBING                 |  |
| STEP CRIBBING- SMALL     |  |
| STEP CRIBBING- LARGE     |  |
| 2- SCENE LIGHTS          |  |
| 2- EXTENSION CORDS       |  |
| 2- SPARE HYDRAULIC HOSES |  |
| 2- CONTAINERS ABSORBANT  |  |
| MANUAL DOOR SPREADER     |  |
| MEDIUM RAM               |  |
| SHORT RAM                |  |
| PEDAL CUTTER             |  |
| PUSH PLATE               |  |
| 2- HAND WINCHES          |  |

REAR

|                                |  |
|--------------------------------|--|
| RESCUE TOOLS                   |  |
| POWER UNIT OPERATION & FUEL    |  |
| 1- TARP                        |  |
| ACCESSORY BOX                  |  |
| 2- SPREADER PULLING CHAINS     |  |
| 2- SPREADER PULLING ATTACHMENT |  |
| 2- RAM PULLING CHAINS          |  |
| 1- RAM SADDLE HEAD             |  |
| 1- RAM SPEAR HEAD              |  |
| 1- RAM CUTTING WEDGE           |  |
| SPREADERS                      |  |
| CUTTERS                        |  |

RIGHT SIDE R-4

|                                 |  |
|---------------------------------|--|
| CASCADE SYSTEM w/ SCUBA ADAPTOR |  |
| 4- SUPPLY BOTTLES @ 4500 PSI    |  |
| WIND SOCK                       |  |
| 2- TRAFFIC SIGNS                |  |
| AWINING TOOL                    |  |

RIGHT SIDE

|                                  |  |
|----------------------------------|--|
| 2- SPARE SCBA BOTTLES @ 4500 PSI |  |
|----------------------------------|--|

RIGHT SIDE R-3

|                                  |  |
|----------------------------------|--|
| 4- SPARE SCBA BOTTLES @ 4500 PSI |  |
|----------------------------------|--|

RIGHT SIDE R-2

|                                     |  |
|-------------------------------------|--|
| DRY ERASE BOARD W/MARKER            |  |
| FLAT-HEAD AXE                       |  |
| PICK-HEAD AXE                       |  |
| HALIGAN TOOL                        |  |
| SLEDGE HAMMER                       |  |
| BOLT CUTTERS                        |  |
| RESCUE STRUTS                       |  |
| 2- FOLDING CHAIRS                   |  |
| FOLDING TABLE                       |  |
| TOPO MAPS                           |  |
| NATURE PRESERVE MAP                 |  |
| ACCOUNTABILITY BAG w/ TAGS, MARKERS |  |

RIGHT SIDE R-1

|  |  |
|--|--|
| 2- MIX GAS   |  |
| REG GAS  |  |
| 1- CHAIN SAWS OPERATION  |  |
| GREEN TOOL BOX   |  |
| GREY TOOL SET  |  |
| LEAK KIT   |  |
| HYDRAULIC JACK & HANDLE  |  |
| MISC. BOX W/BAR OIL, 2 CYCLE OIL, FUNNELL, EXTRA CHAIN FOR SAW |  |
| TIC MONITOR  |  |
| CAUTION TAPE   |  |
| LITTLE GIANT LADDER  |  |

TOP R-2

|                                       |  |
|---------------------------------------|--|
| 2- ROPE RESCUE HELMETS                |  |
| ROPE RESCUE KIT W/ROPE BAG            |  |
| 3- RESCUE HARNESES                    |  |
| 4- ROPE BAGS W/150' ROPE              |  |
| 1- ROPE BAG w/ 300 ' ROPE             |  |
| 100' UTILITY ROPE                     |  |
| ROPE BAG w/ACCESSORY ROPE AND WEBBING |  |
| 1- VICTIM HARNESS                     |  |

TOP R-1

|   |  |
|---|--|
| WATER RESCUE ROPE W/BAG                 |  |
| 6- RESCUE LIFE VESTS w/ WHISTLE & KNIFE |  |
| 1- LIFE VESTS                           |  |
| 8- HELMETS                              |  |
| 6- THROW BAGS                           |  |

TOP L-1

|                                      |  |
|--------------------------------------|--|
| 8- TRAFFIC CONES                     |  |
| 1- SET COLLPAPSABLE CONES w/ 5 CONES |  |
| SKED STRETCHER                       |  |

TOP L-R

|                      |  |
|----------------------|--|
| 2- CASES WATER       |  |
| 3- LEAK KITS         |  |
| MISTING FAN / COOLER |  |

TOP

|          |  |
|----------|--|
| POLE SAW |  |
|----------|--|

Comments:

MINEOLA FIRE DEPT.  
EQUIPMENT CHECK LIST.  
904

FIREFIGHTER: \_\_\_\_\_

DATE: \_\_\_\_\_

MILEAGE: \_\_\_\_\_

CAB

|                          |  |
|--------------------------|--|
| FLUID LEVELS             |  |
| HEAD LIGHTS              |  |
| WARNING LIGHTS           |  |
| GPS                      |  |
| BLINKERS                 |  |
| SIREN                    |  |
| BRAKE LIGHTS             |  |
| PARK BRAKE               |  |
| MAPS / WOOD, VZ COUNTIES |  |
| FUEL                     |  |
| ACCOUNTABILITY<br>BOARDS |  |
| RUN SHEETS / PEN         |  |
| 800 RADIO                |  |

REAR

|                      |  |
|----------------------|--|
| PUMP OPERATION       |  |
| FOAM SYSTEM          |  |
| WORK LIGHTS          |  |
| WATERLEVEL GUAGE     |  |
| PUMP FUEL TANK       |  |
| 2 SPANNERWRENHES     |  |
| HYDRANT WRENCH       |  |
| 2- 2.5" HARD SUCTION |  |
| 2.5" STRAINER        |  |
| 200' RED LINE        |  |

TOP / WALKWAY

|                           |  |
|---------------------------|--|
| 1" WHIP LINE & NOZZLE     |  |
| 1..75" WHIP LINE & NOZZLE |  |
| COOLER                    |  |

