

Scarborough Fire Department

New Employee Packet

Call Company & Live-In Student Orientation



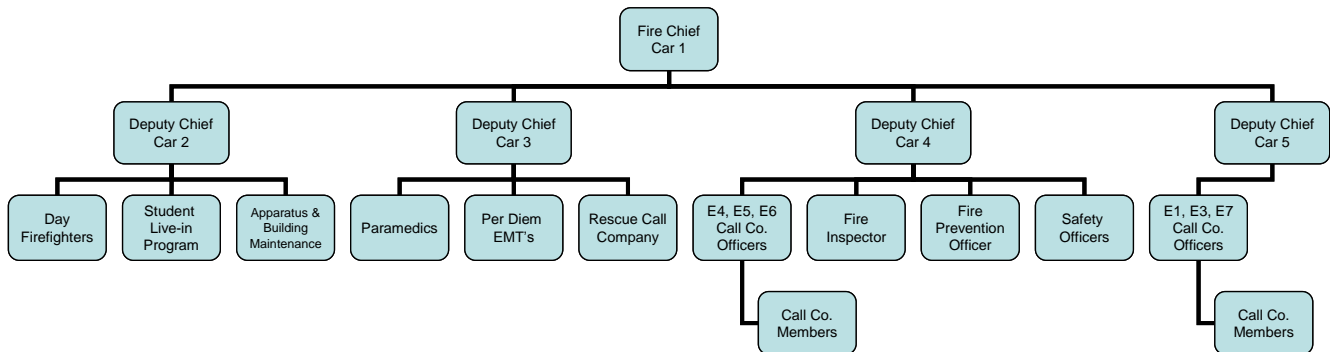
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Organizational Chart

The instructor will explain and define the following terms and statements. Students will be clear with the chain of command and call signs for officers and apparatus.

Chain of Command



E.M.S. Apparatus

Rescue 1
Rescue 2
Rescue 3

Fire Suppression Apparatus

Engine 1, Engine 2, Engine 3, Engine 4, Engine 5, Engine 6, Engine 7, Tank 1
Squad 7
Ladder 1, Ladder 2
Tank 2, Tank 4
Marine 1, Marine 4
Command Van
Canteen
Service Truck

Date Completed: ____/____/____

Employee's Name: _____ Signature: _____

Instructor's Name: _____ Signature: _____



Scarborough Fire Department

Scarborough, Maine



Standard Operating Procedures

Book:	Organization
Chapter:	Manual of Operations
Subject:	1000 – Introduction
Revision Date:	03/22/2011
Approved by:	<i>B. Michael Thurlow</i>

PURPOSE

To set forth and establish a standard, written source of departmental policies and procedures that will promote the effective and efficient operation of the Fire Department.

POLICY

The Scarborough Fire Department shall establish and maintain an Operations Manual containing written, standardized operational policies, procedures and regulations. Said manual shall be utilized by Fire Department personnel as the official reference source of written guidelines pertaining to departmental operations of an organizational, routine or emergency nature.

PHILOSOPHY

- A. Policies in the form of reasonable guidelines are necessary for the proper operation of any organization. Such policies must be standardized in a workable, readable format that is available to all levels of the organization.
- B. Knowledge of these policies and procedures by Fire Department members is essential for the maintenance of discipline and the development of teamwork and morale.
- C. The policies, procedures and regulations contained within this Manual are intended to be reasonable and workable guidelines of a positive nature.
- D. Periodic review and revision of policies and operational procedures, recognized as necessary, has been incorporated as part of this manual.
- E. This Manual of Operations cannot be expected to provide a solution to every question or problem that may arise in an organization established to provide an emergency service delivery system. It is expected, however, that it will be sufficiently comprehensive to cover, either in a specific or general way, the majority of operational and administrative activities that involve the members of the Scarborough Fire Department.
- F. The existence of these written guidelines is not intended to limit any member in the exercise of good judgment or initiative while taking an action a reasonable person would take in a similar situation which may arise in the fire service. Much by necessity must be left to the loyalty, integrity and discretion of members.

AUTHORITY

- A. Pursuant to the authority vested in the Fire Chief by State Law and Local Ordinance, the Operations Manual is hereby established as the standard, written reference source of Departmental Rules, Regulations, Policies, Procedures and Operations.

- B. The contents of the Operations Manual shall supersede any conflicting information contained in any other departmental publication.
- C. These Departmental Rules, Regulations, Policies, Procedures and Operations cover either in a specific or general way the obligations and duties of the members of the Scarborough Fire Department. They are not designed or intended to limit any member in the exercise of good judgment or initiative taking the action a reasonable person would take in a similar situation.
- D. All members shall be responsible for knowing and adhering to these Departmental Rules, Regulations, Policies, Procedures and Operations of the Scarborough Fire Department.
- E. Members not in compliance with Departmental Rules, Regulations, Policies, Procedures and Operations, and inter-office correspondence may be subject to disciplinary action.

RESPONSIBILITIES

- A. It shall be the responsibility of all members of the department to familiarize themselves with and conform to the policies, regulations and procedures contained within the Manual of Operations.
- B. It is the responsibility of all members to work within their personal scope of knowledge and training and to make supervisors aware if they are given an assignment that they are not trained and competent to perform.
- C. It is the responsibility of all members to say no to an unsafe order and to promptly report any unsafe conditions or acts to a superior officer.
- D. It shall be the responsibility of all Fire Department Officers to supervise, train, and command their subordinates within the guidelines and philosophies contained within the Operations Manual.

REFERENCES

- A. "Guide to Developing Effective Standard Operating Procedures for Fire and EMS Departments", Federal Emergency Management Agency, United States Fire Administration.
- B. Maine State Law



Scarborough Fire Department

Scarborough, Maine



Standard Operating Procedures

Book:	Organization
Chapter:	Fire Department Organization
Subject:	1100 - Department Organization & Chain of Command
Revision Date:	3/27/2008
Approved by:	<i>B. Michael Thurlow</i>

PURPOSE

To establish an organizational structure within the department to clearly define the chain of command so all members are aware of their authority and responsibilities, and the authority and responsibilities of those around them.

OVERVIEW

The Scarborough Fire Department is an evolving combination municipal fire department organized and authorized to protect the life and property of the residents and visitors of the Town of Scarborough. The department operates from six stations covering a geographical area of 54 square miles and a resident population of approximately 20,000. The department has formal mutual aid agreements with all of the surrounding communities including the city of Portland, of which we are a suburb, and we routinely provide and receive suppression and EMS assistance through this process. We also currently share a station with one of our neighboring communities, the Town of Gorham. Gorham provides a pumper that respond to calls in both towns without regard for municipal boundary, and Scarborough provides the fire station. Membership in that company is drawn from both communities and they belong to both departments.

The department provides an integrated advanced life support emergency medical system including two fully staffed ambulances at the paramedic level and automatic first response with the local neighborhood engine companies to provide an extremely high level of EMS service. On the suppression side we run six front-line pumpers, two aerials, a heavy rescue, three marine rescue teams, and a variety of other apparatus and specialty equipment.

The department consists of full time staff, including the Fire Chief and two Deputy Fire Chiefs, 10 paramedics, and two administrative assistants. The department also operates a Per-Diem Firefighter / EMT program that is responsible for manning certain apparatus to augment the call companies on a part-time basis. Paid on call members make up the rest of the department. They are organized into seven call companies and are responsible for their stations and the apparatus stationed there.

DEFINITIONS

- A. **Chief:** The Fire Chief; the chief administrative officer of the fire department.
- B. **Chief Officer:** An officer who holds the rank of Battalion Chief or higher.
- C. **Deputy Chief:** Classification of rank. The second-in-command assistant to the Fire Chief.
- D. **District:** A defined geographical section of the Town of Scarborough which includes specific apparatus response plans.
- E. **District Chief:** Classification of Rank. Call Company Chiefs that are primarily responsible for a district of call companies assigned to them.
- F. **EMS Deputy:** Classification of rank. The second-in-command administrative assistant to the Fire Chief who is responsible for planning, organizing, directing and coordinating the Scarborough Fire Department's EMS Division and its programs. The EMS Deputy holds the rank of Deputy Fire Chief.
- G. **Fire Captain:** Classification of rank. The highest ranking officer of an individual company. The Fire Chief may also appoint department Captains to serve as a Training Officer, Safety Officer, Inspector, or other specific tasks that require a level of expertise and authority where a commensurate level of rank would facilitate effectiveness.
- H. **Incident Commander:** The member who is in charge and responsible for an incident that the fire department is involved in.
- I. **Lieutenant:** Classification of Rank. Fire line officer in charge of a company, station, apparatus, crew, and firefighters working under the direction of a Captain.
- J. **Member:** Any employee regularly or temporarily appointed to the Fire Department to perform the duties of a firefighter and/or EMS provider. The term "member" includes officers and all other people appointed by the Fire Chief regardless of pay rate, title, or rank.
- K. **On-Duty Fire Fighter:** Members who are working a scheduled shift to provide vehicle driver/operation, emergency medical and/or firefighting activities during the scheduled hours, at the assigned station and piece of apparatus.
- L. **On-Duty Station Leader:** The on duty firefighter in charge of the shift at a particular station as outlined in SOP – 1115 – On-Duty Station Leader.
- M. **Paramedic:** A fire department member, licensed at the Maine Paramedic level of certification, which is responsible for patient assessment and treatment of patients.
- N. **Paramedic Lieutenant:** A full time supervisory position responsible for a shift and answering directly to the Deputy Chief of Suppression and EMS.
- O. **Per Diem EMT:** A fire department member, licensed at the Maine EMT level of certification or above, who is responsible for patient assessment and treatment of patients. Per Diem EMT's are part-time employees of the Scarborough Fire Department who work scheduled hours and are assigned to a specific station and apparatus.
- P. **Senior:** When determining seniority between two members the first consideration is Rank, followed by length of service in rank, and length of service in the department.
- Q. **Seniority:** - Shall refer to time in grade beginning with the last date of hire or promotion, not to include leaves of absence (LOA) of 30 days or more. Seniority with respect to the Chain of Command shall mean the time an individual has accumulated at a rank level.
- R. **Senior Officer:** One who has served longer in the same office position than another, or one who has achieved a higher rank.
- S. **Senior On-Duty Fire Fighter:** In the absence of an officer the On-Duty Firefighter with the highest seniority according to the process outlined in SOP # 1335 is the Senior On-Duty fire Fighter for that shift in the station that firefighter is assigned to.

POLICY

A line chain of command shall be used by all members while working an incident or training. A staff chain of command shall be used by all members while in quarters or when performing routine Fire Department duties.

PROCEDURE

Line Chain of Command

Fire Chief
Deputy Chief
District Chief
District Captain
Senior Captain
Full time Paramedic Lt.
District Lt.
Senior Lt.
Full time Paramedic
Full time Firefighter/EMT
On-Duty Station Leader
Senior Per-Diem Firefighter
1st member on scene

Staff Chain of Command

Fire Chief
Deputy Chief
District Chief
Captain
Full time Paramedic Lt.
Company Lt.
Full time Paramedic
Full time Firefighter/EMT
On-Duty Station Leader
Per diem EMT and Day Firefighters
Senior Fire Fighter
Call members

RESPONSIBILITIES

It is the responsibility of all Scarborough Fire Department members to adhere to this policy.

REFERENCES

- C. SOP – 1105 Organizational Chart – Staff
- D. SOP – 1110 Organizational Chart - Line
- E. SOP – 1335 Per-Diem Shift Assignment
- F. SOP – 1115 On-Duty Station Leader



Scarborough Fire Department

Scarborough, Maine



Standard Operating Procedures

Book:	Organization
Chapter:	Fire Department Organization
Subject:	1102 – SFD Mission, Vision & Core Values
Revision Date:	10/23/2009
Approved by:	<i>B. Michael Thurlow</i>

Mission Statement

The Scarborough Fire Department's mission is to provide a range of progressive programs and compassionate, prompt, professional services designed to protect the lives and property of all who live, work, and visit our community from the adverse effects of fires, medical emergencies and exposure to other dangerous conditions through education, prevention, and incident stabilization.

We accomplish this mission by maintaining a well equipped, highly trained, and motivated force of professional fire fighters and rescue personnel who respond to the emergency needs of the community while promoting safety, fire prevention, and other public safety education programs.

Vision Statement

The Scarborough Fire Department will continuously strive to meet the changing needs of our community by:

- Being committed to our values, mission, and dedication to our fire service profession.
- Being accountable to those we serve, each other, and all organizations we interact with.
- Being role models in the community and leaders in our profession.
- Being driven to provide a cost effective and efficient fire protection and EMS service while honoring our values, accomplishing our mission, and achieving our goals.
- Providing outstanding public service with respect, honesty and integrity, through the use of modern technology, innovative training, advanced equipment, and responsive actions.
- Leading our department into the future through productive teamwork, open and honest communications, and participative decision-making throughout the organization.

Core Values

Customer Service

Providing excellent community service requires that we are accessible, consistent, responsive, compassionate, and understanding. We will strive to provide assistance beyond the expectations of those we assist and seek effective solutions to problems. No request or inquiry will go unanswered. We will value partnerships and build working relationships with other town departments and agencies, as well as our mutual aid neighbors to support this vital core service.

Health & Safety

Our personnel are our most valuable asset. Their physical and mental health is critical to the overall performance and mission of the department. We are committed to looking out for the health and safety of each other in the performance of our jobs and to providing wellness and fitness information and tools for their use. Our personnel are trained to know that they should always use the protective equipment that has been provided for their safety and that they have the right and responsibility to immediately stop unsafe acts by others. They are trained to drive and operate apparatus safely and to conduct a risk reward analysis for every action, while not cutting corners or taking chances. They understand that going home safe and uninjured at the end of the call or their shift is the number one priority. We will use the following guidelines for risk when responding to emergencies:

- We will risk ourselves more, within a structured action plan, to save life.
- We will risk ourselves less, within a structured action plan, to save property.
- We will not risk ourselves to save a life or property that is already lost.

Attitude & Teamwork

We strive for personal and professional excellence and exhibit a professional attitude. Each of us will demand as much from ourselves as we do from the organization as a whole. We achieve our best results from a team approach emphasizing high levels of trust, cooperation, tolerance, and a positive attitude. Our employees recognize that attitude is a choice and that they need to bring a good one every day they come to work. Our members understand the strength of the fire service is the team and that individually we play a very small part. Members are encouraged to actively attend and participate in meetings, trainings and group activities and to recognize the contributions of others.

Personal Honesty & Integrity

We know that firefighters and emergency medical personnel are held to a higher standard of conduct and we understand the trust placed in us by the public and our colleagues is integral to the performance of our duties. We are committed to honest and ethical behavior, and we will hold ourselves accountable to these values. We value the ability to tell the difference between right and wrong and make decisions based on those differences without consideration of personal interests. Our personnel will be trustworthy and show integrity and pride in the organization at all times.

Professional Excellence

We believe the pursuit of excellence and demonstrating high professional standards are critical to our work. Our commitment to professionalism is reflected in our support of continuing education and professional development training. We employ a wide range of talented individuals that are encouraged to be mentors, coaches, and counselors to our less experienced members so they can reach their full potential within the organization. We expect our members to be self motivated and driven to succeed.

Effective Communications

We believe communication is essential to the cohesiveness and performance of our organization. We are committed to providing effective and responsive means of communication throughout the organization and the community. Employees are encouraged not to let problems, conflicts, or co-workers spread negativity or create discontent. Conflict should be handled at the lowest possible level with the goal of meeting the department's values and mission. Members should strive to find a reason to catch a co-worker doing something right everyday and praise them for their efforts.



Scarborough Fire Department Scarborough, Maine



Standard Operating Procedures

Book:	Organization
Chapter:	Fire Department Organization
Subject:	1115 - On-Duty Station Leader
Revision Date:	4/15/2008; revised 5/20/11
Approved by:	<i>B. Michael Thurlow</i>

PURPOSE

To assure that all tasks associated with the functions and responsibilities of the on-duty crews are completed each shift. This policy outlines who will fill the role of the On-Duty Station Leader, and what tasks they are responsible for carrying out.

POLICY

It shall be the policy of the Scarborough Fire Department to require that all shifts at all stations, have a Station Leader appointed at the start of each shift.

SCOPE

This policy applies to all full time and per diem on-duty employees, each shift, at each station. This is a position of organization and contact for the dissemination of information to and from the Duty Officer and for the accountability of the Station Leader's own actions as well as reporting the actions of the crew assigned to each station each shift. The person filling this role must be an active participant in all activities of the crew. This position does not require enforcement of policy, and is not to be considered an additional supervisory position.

PROCEDURE

- G. At the beginning of each shift, the Duty Officer will identify who will be the Station Leader for that shift based on the following criteria:
- The individual must be scheduled to work the entire shift.
 - When a department officer is working, they will be assigned this role with the exception of those department officers who are working their full time shifts.
 - This position will be filled by rank order from the highest ranking officer to the lowest ranking officer. If two officers of the same rank are working at the same time in the same station, the district officer will fill this role. If, in the case no district officer is present, then the officer with the higher seniority point standing will fill this role.
 - When no department officer is present, any station with a full time paramedic/firefighter or full time firefighter/EMT working will be assigned this role.
 - When none of the above is present, the per-diem employee with the higher seniority point standing of the crew present will fill this role.

- H. The Duty Officer will call each station at the beginning of the shift to speak with the Station Leader to inquire and make notifications of the following at a minimum:
 - a. Crew members present for the shift.
 - b. Assignment of special details or assignments.
 - c. Department training occurring during that shift.
- I. It will be the role of the Station Leader to assure his/her crew carries out the following tasks each shift:
 - a. Apparatus Checks: are to be performed and the associated reports ready by 0900 hrs. The apparatus are to be fully stocked, in a ready to respond state, and cleaned at all times.
 - b. Station Duties: are to be carried out immediately following the completion of the Apparatus Checks per the station check list as the next task of the shift.
 - c. Special Assignments or Details assigned by the Duty Officer.
 - d. Notification: Once all Apparatus Check reports, Station Duty reports, and special tasks and assignments are complete, the completed information/forms will be sent electronically via the appropriate intranet forms, no later than 1600 hrs. This report should also include an explanation for any tasks or assignments that were not completed by the end of the shift.
 - e. Training: Once all other tasks/assignments are completed, a minimum of 30 minutes will be spent by the crew on valuable training each shift, unless Department training has been assigned for the shift.
 - f. Physical Fitness: After all the above tasks are accomplished, the Station Leader will allow his crew 30 minutes of physical fitness as outlined in the Department's Health and Wellness SOP #1344.
{If interrupted by calls or special assignments, time specific tasks are expected to be completed as soon as possible thereafter.}
- E. The Station Leader will be responsible for reporting the actions of his or her crew members during each shift. In the event the Station Leader is not getting cooperation from the members of the crew he/she shall contact the Duty Officer who will follow up as necessary.

DEFINITIONS

- A. Duty Officer will be the on-duty full time Paramedic Lieutenant or the Duty Chief.
- B. Station Leader will be the person responsible for reporting the completion of the assigned and daily tasks of the on-duty crew.
- C. On-duty crews will be all the per diem or full time employees assigned to a station for a shift.

RESPONSIBILITIES

- E. It is the responsibility of Duty Officer to establish who the Station Leader will be for the entire shift as outlined in the Procedure section of this policy.
- F. It is the responsibility of the crew members assigned to a station for a shift to carry out any and all tasks assigned to them by policy and or direction of the Station Leader or Duty Officer.
- G. It is the responsibility of the Station Leader to notify the Duty Officer when any issue arises that cannot be handled by the Station Leader, as soon as possible after becoming aware of the issue.
- H. It is the responsibility of the crew members to notify the Station Leader as soon as possible after discovering an issue which they cannot rectify. The Station Leader in turn will follow item C above.

REFERENCES

- G. SOP – 1100 Department Organization
- H. SOP – 1105 Organizational Chart – Staff
- I. SOP – 1110 Organizational Chart - Line
- J. SOP – 2200 Ambulance & EMS Equipment Checks
- K. SOP – 1335 Per-Diem Shift Assignment



Scarborough Fire Department

Scarborough, Maine



Standard Operating Procedures

Book:	Organization
Chapter:	Fire Department Organization
Subject:	1125 - National Incident Management System (NIMS)
Revision Date:	8/31/2006
Approved by:	<i>B. Michael Thurlow</i>

PURPOSE

To adopt the National Incident Management System as the organizational framework within which our department functions at all incidents. To meet Federal requirements for adopting NIMS to assure a framework for emergency operations, both locally and with a variety of other agencies, that provides a standard process utilizing incident action plans and the Incident Command System to integrate the efforts of all responding agencies.

