

6. Newberry Community Services District

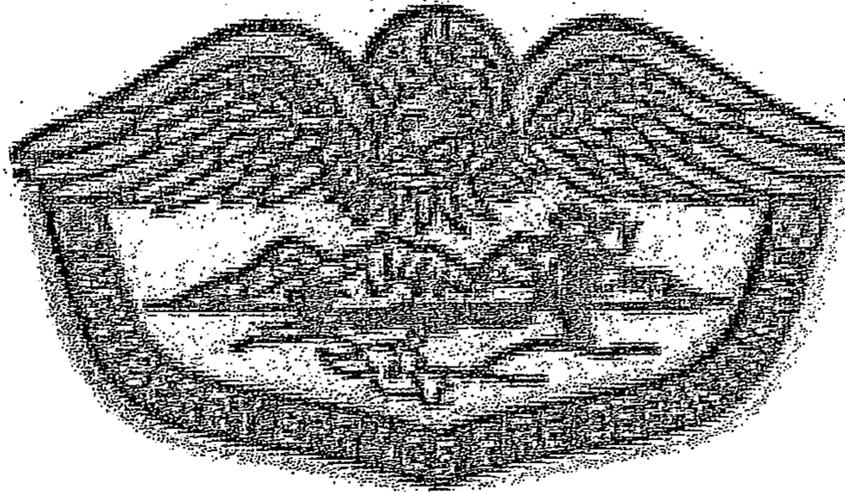
**a. Fire Department Policy and
Procedure Manual**

Attachment 6a



Newberry Community Services District

Established 1958



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San Bernardino County

NEWBERRY SPRINGS VOLUNTEER FIRE DEPARTMENT POLICY AND PROCEDURE MANUAL Adopted May, 2014

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SECTION 101 - PROMOTIONS

POLICY:

- I. There shall be a promotion policy that identifies requirements and procedures for all promotions within the Newberry Springs Volunteer Fire Department.

PROCEDURE:

- I. The position of Chief shall be appointed by the Newberry CSD Board.
- II. The position of Assistant Chief shall be appointed by the Fire Chief and approved by the Board of Directors.
 - A. Preferred Requirements:
 1. Five (5) years membership in the department.
 2. One (1) year as a fire combat line officer.
 3. Must meet NSVFD current training standards.
- III. The position of combat line officers shall be appointed by the Fire Chief and Assistant Chief.
 - A. Minimum Requirements:
 1. Three (3) years membership in the department. Exception: Two (2) years in the department and one (1) year in another department with documentation of training that meets our current training program.
 2. Must meet NSVFD current training standards.
 - B. Term in this position shall be until promoted to a higher position, member leaves the department, or demotion as per the department bylaws.
 - C. Combat line officer positions: Lieutenant and Captain.
 - D. Positions shall be filled at a ratio of one officer position for each five (5) firefighters in the department.
 - E. The number of officers in the department shall not drop below four (4). Their minimum will consist of Chief, Assistant Chief, Captain and Lieutenant.
 - F. Officers may have additional duties assigned at the discretion of the Chief or Assistant Chief.

SECTION 102 - FALSE ALARMS

POLICY:

- I. Assistance from San Bernardino County Sheriff's Department or California Highway Patrol personnel shall be requested to implement the enforcing actions identified on this section.
- II. A person is guilty of false reporting if he/she initiates a written or oral report or warning in an alleged or impending occurrence of a fire, explosion, crime, catastrophe, or emergency knowing that such a report is likely to cause evacuation of a building, place of assembly, or transportation facility, or to cause substantial public inconvenience or alarm.

- IV. The officer in charge on any scene shall acquire necessary information for the prosecution of individuals in violation of offences identified in this section.
- III. False Reporting:
 - A. When a Department member witnesses an individual initiating false reporting of a fire alarm, the member shall initiate the following action if willful disregard of occupant safety or malicious behavior is evident:
 - 1. Attempt to detain the individual, but at no risk of personal injury or property damage.
 - 2. Request police assistance through CalFire Dispatch if no police are on the scene.
 - 3. If individual leaves the scene, attempt to note any physical characteristics (type of clothing worn, approximate age, build, etc.) and direction of travel which may aid the police in their investigation.
 - B. If false reporting is unintentional or by accident:
 - 1. Attempt to detain the individual, but at no risk of personal injury or property damage.
 - 2. Request the assistance of police who may issue a citation.

SECTION 103 - MILEAGE CLAIMS

POLICY:

- I. Volunteers, when requested and pre-authorized by the Fire Chief or Assistant Chief to use their private automobiles in Department business or Training, shall be compensated at CSD rates.

PROCEDURES:

- I. Volunteers shall fill out the CSD reimbursement form.
- II. The Fire Chief or Assistant Chief shall verify and submit the form to the Treasurer for payment.

SECTION 104 - FIRE DEPARTMENT RECORDS

POLICY:

- I. The Chief of the Department is the overall custodian of all Fire Department records.
- II. The Incident Commander is responsible to fill out the incident report form carried in the apparatus. The Duty Officer will complete the run sheet form which is maintained in the station office.

PROCEDURES:

- I. The records shall be filed under 6 major topics:
 - A. Administration filed at CSD office.
 1. Newsletters & Memo's
 2. Letters incoming
 3. Letters outgoing
 4. Mutual aid contracts Annual response stats
 - B. Apparatus & Equipment filed at fire office.
 1. Station inventory Apparatus inventory Fire Hose inventory Repair instructions Equipment inventory. Note: An apparatus inventory list shall be maintained and carried on each apparatus.
 - C. Firefighting filed at the fire office.
 1. Field Incident Reports
 2. Pre-Fires
 3. Fire investigations
 4. Fire attendance
 - D. Fire Prevention filed at the CSD office.
 1. Building inspections
 2. Special inspections Education
 - E. Services filed at the fire office
 1. Apparatus Repair
 2. Purchase orders
 3. Vouchers
 4. Apparatus tests
 5. Hydrant information
 6. Station repairs
 - F. Training & Personnel filed at CSD office.
 1. Discipline
 2. Pension Records
 3. Probationary reports Disability records
 4. Haz-Mat exposure forms
 5. Training schedules
 6. Training request forms House burn forms
 7. Training manuals
 8. Drill Attendance records
 9. Personnel records

- II. General record retention schedule.
 - Run Reports 7 years
 - Fire investigation reports 9 years
 - Daily record of operations 3 years
 - Fire alarm response records 7 years
 - Fire alarm system drawings life of service
 - Fire alarm maintenance records 3 years
 - Building inspection records life of building
 - Department volunteer records years of service
 - Apparatus records years of service
 - Hazmat Exposure records life of firefighter

SECTION 105 - QUARTERLY PLANNING PROGRAM

POLICY:

- I. A quarterly plan to define goals and objectives is to be completed prior to beginning each quarter of the year. The plan will be developed by the: Chief, Assistant Chief, and ranking officers. It is the responsibility of these members to implement the department goals and reach objectives. The quarters shall be: Jan-Mar, Apr-Jun, Jul-Sept, Oct-Dec.

PROCEDURES:

- I. The quarterly plan shall be divided into 4 sections.
 - A. Apparatus and Equipment
 - B. Fire Prevention
 - C. Fire Fighting/Pre-fire Planning
 - D. Training
- II. A brief outline describing how the goals are to be reached will be completed. The Planning Committee will go over the department goals at the end of each quarter and see what goals were reached. They will decide what steps need to be taken to complete goals that were not reached.

SECTION 106 - JUNIOR FIREFIGHTERS (CADETS)

Section pending establishment of an Explorer Post.

SECTION 107 - ANNUAL RESPONSE STATISTICS

POLICY:

- I. The Fire Chief shall submit annually a report of year-end response statistics. Such reports shall be submitted by January 31st of each year to the General Manager.

PROCEDURES:

- I. The report shall be typewritten or computer generated.

SECTION 108 - LIMITED DUTY

POLICY:

- I. A volunteer firefighter may be assigned to Limited Duty on the mutual agreement of the member, the members Physician, the Fire Chief, and/or the Assistant Fire Chief.
- II. Termination of the Limited Duty status shall be with the signed release of the members Physician.

PROCEDURE:

- I. When by mutual agreement the member's physician and the disabled member believe that the member is physically capable of performing a limited duty assignment, the member may request a signed release from the physician.
- II. Limited duty Assignments shall be based upon the needs of the Department and physical limitations determined by the member's treating physician.

SECTION 109 - APPLICATION TO ATTEND CLASSES, CONVENTIONS, SEMINARS WORKSHOPS, AND REIMBURSEMENT PROCEDURES

Section pending.

SECTION 110 - FIRE DEPARTMENT SAFETY OFFICER

POLICY:

- I. The Newberry Springs Volunteer Fire Department shall have a Safety Officer to coordinate all safety programs in the Department.

PROCEDURE:

- I. The Safety Officer position shall be appointed by the Fire Chief and be responsible for the following:
 - A. All related safety programs and functions within the department.
 - B. Shall coordinate all safety-related training for the department.
 - C. Shall serve as chair on the Safety Committee.
 - D. Shall review and/or investigate all occupational injuries involving Department members.
 - E. Make recommendations to the Chief on accident/injury prevention.