TIRES

|        |  |
|--------|--|
| 80 PSI |  |
|--------|--|

LEFT SIDE

|   |  |
|---|--|
| TOOL BOX w/ SPARK PLUG,<br>FUEL FILTER, SPARK PLUG WRENCH,<br>SCREW DRIVER. |  |
| AIR FILTER  |  |
| 2 HANDLIGHTS  |  |
| FOAM NOZZLE   |  |
| 2.5" DBL FEMALE   |  |
| 2.5" DBLE MALE  |  |
| 2.5"x1.5" REDUCER   |  |
| 1.5" DBL MALE   |  |
| 1.5" DBL FEMALE   |  |
| FOAM SIPHON HOSE  |  |
| MANUAL REEL CRANK   |  |
| 150'x1.75" HOSE   |  |
| CHAIN   |  |
| SAFETY VEST   |  |
| WINCH KIT   |  |
| 18" BOLT CUTTERS  |  |
| 50' SUPPLY HOSE   |  |

RIGHT SIDE

|                        |  |
|------------------------|--|
| 2-BACKPACK SPRAYERS    |  |
| 2- 5 GAL. FOAM CONT.   |  |
| MIX GAS CAN            |  |
| GAS CAN                |  |
| FUNNEL                 |  |
| CHAINSAW               |  |
| BAR OIL                |  |
| OIL FOR MIX GAS        |  |
| DRIPTORCH / FUEL LEVEL |  |
| 2- RAKES.              |  |
| 2- PULASKI TOOL        |  |
| 2- RUBBISH HOOK        |  |
| 2-ROUND NOSE SHOVEL    |  |
| PICK HEAD AXE          |  |

COMENTS:

MINEOLA FIRE DEPT.  
EQUIPMENT CHECK LIST.  
905

FIREFIGHTER: \_\_\_\_\_

DATE: \_\_\_\_\_

MILEAGE: \_\_\_\_\_

**CAB**

|                          |  |
|--------------------------|--|
| FLUID LEVELS             |  |
| HEAD LIGHTS              |  |
| WARNING LIGHTS           |  |
| GPS                      |  |
| BLINKERS                 |  |
| SIREN                    |  |
| BRAKE LIGHTS             |  |
| PARK BRAKE               |  |
| MAPS / WOOD, VZ COUNTIES |  |
| FUEL                     |  |
| ACCOUNTABILITY<br>BOARDS |  |
| RUN SHEETS / PEN         |  |
| 800 RADIO                |  |

**REAR**

|                      |  |
|----------------------|--|
| PUMP OPERATION       |  |
| FOAM SYSTEM          |  |
| WORK LIGHTS          |  |
| WATERLEVEL GUAGE     |  |
| PUMP FUEL TANK       |  |
| 2 SPANNERWRENHES     |  |
| HYDRANT WRENCH       |  |
| 2- 2.5" HARD SUCTION |  |
| 2.5" STRAINER        |  |
| 200' RED LINE        |  |
|                      |  |

**TOP / WALKWAY**

|                           |  |
|---------------------------|--|
| 1" WHIP LINE & NOZZLE     |  |
| 1..75" WHIP LINE & NOZZLE |  |
| COOLER                    |  |
|                           |  |

**TIRES**

|        |  |
|--------|--|
| 80 PSI |  |
|--------|--|

**LEFT SIDE**

|   |  |
|---|--|
| TOOL BOX w/ SPARK PLUG,<br>FUEL FILTER, SPARK PLUG WRENCH,<br>SCREW DRIVER. |  |
| AIR FILTER  |  |
| 2 HANDLIGHTS  |  |
| FOAM NOZZLE   |  |
| 2.5" DBL FEMALE   |  |
| 2.5" DBLE MALE  |  |
| 2.5"x1.5" REDUCER   |  |
| 1.5" DBL MALE   |  |
| 1.5" DBL FEMALE   |  |
| FOAM SIPHON HOSE  |  |
| MANUAL REEL CRANK   |  |
| 150'x1.75" HOSE   |  |
| CHAIN   |  |
| SAFETY VEST   |  |
| WINCH KIT   |  |
| 18" BOLT CUTTERS  |  |
| 50' SUPPLY HOSE   |  |

**RIGHT SIDE**

|                        |  |
|------------------------|--|
| 2-BACKPACK SPRAYERS    |  |
| 2- 5 GAL. FOAM CONT.   |  |
| MIX GAS CAN            |  |
| GAS CAN                |  |
| FUNNEL                 |  |
| CHAINSAW               |  |
| BAR OIL                |  |
| OIL FOR MIX GAS        |  |
| DRIPTORCH / FUEL LEVEL |  |
| 2- RAKES.              |  |
| 2- PULASKI TOOL        |  |
| 2- RUBBISH HOOK        |  |
| 2-ROUND NOSE SHOVEL    |  |
| PICK HEAD AXE          |  |
|                        |  |

COMMENTS:

MINEOLA FIRE DEPT.  
EQUIPMENT CHECK LIST.  
906

FIREFIGHTER: \_\_\_\_\_

DATE: \_\_\_\_\_

MILEAGE: \_\_\_\_\_

**CAB**

|                          |  |
|--------------------------|--|
| FLUID LEVELS             |  |
| HEAD LIGHTS              |  |
| SCENE LIGHTS             |  |
| WARNING LIGHTS           |  |
| GPS                      |  |
| BLINKERS                 |  |
| SIREN                    |  |
| BRAKE LIGHTS             |  |
| PARK BRAKE               |  |
| MAPS / WOOD, VZ COUNTIES |  |
| FUEL                     |  |
| ACCOUNTABILITY<br>BOARDS |  |
| RUN SHEETS / PEN         |  |
| 800 RADIO                |  |

**REAR**

|                           |  |
|---------------------------|--|
| PUMP OPERATION            |  |
| FOAM SYSTEM               |  |
| WORK LIGHTS               |  |
| WATERLEVEL GUAGE          |  |
| PUMP FUEL TANK            |  |
| 2 SPANNERWRENHES          |  |
| HYDRANT WRENCH            |  |
| 2- 2.5"x 10' HARD SUCTION |  |
| 2.5" STRAINER             |  |
| 200' RED LINE             |  |
| 50' SUPPLY HOSE           |  |
| 6' PIKE POLE              |  |

**TOP / WALKWAY**

|                           |  |
|---------------------------|--|
| 1" WHIP LINE & NOZZLE     |  |
| 1..75" WHIP LINE & NOZZLE |  |
| COOLER                    |  |
|                           |  |