POLICY

The Scarborough Fire Department will use the Incident Command System function of NIMS at all emergency incidents, drills and exercises that involve hazards similar to those encountered at actual emergencies to effectively manage personnel and resources, and to provide safety for all personnel. Other functions of NIMS may be used by the IC if it becomes necessary.

SCOPE

Incident Command generally retains the flexibility to modify procedures or organizational structure to accomplish the mission in the context of a particular hazard scenario. Most incidents are local, but when faced with a worst case scenario all responding agencies must be able to interface and work together. The NIMS is designed to facilitate the interagency cooperation needed to successfully control a multi-jurisdictional or large scale incident.

DEFINITIONS

- A. **Command Staff:** Potential staff needed to assist the IC in managing an incident when using the Incident Command System.
- B. **General Staff:** Staff needed in addition to command staff when an incident requires Unified Command.
- C. **NIMS:** National Incident Management System: Using the incident command system, multi agency control and public information, singularly, or in any combination, to manage by objective and attain a preplanned conclusion to an incident.
- D. **IC, Incident Commander:** *radio call sign:* Command: This is the officer in overall command of the incident.
- E. **ICS – Incident Command System**
- F. **Operations Officer:** *radio call sign:* Operations: This officer shall coordinate all tactical operations. When Operations is initiated, all on scene Sector Officers except Safety shall report to Command thru Operations. Safety may report to Operations or Command.
- G. **Staging Officer:** *Radio Call Sign:* Staging: This officer will coordinate staging of local and mutual aid apparatus and other resources at the designated staging area unless otherwise directed by Command. The staging officer shall be responsible for the safety of all operations and personnel at the staging area.
- H. **Water Supply Officer:** *Radio Call sign:* Water Supply: This officer shall assess the available water supply to each operating apparatus to determine if additional supply lines are needed. He will communicate to Command for any changes or additional water supply needs. The water supply officer shall also assess the total amount of available water from hydrants or other static water supply sources and advise Command of such.
- I. **Safety Officers:** *Radio Call Sign:* Scene Safety and Operations Safety: These officers are responsible for scene and operations safety at the incident. The safety officers shall observe, as much as physically possible, all aspects of the operation and correct any unsafe practices. Safety Officers report directly to Command.
- J. **Liaison Officer:** *Radio call sign:* Liaison: This officer will act as the contact person for Scarborough Fire Department and all cooperating agencies, and reports to Command.
- K. **Public Information Officer:** *Radio Call Sign:* PIO: This officer will act as the official source for all information to be released to the media and other agencies.
- L. **Aides:** *Radio Call Sign:* none: Aides will act as assistants to the Incident Commander. When using the radio to communicate for the Commanding Officer they will use the call sign Command. When communicating face to face on behalf of the Incident Commander they will inform the person to whom they are speaking that they are acting on orders from Command.
- M. **EMS Officer:** *Radio Call Sign:* EMS Division: This officer will be in complete charge of all functions relating to patient care. This position shall be filled according to the following positions, in descending rank and or licensing, EMS Deputy Chief, Paramedic Lieutenant, or EMS Senior Rescue member present. The on duty paramedic may operate at any of the above positions if free from actual hands on patient care. EMS Sector reports to Command.

PREREQUISITES

- A. Components of NIMS includes:
 - i. Incident Command and management
 - ii. Preparedness and planning
 - iii. Resource management
 - iv. Communication and information management
 - v. Supporting technology
 - vi. Ongoing management and maintenance
- B. The Incident Commander is the officer in charge of all operations and is responsible to complete the tactical objectives in a safe manner at an incident. The IC shall assume all General staff and Command Staff duties until the incident is under control or until the staff positions are delegated based on the location or severity of the incident.
- C. Incident command should be filled by the highest ranking officer at the scene. However an Incident Commander could be a firefighter of any or no rank.
- D. Use of the Incident Command System is automatic and applies to all assignments unless otherwise directed.
- E. Transfer of Command shall be face to face as much as practical.
- F. When more than one incident is occurring at the same time, Command for each incident shall be referred to as the geographic location by Command.
- G. Sector/Division officers shall also refer to their sector with the same location terminology.

PROCEDURE

- A. The first arriving unit on scene shall assume Command. The IC shall give a brief report of conditions and identify who has command.
- B. Assume an effective Command position.
- C. Do a complete and on going size-up and risk assessment.
- D. Develop an incident action plan.
- E. Request additional resources as needed.
- F. Assign units as required by the tactical priorities.
- G. Establish other sector officers as needed.
- H. Initiate Unified Command if the incident type requires the response of other agencies. If a Unified Command is required consider filling the General Staff and Command Staff positions as needed.
- I. Establish an Area Command if there are multiple, or large geographic events that may require the same limited local resources.
- J. Achieve incident control.
- K. Initiate incident investigation, if needed.
- L. Return units to service.

INCIDENT COMMAND OBJECTIVES

- A. Common terminology, plain English
- B. Modular organization, only some elements of the ICS system may be needed.
- C. Management by objectives.
- D. Reliance on an incident action plan
- E. Manageable span of control
- F. Establishment of Command with transfer abilities.
- G. Chain of command and unity of command
- H. Unified Command for multi-jurisdictional incidents
- I. Accountability
- J. Resource management
- K. Readily expandable to meet large scale incidents

BRANCH / DIVISION / GROUP LEADERS

- A. During an incident Branch, Division, and Group leaders shall be assigned as needed to maintain an effective span of control. During large scale incidents Command Staff shall be appointed as needed. The Divisions shall operate by task, physical location and or function.
- B. Possible types of Division Officers by function
 - i. Operations Officer
 - ii. Staging Officer
 - iii. Water Supply Officer
 - iv. Safety Officer, on scene and Command Staff
 - v. Information Officer Command Staff
 - vi. Liaison Officer Command Staff
- C. Possible types of Division Officers by physical location
 - i. Side A, B, C, or D
 - ii. Division 1 (first floor), Division 3 (third floor) etc.
 - iii. Interior, Exterior etc...
- D. Possible types of Division Officers by task
 - i. Fire Attack
 - ii. Search & Rescue
 - iii. Ventilation
 - iv. Haz Mat

Organizational Level	Title
Incident Command	Incident Commander (IC)
Command Staff	Officer
General Staff (Section)	Chief
Branch	Director
Division / Group	Supervisor
Unit	Leader
Strike Team / Task Force	Leader

DIVISION OFFICER DUTIES

- A. Direct all operations in his / her assigned division area.
- B. Provide frequent progress reports to Command, or Operations if initiated.
- C. Request needed equipment or support from Command, or Operations if initiated.
- D. Successfully complete tasks assigned by Command, or Operations if initiated.
- E. Remain in his / her division at all times.
- F. Monitor welfare, safety, accountability and location of personnel assigned to that sector at all times.

COMMAND STAFF

- A. Safety Officer
- B. Liaison Officer
- C. Public information Officer

GENERAL STAFF

- A. Operations
- B. Planning
- C. Logistics
- D. Finance and Administration
- E. Information and Intelligence

GENERAL STAFF DUTIES

- A. Operations: focus on the reduction of the immediate hazard, save lives and property, and establish situational control using tactical objectives.
- B. Planning: prepare status reports, display situation information and maintain the status of resources assigned to the incident. Develop and document the incident action plan.
- C. Logistics: provide facilities, transportation, supplies, fuel, food, communications and technology support.
- D. Finance and administration: is established when the agency involved in the incident management activities require finance or administrative support.
- E. Information and intelligence: provide analysis and sharing of information and intelligence during an incident.

RESPONSIBILITIES

It is the responsibility of all Scarborough Fire Department members to adhere to this policy and to implement the Incident Command System and work within NIMS at all incidents.

REFERENCES

- A. National Incident Management Plan, IS700
- B. ICS 110, 200, 300, 400
- C. National Response Plan



Scarborough Fire Department Scarborough, Maine



Standard Operating Procedures

Book:	Organization
Chapter:	Fire Department Organization
Subject:	1140 – Paramedic Lieutenant Protocols
Revision Date:	12/18/2008
Approved by:	<i>B. Michael Thurlow</i>

PURPOSE

To establish roles, responsibilities, and expectations for the position of full time Paramedic Lieutenant.

POLICY

The role of the full time Paramedic Lieutenant is a working supervisory position reporting directly to the full time Deputy Chiefs of Suppression and EMS. These are department lieutenant positions with responsibility for supervising both suppression and EMS crews. The Paramedic Lieutenants are expected to lead and earn respect by setting a positive example and operating within the responsibilities and expectations as outlined in this protocol.

EMERGENCY DUTIES

- A. The radio call sign for the on duty Paramedic Lieutenant is Car 7.
- B. The Paramedic Lieutenants shall respond to emergency incidents which may require a supervisory presence or additional EMS manpower. Upon arrival the lieutenant shall assume command or work with the current Incident Commander as assigned until relieved by a superior officer.
- C. The Paramedic Lieutenant's role at emergency scenes is to provide supervision, coordination, and EMS or suppression assistance as necessary.
- D. The Paramedic Lieutenant is the primary EMS care provider on Rescue 3 when activated for multiple victims or when both of the primary rescues are already in service on other calls.
- E. The Paramedic Lieutenants shall respond to disasters and multiple casualty incidents to supervise the activities which may include functioning as the EMS Group Commander until relieved by the EMS Deputy Chief.

ADMINISTRATIVE DUTIES

- J. Promotes and fosters harmony, morale, good working conditions, and a positive attitude within the department.

- K. Maintain a close working relationship and open communications with the fire administration including attendance at scheduled staff meetings.
- L. Coordinates daily activities, projects, and assignments with the Deputy Chiefs.
- M. Responsible for assuring all full time and per-diem shifts are filled each day. Includes maintaining records of who was is scheduled to work, filling shifts, and administering the forced overtime provision of the SPA contract as necessary.
- N. Acts as the department's Duty Officer 24/7.
- O. Responsible for daily interaction with on-duty personnel to maintain open lines of communication, sharing of information, assigning and assuring completion of daily tasks, projects, inspections, and training sessions.
- P. Responsible for working with the training division to develop and implement a daily training program for on-duty personnel.
- Q. Serves as the primary supervisor and mentor for a designated team of full-time and per-diem employees. This responsibility includes assuring compliance with annual mandatory training requirements and assisting with personnel evaluations of their team members.
- R. Frequent attendance at call company meetings and participation in evening call company training sessions.
- S. Assists with scheduling and rotating apparatus for preventive maintenance and repairs.
- T. Ensuring compliance with department SOPs.
- U. Primary responsibility for quality control and timely completion of all electronic NFIRS & PCR reports generated during each of their duty shifts.
- V. Maintains an administrative log of the day's activities so the administration and other lieutenants are aware of any decisions made or items that require follow-up.
- W. Other duties and projects as assigned by the Fire Chief or his designee.

REFERENCES

- L. SPA Contract



Scarborough Fire Department

Scarborough, Maine



Standard Operating Procedures

Book:	Organization
Chapter:	Fire Department Organization
Subject:	1150 – Student Live-In Firefighter Program
Revision Date:	1/17/2007
Approved by:	<i>B. Michael Thurlow</i>

PURPOSE

The Scarborough Fire Department has created an opportunity for college students in the Fire Science program at Southern Maine Community College to apply classroom knowledge and practical skills to daily firefighting situations, while providing the Scarborough Fire Department trained interns to provide additional night and day coverage in the districts where the students are assigned.

POLICY

This policy is designed to create a formal agreement between the students and the Scarborough Fire Department, establish expectations and provide clear rules and regulations for the students in the live-in firefighter program.

PREREQUISITES

- A. Candidates must be a full time student (minimum of 12 credits / semester) in the Fire Science Program or related field at the Southern Maine Community College. Students must submit a copy of their student schedule to the Student Committee within 1 week of the start of each semester. Students may be asked to update their student schedules at any time.
- B. Candidates must be at least 18 years of age.
- C. Candidates must possess a valid driver's license with no history of serious convictions.
- D. Candidates must pass a criminal background check.
- E. Candidates must pass a pre-employment physical exam and abilities test.
- F. Candidates must have their own means of transportation.
- G. Candidates must attend and successfully complete Firefighter I training unless they provide documentation of certification from another agency.
- H. Candidates must agree to abide by this policy and sign the agreement that is attached.

PROCEDURES

- A. Student must adhere to the hiring process as established by the Town of Scarborough including a post offer, pre employment drug test.
- B. All students are considered probationary for the first 180 days of enrollment in the Student Live-In Program. Every student must successfully complete the probationary period to continue in the Student Live-In Intern Program.
- C. Students must maintain at least a “C” (2.0) average of all classes taken each semester.
 - a. A copy of the student’s grade report shall be submitted to the Student Live-In Committee at the end of each semester.
 - b. Students will be required to sign a school waiver form giving SFD the right to check their grades and class schedule at any time.
 - c. In the event that a student does not pass with a C (2.0) average or better, the student will be placed on academic probation for one (1) semester.
 - i. Students on academic probation who fail to attain a 2.0 average of all classes in the subsequent semester may be terminated from the program.
 - ii. Students on academic probation are required to have all professors fill out a weekly progress chart, which will be supplied by the department, each academic week of the semester. This progress chart will ask professors to document class preparedness, participation, assignment completion, and attendance. The progress chart must be turned in to the Student Advisor immediately after the last class of each week.
 - iii. In the event that the student does not turn in the required progress chart the student will be immediately suspended from responding to calls and training until such time that the student turns it in. Failure to turn the progress chart in for two weeks is cause for termination from the program.
 - iv. Students who return progress charts with negative remarks from professors will be immediately suspended from responding to calls and training until such time as the deficiencies have been corrected. Submission of two consecutive negative progress reports shall be cause for termination from the program.
- D. All new applicants are required to complete a Drill School, prior to the start of the SMCC school year. Applicants will be notified of training dates at the time of application. Applicants not already certified at the Firefighter 1 level must successfully complete that program during their first year in the program.
- E. Students shall obtain required driver’s training. Students shall be able to locate and operate all equipment on assigned apparatus. Students shall learn all primary streets in the assigned first alarm district and major areas of Town within six months of appointment. Driver’s certification will follow all SFD SOP’s.
- F. Students will become a member of the Scarborough Fire Department and the Engine Company of the station to which assigned and shall be active in the business meetings, training requirements, company functions and alarm responses.
- G. Students once trained and certified, shall respond to all calls and assist in putting the apparatus back in service.
- H. Students shall abide by all department rules, regulations, and policies at an emergency scene, when on Scarborough Fire Department property, or at any time they are representing the Scarborough Fire Department.
- I. Students shall be in quarters from 2230 hours until 0730 hours except on school holidays and school vacations. Other exceptions may be allowed upon the approval of the Company Captain or Student Advisor. In the event the student is unable to meet curfew on a particular occasion, the Student Advisor or a Company Officer shall be notified as soon as possible.

- J. Students are not required to be at the station during school holidays, school vacations, and every other weekend. Additional requests for time off must be approved by the Student Advisor or Company Captain.
- K. No alcohol or mind-altering substances may be used or permitted on the premises. No student under the influence shall be permitted on Scarborough Fire Department property. The Student Advisor and Company Captain shall be notified of any prescription medications that may have an effect on the student's abilities.
- L. Students shall be out of bed with bunk made by 0730 hours. On days that exceptions stated in policy I are in effect, students shall be out of bed with bunk made by 0800 hours. Bunkrooms will be kept clean and neat at all times.
- M. There shall be a curfew for all visitors in the stations. All visitors shall leave by 2200 hours. Visitors are not allowed in the bunkrooms at any time.
- N. Students shall maintain neat and clean living quarters at all times. Housework shall include, but is not limited to, bedroom, bathroom, and kitchen areas. The Company officers shall provide specific housework requirements for each station.
- O. When more than one student lives at the same station, housework shall be shared equally by each student. The student(s) shall be accountable and responsible for assuring that all housework is completed each day prior to leaving.
- P. Students having problems with day-to-day station responsibilities and duties shall contact the Company Captain and/or Student Advisor.
- Q. Students will be required to fill out daily check sheet and activity logs.
- R. Monthly evaluations will be completed by the Company Captain, signed by the Captain and the Student, and forwarded to the Student Resident Director.
- S. Students shall also follow any rules or policies that are specific to the assigned station as directed by the company Captain and/or Company Advisor.
- T. Students are required to attend periodically scheduled Student Live-In meetings when requested.
- U. Students are expected to present themselves in a polite and courteous manner at all times to visitors, citizens, and fellow employees.
- V. Students may apply to Southern Maine Community College for work study credit upon successful completion of one year in the Student Live-in Program.
- W. Student Firefighters may be considered for Day Firefighter employment. Students may only serve as a fill in and will not be assigned regular shifts. Students must have completed two semesters of school and have the permission of the Student Live-In Committee and the Student Advisor. Students must meet all the requirements of the Day Firefighter Program and will be allowed to work no more than 24 total hours per week or 36 total hours per week during school vacations.
- X. Students wishing to remain in the program for the up coming year or who wish to remain in the program during the summer months must submit a letter of intent. The letter must be received no later than May 1st of that year.

Student Live-In Intern Firefighter Agreement

I, _____ have read and agree to all rules and regulations described in SOP 1150 - Student Live-In Firefighter Program.

I understand that while I am in the program and living in the station I am a guest of the department. I understand and hereby agree that my room, personal belongings, and vehicles, when on Town of Scarborough property, are subject to search without notice or further authorization.

I hereby grant permission for the Scarborough Fire Department to check my class schedule, attendance, and current grade point average with Southern Maine Community College at any time.

I understand that my participation in this program is a privilege, that I serve at the pleasure of the department, and that the Fire Chief may terminate this agreement and remove me from the program, without notice, in the event of a violation of any rules and regulations stated in SOP 1150.

Student Name: _____

Signature: _____ Date: _____

Committee Member: _____

Signature: _____ Date: _____

Fire Chief Signature: _____ Date Approved: _____



Scarborough Fire Department

Scarborough, Maine



Standard Operating Procedures

Book:	Organization
Chapter:	General Administration
Subject:	1210 - Training Division
Revision Date:	4/25/2007
Approved by:	<i>B. Michael Thurlow</i>

PURPOSE

To establish a comprehensive training program that offers members a progressive and thorough curriculum to become better and safer firefighters and emergency medical technicians. To provide quality training based on accepted standards that will guide employee's professional development and reinforce the importance of safety on the fire ground.

POLICY

The Fire Chief shall establish a Training Division responsible for the development, implementation and recording of all department training including schools, classes, day training, or other training related activities approved by the Fire Chief. The Training Division is responsible for assuring the training offered complies with State and Federal laws and National standards.

DEFINITIONS

- A. Class – A training class, refresher, or day training session generally pertaining to one subject matter and lasting from 1 to 3 hours. A formal or informal training class that may or may not lead to any type of certification or fulfillment of a training level required class depending on circumstance, curriculum used, and subject matter taught.
- B. Mandatory Class – a class that is required to be completed by all personnel on a set schedule (annually or biannually) to meet certain State or Federal requirements. (See the Annual Mandatory Training Requirements section below)
- C. Course – Training that follows a standard curriculum and meets specific content requirements usually leading to some type of certification or fulfillment of a training level requirement. Courses generally are conducted over multiple dates and are longer than 3 hours in duration depending on subject matter.
- D. School – Similar training to a Course usually consisting of 6 or more hours of classroom and including a practical component to reinforce skills.
- E. Recruit - A member that has been hired and issued an employee number. Recruits may be introduced to the Company and participate in company activities and training, but they have not completed orientation and are not allowed to respond on emergency calls.
- F. Rookie - A call member that has completed orientation and has been integrated into a company. They may respond to calls in a private vehicle or Department apparatus. A rookie must work under the direct supervision of a senior member.

TRAINING DIVISION MEMBERSHIP

- A. The Training Division shall be operated under the supervision of no less than eight members appointed by the Fire Chief.
- B. There shall be one member from each company and a member of the Board of Engineers.
- C. The Training Division will be kept knowledgeable of the Training Division Budget by the Fire Chief.
- D. The Board of Engineers will be consulted and advised as to the continuing training program changes and the training needs of the members of the Scarborough Fire Department.

TRAINING OFFICERS RESPONSIBILITIES

- A. The Department Training Division will meet a minimum of bi-monthly to conduct routine training business. Any member may attend the Training Division meetings.
- B. A member of the Training Division may attend the Board of Engineers meetings to answer questions and maintain open lines of communication with the board.
- C. All company level training shall remain the responsibility of the Company Training Officer under the direction and supervision of the Training Division.
- D. Maintain accurate and up to date company training records using proper Department forms.
- E. Responsible for all communications to and from the Training Division.
- F. Submitting all requests for training 30 days prior to any scheduled training date.
- G. Assist in finding qualified instructors for both Company and Department classes and courses.
- H. Assisting, as needed, with mandated training requirements including keeping members of their company apprised of their current mandatory training status throughout the year.
- I. Validating the annual Department Training Report.
- J. Document accurate training hours for each course taken.
- K. Verify all training recorded meets Department criteria
- L. Any other Company Training functions that the Training Division may request.

