

**CHATHAM TOWNSHIP**  
**VOLUNTEER FIRE DEPARTMENT**



**STANDARD OPERATING PROCEDURES**

**&**

**STANDARD OPERATING GUIDELINES**

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## ORGANIZATION



CHATHAM TOWNSHIP VOLUNTEER FIRE DEPARTMENT  
STANDARD OPERATING PROCEDURES/GUIDELINES

**TITLE:** ORGANIZATION

**SECTION/TOPIC:** MANAGEMENT & ADMINISTRATION

**NUMBER:** 1

**ISSUE DATE:** 07/13/2016

**REVISED DATE:**

**PREPARED BY:**

*Matthew J. Glogolich*  
X Chief

Preparer

**APPROVED BY:**

*Matthew J. Glogolich*  
X Chief

Approver

These SOPs/SOGs are based on FEMA guidelines FA-197

### 1.0 POLICY REFERENCE

SOP	
NIMS	
BYLAW	ARTICLE II, SECTION 8-12

### 2.0 PURPOSE

This standard operating procedure addresses the established chain of command and the general Firefighting Officer responsibilities.

### 3.0 SCOPE

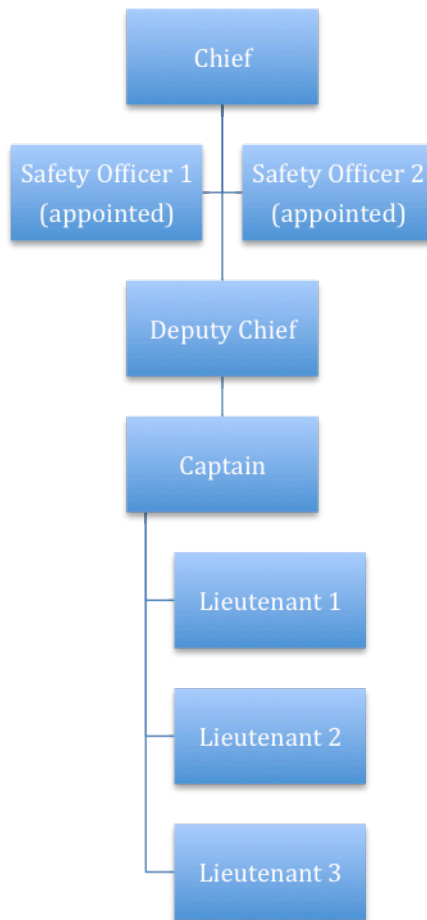
This SOP pertains to all personnel in this organization.

### 4.0 DEFINITIONS

NONE

## 5.0 PROCEDURES/GUIDELINES & INFORMATION

### 5.1: Organizational Chart & chain of command



### 5.2: Chief

- Shall have charge of personnel and equipment at all fires, drills, and emergency calls
- Shall have charge of all Fire Departments assisting at a fire within this Department's fire district
- May grant leave of absence from fire or drill
- Shall have charge of maintenance and be able to make emergency purchases not to exceed \$2,500.
- Shall have charge of purchasing all firefighting equipment with prior communication with all firefighting officers
- Shall determine firefighting policy
- Shall have the right to order the temporary suspension of any member whose act or actions result in
  - Bringing discredit upon the Fire Department
  - Violate Department Policy
  - Physical harm to another member or officer
  - Destruction to Department property
  - Any form of misconduct

- Shall appoint two (2) Safety Officers

**5.3: Deputy Chief**

- Shall render assistance to the Chief as shall be required of him/her
- Shall take charge of the Fire Department in the absence of the Chief

**5.4: Captain**

- Shall assist the superior firefighting officers
- Shall take charge of the Fire Department in the absence of the superior firefighting officers

**5.5: Lieutenants**

- Shall assist the superior firefighting officers
- The most senior ranking lieutenant shall take charge of the fire department in the absence of the superior firefighting officers

**5.6: Absence of Officers:** In the absence of all firefighting officers, the most recent ex-Chief or ex-firefighting officer shall take charge of the Fire Department.

**5.7: Safety Officers**

- Shall monitor and assess hazardous and unsafe situations as they occur on the fireground, and develop remedial measures to assure safety
- Should write safety SOGs as necessary
- Shall assist the Chief in investigating any accidents or injuries occurring during Fire Department operations, and complete necessary reports
- May assist the Firefighting Officers with inspecting PPE and developing upgrade/replacement recommendations when necessary to ensure compliance
- On the scene of any incident, shall have the authority to stop any unsafe act, and shall report any unsafe situations to the Incident Commander
- May serve as the Accountability Officer at incidents

## GENERAL DIRECTIVES FOR ALL PERSONNEL



CHATHAM TOWNSHIP VOLUNTEER FIRE DEPARTMENT  
STANDARD OPERATING PROCEDURES/GUIDELINES

<b>TITLE:</b> GENERAL DIRECTIVES FOR ALL PERSONNEL	<b>SECTION/TOPIC:</b> MANAGEMENT & ADMINISTRATION
<b>NUMBER:</b> 2	<b>ISSUE DATE:</b> 10/30/2010
	<b>REVISED DATE:</b> 07/13/2016
<b>PREPARED BY:</b>  X  _____	<b>APPROVED BY:</b>  <i>Matthew J. Glogolich</i> X Chief  _____
<b>Preparer</b>	<b>Approver</b>

These SOPs/SOGs are based on FEMA guidelines FA-197

### 1.0 POLICY REFERENCE

BYLAW	
SOP	1.9 (Respiratory Protection Plan), 3.2 (Apparatus Response)
POLICY	Merit Policy

### 2.0 PURPOSE

This standard operating procedure/guideline addresses the general directives issued to all members of this organization which are to be followed at all times.

### 3.0 SCOPE

This SOP/SOG pertains to all personnel in this organization.

### 4.0 DEFINITIONS

**4.1:** SCBA: Self Contained Breathing Apparatus

**4.2:** IDLH: Immediately Dangerous to Life and Health

## **5.0 PROCEDURES/GUIDELINES & INFORMATION**

**5.1:** All lawful orders issued by any Firefighting Officer shall be obeyed.

**5.2:** Full firefighting PPE should be worn by all personnel when responding to emergency calls on apparatus. Exception shall be granted in regards to helmets, which shall not be worn while inside the apparatus.

**5.3:** SCBA shall be worn in all IDLH environments, and at any times as described in SOP 1.9 (Respiratory Protection Plan).

**5.4:** Any personnel under the influence of alcohol or drugs shall not be allowed on the apparatus or fire/training ground.

**5.5:** Any personnel wishing to utilize Blue Emergency Lights when responding to emergency calls shall seek and maintain a valid Blue Light Permit from the New Jersey Motor Vehicle Commission

**5.5.1:** Personnel applying for a Blue Light Permit should complete the appropriate application from the New Jersey Motor Vehicle Commission website and submit it the Chief for processing. Permits will be issued in accordance with New Jersey Motor Vehicle Commission regulations

**5.5.2:** Use of Blue Lights shall only be permitted within the Township of Chatham/Chatham Borough and in accordance with New Jersey Motor Vehicle Commission regulations

**5.5.3:** The Chief reserves the right to revoke any previously issued Blue Light Permits if/when warranted

**5.6:** All personnel responding to an emergency call shall initially respond to a Fire Station. If the apparatus has already responded upon arrival at a station, personnel may only proceed to the incident if/when the Incident Commander declares a working fire, or requests additional manpower to the scene. Under normal circumstances, no personal vehicles shall respond directly to the scene. Exception is granted to the Firefighting Officers as deemed appropriate by the Chief

**5.7:** Direct all questions from victims and/or spectators to the Incident Commander or his/her designee. Under no circumstances shall personnel disclose any information of any nature, whether it be fact or opinion to anyone at the fire scene or afterwards. All information for the media regarding an incident will be released by the Chief.

**5.8:** In accordance with the Chatham Township Fire Department Merit Policy, personnel must report back to the station in order to receive merit participation for the incident.



**5.9:** Accountability tags shall be utilized during all emergency responses and training activities. Red apparatus tags shall be hung in the apparatus upon entering the vehicle, and should remain in place until the apparatus returns to station. Green interior tags shall be given to the Safety Officer before entering a fire building or IDLH atmosphere. In the absence of a Safety Officer, green-interior accountability tags shall be placed on the front bumper of the first-arriving apparatus before entering an IDLH atmosphere.

**5.10:** Firefighter's PPE left in the stations shall not be tampered with in any way.

**5.11:** Access to the Firefighting Office is restricted to Firefighting Officers and/or Administrative Officers conducting official business. Other personnel should refrain from entry unless requested.

**5.12:** During response to alarms, the location and type of incident should be written on the white board in the apparatus bay by the first firefighter arriving to the station.

**5.13:** Brush 15 shall be permanently taken out of service (retired). This vehicle will be utilized as the Department's parade vehicle and under no circumstances will respond to any alarms.

**5.14:** Engine 11 has been placed in reserve status. It should only respond under the circumstances set forth be the established Run Cards in SOP 3.2 (Apparatus Response) or when requested by the Chief/Incident Commander. Engine 11 shall also be placed in service when Engine 10 or Quint 12 is out of service or on Mutual Aid assignment.

**5.15:** When the National Weather Service has declared a "Winter Storm Warning" and 8 or more inches of snow is expected, both stations should be manned with a crew at the discretion of the Chief or his/her designee until the warning has been lifted.

## FIREFIGHTING OFFICER RESPONSIBILITIES



CHATHAM TOWNSHIP VOLUNTEER FIRE DEPARTMENT  
STANDARD OPERATING PROCEDURES/GUIDELINES

**TITLE:** FIREFIGHTING OFFICER RESPONSIBILITIES

**SECTION/TOPIC:** MANAGEMENT & ADMINISTRATION

**NUMBER:** 3

**ISSUE DATE:** 01/08/2016

**REVISED DATE:**

**PREPARED BY:**

*Matthew J. Glogolich*  
X Chief

**Preparer**

**APPROVED BY:**

*Matthew J. Glogolich*  
X Chief

**Approver**

These SOPs/SOGs are based on FEMA guidelines FA-197

### 1.0 POLICY REFERENCE

BYLAW	
SOP	
POLICY	

### 2.0 PURPOSE

This standard operating guideline addresses the areas of responsibility that shall be assigned to the Firefighting Officers at the discretion of the Chief.

### 3.0 SCOPE

This SOG pertains to all Firefighting Officers, and shall be distributed to all personnel in this organization.

## 4.0 DEFINITIONS

**4.1: Personal Protective Equipment Officer:** The Firefighting Officer assigned to Personal Protective Equipment (PPE) shall be responsible for the following:

- A. Conducting, at minimum, bi-annual PPE inspections in cooperation with the Department Safety Officers
- B. Distributing and maintaining inventory of all PPE
- C. Maintaining adequate reserves for all items related to PPE
  - a. Helmets
  - b. Turnout Coats
  - c. Turnout Pants
  - d. Firefighting Boots
  - e. Suspenders
  - f. Firefighting Gloves
  - g. Hoods
- D. Ensuring all firefighters are issued and possess accountability tags
- E. Maintaining all service/maintenance records associated with PPE

**4.2: Training Officer:** The Firefighting Officer assigned to serve as the Department's Training Officer shall be responsible for the following:

- A. Maintaining all training records
- B. Ensuring all firefighters receive and are compliant with mandatory annual training certifications/requirements
- C. Ensuring monthly drill schedules are developed and published
- D. Scheduling Department training evolutions at the approved fire academies in cooperation with the Chief
- E. Scheduling/Registering firefighters for training courses utilizing the approved application processes

**4.3: Apparatus Maintenance Officer(s):** The Firefighting Officer(s) assigned to Apparatus Maintenance shall be responsible for the following:

- A. Developing annual maintenance schedules for all apparatus/vehicles
  - a. Preventative maintenance
  - b. Pump testing (Class A pumpers)
- B. Inspecting/Addressing all reported problems, malfunctions, items needing repair pertaining to apparatus/vehicles
- C. Conducting minor repairs
- D. Scheduling maintenance appointments with approved/qualified vendors
- E. Maintaining service/maintenance records

**4.4: Communications Officer:** The Firefighting Officer assigned to Communications shall be responsible for the following:

- A. Distributing and tracking all communications equipment
  - a. Pagers
  - b. Portable radios
  - c. Mobile radios
- B. Maintaining programming databases where applicable
- C. Ensuring malfunctioning equipment is repaired
- D. Conducting minor repairs
- E. Maintaining service/maintenance records

**4.5: SCBA Officer:** The Firefighting Officer assigned to SCBA maintenance shall be responsible for the following:

- A. Ensuring annual SCBA flow testing is scheduled and completed using authorized vendors
- B. Ensuring SCBA cylinders are within compliance pertaining to hydrostatic testing and in-service date life spans
- C. Maintain adequate reserves of spare parts that can be replaced in-house
- D. Inspecting/Addressing all reported malfunctions, problems, or items needing repair
- E. Coordinating repairs/service with authorized vendors
- F. Maintaining service/maintenance records

**SCBA:** Self Contained Breathing Apparatus

**4.6: Small Equipment Maintenance Officer:** The Firefighting Officer responsible for Small Equipment shall be responsible for the following:

- A. Ensuring multi-gas meters are calibrated monthly at the PSE&G facility
- B. Performing necessary maintenance on all saws as required
- C. Conducting minor equipment repairs
- D. Ensuring annual maintenance is scheduled and completed for all Hurst equipment
- E. Inspecting/Maintaining utility and life safety ropes
- F. Maintaining service/maintenance records

**4.7: Fire Extinguishers Officer:** The Firefighting Officer responsible for Fire Extinguishers shall be responsible for the following:

- A. Ensuring annual testing/inspection is scheduled and completed
- B. Ensuring expelled extinguishers are recharged either in-house (if possible/practical) or through an approved vendor.
- C. Maintaining service/maintenance records

**4.8: Medical Equipment Officer:** The Firefighting Officer responsible for Medical Equipment shall be responsible for the following:

- A. Inspection/Maintenance of all Automatic External Defibrillators (AEDs)
- B. Ensuring first-aid kits are properly stocked and maintained
- C. Ensuring oxygen bottles are properly charged/inspected/maintained
- D. Maintaining adequate reserve inventory of necessary medical supplies and barrier devices

**5.0 PROCEDURES/GUIDELINES & INFORMATION**

**5.1:** The Firefighting Line Officers shall be assigned a piece of apparatus for which s/he will maintain responsibility. The assigned Officer will be tasked with maintaining operational readiness in the following areas:

- 5.1.1:** Ensure bi-weekly apparatus/equipment checks are completed and properly documented
- 5.1.2:** Ensure appropriate fuel levels of apparatus
- 5.1.3:** Ensuring all equipment is accounted for, stowed correctly, and prepared for future use

**5.2:** Apparatus assignments shall be as follows:

Engine 10	Lt. Steve Cavanaugh	(201) 317-2379
Engine 11	Lt. Mat Lemons	(201) 841-1354
Quint 12	Capt. Matt Chase	(862) 206-9418
Brush 13	Lt. Mat Lemons	(201) 841-1354
Rescue 14	Lt. Corey Platt	(908) 656-4881
Utility 1	Lt. Steve Cavanaugh	(201) 317-2379

**5.3:** The Firefighting Officers shall be assigned specific areas of responsibility at the discretion of the Chief.

Personal Protective Equipment	D/C Mike Glogolich	(973) 647-7271
Training Officer	Capt. Matt Chase	(862) 206-9418
Apparatus Maintenance	Capt. Matt Chase	(862) 206-9418
	Lt. Mat Lemons	(201) 841-1354
Communications	Lt. Steve Cavanaugh	(201) 317-2379
SCBA/Masks	Lt. Corey Platt	(908) 656-4881
Small Equipment Maintenance	Lt. Corey Platt	(908) 656-4881
Fire Extinguishers	Lt. Steve Cavanaugh	(201) 317-2379
Medical Equipment	Lt. Corey Platt	(908) 656-4881
Junior Firefighting Program	Lt. Mat Lemons	(201) 841-1354
	Lt. Corey Platt	(908) 656-4881

## JUNIOR FIREFIGHTERS



CHATHAM TOWNSHIP VOLUNTEER FIRE DEPARTMENT  
STANDARD OPERATING PROCEDURES/GUIDELINES

**TITLE:** JUNIOR FIREFIGHTERS

**SECTION/TOPIC:** MANAGEMENT & ADMINISTRATION

**NUMBER:** 4

**ISSUE DATE:**

**REVISED DATE:** 12/15/2010

**PREPARED BY:**

*Matthew J. Glogolich*  
*Thomas M. Boylan*

**APPROVED BY:**

*Matthew J. Glogolich*

These SOPs/SOGs are based on FEMA guidelines FA-197

### 1.0 POLICY REFERENCE

BYLAW	ARTICLE I SECTION 8
SOP	
POLICY	

### 2.0 PURPOSE

This standard operating guideline addresses the specific regulations for all members between the ages of 16 and 18 who are serving as Junior Firefighters.

### 3.0 SCOPE

This SOG pertains to all Junior Firefighting personnel in this organization.

### 4.0 DEFINITIONS

NONE

## 5.0 PROCEDURES/GUIDELINES & INFORMATION

### 5.1: General

1. No non-members shall be privy to security fobs, or any door combinations for the River Road and Southern Boulevard Firehouses. This applies to Junior Firefighters, probationary and auxiliary personnel.
2. Borrowing of fire department equipment is prohibited.
3. No one (member, Junior Firefighter, probationary, etc.,) under the legal drinking age of 21 will be served or permitted to consume alcoholic beverages on fire department property.
4. No Junior Firefighters will use tobacco products of any kind while on fire department property, or at fire department-related events.

### 5.2: Junior Firefighters:

1. Attending drills and/or meetings (special or monthly business) shall leave the firehouse by 10:00 p.m. or one (1) hour after the drill and/or meeting ends.
2. Shall not use blue lights.
3. Shall not own nor display fire department ID plates.
4. Shall not possess department badges.
5. Shall not be issued fire department pagers.
6. Shall not be permitted to enter or remain in the firehouse without a member present, and will not enter or remain in the "crew room" without a member over the age of 21 present inside the "crew room."
7. Shall not ride on apparatus unless otherwise ordered by a firefighting officer.
8. Responding to alarms, shall report to the River Road Firehouse unless otherwise instructed, and remain there awaiting further instructions from a firefighting officer.

### 5.3: Responsibilities on Scene:

1. The Junior Firefighter's responsibilities shall be providing refreshments, changing firefighter's air bottles, crowd control, and assisting firefighters when requested.
2. No Junior Firefighter will be placed or permit him/herself to be placed in a recognized hazardous or unsafe situations.

### 5.4: Responsibilities for Drill/Training:

1. Junior Firefighters will observe regular Junior Firefighter drills Friday night beginning at 6:30 p.m. and, if time permits, participate in evolutions of the department drills, assuming all Firefighters have or are participating.
2. Junior Firefighters shall not:
  - a. Work with or climb any ladder with a length greater than 24 feet
  - b. Work in enclosed fire and/or smoke-filled areas (excluding the smoke machine)
  - c. Work with hazardous, explosive, or flammable materials.
  - d. Work with or operate power tools (saws, sawzall, etc.)

- e. Work with or operate extrication equipment unless under the supervision of a firefighting officer

**5.5: Response to Emergencies:**

1. When responding to an alarm, all Junior Firefighters are to respond to the River Road Firehouse unless otherwise instructed, obeying all traffic laws and exercising extreme caution when entering the parking lot.
2. Junior Firefighters are to stand-by until they are specifically requested otherwise by a line officer.
3. At such time when their services may be required, the Junior Firefighter may load extra gear, equipment or refreshments as requested, and respond to the scene in as few vehicles as possible. Upon arrival at the scene they are to report to a line officer.
4. Junior Firefighters are prohibited from leaving school to attend fire calls or department activities.
5. Junior Firefighters are prohibited from responding to calls after 12:00 a.m. on school nights.



**JUNIOR FIREFIGHTER'S  
& PARENTAL CONSENT FORM**

(This form is to be retained by the fire department)

I, \_\_\_\_\_, have read and understand the guidelines of The Junior Firefighters Program as set forth by The Chatham Township Volunteer Fire Department. I also understand that any violation of the above may result in my dismissal from the program.

\_\_\_\_\_  
Junior Firefighter's Signature

\_\_\_\_\_  
Date

I, \_\_\_\_\_, have read and understand the guidelines of The Junior Firefighters Program as set forth by The Chatham Township Volunteer Fire Department. I hereby grant my son/daughter permission to participate in the program.