**TIRES**

|        |  |
|--------|--|
| 80 PSI |  |
|--------|--|

**LEFT SIDE**

|   |  |
|---|--|
| TOOL BOX W/ SPARK PLUG,<br>FUEL FILTER, SPARK PLUG WRENCH,<br>SCREW DRIVER. |  |
| AIR FILTER  |  |
| 2 HANDLIGHTS  |  |
| FOAM NOZZLE   |  |
| 2.5" DBL FEMALE   |  |
| 2.5" DBLE MALE  |  |
| 2.5"x1.5" REDUCER   |  |
| 1.5" DBL MALE   |  |
| 1.5" DBL FEMALE   |  |
| MANUAL REEL CRANK   |  |
| 150'x1.75" HOSE   |  |
| CHAIN   |  |
| 2-SAFETY VEST W/ BAG  |  |
| WINCH KIT   |  |
| BOLT CUTTERS  |  |
|   |  |

**RIGHT SIDE**

|                        |  |
|------------------------|--|
| 2-BACKPACK SPRAYERS    |  |
| 2- 5 GAL. FOAM CONT.   |  |
| MIX GAS CAN            |  |
| GAS CAN                |  |
| FUNNEL                 |  |
| CHAINSAW               |  |
| BAR OIL                |  |
| OIL FOR MIX GAS        |  |
| DRIPTORCH / FUEL LEVEL |  |
| 2- RAKES.              |  |
| 2- PULASKI TOOL        |  |
| 2- RUBBISH HOOK        |  |
| 2-ROUND NOSE SHOVEL    |  |
| PICK HEAD AXE          |  |
|                        |  |

COMMENTS:



MINEOLA FIRE DEPT.  
EQUIPMENT CHECK LIST.  
907

DATE: \_\_\_\_\_

FIREFIGHTER \_\_\_\_\_

MILAGE \_\_\_\_\_

CAB

|                              |  |
|------------------------------|--|
| FLUID LEVELS                 |  |
| HEAD LIGHTS                  |  |
| WARNING LIGHTS               |  |
| MARKER LIGHTS                |  |
| BLINKERS                     |  |
| SIREN                        |  |
| BRAKE LIGHTS                 |  |
| PARK BRAKE                   |  |
| MAPS / WOOD , VZ COUNTIES    |  |
| FUEL                         |  |
| ACCOUNTABILITY BOARDS        |  |
| CLIP BOARD/RUN SHEETS/PEN    |  |
| MEDICAL GLOVES / MED, LG, XL |  |
|                              |  |

BED

|                         |  |
|-------------------------|--|
| COOLER                  |  |
| TRAFFICE CONES          |  |
| 5- SAFETY VESTS W / BAG |  |
| O2 MEDICAL BAG          |  |
| TRAUMA BAG              |  |
| AED                     |  |
| PORTABLE SUCTION        |  |
| CERVICAL COLLAR BAG     |  |
| BOOSTER CABLES          |  |
| HI-LIFT JACK            |  |
| 8# SLEDGE HAMMER        |  |
| HALLIGAN TOOL           |  |
| PRY BAR                 |  |

COMMENTS:

MINEOLA FIRE DEPT.  
EQUIPMENT CHECK LIST  
908

DATE: \_\_\_\_\_

FIREFIGHTER \_\_\_\_\_

MILEAGE \_\_\_\_\_

**TRUCK**

**CAB**

|   |  |
|---|--|
| FLUID LEVELS  |  |
| HEAD LIGHTS   |  |
| WARNING LIGHTS  |  |
| MARKER LIGHTS   |  |
| BLINKERS  |  |
| SIREN   |  |
| BRAKE LIGHTS  |  |
| PARK BRAKE  |  |
| GPS   |  |
| FUEL  |  |
| ACCOUNTABILITY BOARDS                                   |  |
| CLIP BOARD/RUN SHEETS,<br>MAPS / WOOD, VZ COUNTIES, PEN |  |
| BED LIGHTS  |  |
| HEAD SET / PORTABLE<br>RADIO FOR DOZER                  |  |
| FIRE SHELTER / PACK                                     |  |
| FIRE SHELTER / CHEST HARNESS<br>FOR DOZER OPERATOR      |  |
| 800 RADIO   |  |

**BED**

|                        |  |
|------------------------|--|
| 5 GAL. BACK FIRE FUEL  |  |
| 5 GAL. HYDRAULIC FLUID |  |
| TRACK CLEANING TOOL    |  |
| DRY-CHEM EXTINGUISHER  |  |
| GREASE GUN             |  |
| FUNNEL                 |  |
|                        |  |
|                        |  |
|                        |  |

**TRACTOR**

|                          |  |
|--------------------------|--|
| FUEL LEVEL               |  |
| OPERATION                |  |
| LIGHTS                   |  |
| OIL LEVEL                |  |
| TRANSMISSION LEVEL       |  |
| HYDRAULIC FLUID LEVEL    |  |
| COOLANT LEVEL            |  |
| DRIP TORCH & FUEL LEVEL  |  |
| COOLER                   |  |
| 2- CRESENT WRENCHES      |  |
| SPARE HYDRAULIC FITTINGS |  |
| WATER EXTINGUISHER       |  |
| SMALL BOLT CUTTERS       |  |

|                  |  |
|------------------|--|
| 3- 20 FT. CHAINS |  |
| 1- 6 FT. CHAIN   |  |

MINEOLA FIRE DEPT.  
EQUIPMENT CHECK LIST.  
909

DATE: \_\_\_\_\_

FIREFIGHTER \_\_\_\_\_

MILEAGE \_\_\_\_\_

CAB / FRONT

|                        |  |
|------------------------|--|
| FLUID LEVELS           |  |
| HEAD LIGHTS            |  |
| WARNING LIGHTS         |  |
| SCENE LIGHTS           |  |
| GROUND LIGHTS          |  |
| MARKER LIGHTS          |  |
| BLINKERS               |  |
| SIRENS                 |  |
| BRAKE LIGHTS           |  |
| PARK BRAKE             |  |
| MAPS                   |  |
| FUEL                   |  |
| ACCOUNTABILITY BOARDS  |  |
| RUN SHEETS / PENS      |  |
| HEX WRENCH SET         |  |
| MED GLOVES M-L-XL      |  |
| BINOCULARS             |  |
| REMOTE FOR DECK GUN    |  |
| HEAD SETS              |  |
| 1- WIRED               |  |
| 1- WIRELESS            |  |
| 800 RADIO              |  |
| THERMAL IMAGING CAMERA |  |