INSTRUCTOR QUALIFICATIONS

- A. A person must meet at least one of the following criteria to be qualified as a Scarborough Fire Department Instructor:
 - a. Hold a NFPA Instructor I certification.
 - b. Hold a Municipal Instructor Certification issued by Maine Fire Training & Education.
 - c. Hold an Instructor/Coordinator Certification issued by Maine EMS.
 - d. Take a 3 hour "Train the Trainer" class for the topic to be taught.
 - e. Be recommended by a Company Officer and be approved by the Training Division.
 - f. Demonstrate knowledge and ability in the subject area or areas to be instructing in and be approved by the Fire Chief.

NEW MEMBERS WITH PRIOR EXPERIENCE

- A. If an applicant with previous fire department experience is hired as a new member, the applicant may submit his training records for review and credit.

- B. All records that meet the Training Division criteria, will be accepted, however the applicant may be required to meet the current years mandatory training requirements. The training division will determine the new member's status as a recruit, rookie, or certified firefighter based on an evaluation of the members prior training records.

NEW MEMBERS WITH NO EXPERIENCE

- A. New members that have no previous Fire Department experience are considered recruits. Recruits are introduced into the call companies once they have completed the hiring process and are eligible to participate in all company functions and training sessions. Recruits are required to complete an orientation program consisting of the following items, prior to being certified to respond to emergency calls.

a. Department Orientation

- i. Introduction to the Operations Manual
- ii. Code of Ethics
- iii. Call & Training Pay Policy
- iv. Privacy Training & HIPPA Privacy Guidelines
- v. Training Program
- vi. Personal Protective Equipment
- vii. National Incident Management System (NIMS)
- viii. Incident Report Process
- ix. Safe Vehicle Positioning & Traffic Control Policy
- x. Lock-out / Tag-Out Policy
- xi. Apparatus Backing & Spotting Policy
- xii. Various Town Personnel Policies
- xiii. Hearing Conservation
- xiv. Sexual Harassment Policy
- xv. Personal Alert Safety System (PASS alarm)
- xvi. Respiratory Protection policy overview
- xvii. Infectious Disease policy overview
- xviii. Hazardous Materials response overview

b. Company Orientation

1. Station parking
2. Hazard Communication
3. Station security
4. Emergency Action Plans
5. Station specific apparatus
6. Personal vehicle response
7. Riding on apparatus
8. Arrival on scene
9. Post incident activities

TRAINING LEVEL SYSTEM

The Scarborough Fire Department has instituted a training level system designed to match the National Firefighter I & II curriculum and to provide a goal oriented program which recognizes and rewards members who have achieved certain milestones. The Scarborough Fire Department Training Program is a progressive continuing education and professional development program, which is adjusted on an as needed basis. The Training Division is available to assist any current member or new applicant with guidance and to answer questions.

The program is divided into the following levels and successful completion of each requires a written examination and skill performance evaluation:

A. ROOKIE - A new member is considered a Rookie until completion of all the requirements under Level 1 listed below. The goal of this period is to provide the new firefighter with the orientation skills necessary to perform in a safe and proficient manner at emergency incidents, under direct supervision while learning basic skills and how to function as part of a fire company. The objectives may be covered in a comprehensive rookie school or by completing Firefighter I curriculum modules over a period of time.

B. LEVEL ONE (1) - The goal of this level is to provide the basic firefighting and safety skills required to work on the fire ground in a safe and efficient manner with minimum supervision.

Level 1 classes and courses include:

- a. Department Orientation
- b. Company Orientation
- c. Department Rules, Regulations, & SOPs
- d. Sexual Harassment
- e. Blood Borne Pathogens
- f. CPR / AED Cardio Pulmonary Resuscitation and Automatic External Defibrillator
- g. Fire Department Communications
- h. Safety
- i. Fire Behavior
- j. SCBA / PPE – Self Contained Breathing Apparatus & Personal Protective Equipment
- k. Search & Rescue
- l. Ground Ladders
- m. Water Supply
- n. Hose, Nozzles, & Appliances
- o. Building Construction
- p. Fire Control
- q. Fire Extinguishers
- r. Ventilation
- s. Forcible Entry
- t. Loss Control
- u. Ropes & Knots
- v. Hazardous Materials Recognition & Identification
- w. Detection, Alarm, and Suppression Systems
- x. Interior Fire Attack
- y. Fire Prevention, Education, & Inspection
- z. Live Fire Training
- aa. Fire Streams

C. LEVEL TWO (2) – The classes and courses in this level cover additional fundamental firefighting and safety classes and courses to prepare the firefighter to operate on the fire ground as a member

of the team with minimal direction and supervision. Emphasis is placed on instilling safe, sound, competent decision making skills. Level 2 classes and courses include:

- a. Incident Command
- b. Building Construction
- c. Rescue Extrication
- d. Water Supply
- e. Fire Hose
- f. Fire Streams & Foam
- g. Class B Fire Control
- h. Fire Cause & Determination
- i. Fire Communications & Reporting
- j. Fire Prevention Pre-Planning
- k. Elevator & Escalator Emergencies
- l. Ladder Company Operations
- m. Engine Company Operations
- n. First Aid (minimum for fire fighters) Emergency Medical Technician (minimum for rescue members)

D. LEVEL THREE (3) - The goals of this level are to continue the member's professional development process to provide the Department with competent, responsible fire fighters able to safely operate apparatus and with the knowledge and skills necessary to safely conduct independent operations when assigned without direct supervision. Level 3 classes and courses include:

- a. High Rise Fires & Stand Pipe Systems
- b. AVOC / EVOC – Ambulance and Emergency Vehicle Operations Course
- c. Basic Pumps
- d. Advanced Pumps
- e. Aerial Operations (required for members that belong to one of the ladder companies)
- f. Marine Training (required for members that belong to one of the marine companies)
- g. Central Maine Power Safety Class
- h. Propane Emergencies
- i. Natural Gas Emergencies
- j. Thermal Imaging Device
- k. Confined Space
- l. Rapid Intervention Team
- m. Hazardous Materials Operations Level

E. LEVEL FOUR (4) - The goal of this level is to provide the knowledge and skills that will prepare the member for being a Company Officer. Level 4 classes and courses include:

- a. Officers School (Southern Maine Community College or equivalent)
- b. Tactics & Strategy (Southern Maine Community College or equivalent)
- c. Aerial Operations (non-members of a ladder company)
- d. Marine Training (non-members of a marine company)
- e. Fire Investigation
- f. Fire Administration (Southern Maine Community College or equivalent)
- g. Air Rescue Firefighting Class
- h. Shipboard Firefighting Class
- i. Hazardous Materials Command
- j. Weapons of Mass Destruction / Terrorism Awareness

F. LEVEL FIVE (5) - Municipal Program currently under development designed to meet advanced firefighter and chief officer requirements.

TRAINING PROCEDURES

- A. Changes to the training level program, prerequisites, or individual classes or courses may be changed at any time upon recommendation of the Training Division and approval of the Fire Chief.
- B. The Training Division Leader will review each training roster or course completion certificate prior to issuing Department training credit. Training credit and/or training pay will be issued for all approved classes and courses as outlined in this SOP and SOP # 1320 – Training Pay.
- C. All NFPA 1001 or other approved classes and schools will be credited on the individual's training card, providing proper paper work is submitted, and the course was successfully completed including passing any applicable written and/or practical examinations.
- D. All classes, courses, and schools taught to an accepted standard, but not offered by or mandated through the Department Training Division, will count towards the yearly minimum required hours, if the proper documentation has been filed. See Required Training below.
- E. All training must be to at least NFPA 1001 Fire Fighter One standards, or another approved standard.
- F. Instructors should use Scarborough Fire Department core instructional materials whenever possible when teaching local courses including the following:
 - a. Classroom set up diagram
 - b. Be familiar with pupil to teacher ratio
 - c. Verbally state the goals and objectives of course
 - d. The Instructor shall read the following statement to all members of the class, during the introduction, regarding the treatment of handicap persons:
"It is the philosophy of the Town of Scarborough to meet the need of every employee. Please notify us if you need special services, assistance or accommodations to participate fully in this program."
 - e. A written test should be given to all students upon completion of any course.
 - f. A practical skills test should be given to all students when applicable.
 - g. The instructor must submit, on proper form, the following information: roster report properly filled in, including employee number, Company number, printed name of student, student's signature, hours, test results, dates of class, and pay or credit for time.
 - h. Class survey forms filled out by the students.
 - i. Instructor fee request form.
 - j. The Instructor will be compensated after the Training Division has received and processed the proper paper work.

EMS LICENSE LEVELS

The chart below indicates the current required hours of training and clinical time for the various EMS license levels as well as the continuing education hours required for re-licensing.

Program:	HOURS OF TRAINING	
	Classroom hrs:	Clinical hrs:
First Responder	48	N/A
Emergency Medical Technician – Basic	130	included
Emergency Medical Technician - Intermediate	130	200
Emergency Medical Technician - Critical Care	(recognized but no longer offered)	
Emergency Medical Technician – Paramedic	450	450
After initial licensure personnel must complete continuing education hours every three years as outlined below:		

First Responder/fire	26
Emergency Medical Technician - Basic	38
Emergency Medical Technician - Intermediate	46
Emergency Medical Technician - Critical Care	52
Emergency Medical Technician - Paramedic	58

ANNUAL MANDATORY TRAINING REQUIREMENTS

- A. The Scarborough Fire Department believes that a well trained membership is essential for safe operations on the fire ground. To maintain a minimum level of proficiency and assure every member attends a minimal amount of training each year the department requires each member to log a minimum of 12 hours of qualified training per fiscal training year (July 1 – June 30) to be considered an active employee.
- B. State and Federal laws mandate certain training requirements for the safety of our members. Each year the Training Division determines those Mandatory Classes that must be completed within the fiscal year and publishes them. These classes must be attended and satisfactorily completed to remain an active employee. These Mandatory Classes count towards the 12 hours of qualified training listed in Section A above. Examples of Mandatory class include but are not limited to:
 - a. SCBA refresher
 - b. CPR
 - c. Hazardous Materials Refresher (Federal recertification requirements vary with each members Haz Mat certification level)
 - d. Sexual Harassment
 - e. Fire Extinguishers
 - f. Fit Testing / PPE check
 - g. Blood Borne Pathogens
- C. There are additional Mandatory Training Requirements for those members of specialty teams such as the Extrication and Hazardous Materials teams. Those requirements are outlined in their specific SOPs and failure to comply with them will result in removal from the team and elimination of any incentive pay associated with participation in the special team.
- D. Members who fail to meet the Annual Mandatory Training Requirements above will be considered inactive and will not be allowed respond to calls, work as a full time or Per Diem employee, hold any Department, Company, or staff position or be eligible for compensation except for attendance at authorized training classes to regain active status. Members who fail to comply with this

requirement after notification may be subject to the disciplinary process, including termination at the discretion of the Fire Chief.

- E. The Scarborough Fire Department values all our members and wants to make sure everyone meets these minimum requirements. We offer the Mandatory Classes numerous times throughout the year and make every attempt to make it convenient of all members to comply. If there are special circumstances that prevent any member from meeting these minimum requirements there is a process in place whereby the member may file a written request for extension to the Training Division. The Training Division will review the request and may grant a six (6) month extension with approval of the member's Company Captain and the Fire Chief. Any further extension must be approved by the Fire Chief. Members granted an extension shall be considered inactive until the required training is completed. If the member fails to complete the training during the extension period, the member may be subject to disciplinary action and or termination at the discretion of the Fire Chief.
- F. The Training Division will provide the Board of Engineers an annual report, regarding the activities of the Training Division during the year.

REFERENCES

- A. NFPA 1001
- B. NFPA 1500
- C. Maine Bureau of Labor Standards
- D. 29 CFR 1910.120



Scarborough Fire Department

Scarborough, Maine



Standard Operating Procedures

Book:	Organization
Chapter:	Personnel, Policies, & Procedures
Subject:	1300 – Code of Ethics
Revision Date:	12/23/2003
Approved by:	<i>B. Michael Thurlow</i>

PURPOSE

- A. To establish behavioral guidelines which all employees are expected to follow while working for the Town of Scarborough.
- B. To declare and define the moral obligations of all members of the Scarborough Fire Department.

POLICY

- A. Employees will conduct themselves at all times in such a manner as to create respect for themselves, as public servants, and the jurisdiction they represent.
- B. Employees will place public interest above individual, group, or special interests and will consider their jobs as an opportunity to serve the citizens of Scarborough.
- C. Employees will not discriminate because of race, color, religion, age, sex, handicap, political affiliation, sexual orientation, or national ancestry. In his/her job capacity, each employee will work to prevent and eliminate such discrimination in providing services, assigning work schedules, and in executing all personal actions.
- D. Employees will not have any material, financial interest in any private business or professional activity which would be in conflict with their job responsibilities. Employees will not engage in any business activity or professional activity that would appear to be in conflict with their job responsibilities or that would tend to impair independence of judgment or action in the performance of official duties.
- E. Employees will not accept any personal gift, favor, service, money, or anything of value from the public which might reasonably tend to influence or might reasonably be inferred to tend to influence the impartial discharge of duties.
- F. Employees will at all times, when in contact with the public, be fair, courteous, respectful, and impartial.
- G. Employees will refrain from using their position for personal gain.
- H. Employees will treat confidential information as such.

- I. Use of department telephones will be allowed for local calls as long as employees are reasonable in their use. Use of department telephones for unofficial long distance calls will not be permitted without prior approval.
- J. Employees will observe all work schedules as established by the department and will not deviate from them.
- K. Employees will not drink any alcoholic beverage or take any drug that might incapacitate them while on duty.
- L. Employees will, when in public, clearly distinguish and identify all statements and actions made as an individual as opposed to those made as a representative of the department.
- M. When requests are made upon the department by those not directly connected with the department (i.e. Town Council, Town Manager, Media, etc.), employees will handle these requests as quickly as is practical and as accurately as possible. All requests made shall be brought to the attention of the next higher official within the department.

RESPONSIBILITIES

All members of the department are expected to adhere to this Code of Ethics.

REFERENCES

“Guide to Developing Effective Standard Operating Procedures for Fire and EMS Departments”,
Federal Emergency Management Agency, United States Fire Administration



Scarborough Fire Department

Scarborough, Maine



Standard Operating Procedures

Book:	Organization
Chapter:	Personnel, Policies, & Procedures
Subject:	1305 – Disciplinary Process
Revision Date:	2/28/2011
Approved by:	<i>B. Michael Thurlow</i>

PURPOSE

To establish procedures to deal with informal and formal disciplinary practices within the Scarborough Fire Department.

SCOPE

This policy applies to all department members regardless of rank or employment group.

POLICY

- G. The department's philosophy is that discipline must be applied consistently and uniformly.
- H. It is the department's policy to impose disciplinary action fairly and impartially and to offer adequate appeal procedures to ensure that the rights of employees are protected.
- I. This policy is to be used in conjunction with the Town of Scarborough Personnel Ordinance Chapter 303 and the current Scarborough Paramedic Association Collective Bargaining Agreement. In the event of a conflict between these two documents the Collective Bargaining agreement will take precedence for situations involving members covered by it.
- J. Discipline is a process of imposing formal and informal corrective action which will help train or develop an employee, preferably through constructive measures. Discipline in the department may involve reward of employees, training, counseling, and as a last resort, a more formal process of progressive discipline if desired work behaviors are not attained.
- K. Discipline in the form of positive reinforcement is oriented towards seeking voluntary compliance with established policies, procedures, and orders. Methods of positive reinforcement include:
 - a. Direct praise and acknowledgement of positive activities, contributions, and efforts.
 - b. Recognition of excellent job performance through evaluations, commendations, rewards, and/or awards.
 - c. Formal discussions and counseling.
 - d. Training opportunities.
 - e. Promotional opportunities.
- L. Discipline in the form of corrective action begins when voluntary compliance with established policies, procedures, and orders does not occur. Corrective action is oriented toward requiring specific behavioral modifications through a progressive disciplinary process which includes a number of steps that can be used as appropriate to bring about a positive change in behavior when an employee has been found in violation of a departmental rule, regulation, order from a

supervisor, or standard operating procedure as outlined in the Procedure section of this document. Examples of progressive disciplinary measures include but are not limited to:

- a. Counseling Memorandums
 - b. Corrective Memorandums
 - c. Written Reprimands
 - d. Suspensions
 - e. Demotions
 - f. Termination
- M. The department does not profess to provide employees with an all inclusive list of specifically prohibited behavior. Employees are expected to have a reasonable perception of what constitutes proper behavior, based on reviewing the SOPs, their training, and the observance of the behavior of firefighters and EMTs generally.
- N. An employee may be relieved from duty whenever, in the opinion of an officer, the employee is physically or psychologically unfit for duty. An administrative complaint and investigation may follow. Officers shall have the authority to relieve an employee from duty, but must promptly report such action to the Fire Chief, accompanied by a written report setting forth the details and circumstances. The Fire Chief may suspend an employee whose continued presence on the job constitutes a substantial and immediate threat to the welfare of the department, the public, and/or the employee.
- O. Probationary employees may be subject to dismissal without cause.
- P. Members of the Department shall answer any and all questions truthfully and directly as they may relate to any Departmental investigation. Members may have representation during any phase of the disciplinary process. Any expenses for such representation, if any, shall be the member's responsibility.
- Q. No member shall obstruct, hinder, or impede any Department investigation.
- R. An employee arrested for, charged with, or convicted of any crime, or required to appear as a defendant in any criminal or civil proceedings, must inform the Fire Chief, in writing, as soon as possible. Employees do not have to report parking tickets or minor traffic offenses unless the infraction could result in the employee losing their valid driver's license status. Failure to notify the department of the foregoing shall be cause for disciplinary action.

PROCEDURE

Whenever the investigation of an administrative complaint results in disciplinary action being taken or when an officer finds it necessary to take disciplinary action based on his/her own observations, the following options may be considered. They are intended to be implemented in a progressive manner but the Fire Chief has the authority to deviate and use the most appropriate level based on the facts at hand and the seriousness of the situation. In some circumstances failure to comply with certain rules and regulations or standard operating procedures may have a specific disciplinary action outlined in the policy based on the safety consequences or seriousness of the infraction.

- A. **Counseling Memorandum (Documented Verbal Warning):** A Counseling Memorandum is to be used in cases where an employee has failed to follow established procedures or has committed a violation of the departmental rules, regulations, or standard operating procedures and the violation is considered by the officer to be minor in nature. If the officer believes that the problem can be resolved or the employee's judgment or attitude improved through counseling, then the counseling session will be documented on this form. Any officer of the department may directly deal with situations that rise to this level and may issue a Counseling Memorandum which must be forwarded to the Fire Chief's office upon completion. After a full one year period, during which

the employee has not been the subject of further negative discipline of any type, a counseling memorandum will be rescinded from the employee's personnel file.