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

Approved by:

\_\_\_\_\_  
Chatham Township Volunteer Fire Department

\_\_\_\_\_  
Date

Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## UTILITY 1



### CHATHAM TOWNSHIP VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING PROCEDURES/GUIDELINES

**TITLE:** UTILITY 1

**SECTION/TOPIC:** MANAGEMENT & ADMINISTRATION

**NUMBER:** 5

**ISSUE DATE:** 11/10/2003

**REVISED DATE:** 07/13/2016

**PREPARED BY:**

*Matthew J. Glogolich*

X Chief

Preparer

**APPROVED BY:**

*Matthew J. Glogolich*

X Chief

Approver

These SOPs/SOGs are based on FEMA guidelines FA-197

### 1.0 POLICY REFERENCE

BYLAW	
SOP	
POLICY	

### 2.0 PURPOSE

This standard operating guideline addresses the use of the Department's utility vehicle, Utility 1.

### 3.0 SCOPE

This SOG pertains to all personnel in this organization.

### 4.0 DEFINITIONS

NONE

## **5.0 PROCEDURES/GUIDELINES & INFORMATION**

**5.1:** Utility 1 may be used by any active member of the Department for the purpose of transportation of personnel with the permission of the Chief.

**5.2:** Acceptable uses of Utility 1 may be as follows:

- 1) Emergency Responses, as appropriate
- 2) Fire Academy or any other approved training course as recommended by the Department
- 3) Other approved functions of the Department (i.e. parades, funeral, etc.)

**5.3:** Wetdowns will not be considered a function of the Department for use of Utility 1.

## APPARATUS CHECKS & PROCEDURES



CHATHAM TOWNSHIP VOLUNTEER FIRE DEPARTMENT  
STANDARD OPERATING PROCEDURES/GUIDELINES

**TITLE:** APPARATUS CHECKS & PROCEDURES

**SECTION/TOPIC:** MANAGEMENT & ADMINISTRATION

**NUMBER:** 6

**ISSUE DATE:** 10/30/2010

**REVISED DATE:** 07/13/2016

**PREPARED BY:**

*Matthew J. Glogolich*

**X** Chief

Preparer

**APPROVED BY:**

*Matthew J. Glogolich*

**X** Chief

Approver

These SOPs/SOGs are based on FEMA guidelines FA-197

### 1.0 POLICY REFERENCE

BYLAW	
SOP	1.3 (Firefighting Officer Responsibilities)
POLICY	

### 2.0 PURPOSE

This standard operating procedure addresses the bi-monthly apparatus checks that will be completed to ensure all apparatus and equipment is operating and maintained properly.

### 3.0 SCOPE

This SOP pertains to all personnel in this organization.

### 4.0 DEFINITIONS

N/A

## **5.0 PROCEDURES/GUIDELINES & INFORMATION**

**5.1:** The Firefighting Officer assigned to a vehicle in accordance with SOP 1.3 [Firefighting Officer Responsibilities] shall have primary responsibility for ensuring apparatus checkouts are completed. Apparatus checkouts shall be conducted on a bi-monthly basis.

**5.2:** Apparatus checks will include both a visual and operational verification of all equipment. Apparatus fluid levels shall be checked for proper levels (oil, water, power steering fluid, brake fluid, radiator, booster tank, fuel levels, and hydraulic levels). Equipment fluid levels will also be checked.

**5.3:** Checks shall include an audio check of the siren, air horn, public address system, radios (mobile and portable), and back-up alarm.

**5.4:** Pump checks shall include a complete check of pump operation including, but not limited to, primer oil level (where appropriate), primer operation, pump transfer case operation (where applicable), and throttle operation. Further inspections will include evidence of excessive leaks, discharge drains and valves operation, and pump gauges.

**5.4.1:** If pump fluid levels are found to be diminished, or drains and valves are found to be operationally decreased, action shall be taken to correct the issue (i.e. cleaning/lubricating valves, refilling oil, etc.)

**5.5:** Due to the different natures of apparatus and the specialized equipment carried, any item not previously mentioned will be checked against the apparatus check sheet to ensure all items are checked.

**5.6:** Each apparatus shall have a separate check sheet, which is to be completed during each check. Any items on the sheet that are found to be not up to standard are to be marked as such and corrective action shall be taken. If the problem cannot be fixed immediately, the chain of command shall be followed to ensure the problem is corrected as soon as possible.

## FIRE APPARATUS OPERATOR TRAINING



CHATHAM TOWNSHIP VOLUNTEER FIRE DEPARTMENT  
STANDARD OPERATING PROCEDURES/GUIDELINES

**TITLE:** FIRE APPARATUS OPERATOR TRAINING

**SECTION/TOPIC:** MANAGEMENT & ADMINISTRATION

**NUMBER:** 7

**ISSUE DATE:** 04/02/2012

**REVISED DATE:** 07/06/2015

**PREPARED BY:**

*Matthew J. Glogolich*

X Deputy Chief

Preparer

**APPROVED BY:**

*Robert W Evans*

X Chief

Approver

These SOPs/SOGs are based on FEMA guidelines FA-197

### 1.0 POLICY REFERENCE

BYLAW	Article I Section 2: Membership
SOP	
POLICY	

### 2.0 PURPOSE

This standard operating procedure addresses the adequate and consistent training requirements and procedures for all eligible members of the Department who wish to become certified operators of firefighting apparatus. All apparatus operators shall be trained and certified in accordance with the methods and procedures established in this policy

### 3.0 SCOPE

This SOP/SOG pertains to all certified and prospective Fire Apparatus Operators in the Department

### 4.0 DEFINITIONS

NONE

## 5.0 PROCEDURES/GUIDELINES & INFORMATION

### 5.1: Eligibility:

#### 5.1.1 Operator Selection:

Firefighters interested in becoming certified operators must meet the following minimum requirements:

- 1) Candidates must be a minimum of 18 years of age
- 2) Candidates must possess a valid New Jersey Drivers License
- 3) Candidates must have completed all Probationary Membership requirements, and have been elected to “Active Membership” in accordance with Department Bylaw Article I Section 2.
- 4) Candidates must receive approval of the Chief or Deputy Chief to begin training. Approval may be based on candidate attitude, ability, and overall participation in the Department

#### 5.1.2 Instructor Selection:

Instructors will be appointed by the Chief or his/her designee based on the following requirements:

- 1) His/her experience with fire apparatus
- 2) His/her ability to instruct
- 3) Minimum of 1 year of certified driving experience for the apparatus on which they will be training operator candidates. (In cases of new apparatus, exception will be granted, and the instructor shall have a minimum of 1 year certified driving experience on the apparatus that has been replaced).

#### 5.1.3 Operator Certification:

The Chief, Deputy Chief, or Captain of the Department shall be the only person permitted to name certified apparatus operators.

### 5.2: Training Methodology:

- 1) Approved candidates for operator training will be assigned to an instructor by the Chief or Deputy Chief
- 2) Instruction shall be given to the trainee by the Instructor in accordance with the format set forth by this policy.
- 3) An appointed instructor shall be present, and supervise all training.
- 4) The approved candidate will be required to complete three (3) levels of training and demonstrate proficiency at each level before advancing to the next.

### 5.3: Training Progression:

Unless otherwise dictated by the Chief, the progression of operator training on apparatus should on a station specific basis and should be as follows:

River Road:

- 1) Rescue 14
- 2) Engine 10
- 3) Engine 11\*
- 4) Quint 12
- 5) Brush 13 (*if candidate is able to operate a manual transmission*)

Southern Boulevard:

- 1) Engine 11\*
- 2) Quint 12
- 3) Brush 13 (*if candidate is able to operate a manual transmission*)
- 4) Rescue 14
- 5) Engine 10

*\*\*Engine 11 shall be trained on at a time designated as appropriate by the Chief. The use of Utility 1 shall be utilized as designated in the Utility 1 SOP\*\**

*\*\*Note that ALL training shall be documented on the appropriate Fire Apparatus Operator Certification form\*\**

**5.3.1 Progression of Apparatus Training:**

After certified on a piece of apparatus, the trainee shall commence training on the subsequent piece of apparatus as listed above (if s/he so desires) after s/he has a minimum of three (3) to six (6) months of driving/operating experience (i.e. a candidate may commence to training on Engine 10 after gaining six (6) months of driving/operating experience on Rescue 14).

**5.4: Training Level I-Vehicle Orientation:**

Training at this level shall take place at the firehouse, and shall consist of:

- 1) Review of text/electronic material (where applicable)
- 2) Cab control functions/emergency warning devices
- 3) Equipment locations
- 4) Departmental procedures regarding driver/operators, response, etc.
- 5) Vehicle characteristics and construction (height, length, etc.)

Minimum Training Time: 1 hour

**5.5: Level II-General Driving Performance:**

Driver Training at this level shall be divided into two (2) phases to allow the trainee to receive practice and instruction under varying road and weather conditions.

**5.5.1 Level II Phase 1:**

During this training phase, the instructor will drive the apparatus to the area selected to begin instruction. The recommended area for this phase shall be a parking lot, where the trainee will be given the opportunity to learn the operating characteristics of the apparatus. The instructor shall decide when the trainee shall advance to Level II Phase 2,



but only after the trainee demonstrates proficiency with the following skills:

- 1) Apparatus operation
- 2) Familiarization of handling characteristics
- 3) Braking, slowing, and stopping
- 4) Turning
- 5) Backing

Minimum Training Time: 1 ½ Hour

#### **5.5.2 Level II Phase 2:**

During this training phase, the trainee shall begin operating the apparatus on residential streets. The trainee shall continue to exhibit those skills demonstrated during Level II Phase 1, while applying them to the scenarios presented on residential streets. Additional skills to be demonstrated proficiently in this phase shall consist of:

- 1) Placing the apparatus in operation
- 2) Operating the apparatus in traffic and while passing other vehicles
- 3) Turning the apparatus while in traffic
- 4) Apparatus placement for different types of incidents
- 5) Hydrant and fire department connection (FDC) placement where applicable

Minimum Training Time: 4 Hours

#### **5.6: Level III-Fire Department Operating Performance:**

Training at this level shall emphasize instruction and practice with the following areas, as well as the specific areas outlined in the Fire Apparatus Operator Certification form.

- 1) Pump operation
- 2) Pump characteristics (size, water tank size, foam tank sizes and types [where applicable])
- 3) Hose and coupling size and use
- 4) Vehicle mounted systems such as generators, power tools, winches, etc.
- 5) Miscellaneous

Training at this level is at the discretion of the instructor. The trainee may begin at this level when and only when the trainee has completed training at Levels I and II.

Minimum Training Time: 4 Hours

#### **5.7: Currently Certified Drivers-Alternate Policies:**

When new apparatus is purchased, the Chief will develop the training requirements for that apparatus. Those operators who are certified on the apparatus being replaced will receive this training, along with any other training provided by the manufacturer.

When a member joins the Department who is a documented driver/operator from another municipality, s/he may complete an abbreviated training course as set forth by the Chief. The recommended training course may consist of but is not limited to; the above outlined training program, with minimum training times abbreviated to 1 hour per section.

### **5.8: Testing**

The trainee shall be eligible for a road and operational test only after:

- 1) S/he has completed driver/operator training at all levels as described
- 2) S/he has completed minimum training hour requirements
- 3) S/he has demonstrated satisfactory performance to the instructor of the skills necessary to operate the particular apparatus. The trainee must demonstrate satisfactory performance to the Chief, Deputy Chief, or Captain while on the road and operational test, and receive a signature from an above listed individual on his/her Fire Apparatus Certification Report to become qualified.

### **5.9: Operator Re-Certification:**

All certified operators shall undergo operator re-certification annually. Re-certifications should occur within the first-quarter of the calendar year and, at a minimum, shall consist of the following topics covered in sections 5.4 through 5.6 of this policy:

- 1) Equipment locations
- 2) Departmental procedures regarding driver/operators, response, etc.
- 3) Vehicle characteristics and construction (height, length, etc.)
- 4) Apparatus operation
- 5) Apparatus placement at different types of incidents
- 6) A complete overview of Section 5.6

In addition to annual re-certifications, all certified operators shall be subject to undergo re-certification at any time if deemed necessary by the Chief or Deputy Chief.

### **5.10: Records:**

It is the responsibility of the instructor to complete all necessary paperwork for all phases of training. A non-incident report shall be completed after all training, and shall contain information such as training level/phase studied, hours logged, and any other necessary information. A copy of this information shall accompany all documentation regarding the trainee throughout training. At the conclusion of each training session, the appropriate paperwork shall be returned to the Training Officer

**Appendix A**

**Chatham Township Volunteer Fire Department  
 Fire Apparatus Operator Training Program  
 Training Level 1 – Vehicle Orientation**

**Apparatus:** \_\_\_\_\_

**Candidate Name:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_

**Instructor Name:** \_\_\_\_\_ **Rank:** \_\_\_\_\_

*In accordance with SOP 1.7: Fire Apparatus Operator Training Section 5.4, training at this level shall take place at the firehouse (minimum training time: 1 Hour).*

<u>Topic</u>	<u>Date(s) Reviewed</u>	<u>Grade 1-10</u>	<u>Date Completed</u>	<u>Comments</u>	<u>Instructor Initials/Date</u>
Review of text/electronic Material (if applicable)					
Cab Control Functions/ Emergency Warning Devices					
Equipment Locations					
SOP Section 2					
SOP Section 4					
SOP Section 4.1					
Vehicle Characteristics					

**Training Log:**

<u>Date</u>	<u>Start Time</u>	<u>End Time</u>	<u>Items Covered</u>

*\*\*Return to Training Officer at the conclusion of training sessions\*\**

**Appendix B**

**Chatham Township Volunteer Fire Department  
 Fire Apparatus Operator Training Program  
 Training Level 2 – Vehicle Orientation**

**Apparatus:** \_\_\_\_\_

**Candidate Name:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_

**Instructor Name:** \_\_\_\_\_ **Rank:** \_\_\_\_\_

*In accordance with SOP 1.7: Fire Apparatus Operator Training Section 5.5, this level of training shall be divided into two (2) phases. Phase 1 shall take place in a parking lot, and Phase 2 may be conducted on residential roadways.*

**Level II Phase 1 (minimum training time 1 ½ hours)**

<u>Topic</u>	<u>Date(s) Reviewed</u>	<u>Grade 1-10</u>	<u>Date Completed</u>	<u>Comments</u>	<u>Instructor Initials/Date</u>	
Apparatus Operation						
Familiarization of handling characteristics						
Braking, slowing, and stopping						
Turning						
Backing						

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**Level II Phase 2 (minimum training time 4 hours)**

*During this training phase, the trainee shall begin operating the apparatus on residential streets. The trainee shall continue to exhibit those skills demonstrated during Level II Phase 1, while applying them to the scenarios presented on residential streets and fulfilling the requirements of this phase of training.*

<u>Topic</u>	<u>Date(s) Reviewed</u>	<u>Grade 1-10</u>	<u>Date Completed</u>	<u>Comments</u>	<u>Instructor Initials/Date</u>	
Placing the apparatus in operation						
Operating the apparatus in traffic and while passing other vehicles						
Turning the apparatus while in traffic						
Apparatus placement for different types of incidents						
Hydrant/FDC placement where applicable						

**Appendix C**

**Chatham Township Volunteer Fire Department  
 Fire Apparatus Operator Training Program  
 Training Level 3 – Department Operating Performance**

**Apparatus:** \_\_\_\_\_

**Candidate Name:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_

**Instructor Name:** \_\_\_\_\_ **Rank:** \_\_\_\_\_

*In accordance with SOP 1.7: Fire Apparatus Operator Training Section 5.6, this level of training shall emphasize instruction and practice in the following areas as the candidate continues toward the testing phase of training.*

**Level III (minimum training time 4 hours)**

<u>Topic</u>	<u>Date(s) Reviewed</u>	<u>Grade 1-10</u>	<u>Date Completed</u>	<u>Comments</u>	<u>Instructor Initials/Date</u>	
Pump Operation						
Pump Characteristics (size, water/foam tank sizes)						
Hose and coupling size and use						
Vehicle Mounted Systems (generator, power tools, winches, etc)						
Miscellaneous						

## RESERVE MEMBERSHIP REQUIREMENTS



CHATHAM TOWNSHIP VOLUNTEER FIRE DEPARTMENT  
STANDARD OPERATING PROCEDURES/GUIDELINES

<b>TITLE:</b> RESERVE MEMBERSHIP REQUIREMENTS	<b>SECTION/TOPIC:</b> MANAGEMENT & ADMINISTRATION
<b>NUMBER:</b> 8	<b>ISSUE DATE:</b> 07/13/2016
	<b>REVISED DATE:</b>
<b>PREPARED BY:</b>  <div style="text-align: center;"><i>Matthew J. Glogolich</i></div> <div style="text-align: center;">X Chief</div> <hr style="width: 80%; margin: 0 auto;"/> <b>Preparer</b>	<b>APPROVED BY:</b>  <div style="text-align: center;"><i>Matthew J. Glogolich</i></div> <div style="text-align: center;">X Chief</div> <hr style="width: 80%; margin: 0 auto;"/> <b>Approver</b>

These SOPs/SOGs are based on FEMA guidelines FA-197

### 1.0 POLICY REFERENCE

BYLAW	Article I Section 9
SOP	1.7 (Fire Apparatus Operator Training), 1.12 (Firefighter Training)
PEOSH	Subchapter 10: Standards for Firefighters (12:100-10.3, 12:100-10.4, 12:100-10.10)

### 2.0 PURPOSE

This standard operating procedure addresses the requirements of Reserve Members within the Department as well as the capacities that they may serve in when pertaining to firefighting operations.

### 3.0 SCOPE

This SOP pertains to all reserve personnel in this organization.

## 4.0 DEFINITIONS

**4.1: Reserve Members:** Any certified firefighter may apply in writing to become a Reserve Member. (S)he may serve in firefighting capacities as the Chief and his/her firefighting officers deem appropriate. Reserve Members have no right to vote at business meetings, may not hold office, need not qualify under the merit system of Article IV, Section 6, of the By-Laws, and shall not be awarded service stripes. Such members serve at the will of the membership and can be removed from the roster provided the Reserve Member is informed in advance (or attempts made to this effect) and the member is given an opportunity to respond to the dismissal (if the member can be contacted). A dismissal letter must be read at two consecutive business meetings before it can be acted upon. A simple majority vote can decide the dismissal of a Reserve Member (*Bylaw Article I Section 9*).

**4.2: SCBA:** Self Contained Breathing Apparatus

## 5.0 PROCEDURES/GUIDELINES & INFORMATION

**5.1:** Reserve Members shall adhere to all Standard Operating Procedures/Guidelines as set forth by this organization

**5.2:** In accordance with SOP 1.12 (Firefighter Training), Reserve Members shall adhere to the NJ PEOSH Standards for Firefighters, and complete the following refresher training annually (either with this organization or another Fire Department):

- a) Hazmat Awareness
- b) Hazmat Operations
- c) Bloodborne Pathogens
- d) Right to Know
- 3) SCBA Familiarization

**5.3:** Reserve Members shall complete a Fit Test for a Scott AV-3000HT face piece annually in order to maintain Interior Firefighter status and don a SCBA

**5.4:** All training records shall be maintained by the Training Officer. Any training completed by a Reserve Member shall be forwarded to the Training Officer as soon as possible. If completing annual training listed in Sections 5.2 or 5.3 of this SOP with another Fire Department, copies of course certificates and/or official correspondence from the providing Fire Department shall be forwarded to the Training Officer as soon as possible

**5.5:** Reserve Members who fail to complete annual refresher training for Hazmat Awareness, Hazmat Operations, Bloodborne Pathogens, and Right to Know shall not be permitted to ride or respond on Department apparatus



**5.6:** Reserve Members who fail to complete an annual Fit Test as described in Section 5.3 shall not be permitted to don a SCBA, and will be limited to Exterior functions/assignments only

**5.7:** In accordance with PEOSH, Reserve Members shall adhere to the Standards for Firefighters, and attend training drills with this organization at a minimum of once per quarter of the calendar year. Reserve Members shall also attend a minimum of one (1) live burn per calendar year

**5.8:** Reserve Members are permitted to operate Department apparatus providing s/he adheres to the Apparatus Operator Training program as set forth in SOP 1.7 Fire Apparatus Operator Training

## RESPIRATORY PROTECTION PROGRAM



CHATHAM TOWNSHIP VOLUNTEER FIRE DEPARTMENT  
STANDARD OPERATING PROCEDURES/GUIDELINES

<b>TITLE:</b> RESPIRATORY PROTECTION PROGRAM	<b>SECTION/TOPIC:</b> MANAGEMENT & ADMINISTRATION
<b>NUMBER:</b> 9	<b>ISSUE DATE:</b> 07/13/2016
	<b>REVISED DATE:</b>
<b>PREPARED BY:</b>  <div style="text-align: center;"><i>Matthew J. Glogolich</i></div> <div style="text-align: center;">X Chief</div> <hr style="width: 80%; margin: 0 auto;"/> <b>Preparer</b>	<b>APPROVED BY:</b>  <div style="text-align: center;"><i>Matthew J. Glogolich</i></div> <div style="text-align: center;">X Chief</div> <hr style="width: 80%; margin: 0 auto;"/> <b>Approver</b>

These SOPs/SOGs are based on FEMA guidelines FA-197

### 1.0 POLICY REFERENCE

BYLAW	
SOP	1.12 [Firefighter Training]
POLICY	
OTHER	New Jersey Division of Fire Safety Fire Service Reference Book 6 (Respiratory Protection), PEOSH Standards for Firefighters (N.J.A.C.12:100-10)

### 2.0 PURPOSE

This standard operating procedure addresses the policy, responsibilities, and requirements for the protection of firefighters whose job requires the use of respiratory protection. This will be the policy that will be utilized to maintain comprehensive occupational safety and health programs based upon sound engineering, education, and enforcement.