SECTION 111 - FIRE DEPARTMENT HIRING PROCEDURE

POLICY:

- I. All applicants will be properly qualified for the position they are applying for before being issued protective gear and being permitted to run calls.

PROCEDURE:

- I. All applicants are required to pass a physical agility test (PAT) to verify their ability to meet the physical demands of the position they have applied for within 90 days of acceptance.
- II. All members will be added to the department's DMV "pull list".
 - A. A pattern of unsafe/negligent driving or unacceptable record will be grounds for termination/removal of applicant.
- III. All applicants will, at NSVFD's expense, provide a LiveScan report to include FBI, DOJ and DMV to the district. Forms will be obtained from the Fire Department with the application. While a conviction is not necessarily a disqualification, certain offences are not allowed by state law. These include but are not limited to felony convictions or crimes of moral turpitude. All convictions will be reviewed by staff for a determination.

SECTION 112 - POLICY RECEIPT AND ACKNOWLEDGEMENT

POLICY:

- I. All department members will receive a copy of these policies and subsequent additions/addendums.

PROCEDURE:

- I. ALL members of the department will be required to be given a copy of these policies and a signed written acknowledgement will be placed in their personnel folders. Subsequent amendments and additions will also require written acknowledgement.

SECTION 201 - PERSONNEL RULES & REGULATIONS

POLICY:

- I. Personnel Rules and Regulations shall provide guidelines for personnel to complete their obligations and duties as members of the Newberry Springs Volunteer Fire Department.

PROCEDURES:

- I. Station Conduct
 - A. Visitors shall be provided with an escort and shall be treated in a courteous manner.
 - B. Groups desiring to visit station shall phone 760-257-3163 and request to schedule and confirm the station visit.
 - C. Any person engaged in any selling shall have been granted permission from the Fire Chief or Assistant Chief to sell items at the Fire Station.
 - D. Firearms of any kind are positively prohibited at any time in fire stations, on apparatus or on Fire Department property. This restriction does not apply to weapons carried by Peace Officers.

SECTION 202 - DISCIPLINE

POLICY:

- I. There shall be established a uniform discipline code for all members.

PROCEDURE:

- I. Any member who violates, has been found to have violated, or attempts to violate any law of the United States of America, the State of California, local ordinances, or who violates or attempts to violate any rule or regulation, policy or procedure, written or verbal, or is incompetent to perform their duties is subject to appropriate disciplinary action.
- II. Final departmental disciplinary authority and responsibility rests with the Fire Chief.
- III. Complaints by citizens against members of the department shall be recorded and investigated by the Fire Chief or his designee as soon as possible. When investigation cannot be completed on the date it is received, a preliminary report will be prepared by the supervisor in charge, outlining the complaint and any action taken, and forwarded to the Fire Chief via the chain of command.

SECTION 203 - PERSONAL GROOMING

POLICY:

- I. In order to maintain a safe working environment for all firefighters, there shall be a personal grooming standard.

PROCEDURE:

- I. Earrings and rings that are overly large or ornate and will subject the individual to potential injury may not be worn when responding to alarms. Any jewelry that interferes with quick donning of turnout coats, mask and gloves are not permitted.
- II. The bulk or length of hair must not interfere with the normal wearing of helmet or protective equipment (mask).
- III. Sideburns shall not extend to the area on the face where the protective breathing apparatus makes its seal.
- IV. Beards, goatees, and/or face stubble that may interfere with the seal of protective breathing apparatus mask are not allowed on any member.

SECTION 204 - EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

POLICY:

- I. It is the policy of the Newberry Springs Volunteer Fire Department to provide a workplace for its members that is free from discrimination on the basis of race, color, sex, marital status, and sexual orientation, the presence of any sensory, mental or physical disability, political ideology, age, creed, religion, ancestry, or national origin.

PROCEDURE:

- I. The Newberry Springs Volunteer Fire Department shall follow established best practices in regards to equal employment opportunities.
- II. A member who witnesses or is otherwise aware of any act believed to be discriminatory in any nature may:
 - A. Report such act to his/her officer.
 - B. Report such act to a CSD Board member.
 - C. Report such act to the Fire Chief.
 - D. Report such act to any agency responsible for investigating and resolving issues of discrimination.

SECTION 205 - SERIOUS INJURY OR DEATH

Section pending.

SECTION 206 - ALCOHOL/DRUG AND SMOKING POLICY

POLICY:

- I. To establish responsibilities as they relate to individuals regarding alcohol/drug use and smoking while representing the Newberry Springs Volunteer Fire Department.

PROCEDURE:

- I. The Newberry Springs Fire Department shall not allow smoking inside the fenced area of Station 392 nor in any apparatus.
- II. The Newberry Springs Volunteer Fire Department shall not allow the use any alcohol in the twelve (12) hours prior to reporting for duty.
- III. The Newberry Springs Volunteer Fire Department shall not allow the use of any illegal drug use nor the abuse of any prescribed drug.
- IV. Violation of these policies are subject to disciplinary action, up to and including immediate dismissal.

SECTION 207 - CRITICAL INCIDENT STRESS DEBRIEFING

POLICY:

- I. There shall be established a critical incident stress debriefing to enable fire department personnel to minimize emotional trauma and be able to effectively deal with critical stress before job productivity, physical well-being, and emotional stability are affected.

PROCEDURE:

- I. Any incident commander may request a critical incident debriefing. When requested, a Chief Officer will be informed.
- II. Any incident faced by emergency response personnel that causes them to experience unusually strong emotional involvement may qualify for critical incident debriefing. Examples include but are not limited to:
 - A. Serious injury or death of emergency personnel at a scene, in route to, or any other operations.
 - B. Mass casualty incident.
 - C. Suicide, injury, or death of someone known by the department.
 - D. Serious injury or death of a civilian resulting in reported emotional trauma or distress.
- III. San Bernardino County Fire shall be notified and a first level debriefer/ chaplain will be requested. The first level debriefer should be someone who is not part of the normal responding emergency work force.

SECTION 208 ETHICS POLICY

POLICY:

- I. There shall be an ethics policy that provides guidelines for department members.

PROCEDURE:

- I. Personnel shall not engage in activities that could be construed by the public as a waste of tax dollars or an abuse of their volunteer status.
- II. Members shall not engage in business that would be considered as a conflict of interest, illegal or immoral. Also, they may not use department apparatus, equipment, devices or other assets for conducting personal business.
- III. Members are forbidden to solicit or petition, influence or attempt to gain the intervention of any person outside the department for purposes of personal preferment, advantage, advancement, promotion or change of duty for themselves or any other member.

SECTION 209 - RETURN TO DUTY AFTER EXTENDED LEAVE

POLICY:

- I. To ensure the safety of all members it is the policy of the department that members absent over 90 days must meet minimum standards before returning to combat duties.

PROCEDURE:

- I. Members absent over 90 days must complete all quarterly drill requirements before being involved in interior fire operations.
- II. Members must have a doctor's release to return to active duty after a long term medical disability.

SECTION 301 - VEHICLE/EQUIPMENT MAINTENANCE

POLICY:

- I. All members of the Newberry Springs Volunteer Fire Department shall be responsible for maintaining the vehicles and equipment in good working order.

PROCEDURE:

- I. Vehicles and equipment shall have regular maintenance performed after each vehicle response and the first fifteen (15) minutes of each regularly scheduled training night.
Exception: On training sessions where the vehicle will be operated the maintenance shall also be at the end of the training session.
- II. Vehicle Checks:

- A. The driver of each vehicle is responsible for conducting vehicle checks after each use.
 - 1. On classroom training session a driver will be assigned by the training officer.
- B. Equipment checks are the responsibility of the firefighters assigned to the vehicle for that training session or vehicle response.

III. Vehicle/Equipment problems:

- A. All problems shall be reported on the Vehicle Maintenance form maintained for each vehicle. The problem shall be reported to the officer in charge of the response or training session.
- B. Repairs will be in three (3) categories:
 - 1. Can be performed by existing personnel.
 - 2. Require additional training, to be performed by contracted member.
 - 3. Repairs to be performed by a qualified mechanic.
- C. Equipment Maintenance:
 - 1. The manufacturer's maintenance schedule and service recommendations shall be followed. Repair and maintenance documents are located in the department file cabinet.
 - 2. Any repairs shall be noted on the Vehicle Maintenance form.
 - 3. Equipment placed out of service shall be placed on the work bench with a note attached explaining the problem.
- D. Vehicle placed out of service:
 - 1. Whenever possible a vehicle shall be driven into the station nose first to signify it is out of service. An out of service sign shall be placed on the steering column.
 - 2. The Vehicle Maintenance form shall have out of service written across the line for that date. The exact problem shall be written on the bottom of the form in the comments section.

SECTION 302 - APPARATUS FUEL FILL-UP

POLICY:

- I. Fuel shall be purchased using the approved method.

PROCEDURES:

- I. Each apparatus shall use the appropriate purchasing card, the apparatus number and mileage shall be recorded on the gas receipt and signed by the operator/cardholder.
- II. The officer of the unit shall ensure that the mileage and engine hours are recorded in the vehicle log book.

- III. The cardholder shall be responsible for the receipt being filed in the receipt envelope at the fire station.

SECTION 303 - EQUIPMENT AND HOSE

POLICY:

- I. There shall be guidelines established to cover the use of equipment and fire hose, in order to extend the life of the equipment.
- II. An equipment loan policy to provide a tracking system, name of the responsible party and the date of return shall be implemented.