- B. **Corrective Memorandum (Written Warning):** A Corrective Memorandum shall be issued by a Chief Officer after reviewing a complaint where an employee has failed to follow established procedures or has committed a violation of the departmental rules, regulations, or standard operating procedures and the action (or omission) is not serious enough to warrant a Written Reprimand being issued. After a full three year period, during which the employee has not been the subject of further negative discipline of any type, a Corrective Memorandum will be rescinded from the employee's personnel file.
- C. **Written Reprimand:** A Written Reprimand will be issued by a Chief Officer in those instances when an employee has failed to properly follow established procedures or has been found to have violated a rule, regulation, general order, or standard operating procedure and such violation is considered to be of such a serious nature that a Corrective Memorandum is inappropriate. The Written Reprimand may also be issued in the case of a less serious violation when the employee has previously been the recipient of some other form of corrective action for a similar violation. In cases of more serious violations, some other form of disciplinary action or remedial training may accompany the written reprimand. Any employee who has been issued three or more Written Reprimands within a one-year period will be scheduled for a hearing before the Fire Chief. The purpose of the hearing shall be to determine if further disciplinary action is warranted on the basis of an accumulation of progressive discipline. A Written Reprimand remains a permanent record in the employee's personnel file.
- D. **Suspension:** An employee may be suspended from duty (with pay) pending the investigation of an administrative complaint when the seriousness of the allegation warrants such action. An employee may be suspended from duty (without pay) as the result of a finding that the employee has committed a serious violation of the departmental rules, regulations, general orders or standard operating procedures. An employee may also be suspended from duty without pay on the basis of an accumulation of progressive disciplinary steps or actions. The Fire Chief must authorize all suspensions and a record of such shall remain a permanent part of the employee's personnel record. Suspensions will be scheduled and served at the convenience of the department to assure adequate staffing.
- E. **Demotion:** An employee may be demoted in rank on the basis of a serious violation of departmental rules, regulations, general orders or standard operating procedures. A demotion in rank may also be ordered on the basis of an accumulation of progressive disciplinary steps or actions. The Fire Chief must authorize all demotions and a record of such shall remain a permanent part of the employee's personnel record.
- F. **Termination:** An employee may be subject to termination for a serious violation of the departmental rules, regulations, general orders or standard operating procedures. An employee may also be dismissed on the basis of an accumulation of progressive disciplinary action. The Fire Chief, with the approval of the Town Manager, must authorize all terminations.
- G. **Appeal Process:** Any member that has received a Counseling Memorandum, Corrective Memorandum, or Written Reprimand may appeal such action, in writing, to the Fire Chief. Any employee who has been removed for disciplinary reasons or suspended with or without pay may appeal to the Town of Scarborough Personnel Appeals Board, provided that an appeal must be filed in writing with the Town Manager within 10 days of the decision or of ratification by the Town Manager or the Town Council, if ratification of the removal of suspension is required by the Scarborough Town Charter. Upon request, the Director of Human Resources or Fire Chief will assist any employee who needs such assistance to file a written appeal. This Paragraph shall not apply to lay-offs and reductions in force, whether by elimination of positions or separation of employees, or other terminations or suspensions not attributable to cause.

REFERENCES

- A. Town of Scarborough Personnel Ordinance, Chapter 303
- B. The current Scarborough Paramedic Association Collective Bargaining Agreement



Scarborough Fire Department

Scarborough, Maine



Standard Operating Procedures

Book:	Organization
Chapter:	Personnel, Policies, & Procedures
Subject:	1310 – Call Pay
Revision Date:	06/20/2006; revised 6/23/2011
Approved by:	<i>B. Michael Thurlow</i>

PURPOSE

To document Call Company payroll policies and procedures so that payroll is handled consistently and in accordance with the Town's personnel policies and State and Federal laws. The pay plan includes the following components.

- N. Base pay differential based on training level
- O. Pay for all approved training time at the firefighters normal pay rate.
- P. Longevity pay steps to reward experienced members.
- Q. Special incentives for EMS licensure levels, specialty teams, and officership.

POLICY

The Scarborough Fire Department will pay all Call and Per-Diem firefighters based on a pay plan which rewards members for training, longevity, EMS licensure level, membership on specialty teams, and officership. The Fire Department call company membership will be compensated in the following manner:

- A. Responding to an incident
 - a. A Member will be paid a minimum of one (1) hour for responding to an incident.
 - b. Any Incident that lasts longer than one (1) hour, the following criteria shall be used:

0 to one (1) hour and 14 minutes	= 1 hour of hourly rate
1 hour and 15 minutes to 1 hour and 44 minutes	= 1.5 times the hourly rate
1 hour and 45 minutes to two (2) hours	= 2 times the hourly rate
This format will continue on a per hour basis	

- B. Standby Coverage

When the Chief declares a standby, reimbursement will be paid on a per hour basis, regardless of the number of calls a member responds to. Separate run reports shall be generated, but only one pay sheet for the entire standby shift will be submitted.

C. Rate of Pay

The rate of pay shall be determined by the training level attained by the individual member during his/her career and their years of service with the department.

- a. Each member's training level will be determined by the training division upon review of each member's training records.
- b. Any member who does not agree with the training level determination of the training division may appeal such decision in writing to the Fire Chief.
- c. A request for review of a member's pay rate shall be made in writing to the Fire Chief's office. The request must include the Training Level Certification Form from the training division. [see form # 1510]
- d. The effective date of pay rate adjustments will be the first day of the next monthly pay period following the Fire Chief's approval of the request.
- e. In addition to training level a call member's pay will also be based on 5 longevity steps based on years of service with the department (see chart below). Call members who can show proof of valid experience with another department prior to starting in Scarborough will be credited ½ of those years of service towards their longevity step. Longevity steps (years of service credit) will only be changed once annually at the beginning of the fiscal year on 7/1. A member must have completed their 4th, 9th, 14th, or 19th year of service as of 6/30 to qualify for the next longevity step increase for the following fiscal year.
- f. When a member has attained the necessary training to advance to the next training level, they shall request a Training Level Certification Form from the training division. [see form # 1510]

Training Levels	Longevity Steps				
	A <u>0-4</u>	B <u>5-9</u>	C <u>10-14</u>	D <u>15-19</u>	E <u>20+</u>
Rookie / Provisional	9.41				
Level 1 / Basic FF	12.12	12.70	13.25	13.83	14.39
Level 2 / Apparatus Operations	12.72	13.28	13.85	14.41	14.98
Level 3 / Advanced Firefighter	13.30	13.88	14.43	15.00	15.58
Level 4 / Officership, Command, Tactics	13.90	14.45	15.02	15.60	16.16
Level 5 / Advanced Officer	14.41	14.92	15.43	15.94	16.45

- g. Special incentive pay will be added to the base pay rates as outlined on the chart below:
 - i. Membership of specialty teams includes:
 1. Active membership in the Extrication Team which includes compliance with the minimum annual training requirements as outlined in SOP 3620.
 2. Certified Haz Mat Technicians that have met their annual refresher requirements at the technician level. *Technicians who belong to other teams but are not members of the Presumpscot Valley Haz Mat team also qualify for this incentive.*
 - ii. Officer incentives will replace the semi-annual officer stipends. Administrative duties that aren't otherwise compensated may be submitted up to the maximum

hours listed on the chart below each month. The submittal for administrative time shall be made along with call company payroll monthly.

<u>Special Incentives</u>		<i>Note: These incentives are in addition to training and longevity grade and steps</i>
Member of Specialty Team	per/hr.	
EMT License	0.50	Must meet mandatory training requirements of team in addition to department-wide mandatory classes
EMT-I License	0.50	Must maintain active EMS license
Paramedic License	0.75	Must maintain active EMS license
Lieutenant	1.00	Must maintain active EMS license
Captain	0.50	Eliminate officer stipend - pay for administrative duties up to 5 hrs. / month based on actual time worked
Deputy Chief	0.75	Eliminate officer stipend - pay for administrative duties up to 10 hrs. / month based on actual time worked
	1.00	Eliminate officer stipend - pay for administrative duties up to 20 hrs. / month based on actual time worked

PROCEDURE

- A. Each Company Captain or their designee is responsible for keeping an up to date payroll form for all members of his/her company. The form shall include the following information:
 - a. Date of incident
 - b. Run number
 - c. Times In & Out
 - d. Names of all members with employee numbers
 - e. Signature space for members to attest they were present at the call
 - f. Signature line for the Officer in charge

Upon returning from a call, the officer in charge of each company shall completely fill out a payroll form to document those members present at the call from their respective company.
- B. Each member present shall sign the payroll sheet beside his/her name to indicate they were present. The officer in charge may initial for any member that was present, but requested to be released early and did not return to the station to sign in.
- C. The payroll forms shall be retained by the company Captain or his designee until the end of the month to enter or verify the data contained in the NFIRS electronic fire reports.
- D. Payroll records must be entered electronically as part of the IMC electronic NFIRS reporting system for each call. The call company captain is responsible for verifying all payroll records for his/her company are accurate in time for monthly call company payroll processing.
- E. Monthly payroll checks will be available as close as possible to the 15th of the month. They will be sorted by company and disseminated to the company Captain who is responsible for distributing them to his members.
- F. If an error in processing payroll results in a member being paid more than the correct amount, the overpayment shall be handled as outlined in the Town of Scarborough Recoupment of Payroll Overpayments Policy.

RESPONSIBILITIES

- I. Call Company Captains or their designee are responsible for the accurate recording of all their members' time at calls for service, and for preparing the appropriate pay sheets and data entry into the IMC records management system as outlined above.
- J. The Training Division is responsible for reviewing each members training level at least annually.

- K. The Fire Chief is responsible for verifying all employees are paid the appropriate rate for their level of training and years of experience with the department.

REFERENCES

- M. Maine State Law
- N. Town of Scarborough Personnel Ordinance



Scarborough Fire Department

Scarborough, Maine



Standard Operating Procedures

Book:	Organization
Chapter:	Personnel, Policies, & Procedures
Subject:	1320 – Training Pay
Revision Date:	5/5/2010 [rev. 9/12/2011]
Approved by:	<i>B. Michael Thurlow</i>

PURPOSE

The Scarborough Fire Department recognizes the benefits of a properly trained work force and intends to foster a professional organization through a wide variety of job related training opportunities. These training sessions, classes, and courses will be offered both locally and through various approved outside training vendors. This policy outlines the compensation process for the time employees spend in professional development training programs.

POLICY

It is the intent of the Scarborough Fire Department to compensate our call and per-diem employees, at their individual rates of pay as determined by other policies in this section, for hours spent in approved training classes as specified in the Procedure section below.

SCOPE

The scope of this policy is to compensate Scarborough Fire Department call and per-diem employees for time spent at approved training classes including department sponsored classes and courses, rookie schools, refresher classes, company training sessions, regional fire attack schools, and other classes as approved by the Fire Chief or his designee through the pre-authorization process as outlined below. Compensation for full-time employees is covered under a separate collective bargaining agreement.

This policy is not intended to compensate employees for attending the fire science degree program at SMCC, or other similar programs.

DEFINITIONS

- A. **Qualified training** - is training that is sponsored and delivered by the Scarborough Fire Department, or training that has been approved by the Fire Chief or his designee on the Training Authorization Form # 1530 prior to taking the course.
- B. **Full time employees** - refers to the Scarborough Fire Department full time Firefighter/EMTs.
- C. **Active service** – to be considered an active member of the department all members must meet the minimum annual training requirements as outlined in SOP 1210 – Training Division. Call members must also respond to at least 12 calls/year and per-diem members must work at least 12 shifts/year. Failure to do so may result in termination from the department.
- D. **Rookie** – A recruit that has completed orientation and is authorized to ride on apparatus and respond to emergency calls is considered a rookie until they have completed all requirements under training Level 1. Rookies are not allowed to perform any function they have not been previously trained in or dangerous operations, and must always operate under the direct supervision of a senior member or company officer. Members in this class must fill out a respiratory clearance questionnaire and submit to any required follow-up medical exam when notified, and must maintain certification for respirator use.

PROCEDURE

- A. All members who attend a training class in Scarborough shall fill out a Scarborough Fire Department training roster. The training roster shall include:
 - a. The date(s) of the class
 - b. The course title
 - c. The location of the course
 - d. The training standard used
 - e. The total course hours
 - f. The instructor and assistant instructor
 - g. The names of the individuals attending the course along with their signature, employee number, engine company number, EMS license number, and an indication as to whether they are eligible for pay or credit for this class.
- X. To be eligible for training pay the employee must:
 - a. Not be on duty for the Scarborough Fire Department or any other department or agency during the training period.
 - b. Not be compensated by any other department for attendance at the same training.
 - c. Adhere to the pre-authorization section listed below and fill out the training authorization form if the class is delivered by an approved outside vendor (see form # 1530 – Training Authorization Form).
 - d. Successfully complete the course and provide certification of such.
- Y. Each call and per-diem member will receive an annual allocation of eligible training hours which they can be compensated for as outlined below:
 - a. Mandatory Classes – 12 hrs. - All members are eligible to receive a minimum of 12 hrs. pay to cover the mandatory classes required by the Maine Bureau of Labor & SFD SOPs.
 - b. Elective Classes - In addition to the 12 hrs. listed above members are allotted up to the following additional hours based on their current SFD training level. These hours are for any approved classes towards a new level or refresher, and for general knowledge training sessions commonly offered at Call Company meeting & training nights.

- i. Training Level 1 - 15 hrs.
 - ii. Training Level 2 - 20 hrs.
 - iii. Training Level 3 - 25 hrs.
 - iv. Training Level 4 - 30 hrs.
 - v. Training Level 5 - 35 hrs.
- c. Re-certification / Licensure Classes - In addition to the hours listed above members will be eligible for additional hours for EMS re-licensure, to remain certified in specialty team requirements, and for officer level professional development for department officers as noted below:
 - i. ___ hrs. EMS re-licensure *based on the member's current EMS license level as outlined below: (These hours are based on the CEU's required per year over the three year re-licensure period for each licensure level).*
 - 1. 13 hrs. EMT-B
 - 2. 16 hrs. EMT-I
 - 3. 20 hrs. EMT-P
 - ii. 8 hrs. Haz Mat Technician
 - iii. 8 hrs. Extrication Team Members
 - iv. 10 hrs. Scarborough Fire Dept. Officers

Z. The following courses will qualify for training pay:

- a. All Scarborough Fire Department sponsored or delivered courses, classes, and training sessions. Training courses delivered by the Scarborough Fire Department do not require a training authorization form.
- b. Rookie schools.
- c. Refresher classes to maintain EMS licensure.
- d. Regional Fire Attack Schools.
- e. First Responder or Basic EMT classes excluding clinical or ride-along time.
- f. Other classes, seminars, and conferences that are deemed to be a benefit to the employee and the department, and are approved by the Fire Chief or his designee.

AA. The following special rules apply to live-in students and call company rookie members. These members are entitled to the same annual 12 hour allotment for mandatory training, including orientation, as all other members. They are also eligible for the EMS recertification hours listed above, and up to 80 hours to cover attendance at Basic Fire School or that portion of rookie school that provides the minimum requirements for structural firefighting. ½ if those 80 hours will be paid upon successful certification as a structural firefighter. The other ½ will be paid upon completion of their 2nd full year of active service with the department.

BB. The following special rules apply for members who take the EMT-B class. Student Live-in members are not eligible for tuition or training pay for EMT-B classes. Call members who are approved for an EMT-B class will be reimbursed for the tuition and a total of 140 training hours (classroom time only) upon successful completion and licensure. Those hours will be paid 1/3 per year over 3 years as long as the member remains active in the department. At this time the department is unable to pay for tuition or training pay for any advanced EMT classes.

CC. In cases where a call or per-diem employee is also employed by another department, the Fire Chief may try to reach an agreement with the other department's Chief to split those costs that would benefit both departments.

- DD. The Fire Chief maintains the right to deviate from this plan at his discretion based on the candidate and the value of the training to the department. The department may also be able to cover tuition for certain outside training opportunities even if pay isn't available for the time spent in training.
- EE. Tuition, travel, and lodging reimbursement must be requested on the training authorization form and may be considered based on available funding. Tuition and travel will not be paid in advanced and will only be reimbursed upon evidence of successful completion of the class.
- FF. A training authorization form (# 1530) shall be filled out at least 14 days prior to the application deadline for any training class or course that an employee would like to take and receive training pay for that is not sponsored or delivered by the Scarborough Fire Department. The form shall include the following information:
- a. The date(s) of the class
 - b. The course title
 - c. The location of the course
 - d. The training standard used
 - e. The total course hours
 - f. The instructor and assistant instructor
 - g. The employees information and EMS license numbers
 - h. The cost for tuition, books, travel, lodging, and training pay
 - i. A section for a Chief Officers pre-approval and final approval to pay once certification of course completion is received
- GG. Training Pay frequency
- a. Full time employees will be compensated for qualified training on a weekly basis.
 - b. Call & Per-Diem employees will be compensated on a monthly basis at the same time call company payroll is processed. All training records must be turned in to the Chief's office by the 10th of the month, and checks will be processed and available as close to the 15th of the month as possible.

RESPONSIBILITIES

- L. It is the responsibility of all members of the Scarborough Fire Department to sign a course roster when attending any local department class.
- M. It is the employee's responsibility to seek pre-approval for any course not offered by the Scarborough Fire Department at least 14 days prior to the application deadline for that course.
- N. It is the Chief Officer's responsibility to review all pre-approval requests for training pay and reimbursements. Such approval will be made based on the employee's bank of available training hours for that fiscal year, available budget funds, and fairness to all employees, and the applicability of the class to the professional development of the employee and the goals of the Scarborough Fire Department.
- O. It is the company training officer, instructor, and individual part time employee's responsibility to submit all training records and attendance sheets to the Chief's office by the 10th of the month for processing.
- P. It is the full time personnel's responsibility to submit their training records and attendance sheets to the Chief's office by 0800 hrs. each Monday for processing.
- Q. It is the training division's responsibility to record the class rosters and maintain an up to date record of all training hours, both for pay and credit that SFD employees complete.

REFERENCES

- A. Town of Scarborough Personnel Ordinance
- B. Maine State Labor Laws



Scarborough Fire Department

Scarborough, Maine



Standard Operating Procedures

Book:	Organization
Chapter:	Personnel, Policies and Procedures
Subject:	1340 - Uniform Policy
Revision Date:	06/26/2008; Revised 9/20/2010, 6/23/2011
Approved by:	<i>B. Michael Thurlow</i>

PURPOSE

The purpose of this policy is to establish a consistent, neat and professional standard for apparel to be worn by members while on on-duty for the department in any capacity or assignment, or when off-duty representing the department in an official capacity. It is intended to develop pride in the organization, promote teamwork, provide an official form of identification, and create uniformity.

POLICY

- A. The personal appearance of all department personnel is a reflection on both the Town of Scarborough and the Scarborough Fire Department. When wearing department issued uniforms, the uniform shall be clean and members shall be well groomed and neat in appearance.
- B. No member shall bring discredit or unfavorable attention to the Scarborough Fire Department or the Town of Scarborough whether they are on or off duty. The unauthorized use of the department's name, uniforms or insignias is strictly prohibited.
- C. Uniforms (dress or work) will be used only when on duty, for official department functions and activities, or when authorized by the Fire Chief.
- D. Annual uniform funding allotments for full time personnel are covered under the SPFA contract as outlined in the bargaining agreement.
- E. The Fire Chief shall determine the annual funding amount available for full time personnel not covered by the SPA, per-diem employees, and call members.
- F. Any uniform costs that are in excess of the annual allotment authorized by the Fire Chief will be borne by the employee. Members may purchase uniforms on their own if municipal funding is not available but they must meet the department specifications listed below.
- G. Only approved uniform wear, as outlined below, is authorized to be worn.
- H. All personnel that work duty shifts shall maintain a minimum of 1 pair of uniform pants and 1 approved style of uniform shirt with the Scarborough Fire Department logo that is clean, neat, and presentable to wear each time they are on duty.
- I. This policy applies to both work and Class A, dress uniforms.

SCOPE

- A. This policy applies to all full time and per-diem personnel when they are on-duty for the department, regardless of assignment.
- B. This policy applies to all personnel when the Fire Chief requests that uniforms are worn while attending official functions or public events even if the personnel are not on duty.

- C. This policy does not apply to call members when responding to emergency calls however they must wear the personal protective equipment assigned to them for both protection and identification or some other identifying apparel authorized by the Fire Chief.
- D. Where this policy indicates a particular form of clothing is authorized to be worn when on-duty, it does not supersede other policies outlining the required use of Personal Protective Equipment whenever the employee is operating in an area or situation that requires PPE for their safety.

PROCEDURE

HH. Work Uniforms

- a. On-duty employees will report for duty in approved uniforms for the start of their assigned shift.
- b. The Department's washer/dryer facilities may be used by on-duty employees to wash contaminated uniforms soiled while on-duty.
- c. When new uniforms are requested by an on-duty employee, they will complete the proper form obtained from the secretarial staff. The secretarial staff will forward the request along with a copy of the current uniform expenditures of that employee, to the appropriate deputy chief for approval. Once approved, the secretarial staff will place the order and advise the employee when the order is in.
- d. Only items outlined below or approved by the Fire Chief will be permitted to be purchased from municipal funds and worn while on duty for the department.
- e. Personnel may wear department issued job shirt, turtle neck, and golf or polo style shirts with Scarborough Fire Department embroidery as an alternative to a uniform shirt.
- f. From May 1st – October 1st, personnel will be allowed to wear department issued uniform style shorts. All other times of the year, department issued long uniform pants must be worn.
- g. Tee shirts, even with the Scarborough Fire Department logo, are not considered work uniforms and will not be purchased by the department. Tee shirts with the Scarborough Fire Department logo that a member has procured are not allowed to be worn on-duty between the hours of 0700 – 2200 hrs. They may be worn during the overnight hours.
- h. During times of extreme temperatures the Fire Chief, or his delegate, may declare a heat emergency during which times Scarborough Fire Department Tee shirts, as noted in section g above, may be worn during the time of the heat emergency declaration.
- i. At no time shall on-duty uniform wear be worn off duty, other than to and from work, for special assignments, or when authorized by the Fire Chief.
- j. No department uniforms will be worn by anyone other than current employees.