CAB / BACK

|                                     |  |
|-------------------------------------|--|
| COOLER                              |  |
| MED GLOVES M-L-XL                   |  |
| SCBA # 909-1 & MASK 4500 PSI        |  |
| SCBA # 909-2 & MASK 4500 PSI        |  |
| SCBA # 909-3 & MASK 4500 PSI        |  |
| SCBA # 909-4 & MASK 4500 PSI        |  |
| SCBA # 909-5 & MASK 4500 PSI        |  |
| 4- WIRED HEAD SETS                  |  |
| 6- HANDLIGHTS                       |  |
| RIT BAG / MASK/ AIR BOTTLE 4500 PSI |  |

PUMP PANEL

|                             |  |
|-----------------------------|--|
| OPERATE RELIEF VALVE        |  |
| TEST PRIMER                 |  |
| VALVE OPERATION             |  |
| DISCHARGE                   |  |
| SUCTION                     |  |
| DRAIN                       |  |
| PANEL LIGHTS                |  |
| PUMP SHIFT INDICATOR LIGHTS |  |

CROSS LAYS

|                          |  |
|--------------------------|--|
| UPPER- 150' 1.75" WHITE  |  |
| LOWER- 200' 1.75" YELLOW |  |

STEP COMPARTMENT

|                           |  |
|---------------------------|--|
| 4' STORZ X 2.5' GATED WYE |  |
| FOAM REFILL HOSE          |  |

COMMENTS:

LEFT SIDE L-1

|                                      |  |
|--------------------------------------|--|
| 1- 4" STORTZ X 2.5' FEMALE           |  |
| 2- 2.5" DBL FEMALE                   |  |
| 2- 2.5" DBLE MALE                    |  |
| 1- 2.5"x1.5"REDUCER                  |  |
| 2- 1.5" DBL FEMALE                   |  |
| 2- 1.5" DBL MALE                     |  |
| 1- 6" DBL FEMALE                     |  |
| 1- 4" STORTZ X 4.5" MALE             |  |
| 1- 4" STORTZ X 4.5" FEMALE           |  |
| 1- 5" STORTZ X 4" STORTZ             |  |
| 2- SPANNER WRENCHES                  |  |
| RUBBER HAMMER                        |  |
| 2- SPANNER WRENCHES w/HYDRANT WRENCH |  |
| 50' LDH                              |  |
| 25' LDH                              |  |
| FOAM NOZZLE                          |  |
| LOW LEVEL STRAINER                   |  |
| ABC EXTINGUISHER                     |  |
| 2.5 GAL WATER EXTINGUISHER           |  |
| 2.5" NOZZLE                          |  |

LEFT SIDE L-2

|                     |  |
|---------------------|--|
| PARATECH AXE        |  |
| PARATECH ENTRY KIT  |  |
| SQUARE POINT SHOVEL |  |
| FLAT HEAD AXE       |  |
| HALLIGAN TOOL       |  |
| SHEET ROCK PULLER   |  |
| FOAM EDUCTOR        |  |

LEFT SIDE

|                                |  |
|--------------------------------|--|
| 4- SPARE SCBA BOTTLES 4500 PSI |  |
| 2- WHEEL CHOCKS                |  |
| 1- 10' HARD SUCTION            |  |

LEFT SIDE L-3

|              |  |
|--------------|--|
| BOLT CUTTERS |  |
| CRIBBING     |  |
| ABSORBANT    |  |
| PPV FAN      |  |

TOP

|                   |  |
|-------------------|--|
| 3- 5 GAL 'A' FOAM |  |
| 1- 5 GAL 'B' FOAM |  |
| 1000' LDH         |  |
| 300' - 3" HOSE    |  |
| 300' - 1.75" HOSE |  |

REAR

|                         |  |
|-------------------------|--|
| 1- BACKBOARD            |  |
| 2- RUBBISH HOOKS        |  |
| ATTIC LADDER            |  |
| 14' ROOF LADDER         |  |
| 24' EXTENSION LADDER    |  |
| 8' PIKE POLE            |  |
| 6' PIKE POLE            |  |
| 4' PIKE POLE            |  |
| POWER UNIT              |  |
| SPREADERS               |  |
| CUTTERS                 |  |
| RAM                     |  |
| CRIBBING                |  |
| 2 SETS- HYDRAULIC HOSES |  |

REAR Cont.

|                                 |  |
|---------------------------------|--|
| 1- RESCUE TOOL ACCESSORY BOX    |  |
| 2- RAM PULLING CHAINS           |  |
| 2- RAM PULLING HEADS            |  |
| 2- RAM CUTTING WEDGE HEADS      |  |
| 1- RAM SPEAR HEAD               |  |
| 2- RAM PUSH PLATES              |  |
| 2- SPREADRE PULLING ATTACHMENTS |  |
| 2- SPREADRE PULLING TIPS        |  |
| 2- SPREADRE PULLING CHAINS      |  |
| 1- SPREADER TIP                 |  |
| 1- TARP                         |  |

RIGHT SIDE R-3

|                        |  |
|------------------------|--|
| 6- SAFETY VESTS w/ BAG |  |
| 6- TRAFFIC WANDS       |  |
| 1- LDH RINGER          |  |
| SCENE TAPE             |  |
| TARPS: 1- 12 X 20      |  |
| 1- 10 X 12             |  |
| 1- 12 X 16             |  |

RIGHT SIDE

|                                |  |
|--------------------------------|--|
| 4- SPARE SCBA BOTTLES 4500 PSI |  |
| 1-10' HARD SUCTION             |  |

RIGHT SIDE R-2

|                   |  |
|-------------------|--|
| SLEDGE HAMMER     |  |
| ROUND NOSE SHOVEL |  |
| PICK HEAD AXE     |  |
| HALLIGAN TOOL     |  |
| PARATECH AXE      |  |
| SHEET ROCK PULLER |  |
| CLOSET HOOK       |  |

RIGHT SIDE R-1

|                                       |  |
|---------------------------------------|--|
| 4- LDH SPANNER WRENCHES               |  |
| 2- SPANNER WRENCHES w/ HYDRANT WRENCH |  |
| 2- MIX GAS                            |  |
| 4- REGULAR GAS                        |  |
| FUNNEL                                |  |
| SPARE CHAIN FOR CHAIN SAW             |  |
| SPARE CHAIN FOR VEN MASTER SAW        |  |
| 2- RED SALVAGE COVERS                 |  |
| 1- STHIL CHAIN SAW                    |  |
| 1- VENT MASTER CHAIN SAW              |  |
| 1- K-12 w/EXTRA BADES                 |  |