PROCEDURE:

- I. All members shall receive training on department equipment prior to use. Training shall include the manufacturer's suggested use, cleaning and maintenance.
- II. No member of the Newberry Springs Volunteer Fire Department shall remove any piece of equipment from the premises or from any apparatus during a non-authorized activity without the permission of the officer in charge.
- III. When a member of the Newberry Springs Volunteer Fire Department resigns, is discharged or in any way terminates his/her services with the department, he/she shall surrender to a department officer all the property belonging to the fire department within fifteen (15) days.
- IV. Any loss of equipment shall be reported to a department officer and recorded on the apparatus maintenance form.
- V. Fire hose shall be maintained in a ready to use status at all times. Fire Hose exposed to petroleum products shall be cleaned with a mild soap. All Fire Hose should be washed when possible after each use.

SECTION 304 - DRIVING OVER HOSE

POLICY:

- I. No person shall drive a vehicle over any unprotected fire hose or equipment of the Newberry Springs Volunteer Fire Department to be used in any Fire Department operation without the consent of the Fire Department official in command.

PROCEDURES:

- I. When a department member witnesses a motor vehicle crossing a hose line (charged or uncharged) or equipment during any Fire Department activity where hose lines or equipment are placed, the member shall initiate the following action:
 - A. When willful disregard for Department property or malicious behavior is evident:

1. Attempt to get the vehicle operator's attention and stop the vehicle, but not at risk of personal injury or property damage.
 2. Request police assistance. Notify CalFire Dispatch to dispatch law enforcement if not already on the scene.
 3. Advise the vehicle operator that he/she may be in violation of a County Ordinance and request vehicle operator to remain at the scene until arrival of a police officer.
 4. If vehicle leaves scene, attempt to write down the vehicle license plate number, type of vehicle, number of occupants, direction of travel and any relevant conditions or circumstances that may aid the police in their investigation.
- B. When violation is unintentional or by accident:
1. Attempt to get the vehicle operators attention and stop the vehicle, but not at risk of personal injury or property damage.
 2. Advise the vehicle operator that he/she may be in violation of a County Ordinance and request vehicle operator to remain at the scene.
 3. Request the assistance of the police who may issue a citation.
- I. Damaged Hose
- A. If a visual inspection reveals that hose has been damaged: i.e., torn outer jacket, bent couplings, etc., the hose shall immediately be placed out of service and tagged.
 - B. Hose that appears to have no physical damage shall be tested at 250 p.s.i. for 1 minute then raise the pressure to 400 p.s.i. for 5 seconds.
 - C. If any damage results from the test, the hose shall be immediately be placed out of service.

SECTION 305 - FIRE FIGHTING FOAM

Section pending.

SECTION 306 - SELF CONTAINED BREATHING APPARATUS

POLICY:

- I. Approved Self-Contained Breathing Apparatus (SCBA) shall be used at all emergency fire incidents. This includes vehicle and dumpster situations where toxic or oxygen deficient atmospheres may be encountered. Firefighters on emergency medical service alarms are

not required to use SCBAs unless specifically directed by the Incident Commander. The use of SCBAs at grass and brush fires will be at the discretion of the Incident Commander.

PROCEDURE:

- I. All officers and acting officers shall be responsible for adherence to these standards.
- II. All firefighters/officers shall be responsible for replacement of air supplies and verification of daily/weekly checks and proper maintenance of SCBAs.
- III. All firefighters/officers that use SCBAs shall maintain the level of proficiency and associated testing required by Department standards.
- IV. All firefighters/officers shall be responsible for maintaining their SCBA face piece and breathing tube in proper operating condition.

SECTION 307 - INVENTORY

POLICY:

- I. An inventory of apparatus, equipment and station furnishings shall be done annually.

PROCEDURE:

- I. The station inventory shall be conducted using the station inventory form.
- II. A copy of the apparatus equipment inventory form shall be maintained on each apparatus. Equipment missing shall be noted in the vehicle maintenance form and an officer notified.
- III. Missing equipment or station furnishings shall be reported to a chief officer.

SECTION 308 - REPAIRS

Section pending.

SECTION 309 - MAINTENANCE OF COMMUNICATIONS EQUIPMENT

POLICY:

- I. The maintenance policy shall be followed by all Newberry Springs Volunteer Fire Department personnel.

PROCEDURE:

- I. Portable radios in need of repair shall be placed in the office with a written statement of the problem.
- II. Pagers in need of repair shall be placed in the office with a description of the problem or part broken.
- III. All communications equipment shall be taken to a qualified repair shop for repair.
- IV. Members needing new batteries shall return the old battery and receive a replacement.
- V. Pagers and portable radios are to be cleaned using a cloth dampened with water and mild dishwashing detergent or isopropyl alcohol.
- VI. Portable radios will be turned off while in the charger.

SECTION 310 - PERSONAL ALERT SAFETY SYSTEM

POLICY:

- I. It shall be the policy of the Newberry Springs Volunteer Fire Department that all SCBA units have a Personal Alert Safety System (PASS) attached.
- II. PASS devices will be activated after donning the SCBA face piece and before entering any hazardous atmosphere.

PROCEDURE:

- I. Chief Officers shall be responsible for adherence to these standards by all department personnel.
- II. Members assigned responsibility for apparatus checks shall be responsible for verification of weekly checks of the PASS devices.
- III. Firefighters shall properly utilize the PASS devices and maintain the devices' operability according to the manufacturer's instructions.
- IV. All members shall receive proper training on the use of PASS devices.
- V. All PASS devices shall have their batteries changed twice a year, with the change noted on the vehicle maintenance form.
- VI. If a PASS device is found to be out of service, the SCBA shall not be used unless a working PASS device is attached.
- VII. Whenever a member enters an atmosphere requiring that a SCBA be donned, the attached PASS device shall be placed into operation in the "auto mode".

SECTION 401 - FIRE OPERATIONS/GENERAL RULES

POLICY:

- I. It shall be the policy of the Newberry Springs Volunteer Fire Department to follow established fire operation practices according to this Department Operating Instruction.

RESPONSIBILITY:

- I. Newberry Springs Volunteer Fire Department Officers shall be responsible for the training and conduct of the department members in the application of the tactical operating procedures and general rules contained in this section.
- II. The Fire Chief shall be responsible for the uniform application of tactical operations procedures.

PROCEDURE:

- I. The primary objective of Newberry Springs Volunteer Fire Department tactical operations shall be to develop and promote a systematic, coordinated method of initial attack that will permit the best use of personnel and equipment. Fire response units must operate as a team using established standard operational procedures. The effectiveness of the overall operations is determined by the actions of the first-arriving unit.
- II. Tactical operations shall be implemented to accomplish the following prioritized objectives:
 - A. Rescue
 - B. Protect Exposures
 - C. Locate the Fire
 - D. Confine the Fire
 - E. Extinguish the Fire
- III. The first responding fire fighting unit shall attempt to respond with a minimum of three (3) firefighters to any structure fire unless a water tender is also being staffed. If this is not possible then Mutual Aid shall be requested.
- IV. The units following the first fire-fighting unit will standby at a location designated by the incident commander.
- V. Fire fighting units that are standing by shall park in such a manner that lines may be laid immediately.
- VI. **Basic Fire Fighting Team Operations**
 - A. ~~First Engine Company operations (when hose is laid) include three basic categories; pre-connected, 2 1/2" supply forward or reverse, 4" forward or reverse.~~
 - B. ~~Second Engine Company operations will be governed by the actions/instructions of the first arriving unit or by specific instructions from the Incident Commander.~~
 - C. ~~The first arriving unit will announce arrival at the specified location; describe the conditions observed, and the actions being taken.~~
 - D. ~~Subsequent arriving units shall acknowledge action/instruction given to them by the first arriving unit or by the Incident Commander.~~
 - E. ~~Where unusual lays are required or other circumstances dictate, the first-arriving unit shall request support action from other responding units, and it shall be the responsibility of the other responding units to provide the requested support.~~
 - F. ~~Units requested to provide support operations shall acknowledge such a request.~~

VII. Mutual Aid

- A. Mutual aid from Desert Ambulance may be requested on any structure fire.
1. When requested, Desert Ambulance shall function as the Rehab station for firefighters. They shall be stationed at the spot designated by Incident Command. They shall not be used for fire suppression efforts, as their function is emergency medical care.
 2. If any additional personnel are needed then the Incident Commander shall request mutual aid from one or more of the surrounding fire departments. You will specify what your needs are (manpower, water, equipment, etc.). Give these departments staging instructions as they respond.

VIII. Pollution Incidents

- A. When the Newberry Springs Volunteer Fire Department is called to an incident where pollution of a waterway may result (including oil spills, chemical spills, and extinguishing agents), the responding unit shall have CalFire Dispatch notify the appropriate agency(ies).
- B. It shall be the responsibility of the Commanding Officers at incidents where pollutants may enter a city sewer system or waterways, to notify CalFire Dispatch indicating, if possible, where the outfall will be.
- C. Newberry Springs Volunteer Fire Department personnel shall not call cleanup agencies directly.