II. Dress Uniforms

- a. Dress (Class A) uniforms are only to be worn at official functions or when authorized by the Fire Chief.

UNIFORM SPECIFICATIONS

Uniforms for the purpose of this policy shall be defined as department approved or issued garments or items approved by the Fire Chief. Not all items listed can be funded by the annual clothing allowance. The list includes but is not be limited to:

- E. Work Uniforms – *note all badges, name plates and patches for the daily work uniform are the same standards for the dress uniform.*

- a. Chief, Deputy Chiefs, & Captains
 - i. Shirt – White, 5.11, short or long sleeve. Patches – left sleeve department patch, right sleeve US flag or EMS patch. *Note – navy blue work shirts are optional for employees of these ranks.*
 - ii. Golf/Polo Shirt – White, short sleeve, V-neck, left breast emblem F.D. scramble, title under Scramble and “Scarborough Fire” above scramble 5.11 #41060-010
 - iii. Turtle neck - white with gold SFD embroidered on collar
 - iv. Pants – Navy blue, 5.11 #74302-720
 - v. Belt – Black with gold buckle (silver buckle for Captains)
 - vi. Shoe – Black shoe or boot
 - vii. Jacket - cold weather work jacket (non-structural) navy blue or safety green
 - viii. Baseball style cap with logo or knit style hat, both navy blue.
- b. Full time & part time personnel - lieutenants and below
 - i. Shirt – Navy blue, 5.11 #46122-720 (men’s), 5.11 #36108-720 (women’s) short sleeve, or 5.11 #46123-720 (men’s), 5.11 #36109-720 (women’s) long sleeve. Patches – left sleeve department patch, right sleeve US flag or EMS patch
 - ii. Golf/Polo Shirt – Navy blue, short sleeve, V-neck, left breast emblem F.D. scramble, title under Scramble and “Scarborough Fire” above scramble. 5.11 #41060-721 (men’s), 5.11 #31140-724 (women’s)
 - iii. Turtle neck – Navy blue with red SFD embroidered on collar, 5.11 #72319-720
 - iv. Pants – Navy blue, Station wear 5.11 #74302-720 (men’s) 5.11 #64302-720 (women’s), [EMS style pant is optional 5.11 #74301-720 (men’s) 5.11 #64301-720 (women’s)] [Taclite Tactical Pro Pants Optional 5.11 #74273-720(men’s) 5.11 #64360-720T(women’s)]
 - v. Job Shirt – Soft collar, Navy Blue, 5.11 #72314-724; Denim Collar, Navy Blue, 5.11 #72301-724; left breast emblem F.D. scramble, title under Scramble and “Scarborough Fire” above scramble.
 - vi. Shorts – Navy blue, 5.11 #73285-720 (men’s); 5.11 #63060-720 (women’s)
 - vii. Belt – Black with silver buckle
 - viii. Shoe – Black shoe or boot
 - ix. Jacket - cold weather work jacket (non-structural) navy blue or safety green
 - x. Baseball style cap with logo or knit style hat, both navy blue.

F. Dress (Class A) Uniforms

- a. Chief of the department
 - i. Hat- Keystone #544 White Bell Top Hat with Gold (FD) buttons; Eiseman #M/0322 Gold expandable metal hat strap
 - ii. Hat Badge- Hook-Fast #A2811 Gold Hat Badge w/ screw back attachment plain 1.5” round disc; 5 crossed horns
 - iii. Shirt- Flying Cross #45W6600 White Long Sleeve Shirt tropical Deluxe with military creases; Hero’s Pride #X46415A Department Emblem sewn on the Left sleeve; Hero’s Pride #0041 Reverse flag emblem sewn on the right sleeve
 1. Collar Insignia- Shirt- Hook-fast #QS4315 Gold collar insignia w/clutch back attachment plain 1” round disc with 5 crossed bugles
 2. Name Plate- Shirt- Hook-fast #QS6hr Gold Name Plate with clutch back attachment black lettering; 1 line (full name) only; Add engraved emblem #QS3550; Scarborough; Hook-fast #QS9 Gold service panel attached to the name plate black lettering; serving (year)since
 3. Shirt badge- Blackington #B523 Gold Shirt badge with safety catch attachment #A2871 plain seal; 5 crossed bugles Blk/Ltrg; Chief/Scarborough/Fire Dept./ME.

- iv. Tie- S. Broome #45015-#61 Dark Navy Blue Tie; regular or clip on;
 - 1. Tie Bar-Hook-fast #TC826 Gold Tie Bar with red emblem #4734 (Chief) & Red insert #2763 (5 Crossed Horns)
- v. Belt- A. Sloane #1409 Black 1.25" wide leather belt with gold buckle
- vi. Pants- Whaling #230PY Dark Navy Blue pant to match blouse coat
- vii. Blouse Coat- Whaling # 211PY Navy Blue Clouse Coat; No shoulder straps; Gold (FD) Buttons; 4 x 4 front & 2 per sleeve; Hero's Pride #X46415
Department Emblem sewn on the Left sleeve; Right sleeve Plain- No emblem
 - 1. Collar Insignia-Coat- Blackington #A2815 Gold coat lapel insignia with clutch back attachment (5) crossed 1.25" cut-out bugles
 - 2. Name Plate-Coat- Hook-Fast #NP600hr Gold Name plate for the coat; Add longer pins for the clutch backs; black lettering; 1 line (Full Name); Add engraved emblem #3550; Scarborough; Hook-fast #10458 Gold engraved panel attached to the name plate black lettering ; serving (year) since
 - 3. Coat Badge- Blackington #B523 Gold Coat Badge with safety catch attachment #A2871 Plain center seal; 5 crossed bugles Blk/Ltrg; Chief/Scarborough/Fire Dept./ME.
 - 4. Alterations- Add (5) ½" wide Gold Braid around the sleeves; Hash marks; Left sleeve above the braid-gold slanted bar; 1 bar = 5 years of service
- viii. Shoes- Kroll #1180 Hi-Gloss black dress shoes
- b. Deputy Chiefs
 - i. Hat- Keystone #544 White Bell Top Hat with Gold (FD) buttons; Eiseman #M/0322 Gold expandable metal hat strap
 - ii. Hat Badge- Hook-Fast #A19612 Gold Hat Badge w/ screw back attachment plain 1.5" round disc; 4 crossed horns
 - iii. Shirt- Flying Cross #45W6600 White Long Sleeve Shirt tropical Deluxe with military creases; Hero's Pride #X46415A Department Emblem sewn on the Left sleeve; Hero's Pride #0041 Reverse flag emblem sewn on the right sleeve
 - 1. Collar Insignia- Shirt- Hook-fast #QS4320 Gold collar insignia w/clutch back attachment plain 1" round disc with 4 crossed bugles
 - 2. Name Plate- Shirt- Hook-fast #QS6hr Gold Name Plate with clutch back attachment black lettering; 1 line (full name) only; Add engraved emblem #QS3550; Scarborough; Hook-fast #QS9 Gold service panel attached to the name plate black lettering; serving (year)since
 - 3. Shirt badge- Blackington #B523 Gold Shirt badge with safety catch attachment #A4280 plain seal; 4 crossed bugles Blk/Ltrg; Deputy Chief/Scarborough/Fire Dept./ME.
 - iv. Tie- S. Broome #45015-#61 Dark Navy Blue Tie; regular or clip on;
 - 1. Tie Bar-Hook-fast #TC826 Gold Tie Bar with red emblem #4735 (Deputy Chief) & Red insert #2762 (4 Crossed Horns)
 - v. Belt- A. Sloane #1409 Black 1.25" wide leather belt with gold buckle
 - vi. Pants- Whaling #230PY Dark Navy Blue pant to match blouse coat
 - vii. Blouse Coat- Whaling # 211PY Navy Blue Clouse Coat; No shoulder straps; Gold (FD) Buttons; 4 x 4 front & 2 per sleeve; Hero's Pride #X46415
Department Emblem sewn on the Left sleeve; Right sleeve Plain- No emblem
 - 1. Collar Insignia-Coat- Blackington #A1962 Gold coat lapel insignia with clutch back attachment (4) crossed 1.25" cut-out bugles

2. Name Plate-Coat- Hook-Fast #NP600hr Gold Name plate for the coat; Add longer pins for the clutch backs; black lettering; 1 line (Full Name); Add engraved emblem #3550; Scarborough; Hook-fast #10458 Gold engraved panel attached to the name plate black lettering ; serving (year) since
 3. Coat Badge- Blackington #B523 Gold Coat Badge with safety catch attachment #A4280 Plain center seal; (4) crossed bugles Blk/Ltrg; Deputy Chief/Scarborough/Fire Dept./ME.
 4. Alterations- Add (4) ½” wide Gold Braid around the sleeves; Hash marks; Left sleeve above the braid-gold slanted bar; 1 bar = 5 years of service
- viii. Shoes- Kroll #1180 Hi-Gloss black dress shoes
- c. Company Captain
- i. Hat- Keystone #544 White Bell Top Hat with Silver (FD) buttons; Eiseman #M/0321 Silver expandable metal hat strap
 - ii. Hat Badge- Hook-Fast #A1715 Silver Hat Badge w/ screw back attachment plain 1.5” round disc; 2 Vertical bugles
 - iii. Shirt- Flying Cross #45W6600 White Long Sleeve Shirt tropical Deluxe with military creases; Hero’s Pride #X46415A Department Emblem sewn on the Left sleeve; Hero’s Pride #0041 Reverse flag emblem sewn on the right sleeve (Optional) Maine EMT Emblem/Rocker in place of flag
 1. Collar Insignia- Shirt- Hook-fast #QS4319 Silver collar insignia w/clutch back attachment plain 1” round disc with 2 vertical bugles
 2. Name Plate- Shirt- Hook-fast #QS6hr Gold Name Plate with clutch back attachment black lettering; 1 line (full name) only; Add engraved emblem #QS3550; Scarborough; Hook-fast #QS9 Gold service panel attached to the name plate black lettering; serving (year)since
 3. Shirt badge- Blackington #B523 Silver Shirt badge with safety catch attachment #A2875 plain seal; 2 Vertical bugles Blk/Ltrg; Eng. #/Scarborough/Fire Dept./ME.
 - iv. Tie- S. Broome #45015-#61 Dark Navy Blue Tie; regular or clip on;
 1. Tie Bar-Hook-fast #TC826 Silver Tie Bar with red emblem #4737 (Captain) & Red insert #2759 (2 Vertical Bugles)
 - v. Belt- A. Sloane #1409 Black 1.25” wide leather belt with Silver buckle
 - vi. Pants- Whaling #230PY Dark Navy Blue pant to match blouse coat
 - vii. Blouse Coat- Whaling # 211PY Navy Blue Clouse Coat; No shoulder straps; Silver (FD) Buttons; 4 x 4 front & 2 per sleeve; Hero’s Pride #X46415A Department Emblem sewn on the Left sleeve; Right sleeve Plain- No emblem
 1. Collar Insignia-Coat- Blackington #A2815 Silver coat lapel insignia with clutch back attachment (2) Vertical 1.25” cut-out bugles
 2. Name Plate-Coat- Hook-Fast #NP600hr Gold Name plate for the coat; Add longer pins for the clutch backs; black lettering; 1 line (Full Name); Add engraved emblem #3550; Scarborough; Hook-fast #10458 Gold engraved panel attached to the name plate black lettering ; serving (year) since
 3. Coat Badge- Blackington #B523 Gold Coat Badge with safety catch attachment #A2875 Plain center seal; 2 vertical bugles Blk/Ltrg; Eng. #/Scarborough/Fire Dept. /ME.

4. Alterations- Add (2) ½" wide Grey Braid around the sleeves; Hash marks; Left sleeve above the braid-gold slanted bar; 1 bar = 5 years of service
- viii. Shoes- Kroll #1180 Hi-Gloss black dress shoes
- d. Lieutenant
 - i. Hat- Keystone #544 White Bell Top Hat with Silver (FD) buttons; Eiseman #M/0321 Silver expandable metal hat strap
 - ii. Hat Badge- Hook-Fast #A29112 Silver Hat Badge w/ screw back attachment plain 1.5" round disc; 1 Vertical bugle
 - iii. Shirt- Flying Cross #45W6600 White Long Sleeve Shirt tropical Deluxe with military creases; Hero's Pride #X46415A Department Emblem sewn on the Left sleeve; Hero's Pride #0041 Reverse flag emblem sewn on the right sleeve (Optional) Maine EMT Emblem/Rocker in place of flag
 1. Collar Insignia- Shirt- Hook-fast #QS4319 Silver collar insignia w/clutch back attachment plain 1" round disc with 1 vertical bugle
 2. Name Plate- Shirt- Hook-fast #QS6hr Gold Name Plate with clutch back attachment black lettering; 1 line (full name) only; Add engraved emblem #QS3550; Scarborough; Hook-fast #QS9 Gold service panel attached to the name plate black lettering; serving (year)since
 3. Shirt badge- Blackington #B523 Silver Shirt badge with safety catch attachment #A2876 plain seal; 1 Vertical bugle Blk/Ltrg; Eng. #/Scarborough/Fire Dept./ME.
 - iv. Tie- S. Broome #45015-#61 Dark Navy Blue Tie; regular or clip on;
 1. Tie Bar-Hook-fast #TC826 Silver Tie Bar with red emblem #4738 (Lieutenant) & Red insert #2758 (1 Vertical Bugle)
 - v. Belt- A. Sloane #1409 Black 1.25" wide leather belt with Silver buckle
 - vi. Pants- Whaling #230PY Dark Navy Blue pant to match blouse coat
 - vii. Blouse Coat- Whaling # 211PY Navy Blue Clouse Coat; No shoulder straps; Silver (FD) Buttons; 4 x 4 front & 2 per sleeve; Hero's Pride #X46415A Department Emblem sewn on the Left sleeve; Right sleeve Plain- No emblem
 1. Collar Insignia-Coat- Blackington #A2815 Silver coat lapel insignia with clutch back attachment (2) Vertical 1.25" cut-out bugles
 2. Name Plate-Coat- Hook-Fast #NP600hr Gold Name plate for the coat; Add longer pins for the clutch backs; black lettering; 1 line (Full Name); Add engraved emblem #3550; Scarborough; Hook-fast #10458 Gold engraved panel attached to the name plate black lettering ; serving (year) since
 3. Coat Badge- Blackington #B523 Gold Coat Badge with safety catch attachment #A2876 Plain center seal; 1 vertical bugle Blk/Ltrg; Eng. #/Scarborough/Fire Dept. /ME.
 4. Alterations- Add (1) ½" wide Grey Braid around the sleeves; Hash marks; Left sleeve above the braid-gold slanted bar; 1 bar = 5 years of service
 - viii. xi. Shoes- Kroll #1180 Hi-Gloss black dress shoes
- e. Firefighters and Firefighter/EMTs
 - i. Hat- Keystone #149G Navy Bell Top Hat with Silver (FD) buttons; Black Plastic hat strap
 - ii. Hat Badge- Hook-Fast #40217 Silver Hat Badge w/ screw back attachment plain 1.5" round disc; Scramble with Vert. Ladder

- iii. Shirt- Flying Cross #54W6625 Blue Long Sleeve Shirt tropical Deluxe with military creases; Hero's Pride #X46415A Department Emblem sewn on the Left sleeve; Hero's Pride #0041 Reverse flag emblem sewn on the right sleeve (Optional) Maine EMT Emblem/Rocker in place of flag
 - 1. Collar Insignia- Shirt- Hook-fast #QS3413 Silver collar insignia w/clutch back attachment plain 1" round disc with Scramble w/ vert. ladder
 - 2. Name Plate- Shirt- Hook-fast #QS6hr Silver Name Plate with clutch back attachment black lettering; 1 line (full name) only; Add engraved emblem #QS3550; Scarborough; Hook-fast #QS9 Gold service panel attached to the name plate black lettering; serving (year)since
 - 3. Shirt badge- Blackington #B523 Silver Shirt badge with safety catch attachment #A2886 plain seal; Scramble w/ vert. ladder; Blk/Ltrg; blank/Scarborough/Fire Dept. /ME.
- iv. Tie- S. Broome #45015-#61 Dark Navy Blue Tie; regular or clip on;
 - 1. Tie Bar-Hook-fast #TC826 Silver Tie Bar with red emblem #4752 (Firefighter) & Red insert #2756 (Scramble)
- v. Belt- A. Sloane #1409 Black 1.25" wide leather belt with Silver buckle
- vi. Pants- Whaling #230PY Dark Navy Blue pant to match blouse coat
- vii. Blouse Coat- Whaling # 211PY Navy Blue Clouse Coat; No shoulder straps; Silver (FD) Buttons; 4 x 4 front & 2 per sleeve; Hero's Pride #X46415A Department Emblem sewn on the Left sleeve; Right sleeve Plain- No emblem
 - 1. Collar Insignia-Coat- Blackington #A2815 Silver coat lapel insignia with clutch back attachment (2) Vertical 1.25" cut-out bugles
 - 2. Name Plate-Coat- Hook-Fast #NP600hr Gold Name plate for the coat; Add longer pins for the clutch backs; black lettering; 1 line (Full Name); Add engraved emblem #3550; Scarborough; Hook-fast #10458 Gold engraved panel attached to the name plate black lettering ; serving (year) since
 - 3. Coat Badge- Blackington #B523 Silver Coat Badge with safety catch attachment #A2886 Plain center seal; Scramble w/ vert. ladder; Blk/Ltrg; Blank/Scarborough/Fire Dept. /ME.
 - 4. Alterations- Grey slanted bar; 1 bar = 5 years of service
- viii. xi. Shoes- Kroll #1180 Hi-Gloss black dress shoes
- f. Honor Guard
 - i. Hat – Navy blue bell top hat with gold (FD) buttons. Keystone #149G
 - ii. Gold expandable metal hat strap. Eiseman #M/0322
 - iii. Hat Badge – Gold hat badge; 1.5" round disc w/ screw back attachment Hook-Fast #H2903
Add #8906 red rim emblem; Honor Guard
Add #2756 plain ½" gold insert (scramble)
 - iv. Class A jacket – Navy blue blouse coat with shoulder straps gold (FD) buttons; 4x4 front & 2 per sleeve. Whaling #211PY
Department emblem on BOTH sleeves. Hero's pride X46415A
Honor Guard rocker sewn to the top of the Dept. emblem
Gold coat lapel insignia. Hook-fast #B10
1.25" round disc with clutch back attachment
Add #8906 red rim emblems – Honor Guard
Add plain ½" gold insert #2756 (scramble)
Add ½" wide #112 (red) braid around the sleeves 3" about sleeve cuff
Unstitch LEFT shoulder strap

- Add button 1" from shoulder seam under strap
- Add velcro tab 3 ½" from seam
- Red shoulder cord with button loop Army style braided cord- No strands or tip
Eiseman #N/2121B
- v. Shirt – White long sleeve public safety shirt Edwards #1276-00
Department emblem on BOTH Sleeves Hero's Pride X46415A
Honor Guard rocker sewn to top of the Dept. emblem
Gold collar insignia with clutch back attachment 15/16" round disc; Honor
Guard Hook Fast #8906
Add #2756 plain ½" gold insert (scramble)
- vi. Pant – Navy blue dress pant to match the blouse coat; Whaling #230PY
- vii. Belt – Black 1.5" wide web belt with a gold buckle; HWC #CWB
- viii. Shoe – Black "Hi-Gloss" dress shoes; Kroll #1180
- ix. Sock – Black
- x. Neck Ascot – Gold parade dickey with velcro attachment; S. Broome #99005
- xi. Name Plate – Gold name plate with the lower panel Hook-Fast #NP550
Blk/Ltrg: top plate (1st initial, Last Name)
Blk/Ltrg: bottom panel – Honor Guard
- xii. Badge – Gold badge with safety catch; Blackington #B293
Add #A6993 Red seal (scramble)
Blk/Ltrg; Honor Guard/Scarborough/Fire Dept./ME.
- g. Uniform Optional Items:
 - i. Additional approved pins such as; years of service may be worn on the lapel.
 - ii. Any service award bars shall be worn on the right breast above the name plate.
(either on the work shirt, dress shirt, or class A jacket)
 - iii. When appropriate white gloves shall be worn with the class A dress uniform.
 - iv. Funeral: Black Mourning band 1" to cover badge.
- h. Uniform Accessories are defined as department accepted items approved by the Fire Chief that enhance the performance and or safety of the employee. Items in this category must receive prior approval for purchase with municipal funds. These may include but are not be limited to:
 - i. Personal flash lights
 - ii. Portable radio holsters
 - iii. Medical glove holders
 - iv. Safety rope, escape harness or webbing
 - v. Additions to turnout gear such as flash light holders
 - vi. Personal tools used for extrication or firefighting purposes, such as window punches, spanner wrenches, etc.