This standard operating procedure will also provide assistance to the firefighter in the use and care of respiratory protection.

### 3.0 SCOPE

This SOP pertains to all personnel in this organization. As of the issuing date of this SOP, Robert Sagendorf Sr. is appointed to oversee the Respiratory Protection Plan in cooperation with the Firefighting Officers

### 4.0 DEFINITIONS

**SCBA:** Self-Contained Breathing Apparatus

**PASS:** Personal Alert Safety System

**IDLH:** Immediately Dangerous to Life and Health

### 5.0 PROCEDURES/GUIDELINES & INFORMATION

**5.1:** Firefighters shall wear a self-contained breathing apparatus (SCBA) under the following conditions:

**5.1.1:** While engaged in interior structural firefighting

**5.1.2:** While working in confined spaces where toxic products or an oxygen deficient atmosphere may be present

**5.1.3:** During emergency situations involving toxic substances

**5.1.4:** During all phases of overhaul

**5.2:** Firefighters wearing a SCBA shall ensure the personal alert safety system (PASS) device is activated before entering an area where respiratory protection is required

**5.3:** Firefighters wearing SCBA shall conduct a face piece seal check prior to each use

**5.4:** Firefighters shall not remove the SCBA at any time in the Immediate Danger to Life and Health (IDLH) atmosphere. SCBA shall be used in accordance with the manufacturer's instructions

**5.5:** All firefighters shall continue to wear a SCBA until the officer in charge, in conjunction with the incident safety officer(s), determines that respiratory protection is no longer required

**5.6:** Firefighters wearing a SCBA shall be fully protected with the use of approved structural firefighting clothing that meet the requirements of the PEOSH Standards for Firefighters (N.J.A.C.12:100-10). Protective clothing shall include bunker coat, bunker pants, firefighting gloves, firefighting footwear (boots), helmet, and fire resistant hood

**5.7:** Firefighters wearing respiratory protection shall be trained in proper use, cleaning, and maintenance of the equipment. No firefighter shall wear respiratory protection without training as specified in this standard operating procedure

**5.7.1:** Initial training is to be provided during the Fire Fighter I Course at a New Jersey State approved training academy. No firefighter is to use respiratory protection unless training has been successfully completed. The utilization of respiratory protection for training purposes prior to the completion of Fire Fighter I may be permitted at the discretion of the Chief.

**5.7.2:** Annual refresher training shall be provided to all firefighters of the Department in accordance with SOP 1.12 [Firefighter Training].

**5.7.3:** All firefighters shall pass an AV-3000 face piece fit-test annually

**5.8:** When using SCBA, each firefighter shall wear the correct size face piece as determined by annual fit testing. A firefighter shall not wear respiratory protection unless the proper size face piece is available and in proper working condition

**5.9:** SCBA will not be used by any firefighter that has excessive facial hair or any firefighter requiring the use of spectacles under his/her face piece. If needed, spectacle insert frames will be purchased by the Department for use with the SCBA face piece. Prescription lenses for the spectacle frames shall be provided by the individual firefighter

**5.10:** All SCBA and spare cylinders shall be inspected after each use and (at minimum) monthly. Guidelines for inspection are located in the work shop areas at Fire Headquarters and Station 2 respectively

**5.10.1:** SCBA determined to be unfit for use shall be taken out of service immediately and tagged with a description of the particular defect(s). Maintenance request information should be entered into the maintenance module of Emergency Reporting as soon as practical

**5.10.2:** In the event repair or replacement of SCBA components is necessary, it shall be performed in accordance with manufacturer recommendations by persons trained and certified by the manufacturer

**5.11:** Each SCBA shall be cleaned and disinfected after each use. Only cleaning/sanitizing solutions for respiratory equipment shall be used for cleaning and disinfection. Interior firefighters issued his/her own SCBA face piece shall ensure it is cleaned, disinfected, and in a state of readiness after each use

**5.12:** SCBA cylinders shall be hydrostatically tested within the period specified by the manufacturer and applicable State standard

**5.13:** SCBA testing/maintenance records and fill station air quality test results shall be maintained by the SCBA Officer

**5.14:** Certificates of completion for Fire Fighter I courses, completed fit test records, and annual SCBA training records shall be maintained by the Training Officer

**5.15:** Medical evaluation records shall be maintained by the Chief or his/her designee

## INCIDENT COMMAND SYSTEM



CHATHAM TOWNSHIP VOLUNTEER FIRE DEPARTMENT  
STANDARD OPERATING PROCEDURES/GUIDELINES

**TITLE:** INCIDENT COMMAND SYSTEM

**SECTION/TOPIC:** MANAGEMENT & ADMINISTRATION

**NUMBER:** 10

**ISSUE DATE:** 01/30/2011

**REVISED DATE:** 07/13/2016

**PREPARED BY:**

X

Preparer

**APPROVED BY:**

X

*Matthew J. Glogolich*

Chief

Approver

These SOPs/SOGs are based on FEMA guidelines FA-197

### 1.0 POLICY REFERENCE

BYLAW	
SOP	
POLICY	

### 2.0 PURPOSE

This standard operating procedure/guideline addresses the utilization of the Incident Command System (ICS) in compliance with the National Incident Management System (NIMS) best practices

### 3.0 SCOPE

This SOP/SOG pertains to all personnel in this organization

### 4.0 DEFINITIONS

**4.1:** Incident Command System (ICS): A management system designed to enable effective and efficient domestic incident management by integrating a combination of facilities, equipment,

personnel, procedures, and communications operating within a common organizational structure

**4.2:** National Incident Management System (NIMS): a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work together seamlessly and manage incidents involving all threats and hazards—regardless of cause, size, location, or complexity

## 5.0 PROCEDURES/GUIDELINES & INFORMATION

**5.1:** The Chatham Township Volunteer Fire Department shall utilize and operate under the scope of the Incident Command System (ICS) and the National Incident Management System (NIMS) while operating at all incidents

**5.2:** Plain text language shall be utilized at all times. The use of ten-codes or other previously utilized code other than those depicted in these SOPs/SOGs shall be prohibited.

**5.3:** Upon arrival at the scene of an incident, Incident Command shall be established by the first arriving Firefighting Officer or *qualified* firefighter responding in the first-arriving apparatus

**5.3.1:** A *qualified* firefighter shall be any interior certified firefighter who possesses current certification of Firefighter I, ICS-100, ICS-200, and NIMS-700

**5.4:** When establishing command, the Incident Commander shall provide an arrival report consisting of the following:

- A. Type of Structure
- B. Type of Construction
- C. Initial Observations

*Example: "Chatham Township Chief 1 is on-scene with a 2 ½ story, single-family wood frame. Nothing showing. Chief 1 will be investigating, establishing River Road command."*

**5.5:** After completing an arrival report, the Incident Commander should complete a 360-degree size-up of the incident scene and provide radio updates to incoming apparatus as necessary

**5.6:** Depending on the size and severity of an incident, the Incident Commander may implement additional phases of the Incident Command System as needed

**5.7:** At the conclusion of an incident, the Incident Commander shall notify the Communications Center that command is being terminated. This transmission should include a brief synopsis of the incident as well as actions taken

## RECORDS MANAGEMENT & RETENTION



CHATHAM TOWNSHIP VOLUNTEER FIRE DEPARTMENT  
STANDARD OPERATING PROCEDURES/GUIDELINES

**TITLE:** RECORDS MANAGEMENT & RETENTION

**SECTION/TOPIC:** MANAGEMENT & ADMINISTRATION

**NUMBER:** 11

**ISSUE DATE:** 07/13/2016

**REVISED DATE:**

**PREPARED BY:**

*Matthew J. Glogolich*  
X Chief

**Preparer**

**APPROVED BY:**

*Matthew J. Glogolich*  
X Chief

**Approver**

These SOPs/SOGs are based on FEMA guidelines FA-197

### 1.0 POLICY REFERENCE

BYLAW	
SOP	
POLICY	Merit Policy

### 2.0 PURPOSE

This standard operating procedure addresses the incident reporting and records management system, access to information, and confidentiality as well as the mandated retention time for all firefighting-related documents

### 3.0 SCOPE

This SOP pertains to all personnel in this organization.

## 4.0 DEFINITIONS

**4.1:** NFIRS: National Fire Incident Reporting System used by Fire Departments to uniformly report on the full range of their activities from fire to emergency medical (EMS) to equipment involved in a response.

**4.2:** ERS: Emergency Reporting System

## 5.0 PROCEDURES/GUIDELINES & INFORMATION

**5.1:** The Chatham Township Volunteer Fire Department shall participate in the National Fire Incident Reporting System (NFIRS).

### **5.2:** Records Management System

**5.2.1:** The Chatham Township Volunteer Fire Department shall contract the services of Emergency Reporting Systems (ERS) annually. Through this contract, the Department receives unlimited access to the ERS cloud-based software which should be utilized for all NFIRS entries, apparatus/equipment maintenance logs, event entries (drills, meetings, and special details in accordance with the Chatham Township Volunteer Fire Department Merit Policy), training course entries, disposable inventory logs, pre-fire plans, extra-hours entries, and electronic document storage.

### **5.3:** Incident Reporting

**5.3.1:** All incident reports shall be entered into ERS in a timely manner

**5.3.2:** The Incident Commander of an incident should be responsible for the entering of his/her incident report.

**5.3.3:** All NFIRS reports are subject to review by the Chief and/or Deputy Chief.

**5.3.4:** All completed NFIRS reports shall be exported to the New Jersey Division of Fire Safety NFIRS unit monthly by the Chief or his/her designee.

**5.4:** All probationary and active members of the Department shall be granted limited system access, and should be granted permissions to enter maintenance requests, view electronically stored documents, access disposable inventory logs, apply for extra-hours, and view his/her personnel profile information.

**5.5:** All Firefighting Officers should be granted limited system access, and should be granted permissions to enter NFIRS reports, enter/view/complete maintenance requests, view electronically stored documents, access/enter training course information, access disposable inventory logs, enter events, apply for extra-hours, and view his/her personnel profile information.

**5.6:** The Chief and Deputy Chief shall be granted administrative access to ERS and have access to all applicable modules of the system.



**5.7:** All information located in the Emergency Reporting System shall be deemed confidential in nature. No information accessed may be disseminated to non-members without explicit permission from the Chief.

**5.8:** Pursuant to the Department of State-Division of Archives & Records Management Form CR-AA-0004, Department records shall be retained for the periods specified and disposed of as specified below. Records stored electronically may be retained indefinitely.

<b>Record Type</b>	<b>Retention</b>	<b>Action</b>
Alarm Inspections	7 yrs	Destroy
Alarm Repairs	2 yrs	Destroy
Arson Investigation File Contains: investigative, laboratory, and insurance reports; affidavits; dispositions; photographs; and additional documents used to determine the cause and circumstances of a fire or other incident.		
Arson Investigative File - Proven	Permanent	Permanent
Arson Investigative File - Not Proven	7 yrs	Destroy
Assignment Cards	6 yrs	Destroy
Building Plans and Specifications	Life of structure	Destroy
Certificate of Fire Code Status A certificate stating that a facility is or is not in compliance with the Fire Code. Categories include: no violation, violation, fees paid, and fees outstanding. (N.J.A.C. 5:71-3.7(b) 9; N.J.S.A. 52:27D-192)	7 yrs after final payment and compliance with recommendations	Destroy
Complaint File	7 yrs after resolution	Destroy
Consolidated Report of Building Fire	6 yrs	Destroy
Court Cases (Copy)	3 yrs after case is closed	Destroy
Egress / Facility Exit Plans	As updated	Destroy

Equipment File		
Equipment File – Annual Inspection	7 yrs	Destroy
Equipment File – Monthly Inspection	3 yrs	Destroy
Equipment File – Equipment Inventory	3 yrs after update	Destroy
Equipment File - Equipment Out of Service	2 yrs	Destroy
Equipment File - Equipment Received	2 yrs	Destroy
Equipment File – Equipment and Hydrant Repairs	2 yrs	Destroy
Equipment File - Damaged or Lost Equipment	6 yrs	Destroy
Equipment File - Extinguishers Recharged	2 yrs	Destroy
Equipment File - Test Reports From Fire Protection Equipment Contractors (N.J.A.C. 5:71-3.7(g))	6 yrs	Destroy
False Alarms and Needless Calls	6 yrs	Destroy
Fire Call Register	6 yrs	Destroy
Fire Code Violations File File pertains to: nature of the violation, specific location, applicable Uniform Fire Code citation, action required for abatement, and abatement date/time. (N.J.A.C. 5:71-3.7(b)4; N.J.S.A. 52:27D-192)	7 yrs after compliance with recommendations	Destroy
Fire Department Call Tally	3 yrs	Destroy
Fire Department Record/Basic Field Incident Report Contains individual records of fire calls.	6 yrs	Destroy
Fire Losses Data also contained in an Annual Report	6 yrs	Destroy
Hazard Reports	7 yrs	Destroy
Hose Changes/Repairs	2 yrs	Destroy

Hose Inventory	3 yrs after update	Destroy
Investigations of Fires and Alarms	7 yrs	Destroy
Notice of Imminent Hazard and Orders to Take Corrective Action File A notice issued upon inspection detailing a violation that is a hazard. A written order is issued stating that the building be vacated, closed or removed or the violation be corrected. (N.J.A.C. 5:71-3.7(b)7: N.J.S.A. 52:27D-192)	7 yrs after compliance with recommendations	Destroy
Occupant Load Sign A sign posted listing the total number of occupants safely allowed within the structure. (N.J.A.C. 5:71-3.7(b)14)	7 yrs after invalid	Destroy
Orders - Director and Chief Contains policy and procedure orders that pertain to the entire department.	Permanent	Permanent
Orders – General Contains routine orders that pertain to individual companies.	As updated	Destroy
Outside Fire District Runs - State, County, City	6 yrs	Destroy
Personnel Training File - Firefighter / Emergency Services Personnel and training file that may contain but is not limited to the following: Fire Academy Training Records, Emergency Scene Mitigation Training, Fire Suppression Training, Fire Prevention Training, Fire Service Training, and Management / Supervision Training.	10 yrs from separation from organization	Destroy
Property Listings With Installed Security Systems	6 yrs after update	Destroy
Radio Log	3 yrs	Destroy
Radio Tape Recordings of Dispatches	31 days	Destroy
Runs Report File Fire response reports compiled for submission to the National Fire Reporting System (NFRS).		
Runs Report File - Annual	Permanent	Permanent

Runs Report File – Quarterly	6 yrs	Destroy
Runs Report File – Monthly, Weekly and Daily	3 yrs	Destroy
Sprinkler System Reports	7 yrs after update	Destroy
Station Maintenance Cost Records	6 yrs	Destroy
Variance Request An application from a property owner requesting a variance from the Uniform Fire Code. (N.J.A.C. 5:71-3.7(b)10; N.J.S.A. 52:27D-200)	7 yrs	Destroy
Verification/Update Request – Fire Safety Registration Used as an addendum for updates to the initial Fire Safety Registration Form for business owners. (N.J.A.C. 5:71-3.7(a); N.J.S.A. 52:27D-201)	3 yrs after failure to renew; provided all violations have been corrected	Destroy

## FIREFIGHTER TRAINING



CHATHAM TOWNSHIP VOLUNTEER FIRE DEPARTMENT  
STANDARD OPERATING PROCEDURES/GUIDELINES

**TITLE:** FIREFIGHTER TRAINING

**SECTION/TOPIC:** MANAGEMENT & ADMINISTRATION

**NUMBER:** 12

**ISSUE DATE:** 07/13/2016

**REVISED DATE:**

**PREPARED BY:**

*Matthew J. Glogolich*  
X Chief

**Preparer**

**APPROVED BY:**

*Matthew J. Glogolich*  
X Chief

**Approver**

These SOPs/SOGs are based on FEMA guidelines FA-197

### 1.0 POLICY REFERENCE

BYLAW	Article I Section 2 (Membership), Article IV Section 6 (Merit System)
SOP	
POLICY	Merit Policy
NJ ADMINISTRATIVE CODE	5:73 4.3, 5:75-6.1, 12:100-10

### 2.0 PURPOSE

This standard operating procedure addresses the training requirements, both initial and refresher, that shall be fulfilled by all firefighters regardless of interior or exterior status.

### 3.0 SCOPE

This SOP pertains to all personnel in this organization.

### 4.0 DEFINITIONS

**4.1:** Incident Command System (ICS): A management system designed to enable effective and

efficient domestic incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure

**4.2:** National Incident Management System (NIMS): a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work together seamlessly and manage incidents involving all threats and hazards—regardless of cause, size, location, or complexity

**4.3:** SCBA: Self-Contained Breathing Apparatus

**4.4:** CPR: the manual application of chest compressions and ventilations to patients in cardiac arrest, done in an effort to maintain viability until advanced help arrives

**4.5:** AED: A portable defibrillator designed to be automated such that it can be used by persons without substantial medical training who are responding to a cardiac emergency.

## 5.0 PROCEDURES/GUIDELINES & INFORMATION

**5.1:** In accordance with Departmental By-Law Article I Section 2, all firefighters shall complete basic firefighting training (aka Firefighter I) within their probationary period. Firefighter I training shall be completed at a recognized firefighting training facility and adhere to the training requirements set forth by the New Jersey Division of Fire Safety, NFPA standard 1001, and N.J.A.C. 5:73 4.3 standard. All firefighters shall also receive initial training in the Incident Command System (ICS)/National Incident Management System (NIMS), Bloodborne Pathogens, Right-to-Know, Hazardous Materials Awareness, and Hazardous Materials Operations as required by N.J.A.C. 5:75-6.1

**5.1.1:** Exception may be granted to initial training requirements for probationary firefighters who have received and provide proof of certification for the courses described in Section 5.1 of this SOP

### **5.2:** Annual Refresher Training:

**5.2.1:** All firefighters shall be provided annual refresher training for Hazardous Materials Awareness, Hazardous Materials Operations, Bloodborne Pathogens, Right-to-Know, and Self-Contained Breathing Apparatus (SCBA). These refresher training sessions shall be considered mandatory in order to maintain active firefighting status

**5.2.2:** Firefighters failing to complete the refresher training in its entirety as described in Section 5.2.1 of this SOP shall have his/her interior firefighting status revoked. Interior firefighting status shall remain revoked until proof of completion is provided to the Chief or his/her designee

**5.2.3:** Firefighters failing to complete, at a minimum, Hazardous Materials Awareness, Hazardous Materials Operations, Right-to-Know, and Bloodborne Pathogens refresher training shall not be permitted to respond on Department apparatus in any capacity due to the unpredictable nature of the firefighting field. Response status shall remain revoked until proof of completion is provided to the Chief or his/her designee

**5.2.4:** Firefighters who have completed the refresher training described in Section 5.2.1 of this SOP with an outside agency (i.e. Additional Fire Department [career or volunteer], First Aid

Squad, or Law Enforcement) should not be required to duplicate training with this organization. Firefighters shall instead provide proof of completion, satisfied by either course certificate or a letter from the outside agency Chief/Training Officer, to the Chief or his/her designee

**5.3:** Pursuant to the PEOSH Standards for Firefighters N.J.A.C. 12:100-10, all firefighters regardless of firefighting capacity shall attend training annually (at minimum). Further, all interior firefighters shall attend training quarterly (at minimum). The refresher training described in Section 5.2 of this SOP shall not be counted toward this requirement. *(Note: Minimum training requirements set forth in this SOP are independent from the participation requirements set forth in Department By-law Article IV Section 6: Merit System)*

**5.4:** All firefighters shall attend a minimum of one (1) live burn training exercise annually in order to maintain interior firefighting status

**5.5:** All firefighters should receive Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) training, at a minimum, bi-annually

**5.6:** Additional training and education opportunities are available and encouraged to all firefighters. Requests for additional training and education can be completed and submitted to the Training Officer in accordance with the Chatham Township Fire Department Merit Policy

**5.6:** Any changes to, or revocation of active firefighting status should be communicated to the effected firefighter, in writing, by the Chief or his/her designee

## EQUIPMENT AND SUPPLIES



CHATHAM TOWNSHIP VOLUNTEER FIRE DEPARTMENT  
STANDARD OPERATING PROCEDURES/GUIDELINES

**TITLE:** EQUIPMENT AND SUPPLIES

**SECTION/TOPIC:** MANAGEMENT & ADMINISTRATION

**NUMBER:** 13

**ISSUE DATE:** 07/13/2016

**REVISED DATE:**

**PREPARED BY:**

*Matthew J. Glogolich*  
X Chief

**Preparer**

**APPROVED BY:**

*Matthew J. Glogolich*  
X Chief

**Approver**

These SOPs/SOGs are based on FEMA guidelines FA-197

### 1.0 POLICY REFERENCE

BYLAW	
SOP	1.9 [Respiratory Protection Plan], 1.12 [Firefighter Training]
POLICY	

### 2.0 PURPOSE

This standard operating procedure addresses personal protective equipment (PPE) and the maintenance procedures associated with all elements of the PPE ensemble.