STEP COMPARTMENT

|                           |  |
|---------------------------|--|
| PROPAG / DECON KIT W/SOAP |  |
| 2.5" GATED HYDRANT VALVE  |  |

COMMENTS:

MINEOLA FIRE DEPT.  
EQUIPMENT CHECK LIST  
910

DATE: \_\_\_\_\_

FIREFIGHTER: \_\_\_\_\_

MILEAGE: \_\_\_\_\_

**CAB**

|                              |  |
|------------------------------|--|
| FLUID LEVELS                 |  |
| HEAD LIGHTS                  |  |
| WARNING LIGHTS               |  |
| MARKER LIGHTS                |  |
| BLINKERS                     |  |
| SIRENS                       |  |
| AIR HORNS                    |  |
| BRAKE LIGHTS                 |  |
| PARK BRAKE                   |  |
| MAPS                         |  |
| FUEL                         |  |
| ACCOUNTABILITY BOARDS        |  |
| RUN SHHETS                   |  |
| GPS                          |  |
| HEAD SET                     |  |
| 5-SAFETY VESTS w/BAG         |  |
| SCBA # 910-1 & MASK 4500 PSI |  |
| SCBA # 910-2 & MASK 4500 PSI |  |
| SCBA # 910-3 & MASK 4500 PSI |  |
| SCBA # 911-4 & MASK 4500 PSI |  |
| MED GLOVES                   |  |
| 800 RADIO                    |  |

**PUMP PANEL**

|                      |  |
|----------------------|--|
| OPERATE RELIEF VALVE |  |
| TEST PRIMER          |  |
| VALVE OPERATION      |  |
| DISCHARGE            |  |
| SUCTION              |  |
| DRAIN                |  |
| PUMP SHIFT INDICATOR |  |
| LIGHTS               |  |
| PANEL LIGHTS         |  |

**TOP**

|                                     |  |
|-------------------------------------|--|
| 1000 ' LDH                          |  |
| 300' 1.75" HOSE, NOZZLE & GATED WYE |  |
| 150' 2.5" HOSE & NOZZLE             |  |
| STACKED TIPS                        |  |
| HYDRANT KIT:                        |  |
| SPANNER WRENCHES                    |  |
| RUBBER HAMMER                       |  |
| 4.5"x4" STORTZ                      |  |
| 2.5"x4" STORTZ                      |  |
| HYDRANT WRENCH                      |  |

**LEFT SIDE**

|                                |  |
|--------------------------------|--|
| 4.5"x 4" STORTZ                |  |
| RUBBER HAMMER                  |  |
| HARD SUCTION                   |  |
| 2- 2.5" DBL FEMALE             |  |
| 2- 2.5" DBL MALE               |  |
| 3- 1.5" DBL FEMALE             |  |
| 3- 1.5" DBL MALE               |  |
| 2.5"x1.5" REDUCER              |  |
| WHEEL CHOCKS                   |  |
| 3- HANDLIGHTS                  |  |
| HYDRANT WRENCH                 |  |
| 2- SPANNER WRENCHES            |  |
| 2- STORTZ WRENCHES             |  |
| 50' LDH                        |  |
| FLAT SHOVEL                    |  |
| 4' PIKE POLE                   |  |
| 6' PIKE POLE                   |  |
| 3' HALIGAN TOOL                |  |
| 3.5' HALIGAN TOOL              |  |
| PIERCING NOZZLE                |  |
| BROOM                          |  |
| PRY BAR                        |  |
| Co2 EXTINGUISHER               |  |
| DRY CHEM EXTIGUISHER           |  |
| PPV FAN OPERATION AND FUEL     |  |
| 2.5" NOZZLE                    |  |
| 2- SPARE SCBA BOTTLES 4500 PSI |  |

**LEFT STEP**

|                          |  |
|--------------------------|--|
| 2- 6' X 4.5' REDUCER     |  |
| 2.5" GATED HYDRANT VALVE |  |
| 4.5"x 2.5" SIAMESE       |  |
| 5" STORTZ x 4" STORTZ    |  |

COMMENTS:

**REAR**

|                      |  |
|----------------------|--|
| LOW LEVEL STRAINER   |  |
| 4-WAY HYDRANT VALVE  |  |
| PICK-HEAD AXE        |  |
| FLAT-HEAD AXE        |  |
| GAS CAN- REGULAR GAS |  |
| LDH HOSE CLAMP       |  |
| COOLER               |  |
| ABSORBANT            |  |

**RIGHT SIDE**

|                               |  |
|-------------------------------|--|
| 2.5" NOZZLE                   |  |
| GENRATOR OPERATION & FUEL     |  |
| 10' ATTIC LADDER              |  |
| 14' ROOF LADDER               |  |
| 24' EXTENSION LADDER          |  |
| 10' PIKE POLE                 |  |
| HARD SUCTION                  |  |
| 2- SALVAGE COVERS             |  |
| 2- SPANNER WRENCHES           |  |
| HYDRANT WRENCH                |  |
| 4.5" STRAINER                 |  |
| 2- SPARE SCBA BOTTLES 4500PSI |  |

**RIGHT STEP**

|                            |  |
|----------------------------|--|
| 3"x4" STORTZ               |  |
| 6"x6" DBL MALE             |  |
| 6"x 4.5' REDUCER           |  |
| 4" STORTZ X 2.5" GATED WYE |  |

EQUIPMENT CHECK LIST.

911

DATE: \_\_\_\_\_

FIREFIGHTER \_\_\_\_\_

MILEAGE \_\_\_\_\_ HRS: \_\_\_\_\_

CAB

|                       |  |
|-----------------------|--|
| FLUID LEVELS          |  |
| HEAD LIGHTS           |  |
| WARNING LIGHTS        |  |
| MARKER LIGHTS         |  |
| BLINKERS              |  |
| SIRENS                |  |
| AIR HORNS             |  |
| BRAKE LIGHTS          |  |
| PARK BRAKE            |  |
| MAPS                  |  |
| FUEL                  |  |
| ACCOUNTABILITY BOARDS |  |
| RUN SHHETS            |  |
| HEX WRENCH SET        |  |
| SAFETY VESTS          |  |
| GPS                   |  |
| 800 RADIO             |  |

PUMP PANEL

|                             |  |
|-----------------------------|--|
| OPERATE RELIEF VALVE        |  |
| TEST PRIMER                 |  |
| VALVE OPERATION             |  |
| DISCHARGE                   |  |
| SUCTION                     |  |
| DRAIN                       |  |
| PUMP SHIFT INDICATOR LIGHTS |  |
| PANEL LIGHTS                |  |
|                             |  |