IX. Clearing Traffic Lanes

- A. Commanding officers shall make every effort to clear streets for normal traffic as soon as possible.
- B. Commanding officers shall be alert to request law enforcement for traffic control at emergency incidents when necessary.
- C. Commanding Officers shall notify CalFire Dispatch when traffic lanes will be blocked because of an emergency. An estimate of time that lanes will be blocked is to be given to CalFire so they can notify law enforcement and County Roads Department.

X. Duties at vehicle Accident Scenes

- A. When the Newberry Springs Volunteer Fire Department responds to a vehicle accident inside the district's response area:
1. First priority shall be given to rescue and any medical aid assisted as needed by Desert Ambulance.
 2. Second priority shall be preservation of physical evidence of the accident scene.
 3. A 1 3/4" hose line will be laid to protect Fire and Patients on scene.
 4. Newberry Springs Volunteer Fire Department vehicles shall be parked far enough away from the fire scene to protect it from any explosion or fire.
- B. When responding outside the district in a mutual aid type of rescue call:
1. First priority shall be given to the rescue.
 2. Second priority shall be preservation of physical evidence of the accident scene.

3. Verify that the local Fire Department is responding to the call.
4. Extrication of patients shall not start until a hose line or fire extinguisher is manned by a fire department member.
5. Newberry Springs Volunteer Fire Department vehicles and personnel shall perform traffic control only when extreme conditions warrant. The primary job of the rescue team is extrication.

XI. Fire Scene Photographs

- A. Only authorized personnel will be permitted to photograph scenes that are arson, suspicious or where an injury or death is involved.
 1. Authorized personnel will be defined as Fire or Police personnel who have responsibility for investigation of the incident or for documentary purposes.
- B. News media personnel will be permitted to enter and photograph fire scenes only with permission of the Commanding Officers at the fire scene.
 1. The Commanding Officer or designated Public Affairs Officer will stay with the news media personnel at all times they are in the fire scene area.

XII. News Releases to Media Personnel

- A. The Fire Chief shall be notified of any major or unusual incident which may attract the news media.
- B. The Fire Chief or his Authorized Representative's are the only persons authorized to make public statements at emergency scenes.

XIII. Fire Incident Information

- A. Requests for information relating to any fire incident must be submitted in writing to the Fire Chief. Private investigators, attorneys, insurance adjusters or anyone else requesting or attempting to discuss fire incidents shall be directed to follow this instruction.

XIV. Dry Standpipes

- A. Dry standpipes shall be drained after fire operations are concluded to prevent damage during freezing temperatures. The top discharge valve shall be opened during draining to prevent air lock.

XV. In-Service Guidelines for Engines

- A. Engine Company in-service guideline/emergency:
 1. When not pumping.
 2. With 1,000' 2 1/2" and 4" hose combination in hose beds.
 3. With 200' 1 3/4" hose and nozzle in hose bed.
 4. Minimum crew of 3 persons with S.C.B.A.'s

XVI. Use of Private Equipment at an Emergency

- A. The Fire Chief or Assistant Fire Chief in charge of an emergency may secure privately owned equipment in unusual circumstances when the urgency of the situation demands that the action be taken to save lives or to prevent major destruction of the environment or property.

XVII. Interference with Fire Department Activity

- A. Any person, who obstructs the operations of the Newberry Springs Volunteer Fire Department in connection with extinguishing any fire, or in the performance of other duties required, can be convicted of a misdemeanor.

XVIII. Forcible Entry into Secured Buildings

- A. When forcible entry is required to gain entrance into a room or building when an actual or suspected emergency exists, it will not be necessary to wait for the Law Enforcement to arrive prior to entry. If a responsible person is not available when leaving, contact CalFire Dispatch to have the law enforcement provide security to the building.
- B. When forcible entry is requested by a citizen to a room or residence as a personal service, or if it is necessary to gain entrance to investigate an unknown situation, contact CalFire Dispatch to request a Law Enforcement presence as a witness and to provide security to the building. Law Enforcement shall be requested even if a responsible person is present.

SECTION 402 - ENGINE COMPANY EVOLUTIONS

POLICY:

- I. It shall be the policy of the fire department to perform established hose lays at fire scenes.

PROCEDURE:

- I. General Information

- A. Practicing and following these evolutions and assignments, will establish good fire ground performance.
- B. These evolutions are to be utilized in actual fire situations whenever applicable.
- C. These evolutions should be adapted successfully to most fire situations.

- II. Officer Responsibility – Designating hose lays.

- A. Orders must be given clearly so all members are aware of the evolution to be performed.
- B. Orders must be brief yet contain all necessary information.
- C. The Captain/Lieutenant on the engines will direct other personnel on which hose evolution will be performed upon arrival.

- III. Officer Responsibilities – Supervision

- A. The officer has the responsibility of finding the closest available hydrant to the fire scene.
- B. The officer is responsible for the location of all personnel on his/her apparatus until they are reassigned by him/her.
- C. The first arriving officer has the option of initiating the fire attack or assuming the incident command. The second arriving officers must assume incident command if the first arriving officer is initiating the fire attack.

- IV. Engine Company Evolutions
 - A. The evolutions are based on a three (3) person team.
 - B. The position of fourth/fifth member is listed to perform assignments designated by the officer.
- V. Description of Evolutions – Assignments
 - A. When two positions are listed to perform a specified task, one or both members may perform the function.
 - B. If your assignments are completed you may assist another member in performing their task in order that the hose lay may be completed.

SECTION 402-A - HOSE EVOLUTIONS "PRE-CONNECT"

- I. ACTIONS:
 - A. Officer
 - 1. Directs driver on vehicle location.
 - 2. Directs next responding unit to take a hydrant if Incident Commander is not on scene.
 - 3. Places SCBA in stand-by if needed.
 - 4. Reports to Incident Commander.
 - 5. Directs fire attack.
 - B. Driver
 - 1. Performs in cab operations.
 - 2. Sets wheel blocks.
 - 3. Opens the proper pre-connect.
 - 4. Monitors the pump and assists in placing supply in service if needed.

SECTION 403 - MUTUAL AID/RESPONSES OUTSIDE THE NEWBERRY SPRINGS VOLUNTEER FIRE DEPARTMENT JURISDICTION

POLICY:

- I. Due to the unpredictable nature of emergencies and the possible need to augment fire protection resources, the Newberry Springs Volunteer Fire Department will enter into agreements with other agencies to render assistance to each other in accordance with the terms of the contracts.

PROCEDURES:

- I. The Newberry Springs Volunteer Fire Department currently has existing Mutual Aid Agreements with all fire departments in the local area. There are additional contracts with CalFire, BLM, Fort Irwin and the Marine Corps Logistics Bases. Approval from the duty officer is required for calls beyond Baker on I-15 within/ beyond Barstow City limits and beyond Ludlow on I-40.
- II. Procedures for Newberry Springs Volunteer Fire Department units responding outside their normal jurisdiction shall be as follows:
 - A. Vehicle's that may respond to these requests are at the discretion of the duty officer.
 - B. The primary responsibility for extinguishing or controlling the emergency rests with the requesting agency. The officer in charge of the Newberry Springs Volunteer Fire Department units shall cooperate closely with the officer in command of the incident yet retain control of Newberry Springs Volunteer Fire Department personnel and equipment. If the Newberry Springs Volunteer Fire Department Commanding Officer feels an operational directive is contrary to established department procedures that would place NSFD units in unnecessary jeopardy they should not be followed and the NSFD units should withdraw to a safe distance.
 - C. Newberry Springs Volunteer Fire Department personnel can be teamed up with other departments for fire ground operations.
- III. Procedures for utilization of resources coming into the district jurisdiction shall be as follows:
 - A. The responding team leader shall report to the Incident Commander for assignment.
 - B. County units shall remain under the command and control of their assigned Team Leader.

SECTION 404 - RADIO COMMUNICATIONS

POLICY:

- I. Newberry Springs Volunteer Fire Department members shall adhere to the Radio Communications and other instructions as identified in this section.

PROCEDURES:

- I. Radio transmissions shall be made in a concise, business-like manner. Personal remarks or messages are prohibited.
- II. Only portable radios assigned to apparatus or personnel by Newberry Springs Fire Department shall be carried on fire responses.
- III. Personnel shall carry their pager when they are available to respond to an emergency call. ~~Pagers are to be left at the station on emergency calls.~~
- IV. When necessary CalFire dispatch shall relay unit-to-unit transmissions.

- V. The tactical channel shall be used to coordinate mutual aid responses with other departments. Radio traffic shall only be to let CalFire know which apparatus are responding and to notify when units are on scene.
- VI. All Newberry Springs Fire Department units shall standby on a mutual aid scene until given instructions by the officer in charge.
- VII. Priority messages have priority over all other messages. The following are considered Priority messages:
 - A. Fire report on the air.
 - B. All segments of the response order: dispatch, responding, etc.
 - C. Units arriving.
 - D. Tactical operations messages.
 - E. Unit status changes.
 - F. Emergency medical messages.
- VIII. Non-emergency messages shall not be transmitted until after the emergency is cleared.
- IX. Unit transmittals shall begin with the unit being called followed by the calling unit.
- X. Radio reports:
 - A. Initial reports:
 - 1. An initial report shall include unit signature, and corrected street address if needed.
 - 2. The first arriving unit shall give an initial report upon arrival. The initial report shall include a short report when possible.
 - B. Short report:
 - 1. A short report includes unit signature, degree/type of fire or incident, tactical operation.
- XI. The Incident Commander shall notify CalFire when the fire has been extinguished or the emergency is terminated.
- XII. Radio and Siren tests shall be conducted on Tuesday night at the beginning of Drill.
- XIII. The radio terminology from the CalFire training guide shall be used by all personnel.