### 3.0 SCOPE

This SOP pertains to all personnel in this organization.

### 4.0 DEFINITIONS

**4.1:** NFPA 1851: Selection, care, and maintenance program for structural fire fighting protective ensembles.



#### 4.2: PPE: Personal Protective Equipment

#### 4.3: SCBA: Self-Contained Breathing Apparatus

### 5.0 PROCEDURES/GUIDELINES & INFORMATION

#### 5.1: Personal Protective Equipment:

The mission of PPE is to provide the firefighter an envelope of protection from multiple hazards and repeated exposures. A structural firefighting ensemble shall be comprised of a helmet, hood, bunker pants, bunker jacket, firefighting gloves, and firefighting footwear.

**5.2:** All PPE ensembles shall be issued by the Personal Protective Equipment Officer. Any necessary fittings of PPE elements will be conducted by the Personal Protective Equipment Officer, his/her designee, or a manufacturer representative. Members shall only use department issued PPE unless otherwise explicitly approved by the Chief or his/her designee.

**5.3:** All members shall be provided basic firefighting equipment at no cost to the individual member. Upon issue of a PPE ensemble, all members shall be issued the following equipment:

**5.3.1:** Helmet with approved eye protection

**5.3.2:** Hood

**5.3.3:** Bunker Coat

**5.3.4:** Bunker Pants with approved suspenders

**5.3.5:** Firefighting Footwear

**5.3.6:** Firefighting Gloves

**5.3.7:** Accountability Tags

**5.3.7.1:** Exterior-only firefighters shall be assigned only a red apparatus tag

**5.3.7.2:** Interior firefighters shall be assigned green interior tags when interior firefighting status is achieved in accordance with SOP 1.12 [Firefighter Training]

**5.3.8:** AV-3000 SCBA Face Piece

**5.3.8.1:** Firefighters shall be assigned a SCBA face piece after passing initial fit testing.

Face pieces are subject to revocation in the event a firefighter fails to satisfactorily pass (or provide adequate paperwork of passing) a repeat fit test annually for the AV-3000 face piece in accordance with SOP 1.9 [Respiratory Protection Plan]

**5.4:** Upon issue, all members should be provided with the manufacturer's written instructions on the care, use, and maintenance of all PPE elements, including any warnings provided by the manufacturer. If no written instructions are available, the issuing Firefighting Officer will review the procedures for the care, use, and maintenance of the PPE elements.

**5.5:** Each member shall conduct a routine inspection of their PPE each time the element(s) is exposed, or is suspected of having been exposed to damage or contamination. This routine inspection shall include, as a minimum, the following:

**5.5.1: Jacket and Pant**

- 1) Soiling
- 2) Contamination from hazardous materials, biological agents, or bodily fluids
- 3) Physical damage
  - a) Rips, tears, and cuts
  - b) Damaged/missing hardware or closure hardware
  - c) Thermal damage such as charring, burn holes, and melting
- 4) Damaged or missing reflective trim

**5.5.2: Hood**

- 1) Soiling
- 2) Contamination from hazardous materials, biological agents, or bodily fluids
- 3) Physical Damage
  - a) Rips, tears, cuts
  - b) Thermal damage such as charring, burn holes, and melting
- 4) Loss of face opening elasticity

**5.5.3: Helmet**

- 1) Soiling
- 2) Contamination from hazardous materials, biological agents, or bodily fluids
- 3) Physical damage to the shell, such as:
  - a) Cracks, dents, and abrasions
  - b) Thermal damage to the shell such as bubbling, soft spots, warping, or discoloration
- 4) Physical damage to the ear flaps
- 5) Damaged or missing components of the suspension and retention systems
- 6) Damaged or missing components of the eye protection systems *(all helmets shall have two forms of eye protection present. These forms may consist of face shield, flip-down bourke/goggles, flip-down bourke/safety glasses.) A defender visor shall be compliant eye protection and does not require a secondary form of protection*
  - a) Discoloration
  - b) Cracks
  - c) Scratches limiting visibility

**5.5.4: Firefighting Gloves**

- 1) Soiling
- 2) Contamination from hazardous materials, biological agents, or bodily fluids
- 3) Physical damage
  - a) Rips, tears, and cuts
  - b) Thermal damage such as charring, burn holes, and melting
  - c) Inverted liner
- 4) Shrinkage

5) Loss of elasticity/flexibility

**5.5.5: Firefighting Footwear**

- 1) Soiling
- 2) Contamination from hazardous materials, biological agents, or bodily fluids
- 3) Physical damage
  - a) Cuts, tears, and punctures
  - b) Thermal damage such as charring, burn holes, and melting
  - c) Exposed/deformed steel toe, steel midsole, and shank
- 4) Loss of water resistance

**5.5.7: AV-3000 SCBA Face Piece**

- 1) Soiling
- 2) Contamination from hazardous materials, biological agents, or bodily fluids
- 3) Physical damage
  - a) Cuts, tears, or punctures in the head netting or rubber seals of the face piece
  - b) Thermal damage such as spidering or bubbling in the face piece lens
- 4) Loss of elasticity in the adjustment straps of the face piece
- 5) Functionality of the voice amplification device

**5.6:** Advanced Inspections of PPE ensembles and elements shall be conducted a minimum of once every 12 months, or whenever a routine inspection indicates that a problem may exist with the PPE ensemble. Advanced inspections may be completed by a Firefighting Officer or Safety Officer.

**5.7: Cleaning and Decontamination:**

Soiled or contaminated PPE elements shall not be brought home, placed in a personal vehicle, washed in home laundry machines, or washed in public washing machines unless they are dedicated to handling firefighting protective clothing. When cleaning commences, heavy scrubbing or spraying with high velocity jets such as a power washer shall not be used. NFPA 1851 identifies and defines routine, advanced, and specialized cleaning as the three primary types of PPE cleaning.

**5.7.1:** After each encounter with an IDLH environment, each element of the PPE ensemble shall receive routine cleaning. It is the member's responsibility to ensure the routine cleaning is completed using certified PPE cleaning supplies available at Fire Headquarters. When performing routine cleaning, the manufacturer's recommendations shall be followed.

**5.7.2:** Advanced/Specialized cleaning shall be conducted whenever PPE elements are either contaminated with hazardous materials, biological agents, or bodily fluids, or when routine cleaning fails to adequately clean PPE elements. Advanced/Specialized cleaning shall be conducted utilizing a qualified contract cleaner. In instances of contaminated PPE, the PPE elements shall be isolated, placed in a bag, and removed from service until cleaning can be performed. Universal precautions shall be observed when handling known or suspected contaminated PPE elements.

**5.8:** Repairs to all PPE elements shall be performed utilizing a recognized repair facility. All PPE elements requiring repair are subject to routine, advanced, or specialized cleaning before any repairs are made.

## BUILDING DESIGNATIONS



CHATHAM TOWNSHIP VOLUNTEER FIRE DEPARTMENT  
STANDARD OPERATING PROCEDURES/GUIDELINES

**TITLE:** BUILDING DESIGNATIONS

**SECTION/TOPIC:** FACILITIES

**NUMBER:** 1

**ISSUE DATE:** 07/13/2016

**REVISED DATE:**

**PREPARED BY:**

*Matthew J. Glogolich*  
X Chief

Preparer

**APPROVED BY:**

*Matthew J. Glogolich*  
X Chief

Approver

These SOPs/SOGs are based on FEMA guidelines FA-197

### 1.0 POLICY REFERENCE

BYLAW	
SOP	
POLICY	

### 2.0 PURPOSE

This standard operating procedure addresses the manner in which the buildings owned by the Department will be recognized.

### 3.0 SCOPE

This SOP pertains to all personnel in this organization.

### 4.0 DEFINITIONS

NONE

## **5.0 PROCEDURES/GUIDELINES & INFORMATION**

**5.1:** The Fire Station located at 495 River Road shall be known as “Fire Headquarters”

**5.2:** The Fire Station located at 172 Southern Boulevard shall be known as “Station 2”

## APPARATUS ROOM & TRUCK BAYS



CHATHAM TOWNSHIP VOLUNTEER FIRE DEPARTMENT  
STANDARD OPERATING PROCEDURES/GUIDELINES

**TITLE:** APPARATUS ROOM & TRUCK BAYS

**SECTION/TOPIC:** FACILITIES

**NUMBER:** 2

**ISSUE DATE:** 10/30/2010

**REVISED DATE:** 07/13/2016

**PREPARED BY:**

*Matthew J. Glogolich*  
X Chief

Preparer

**APPROVED BY:**

*Matthew J. Glogolich*  
X Chief

Approver

These SOPs/SOGs are based on FEMA guidelines FA-197

### 1.0 POLICY REFERENCE

BYLAW	
SOP	
POLICY	

### 2.0 PURPOSE

This standard operating procedure/guideline addresses the apparatus bay assignments for all vehicles in the Department. Further, this standard operating procedure/guideline addresses the overall use of the apparatus room/truck bays.

### 3.0 SCOPE

This SOP/SOG pertains to all personnel in this organization.

### 4.0 DEFINITIONS

NONE

## **5.0 PROCEDURES/GUIDELINES & INFORMATION**

**5.1:** No personal vehicles will be placed in the apparatus bays for any reason unless previously authorized by a Firefighting Officer.

**5.2:** Fire Headquarters apparatus bays have been assigned as follows:

- Bay 1 – Utility 1
- Bay 2 – Rescue 14
- Bay 3 – Engine 10
- Bay 4 – Neptune 1
- Bay 5 – VACANT

**5.3:** Station 2 apparatus bays have been assigned as follows:

- Bay 1 – Quint 12 (Front)  
Brush 13 (Rear)
- Bay 2 – Engine 11 (Front)  
Brush 15 (Rear)

**5.4:** The apparatus bay areas shall be kept clear of excess materials and clutter in order to ensure free access to apparatus, offices, and storage areas.



## DRIVER'S RESPONSIBILITIES



CHATHAM TOWNSHIP VOLUNTEER FIRE DEPARTMENT  
STANDARD OPERATING PROCEDURES/GUIDELINES

**TITLE:** DRIVER'S RESPONSIBILITIES

**SECTION/TOPIC:** EMERGENCY OPERATIONS

**NUMBER:** 1

**ISSUE DATE:** 10/30/2010

**REVISED DATE:** 07/13/2016

**PREPARED BY:**

**APPROVED BY:**

X

X

*Matthew J. Glogolich*

Chief

Preparer

Approver

These SOPs/SOGs are based on FEMA guidelines FA-197

### 1.0 POLICY REFERENCE

BYLAW	
SOP	
POLICY	

### 2.0 PURPOSE

This standard operating procedure/guideline addresses the responsibilities of qualified apparatus drivers.

### 3.0 SCOPE

This SOP/SOG pertains to all qualified apparatus drivers/operators in this organization.

### 4.0 DEFINITIONS

NONE

## **5.0 PROCEDURES/GUIDELINES & INFORMATION**

**5.1:** All apparatus should leave the station with full crew (when possible) within a reasonable amount of time (6 minutes)

**5.2:** It shall be the driver’s responsibility to ensure that his/her crew has returned to the apparatus as well as that all equipment is returned, and back in it’s normal operating condition

**5.3:** All damaged equipment should be either properly secured or removed from the apparatus whenever possible. It shall be the driver’s responsibility to notify the Incident Commander immediately.

**5.4:** Drivers shall not exceed the posted speed limit when responding to emergency calls. Maximum speed shall be 40 miles-per-hour

**5.5:** All apparatus shall come to a complete stop at all intersections that have a traffic control device before proceeding with due regard

**5.6:** Drivers and firefighters on apparatus shall be seated and secured in a seatbelt at all times when responding and returning from an incident or anytime the apparatus is in motion

**5.7:** Drivers and crew shall remain with apparatus unless ordered otherwise

**5.8:** The following shall be the maximum number of personnel to be carried on apparatus:

**5.8.1:** Engine 10- 7 firefighters

**5.8.2:** Engine 11- 7 firefighters

**5.8.3:** Quint 12- 8 firefighters

**5.8.4:** Brush 13- 2 firefighters

**5.8.5:** Rescue 14- 5 firefighters

**5.8.6:** Brush 15- 2 firefighters

**5.8.7:** Utility 1- 6 firefighters

**5.8.8:** Incident Command Vehicle- 5 firefighters

**5.9:** No firefighters shall be permitted to stand on apparatus while in motion unless authorized by a Chief Officer

**5.10:** All accidents shall be immediately reported to the Chief, or Incident Commander in his/her absence. Further action shall be at the discretion of the Chief pending an investigation by him/her or their designee

**5.11:** No apparatus shall be left unattended at the fuel pump while the apparatus is being fueled

**5.12:** All apparatus shall be chocked when parked

**5.13:** Drivers who are qualified on more than one piece of apparatus should refrain from getting on board an apparatus to complete its compliment of personnel. He/She should attempt to take another apparatus if warranted/requested

**5.14:** All drivers shall possess a current and valid New Jersey driver's license

**5.15:** It should be the driver's responsibility to ensure that the apparatus (including wheels and wheel well area) is washed after all incidents in cases of inclement weather. Extra care should be taken during the cold weather months

**5.16:** Drivers will be responsible to ensure that all equipment is back in working order

**5.17:** Apparatus are to be kept fully fueled at all times. If fuel is  $\frac{3}{4}$  or less, it shall be the driver's responsibility to fuel the apparatus before securing

**5.18:** Driver shall be responsible for the crew when a Firefighting Officer is not present

**5.19:** Whenever apparatus is backing up, there should be a spotter in the rear of the apparatus.

**5.19.1:** Spotter shall have a portable radio turned on at all times while performing duties.

**5.19.2:** If sight of the spotter is lost, the driver shall stop the apparatus until sight of the spotter is regained

**5.20:** Driver shall make sure that all personnel have their seatbelts fastened prior to releasing the apparatus' air brakes

## APPARATUS RESPONSE



CHATHAM TOWNSHIP VOLUNTEER FIRE DEPARTMENT  
STANDARD OPERATING PROCEDURES/GUIDELINES

**TITLE:** APPARATUS RESPONSE

**SECTION/TOPIC:** EMERGENCY OPERATIONS

**NUMBER:** 2

**ISSUE DATE:** 01/16/2011

**REVISED DATE:** 07/13/2016

**PREPARED BY:**

*Matthew J. Glogolich*  
X Chief

Preparer

**APPROVED BY:**

*Matthew J. Glogolich*  
X Chief

Approver

These SOPs/SOGs are based on FEMA guidelines FA-197

### 1.0 POLICY REFERENCE

BYLAW	
SOP	3.1 [Driver's Responsibilities]
POLICY	Alcohol Policy

### 2.0 PURPOSE

This standard operating procedure/guideline addresses the standard apparatus response protocols that will be adhered to when responding to emergency calls.

### 3.0 SCOPE

This SOP/SOG pertains to all personnel in this organization.

### 4.0 DEFINITIONS

**4.1:** SCBA: Self Contained Breathing Apparatus

## 5.0 PROCEDURES/GUIDELINES & INFORMATION

**5.1:** Any member responding to emergency calls shall not have consumed alcoholic beverages before responding in accordance with the Chatham Township Fire Department Alcohol and Zero-Tolerance Policies respectively (see *Appendix A*)

**5.2:** The following shall be the maximum number of personnel to be carried on apparatus:

- 5.2.1:** Engine 10- 7 firefighters
- 5.2.2:** Engine 11- 7 firefighters
- 5.2.3:** Quint 12- 8 firefighters
- 5.2.4:** Brush 13- 2 firefighters
- 5.2.5:** Rescue 14- 5 firefighters
- 5.2.6:** Utility 1- 6 firefighters
- 5.2.7:** Incident Command Vehicle- 5 firefighters

**5.3:** Pursuant to SOP 3.1 Driver's Responsibilities, drivers are to wait a responsible amount of time to ensure the apparatus responds with a full crew. If an officer indicates he/she is responding to that station the first-due apparatus shall wait for that officer

**5.4:** Apparatus response to emergency calls should be in accordance with the established "run cards" unless otherwise dictated by a Chief Officer. The established run cards are located in Appendix B of this SOP

- 5.4.1:** Only the Incident Commander shall be permitted to cancel responding apparatus

**5.5:** Firefighters in jump seats should immediately equip themselves with a SCBA when responding to all types of incidents excluding brush fires and motor vehicle accidents. Exception will be granted when responding to motor vehicle accidents requiring a protective hose line be deployed

**5.6:** Hydrant locations shall be spotted on all calls that could require a water supply be established

**5.7:** Engine 10 and Quint 12 should approach an incident scene from opposite directions when possible

**5.8:** The front of the structure on fire shall be left open for placement of aerial apparatus when possible. Drivers are to be aware of the stability of overhead power lines before parking any vehicle at an incident scene

**5.9:** Apparatus is to be positioned between working firefighters and the approaching traffic to protect personnel from traffic

**5.10:** The second arriving Class A Pumper (Engine 10, Engine 11, Quint 12) should stage at the hydrant nearest to the incident scene to prepare to establish a water supply if needed unless otherwise instructed by the Incident Commander

**5.11:** Upon arrival at a scene, all firefighters are to remain with their respective apparatus until instructed to do otherwise by the Incident Commander. Lieutenants should also remain with the apparatus; exception will be granted when a Lieutenant is acting as the Incident Commander

**5.12:** When responding to vehicle fires, hazardous materials investigations, or chemical release investigations, apparatus should be positioned uphill and upwind to minimize hazards threatening the apparatus and responding firefighters

**5.13:** If a decision is made to charge a hand line for interior attack, said line shall be a 1 ¾" or larger attack line. No booster lines shall be used for interior attack lines

**Appendix A**

**Chatham Township Volunteer Fire Department**

**POLICY ON ALCOHOL CONSUMPTION CONDUCT AGREEMENT**

The consumption of alcoholic beverages prior to responding to emergencies is not acceptable due to legal, safety, and public relations issues.

It is the understanding of each member that he/she is governed under the CDL driving rules and regulations when operating fire apparatus. (NJ CDL drivers are driving under the influence if blood alcohol content (BAC) levels are .04 or higher)

The Chatham Township Volunteer Fire Department shall have a zero tolerance policy for the use of alcohol in the apparatus floor area while the apparatus is staged for emergency response inclusive of work and maintenance activities, the Radio room, Work-shop, hose room, and the Fire Office.

The Chatham Township Volunteer Fire Department shall have a zero tolerance policy for members who respond to activities, attend training, or other emergency preparedness functions after having consumed alcohol within the previous (4) four hours.

Violation of this policy will be grounds for immediate dismissal from any current fire activity and automatically being prohibited from participating on any incident scene inclusive of training and driving/operating fire department vehicles for a minimum of 60 days.

I, \_\_\_\_\_ have read and agree to comply with the above  
Print Firefighter Name

Policy statement addressing my conduct, and the consumption of alcohol. If I have any questions about the policy, or I do not understand, I will contact the Chief or Deputy Chief of the Department.