Comments:

LEFT SIDE

|                               |  |
|-------------------------------|--|
| 2.5" X 1.5" GATED WYE         |  |
| 12' PIKE POLE                 |  |
| 8' PIKE POLE                  |  |
| 2- HANDLIGHTS                 |  |
| 10' HARD SUCTION              |  |
| RUBBER HAMMER                 |  |
| 2- STIORTZ WRENCHES           |  |
| 2- SPANNER WRENCHES           |  |
| HYDRANT WRENCHES              |  |
| 2.5" DBL FEMALE               |  |
| 2.5" DBL MALE                 |  |
| 2.5"x1.5" REDUCER             |  |
| 1.5" DBL FEMALE               |  |
| 1.5" DBL MALE                 |  |
| 1- 50' LDH                    |  |
| 1- 6"x4.5" REDUCER            |  |
| 6"x6" DBL MALE                |  |
| 6"x 6" DBL FEMALE             |  |
| 2- 4" STORTZ x 4.5" FEMALE    |  |
| 5" STORTZ x 4" STORTZ REDUCER |  |
| VENTURI                       |  |
| COOLER                        |  |
| WHEEL CHOCK                   |  |
| 3' HALIGAN TOOL               |  |
| 3' PIKE POLE                  |  |
| SCBA # 911-1 & MASK           |  |
| 4500 PSI                      |  |
| SCBA # 911-2 & MASK           |  |
| 4500 PSI                      |  |
| 2- SPSARE SCBA BOTTLES        |  |
| 4500 PSI                      |  |
| 2- 2.5" x 50' HOSE            |  |
| HIGH RISE PACK                |  |
| FLOATING STRAINER             |  |
| TARP                          |  |

BACK

|               |  |
|---------------|--|
| PICK HEAD AXE |  |
| FLAT HEAD AXE |  |

RIGHT SIDE

|                            |  |
|----------------------------|--|
| 10' HARD SUCTION           |  |
| 3000 GAL FOLDING TANK      |  |
| 2- 1.75" X 50 HOSE         |  |
| 1- 2.5" X 50 HOSE          |  |
| 1- 3" x 50' HOSE           |  |
| WHEEL CHOCK                |  |
| 4" STORTZ x 2.5" GATED WYE |  |
| PORTABLE MONITOR           |  |
| 2.5" GATED HYDRANT VALVE   |  |
| ABC FIRE EXTINGUISHER      |  |
| FOAM EDUCTOR               |  |
| 1- FOAM NOZZLE             |  |
| PLAY PIPE                  |  |
| 2- SPANNER WRENCHES        |  |
| HYDRANT WRENCH             |  |
| PRO PAK w/25ft HOSE        |  |
| 2- SPARE SCBA BOTTLES      |  |
| 4500 PSI                   |  |
| RUBBHER HAMMER             |  |

TOP

|                          |  |
|--------------------------|--|
| 3- 5 GAL AFFF FOAM       |  |
| SMOOTHBORE STACKED TIPS  |  |
| 1200 'x 4" LDH           |  |
| 200'x 2.5" HOSE & NOZZLE |  |
| HYDRANT KIT              |  |
| 4.5" FEMALE x 4" STORTZ  |  |
| 2.5" FEMALE x 4" STORTZ  |  |
| HYDRANT WRENCH           |  |
| 2- SPANNER WRENCHES      |  |
| 2- STORTZ WRENCHES       |  |
| RUBEBR HAMMER            |  |
|                          |  |

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# MINEOLA FIRE DEPARTMENT

## PPE Risk Assessment

This risk assessment was performed for the purchase of new structural ensembles and ensemble elements for \_\_\_\_\_(Year).

### Types of Duties Performed:

#### **Structural Fire Fighting**

|  |                                   |
|--|-----------------------------------|
|  | Lay and connect hose lines        |
|  | Apparatus operation               |
|  | Direct nozzles-direct hose stream |
|  | Carry, place, and climb ladders   |
|  | Fire pump operation               |
|  | Ventilation of structure          |
|  | Salvage and overhaul              |
|  | Search and rescue                 |
|  | Forcible entry                    |

#### **Aircraft Rescue Fire Fighting**

None

#### **Specialty Rescue**

|  |   |
|--|---|
|  | Mitigate hazardous materials emergency  |
|  | Motor vehicle extrication/stabilization |
|  | EMS                                     |
|  | High angle rescue                       |
|  | Trench rescue                           |
|  | Confined space rescue                   |
|  | Collapse stabilization/Rescue           |

---

## PPE Risk Assessment

### Frequency of Use of Ensemble Elements

|  |  |
|--|--|
| Number of and type of fire incidents   |  |
| Number of and type of rescue/EMS calls |  |
| Total # of calls                       |  |
| Percentage of Fire Calls               |  |
| Percentage of non-fire calls           |  |

---

# PPE Risk Assessment

## Organization's experiences

### Structure

|   | Meets Needs |   | Failure  |            |      | Satisfaction<br>1-5 |
|---|-------------|---|----------|------------|------|---------------------|
|   | Y           | N | Frequent | Infrequent | None |                     |
| <b>Coat/Trousers<br/>Outer Shell</b>          |             |   |          |            |      |                     |
| <b>Coat/Trousers<br/>Moisture<br/>Barrier</b> |             |   |          |            |      |                     |
| <b>Coat/Trousers<br/>thermal Liner</b>        |             |   |          |            |      |                     |
| <b>Helmet</b>                                 |             |   |          |            |      |                     |
| <b>Hood</b>                                   |             |   |          |            |      |                     |
| <b>Gloves</b>                                 |             |   |          |            |      |                     |
| <b>Boots</b>                                  |             |   |          |            |      |                     |

Satisfaction scale 1-5

1= Completely Satisfied

5= Not Satisfied

### ARFF

No proximity gear is used by the department



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# PPE Risk Assessment

## Incident Operations

Check the appropriate boxes noting which of the incident operations below are performed by your department:

### **Fire Fighting**

|  |                              |
|--|------------------------------|
|  | Interior fire attack         |
|  | Exterior fire attack\        |
|  | Transitional fire attack     |
|  | Vertical fire attack         |
|  | Horizontal ventilation       |
|  | Primary and secondary search |
|  | Salvage and overhaul         |
|  | Flammable liquids fires      |