SECTION 405 - HAZARDOUS CONDITIONS INSTRUCTIONS

POLICY:

- I. It shall be the policy of the Newberry Springs Volunteer Fire Department to make an immediate check of the units and personnel and to restore out-of-service units to in-service status as quickly as possible.
- II. The Newberry Springs Volunteer Fire Department will assist in the evacuation efforts when it has been deemed necessary by the Community Services District.

PROCEDURE:

- I. Safe area and techniques for personnel in the station should be identified as well as areas felt to be hazardous. Actions to be taken to ensure all units are in-service.
- II. Secure the station utilities if there is any damage. Inspect the station for any possible damage.
- III. As soon as possible begin a search of the response area to conduct an assessment of the damages.
- IV. The standard evacuation signal shall be the sirens of fire units traveling the streets and giving a verbal warning with their PA's.
- V. Record any civilians who give verbal confirmation they will not leave. Contact units responsible for assisting with civilian evacuation when you encounter someone in need of transportation to the safe zone.

SECTION 406 - HAZARDOUS MATERIALS OPERATIONS

POLICY:

- I. The Newberry Springs Volunteer Fire Department will be involved with a Hazardous Materials Incident only to the extent of their training and protective equipment allows.

PROCEDURE:

- I. A Hazardous Materials Incident is an incident involving the release of a substance that poses an unreasonable risk to life, environment or property.
- II. When a Hazardous Materials Incident is encountered CalFire Dispatch shall be notified to dispatch a HazMat team.
- III. Newberry Springs Volunteer Fire Department personnel will be used as support team members as directed by the HazMat leader.
- IV. Cleanup of residential incidents involving normal household products may have to be handled by Department personnel. Personnel assigned this type of work should be in Level "D" protection (turn-outs with boots, breathing apparatus, and minimum disposable gloves). The objective should be to remove or stabilize or neutralize the materials involved.
- VII. General Rules:
 - A. Do not walk near, touch, smell or taste any unknown product or container.
 - B. Stay upwind.
 - C. Seal off the area.
 - D. Establish command.
 - E. If possible, identify product or container.
 - F. Notify proper authorities.

SECTION 407 - INCIDENT COMMAND SYSTEM

POLICY:

- I. The Newberry Springs Volunteer Fire Department shall use the Incident Command system at incidents.

PROCEDURE:

- I. The Incident Commander shall have a full authority of the Chief of the Department.
- II. The Incident Commander and command officers shall have priority on all radio communications. All non-command communications by radio shall be kept to a minimum.
- III. Incident command shall be vested in the first officer on the scene of an emergency.
 - A. An officer regardless of rank shall be the person in charge of a unit. Acting officers shall have the same authority as appointed officers.
 - B. Only the first officer may relinquish command to the next officer to arrive. This shall be based on the need for the first officer to become involved in the extinguishments of the fire.
 - C. Incident command will be transferred to a superior officer upon his/her request. The superior officer shall notify the existing I.C. of his/her intent to take command.
 - D. Incident Command shall designate his/her generic name, i.e. "Spokane St. Command", "40 IC".

SECTION 408 - RESPONSE RULES

POLICY:

- I. The Newberry Springs Volunteer Fire Department shall insure the needed type of unit responds to incidents.

PROCEDURE:

- I. Standard responses to incidents by type and order of unit response:

SITUATION	1st	2nd	3rd	4th	5th
Structure Fire- In District	E392	WT392	BP393	WT392A	R391
Structure Fire - Mutual Aid	WT392A	WT392A	E392		
EMS Response - In District	R391	BP393	E392		
EMS Response Mutual Aid	BP393	R391			
Veg Fire In-District	BP393	E392	WT392	WT392A	
Veg Fire Mutual Aid	WT 392	BP393			
MVA In-District	E392	R391	BP393		

MVA - Other Districts	R391	E392	BP 393
Smoke Invest. In-District	BP393	E392	

The order of response may be varied dependent on:

- A. Unit requested by CalFire Dispatch
- B. Driver Availability
- C. Staffing levels

SECTION 409 - PRE-FIRE PLANNING

POLICY:

- I. There shall be an ongoing pre-fire program conducted by Newberry Springs Volunteer Fire Department personnel.

PROCEDURE:

- I. It shall be the responsibility of the department officers to survey structures and problem areas in the response area to determine which ones need a pre-fire plan.
- II. It shall be the responsibility of the members assigned to a unit to conduct designated pre-fire surveys.
- III. Pre-fire surveys should be conducted on areas having poor visibility, poor water supply, and structure having unusual or difficult fire fighting problems.
- IV. Pre-fire surveys should be reviewed annually during the first quarter of the year.
- V. Each apparatus should carry a pre-fire book with the completed pre-fire plans.
- VI. The Newberry Springs Volunteer Fire Department pre-fire form should be used for uniformity. Additional documents can be included with the pre-fire such as photographs.

SECTION 410 - TURNOUT GEAR CLEANING

POLICY:

- I. Proper washing techniques shall be used by the Newberry Springs Volunteer Fire Department.

PROCEDURE:

- I. It shall be the responsibility of all members to properly clean all protective gear, if it has been soiled. This shall be done as soon as possible. Protective gear may be taken to a dry cleaning business with prior approval.

- II. The station shall obtain the following cleaners used to clean turnout gear:
 - A. multipurpose safety detergent for general spotting and machine or hand washing of the outer shell of bunker pants and coats.
 - B. A special fabric cleaner for treated fabrics, including the inner liners of bunker coats and pants with water proof fabrics.
 - C. A water-soluble solvent for the removal of grease and tar from the outer shell of bunker coats and pants.
- III. The liner must be separated from the outer shell prior to using the washing machine.
- IV. Gloves shall be cleaned the same as coat shells.
- V. Machine washing shall follow the recommendations of the cleaning agent.
- VI. Turnout coats shall be turned inside out to prevent damage to the machine.
- VII. Only designated cleaning agents shall be used on protective gear.
- VIII. Any turnout gear that has or may have been contaminated with a hazardous material shall NOT be washed in department machines. They shall be sent to a qualified representative for cleaning.

SECTION 411 - RESCUE OPERATIONS

POLICY:

- I. The Newberry Springs Volunteer Fire Department shall perform designated rescue operations.

PROCEDURE:

- I. The Newberry Springs Volunteer Fire Department shall perform the following rescue operations:
 - A. Vehicle Extrication
 - B. Residential Rescue
 - C. Light Rescue
- II. The Newberry Springs Volunteer Fire Department shall NOT be involved in any type of operation they lack adequate training and equipment to perform.
- III. Only members receiving proper training may be involved in rescue operations.
- IV. Vehicle extrication rescue members should have documented extrication training.

SECTION 412 - EMERGENCY INCIDENT ACCOUNTABILITY

POLICY:

- I. The Passport System shall be the standard system of accountability to identify individual members of a Team and their assignment. The system shall account for the assignment of Teams or units at an emergency incident. The Passport system shall be used on Mutual Aid incidents.

PROCEDURE:

- I. When multiple units respond to a scene the Passport System shall be implemented.
- II. Each department member shall have two name tags attached with snaps to their turnout/brush jacket.
- III. Members shall attach a name tag to the unit status board when they report to an apparatus.
- IV. The Incident Commander or his/her assistant shall attach the individual unit status boards to the master status board upon his/her arrival at the incident.
- V. It shall be the responsibility of each member reporting to the incident to turn over their name tag to the Incident Commander or assistant and wait for assignment.
- VI. It shall be the responsibility of the Incident Commander assistant to use the status board to track all members at the incident.
- VII. Command officers shall provide accountability by matching the name tag to each person assigned whenever a situation requires accountability.

SECTION 413 - EMERGENCY MEDICAL RESPONSE

POLICY:

- I. The Newberry Springs Volunteer Fire Department shall provide on-scene BLS emergency medical care.

PROCEDURE:

- I. **Aid Vehicle Responses.**
 - A. **Staffing for medical responses are as follows:**
 1. No more than two aid vehicles with two personnel will be considered a normal response.
 2. Manpower exception—the call dispatched indicates that:
 3. CPR is in progress or that patient needs CPR.
 4. There is more than one patient to treat.
 5. There is a rescue of any kind, with a trapped person.
 - B. Personnel manning aid vehicles shall wear approved protective clothing. Any personnel responding to the scene may respond without department bunker gear, with the understanding that they are not protected from infectious diseases.