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

\_\_\_\_\_  
Date

**Appendix B**

<b><u>INCIDENT TYPE</u></b>	<b><u>RECOMMENDED RESOURCES</u></b>	<b><u>RESTRICTIONS</u></b>
AIRCRAFT CRASH / PLANE	ENGINE 10, ENGINE 11, QUINT 12, RESCUE 14, 4592 (ENGINE 1, RESCUE 5) 4491 (ENGINE 3, RESCUE 1), 4481	
AIRCRAFT FIRE / PLANE ON GROUND		
ANIMAL RESCUE	RESCUE 14, ENGINE 10	
APPLIANCE FIRE	ENGINE 10, QUINT 12, RESCUE 14	
ASSIST EMS	ENGINE 10 OR RESCUE 14	
ASSIST POLICE	AS REQUESTED	
BOAT / WATERCRAFT	ENGINE 10, RESCUE 14	
BOILER MALFUNCTION	ENGINE 10, QUINT 12, RESCUE 14	
BOMB THREAT / SCARE	ENGINE 10, QUINT 12	**UNITS TO STAGE IN HQ UNTIL ADVISED**
BRUSH FIRE	ENGINE 10, BRUSH 13, RESCUE 14	
BUILDING INSPECTION	ENGINE 10, QUINT 12	
BUILDING LOCKOUT	QUINT 12	
CAR FIRE	ENGINE 10, QUINT 12	
CHIMNEY FIRE	ENGINE 10, QUINT 12, RESCUE 14	
CO ALARM, NO ILLNESS	QUINT 12, RESCUE 14	
CO ALARM WITH ILLNESS	ENGINE 10, QUINT 12, RESCUE 14 4481	
COMMERCIAL STRUCTURE FIRE	<b>1<sup>ST</sup> ALARM:</b> ENGINE 10, QUINT 12, RESCUE 14 4592 4491 (QUINT 1) 4481  <b>2<sup>ND</sup> ALARM:</b> 1799 (RIC) 1199 (RIC) 6091 (1 ENG TO HQ) 6092 (1 LADDER TO HQ) 9850  <b>3<sup>RD</sup> ALARM:</b> 6091 (MOVE TO SCENE) 6092 (MOVE TO SCENE)	**NOTIFY JCP&L, PSE&G, AND NJ AMERICAN WATER**



		2295 (ENG 5 TO SCENE) 2399 (AIR TRUCK) 3091 (1 LADDER TO HQ) 3092 (1 ENG TO HQ)	
CONFINED SPACE	QUINT 12, RESCUE 14, 1799		
COUNTY AIR TRUCK REQUEST			
COUNTY DECON TASK FORCE			
COUNTY DIVE TEAM			
COUNTY FIRE COORDINATOR			
COUNTY HAZMAT			
COUNTY ICE RESCUE TASK FORCE			
COUNTY OEM MAB UNIT			
COUNTY OEM MCRU			
COUNTY TENDER TASKFORCE			
COUNTY WATER RESCUE			
DAMAGE TO STRUCTURE	ENGINE 10, QUINT 12		
DECON UNIT RESPONSE			
DUMPSTER FIRE / GARBAGE	ENGINE 10, QUINT 12		
ELECTRICAL FIRE	ENGINE 10, QUINT 12, RESCUE 14		
ELEVATOR EMERGENCY	QUINT 12, RESCUE 14		
EXPLOSION	ENGINE 10, QUINT 12, RESCUE 14		
FIRE ALARM COMMERCIAL	ENGINE 10, QUINT 12, RESCUE 14	**DUAL DISPATCH 4592 MONDAY-FRIDAY 0700-1600**	
FIRE ALARM RESIDENTIAL	ENGINE 10, QUINT 12, RESCUE 14		
GRILL FIRE	ENGINE 10, QUINT 12		
HAZMAT / SPILL / GASOLINE	QUINT 12, RESCUE 14		
HIGH RISE ALARM	ENGINE 10, QUINT 12		
HYDRANT DETAIL	ENGINE 10	**FOR LEAKING HYDRANTS, CONTACT NJ AMERICAN	

		WATER. DO NOT DISPATCH FD**
ICE RESCUE	QUINT 12, RESCUE 14	
LANDING ZONE SETUP	ENGINE 10, QUINT 12	
LECTURE / DEMONSTRATION		
MANHOLE FIRE	ENGINE 10, ENGINE 11	
MISC. DETAIL	ENGINE 10, QUINT 12	
MMA CATEGORY A RESPONSE		
MMA CATEGORY B RESPONSE		
MMA CATEGORY F RESPONSE		
MMA STILL ALARM		
MULCH FIRE	ENGINE 10, BRUSH 13, RESCUE 14	
MUTUAL AID	ENGINE 10 UNLESS OTHERWISE REQUESTED	
MVA ENTRAPMENT	ENGINE 11, RESCUE 14, 4481	
MVA FLUID SPILL / CAR SMOKING	ENGINE 11, RESCUE 14, 4481	
MVA INTO A BUILDING	ENGINE 11, RESCUE 14, 4481	
MVA OVERTURNED	ENGINE 11, RESCUE 14, 4481	
MVA WITH INJURIES	ENGINE 11, RESCUE 14, 4481	
ODOR OF SMOKE IN BUILDING	ENGINE 10, QUINT 12, RESCUE 14	
ODOR OF SMOKE OUTSIDE	ENGINE 10, QUINT 12	
UNKNOWN / STRANGE ODOR IN BUILDING	ENGINE 10, QUINT 12, RESCUE 14	
UNKNOWN / STRANGE ODOR OUTSIDE	ENGINE 10, QUINT 12	
OPEN BURNING	ENGINE 10, BRUSH 13, RESCUE 14	
PARADE		
QRV RESPONSE		
QRV / IRONMAN RESPONSE		
RESCUE	QUINT 12, RESCUE 14	
RESIDENTIAL STRUCTURE FIRE	1 <sup>ST</sup> ALARM:	ENGINE 10, QUINT 12, RESCUE 14 4592 4491 (QUINT 1) 4481

	<b>2<sup>ND</sup> ALARM:</b>  <b>3<sup>RD</sup> ALARM:</b>	1799 (RIC) 6091 (1 ENG TO HQ) 6092 (1 LADDER TO HQ) 9850  6091 (MOVE TO SCENE) 6092 (MOVE TO SCENE) 2295 (1 ENG TO SCENE) 1199 (RIC) 2399 (AIR TRUCK) 3091 (1 LADDER TO HQ) 3092 (1 ENG TO HQ)	<b>**NOTIFY JCP&amp;L, PSE&amp;G, AND NJ AMERICAN WATER**</b>
RIC TEAM	ENGINE 10		
SEARCH & RESCUE	RESCUE 14, UTILITY 1		
SMELL OF GAS / GAS LEAK IN BUILDING	ENGINE 10, QUINT 12, RESCUE 14		
SMELL OF GAS / GAS LEAK OUTSIDE	ENGINE 10, QUINT 12		
SMOKE CONDITION INSIDE	ENGINE 10, QUINT 12, RESCUE 14, 4592, 4491 (QUINT 1)		
SMOKE CONDITION OUTSIDE	ENGINE 10, QUINT 12		
TRAIN ACCIDENT	ENGINE 10, ENGINE 11, QUINT 12, RESCUE 14, 4491 (RESCUE 1), 4481		
TRAINING			
USAR (URBAN SEARCH AND RESCUE)			
VEHICLE MAINTENANCE			
WATER PUMP OUT	BRUSH 13, UTILITY 1		<b>**WILL ONLY RESPOND FOR 6+ INCHES**</b>
WATER RESCUE	QUINT 12, RESCUE 14		
WIRES / TRANSFORMER / ELECTRICAL	ENGINE 11, RESCUE 14		

<b><u>ADDITIONAL FIRE DEPARTMENTS (ADD)</u></b>	<b><u>ADDITIONAL RIC TEAM (ADD)</u></b>
4592	1799
4491	1199
6091	6093
3091	1291 1292
1799	1432 FIRE

**SPECIAL INSTRUCTIONS FOR DISPATCH**

***\*\*AT 10 MINUTES, IF NO UNITS SIGNED ON, OPERATORS CAN UTILIZE THE ADD FD FUNCTION AND FOLLOW THE SPECIFIED LIST OF DEPARTMENTS AS NEEDED. THIS LIST CAN ALSO BE UTILIZED WHEN UNITS ARE COMMITTED TO AN INCIDENT AS DICTATED BY THE INCIDENT COMMANDER\*\****

***\*\*IF FIRE OFFICER IS NEEDED, UTILIZE OFFICERS TONES FIRST, THEN UTILIZE CONTACT LIST IF NO CONTACT MADE\*\****

***\*\*MVA INJURY: IF VEHICLE VS BICYCLIST OR VEHICLE VS PEDESTRIAN WITH NO ENTRAPMENT DISPATCH BLS ONLY, NO FIRE DEPARTMENT RESPONSE UNLESS REQUESTED BY BLS OR PD\*\****

<b><u>Station</u></b>	<b><u>Agency</u></b>
4591	Chatham Twp. FD
4592	Green Village FD
4491	Chatham Borough FD
4481	Chatham EMS
1199	Florham Park PD
1291	Cedar Knolls FD
1299	Whippany FD
1799	Madison FD
2295	Morris Twp FD Station 5
2399	Morris Plains FD
3091	Millington FD
3092	Stirling FD
1432	Randolph FD
6091	Berkley Heights FD
6092	New Providence FD
6093	Summit FD
9850	Morris County Mutual Aid Coordinator

## COMMUNICATIONS



CHATHAM TOWNSHIP VOLUNTEER FIRE DEPARTMENT  
STANDARD OPERATING PROCEDURES/GUIDELINES

<b>TITLE:</b> COMMUNICATIONS	<b>SECTION/TOPIC:</b> EMERGENCY OPERATIONS
<b>NUMBER:</b> 3	<b>ISSUE DATE:</b> 10/30/2010
	<b>REVISED DATE:</b>
<b>PREPARED BY:</b>  X  _____	<b>APPROVED BY:</b>  <i>Jim Pignatello Jr</i> X Chief  _____
<b>Preparer</b>	<b>Approver</b>

These SOPs/SOGs are based on FEMA guidelines FA-197

### 1.0 POLICY REFERENCE

BYLAW	
SOP	
POLICY	
OTHER	NIMS 2009 STANDARD

### 2.0 PURPOSE

This standard operating procedure/guideline addresses the communications procedures that shall be utilized at all times.

### 3.0 SCOPE

This SOP/SOG pertains to all personnel in this organization.

#### 4.0 DEFINITIONS

**County:** Radio designation for County Dispatch

**Responding:** Used when units are responding to an incident scene

**En route:** Not a substitute for responding (example: Chatham Township Quint 12 en route to DPW for fuel).

**On the Scene:** Used when units arrive at the scene.

**Returning:** Used when units have been cleared of an incident scene, and are returning to station.

**Unreadable:** Used when a message received is not clear

**Loud and Clear:** Self-explanatory

**Received:** Used to acknowledge message

**Affirmative:** Yes

**Negative:** No

#### 5.0 PROCEDURES/GUIDELINES & INFORMATION

**5.1:** Unnecessary radio transmissions and chatter will not be permitted.

**5.2:** Only the Chief, Deputy Chief, and Captain shall be authorized to request a message over our paging/message systems.

**5.3:** All communications shall be in compliance with NIMS 2009 standards, utilizing only “plain text”. This allows clear and concise communications. The use of ten-codes and previously used “800” number unit/radio designations shall be discontinued.

**5.4:** Radio designations shall be the following:

Chatham Township Chief 1	Chatham Township Engine 10
Chatham Township Chief 2	Chatham Township Engine 11
Chatham Township Captain 1	Chatham Township Quint 12
Chatham Township Lieutenant 1	Chatham Township Brush 13
Chatham Township Lieutenant 2	Chatham Township Rescue 14
Chatham Township Lieutenant 3	Chatham Township Brush 15
Chatham Township Safety 1	Chatham Township Utility 1
Chatham Township Safety 2	

**5.5:** During initial sign-on of responding apparatus, the transmission shall be followed by the number of interior firefighters on the apparatus. This number shall not include Junior Firefighters, or exterior-only firefighters. (Example: Chatham Township Engine 10 responding with 3)

# HYDRANT OPERATIONS



CHATHAM TOWNSHIP VOLUNTEER FIRE DEPARTMENT  
STANDARD OPERATING PROCEDURES/GUIDELINES

**TITLE:** HYDRANT OPERATIONS

**SECTION/TOPIC:** EMERGENCY OPERATIONS

**NUMBER:** 4

**ISSUE DATE:** 10/30/2010

**REVISED DATE:** 07/13/2016

**PREPARED BY:**

X

Preparer

**APPROVED BY:**

X

*Matthew J. Glogolich*

Chief

Approver

These SOPs/SOGs are based on FEMA guidelines FA-197

## 1.0 POLICY REFERENCE

BYLAW	
SOP	
POLICY	

## 2.0 PURPOSE

This standard operating procedure/guideline addresses the standard procedure that shall be used when preparing a hydrant for operation, and placing it into operation.

## 3.0 SCOPE

This SOP/SOG pertains to all personnel in this organization.

## 4.0 DEFINITIONS

NONE

## **5.0 PROCEDURES/GUIDELINES & INFORMATION**

**5.1:** Remove steamer connection cap.

**5.2:** Using hydrant wrench, open the hydrant, turning the operating nut to the left. Continue turning the operating nut with the hydrant wrench until water begins flowing out of the steamer connection. Water shall continue to flow freely out of the steamer connection until the water appears clear. At this time the operating nut shall be closed by turning the hydrant wrench to the right until water is not longer flowing

**5.3:** Connect the 5-inch to 4-inch reducer to the steamer connection

**5.4:** Remove the 2 ½-inch hydrant cap on the side of the hydrant which points towards the fire building, and connect the 2 ½-inch ball valve to this connection

**5.5:** Advise the appropriate apparatus via radio that the hydrant is “ready to flow water.” In situations where the hydrant utilized is in close proximity to the apparatus, direct verbal communication may be used

**5.5:** Open the hydrant only after water is called for by the apparatus operator

**5.6:** After the hydrant is fully open, the firefighter at the hydrant shall report to the Incident Commander for further task assignments

**5.7:** The Officer or senior member on the apparatus shall assign personnel to the hydrant while the apparatus is responding to any fire-related incident



## PUMP OPERATION PRESSURES



CHATHAM TOWNSHIP VOLUNTEER FIRE DEPARTMENT  
STANDARD OPERATING PROCEDURES/GUIDELINES

**TITLE:** PUMP OPERATION PRESSURES

**SECTION/TOPIC:** EMERGENCY OPERATIONS

**NUMBER:** 5

**ISSUE DATE:** 11/10/2003

**REVISED DATE:** 07/13/2016

**PREPARED BY:**

X

Preparer

**APPROVED BY:**

X

*Matthew J. Glogolich*

Chief

Approver

These SOPs/SOGs are based on FEMA guidelines FA-197

### 1.0 POLICY REFERENCE

SOP	
NIMS	
BYLAW/POLICY	

### 2.0 PURPOSE

This standard operating procedure/guideline addresses standard pump pressures used by this organization

### 3.0 SCOPE

This SOG pertains to all qualified and aspiring drivers/operators in this organization.

### 4.0 DEFINITIONS

PSI: Pounds per square inch

**5.0 PROCEDURES/GUIDELINES & INFORMATION**

**5.1:** Pumps shall be pumped in volume unless directed otherwise by a firefighting officer.

**5.2:** Relief valve shall be in the “OFF” position when not in use (if applicable). T-Handle will be kept in the “OPEN” position (no tension on spring). When pump is in operation, relief valve shall be turned on, pump pressure increased to 150 P.S.I. T-Handle should be turned (increased) clockwise until amber light (open) goes off, and green light illuminates, indicating the relief valve has closed. After green light illuminates, give T-Handle an extra ½ turn, this will give an additional 5-10 P.S.I. if needed.

**5.3:** Starting engine pressures should be the following:

Pump Pressure	150 P.S.I.
1 ¾” Hoseline	150 P.S.I.
2 ½-3” Hoseline	100 P.S.I. (Automatic Nozzle)
	50 P.S.I. (Smooth Bore Nozzle)
Deluge Gun	80 P.S.I.

## CARBON MONOXIDE RESPONSES



CHATHAM TOWNSHIP VOLUNTEER FIRE DEPARTMENT  
STANDARD OPERATING PROCEDURES/GUIDELINES

**TITLE:** CARBON MONOXIDE RESPONSES

**SECTION/TOPIC:** EMERGENCY OPERATIONS

**NUMBER:** 6

**ISSUE DATE:** 11/10/2003

**REVISED DATE:** 07/13/2016

**PREPARED BY:**

**APPROVED BY:**

X

X

*Matthew J. Glogolich*

Chief

Preparer

Approver

These SOPs/SOGs are based on FEMA guidelines FA-197

### 1.0 POLICY REFERENCE

BYLAW	
SOP	
PEOSHA	

### 2.0 PURPOSE

This standard operating procedure/guideline addresses the response procedures to Carbon Monoxide Incidents. Carbon Monoxide is an odorless, tasteless, colorless gas that is deadly. It is a by-product of the fuel burning process. Many appliances such as furnaces, kitchen stoves, hot water heaters, and vehicles can produce carbon monoxide. When faulty or unusual conditions exist, carbon monoxide may be vented into areas where people are present.

Carbon Monoxide poisoning may be difficult to diagnose. Its symptoms are similar to the flu, such as headaches, nausea, fatigue, dizziness, etc. OSHA has established a maximum safe working level for carbon monoxide at 35 parts per million (ppm) over an 8-hour period in the general working place. The United States EPA has established the residential levels are not to exceed 9 ppm over an 8-hour period.

### 3.0 SCOPE

This SOP/SOG pertains to all personnel in this organization

### 4.0 DEFINITIONS

NONE

### 5.0 PROCEDURES/GUIDELINES & INFORMATION

**5.1:** Dispatch will ascertain whether any occupants are suffering any symptoms of carbon monoxide poisoning

**5.2:** Investigation Procedures

- A. Verify whether the alarm is coming from a carbon monoxide detector or a smoke detector
  - a. If it is a smoke detector:
    - i. Investigate the cause of the alarm
    - ii. Take necessary action to mitigate the situation
  - b. If it is a carbon monoxide detector:
    - i. Determine if anyone is exhibiting any symptoms of possible carbon monoxide poisoning; if so, immediately evacuate the residents if they are still located inside the incident building
      - 1. Request necessary EMS response
    - ii. Initiate an investigation of the premises with a multi-gas meter to determine if there are any elevated levels of carbon monoxide present
    - iii. If carbon monoxide is present, personnel shall conduct a thorough investigation to attempt to locate the source of the carbon monoxide problem
    - iv. All personnel will don a SCBA in any atmosphere that is in excess of 35 ppm of carbon monoxide
    - v. Ventilate the premises as necessary
    - vi. If no one exhibits any symptoms of carbon monoxide poisoning, it may not be necessary ventilate the premises unless a level of over 9 ppm is detected by a meter as described below
- B. Readings of 9 ppm or less:
  - a. Inform the occupant that our meter did not detect an elevated level of carbon monoxide at this time
  - b. Recommend occupants check their carbon monoxide detector per manufacturer recommendations
- C. Readings of 9 ppm but less than 100 ppm:

- a. Any reading above 9 ppm shall be considered elevated readings
  - b. Occupants shall be informed that we have detected a potentially dangerous level of carbon monoxide
  - c. Ensure the premises has been evacuated of all residents
  - d. Begin investigation and ventilation, as appropriate
  - e. If it is determined to be an appliance malfunctioning and thereby producing carbon monoxide, it shall be shut down and PSE&G shall be notified to respond
  - f. Once the premises have been reduced to a safe level of carbon monoxide, the premises may be occupied-at the discretion of the occupant
  - g. Attempt shall be made to reset the detector
  - h. The occupants shall be informed of the action that has taken place
  - i. Inform occupants that if the detector activates again, call 9-1-1
- D. Reading of 100 ppm or greater:
- a. Any reading of 100 ppm or greater-inform the occupant that we have detected a potentially lethal level of carbon monoxide
  - b. Ensure the premises has been evacuated of all occupants
  - c. If it is determined that an appliance is malfunctioning and thereby producing carbon monoxide, it shall be shut down and PSE&G shall be notified to respond
  - d. Once the premises have been reduced to a safe level of carbon monoxide, the premises may be occupied-at the discretion of the occupant
  - e. Attempts shall be made to reset the detector
  - f. The occupants shall be informed of the action that has taken place
  - g. Inform the occupants that if the detector activates again, call 9-1-1

## VEHICLE EXTRICATION



CHATHAM TOWNSHIP VOLUNTEER FIRE DEPARTMENT  
STANDARD OPERATING PROCEDURES/GUIDELINES

**TITLE:** VEHICLE EXTRICATION

**SECTION/TOPIC:** EMERGENCY OPERATIONS

**NUMBER:** 7

**ISSUE DATE:** 11/10/2003

**REVISED DATE:** 07/13/2016

**PREPARED BY:**

*Matthew J. Glogolich*  
X Chief

Preparer

**APPROVED BY:**

*Matthew J. Glogolich*  
X Chief

Approver

These SOPs/SOGs are based on FEMA guidelines FA-197

### 1.0 POLICY REFERENCE

BYLAW

SOP

POLICY

### 2.0 PURPOSE

This standard operating procedure/guideline addresses the operational practices to be utilized when responding to incidents involving extrication

### 3.0 SCOPE

This SOP/SOG pertains to all personnel in this organization

### 4.0 DEFINITIONS

**4.1:** PTO: Power Take Off

## **5.0 PROCEDURES/GUIDELINES & INFORMATION**

- 5.1:** Rescue 14 should be manned by “qualified” members trained in vehicle extrication
- 5.2:** Personnel should attempt to identify year, make, and model information of the vehicle to aid with locating airbags, vehicle battery, and general hazard information
- 5.3:** The Incident Commander shall be responsible with coordinating operations with the First Aid Squad on-scene
- 5.4:** Rescue 14 should park upwind and uphill when possible to avoid potential hazards on-scene
- 5.5:** The Rescue 14 Driver should engage the pump PTO, then the generator PTO to prepare for operations
- 5.6:** Remaining crew members should remove necessary extrication equipment from the apparatus and prepare for operations as directed by a Firefighting Officer, or senior member in his/her absence
- 5.7:** All vehicles shall be stabilized and the vehicle power secured before extrication operations commence
- 5.8:** An appropriate fire extinguisher shall be placed in the work zone as a precaution
- 5.9:** A 1 ¾” hand line should be deployed and charged as a safety precaution during extrication operations. The pump operator should prepare for foam operations utilizing Class B-foam

## MUTUAL AID RESPONSES



CHATHAM TOWNSHIP VOLUNTEER FIRE DEPARTMENT  
STANDARD OPERATING PROCEDURES/GUIDELINES

**TITLE:** MUTUAL AID RESPONSES

**SECTION/TOPIC:** EMERGENCY OPERATIONS

**NUMBER:** 8

**ISSUE DATE:** 01/16/2011

**REVISED DATE:** 07/13/2016

**PREPARED BY:**

*Matthew J. Glogolich*  
X Chief

Preparer

**APPROVED BY:**

*Matthew J. Glogolich*  
X Chief

Approver

These SOPs/SOGs are based on FEMA guidelines FA-197

### 1.0 POLICY REFERENCE

BYLAW	
SOP	1.12 [Firefighter Training], 3.9 [Rapid Intervention Crew]
POLICY	

### 2.0 PURPOSE

This standard operating guideline addresses the standard response procedures to any requests for Mutual Aid that the Chatham Township Volunteer Fire Department may receive.