### **Rescue/EMS**

|  |  |
|--|--|
|  | Extrication with hydraulic/power tools |
|  | Provide BLS/ALS treatment              |
|  | Urban search and rescue                |
|  | Trench rescue                          |
|  | High angle rescue                      |
|  | Confined space rescue                  |
|  | Hazardous materials                    |

# PPE Risk Assessment

## Risk Assessment Formula:

**R=L x S**

- R= risk being measured
- L= likelihood of a firefighter being exposed to the hazard
- S= Severity/Consequences to the firefighter exposed to the hazard

|       | Risk        | Assessment | Value of "L" and "S" |
|-------|-------------|------------|----------------------|
| Value | Likelihood  | Severity   | Consequence          |
| 0     | Never       | None       | None                 |
| 1     | Exceptional | Low        | Minor Injury         |
| 2     | Occasional  | Moderate   | Major Injury         |
| 3     | Very Likely | High       | Life Threatening     |
| 4     | Always      | Extreme    | Death                |

"0" should only be allowed where there is absolutely NO chance of the hazard being encountered.

Use formula values listed above to complete the "Hazard/Risk Formula Calculations" table below:

### Hazard Risk Formula Calculations

| Hazard<br>Origin and Type | Likelihood Of<br>firefighter being<br>exposed to<br>hazard | Severity<br>Consequences to<br>firefighter if<br>exposed to hazard | Risk<br>(Total of L x % of<br>fire related calls) | Control Measures |
|---------------------------|--|--|---|------------------|
|---------------------------|--|--|---|------------------|

#### Thermal Hazards

|                 |  |  |  |          |
|-----------------|--|--|--|----------|
| Convective Heat |  |  |  | High TPP |
| Radiant Heat    |  |  |  | High TPP |
| Flame           |  |  |  | High TPP |
| Contact Heat    |  |  |  | High LOI |
| Molten Metal    |  |  |  | High TPP |
| Burning Embers  |  |  |  | High LOI |
| Conductive Heat |  |  |  | High LOI |
| Flashover       |  |  |  | High TPP |

#### Electrical Hazards

|                    |  |  |  |                   |
|--------------------|--|--|--|-------------------|
| Electrical Arch    |  |  |  | High TPP          |
| Static Electricity |  |  |  | Anti Static Fiber |

#### Environmental Hazards

|                            |  |  |  |                 |
|----------------------------|--|--|--|-----------------|
| Ambient Cold               |  |  |  | Winter liner    |
| Ambient Hot                |  |  |  | High THL        |
| Cold Surfaces              |  |  |  | Fire/Ice sole   |
| Air Velocity<br>Mechanical |  |  |  | IH Pant/Harness |
| Air Velocity Wind          |  |  |  | IH Pant/Harness |

# PPE Risk Assessment

## Mechanical Hazards

|             |  |  |  |                      |
|-------------|--|--|--|----------------------|
| Penetration |  |  |  | High Burst Strength  |
| Cut         |  |  |  | High Tear Resistance |
| Abrasion    |  |  |  | High Taber Value     |

## Non-Visibility Hazards

|                |  |  |  |                         |
|----------------|--|--|--|-------------------------|
| Not Being Seen |  |  |  | Type and Amount of Trim |
|----------------|--|--|--|-------------------------|

## Biological/Chemical Hazards

|                      |  |  |  |      |
|----------------------|--|--|--|------|
| Liquid               |  |  |  | CBRN |
| Gas                  |  |  |  | CBRN |
| Biological Toxins    |  |  |  | CBRN |
| Biological Allergens |  |  |  | CBRN |
| Airborne Pathogens   |  |  |  | CBRN |

## Physiological Heat Stress

|                           |  |  |  |          |
|---------------------------|--|--|--|----------|
| Physiological Heat Stress |  |  |  | High THL |
|---------------------------|--|--|--|----------|

### Definitions:

**TPP-Thermal Protection Performance**-a test method for measuring thermal protection was introduced and a minimum thermal protective performance (TPP) rating was established. This test method replaced the requirement for a minimum composite thickness, and its purpose is to measure the rate at which convective and radiant heat penetrates through the composite system – outer shell, thermal liner, and moisture barrier – to cause second degree burn to the human skin.

**LOI- Limiting Oxygen Index**-Flame resistance is commonly measured by LOI, the amount of oxygen needed to support combustion. The higher the LOI value, the more flame resistant the material will be.

**High THL-Total Heat Loss**- The total heat loss test is used to measure how well garments allow body heat to escape. The test assesses the loss of heat both by the evaporation of sweat and the conduction of heat through the garment layers. As clothing is made more insulating it will be to high heat exposure (such as by increasing its TPP rating), there is a tradeoff with how well the heat build-up in the fire fighter's body (that can lead to heat stress) is alleviated.

**Risk** -A measure of the probability and severity of adverse effects that result from an exposure to a hazard.

**Risk Assessment** -An assessment of the likelihood, vulnerability, and magnitude of incidents that could result from exposure to hazards.

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# PPE Risk Assessment

## Rating Structural Fire Fighting PPE

Based on the hazards encountered by the department how would you rate the following qualities for each element listed? Prioritize the following categories by order of importance to you organization with "1" being the most important "2" the 2<sup>nd</sup> most important etc. Use each number once only.

### **Structural Helmet**

|  |                    |
|--|--------------------|
|  | Thermal protection |
|  | Impact protection  |
|  | Weight             |
|  | Profile (Low/High) |
|  | Balance            |
|  | Cost               |

### **Structural Coat and Trouser (includes all three layers)**

|  |                              |
|--|------------------------------|
|  | Direct flame protection      |
|  | UV degradation               |
|  | Cut/tear/abrasion resistance |
|  | Ease of donning              |
|  | Comfort                      |
|  | TPP                          |
|  | THL                          |

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# PPE Risk Assessment

## Design of Finished Garment

|  |                            |
|--|----------------------------|
|  | Durability of construction |
|  | Ergonomic design features  |
|  | Proper fitting and design  |

## Structural Hoods

|  |                                      |
|--|--------------------------------------|
|  | Direct flame protection (LOI)        |
|  | Thermal protective performance (TPP) |
|  | Moisture vapor flow (THL)            |
|  | Durability                           |
|  | Comfort                              |
|  | Cost                                 |

## Structural Boots

|  |                                      |
|--|--------------------------------------|
|  | Weight                               |
|  | Cut/tear/abrasion resistance         |
|  | Thermal protective performance (TPP) |
|  | Puncture protection                  |
|  | Moisture Vapor Flow (THL)            |
|  | Sole durability/replacement          |
|  | Cost                                 |