- C. Medical units responding to medical cases shall be operated as emergency vehicles unless otherwise directed by dispatch.
- D. A medical unit responding to an emergency in a residential area should exercise care while using the siren to ease any emotional stress the siren might cause. In most cases, the siren should be shut off a short distance away.
- E. The firefighter who rides in the officer's seat on a medical unit shall serve as officer. The highest trained emergency medical person on scene shall have command of the patient(s). All other arriving units shall report to the officer-in-charge.
 - 1. Officers or acting officers at medical calls should consult with medical personnel working with patients before making decisions such as: requesting additional vehicles, placing vehicles in service, or returning incoming vehicles.
 - 2. The officer-in-charge shall be responsible for the overall scene management and should become involved with the patient's treatment as necessary. If the officer-in-charge deems it necessary, he/she may declare himself/herself the incident commander and delegate the patient care to others.
 - 3. The officer-in-charge will serve as a liaison between department personnel and law enforcement agencies in the following manner:
 - Traffic movements will be handled by law enforcement unless unavailable.
 - The control of fire department staff personnel and apparatus will be the responsibility of the officer-in-charge.
 - Handling of patient treatment will be the responsibility of the medical personnel on-scene. Transporting of a patient will be done by a transporting agency.
 - If the law enforcement officer demands overall control of the scene, the officer-in-charge may relinquish this position. Department staff will respond to orders given by the Incident Commander or Chief Officer on scene.
- F. Incidents involving assaults, overdoses, homicides and fatalities must be handled in a different manner than a medical call.
 - 1) In assault calls, the assailant may still be at the scene and could present a hazard to incoming staff and equipment. Dispatch should attempt to determine if this situation exists. All fire department personnel and/or equipment shall stage at a safe distance from scene until law enforcement has assessed the situation and deemed it safe for fire/EMS personnel to respond to the scene.
 - 2) Overdose calls should be handled as described above if the patient has been described as violent or combative.
 - 3) Incidents involving suspected suicide and/or homicide may be dealt with as previously outlined. Law enforcement involvement is necessary when the patient is found without vital signs of life. Staff arriving at the scene must be conscious of their actions and exercise extreme care when moving the patient and any other objects such as ropes, pills, firearms, other lethal weapons, and suicide notes. The officer must limit the number of personnel at the crime scene and should be able to identify who was allowed entry.

- 4) The handling of any fatality should be left to the law enforcement. Care must be exercised when allowing family, passersby, and/or the press to view the accident or crime scene.
- G. While at the scene of an emergency, the officer should attempt to place a special unit in service first, enabling the unit to respond to other calls.
- H. The Newberry Springs Volunteer Fire Department has three (3) BLS Aid vehicles..E392 carries the extrication equipment for all accidents with entrapment. For this reason it must be allowed to divert to an accident call if needed.

II Medical Call Reporting

- A. Due to the special consideration of medical calls, the need for two run sheets is needed. The officer-in-charge shall complete the department run sheet for all calls. The medical officer-in-charge will complete an ICEMA medical/trauma run sheet. A copy of the ICEMA run sheet will be given to the transporting agency ASAP. Both run sheets will be stored together for proper reporting.

SECTION 601 - TRAINING STANDARDS

POLICY:

- I. The Newberry Springs Volunteer Fire Department shall have minimum training standards for all personnel.
- II. There will be uniform training methods to improve teamwork on emergencies.

PROCEDURE:

- I. Probationary Firefighter Training Requirements:
 - A. Orientation IFSTA 202
 - B. Safety IFSTA 209
 - C. Bunker Equipment NSVFD Standards
 - D. Communications NSVFD Standards
 - E. Equipment Checks NSVFD Standards
 - F. Hydrants IFSTA Fire Essentials Ch. 8
 - G. Replacing SCBA Cyl. IFSTA Fire Essentials Ch. 4
 - H. Ropes IFSTA 101
 - I. Departmental Records NSVFD Standards
 - J. Terminology FF Fundamentals 1
- II. Firefighter Training Requirements:
 - A. Laying Lines IFSTA Fire Essentials Ch. 10
 - B. Portable Extinguishers. IFSTA Fire Essentials Ch. 2

- C. Ladders IFSTA Fire Essentials Ch. 5
- D. Hose & Practices IFSTA Fire Essentials Ch. 10
- E. Fire Stream Practice IFSTA Fire Essentials Ch. 9
- F. Ventilation IFSTA Fire Essentials Ch. 11
- G. Rescue IFSTA Fire Essentials Ch. 7
- H. SCBA IFSTA Fire Essentials Ch. 4
- I. Nozzle & Appliance IFSTA Fire Essentials Ch. 9
- J. Safety IFSTA 209
- K. Incident Command NSVFD Standards
- L. Hazmat NSVFD Standards

III. Engineer Training Requirements:

- A. Engine Operation IFSTA 106/NSFD Standards
- B. Engine Tactics IFSTA 106
- C. Field Hydraulics Fire Service Hydraulics
- D. Engine Familiar Engine Service Manuals
- E. Eng Back in Service NSVFD Standards
- F. Heavy Vehicles CVC 12804.11

SECTION 602 - VIDEOTAPE EQUIPMENT

POLICY:

- I. Use of the videotape equipment shall be for department use only.

PROCEDURE:

- I. The video playback unit and receiver shall only be utilized to view Fire Department related video tapes. The video playback unit and receiver in the dayroom will be used for all other viewing.
- II. The Department shall maintain an inventory of video tapes available for viewing by members.
- III. Video tapes may be checked out for viewing by members and other Departments only when signed out by an officer.

SECTION 603 - TRAINING ROOM USAGE

Section pending.

SECTION 701 - SAFETY REGULATIONS

POLICY:

- I. It shall be the Policy of the Newberry Springs Volunteer Fire Department that all members of the Newberry Springs Volunteer Fire Department follow this Safety Program.
- II. All members shall continuously review and practice safety regulations on a regular basis.

PROCEDURE:

- I. General Personal Protective Clothing Safety
 - A. Every member when working on the emergency fire ground or training fires shall wear a complete set of protective clothing. This includes bunking/turnout coat, bunking trousers, boots, gloves, and helmets with face shield/goggles and ear flaps. Coat collars shall be turned up and fastened to protect the neck and throat. Openings on the coat front and trouser fly shall be securely closed and fastened with the closure system provided.
 - B. Incident Commanders may give permission for personnel, during non-emergency duties, to remove protective coats, trousers and boots. Turnout coats and trousers shall be worn with all the liners that are provided with the item. Incident Commanders shall be aware that personnel may become overheated and exhausted during emergency operations or training activities which may require the rotation of crews. Members working at grass, brush, and wildfires shall wear brush gear, gloves, and helmets (ear flaps shall be down). Bunking coat and pants shall be worn if member has not been issued wildfire gear. Bunker boots or wildfire boots are to be worn.
 - C. Members working at grass, brush, or wildfire incidents are not required to wear a PASS Device unless directed by the Incident Commander.
 - D. When a member leaves the station in any apparatus, full protective clothing shall be carried with the member.
 - E. Gloves shall be worn during all manipulative training sessions. Officers may waive this requirement in those instances when it becomes necessary. Members shall be alert to use gloves in all instances where their use could prevent injuries.
 - F. Eye and Face Protection:
 1. Eye protection shall be used at all times when operating power saws, including the routine equipment check.
 2. Removing glass during overhaul.
 3. Pulling Walls and ceilings during overhaul.
 4. Any other situations where injury is possible.

5. Glasses/contact lenses may be worn by members in any situation the individual desires. The wearing of glasses, however, does not eliminate the need for using the eye protection devices provided by the Department, unless the glasses meet the standards for industrial safety glasses.
- G. Hearing Protection shall be worn when exposed to noise in excess of 90 dba from power tools, engine warm ups, drafting or other such activities, except in situations where the use of such protective equipment would create an additional hazard to the users such as in fire suppression.
 - H. Helmets shall be worn at all times when working at emergency responses and on all manipulative drills. They must be adjusted closely to fit the head of the wearer. The chin strap shall be adjusted to hold the helmet firmly in place and shall be used every time the helmet is worn. When members enter "hard hat" areas, they shall wear their helmets. Face shields shall be worn in the down position in instances where eye protection is required if goggles have not been issued.
 - I. After a fire has been trapped, and during the safety break, the Incident Commander shall conduct a safety inspection of the emergency scene. Hazardous conditions or areas shall be barricaded or personnel assigned to immediately correct the hazardous situation. Personnel shall be made aware of unsafe areas.
 - J. During actual fire fighting and overhaul operations, no member of the department shall enter a fire building or fire area without full protective clothing, to include helmet with face shield/goggles and ear flaps, turnout coat and hood, trousers, boots, gloves, and SCBA. 2-in/2-out will be followed with the only exception being in cases of imminent rescue.
 - K. General Station Safety
 1. The station shall be inspected, by the Fire Chief, twice a year to detect and eliminate safety hazards.
 2. The apparatus floor shall be kept free of grease, oil, water, and all tripping hazards.
 3. Exhaust fumes from diesel or gasoline apparatus shall be vented to the outside of the station. Ventilation provided by fully opened apparatus bay doors would be considered adequate ventilation.
 4. Adequate ventilation of paint fumes shall be provided whenever any painting of apparatus or equipment is done.
 - L. Training Fire Safety
 1. The Training Consultant or his/her designee shall conduct all live fire training activities.
 2. All members shall know the building layout and means of egress for live fire training.
 3. During live fire training activities, qualified personnel shall staff charged hose lines in full turnout gear and SCBA's in the standby position.
 4. A Safety Officer shall be designated and be in an appropriate position to observe conditions during live fire training.
 5. Only light fuels shall be used in live fire training, unless prior approval/permits have been obtained.

- M. Department safety drills shall be conducted during the third weekly meeting each month.