### 3.0 SCOPE

This SOG pertains to all personnel in this organization.

### 4.0 DEFINITIONS

**4.1:** RIC: Rapid Intervention Crew



**4.2: Driver/Operator Only:** A member whose activities are limited to only driving and operating Department apparatus. These members shall not enter any IDLH atmosphere.

## **5.0 PROCEDURES/GUIDELINES & INFORMATION**

**5.1:** All firefighters shall respond to their respective stations in the event of a mutual aid incident

**5.2:** Engine 10 will respond for all general calls for mutual aid unless another piece of apparatus is specifically requested.

**5.3:** Engine 10 shall be utilized as the Department's RIC apparatus

**5.3.1:** ALL members responding as part of a RIC must meet the criteria described in SOP 3.9 [Rapid Intervention Crew]

**5.4:** The Firefighting Officer in charge will assign a mutual aid crew consisting of:

(1) Driver

a. If the driver is classified as a Driver/Operator Only member, s/he will not perform any fire ground operations other than operating apparatus.

(1) Firefighting Officer

(2) Firefighters

a. If the driver is a Driver/Operator only member, one additional firefighter may be added to the crew at the Officer's discretion.

**5.5:** No Junior Firefighters shall respond as part of a mutual aid crew. Probationary Firefighters certified as Interior Firefighters in accordance with SOP 1.12 [Firefighter Training] may respond as part of the crew at the discretion of the Firefighting Officer in charge of the apparatus

**5.6:** If a proper crew as specified in Section 5.4 of this SOP is not available, County dispatch should be notified as soon as possible so the requesting agency can be advised with minimal delay.

**5.7:** The Captain and/or Lieutenants should respond with the apparatus.

**5.8:** The Chief and/or Deputy Chief may respond directly to the incident scene at the Chief's discretion.

**5.8.1:** In the event both Chief Officers are unable to respond, the Captain may respond direct at his/her discretion permitting a proper apparatus crew has been assigned in accordance with Section 5.4 of this SOP.

**5.9:** All remaining firefighters and apparatus shall standby at fire headquarters until released by the Officer in Charge of the mutual aid incident. Engine 11 should be placed into service and relocated to Fire Headquarters once Engine 10 or Quint 12 leaves Township borders on a mutual aid assignment

**5.10:** Unless two (2) line officers are assigned as part of the mutual aid response, the responding crew shall operate as a single group.

**5.11:** The responding apparatus should follow the mutual aid response radio procedures and respond with lights and sirens unless otherwise directed by the officer in charge of the apparatus.

**5.12:** Responses for station coverage should be a “reduced speed” lights and siren response unless otherwise directed by the officer in charge of the apparatus.

## RAPID INTERVENTION CREW



CHATHAM TOWNSHIP VOLUNTEER FIRE DEPARTMENT  
STANDARD OPERATING PROCEDURES/GUIDELINES

**TITLE:** RAPID INTERVENTION CREW

**SECTION/TOPIC:** EMERGENCY OPERATIONS

**NUMBER:** 9

**ISSUE DATE:** 01/16/2011

**REVISED DATE:** 07/13/2016

**PREPARED BY:**

*Matthew J. Glogolich*

X Chief

Preparer

**APPROVED BY:**

*Matthew J. Glogolich*

X Chief

Approver

These SOPs/SOGs are based on FEMA guidelines FA-197

### 1.0 POLICY REFERENCE

BYLAW	
SOP	
POLICY	

### 2.0 PURPOSE

This standard operating procedure establish a set of guidelines and recommendations, consistent with New Jersey policies and NFPA standards, which allows fire departments in Morris County to implement and maintain a uniformly trained, equipped and staffed Rapid Intervention Crew for the safety of firefighters operating at various emergency scenes. This SOP is developed in cooperation with the Best Practices Standard approved by the Morris County Alliance of Active Fire Chiefs

### 3.0 SCOPE

This SOP pertains to all personnel in this organization.

## 4.0 DEFINITIONS

**4.1: ACCOUNTABILITY:** Maintaining continuous status and location of all resources, committed to an incident. Staff assistants completing company accountability by documenting situation and resource status will fulfill these duties initially. In large or complex incidents, additional staff may be assigned to oversee these functions. Each branch Director, Division and Group Supervisor, and Company Officer is responsible for maintaining accountability of members and resources under their command.

**4.2: AUTHORITY HAVING JURISDICTION (AHJ):** An organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure.

**4.3: CLEAR TEXT:** Use of Common terminology understanding by all. The intent of the use of clear text for radio communications is to paint a clear picture and reduce confusion at incidents, particularly where different agencies are working together.

**4.4: EMERGENCY TRAFFIC:** A term used to clear designated radio channels during incident to make way for important radio traffic for a firefighter emergency situation, safety concerns for members on scene, or an immediate change in tactical operations.

**4.5: “FIREFIGHTER DOWN”, “FIREFIGHTER MISSING”, OR “FIREFIGHTER TRAPPED”:** Clear text terms used for radio communications to notify personnel on scene at an emergency that a firefighter accident or emergency has occurred.

**4.6: IMMEDIATELY DANGEROUS TO LIFE OR HEALTH (IDLH):** The maximum level of danger one could be exposed to and still escape without experiencing any effects that may impair escape or cause irreversible health effects.

**4.7: MAYDAY:** A universal call for help. A Mayday indicates that an individual or crew is in extreme danger. (I O U MY Life) I- Imminent Collapse Feared, O- Collapse Occurred, U- Unconscious Firefighter or Life Threatening Injury, MY- Missing member or missing officer, LIFE- Member Lost or Trapped.

**4.8: NFPA 1407:** Standard for Training Fire Service Rapid Intervention Crews.

**4.9: PERSONNEL ACCOUNTABILITY REPORT (PAR):** A report requested by and communicated to the incident commander from fire crews operating at a scene as to their location and situation.

**4.10: RAPID INTERVENTION CREW:** A dedicated crew of fire fighters who are assigned for rapid deployment to rescue lost or trapped members.

**4.11: RIC SUPPORT:** Members that assist the primary RIC with equipment needs and rescue support needs of the Primary RIC. These members if trained to the operations level can be rotated into the

primary crew as deemed by the RIC Leader. All responding members, with the exception of the driver, should be interior qualified with RIC Awareness training.

**4.12: SUBJECT MATTER EXPERT (SME):** The authority having jurisdiction appoints an individual as a subject matter expert in a particular field and is deemed to be an expert in this field.

**4.13: Urgent:** A message transmitted to identify a potential emergency. (D W I F E) D- Discontinue Interior Attack, W- Water Loss, I- Injury, F- Collapse Feared, E- Fire Entering Exposure.

## 5.0 PROCEDURES/GUIDELINES & INFORMATION

### 5.1: RIC Membership Requirements

**5.1.1:** Firefighters interested in participating in the RIC program shall meet the following minimum requirements:

1. Attend a 3-hour lecture on “Rapid Intervention Awareness”
2. NJ DFS Firefighter Level 1 or NFPA1001
3. Completed 3 years of continuous fire service
4. Competent in demonstrating the following knots
  - a. Hand Cuff
  - b. Figure Eight
  - c. Clove Hitch
  - d. Bowline
  - e. Water knot
5. Be physically fit to perform all eight modules of Operational training
  - a. Nance Drill
  - b. Denver Drill
  - c. Below Grade to Grade Rescue
  - d. Upper floor rescue
  - e. Individual drags and carries
  - f. Rope Assisted Search
  - g. Air Management
  - h. Communications

**5.1.2:** Annual training requirements to maintain active status in the RIC program shall consist of:

1. 4 hours of lecture specific to RIC
2. 12 hours of hands-on
3. Skill proficiency review
4. Scenario, crew based training

### 5.2: RIC Group Supervisor Requirements:

**5.2.1:** New Jersey Division of Fire Safety Incident Management Level 2 Certified

**5.2.2:** Successful completion of RIC Awareness level training or equivalent

**5.2.3:** As recommended by NFPA should meet the requirements of Fire Officer 1 as

defined in NFPA 1021 or equivalent.

**5.2.4:** Hazardous Materials Operational Level Certified

**5.3:** RIC Leader Requirements:

**5.3.1:** New Jersey Division of Fire Safety Incident Management Level 1 Certified

**5.3.2:** Successful completion of RIC Awareness level training.

**5.3.3:** Successful completion of RIC Operations level training.

**5.3.4:** As recommended by NFPA should meet the requirements of Fire Officer 1 as defined in NFPA 1021 or equivalent.

**5.3.5:** Hazardous Materials Operational Level Certified

**5.4:** RIC Member Requirements:

**5.4.1:** State of New Jersey, Division of Fire Safety Certified Firefighter Level 1 or NFPA 1001

**5.4.2:** Minimum of three (3) years of fire service experience.

**5.4.3:** Successful completion of RIC Awareness level training.

**5.4.4:** Successful completion of RIC Operations level training.

**5.4.5:** Should complete refresher training quarterly at minimum as outlined in N.J.A.C. 12:100-10.3 (c) 2. Four (4) hour minimum per quarter

**5.5:** RIC Support Requirements:

**5.5.1:** NJ DFS Firefighter Level 1 or NFPA1001

**5.5.2:** 1 Year in the fire service

**5.6:** RIC Instructor Requirements:

**5.6.1:** State of New Jersey, Division of Fire Safety Certified Level 2 Instructor and/or be recognized as a "Subject Matter Expert" by the Department

**5.6.2:** Should meet the requirements of NFPA 1407 Chapter 5 RIC Instructor Requirements.

**5.7:** RIC Training Requirements:

**5.7.1:** General - Rapid Intervention Crew (RIC) training should be developed and conducted to provide a constant, sustainable rapid intervention capability at the emergency scene utilizing minimum crew size as required by NFPA 1710 or NFPA 1720. Required performance for RICs should consist of assembling the necessary staffing, assembling the minimum amount of tools, maintaining crew integrity and accountability and locating and removing a firefighter from a hazardous environment. All firefighters should meet all minimum requirements described in this document, including the successful completion of RIC awareness and operations training, before functioning as a RIC member.

**5.7.2:** Awareness Training - Awareness level training should be a minimum of three (3) hours in duration Awareness level training should be conducted by a Subject Matter Expert (SME) as deemed by the Department. Awareness level training should include, but is not limited to:

1. Critical RIC factors of building size-up:
2. Occupancy

3. Location/Extension of Fire
4. Building Construction
5. Area (Building Size)
6. Special Hazards (including typical access restrictions and hazmat)
7. Rapid intervention equipment
8. Crew Position's and Assignments
9. Activation Procedures
10. Deployment Procedures
11. Deactivation Procedures

**5.7.3:** Operations Training - Operational level training should include a minimum of four (4) hours of classroom based training and twenty (20) hours of hands-on training. Operational-level training should be conducted by a Certified Instructor-Level II. The following are the pre-requisites for any firefighter who wishes to attend operational level training:

1. Successful completion of a rapid intervention awareness training course
2. State of New Jersey Division of Fire Safety, Firefighter, Level I certification or NFPA equivalent
3. A minimum of three (3) years of fire service experience
4. Successful demonstration of the ability to formulate and tie the following knots:
  - a. Hand cuff'
  - b. Figure eight
  - c. Clove hitch
  - d. Bowline
  - e. Water
5. Should be physically fit to complete all modules of operational level training

**5.8: Roles & Responsibilities:**

**5.8.1: RIC Group Supervisor**

1. Responsibilities
  - a. Communicates with command
  - b. The RIC Supervisor should obtain a briefing about the incident from the IC.
  - c. Consults with IC and determines which "UTAC" channel the RIC will operate on.
  - d. Verifies RIC operations
  - e. Confirms staging area
  - f. Communicates the frequency to the RIC leader.
  - g. Consults with the Incident Safety Officer
  - h. Advises IC of collapse potential following the initial 360 hot lap of the building and updates IC as additional information is acquired.
  - i. Supervises RIC operations
  - j. Manages multiple RIC (As required)

- k. The RIC Group Supervisor will be directly responsible for the accountability of the RIC(s) at all times.
- l. When a PAR is called, the supervisor will be responsible for the PAR accountability for all of the RIC teams.
- m. The RIC Group Supervisor will oversee and coordinate all RIC operations and deployments, reporting directly to the IC.
- n. The RIC Group Supervisor should monitor conditions and request the IC to dispatch additional RIC for support and incident coverage.
- o. The RIC Group Supervisor should monitor the standby times of the RIC. Relief crews may be needed due to weather conditions / duration.
- p. The RIC Group Supervisor should pre-determine the Recon, Rescue and Removal RIC or positions of a crew.
- q. The RIC Supervisor should assume the role of air management for RIC operations until the proper resources and/or manpower permits. The air management responsibilities are:
  - i. Record and maintain a log of crew:
  - ii. Entry time
  - iii. Operating time
  - iv. Exit time

#### **5.8.2: RIC Leader**

- 1. Responsibilities
  - a. Communicates with the RIC Group Supervisor
  - b. Directs crew personnel
  - c. Directs crew activities
  - d. Maintains crew integrity
  - e. The RIC Leader should determine what tasks need to be completed for a RIC operation (additional ground ladders, removal of barriers that could impede firefighter egress, etc.) this should be coordinated with the RIC Group Supervisor prior to implementation.
  - f. The RIC Leader should assign a minimum of two (2) crew members to conduct an initial 360 degree scene survey

#### **5.8.3: RIC Members**

- 1. Responsibilities
  - a. RIC should stage close to fire building. In the event the situation is a high-rise building (7 stories or higher), RIC should stage at a location determined by the RIC leader.
  - b. When possible all RIC members should conduct a 360 size-up (walk-around the building, incident, etc.) and report any findings (construction features, forcible entry problems, special hazards, fire location, etc.) to the RIC Leader who should report to the RIC Group Supervisor.



- c. Members of the RIC should monitor their radios for the duration of the incident.
- d. Formulate a secondary plan of action (i.e., alternate means and location of ingress and egress).
- e. RIC should determine which companies are on the scene and where they are operating.

## **5.9: Equipment**

**5.9.1: Donned & Carried by RIC Members** – This equipment is donned and carried by each member of the RIC and is considered personal equipment.

1. Full Personal Protective Equipment (Turnout Coat, Turnout Pants, Boots, Gloves, Helmet, Hood, and Pass Device)
2. SCBA (Turned on, operational, and Full)
3. Portable Radio (At a minimum one per two members)
4. Hand Light / Personal Light (Medium Size and Small attached to Gear)
5. Tubular Nylon Webbing (1" x 25')
6. Personal Rope with Carabineer (Minimum size of 7mm and Minimum Length of 20')
7. Fire Service Harness
8. Wire Cutters or other Cutting Tool
9. RIC Identification on the outside of turnouts to identify the crew members. Must be Red in color. Example: Cylinder Covers or Arm Bands identifying RIC Member.

**5.9.2: Initial Equipment** - This equipment will be the minimum equipment that each crew will have when arriving at the incident scene.

1. Set of Irons with a Maul
2. RIC PACK (High & Low Side Air Connections)
3. 6 Foot Steel Hook
4. Thermal Imaging camera with Spare Battery
5. Metal cutting Saw
6. Wood cutting saw
7. Search rope Minimum of 200' Wide Area Search rope (indicators every 25')
8. RIC Hand tool Bag
  - a. 1- 2:1 x 100' Haul System
  - b. 2- Pairs of Cable Cutters
  - c. 1- Small Bolt Cutter
  - d. 1- Commercially Approved Drag Device o 2- Utility Knives
  - e. Lineman Pliers
  - f. 2 – Tin Snips
  - g. 4 - Door Wedges
  - h. 1- 25' Tubular Webbing

**5.9.3: Staged Equipment**

1. Staging Tarp
2. Additional 6' Steel Hook
3. Additional Set of Irons
4. Power Saw Equipment (accessories)
5. AED and Medical Kit
6. 10' Folding Ladder
7. Hydraulic Forcible Entry Tool
8. Large Bolt Cutters

#### **5.10: Fire Ground Operations**

**5.10.1:** Crew Concept: The Crew Concept improves operational ability in these areas: accountability, span of control for the officers, RIC member safety, and overall scene safety. The Crew Concept will allow the crew members to focus on specific tasks and will allow the Officers to direct rescue or search operations with better control and with no duplication of resources. The use of the Crews will ensure that members are always available to continually monitor scene safety as well as have a ready crew at all times at the RIC staging area. The acronym of "LIAR" should be used as a memory tool to help all members and officers make sure all of the necessary tasks for the Crew are assigned.

#### **5.11: Response Protocol**

- 5.11.1:** The responding RIC leader should confirm with the driver the incident location and the best route for response, utilizing a map book and or / GPS if needed.
- 5.11.2:** Sign-on apparatus as responding and announce # of members responding
- 5.11.3:** Monitor RIC Department's radio channel and host town's fireground channel for updates and fire progression
- 5.11.4:** The responding RIC will carry the minimum equipment as defined in Section 5.9 of this SOP
- 5.11.5:** The responding RIC will have a roll call of minimum (1) SUPERVISOR, (1) LEADER and (3) RIC members.
- 5.11.6:** No members shall respond to a RIC call in their personal vehicle except the responding Chief Officer
- 5.11.7:** Buildings that collapse with entrapped or unaccounted for personnel require the dispatch of Morris County's UASI Task Force

#### **5.12: RIC Responsibilities**

- 5.12.1:** RIC will have (1) RIC Leader and (3) RIC members at all times.
- 5.12.2:** RIC will be in the position at the RIC tool staging area.
- 5.12.3:** RIC will be the primary search and rescue crew and will be deployed first to assist a downed or missing firefighter.
- 5.12.4:** RIC will perform an initial scene survey inclusive of a 360-degree walk around of the fire building
- 5.12.5:** RIC will be utilized for SEARCH and RESCUE ONLY.

**5.12.6:** RIC will enter the building in the following order: “Leader,” followed in order by the “Irons” firefighter, the “Air” firefighter and finally the “Rescue” firefighter.

- **L**eader: Thermal Imaging Camera, Extra Battery, 200’ Search-Rope Bag (Radio designation: “RIC LEADER”)
- **I**rons: Halligan Bar, Maul or Flathead Axe, Personal Rope Bag (Radio designation: RIC IRONS”)
- **A**ir: RIC PACK, Personal Rope Bag (Radio designation: “RIC AIR”) Rescue Tool / Rope Bag (Radio designation: “RIC Rescue”)

**5.12.7:** All additional members responding will be considered RIC Support if they are not assigned to the RIC designations above. Any additional equipment or manpower will be provided by RIC Support.