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# PPE Risk Assessment

## Structural Gloves

|  |                                |
|--|--------------------------------|
|  | Moisture Vapor Flow (THL)      |
|  | Thermal protective performance |
|  | Dexterity                      |
|  | Tactile                        |
|  | Durability                     |
|  | Cost                           |

# MINEOLA FIRE DEPARTMENT BASIC REQUIREMENTS FOR PROBATIONARY FIREFIGHTERS

**NAME and I.D.#:** \_\_\_\_\_

| <b>SUBJECT</b>             | <b>HOURS</b> | <b>OBJECTIVES</b>  | <b>DATE</b> | <b>P/F</b> | <b>INITIALS</b> |
|----------------------------|--------------|--|-------------|------------|-----------------|
| FIRE DEPT.<br>ORGANIZATION | 0.5          | A. ORGANIZATION OF F.D.<br>B. STANDARD OPERATING PROCEDURES<br>C. RULES AND REGULATIONS  |             |            |                 |
| FORCIBLE<br>ENTRY          | 1            | A. IDENTIFY TOOLS ON APPARATUS<br>B. ARTICULATE USE OF EACH TOOL<br>C. MAKE CONNECTIONS TO POWER TOOLS   |             |            |                 |
| LADDERS                    | 4            | A. IDENTIFY TYPES OF LADDERS<br>B. PARTS OF ALL LADDERS<br>C. CARRY, RAISE AND CLIMB ALL LADDERS   |             |            |                 |
| HOSE                       | 4            | A. IDENTIFY CLASSIFICATION AND CARE OF<br>DIFFERENT TYPES OF HOSE<br>B. DIFFERENT TYPES HOSE LOADS<br>C. PULL AND DEPLOY VARIOUS HOSE LOADS<br>1. HOSE STORAGE ROLL<br>2. DEPLOY UP LADDER<br>3. DEPLOY UP STAIRS<br>4. HAND LINE LOAD<br>D. ADVANCE HAND LINE:<br>1. NOZZLE MAN<br>2. BACK UP MAN |             |            |                 |
| FIRE<br>STREAMS            | 1            | A. DEFINE A FIRE STREAM<br>B. DEFINE WATER HAMMER<br>C. DEFINE FIRE STREAM APPLICATION   |             |            |                 |
| FIRE<br>APPARATUS          | 3            | A. IDENTIFY DIFFERENT TYPES OF APPARATUS<br>AND THEIR USE.<br>B. IDENTIFY DIFFERENT PUMPS AND<br>THEIR FUNCTIONS.  |             |            |                 |
| RESCUE<br>OPERATIONS       | 2            | A. DEFINE AND DEMONSTRATE SEARCH AND<br>RESCUE TECHNIQUES<br>B. DEMONSTRATE VICTIM CARRIES AND DRAGS   |             |            |                 |

# MINEOLA FIRE DEPARTMENT BASIC REQUIREMENTS FOR PROBATIONARY FIREFIGHTERS

**NAME and I.D.#:** \_\_\_\_\_

|                     |   |   |  |  |  |
|---------------------|---|---|--|--|--|
| VENTILATION         | 2 | <p>A. DEFINE:</p> <ol style="list-style-type: none"> <li>1. VENTILATION</li> <li>2. POSITIVE PRESSURE VENTILATION</li> <li>3. NEGATIVE PRESSURE VENTILATION</li> <li>4. COMPARTMENTALIZATION</li> </ol> <p>B. DEMONSTRATE HOW TO REMOVE GLASS</p>   |  |  |  |
| FIRE SCIENCE        | 4 | <p>A. DEFINE:</p> <ol style="list-style-type: none"> <li>1. FIRE</li> <li>2. THE FIRE TRIANGLE</li> <li>3. THE FIRE TETRAHEDRON</li> <li>4. FOUR METHODS OF HEAT TRANSFER</li> <li>5. FOUR CLASSIFICATIONS OF FIRE</li> <li>6. FLAMMABLE LIMITS</li> <li>7. EXPLOSIVE LIMITS</li> <li>8. FLASH POINT</li> <li>9. IGNITION TEMPERATURE</li> <li>10. SPECIFIC GRAVITY</li> <li>11. VAPOR DENSITY</li> <li>12. THREE STATES OF MATTER</li> <li>13. BRITISH THERMAL UNIT (BTU)</li> </ol> |  |  |  |
| FIRE FIGHTER SAFETY | 1 | <p>A. DISCUSS PERSONAL PROTECTIVE EQUIPMENT:</p> <ol style="list-style-type: none"> <li>1. WHEN TO WEAR</li> <li>2. HOW TO CARE FOR GEAR</li> <li>3. LIMITATIONS</li> <li>4. P.A.S.S. DEVICE</li> </ol>   |  |  |  |
| S.C.B.A.            | 1 | <p>A. DEMONSTRATE HOW TO:</p> <ol style="list-style-type: none"> <li>1. DON S.C.B.A. WITH FACE PIECE</li> <li>2. CLEAN AND INSPECT</li> <li>3. MAKE READY FOR NEXT USE</li> <li>4. IDENTIFY PARTS OF S.C.B.A.</li> <li>5. LIMITATIONS</li> </ol>  |  |  |  |



# MINEOLA FIRE DEPARTMENT BASIC REQUIREMENTS FOR PROBATIONARY FIREFIGHTERS

**NAME and I.D.#:** \_\_\_\_\_

|                       |   |  |  |  |  |
|-----------------------|---|--|--|--|--|
| ROPES                 | 1 | A. DEMONSTRATE KNOTS:<br>1. BOWLINE<br>2. SQUARE<br>3. CLOVE HITCH<br>4. HALF HITCH<br>5. FIGURE EIGHT   |  |  |  |
| PORTABLE EXTINGUISHER | 1 | A. IDENTIFY VARIOUS TYPES OF EXTINGUISHERS BY CLASS AND SIZE<br>B. DISCUSS P.A.S.S. METHOD OF OPERATION<br>C. TELL HOW TO DETERMINE IF AN EXTINGUISHER HAS BEEN USED |  |  |  |

COMMENTS:

Date Completed: \_\_\_\_\_

Firefighter Signature: \_\_\_\_\_

Training Coordinator Signature: \_\_\_\_\_

Fire Chief Signature: \_\_\_\_\_