SECTION 702 - EMERGENCY VEHICLE ACCIDENT PREVENTION

POLICY:

- I. It shall be the policy of the Newberry Springs Volunteer Fire Department to have an Emergency Vehicle Accident Prevention (EVAP) program.
- II. The Newberry Springs Volunteer Fire Department has a legal and moral obligation to insure that any driver of Newberry Springs Volunteer Fire Department vehicles is well-trained, in good physical condition, has proper safety driving attitude and is capable of handling the apparatus with a high degree of skill and common sense.

PROCEDURE:

- I. No person shall drive a Newberry Springs Volunteer Fire Department vehicle under emergency conditions without being authorized by proper authority.
- II. No person under 18 years of age shall drive a Newberry Springs Volunteer Fire Department vehicle.
- III. No person may drive any Newberry Springs Volunteer Fire Department vehicle without a valid California State Driver's license: which will be monitored by the DMV.
- IV. All heavy drivers shall participate in:
 - A. California State Fire Service Training, Driver Operator IA
 - B. Drivers re-evaluation to be every two years, to include each type of vehicle qualified to drive.
 - C. Individual fire Newberry Springs Volunteer Fire Department driver training as required.
- V. Newberry Springs Volunteer Fire Department drivers shall not:
 - A. Have a past history of: Heart attacks, strokes, fainting, seizures, or sudden onset sickness. A doctor certificate stating it is okay to drive is required if any of these conditions exist.
 - B. Be under the influence of alcohol.
 - C. Be under the influence of drugs, prescription or otherwise.
- VI. The following general vehicle safety rules shall be used to assure safe and efficient response to emergency incidents. Newberry Springs Volunteer Fire Department vehicles shall be operated with judgment rather than speed, with slow-downs or stops at danger points, followed by quick acceleration to speeds dictated by traffic conditions, visibility and capability of stopping at any point short of collision.
 - A. For all Newberry Springs Volunteer Fire Department vehicles responding with red lights, the maximum allowable speed limit shall be 10 mph over the posted speed limit.

- B. Sirens are to be used at all times while responding with red lights unless directed by law enforcement/dispatch with the following exceptions:
 - 1. When operating on dirt roads
 - 2. When doing so would cause a public nuisance (ie. Middle of the night)
- C. When approaching a traffic signal or stop sign and the signal is against the responding unit, the unit shall STOP then accelerate only after the intersection is assured.
- D. When entering a controlled intersection that is four-way red, the maximum speed of the unit will be 20 mph.
- E. When entering a non-controlled intersection and the responding unit has a green light, the unit shall enter the intersection with extreme caution.
- F. When entering intersections with no traffic signal, use extreme caution and do not assume the right-of way.
- G. When not responding to alarms, motor vehicles shall not be operated in excess of the speed limit and shall obey all traffic laws. This shall include parking regulations.
- H. Responding units shall use main arterials whenever possible.
- I. Responding units meeting a school bus which has stopped for the purpose of loading or unloading school children, and which is displaying its visual warning signals, shall not proceed past the bus until the visual warning signal is deactivated. Extreme caution must be used when proceeding past any school bus that is stopped.
- J. Normally, all Newberry Springs Volunteer Fire Department vehicles responding from the same location or station should take the same route. While responding, units should not pass one another.
- K. All Newberry Springs Volunteer Fire Department members shall obey all traffic laws when responding to the station or to the emergency scene in their private automobile.
- L. Newberry Springs Volunteer Fire Department Members shall not enter the street to stop traffic for apparatus responding from the station.
- M. No person other than a member of the Newberry Springs Volunteer Fire Department shall be permitted to ride on fire apparatus, except when authorized by the Fire Chief.
- N. Red lights and siren shall be operated when responding under emergency conditions.
- O. When the apparatus is at an emergency location and NOT legally parked, red lights shall be left on and traffic cones shall be set.
- P. Apparatus should have headlights on during all responses.
- Q. When backing an apparatus, a minimum of one person shall be stationed at the rear, in a position to communicate with the driver, and act as a guide. The guide shall be positioned at the left rear or right rear of the apparatus, as conditions dictate. If communication between the driver and guide is lost, the driver shall bring the apparatus to an immediate halt. The apparatus shall remain stopped until communication between the driver and guide is restored. If it is impossible

to obtain a guide, the driver shall get out of the apparatus and check the area prior to backing. Backing shall be done slowly.

- R. Seat belts shall be worn at all times when the vehicle is in motion. This shall apply to drivers and all passengers riding in seats where seat belts are provided.
 - S. Personnel riding in the crew cab of apparatus will be seated whenever the apparatus is in motion.
 - T. There shall be no riding the apparatus tailboards.
 - U. All drivers shall be alert to placing traffic cones to assist traffic diversion around apparatus and equipment in traffic lanes of the street.
 - V. All stations will have lines painted on the apparatus floor, to extend from the rear wheels of the apparatus to the sidewalk line, to assist the driver in positioning the apparatus in the station.
 - W. Prior to any Newberry Springs Volunteer Fire Department vehicle being started, the driver shall be in the driver's seat, the parking brake set, and the transmission in neutral, or park.
- VII. The following buzzer and horn signals shall be used to help prevent accidents and to provide communications between the cab and tailboard. No apparatus shall respond until the driver gives the signal or has acknowledged the backer.
- A. STOP: One long continuous signal.
 - B. GO AHEAD: Two signals, each of one-second duration.
 - C. BACK UP: Three signals, each of one-second duration.
- VIII. Whenever any vehicle is parked in the fire station, the parking brake shall be set.
- IX. Street parking on the level, the parking brake shall be set, the transmission in neutral, and the wheel blocks set. The park position shall be utilized for those vehicles so equipped.
- X. Parking on a grade the parking brake shall be set, wheel blocks set, and the transmission in neutral; the park position shall be used for those vehicles so equipped. On the upgrade, the front wheels shall be turned away from the curb. If on a downgrade, the front wheel shall be turned to the curb. Traffic cones shall be set to direct traffic around apparatus and equipment in the street.
- XI. The parking brake should never be used to decelerate the apparatus unless an emergency exists. Apparatus equipped with a drive line brake for pump disengaging shall not use these brakes as an emergency brake for stopping the vehicle.
- XII. The proper method for setting the parking brake shall be to bring the vehicle to a complete stop before setting the brake.
- XIII. It is the responsibility of each member to immediately report any and all accidents to the Fire Chief or Assistant Chief.
- XIV. Every driver is responsible to complete the required accident forms immediately after any accident they were involved in. One copy of all accident reports shall be given to the Safety Committee.
- XV. These actions shall be done by any vehicle involved in an accident:
- A. CalFire Dispatch shall be notified and given the exact location of the accident, nature of the accident (pedestrian, two car, etc.), number of injuries and assistance required, and to call for Mutual Aid if needed.

- B. The unit involved will render assistance or aid to the injured.
 - C. The unit involved may continue response to the emergency if there is one member that can remain at the scene with a First Aid Kit to render assistance and initiate accident investigation, and after conducting a mechanical check of the apparatus that any damage incurred will not affect vehicle operation.
 - D. The apparatus will be placed out-of-service if serious injury or suspected death, serious damage to property, or damage to fire apparatus would not allow a safe continuous response.
 - E. The unit will initiate accident investigation by obtaining names, addresses, and phone numbers of any witnesses, or if possible obtain statements of witnesses.
 - F. Accident report forms can be obtained from the police.
- XVI The Accident Review Board shall conduct an investigation and make recommendations to the Fire Chief to correct any problems. Any disciplinary action shall be decided by the Fire Chief.

SECTION 703 - INFECTIOUS DISEASE EXPOSURE AND REPORTING

Section pending.

SECTION 704 - SAFETY COMMITTEE

POLICY:

- I. A Safety Committee shall be established for the Newberry Springs Volunteer Fire Department.
- II. The Accident Review Board shall be part of the Safety Committee function.

PROCEDURE:

- I. A Safety Committee shall be comprised of:
 - A. Volunteer Officer
 - B. Department Engineer
 - C. CSD Board Member
- II. The Safety Committee shall be responsible for:
 - A. Establishing an Accident Prevention Program for all department personnel.
 - B. Investigation of all accidents.
 - C. Serve as the Accident Review Board.

- D. Safety Committee meetings as specified in applicable California codes.
- E. Posting the minutes of Safety Committee meetings on the station bulletin board.
- F. Reporting to Fire Chief unsafe practices at drills, emergency scenes, and work places.
- G. Recommending to Fire Chief changes in procedures or equipment that would enhance the safety program.
- H. The Accident Review Board shall use the guide sheets that follow this Policy.

III. HOW TO DETERMINE PREVENTABILITY

- A. This guide can be used by the Accident Review Board in determining if an accident or near miss was preventable or non-preventable.
- B. What is a preventable accident or near miss? A preventable accident or near miss is an accident or near miss in which the driver failed to do everything he/she reasonably could have done to avoid it.
- C. What is a non-preventable accident or near miss? A non-preventable accident or near miss is an accident or near miss in which the driver did everything he/she reasonably could have done to foresee the things that caused the accident or near miss and took appropriate action to guard against them. Nearly all accident or near miss situations are covered in this material. For each type accident or near miss, a series of questions is asked. If the answer is "NO" then our driver was not practicing the best defensive driving.
- D. It is often difficult to assess preventability and difficult to make a driver understand where he/she was at fault. Drivers must be shown very specifically the kinds of hazards they must anticipate and defend themselves against. Without a clear concept of what defensive driving is, it becomes a frustrating catch-all in the minds of the drivers.