RESPONSIBILITIES

- R. It will be the responsibility of each on-duty employee to report for duty in their department issued uniform and assure the uniform is clean and presentable.
- S. It is the responsibility of the employee to report any lost or damaged uniform wear to their supervisor.
- T. It will be the responsibility of the on-duty employee to assure they obtain replacement uniform wear prior to allowing them to become un-presentable.
- U. It will be the responsibility of the employee to make a uniform request from the secretarial staff on the appropriate form.

- V. It will be the responsibility of the employee to dispose of uniform apparel displaying the department name / logo such that they could not be obtained by a member of the public.
- W. It will be the responsibility of the department to provide uniforms to on-duty staff in accordance with the available funding per employment group and the designated selection options.
- X. It will be the responsibility of the Duty Officer to assure compliance of this policy by all on duty staff.
- Y. It will be the responsibility of each employee to carry with them at all times while on duty, their Department issued pictured ID badge and to be prepared to produce it when requested. Call members are also required to carry a duplicate ID in their turnout gear so that it is available to be produced as necessary when responding to calls.
- Z. It will be the responsibility of the employee to assure department issued uniform apparel is not worn by any non-members of the department.



Scarborough Fire Department

Scarborough, Maine



Standard Operating Procedures

Book:	Organization
Chapter:	Personnel, Policies & Procedures
Subject:	1342 - Personal Protective Equipment
Revision Date:	11/21/2006
Approved by:	<i>B. Michael Thurlow</i>

PURPOSE

To establish a policy for the use and care of personal protective equipment to protect Scarborough Fire Department members from injury when participating in fire department activities.

POLICY

Fire department members shall wear personal protective equipment during emergency operations or whenever there is risk of personal injury.

REQUIREMENTS

- A. All personal protective equipment must meet or exceed current NFPA standards when purchased
- B. Only personal protective equipment issued or approved by the Scarborough Fire Department shall be worn.
- C. All issued personal protective equipment is the property of the Town of Scarborough and must be returned to the Fire Chief upon leaving employment.
- D. All personal protective equipment shall be inspected and logged yearly (see Form 1505).
- E. Personal protective equipment lost, stolen or damaged due to negligent care may be replaced at the member's expense.

DEFINITIONS

- A. Fire Department Personal Protective Equipment (PPE) consists of:
 - a. Helmet
 - b. Gloves
 - c. Turnout coat
 - d. Turnout pants (with suspenders)
 - e. Turnout boots - short (night) boots
 - f. Nomex Hood
 - g. Grace Individual PASS alarm
 - h. Goggles

PROCEDURES

A. Emergency Operations

- a. All personnel shall wear and utilize appropriate PPE during emergency operations including motor vehicle accidents.
- b. No personnel without proper gear shall enter the fire building or engage in firefighting activities.
- c. Personnel shall activate their personal PASS alarms before entering any fire building, hazmat hot zone, confined space rescue or when requested by a superior officer.
- d. Members shall not remove personal protective equipment until the officer-in-charge determines that such protection is no longer necessary or that a reduced level of personal protective equipment will be sufficient for the task at hand.

B. During alarm response

- a. Members responding on fire apparatus shall wear PPE, except helmet.
- b. Operators are not required to wear their protective clothing while driving.
- c. An Officer may order all personnel, including drivers, into any level of PPE necessary to protect personnel from injury or death.

C. During training

- a. Members engaged in training sessions shall wear PPE.
- b. Officers or members conducting training sessions are responsible to insure that adequate PPE is utilized by all personnel involved. Full PPE shall be worn during simulated hazardous environments.
- c. When driver training, the protective clothing to be worn by those participating in the exercise shall be at the discretion of the trainer.

D. Routine operations

- a. Members shall use appropriate gear and PPE when engaged in routine activities which may present a personal safety hazard. If members have questions regarding the need for safety gear at a routine activity, or they wish to obtain specific gear, they shall contact their immediate supervisor prior to beginning the activity.
- b. Members involved in fire inspections, pre-planning activities or tours shall wear proper and adequate protective clothing during those activities and shall have full PPE available should the need for it arise.
- c. When working around a charged hose, all members should wear full PPE including a helmet.

E. Maintenance and Cleaning

- a. All PPE shall be cleaned and maintained in accordance with the manufacturer's instructions and as outlined below:
 - i. Protective Gear must be washed separately from other garments. The gear washing equipment is located at the Dunstan station.
 - ii. Spots may be pretreated prior to washing with liquid detergent.
 - iii. Turn garment inside out and fasten all hooks.
 - iv. Do not overload, wash 1 coat and 1 pant, or 2 pants, or 2 coats at a time.
 - v. Use the departmental provided detergent as directed on container.
 - vi. Make sure the machine is set for double rinse and hot water.
 - vii. Hang gear on hangers out of direct sunlight to dry.
 - viii. **Do not** use bleach containing chlorine.
 - ix. **Do not** dry clean.
 - x. **Do not** use fabric softeners.
 - xi. **Do not** use powder soap cleaners.
 - xii. **Do not** hang to dry in sunlight.
- b. All PPE shall be cleaned a minimum of once annually.
- c. PPE must be cleaned as soon as practical following:
 - i. Entry into "warm" or "hot" HazMat zone.
 - ii. After auto accidents when gasoline, oil, anti-freeze, or other contaminants come in contact with protective clothing.
 - iii. After EMS calls when protective clothing has come in contact with blood, bodily fluids or other contaminants.
 - iv. After any fire, drill, or other situation in which the equipment has come in contact with any smoke, heat, flame, etc.
 - v. Other situations which may include after heavy use such as training where the gear became wet or the liners need to be deodorized.

F. Contaminated PPE or PPE requiring repairs

- a. Any PPE that is contaminated shall be placed out of service until it can be properly cleaned and decontaminated.
- b. Any rips, tears, holes or non-functional parts of bunker gear, jackets or pants, hoods, gloves, helmets, or boots shall be corrected as soon as possible.
- c. After being cleaned by the departmental member, the item will be identified and given to the immediate supervisor to be repaired.
- d. Members with contaminated PPE or PPE requiring repair shall notify their immediate supervisor who will assist them obtaining spare PPE until their assigned PPE is back in service.

RESPONSIBILITY

All Scarborough Fire Department personnel are responsible for their own personal safety and the proper maintenance and cleaning of their assigned PPE.

REFERENCES

- A. OSHA 29 CFR 1910.132–1910.140, Personal Protection Equipment
- B. OSHA 29 CFR 1910.130, Occupational Exposure to Blood Borne Pathogens
- C. NFPA 1500, Standard on Fire Department Occupational Safety and Health Program
- D. ANSI Z87.1 Eye Protection Standard



Scarborough Fire Department

Scarborough, Maine



Standard Operating Procedures

Book:	Organization
Chapter:	Personnel, Policies & Procedures
Subject:	1344 - Health & Wellness Program
Revision Date:	03/15/2012
Approved by:	<i>B. Michael Thurlow</i>

PURPOSE

To establish a comprehensive program of health promotion activities that may help reduce mental stress, physical injuries, and promote firefighter wellness.

POLICY

The Scarborough Fire Department has implemented a health and wellness program created by combining physical examinations, medical assessment questionnaires, fitness programs, and behavioral modification and general health education classes.

SCOPE

Being able to perform at peak level when called upon is an important element in the fire service. The health and wellness of a fire fighter can affect that level of performance. Statistics indicate that approximately half of the fire fighter line of duty deaths are the result of heart attacks. A health and wellness program that incorporates a fitness component is vital to assure a fit and healthy workforce and it will assist individual employees develop a holistic wellness approach for achieving a healthy heart and overall good health.

PROGRAM

- A. Regular confidential medical assessments are provided by the department's occupational medical provider, at department expense based on NFPA 1582. They include:
 - a. Pre-employment physical examinations
 - b. Annual physical exams for Haz Mat Team Technicians
 - c. Physical exams for fire fighters over age 40 as required based on a physician's review of an annual medical questionnaire
 - d. Physical exams for fire fighters age 35-39 as required based on a physician's review of a bi-annual medical questionnaire
 - e. Physical exams for fire fighters up to age 34 as required based on a physician's review of a medical questionnaire every 5 years
 - f. All members will be granted the opportunity to speak with the physician about their medical evaluation, if requested.
 - g. Any member not required to have a physical exam in sections a-e above may request one on an annual basis through the Fire Chief's office.

- h. Members must report any signs or symptoms related to their ability to use SCBA such as shortness of breath, dizziness, and chest pains or wheezing to the Fire Chief's office immediately.

B. Fitness program

- a. The department has instituted a low impact, core strength, cardiovascular exercise program that is a voluntary, on-duty program designed to improve individual physical condition and endurance primarily with elliptical machines, treadmills and a band and ball program. The department has also instituted an advanced exercise program which utilizes kettle bells and ropes with certain conditions and supervision due to the increased risk of injury if not used properly. These exercise programs are a high priority for improving wellness and overall good health.
- b. Member's proof of physical capability will be predetermined by the Department Physician using the Department's respiratory protection plan medical assessment.
- c. The department's safety officer or a fitness coordinator will provide an assessment of each participant's level of fitness to determine the correct exercise plan. This assessment will become a baseline for evaluating progress, to set goals, and to keep members motivated. All sessions of advanced exercising will be done in a supervised setting unless the employee has demonstrated the correct form and has been signed off by a fitness coordinator on kettle bell exercises.
- d. Members must be trained before using any of the approved exercise equipment. Advanced exercise participants must demonstrate the following skills to a fitness coordinator before training without supervision: One and two handed swings, Turkish getup, snatch, high pull and tactical lunge kettle bell exercises.
- e. On duty personnel, once approved may participate in the basic machine, band and ball program or supervised kettle bell training. Personnel, once signed off by a fitness coordinator, may participate alone or as a fitness supervisor in the advanced exercise program.
- f. On duty personnel participating in the exercise program may be covered by Workers Compensation insurance should an injury occur during exercise as outlined in this policy.
- g. The exercise program shall use only department approved equipment.
- h. Warm up exercises are required before workouts with equipment to reduce the chance of injury
- i. On duty personnel may exercise for a maximum of 30 continuous minutes on each normally assigned shift.
- j. Any member who breaks or damages equipment, or who notices broken or damaged equipment must report this condition to a supervisor.
- k. All companies and personnel will remain in service while exercising.
- l. Station pagers and radios shall be utilized to ensure all personnel are alerted for response calls.

- C. Firefighter education classes may include:
 - a. Health risks
 - b. Nutrition
 - c. Fitness
 - d. Back care and injury prevention
 - e. Wellness topics, supplements, stress management, and other pertinent subjects.
- D. Behavioral modification information will be provided including but not limited to:
 - a. Preexisting health conditions that heighten risks to cardiovascular health
 - b. Hypertension and cholesterol reduction
 - c. Diet modification components
 - d. Smoking cessation
 - e. Stress management
 - f. Fitness
 - g. Diabetes Mellitus
 - h. Obesity
 - i. Sedentary lifestyle
- E. The program will be evaluated for effectiveness
 - a. Based on questionnaires/surveys from class attendees
 - b. Individual fitness assessments of personnel participating in the program to progress to the next exercise level.

RESPONSIBILITY

It is the responsibility of all Scarborough Fire Department members participating in this health & wellness program to adhere to this policy.

REFERENCES

- A. NFPA 1500
- B. NFPA 1582
- C. NFPA 1583



Scarborough Fire Department

Scarborough, Maine



Standard Operating Procedures

Book:	Organization
Chapter:	Personnel, Policies and Procedures
Subject:	1361 – HIPAA Privacy Guidelines
Revision Date:	8/4/2006
Approved by:	<i>B. Michael Thurlow</i>

PURPOSE

TO OUTLINE GENERAL GUIDELINES FOR SCARBOROUGH FIRE DEPARTMENT STAFF ON HOW TO DEAL WITH ANY HEALTH INFORMATION ABOUT PATIENTS WE COME IN CONTACT WITH AS A RESULT OF AN EMS CALL.

Given the nature of our work, it is imperative that we maintain the confidence of patient information that we receive in the course of our work. Scarborough Fire Department prohibits the release of any patient information to anyone outside the organization unless required for purposes of treatment, payment, or health care operations. Discussions of Protected Health Information (PHI) within the organization should be limited. Acceptable uses of PHI within the organization include, but are not limited to; the exchange of patient information needed for the treatment of the patient, billing, peer review, internal audits, quality assurance activities, certain legal requirements and other essential health care operations.

POLICY

- A. THE RELEASE OF ANY AND ALL WRITTEN PROTECTED HEALTH INFORMATION (PHI) WILL BE HANDLED BY THE DEPARTMENT'S PRIVACY OFFICER (OR DESIGNEE) WITH THE EXCEPTION OF NORMAL DAY TO DAY OPERATIONS INCLUDING TREATMENT OF PATIENTS, DISPATCHING EMERGENCY CALLS, BILLING, DATA ENTRY, OR SENDING PHI FROM STATION TO STATION FOR FILING AND REPORTING PURPOSES.**
- B. NO EMPLOYEE WILL REMOVE WRITTEN PHI (RUN REPORTS, SERVICES RENDERED SHEETS, ETC.) FROM THE WORK ENVIRONMENT. NO RUN REPORTS SHALL BE TAKEN HOME TO COMPLETE, THEY MUST BE DONE BEFORE LEAVING THE STATION OR REMAIN IN A SECURED LOCATION IN THE STATION.**
- C. THIS POLICY IS IN ADDITION TO OTHER DEPARTMENT POLICIES SUCH AS BUT NOT LIMITED TO, THE PRIVACY TRAINING POLICY, PATIENT ACCESS POLICY, AND AMENDMENT AND RESTRICTION OF THEIR PHI POLICY.**
- D. THE PRIVACY OFFICER AND HIS DESIGNEE, WILL BE THE ONLY EMPLOYEES WHO WILL HAVE A ROLE IN DISSEMINATING ORAL PHI FOR USES OTHER**

THAN: OPERATIONS, TREATMENT, BILLING, Q.I., DATA ENTRY AND THAT REQUIRED BY LAW.

- E. NO PHI WILL BE FAXED OR E-MAILED TO ANOTHER PARTY UNLESS APPROVED BY PRIVACY OFFICER.**

SCOPE

THIS POLICY APPLIES TO ANY AND ALL ISSUES INVOLVING PROTECTED HEALTH INFORMATION GENERATED BY THE FUNCTIONS OF THE SCARBOROUGH FIRE DEPARTMENT WHEN DEALING WITH PATIENTS AS A RESULT OF AN EMS CALL.

PROCEDURE

- A. Each employee will take appropriate measures to avoid written PHI from being accidentally viewed by the general public, and employees who are not involved in the particular incident, and who have no need to access PHI. (This can be accomplished simply by turning run sheets upside down in the units, on desks or on “back-to-back” calls, place them inside the storage area of the EMS report clip board, etc.)
- B. Oral PHI from conversations will include only the necessary parties involved with that patient’s care and be stated in a voice level that minimizes non-essential persons from overhearing the conversation.
- C. Cell phone use will be encouraged whenever specific identifiable patient information may need to be relayed in lieu of using the radio.
- D. Each employee who has access to PHI through the department’s electronic CAD/records management system must assure measures are taken to avoid the accidental viewing of PHI. (i.e., screen savers with password protection; turn run reports upside down when not in use, etc.)
- E. Run sheets, Services Rendered Forms and other written PHI that needs transporting from station to station, will be done so in a labeled “inter-office” type envelope labeled “completed run reports” and marked “confidential”.
- F. Each EMS call resulting in patient contact, will require a copy of the Department’s Notice of Privacy Practices (NPP) to be either handed to the patient and signed for at the time of the call or a circling of the “YES” at the bottom of the Billing Authorization Form and an explanation stating why the NPP needs to be mailed.

DEFINITIONS

- A. PHI - Protected Health Information. May be written, electronic or oral.
- B. Written PHI may include but is not limited to: Run Reports, Services Rendered Sheets, EKG strips, hospital/nursing care notes and billing information, photographs, or any other forms that contain PHI
- C. DRS - Designated Report Sets including any written PHI as in above
- D. Oral PHI may include conversations or radio traffic
- E. Electronic PHI refers to any computer generated PHI
- F. HIPAA - Health Insurance Portability and Accountability Act
- G. Privacy Officer - The person responsible for oversee all aspects of HIPAA
- H. NPP - Notice of Privacy Practices

RESPONSIBILITIES

It is the responsibility of all Scarborough Fire Department employees to comply with the rules and regulations of this policy and HIPAA.

REFERENCES

US Department of Health and Human Services, “HIPAA rules and regulations – Privacy Act” – Part V, 45 CFR, parts 160 and 164, Standards for Privacy of Individually Identifiable Health Information: Final Rule.



Scarborough Fire Department

Scarborough, Maine



Standard Operating Procedures

Book:	Organization
Chapter:	Personnel, Policies & Procedures
Subject:	1370 - Incident Report Procedure
Revision Date:	3/12/2007
Approved by:	<i>B. Michael Thurlow</i>

PURPOSE

To establish an incident reporting and documentation procedure that assures a written record of incidents and accidents is generated which shall be reviewed to determine why an incident occurred and the actions necessary to eliminate future occurrences.

SCOPE

This policy applies to all incidents, accidents, injuries, or activities requiring written documentation that occur during the conduct of department business in any station, at any call or training session, or involving any department vehicle or apparatus.

POLICY

All members must submit (in writing on Form # 1590) the full details of any incident, accident, problem, injury, or any other situation when the incident occurs, or when requested by a supervisor, that are not part of normal operations. Incident Reports shall be filed as required by this policy promptly.

PROCEDURE

- A. Members shall contact their immediate supervisor, or in their absence the Chief on Call, to report all accidents and/or injuries by pager or telephone as soon as possible through dispatch if necessary.
- B. If the incident involved a potential infectious disease exposure, contact the Infectious Disease Control Officer as soon as possible and fill out an exposure reporting form. These reports will be stripped of the involved staff member's names for privacy reasons prior to releasing the report to anyone other than to occupational health staff.
- C. Members shall submit to their direct supervisor any Incident Report when required or requested. Incident Reports shall be submitted in writing using incident report form #1590 within 24 hours of the incident or at the supervisor's request.
- D. Once signed by the supervisor, the report will be immediately forwarded to the Operations Deputy Chief.
- E. Any personnel submitting an incident report in reference to an on the job injury shall also immediately fill out all needed paperwork for filing a Workers Compensation First Report of Injury regardless of the need for medical evaluation or treatment. A copy of this paperwork will be forwarded to the Human Resource office at Town Hall.

- F. The Fire Chief shall cause all incident reports to be reviewed or investigated by a Department Safety Officer as a primary tool in accident prevention as it relates to the Fire Department risk management plan. The investigation should:
- a. Provide a brief description of the accident.
 - b. Identify the specific act or action that caused the accident/injury.
 - c. Inspect equipment, accident site, or other items related to the cause of the accident/injury.
 - d. Identify unsafe condition(s) that caused the accident/injury.
 - e. Identify other contributing factors (time of day, fatigue, etc.).
 - f. Identify procedures or policies that apply.
 - g. Identify new procedures or equipment that could eliminate or reduce the severity of future incidents.
 - h. Specify recommended actions that should be taken to eliminate the occurrence of similar future accidents or injuries.
 - i. Provide a simple diagram of vehicular accidents indicating streets, intersections, direction of travel and vehicle locations.
 - j. Take direct action to eliminate hazards and affect safety attitudes.
- G. The Safety Review Committee may review the investigation and incident reports and make recommendations to the Fire Chief.
- H. Once the process is completed, the original copy of the incident report will be attached to the report of recommendations and be properly filed.

RESPONSIBILITIES

A. Members

- a. Immediately report the incident to your supervisor, or the Chief on Call if your immediate supervisor isn't available.
- b. Document the event on the proper Incident Report form as outlined in this policy.
- c. Cooperate fully with those assigned to investigate the incident.
- d. Complete reports, statements, and other required documentation as required.

B. Officers & Supervisors

- a. Direct members to promptly report all incidents in writing.
- b. Collect and promptly forward incident reports and any other materials to the Chief's office.
- c. Notify the Chief on Call immediately of any accident involving fire department vehicles or apparatus.
- d. In cases of personal injury immediately notify the Fire Chief.