### **5.13: RIC Support Responsibilities**

**5.13.1:** The main purpose of RIC Support is to support RIC.

**5.13.2:** RIC Support will ensure the minimum equipment has been assembled at the equipment staging area.

**5.13.3:** RIC Support will update the RIC Leader and/or the RIC Group Supervisor with any important information while performing support operations

**5.13.4:** While conducting the scene survey, RIC Support will make sure that ground ladders are in place for egress on all floors and roof areas where firefighters are operating.

**5.13.5:** RIC Support will consult with the RIC Leader to see if a hose line should be stretched at that time to the tool staging area and designated for RIC

**5.13.6:** RIC Support will be deployed if the Incident Commander requests manpower for help in the fire attack, only following the deployment of at least two ground ladders for egress.

**5.13.7:** The RIC Leader will be notified of RIC Support redeployment to other firefighting duties and he will see that accountability tags from RIC Support are removed from the “RIC Support” and placed in the proper area for accountability.

**5.13.8:** Consult with RIC Leader and confirm equipment staging location.

**5.13.9:** Confer with RIC Leader as to any unique equipment that may be needed and procure said equipment.

**5.13.10:** Ensure that all members are tagged in properly and identified as being in RIC Support.

**5.13.11:** Make sure that each member has the minimum personal equipment and gear.

**5.13.12:** Conduct a radio test with crew members and assure proper RIC channel setting.

### **5.14: RIC Leader “Responding” Responsibilities**

**5.14.1:** Confirm the at least three additional members boarding (excluding RIC Leader) are qualified RIC members

**5.14.2:** Collect accountability tags from each member. Green Tag to be placed on “RIC Ring” to be handed in to the RIC Group Supervisor.

**5.14.3:** Confirm Crew assignments with personnel

**5.14.4:** Confirm RIC operations channel

**5.15: RIC Leader “On Scene” Responsibilities**

- 5.15.1:** Perform initial size-up and note any hazards and relay these concerns to the RIC members and to the RIC Group Supervisor
- 5.15.2:** Choose the optimal area for setting up the tool staging area taking into account, water runoff, wind direction, overhead wires and any other hazards present.
- 5.15.3:** Direct and oversee the staging of all the minimum equipment for the crew.
- 5.15.4:** If conditions require any additional or specialized equipment, assign personnel to procure the needed equipment.
- 5.15.5:** Ensure that RIC will have no less than 4 members in full PPE ready to deploy.
- 5.15.6:** Ensure that all members of RIC are tagged in properly as members of RIC.
- 5.15.7:** Make sure that all members have specific tool or equipment assignments.
- 5.15.8:** Conduct a radio test with Crew members and ensure proper RIC channel setting.
- 5.15.9:** Make known to RIC the EMS staging area or nearest ambulance location. (If none present, notify RIC Group Supervisor)
- 5.15.10:** Rotate crews if adverse weather conditions are present.
- 5.15.11:** Check with RIC Group Supervisor as to all areas that have fire personnel operating at the scene and any special hazards or conditions present.
- 5.15.12:** Have direct contact with the RIC Group Supervisor to note any changes with the member accountability status and to monitor fire ground radio frequency
- 5.15.13:** Upon arrival, if no contact has been made by a responding Chief, contact the IC and report on scene
- 5.15.14:** If needed, RIC Leader will acquire a host town portable radio to operate safely on the fire ground channel

**5.16: Deactivation**

- 5.16.1:** The RIC may be deactivated by the IC in conjunction with the RIC Group Supervisor.
- 5.16.2:** The IC should make provisions to provide for a stand-by team to satisfy OSHA standards. If personnel are reinserted into an IDLH the IC may recall or reactivate the RIC.
- 5.16.3:** The RIC perform the following once deactivated:
  - Conduct a PAR and assure accountability of all members
  - Return all department and acquired equipment
  - Contact dispatch and clear the scene

**Appendix A**

**RIC Checklist (include air management)**

**Initial Size-Up**

Building Dimensions L \_\_\_\_\_ x W \_\_\_\_\_ x H \_\_\_\_\_

Occupancy: \_\_\_\_\_

Hazards: \_\_\_\_\_

**Type:**  Fire resistive (1)  Noncombustible (2)  Ordinary (3)  Heavy Timber(4)  Wood Frame (5)

**Truss Construction:**  Roof  Floor Utilities:  Secured  Unsecured  
 Natural gas  Propane  Oil  Electric

**Obstructions**

Window Bars \_\_\_\_\_ Storm Doors \_\_\_\_\_ Fences \_\_\_\_\_

Animals \_\_\_\_\_ Window AC Units \_\_\_\_\_

**Set-Up**

IC Briefing Crew location(s): \_\_\_\_\_ RIC Staging Location: \_\_\_\_\_  Assemble Equipment

**Radio Information**

RIC Radio Channel : \_\_\_\_\_ Host Radio Channel: \_\_\_\_\_

Assign U-Tact Channel \_\_\_\_\_

**RIC Accountability :**  Command Post  RIC Staging Area With RIC Supervisor

**Access/Egress**

Windows  Doors  Scuttles/Hatches  Basement Access  Ladders  Elevation Change

**Responsibilities After RIC Activation**

Size-up:  10 minutes  15 minutes  20 minutes  25 minutes  30 minutes

**Tasks**

- Open Egress Points as needed
  - Additional Ladders Placed to all sides
  - Open entire window/door area as needed
  - Secure back-up/protection line
  - Monitor number and locations of interior crews:-
- 
- Evaluate need for additional RIC's
  - EMS Location: \_\_\_\_\_
- Check with Safety/Accountability Officer
- Review Pre-Plans
- 

Scene Diagram:

**Appendix B**

**RIC Training Record**

**CHATHAM TOWNSHIP FIRE DEPARTMENT**  
**RAPID INTERVENTION CREW**  
**TRAINING RECORD**

**DATE OF TRAINING:** \_\_\_\_\_

**LOCATION OF TRAINING:** \_\_\_\_\_

**TYPE OF TRAINING:**                      AWARENESS                      OPERATIONAL                      (CIRCLE ONE)

**SUBJECT:** \_\_\_\_\_  
\_\_\_\_\_

**TRAINING TIME HOURS:** \_\_\_\_\_

**INSTRUCTORS NAME:**    1. \_\_\_\_\_  
   2. \_\_\_\_\_  
   3. \_\_\_\_\_

**LESSON OBJECTIVES:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES:** \_\_\_\_\_

**TRAINING AIDS:** \_\_\_\_\_

**OUTLINE / NOTES ATTACHED:** YES \_\_\_\_\_ NO \_\_\_\_\_

**METHOD OF INSTRUCTION:** \_\_\_\_\_

**NUMBER OF PERSONNEL ATTENDED:** \_\_\_\_\_

**APPENDIX C**

# R.I.C. ACTIVATION CHECK LIST

	10 MINUTES IN	10 MINUTES OUT	10 MINUTES SAFETY
		TIME TO VICTIM	VICTIM PACKAGING/REMOVAL
CREW I.D.	TIME IN		TIME OUT
R.I.C # 1			
R.I.C SUPPORT # 1			
R.I.C. # 2			
R.I.C SUPPORT # 2			
R.I.C. # 3			
R.I.C SUPPORT # 3			
UNIT I.D.			
UNIT I.D.			

- Get A L.U.N.A.R (Location, Unit, Name, Assignment & Resources needed) FROM THE MAY-DAY IF POSSIBLE
- REQUEST AN ADDITIONAL R.I.C.
- REQUEST A.L.S.
- REQUEST AN ADDITIONAL B.L.S.
- CONFIRM THAT ALL GROUND LADDERS ARE IN PLACE FOR EGRESS ○ IF THERE IS A COLLAPSE WITH MEMBERS TRAPPED, NOTIFY MORRISTOWN F.D'S. HEAVY/COLLAPSE RESCUE (973-538-2200) AND AN ADDITONAL HEAVY RESCUE
- DEPLOY AN ADDITIONAL HANDLINE FOR R.I.C. OPERATIONS
- ARE THERE ANY ADDITIONAL SPECIAL RESOURCES THAT MAY BE NEEDED? NOTES:



## EMERGENCY RADIO TRAFFIC & EVACUATION



CHATHAM TOWNSHIP VOLUNTEER FIRE DEPARTMENT  
STANDARD OPERATING PROCEDURES/GUIDELINES

<b>TITLE:</b> EMERGENCY RADIO TRAFFIC & EVACUATION	<b>SECTION/TOPIC:</b> EMERGENCY OPERATIONS
<b>NUMBER:</b> 10	<b>ISSUE DATE:</b> 11/10/2003
	<b>REVISED DATE:</b> 07/13/2016
<b>PREPARED BY:</b>  <div style="text-align: center;"><i>Matthew J. Glogolich</i></div> <div style="text-align: center;">X Chief</div> <hr style="width: 80%; margin: 0 auto;"/> <b>Preparer</b>	<b>APPROVED BY:</b>  <div style="text-align: center;"><i>Matthew J. Glogolich</i></div> <div style="text-align: center;">X Chief</div> <hr style="width: 80%; margin: 0 auto;"/> <b>Approver</b>

These SOPs/SOGs are based on FEMA guidelines FA-197

### 1.0 POLICY REFERENCE

BYLAW	
SOP	
POLICY	
OTHER	NFPA 1407 [Standard for Training RIC], NFPA 1500 [Standard for Occupational Safety and Health Program], NFPA 1021, NFPA 1001, N.J.A.C. 12:100 Subchapter 10 Standards for Firefighters, N.J.A.C. 5:75-2.4, N.J.A.C. 5:75-2.8

### 2.0 PURPOSE

This standard operating guideline addresses the best practices established to assist fire personnel in recognizing situations where they shall call for help through either a Mayday or Urgent radio transmission, and to develop a Best Practice Guideline which can be utilized at all emergency incidents, in an effort to preserve fire personnel life and safety. This document is being established out of concern for all Morris County firefighter safety at the scene of an emergency incident. This document shall be a guideline that individuals should follow during Mayday and Urgent situations based on their functional responsibility during such an incident, and has been approved by the Morris County Alliance of Active Fire Chiefs

### 3.0 SCOPE

This SOP/SOG pertains to all personnel in this organization.

### 4.0 DEFINITIONS

**4.1: ACCOUNTABILITY:** Maintaining continuous status and location of all resources, committed to an incident. Staff assistants completing company accountability by documenting situation and resource status will fulfill these duties initially. In large or complex incidents, additional staff may be assigned to oversee these functions. Each branch Director, Division and Group Supervisor, and Company Officer is responsible for maintaining accountability of members and resources under their command.

**4.2: Authority Having Jurisdiction (AHJ):** An organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure.

**4.3: Change of Operations:** A decision by the Incident Commander to change the tactics being used during an incident for the safety of personnel or to bring an incident safely to closure, such as a change of operations from an interior offensive to exterior defensive attack. A change of operations should be conducted via radio or verbal communications this may not always require a use of an emergency evacuation order or signal.

**4.4: CLEAR TEXT:** Use of Common terminology understanding by all. The intent of the use of clear text for radio communications is to paint a clear picture and reduce confusion at incidents, particularly where different agencies are working together.

**4.5: Collapse Zone:** Is defined as one and a half times the height of the structure. Or as defined by the incident commander.

**4.6: EMERGENCY TRAFFIC:** A term used to clear designated radio channels during incident to make way for important radio traffic for a firefighter emergency situation, safety concerns for members on scene, or an immediate change in tactical operations.

**4.7: Evacuation:** A rapid and orderly removal of all personnel from a structure or area of danger.

**4.8: Evacuation Signal:** When the risk posed to firefighters is so great that an incident commander or his or her designee must order an evacuation from a hazardous area, a uniform procedure and accompanying audible signal recognizable by all personnel operating on an incident scene shall established, adopted and utilized by all departments.

**4.9: "FIREFIGHTER DOWN", "FIREFIGHTER MISSING", OR "FIREFIGHTER**

**TRAPPED”:** Clear text terms used for radio communications to notify personnel on scene at an emergency that a firefighter accident or emergency has occurred.

**4.10: IMMEDIATELY DANGEROUS TO LIFE OR HEALTH (IDLH):** The maximum level of danger one could be exposed to and still escape without experiencing any effects that may impair escape or cause irreversible health effects.

**4.11: I O U MY Life:** I- Imminent Collapse Feared, O- Collapse Occurred, U- Unconscious Firefighter or Life Threatening Injury, My- Missing member or missing officer, LIFE-Member Lost or Trapped

**4.12: Lunar:** An acronym used to give information after declaring a MAYDAY. L-Location, U – Unit, N – Name, A- Assignment, R- Resources

**4.13: MAYDAY:** A universal call for help. A Mayday indicates that an individual or crew is in extreme danger. (I O U MY Life) I- Imminent Collapse Feared, O- Collapse Occurred, U- Unconscious Firefighter or Life Threatening Injury, MY- Missing member or missing officer, LIFE- Member Lost or Trapped.

**4.14: NFPA 1407:** Standard for Training Fire Service Rapid Intervention Crews.

**4.15: NFPA 1500:** Standard for Occupational Safety and Health Program.

**4.16: PERSONNEL ACCOUNTABILITY REPORT (PAR):** A report requested by and communicated to the incident commander from fire crews operating at a scene as to their location and situation.

**4.17: RAPID INTERVENTION CREW:** A dedicated crew of fire fighters who are assigned for rapid deployment to rescue lost or trapped members.

**4.18: Urgent:** A term used to clear designated radio channels during incidents to make way for important radio traffic for information that may affect firefighting tactics, a safety concern or information that will provide early notification to fire personnel in order to prevent injury or death.

## 5.0 PROCEDURES/GUIDELINES & INFORMATION

**5.1:** Who should call an Urgent message:

- **5.1.1:** Any member can call an urgent when they find themselves in possession of critical information and need to transmit it.

**5.2:** When to call Urgent message:

- **5.2.1:** A firefighter or fire officer shall transmit an URGENT message if any of the following conditions exist:
  - a) A serious or deteriorating change in fire conditions.

- b) An interior attack is going to be discontinued or an exterior attack is being prepared.
- c) Discovery of a structural problem indicating a potential or imminent collapse.
- d) Discovery of fire entering an exposure structure to a degree that any delay may considerably enlarge the fire problem.
- e) A loss of water which would endanger fire personnel.
- f) An excessive wind condition on the fire floor which could rapidly extend the fire and endanger fire personnel.
- g) A downed electrical wire on the fire ground or fire apparatus.
- h) Discovery of an unconscious, trapped, or disoriented victim.
- i) Any life threatening situation or event that has occurred or is developing.
- j) **D W I F E**: **D**- Discontinue Interior Attack, **W**- Water Loss, **I**- Injury, **F**-Collapse Feared, **E**- Fire Entering Exposure

**5.3:** Urgent Message Transmission Procedure: The firefighter or fire officer shall follow the procedure outlined below to the best of his ability during an URGENT situation:

- 5.3.1:** Announce that there is an URGENT condition three times.
- 5.3.2:** Identify his radio designation (611C, 603A, Firefighter Jones, etc.)
- 5.3.3:** Identify his URGENT situation being as specific as possible
- 5.3.4:** Identify his location, giving floor, side, and any other identifying information.

*Example:*

*“URGENT URGENT URGENT, Firefighter Jones, Engine 10 interior, Rear wall is about to collapse, division 2, bravo side, master bedroom.”*

**5.3.5:** The firefighter or fire officer shall pause after each message during an URGENT transmission, and wait for acknowledgement of the incident commander.

**5.4:** Urgent Message Acknowledgement Procedure:

- 5.4.1:** All firefighters and fire officers on a fire scene must understand that an URGENT radio transmission must take priority over all other radio transmissions with the exception of a MAYDAY transmission.
- 5.4.2:** When an URGENT transmission has occurred, it is imperative that the incident commander attempts to clear the air of all other radio transmissions and establish radio communication with the party which has made the URGENT transmission.
- 5.4.3:** Once the air has been cleared of all unnecessary radio transmissions and contact has been established with the firefighter or fire officer who has made an Urgent transmission, the incident commander shall attempt to obtain more specific information.

*Example:*

*“Command to all units, clear the radio for Emergency Traffic.  
Command to all units, clear the radio for Emergency Traffic.”*

*Command to Firefighter (Jones), go with your URGENT message.  
Command to Firefighter (Jones), can you provide any additional  
information?"*

**5.4.4:** Additional information which may be requested by the incident commander will depend on the information which has already been provided as well as the nature of the situation. Though the additional information requested will vary based on the situation, it should often include information about the location and severity of the potentially dangerous or life threatening hazard.

**5.5:** Who should call a Mayday:

**5.5.1:** Any firefighter can call a mayday for themselves or any other firefighter that feels they are in life threatening situation.

**5.6:** When to call a Mayday:

**5.6.1:** Any firefighter shall transmit a MAYDAY message if any of the following conditions exist:

- a) A firefighter or fire officer has become lost, trapped, or has sustained a serious or life threatening injury.
- b) A firefighter or fire officer has become tangled or pinned and is unable to free himself after the first attempt.
- c) An unconscious firefighter has been discovered.
- d) A low air alarm is activated and the firefighter or fire officer is unable to find a door or window in a timely manner.
- e) There is zero visibility and a firefighter or fire officer has lost all contact with a hose line or search rope, and does not know where the exit is.
- f) The primary exit is blocked by fire or collapse, and an immediate secondary exit cannot be located.
- g) A firefighter or fire officer falls through a floor, roof, staircase, down a shaft, or suffers any other similar fall.
- h) A firefighter or fire officer is caught in a rollover condition and cannot find an exit.
- i) A firefighter or fire officer is caught in a flashover condition and cannot exit the area.

**5.7:** Mayday Transmission Procedure:

**5.7.1:** A fire department communication system shall provide a standard method for giving priority, over that of a routine radio communication, to the transmission of emergency messages and notification of imminent hazards to all levels of the incident command structure.

**5.7.2:** When firefighters encounter conditions that pose a non-routine threat to their life or safety or that of others, they shall convey that situation via two-way radio to the incident commanders and/or rescue crews utilizing clear text.

**5.7.3:** The firefighter will transmit over the radio: “MAYDAY, MAYDAY, MAYDAY” then give the L.U.N.A.R (Does not have to be in order) Location, Unit, Name, Assignment, and Resources needed.

*Example: “Mayday, Mayday, Mayday, Captain Smith, Quint 12, Search group, I am out of air, Division 2, Alpha-Bravo corner.”*

**5.7.4:** The firefighter calling the mayday will pause and wait for an acknowledgement. The member will continue to call a mayday until an acknowledgement, while also trying to self-rescue until resources arrive.

**5.8: Mayday Acknowledgement Procedure:**

**5.8.1:** Once a mayday is called every firefighter should do the following:

- a) Keep off the radio and monitor it for further instructions.
- b) Hold your position and continue your current assignment.
- c) Prepare for a PAR.
- d) Do not freelance.
- e) If command does not answer the mayday, acknowledge the mayday and inform command. You are now the mayday supervisor until the assignment is transferred.
- f) Only assist in the mayday operation if ordered to do so or if you are in the immediate area of the mayday and can affect a positive outcome.

**5.8.2:** All firefighters and fire officers on a fire scene must understand that all MAYDAY transmissions will take priority over all other radio transmissions, including URGENT radio transmissions.

**5.8.3:** When a MAYDAY transmission has occurred, it is imperative that the incident commander attempts to clear the air of all other radio transmissions and establish radio communication with the party which has made the MAYDAY transmission.

**5.8.4:** Once the air has been cleared of all unnecessary radio transmissions and contact has been established with the firefighter or fire officer who has made a MAYDAY transmission, the incident commander shall attempt to obtain more specific information which may assist in a rescue attempt.

*Example: “Command to all units, clear the radio for an Emergency Traffic.  
Command to all units, clear the radio for an Emergency Traffic.  
Command to Firefighter (Jones), go with your MAYDAY.  
Command to Firefighter (Jones), can you provide any  
additional information?”*

**5.8.5:** Additional information which may be requested by the incident commander will depend on the information which has already been provided as well as the nature of the situation. Additional information requests may include but are not limited to the following:

- a) “What is the best or closest access route to your location?”

- b) "Can you hear a hose line or power tool running nearby?"
- c) "Are you near a stairway, shaft, wall, or other identifying building feature?"
- d) "What is your current condition?"
- e) "Do you require any additional tools or equipment?"
- f) "What is your Air Supply situation?"
- g) "Any other request for useful information which may assist in a rescue attempt?"

### 5.9: Managing the MAYDAY

**5.9.1:** Since it is inevitable that MAYDAY situations will strain the resources and management of any incident, the Incident Commander must maintain control and continuity of the incident by any means necessary.