IV. Following is a definition of a defensive driver, and the questions asked here will help to determine preventability and teach a driver what is meant by defensive driving. When you gather the facts about an accident or near miss, ask these questions to assess preventability:

- A. A defensive driver is one who makes allowances for the lack of skill or knowledge on the part of the other driver. Who recognizes that he/she has no control over the unpredictable actions of other drivers and pedestrians or over the conditions of weather or the road and who therefore develops a defense against all of these hazards? He/she concedes the right-of-way and makes other concessions to avoid the accident traps and hazards created by weather, roads, pedestrians and other drivers.
- B. Neither icy roads, hills, narrow roads, the absence of signs or signals, signs out of order, nor the carelessness, recklessness or ignorance on the part of others relieves the driver in the slightest degree of his/her responsibility for driving without an accident. These are situations likely to be encountered at any time and the professional must drive accordingly.

V. Intersection Accidents

- A. Did our operator approach the intersection at a safe speed for the conditions?
- B. Was our operator prepared to stop before entering the intersection?

- C. At a blind corner, did our operator pull out slowly; ready to shift his/her right foot to the brake pedal?
- D. Did our operator make sure the other driver would stop for a traffic light or stop sign?
- E. Did our operator obey all traffic signs or signals?
- F. Did our operator signal well in advance of his/her change of direction?
- G. Did our operator turn from the proper lane?
- H. Was our operator alert to the turns of other vehicles?
- I. Did our operator avoid overtaking and passing in the intersection?
- J. Did our operator refrain from jumping the green signal or riding through the caution light?
- K. Did our operator report this accident or near miss as soon as possible? IF THE ANSWER TO ANY QUESTION IS "NO" OUR OPERATOR WAS NOT DRIVING DEFENSIVELY AND THE ACCIDENT OR NEAR MISS IS CONSIDERED PREVENTABLE *

VI. Collision with vehicle ahead

- A. Was our operator maintaining a safe following distance?
- B. Was our operator keeping his/her eyes and mind on the car ahead?
- C. Did our operator approach the green traffic light cautiously, expecting the driver ahead to stop suddenly on the signal change?
- D. Did our operator keep out of car tracks?
- E. Did our operator keep from skidding?
- F. Did our operator report this accident or near miss as soon as possible? IF THE ANSWER TO ANY QUESTION IS "NO" OUR OPERATOR WAS NOT DRIVING DEFENSIVELY AND THE ACCIDENT OR NEAR MISS IS CONSIDERED PREVENTABLE.

VII. Backing Accidents

- A. Was it necessary to back?
 - 1. Did our operator have to park so close to the car ahead as to require backing to leave the parking space?
- B. Was it necessary to drive into the narrow street, dead end alley or roadway front which backing was required?
- C. If our operator could not see where the vehicle was backing:
 - 1. Did our operator get someone to guide the vehicle?
 - 2. Did our operator look around the vehicle before getting in?
 - 3. Did our operator back immediately after looking?
 - 4. Did our operator use the horn while backing?
 - 5. Did our operator look to the rear without depending on rearview mirror?
 - 6. If the distance was long, did our operator stop, get out and look around occasionally?

- D. Did our operator back slowly?
- E. Did our operator judge the backing clearance accurately?
- F. Did our operator report this accident or near miss as soon as possible? IF THE ANSWER TO ANY QUESTION IS "NO" OUR OPERATOR WAS NOT DRIVING DEFENSIVELY AND THE ACCIDENT OR NEAR MISS IS CONSIDERED PREVENTABLE.

VIII. Pedestrians

- A. Did our operator drive through congested sections expecting that pedestrians might step in front of them?
- B. Was our operator prepared to stop?
- C. Did our operator keep as much clearance between the vehicle and the parked cars as conditions permitted?
- D. Did our operator refrain from passing a vehicle that had stopped to allow pedestrians to cross?
- E. Did our operator refrain from jumping the green light or riding through the yellow light?
- F. Was our operator aware of groups of children and was our operator prepared to stop if one ran into the street?
- G. Did our operator give all pedestrians the right-of-way?
- H. Did our operator refrain from passing a school bus which *was* stopped?
- I. Did our operator report this accident or near miss as soon as possible? IF THE ANSWER TO ANY QUESTION IS "NO" OUR OPERATOR WAS NOT DRIVING DEFENSIVELY AND THE ACCIDENT OR NEAR MISS IS CONSIDERED PREVENTABLE.

IX. Pulling front the curb

- A. Did our operator look to the front and the rear for approaching traffic and overtaking traffic immediately before starting to pull out from the curb?
- B. Did our operator look back rather than depend on the rearview mirror?
- C. Did our operator signal before pulling from the curb?
- D. Did our operator start out when the action would not require traffic to change its speed or direction to avoid our vehicle?
- E. Did our operator continue to glance back while pulled out?
- F. Did our operator report this accident or near miss as soon as possible? IF THE ANSWER TO ANY QUESTION IS "NO" OUR OPERATOR WAS NOT DRIVING DEFENSIVELY AND THE ACCIDENT OR NEAR MISS IS CONSIDERED PREVENTABLE.

X. Skidding

- A. Was our operator driving at a safe speed for the conditions of weather and road?
- B. Was our operator keeping at least twice the safe following distance for dry pavement?
- C. Were all of our operators actions gradual?

- D. Was our operator expecting ice on bridges, in gutters, ruts and near curbs?
- E. Was our operator alert for melting snow, freezing in the shade, loose gravel, sand, ruts, slick pavement, etc.?
- F. Did our operator keep out of car tracks and cross them at wide angles?
- G. Did our operator report this accident or near miss as soon as possible? IF THE ANSWER TO ANY QUESTION IS "NO" OUR OPERATOR WAS NOT DRIVING DEFENSIVELY AND THE ACCIDENT OR NEAR MISS IS CONSIDERED PREVENTABLE

XI. Parking

- A. Was our operator on the right side of the road?
- B. Was it necessary to park near the intersection?
- C. Did our operator have to park on the traveled part of the highway, on the curve or on the hill?
- D. Where required, did our operator warn traffic by flag or flare?
- E. Did our operator park parallel to the curb?
- F. Did our operator report this accident or near miss as soon as possible? IF THE ANSWER TO ANY QUESTION IS "NO" OUR OPERATOR WAS NOT DRIVING DEFENSIVELY AND THE ACCIDENT OR NEAR MISS IS CONSIDERED PREVENTABLE.

XII. All others

- A. Could our operator have done anything to avoid the accident or near miss?
- B. Was our operator's speed safe for the conditions?
- C. Did our operator obey signs and signals?
- D. Was our operator's vehicle under control?
- E. Had our operator followed the routing instructions?
- F. Did our operator call in for assistance when in doubt?
- G. Did our operator report this accident or near miss as soon as possible? IF THE ANSWER TO ANY QUESTION IS "NO" OUR OPERATOR WAS NOT DRIVING DEFENSIVELY AND THE ACCIDENT OR NEAR MISS IS CONSIDERED PREVENTABLE.

SECTION 801 - ENERGY CONSERVATION

POLICY:

- I. It shall be the policy of the Newberry Springs Volunteer Fire Department to reduce consumption of energy to meet federal, state, and municipal conservation standards.

PROCEDURES:

- I. All thermostats shall be maintained at a setting no higher than 65°F during normal daytime hours (0600 to 2200) and turned down to a maximum of 60°F during the normal night time hours (2200 to 0600).
- II. Every effort shall be made to close off/secure unoccupied rooms or areas to conserve heat. Members shall be especially alert to keep doors, which open onto the apparatus floor, closed at all times when not in use. Lights shall be turned off when an area is not in use.
- III. Heat on apparatus floor shall be maintained at a temperature of 55°F. Heat may be turned on to a maximum temperature of 65°F when personnel are physically working on the apparatus floor.
- IV. Hot water tanks shall be set no higher than 140°F.

SECTION 802 - COLD WEATHER PROCEDURES

POLICY:

- I. There shall be established guidelines for Departmental use during periods of cold weather which minimize environmental hazards to personnel and equipment.

PROCEDURES:

- I. Cold weather conditions exist when the temperature drops below 35°F. Wind chill and other factors shall be taken into consideration.
- II. Heat on the apparatus floor shall be maintained at a minimum temperature of 55°F.
- III. Apparatus shall not be washed down during cold weather episodes.
- IV. All exterior pipes exposed to freezing shall be wrapped.
- V. General apparatus procedures to be followed during cold weather:
 - A. Start and operate all gas powered portable equipment.
 - B. Drain pumps after each use.
 - C. Apply a thin coat of WD-40 to swivels and discharge ports to prevent moisture build up.
 - D. Foam that has a potential to gel after prolonged exposure to temperature below 35°F shall be agitated weekly during vehicle checks.
- VI. Officers and drivers should be alert to alternate response routes during period of ice, snow, etc.
- VII. During extreme cold weather episodes, all apparatus shall have engines left running while out of quarters.
- VIII. It shall be the responsibility of the Chief Officers to determine which units should chain up or drop chains.

SECTION 803 - PARKING REGULATIONS

Section pending.

8003