C. Safety Review Committee

- a. Investigate the incident or accident to determine if it was avoidable or unavoidable.
- b. Determine if the accident was due to the failure to follow Scarborough Fire Department SOPs.
- c. Make recommendations to the Fire Chief regarding the need for revisions to current, or the creation of new policies or procedures to minimize the potential of a repeat accident or incident.
- d. Make recommendations to the Fire Chief regarding the need for remedial training or new training opportunities to minimize the potential of a repeat accident or incident.



Scarborough Fire Department

Scarborough, Maine



Standard Operating Procedures

Book:	Organization
Chapter:	Rules & Regulations
Subject:	1410 – Personal Vehicle Washing
Revision Date:	4/10/2007
Approved by:	<i>B. Michael Thurlow</i>

PURPOSE

To establish guidelines for safe and appropriate use of the fire stations to wash member's personal vehicles.

POLICY

The Scarborough Fire Department has had a long standing policy of allowing members to occasionally wash their private vehicles in the fire stations as long as it is done in a safe manner and does not interrupt departmental operations. This privilege remains in effect under the following procedures:

PROCEDURE

- A. This privilege pertains to vehicle washing and very minor repairs such as installation of headlamps, wiper blades, and windshield washing fluid. No oil changes, painting, mechanical, or hazardous work is permitted at any time.
- B. Vehicles are not permitted to be on jacks or lifts of any kind for any reason.
- C. The owner of any vehicle using Town facilities assumes all risk and liability for any damage that may occur while in or on Town property.
- D. The owner / operator of any private vehicle being washed in a Town facility will be present in the bay at all times during which the vehicle is in the station.
- E. When a personal or service vehicle is located in a station bay the owner / operator shall place a two traffic cones in front of the bay doors to indicate to returning apparatus that the bay is in use.
- F. Any personnel using a station bay shall immediately greet any arriving apparatus to alert the driver that the bay is in use.
- G. When apparatus drivers return to quarters they shall use a spotter when backing into the stations as outlined in SOP 2130. If no spotter is available the apparatus operator shall open the bay door and visually assure that the bay is clear of obstructions, vehicles, or personnel prior to backing the apparatus into the bay.
- H. No Town apparatus shall be placed outside during inclement weather for the purpose of washing personal vehicles.
- I. Overnight or extended parking of private vehicles in any fire station is prohibited.
- J. Members using the stations shall make sure the stations are clean and left as they found them when finished.



Scarborough Fire Department

Scarborough, Maine



Standard Operating Procedures

Book:	Emergency Operations
Chapter:	Command Operations
Subject:	1600 – Use of the Tactical Communication Freq.
Revision Date:	3/17/2009
Approved by:	<i>B. Michael Thurlow</i>

PURPOSE

As the department's calls for service have grown the need for moving radio traffic away from the primary dispatch frequency has become apparent. This policy is designed to improve our fire ground communications procedure to eliminate interruption on the fire ground operational frequency from radio traffic by dispatch as they transmit other emergency calls or additional alarms, or from radio traffic from apparatus enroute but not at the scene of the incident.

POLICY

Whenever an incident is dispatched that requires three or more apparatus the dispatcher shall assign the tactical communications frequency as the operational communications frequency to be used once units arrive on scene. This will assure that any interior operations will be conducted on the tactical frequency to eliminate the need for deployed crews to change frequencies once assigned.

PROCEDURE

- A. The Scarborough fire primary radio frequency will be used to dispatch all emergency calls.
- B. Single rescue, single engine, or rescue assist calls requiring an engine and a rescue may continue to operate on the primary frequency unless the IC or dispatcher assigns them to another frequency.
- C. For any incident where three or more apparatus are dispatched such as a full box alarm, motor vehicle accident that includes an engine, rescue, and squad, marine call, or desk box, the units will be dispatched on primary, and shall remain on primary until they sign off at the scene. Once on scene the dispatcher will advise them to switch to the tactical channel unless otherwise directed by the IC.
- D. Apparatus shall remain on fire primary for all routine communications with dispatch including signing enroute and on-scene.
- E. The IC will be responsible for monitoring the fire primary and fire tactical frequencies.
- F. All communications from IC with dispatch should be done on primary as much as possible.
- G. Dispatch should only communicate on fire tactical when requested, or if unable to reach IC on primary.
- H. The IC should consider appointing an aide or some other means of monitoring the primary, tactical, and any other assigned frequencies like staging or water supply.

- I. The IC needs to recognize that some of our mutual aid partners may not have our tactical frequency and alternate arrangements may need to be made for those crews if they are assigned to interior attack.

RESPONSIBILITIES

All Scarborough Fire Department members and dispatchers shall adhere to this policy.



Scarborough Fire Department

Scarborough, Maine



Standard Operating Procedures

Book:	Routine Operations
Chapter:	Station Operations
Subject:	2000 - Station Maintenance
Revision Date:	1/12/09
Approved by:	<i>B. Michael Thurlow</i>

PURPOSE

The department has been fortunate to have been able to construct or refurbish all of its six stations in the past several years. All members have a responsibility to assist in the daily upkeep and general light maintenance of these facilities. Maintaining our facilities and the apparatus in them to a high standard will provide a clean and safe environment for our employees and will demonstrate our pride and appreciation to the citizens for their support.

POLICY

- A. This policy provides guidelines for the day to day upkeep of the department stations.
- B. These tasks are the minimum requirements and others will be assigned as required.
- C. As a routine the first order business for the day will be to conduct the apparatus checks and record the findings on the appropriate forms.
- D. The next order of business will be to conduct station cleaning as outlined in this policy and on the appropriate Station Duty Checklist.
- E. The station cleaning and maintenance tasks as well as the truck checks, may be interrupted or postponed due to calls or special assignments from the duty officer but should be accomplished as soon as possible at the beginning of the shift.
- F. After the assigned cleaning & maintenance activities for each day has been completed, each employee will be responsible to pass-on the station to the next crews in a condition that is cleaned, stocked and organized.
- G. Each station may have different station cleaning needs based on its layout and specific operations which will be addressed individually.
- H. During winter storms, snow and ice removal from walkways, bay doors and other areas of the stations, must be prioritized for the safety of personnel and the public, and may need to be the first order of the day.
- I. Each station has been provided with a curb side recycling bin. The Town and the Department fully support maximizing our recycling capabilities. These bins must be placed curb side on the assigned day and time for each station.
- J. Bulk bottle recycling methods will vary from station to station and is generally handled as a function of the call companies however duty crews are expected to assure that bottles are neat and within the appropriate collection boxes and containers.
- K. It shall be the policy of the Department for employees to provide their own bed linens. Employees will not use hospital linens for bed linens. Any time after a bunk room is used; all linens must be removed from the bunks to make the bunks ready for the next shift.

- L. Any employee using a bunkroom at any time will be responsible for cleaning any and all mess they created in that bunkroom regardless of when or how long they used the room.

SCOPE

- A. This policy applies to all on-duty full time or per-diem personnel.
- B. It shall also apply to live-in students and call company members during the times they are in and use the stations for their activities.

DEFINITIONS

- G. Decon - is the decontamination of equipment.
- H. EMS – Emergency Medical Services
- I. SCBA – Self Contained Breathing Apparatus
- J. PWD – Public Works Department
- K. Duty Officer – On-Duty Lieutenant, Deputy Chief or Chief
- L. Special Tasks – Those tasks not routinely performed as outlined in the Procedure Section

PROCEDURE

- JJ. Each day, the tasks on the associated Station Duty Checklist will be accomplished. Employees will check off each task as they are completed and it will be reviewed by the station leader prior to submitting to the duty officer. The Station Duty Checklists are designed on a 6 day rotation schedule to stagger the tasks throughout the days of the week. (See Station Duty Checklist 1571-1577)
- KK. Each day during the time when the Maine Forest Service posts the class day prediction, the duty crews will display the signs at each station indicating whether burning permits are being issued that day.
- LL. Monthly, annual, or additional tasks may be assigned by the duty officer as required and will be added to the bottom of the daily checklist on the day the assignment was given to document the work that was completed.
- MM. During snow storms, all entrance doors, walkways, special areas (generator, vents, etc) and bay doors will be shoveled in such a way as to maintain safe walk ways for staff and the public. Snow will be shoveled such as to leave room for snow removal for future storms.
- NN. Only cleaning/disinfecting products authorized by the Department will be allowed to be used for procedures outlined in this policy.

RESPONSIBILITIES

- R. It will be the responsibility of all employees to maintain the stations in a clean, orderly and safe condition at all times.
- S. It will be the responsibility of the full time and per-diem employees to complete the assigned station cleaning task as outlined, for the day(s) they are on-duty.
- T. It is the responsibility of the duty officer to assure the station cleaning tasks are accomplished each day.
- U. It is the responsibility of the department administration to assure staff has the necessary cleaning supplies and equipment to accomplish these tasks.
- V. It is the responsibility of live in students and call members to clean any mess they create while in the stations.

W. It is the responsibility of the Station Leader to assure the tasks outlined in this policy are performed equitably by all employees present in each station.

REFERENCES

- O. SOP 1571 – Station Duty Checklist Day 1
- P. SOP 1572 – Station Duty Checklist Day 2
- Q. SOP 1573 – Station Duty Checklist Day 3
- R. SOP 1574 – Station Duty Checklist Day 4
- S. SOP 1576 – Station Duty Checklist Day 5
- T. SOP 1577 – Station Duty Checklist Day 6



Scarborough Fire Department Scarborough, Maine



Standard Operating Procedures

Book:	Routine Operations
Chapter:	Station Operations
Subject:	2010 – Burning Permits
Revision Date:	10/02/2003
Approved by:	<i>B. Michael Thurlow</i>

PURPOSE

The purpose of this policy is to outline the proper procedures for issuing burning permits on behalf of the Maine Forest Service for open burning in the Town of Scarborough.

POLICY

A written Maine Forest Service Open Burning Permit is required for all outside burning in the Town of Scarborough.

- A. Burning Permits must be issued daily according to the procedures listed below.
- B. Burning Permits shall be valid for a period of no longer than 24 hours.
- C. The Fire Chief may, at his discretion, issue a permit for multiple days to individuals who burn on a regular basis. All extended period permits will only be issued by the Fire Chief's office.
- D. The permit holder is required to be present and have a copy of the written permit in hand during the entire time of the burn.

SCOPE

This policy applies to all outside burning in the Town of Scarborough.

PROCEDURE

The following procedures will be used when issuing Burning Permits

- A. No burning is allowed on a Class 3 day or higher. Firefighters shall refrain from issuing burning permits until they have confirmed through dispatch that the Maine Forest Service has declared the Fire Class Day to be Class 1 or 2.
- B. The Maine Forest Service has granted an exemption for the U. S. Park Service to conduct burning at the Rachel Carson National Wildlife Refuge near the Spurwink River on Class 3 days. The permit for them to do that will be handled by the Fire Chief's office.
- C. No burning is allowed when sustained winds exceed 15 mph regardless of class day.
- D. Permitted items to burn include: wood, brush, leaves, and grass only.



- E. There shall be no burning of plastics, rubber, Styrofoam, metals, food wastes, chemicals, tires, asphalt shingles, wire insulation, tar, paints, solvents, sludge, or other solid wastes including trash, paper, and cardboard.
- F. All permitted burns shall be attended by a responsible adult at all times.
- G. The individual signing the burning permit is the responsible party.
- H. Burn piles shall be small in size and there shall be adequate buffer space from any exposure.
- I. A hose or other means of water shall be available to control or extinguish the fire on-site.
- J. Permitted burns must not create a nuisance to neighbors. If neighbors complain of legitimate smoke concerns the permitted burn may be revoked, and the fire extinguished by the Fire Dept.
- K. Cooking fires in a grill or other container are permitted without a written fire permit.
- L. There is no open burning allowed on any beach at any time.
- M. There is no burning allowed in Prout's Neck at all from 6/15 – 9/15.
- N. Cooking fires in a contained appliance such as a grill are allowed on the beach without a burning permit.
 - a. The appliance must be located a safe distance away from any dune grass or other combustible material
 - b. The appliance must be designed such that any charcoal or other solid fuel is fully contained and removable from the beach when leaving.
 - c. Under no circumstances can waste materials of any kind be buried on the beach.
 - d. The cooking fire must be attended by a responsible adult at all times.
- O. Fire Dept. personnel shall inspect any location where a permit has been requested prior to issuing a burning permit if:
 - a. There is any question as to the size, scope, or materials being burned.
 - b. There are any exposure problems
 - c. There is any question as to the availability of an adequate water supply
- P. Fire Dept. personnel will be dispatched to check the status of burning permits in their area whenever:
 - a. A complaint is received
 - b. The class day is updated after a permit is issued
 - c. The wind conditions deteriorate to a point that safe burning is no longer possible.
- Q. Fire Dept. personnel are to contact the duty Chief whenever they have a question regarding any burning permit in their district.
- R. If a burning permit needs to be extinguished for failure to complying with this policy the duty Chief will be notified, photographs shall be taken, a run number shall be assigned, and a written fire report shall be written.
- S. Once Fire Dept. personnel issue a burning permit they will:
 - a. Have the applicant sign and give them the canary copy of the permit
 - b. Enter the information into the burning permit dispatch software (if possible)
 - c. Or call the information into the administrative assistants at the Chief's office who will enter the information into the computer system
 - d. Or if they aren't available call the information directly into dispatch.
 - e. Retain the white copy of the permit and send it to the Chief's office at the end of each week for proper filing.
- T. Failure of an applicant to adhere to all of these procedures may lead to a summons from the Maine Forest Service or Scarborough Police Dept.
 - a. Repeated violations may result in revocation of their right to obtain future permits.
 - b. Repeated violations may result in restitution bills for Fire Dept. response to extinguish the fire.

RESPONSIBILITIES

- A. Fire Dept. personnel are responsible for issuing burning permits to the public at each of the fire stations whenever they are in the station and available.
- B. Fire Dept. personnel are responsible for issuing burning permits according to the procedures outlined in the policy
- C. Fire Dept. personnel are responsible to report to the Fire Chief any violations of this policy.
- D. Burning permit applicants are responsible to adhere to all rules for Open Burning.

REFERENCES

- U. Maine State Law, Title 12, Section 9325

	Scarborough Fire Department	
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Book:	Routine Operations
Chapter:	Station Operations
Subject:	2015 – Station Security & Parking
Revision Date:	3/12/2007
Approved by:	<i>B. Michael Thurlow</i>

PURPOSE

To establish guidelines for the general security and safety of the Scarborough Fire Department stations, apparatus, equipment, and parking facilities.

POLICY

The Scarborough Fire Department facilities, apparatus, and equipment are critical town assets that must be secured and safe. The safety and security of our facilities must be a high priority in order to provide for the safety of our personnel and to accommodate the members of the public that we serve. The procedures listed below shall be used to maintain that security and to provide for the safety of our personnel and the general public.

PROCEDURE

1. General Station Security
 - a. Fire Department personnel shall greet all visitors courteously.
 - b. Visitors must be accompanied while in our facilities to ensure their safety as well as that of our personnel, apparatus, and equipment.
 - c. No visitors or guests of personnel will remain in the station when all fire department personnel vacate the station such as would happen when responding to a call.
 - d. Visitors shall not remain overnight in the station without the prior approval of the Fire Chief.
 - e. Public tours are welcome, and all tour groups shall be escorted and instructed on the proper gathering area and procedures during station alerts. They will also be instructed as to proper actions in the event of fire alarm activation in the facility.
 - f. When all personnel vacate a fire station either on business or responding to an emergency, all station doors must be closed and locked.
 - g. On-duty crews and live-in students shall verify all station doors are closed and locked prior to retiring to the bunk rooms for the night.
2. In the event that you suspect explosives or other potential Hazardous Materials have been brought to the station by a member of the public:
 - a. Try to make sure the item does not enter the station.
 - b. Secure the area around the package or device
 - c. Notify the public safety dispatch center via phone, not by radio.
 - d. Do not transmit on radios in the immediate area as they could potentially initiate a detonation of an explosive device.

- e. Obtain a description, identification, and as much pertinent information as possible from the item and by questioning the person that brought the item to the station and relay that to the appropriate authorities.
 - f. Evacuate personnel and apparatus from the station and a safe area around the item.
3. Unwanted Persons
- a. Assure personnel greet the public entering the station in the presence of other personnel whenever possible.
 - b. Members of the public that pose a potential threat (due to conduct, contamination, presence of weapons, etc.) shall be asked to remain outside until contact is made with dispatch to request police department assistance.
4. Station Parking
- a. Each station will have posted handicap parking spaces which are restricted for handicap use only.
 - b. All personal vehicles shall be parked in designated parking spaces when available.
 - c. Parked personal vehicles should be locked at all times.
 - d. Parking personal vehicles in front of or between overhead doors is prohibited.
 - e. On-duty personnel and live-in students shall park in the rear sections of the parking lots to provide ample space near the main entrance door for the public and to leave the closest designated parking areas to the front of the station available for responding call members so the apparatus drivers can see them approach in a safe manner.
 - f. Department apparatus and vehicles should not be left unattended outside for an extended period of time. Those apparatus that are able to be secured by locking of doors shall be secured at all times when they are left unattended. If it is necessary to leave an apparatus that can not be secured outside make every attempt to leave someone with the apparatus for security purposes.
 - g. Whenever there is an activity, obstruction, unusual vehicle, abnormal situation, or any other reason that would prevent the apparatus that normally is stationed in a particular station bay to safely be backed into its normal location, a traffic cone shall be placed in front of the bay door to indicate it is unsafe to enter the bay at that time. The driver of the apparatus is responsible to investigate the reason for the warning and ensure that it is safe to enter prior to backing into the bay.
 - h. Overnight or extended parking of private vehicles in any fire station is prohibited.

RESPONSIBILITIES

It is the responsibility of all fire department personnel to adhere to this policy.

REFERENCES

- V. "Guide to Developing Effective Standard Operating Procedures for Fire and EMS Departments", Federal Emergency Management Agency, United States Fire Administration.



Scarborough Fire Department

Scarborough, Maine



Standard Operating Procedures

Book:	Routine Operations
Chapter:	Equipment Operations
Subject:	2200 - Ambulance and EMS Equipment Checks
Revision Date:	01/15/2009
Approved by:	<i>B. Michael Thurlow</i>

PURPOSE

- A. To set clear expectations as to when and how Scarborough Fire Department ambulances and EMS equipment are inspected and restocked.
- B. To provide dated documentation that the department's ambulances and EMS equipment have been inspected and are in a state of readiness at the time of inspection.
- C. To maintain our EMS apparatus and equipment to the high standard that both our customers and employees expect.
- D. To demonstrate the pride in which we care for our apparatus and equipment.

POLICY

- A. The primary ambulances at Oak Hill and Dunstan stations will be inspected as the first duty assignment each shift barring calls for service or priority duty officer orders by both EMS providers assigned to the ambulance being inspected. The inspections should be completed and documented no later than 0900 hrs.
- B. The providers shall complete the appropriate ambulance check sheet form as they conduct the inspection so it is complete and ready for submission by the end of the inspection.
- C. The inspection of the department's spare ambulance (Rescue 3) will be completed by the EMS on-duty crew assigned to Dunstan station as outlined in the Procedure section of this policy.
- D. If during the inspection a mechanical problem is discovered such that the unit is unsafe or inoperable, it shall be placed out of service and the duty officer notified immediately. The spare ambulance will be used to back fill the primary unit as needed.
- E. Staff members assigned to each ambulance shall assure that the ambulance is cleaned and fully stocked when turning it over to the incoming duty crew at the end of their assigned shift.

SCOPE

- A. This policy applies to all on-duty personnel assigned to an ambulance regardless of location of the unit or the EMS providers employment type (i.e. Full Time or Per Diem).

- B. Sections of this policy also apply to call company members when they use the spare ambulance on a call or for a special or outside detail.