**5.9.2:** It is the responsibility of the **Incident Commander** to utilize the following options to assist in the management of a MAYDAY situation:

- a) Clear the air for emergency traffic and acknowledge Mayday
- b) Deploy RIC crews
- c) Assign a Mayday Supervisor
- d) Transfer Mayday operations to Mayday supervisor
- e) IC will maintain fire ground operations
- f) Move fire operations to secondary radio channel
- g) Request additional alarms / mutual aid and designate a staging area
- h) Request additional RIC(s)
- i) Assign a safety officer to the Mayday group
- j) Assign additional RIC / additional companies to Mayday group
- k) Re-establish RIC for fire operations (3rd RIC)
- l) Conduct PAR for all crews
- m) Reinforces firefighting positions, consider deploying additional hose lines.

**5.9.3:** It is the responsibility of the **Mayday Supervisor** to utilize the following options to assist in the management of a MAYDAY situation:

- a) Maintain communication with members calling Mayday
- b) Oversees RIC / Rescue operations
- c) Perform additional LUNAR
- d) Coordinates with IC and Safety
- e) Conduct Risk Analyses (Is the rescue viable)
- f) Ensure RIC Supervisor is managing Air Management of Mayday.
- g) Designating a separate frequency for the MAYDAY, rescue and fire ground operations.
- h) Conducting an accountability roll call to determine the number of missing individuals.
- i) Verifying that fire suppression operations are continuing.
- j) Removing all non-essential personnel.
- k) Eliminating all free-lancing and establishing control of the situation.

- l) Request of any additional resources or equipment wherever they may be needed.
- m) Any other action which will assist in the management of the MAYDAY situation.

**5.10: Termination of the MAYDAY:**

**5.10.1: Canceling the Mayday:** If a firefighter has declared a mayday and then find themselves out of harm's way the firefighter shall:

- a) Report the successful self-rescue to the IC
- b) Report to EMS for evaluation.
- c) The IC shall notify the RIC Team to pull back once the firefighter who declares the MAYDAY is confirmed out of the structure.

**5.10.2: Returning to normal operations:** Once the MAYDAY has been successfully managed, the IC will:

- a) Conduct a PAR on all units on scene, reevaluate the plan of action for the original fire and deploy units as they deem necessary
- b) Notify units on scene to the operational channel being utilized and the new plan of action.

**5.10.3: Re-establishing the RIC:** Once a RIC has been deployed it is vital for the IC to reestablish an on scene RIC. The IC shall request additional resources to ensure ample man-power is at the incident to cover all assignments.

**5.11: Firefighter Evacuation Guidelines:** Personnel must understand that an Evacuation order is for the rapid and orderly removal of all personnel from a structure or area of danger. An "Evacuation" should not to be confused with a "Change in Operations" order, such as a change from an interior to exterior attack. A change of operations should be conducted via radio or verbal transmissions with no use of an emergency evacuation order or signal.

**5.12: Who should call an Evacuation:**

**5.12.1: Incident Commander**

**5.12.2: Operations Chief**

**5.12.3: Safety Officer**

**5.13: When to call an Evacuation:**

**5.13.1: Rapid change in Interior / Exterior Conditions**

**5.13.2: Change in Operational Mode**

**5.13.3: Potential Collapse**

**5.13.4: Deteriorating conditions**

**5.13.5: Prolonged interior operations with no change in conditions**

**5.13.6: Loss of water supply**

**5.13.7: Regroup personnel**

**5.14: How to call an Evacuation:**



**5.14.1:** The officer ordering the evacuation will transmit over the radio: “EVACUATE EVACUATE EVACUATE” then gives the Location, followed by a request that units acknowledge the Evacuate order.

*Example:*

*EVACUATE EACUATE EVACUATE Command to all units  
operating at 22 Main St, evacuate the structure – Command to all  
units operating at 22 Main St, evacuate the structure – Command  
to all units acknowledge”.*

**5.14.2:** All the operating crews on the fire ground shall acknowledge and communicate receipt of the evacuation. (Reference section 5.15 of this SOP)

**5.14.3:** The evacuation signal shall consist of repeated short blasts of an air horn for a period no longer than 10 seconds, followed by 10 seconds of silence. This sequence of repeated short air horn blasts for 10 seconds followed by 10 seconds period of silence shall be done three times; the total evacuation signal, including periods of silence, shall last 50 seconds.

- a) Sequence of horn blast is to sound the air horn three times, pause, sound horn three times, pause, sound horn three times within the 10 second window to avoid any possible confusion of an apparatus arriving on scene or having a malfunction.

*Example: (within 10 seconds)*

*HORN-HORN-HORN*

*pause*

*HORN-HORN-HORN*

*pause*

*HORN-HORN-HORN*

**5.14.4:** Conduct a Personal Accountability Report (PAR)

**5.15:** What to do when Evacuation is ordered:

**5.15.1:** Incident Commander

- a) Communicate and Initiate evacuation signals (reference section 5.14 of this SOP)

**5.15.2:** All Crews

- a) Remove themselves from the collapse zone,
- b) Crew leaders shall insure a PAR and report such findings to the Accountability Officer.

**5.15.3:** Interior Crews

- a) Suppression Crew: Shall shut down their hose lines, leave them in-place and follow the hose line out of the building. Unless needed to protect a means of egress for another interior operating crew.

- b) **Truck Crew:** All interior truck operations shall cease and members shall remove themselves with their tools if the tools will not slow their evacuation from the area. If you are operating under the protection of a suppression crew you must let them know you have exited the area.

**5.15.4: Exterior Crew**

- a) **Roof Division:** All members operating on the roof division shall safely descend and clear the collapse zone.
- b) All other outside crews shall remove their operations outside of the collapse zone.

**5.15.5: Personnel Operating outside of Collapse Zone or IDLH area:**

- a) All members operating in an area which is non-hazardous by nature or location shall wait to acknowledge the evacuation order until units operating in an area with potential collapse or IDLH have had an opportunity to do so.

**5.15.6: Safety Officer**

- a) Shall ensure the collapse zone is established.
- b) Shall ensure a PAR is conducted.

**5.15.7: Accountability Officer**

- a) All crew leaders shall conduct a PAR and report such to the accountability officer.
- b) Ensure PAR's are conducted
- c) Report outcome of PAR to the IC.

**5.15.8: Apparatus Operator**

- a) Upon being instructed to do so or upon receiving the evacuation order transmission apparatus operators who can sound the air horn of apparatus in the immediate vicinity of the structure or area being evacuated without abandoning their current assignment shall sound the Evacuation Signal as described in section 5.14.3 of this SOP.

**5.16: Communications**

**5.16.1:** If possible, during a MAYDAY all fire ground operations should be switched to a secondary radio channel and mayday communications should continue on the original radio channel.

**5.16.2:** RIC should operate on a separate radio channel whenever possible.

**5.16.3:** All units operating on the scene should be using clear text for all transmissions.

**5.16.4:** If the radios in use by the department possess the ability to transmit an emergency tone or similar function prior to transmission during a URGENT, MAYDAY or EVACUATION order the authority having jurisdiction may include that function during these radio transmissions if they choose to do so.

## LOCKOUT/TAG OUT



CHATHAM TOWNSHIP VOLUNTEER FIRE DEPARTMENT  
STANDARD OPERATING PROCEDURES/GUIDELINES

**TITLE:** LOCKOUT/TAG OUT

**SECTION/TOPIC:** EMERGENCY OPERATIONS

**NUMBER:** 11

**ISSUE DATE:** 07/13/2016

**REVISED DATE:**

**PREPARED BY:**

**APPROVED BY:**

X *Matthew J. Glogolich*  
Chief

X *Matthew J. Glogolich*  
Chief

**Preparer**

**Approver**

These SOPs/SOGs are based on FEMA guidelines FA-197

### 1.0 POLICY REFERENCE

BYLAW	
SOP	
POLICY	

### 2.0 PURPOSE

This standard operating procedure/guideline has been developed to prevent injury from the unexpected start-up or release of energy, including electrical, chemical, physical and stored energy during equipment service, maintenance and rescue operations.

### 3.0 SCOPE

This SOP/SOG pertains to all personnel in this organization.

### 4.0 DEFINITIONS

NONE

## 5.0 PROCEDURES/GUIDELINES & INFORMATION

**5.1:** Lockout/ Tag out is required of all personnel who may operate at an emergency scene if any procedure could involve either the patient or firefighter(s) exposure to live electrical parts or exposure to a stored energy source on any equipment

### 5.2: Lockout/Tag Out Sequence:

**5.2.1:** Notify all affected personnel that the shutting down and locking out of the machinery, equipment or process is required to perform your required operations

**5.2.2:** The responsible party on-scene (if available) shall refer to the property's procedures to identify the type and magnitude of the shut-down, understand all hazards connected with the shut down and any methods required to control these hazards

**5.2.3:** If the machine or equipment is operating, shut it down by using the normal stopping procedure (Depress the stop button, open a switch, and close a valve, etc.)

**5.2.4:** De-activate the energy isolating device(s) so the equipment or machine is isolated from any energy source(s)

**5.2.5:** Lock out the energy isolating device(s) with an assigned individual lock(s)

**5.2.6:** Stored residual energy devices (such as those in capacitors, springs, elevator machine members, rotating flywheels, hydraulic systems, air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.

**5.2.7:** Ensure the equipment or machinery is disconnected from the energy source(s) by first checking that no personnel are exposed (including all firefighters), then verify the isolation of the equipment by operating the push button or normal operating control(s) or testing to make certain the equipment will not operate

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

**5.2.8:** The equipment, process, or machinery is now locked out

**5.2.9:** If it is impossible to use a lock, another positive means of disconnecting the circuit or equipment must be used. Other positive means may include unplugging, disconnecting the conductors or removing fuses. A tag must be placed on the plug, conductor, fuse brackets, etc. If no other means can be used, placing a radio equipped firefighter at the controls to keep the machine/equipment from being activated for the duration of the incident is acceptable

**5.2.10:** Only after the equipment has been properly locked/ tagged out shall emergency personnel begin to work to remove the entangled or entrapped patient. Whenever possible, always try to have a representative of the company who knows the equipment present to assist you with the equipment.

**5.2.11:** Once the disentanglement or extrication of the patient has been completed, or emergency situation has been abated, the equipment shall remain locked/tagged out until proper notification and investigations have been completed. A photograph of the lock/tag out equipment should be taken by Fire Department personnel for evidence purposes before removal.

**5.3: Restoring Equipment to Service:**

**5.3.1:** The only person that shall have the authority to remove a lock or tag from a piece of equipment that has been locked out or tagged out shall be the Incident Commander or his/her designee

**5.3.2:** If an investigation of the incident is required, the equipment shall remain out of service until the investigation is complete

**5.3.3:** If the equipment is deemed unsafe the equipment shall remain in the off position. The equipment should be secured with a tie wrap and tag stating that the equipment should remain out of service until serviced by authorized personnel

**5.3.4:** The restoring of equipment should be done by company representatives authorized to perform a start-up procedure on the equipment. *Fire personnel should not restore the equipment to service.*

## NOTIFICATION FOR FIRE INVESTIGATIONS



CHATHAM TOWNSHIP VOLUNTEER FIRE DEPARTMENT  
STANDARD OPERATING PROCEDURES/GUIDELINES

**TITLE:** NOTIFICATION FOR FIRE INVESTIGATIONS

**SECTION/TOPIC:** EMERGENCY OPERATIONS

**NUMBER:** 12

**ISSUE DATE:** 11/10/2003

**REVISED DATE:** 07/13/2016

**PREPARED BY:**

*Matthew J. Glogolich*

X Chief

Preparer

**APPROVED BY:**

*Matthew J. Glogolich*

X Chief

Approver

These SOPs/SOGs are based on FEMA guidelines FA-197

### 1.0 POLICY REFERENCE

BYLAW

SOP

POLICY

### 2.0 PURPOSE

This standard operating procedure/guideline addresses the criteria which requires notification to the Municipal Fire Official during an emergency response.

### 3.0 SCOPE

This SOP/SOG pertains to all personnel in this organization.

### 4.0 DEFINITIONS

NONE

## **5.0 PROCEDURES/GUIDELINES & INFORMATION**

**5.1:** As per N.J.A.S. 5:18A-3.3 ----- The Municipal Fire Official shall investigate every fire or explosion occurring within our district that involved the loss of life, serious injury, or damage to property

**5.2:** Contact to be made as follows:

**5.2.1:** Barry A. Howard – Township of Chatham Fire Official. Notification may be made either directly or through the Morris County Communications Center

**5.2.2:** In the event Barry Howard is unavailable, he shall provide appropriate coverage information complete with contact numbers to be utilized in an emergency

## FIRE REHABILITATION



CHATHAM TOWNSHIP VOLUNTEER FIRE DEPARTMENT  
STANDARD OPERATING PROCEDURES/GUIDELINES

<b>TITLE:</b> FIRE REHABILITATION	<b>SECTION/TOPIC:</b> EMERGENCY OPERATIONS
<b>NUMBER:</b> 13	<b>ISSUE DATE:</b> 07/13/2016
	<b>REVISED DATE:</b>
<b>PREPARED BY:</b>  <div style="text-align: center;"><i>Matthew J. Glogolich</i></div> <div style="text-align: center;">X Chief</div> <hr style="width: 80%; margin: 0 auto;"/> <b>Preparer</b>	<b>APPROVED BY:</b>  <div style="text-align: center;"><i>Matthew J. Glogolich</i></div> <div style="text-align: center;">X Chief</div> <hr style="width: 80%; margin: 0 auto;"/> <b>Approver</b>

These SOPs/SOGs are based on FEMA guidelines FA-197

### 1.0 POLICY REFERENCE

BYLAW	
SOP	
POLICY	
OTHER	NFPA 1584 (Standard on the Rehabilitation Process for Members During Emergency Operations and Training Exercises 2015), NJ Statewide Rehabilitation Guidelines for Emergency Operations 2011

### 2.0 PURPOSE

This standard operating guideline establishes requirements and procedures for providing rehabilitation services to fire fighters during an emergency response in accordance to all applicable guidelines, laws and regulations as distributed by the National Fire Protection Association (NFPA), Occupational Health and Safety Administration (OSHA), and other organizational, state, and federal authorities. Specifically, this SOG will: Ensure the physiologic and mental stressors of responders operating at the scene of an emergency incident, training incident, or preplanned event does not deteriorate to a level that may affect the safety or well-being of each responder or may jeopardize the safety/integrity of the operation/scene. Additionally, it allows the Incident Commander to safely maximize the utilization of on-scene



resources. Lastly, it provides a mechanism for the safe return of responders to “available” status as soon as possible without disregard for the need to hold those requiring further assessment and/or treatment that may be unfit to return to duty. This SOP has been adopted from the Morris County Fire Rehabilitation Best Practices as approved by the Alliance of Active Fire Chiefs

### **3.0 SCOPE**

This SOP/SOG pertains to all personnel in this organization.

### **4.0 DEFINITIONS**

- 4.1:** NFPA: National Fire Protection Association
- 4.2:** EMS: Emergency Medical Services
- 4.3:** OSHA: Occupational Health and Safety Administration
- 4.4:** SCBA: Self Contained Breathing Apparatus

### **5.0 PROCEDURES/GUIDELINES & INFORMATION**

- 5.1:** Incident commanders shall ensure that the physical or mental condition of first responders operating at the scene of an emergency does not deteriorate to a point where it affects the safety of each member, or jeopardizes the safety and integrity of the operation
- 5.2:** Responder rehabilitation (rehab) shall be used to evaluate and assist personnel who may be suffering from the effects or sustained physical exertion during emergency operations
- 5.3:** Command officers should consider the need for rehab during the initial planning stages of an emergency response. Climatic or environmental conditions (for example, high or low temperatures) shall not be the sole justification for establishing rehab. Any activity or incident that is large in size, long in duration, and/or labor intensive will rapidly deplete the energy and strength of personnel and therefore merits the establishment of rehab
- 5.4:** All supervisors shall maintain an awareness of the condition of each member operating within their immediate span of control and ensure that adequate steps are taken to provide for each member's safety and health. The command structure shall be used to request relief and the reassignment of fatigued crews
- 5.5:** When the circumstances dictate it, responder rehabilitation shall be the responsibility of a medical unit. This responsibility shall be the responsibility of the Chatham Emergency Squad unless their Captain or his/her designee dictates otherwise
- 5.6:** Critical components of a rehab operation shall include:

- 5.6.1:** Nourishment and re-hydration
- 5.6.2:** Rest
- 5.6.3:** Recovery
- 5.6.4:** Medical evaluation and treatment
- 5.6.5:** Accountability

**5.7:** EMS staff assigned to rehabilitation positions will have the authority to use professional judgment to keep members in rehabilitation or to transport them for further medical evaluation or treatment

**5.8:** The determination for the establishment of a Rehabilitation Unit or Group will be based upon the following:

- 5.8.1:** Duration of operation
- 5.8.2:** Environmental conditions including but not limited to temperature, humidity, and wind chill factors
- 5.8.3:** Responders use more than two (2) Self Contained Breathing Apparatus (SCBA) 30 Minute cylinders; or use self-contained supplied air breathing apparatus or respirators for longer than forty-five (45) minutes
- 5.8.4:** Situational specific including, but not limited to:
  - a. Fire operations
  - b. Prolonged extrication incidents
  - c. Wild land operations
  - d. Water rescue, recovery operations
  - e. Hazardous materials incidents
  - f. Technical rescue/recovery incidents
  - g. Search operations
  - h. Prolonged traffic diversions or crown control operations
  - i. Physically demanding training exercises or planned special events
  - j. Any other situation as deemed necessary by the Incident Commander

**5.9:** Local EMS units and rehab resources as well as a Department Safety Officer should remain on-site during physical training initiatives conducted at approved training facilities to ensure appropriate medical care

**5.10:** Rest and Recovery:

- 5.10.1:** Rest/Rehab will be provided:
  - a. After the “2 bottle rule” – a minimum ten (10) minute break requirement for every firefighter after the use of two (2) 30 minute SCBA cylinders or one (1) 45-to-60 minute SCBA cylinder
  - b. After 40 minutes of intense physical labor
  - c. When directed by an officer to do so
  - d. Upon self-assessment and the need to do so
- 5.10.2:** Personnel undergoing rehab must rest a minimum of ten (10) minutes before returning to duty after medically cleared

**5.10.3:** Rest will be no less than ten (10) minutes and may be twenty (20) minutes as determined by the Rehabilitation Group Supervisor

- a. After 10-20 minutes of rehabilitation and upon medical clearance by appropriate medical personnel, units undergoing rehab are to be released and are to report to the Rehabilitation Accountability Officer for Return to Duty processing

**5.11:** The Incident Commander shall:

**5.11.1:** Evaluate the need for rehab during the initial response and planning phase of any incident

**5.11.2:** Initiate request for incident rehabilitation

**5.11.3:** Establish a Rehabilitation Unit or Group when conditions indicate that rest and rehabilitation are needed for responders operating at an incident scene or training evolution

**5.11.4:** Ensure that the physical or mental condition of first responders operating at the scene of an emergency does not deteriorate to the point where it affects the safety of each member, or jeopardizes the safety and integrity of the operation

**5.11.5:** Designate and receive regular updates regarding resource, personnel, and operations information from Group Supervisors

**5.11.6:** Maintain awareness of the condition of each member undergoing rehabilitation and obtain regular updates from the Rehabilitation Branch Director regarding such

**5.11.7:** Ensure sufficient resources are assigned to rehabilitation

**5.11.8:** Ensure EMS personnel are available for emergency medical care as required

**5.11.9:** Ensure that all members of a crew will be removed from emergency responsibilities at the incident as soon as possible if one or more crew members are seriously injured or killed during incident operations

**5.12:** The Accountability Officer shall:

**5.12.1:** Ensure crew entering and exiting the Rehabilitation Area are checked in and out

**5.13:** Chief Officers shall:

**5.13.1:** Maintain awareness of the condition of each company/unit operating within their span of control to maintain health and safety of each responder

**5.13.2:** Request relief and reassignment of fatigued responders

**5.14:** Supervisors/Line Officers shall:

**5.14.1:** Maintain awareness of the condition of each company/unit operating within their span of control to maintain health and safety of each responder

**5.14.2:** Request relief and reassignment of fatigued responders

**5.14.3:** Be familiar with the signs and symptoms of heat and cold stress

**5.14.4:** Provide access to rehabilitation for crew members as needed

**5.14.5:** Ensure their crew is properly checked in with the Rehabilitation Group Supervisor and Accountability Officer, and that the company remains intact

**5.15: Crew Members shall:**

**5.15.1:** Maintain self-awareness of his/her condition

**5.15.2:** Observe condition of colleagues within the incident, and report potential issues to their supervisor/crew leader

**5.15.3:** Request relief and reassignment to supervisors if rehabilitation or rest is needed