PROCEDURE

- E. Unless responding to a call, or following a directive of the duty officer, the ambulance and EMS equipment checks will be the first order of the day to be completed no later than 0900 hrs.
- F. Both on-duty EMS providers assigned to the primary rescues (R1 & R2) will participate in the ambulance and EMS equipment checks. The spare ambulance (R3) check, except as noted in item C below, will be completed each day by the night time Per Diem EMT assigned to Dunstan station when that unit is in quarters.
- G. R3's O2 supply, EKG monitor/defibrillator status, drug inventory and log, and state of mechanical readiness will be checked by both on-duty day time EMS providers assigned to R2 each shift. The balance of the check for that day will be conducted by the evening Per Diem EMT at Dunstan station.
- H. A second apparatus check of the day may be necessary when R3 or any other covering ambulance is deployed during a shift after the primary ambulance has already been checked. The same would hold true if R3 was covering at the beginning of a shift and the primary truck returned later in the day. The primary truck would require its own separate apparatus check when placed back in service.
- I. The trash container will be inspected during the daily inspection, after each call, and emptied as needed.
- J. The ambulance floor should be swept after transferring a patient at the ED prior to placing the cot back in the module.
- K. The sharps containers shall be properly disposed of as needed at the ED whenever possible.
- L. As part of the daily ambulance check, a test EKG strip shall be run and attached to the back of the check sheet each day.
- M. An ambulance check sheet must be completed on each ambulance each day and made ready for submission at the conclusion of the inspection.
- N. The ambulance will be restocked after each call. It must be 'passed on' at shift change (per diem shift ending @ 1800 and full time shift ending @ 0800) to the incoming crew members fully stocked and available for a call.
- O. R-1 and R-2 will be washed each shift (per diem shift ending @ 1800 and full time shift ending @ 0800) prior to the arrival of the incoming crew members, regardless of need, as well as it shall be cleaned or rinsed as needed throughout each shift. R-3 will be washed by the night time Dunstan Per Diem EMT each night shift after the truck check has been completed.
- P. At the time the ambulances are washed, the module floors will be swept and washed regardless of need as well as whenever needed throughout each shift.
- Q. At least twice annually each ambulance will be waxed and the exterior compartments washed at the direction of the duty officer.
- R. Bug and tar removal should be performed as needed, and may require the use of bug and tar remover followed by re-waxing the affected sections.
- S. Each Saturday day shift, each ambulance will be thoroughly decontaminated including vacuuming and decontaminating the cab section.
- T. The ambulance fuel level shall not be allowed to drop below $\frac{3}{4}$ full before refueling.
- U. The out-of-box medications, narcotics container, and the hospital provided drugs will be inspected for expiration dates and integrity at the beginning of each shift and the Drug Log will be completed at that time. If an entry is missing, the person discovering the missing

entry will record the date that the log should have been entered, then draw a line through each section for that day and report findings to the duty officer.

- V. Upon completion of the ambulance check the bay floor shall be cleaned each shift.
- W. The clipboard that contains the ambulance check sheets will remain in the truck itself under the CPR bench, and will be for the actual unit, (i.e. R-A, B or C vs. the truck's current assigned position, R1, 2 or 3).
- X. When conducting the check of supplies, if you are able to restock to the full amount as listed, record that item as complete/full. Items unable to be restock should be marked as missing or in need of additional amounts. EMS crews should make every attempt to restock supplies to 100% including obtaining needed supplies from the other stations storage area(s).
- Y. Restock like items from the hospitals whenever possible.

DEFINITIONS

- M. Ambulance Check is the inspection of the ambulance, its equipment and supplies.
- N. Ambulance Check Sheets are the department forms used to record the status of each item as listed.

RESPONSIBILITIES

- A. It is the responsibility of both on-duty EMS providers to complete the ambulance check list for that day at the beginning of each shift for the primary ambulance to which they are assigned.
- B. It is the responsibility of all EMS crews to keep the ambulances stocked and in a ready a state at all times, and to report any deficiencies or safety concerns to the duty officer.
- C. It is the responsibility of the Dunstan night Per Diem EMT to complete the ambulance check list at the beginning of the night shift for the spare ambulance (R3) except as outlined in item C, under PROCEDURES.
- D. It is the responsibilities of the on-duty Lieutenant to review the ambulance check sheets, note and address any problem areas, then submit these reports to the D/C of EMS.
- E. It shall be the responsibility of any staff member (Call, Per Diem or Full Time) to assure the ambulance is cleaned and restocked after use at a special detail or on a 'third call'.

REFERENCES

- A. Maine EMS Rules



Scarborough Fire Department

Scarborough, Maine



Standard Operating Procedures

Book:	Emergency Operations
Chapter:	Alarm & Response Procedures
Subject:	3020 - Safe Vehicle Positioning
Revision Date:	7/31/2007
Approved by:	<i>B. Michael Thurlow</i>

PURPOSE

To establish parking practices for fire and rescue apparatus and vehicles that will provide maximum protection and safety for personnel operating in or near moving vehicle traffic.

POLICY

It shall be the policy of the Scarborough Fire Department to position apparatus and other emergency vehicles at any scene on any street, road, highway, hill, or curve in a manner that best protects the incident scene and the work area. Such positioning should afford protection to fire rescue personnel, law enforcement officers, tow service operators and the motoring public from the hazards of working in or near moving traffic.

SCOPE

All personnel should understand and appreciate the high risk that personnel are exposed to when operating in or near moving vehicle traffic. Responders should attempt to operate within a protected environment at any roadway incident and consider moving vehicles as a threat to your safety.

DEFINITIONS

The following terms should be used during incident operations, post-incident analysis, and training activities related to working in or near moving traffic:

- A. Advance Warning - notification procedure that advises approaching motorists to transition from normal driving status to that required by the temporary emergency traffic control measures ahead of them.
- B. Block - positioning fire apparatus on an angle to the lanes of traffic creating a physical barrier between upstream traffic and the work area. Includes 'block to the right' or 'block to the left'.
- C. Buffer Zone - the distance or space between personnel and vehicles in the protected work zone and nearby moving traffic.
- D. Downstream - the direction that traffic is moving as it travels away from the incident scene.

- E. Flagger - a police officer, firefighter, or fire police member assigned to direct approaching traffic and activate an emergency signal if the actions of a motorist do not conform to established traffic control measures in place at the highway scene.
- F. Shadow - the protected work area at a vehicle-related roadway incident that is shielded by the block from apparatus and other emergency vehicles.
- G. Taper - the action of merging several lanes of moving traffic into fewer moving lanes.
- H. Temporary Work Zone - the physical area of a roadway within which emergency personnel perform their fire, EMS and rescue tasks at a vehicle-related incident.
- I. Transition Zone - the lanes of a roadway within which approaching motorists change their speed and position to comply with the traffic control measures established at an incident scene.
- J. Upstream - the direction that traffic is traveling from as the vehicles approach the incident scene.

PROCEDURE

- A. Safety Benchmarks - All emergency personnel are at great risk of injury or death while operating in or near moving traffic. There are several specific tactical procedures that should be taken to protect all crewmembers and emergency service personnel at the incident scene including:
 - a. Never trust approaching traffic
 - b. Avoid turning your back to approaching traffic
 - c. Establish an initial "block" with the first arriving PD vehicle, engine or ladder.
 - d. Always wear full protective clothing and helmet when conducting hazardous operations on a roadway with moving traffic.
 - e. Personnel not involved in hazardous operations may wear a class II vest and helmet for personal protection.
 - f. Turn off all sources of vision impairment to approaching motorists at nighttime incidents including vehicle headlights and spotlights
 - g. Use fire apparatus and police vehicles to initially redirect the flow of moving traffic
 - h. Establish advance warning and adequate transition area traffic control measures upstream of incident to reduce travel speeds of approaching motorists
 - i. Use traffic cones for sustained highway incident traffic control and direction
 - j. Establish a police officer, firefighter or fire police member as "Flagger" to direct approaching traffic and activate an emergency signal if the actions of a motorist do not conform to established traffic control measures in place at the highway scene
- B. Apparatus and Emergency Vehicle Benchmarks - Benchmarks for safe parking of apparatus and emergency vehicles when operating in or near moving traffic are listed below:
 - a. Position first-arriving engine or ladder to protect the scene, patients, and emergency personnel when possible.
 - i. Initial apparatus placement should provide a work area protected from traffic approaching in at least one direction.
 - ii. Angle apparatus on the roadway with a "block to the left" or a "block to the right" to create a physical barrier between the crash scene and approaching traffic.
 - iii. Allow apparatus placement to slow approaching motorists and redirect them around the scene.
 - iv. Use fire apparatus to block at least one traffic lane.

- v. When practical, position apparatus in such a manner to protect the pump operator position from being exposed to approaching traffic.
- b. Positioning of large apparatus should create a safe parking area for EMS units and other fire rescue vehicles. Operating personnel, equipment and patients should be kept within the "shadow" created by the blocking apparatus at all times.
- c. When blocking with apparatus to protect the emergency scene, establish a sufficient size work zone that includes all damaged vehicles, roadway debris, the patient triage and treatment area, the extrication work area, personnel and tool staging area and the ambulance loading zone.
- d. At working extrications Squad 7, or another heavy rescue, must have priority parking within the shadow of the blocking vehicles to allow the removal of tools and hydraulic and electric lines for extrication use.
- e. Ambulances should be positioned within the protected work area with their rear patient loading door area angled away from the nearest lanes of moving traffic
- f. Command should stage unneeded emergency vehicles off the roadway or return these units to service whenever possible.
- g. At all intersections, or where the incident may be near the middle lane of the roadway, two or more sides of the incident may need to be protected.
 - i. Emergency vehicles should be strategically positioned to expand the initial safe work zone for traffic approaching from opposing directions. The goal is to effectively block all exposed sides of the work zone. The blocking of the work zone should be prioritized, from the most critical or highest traffic volume flow to the least critical traffic direction.
 - ii. For first arriving engine company where a charged hose line may be needed, block so that the pump panel is "down stream", on the opposite side of on-coming traffic, if possible. This will protect the pump operator.
 - iii. At intersection incidents, consider requesting fire-police response. Provide specific directions to the fire-police officers as to exactly what your traffic control needs are.
- h. Traffic cones should be deployed from the rear of the blocking apparatus toward approaching traffic to increase the advance warning provided for approaching motorists. Cones identify and only suggest the transition and tapering actions that are required of the approaching motorist.
 - i. Personnel shall place cones and retrieve cones while facing oncoming traffic.
 - j. Traffic cones should be deployed at 15-foot intervals upstream of the blocking apparatus with the furthest traffic cone approximately 75 feet upstream to allow adequate advance warning to drivers.
 - k. "Emergency Scene Ahead" signs may also be deployed at roadway incidents. Signs shall be positioned upstream, prior to the furthest traffic cone.
 - l. Additional traffic cones may be retrieved from PD units, DPW, or MDOT to extend the advance warning area for approaching motorists when necessary.
- C. Incident Command Benchmark - The initial-arriving company officer and/or the Incident Commander should complete critical benchmarks to assure that a safe and protected work environment for emergency scene personnel is established and maintained including:
 - a. Assign the first-arriving engine or ladder to initially block to create a safe work area when possible.
 - b. Assign a parking location for all ambulances as well as later-arriving apparatus.
 - i. Lanes of traffic shall be identified numerically as "Lane 1", "Lane 2", beginning from the right to the left when right and left are considered from the

approaching motorist's point of view. Typically, vehicles travel a lower speed in the lower number lanes.

- ii. Directions "Right" and "Left" shall be as identified as from the approaching motorist's point of view left or right.
 - iii. Instruct the driver of the ambulance to "block to the right" or "block to the left" as it is parked at the scene to position the rear patient loading area away from the closest lane of moving traffic.
 - c. All ambulances and extrication vehicles on-scene should be placed within the protected work area (shadow) of the larger apparatus
 - d. All patient loading into rescue units should be done from within a protected work zone.
 - e. The initial company officer and/or Incident Commander must operate as the Scene Safety Officer until this assignment is delegated.
 - f. At residential medical emergencies, the rescue should park off the roadway whenever possible. The engine should park upstream to block the scene.
- D. Emergency Crew Personnel Benchmarks - Listed below are benchmarks for safe actions of individual personnel when operating in or near moving vehicle traffic.
- a. Always maintain an acute awareness of the high risk of working in or near moving traffic
 - b. Never trust moving traffic
 - c. Always look before you move
 - d. Always keep an eye on the moving traffic
 - e. Avoid turning your back to moving traffic
 - f. Personnel arriving in crew cabs of fire apparatus should exit and enter the apparatus from the protected 'shadow' side, away from moving traffic
 - g. Officers, apparatus operators, crew members in apparatus with individual jump seat configurations, and all ambulance personnel must exit and enter their units with extreme caution remaining alert to moving traffic at all times.
 - h. Protective clothing (either full PPE or class II vest and helmet depending on the activity of the personnel and the level of hazard) should be donned prior to exiting the apparatus.
 - i. Proper PPE for the nature of the call shall be worn by rescue personnel
 - j. Always look before opening doors and stepping out of apparatus or emergency vehicles into any moving traffic areas. When walking around fire apparatus or emergency vehicles, be alert to the proximity of moving traffic.
 - i. Stop at the corner of the unit, check for traffic, then proceed along the unit remaining as close to the emergency vehicle as possible.
 - ii. Maintain a 'reduced profile' when moving through any area where a minimum 'buffer zone' condition exists.
 - k. Police department personnel may place traffic cones or flares at the scene to direct traffic. This action builds upon initial FD cone deployment and can be expanded, if needed, as later arriving police officers arrive. Always place and retrieve cones while facing on-coming traffic.
- E. High-Volume, Limited Access Highway Operations - Command should establish a liaison with the police department as soon as possible to jointly coordinate a safe work zone and to determine how to most efficiently resolve the incident and establish normal traffic flow. If it becomes essential for the safety of operating personnel and the patients involved, the incident commander may shut down all lanes of travel. Communications with police must occur before any additional lane closures. This should rarely occur and should be for as short a period of time as practical. Unique safe parking procedures at limited-access, high-volume, multi-lane roadway incidents:

- a. First-arriving engine or ladder company apparatus should establish an initial block of the lane(s) occupied by the damaged vehicle.
 - i. Traffic cones on limited-access, high-volume roadways should be placed farther apart, with the last cone approximately 150 feet "upstream", to allow adequate warning to drivers. Personnel shall place cones and flares and retrieve cones while facing the traffic.
 - ii. "Emergency Scene Ahead" signs may be deployed at highway incidents. Signs should be positioned upstream, prior to the furthest traffic cone.
- b. Police department vehicles may be used to provide additional blocking of additional traffic lanes as needed. Ambulances and extrication vehicles should be positioned within the safe work zone.
- c. Staging of additional companies off the highway may be required. Multiple ambulances may be brought onto the highway scene individually or at one time. An adequate size multi-patient loading area may need to be established.
- d. The termination of the incident should be managed with the same aggressiveness as initial actions. Crews, apparatus, and equipment should be removed from the highway promptly, to reduce exposure to moving traffic and minimize traffic congestion. When possible this should be done in a coordinated effort with all units clearing the scene at the same time with assistance from the police.

RESPONSIBILITIES

It is the responsibility of all Scarborough Fire Department members to adhere to this policy.

REFERENCES

- A. MSRS Title 29-A
- B. NFPA 1521
- C. VFIS Safe Vehicle Positioning, 10 cones of safety
- D. Maine Bureau of Labor, traffic control at emergency scenes



Scarborough Fire Department

Scarborough, Maine



Standard Operating Procedures

Book:	Routine Operations
Chapter:	Station Operations
Subject:	2020 - Hazardous Communications
Revision Date:	3/6/2007
Approved by:	<i>B. Michael Thurlow</i>

PURPOSE

To establish a program to communicate hazards within the department and to train our personnel in how to identify and deal with hazardous substances found in the workplace.

POLICY

The Scarborough Fire Department has developed this program to set forth policies and procedures concerning Hazard Communications through the use of labels and material safety data sheets, which will enhance the safety and well-being of Scarborough Fire Department employees. The execution of this program is designed to provide for compliance with the Maine Bureau of Labor and Occupational Safety and Health Administration's (OSHA) Hazard Communication Standards.

DEFINITIONS

- A. **Bio-Hazard** – any substance that is of a biological nature that may be harmful to man, other species or the environment.
- B. **Chemical** - any element, chemical compound or mixture of elements and/or compounds.
- C. **Combustible liquid** - means any liquid having a flash point at or above 100°F (37.8°C), but below 200°F (93.3°C), except any mixture having components with flash points of 200°F (93.3°C), or higher, the total volume of which make up 99 percent or more of the total volume of the mixture.
- D. **Compressed gas** - any compound that exhibits:
 - a. A gas or mixture of gases having, in a container, an absolute pressure exceeding 40 psi at 70°F.
 - b. A gas or mixture of gases having, in a container, an absolute pressure exceeding 104 psi at 130°F regardless of the pressure at 70°F.
 - c. A liquid having a vapor pressure exceeding 40 psi at 100°F.
- E. **Container** - any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like that contains a hazardous chemical. For purposes of this section, pipes or piping

systems, and engines, fuel tanks, or other operating systems in a vehicle, are not considered to be containers.

- F. **Employee:** a worker who may be exposed to hazardous chemicals under normal operating conditions or in foreseeable emergencies. Workers such as office workers who encounter hazardous chemicals only in non-routine, isolated instances are not covered.
- G. **Employer:** Scarborough Fire Department
- H. **Explosive:** a chemical that causes a sudden, almost instantaneous release of pressure, gas, and heat when subjected to sudden shock, pressure, or high temperature.
- I. **Exposure or exposed:** an employee is subjected in the course of employment to a chemical that is a physical or health hazard, and includes potential (accidental or possible) exposure via any route of entry (inhalation, ingestion, skin contact or absorption.)
- J. **Flammable:** a chemical that falls into one of the following categories:
 - a. "Aerosol, flammable" means an aerosol that yields a flame projection exceeding 18 inches at full valve opening, or a flashback (a flame extending back to the valve) at any degree of valve opening;
 - b. "Gas, flammable" means:
 - i. A gas that, at ambient temperature and pressure, forms a flammable mixture with air at a concentration of thirteen (13) percent by volume or less; or
 - ii. A gas that, at ambient temperature and pressure, forms a range of flammable mixtures with air wider than twelve (12) percent by volume, regardless of the lower limit.
 - c. "Liquid, flammable" means any liquid having a flash point below 100°F, except any mixture having components with flash points of 100°F or higher, the total of which make up 99 percent or more of the total volume of the mixture.
 - d. "Solid, flammable" means a solid, other than a blasting agent or explosive as defined in 1910.109(a), that is liable to cause fire through friction, absorption of moisture, spontaneous chemical change, or retained heat from manufacturing or processing, or which can be ignited readily and when ignited burns so vigorously and persistently as to create a serious hazard. A chemical shall be considered to be a flammable solid if it ignites and burns with a self-sustained flame at a rate greater than one-tenth of an inch per second along its major axis.
- K. **Flash point:** the minimum temperature at which a liquid gives off a vapor in sufficient concentration to ignite.
- L. **Hazardous chemical:** any chemical which is a physical or health hazard.
- M. **Hazard warning:** any words, pictures, symbols, or combination appearing on a label or other appropriate form of warning which convey the specific physical and health hazard(s), including target organ effects, of the chemical(s) in the container(s). (See the definitions for "physical hazard" and "health hazard" to determine the hazards which must be covered.)
- N. **Health hazard:** a chemical for which there is evidence that acute or chronic health effects may occur in exposed employees. The term "health hazard" includes chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic system and agents which damage the lungs, skin, eyes, or mucous membranes.
- O. **Identity:** any chemical or common name which is indicated on the material safety data sheet (MSDS) for the chemical. The identity used shall permit cross-references to be made among the required list of hazardous chemicals, the label and the MSDS.
- P. **Immediate use:** the hazardous chemical will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift in which it is transferred.

- Q. **Label:** any written, printed, or graphic material displayed on or affixed to containers of hazardous chemicals.
- R. **Material safety data sheet (MSDS):** written or printed material concerning a hazardous chemical which is prepared in accordance with OSHA Standard 1910.1200 requirements.
- S. **Mixture:** any combination of two or more chemicals if the combination is not, in whole or in part, the result of a chemical reaction.
- T. **Oxidizer:** a chemical other than a blasting agent or explosive as defined in 1910.109(a) that initiates or promotes combustion in other materials, thereby causing fire either of itself or through the release of oxygen or other gases.
- U. **Physical hazard:** a chemical that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water-reactive.
- V. **Pyrophoric:** a chemical that will ignite spontaneously in air at a temperature of 130°F or below.
- W. **Specific chemical identity:** the chemical name, Chemical Abstracts Service (CAS) Registry Number, or any other information that reveals the precise chemical designation of the substance.
- X. **Unstable (reactive):** a chemical which in the pure state, or as produced or transported, will vigorously polymerize, decompose, condense, or will become self-reactive under conditions of shocks, pressure or temperature.
- Y. **Use:** to package, handle, react, emit, extract, generate as a byproduct, or transfer.
- Z. **Water-reactive:** a chemical that reacts with water to release a gas that is either flammable or presents a health hazard.
- AA. **Work area:** a room or defined space in a workplace where hazardous chemicals are produced or used, and where employees are present.
- BB. **Workplace:** an establishment, job site, or project, at one geographical location containing one or more work areas.

PROCEDURE

The ensuing items are to be followed to insure both compliance with the OSHA Hazard Communication Standard and the safety of our employees.

- A. Hazardous Chemical List
 - a. A list of hazardous materials and chemicals which are used in the course of the Fire Departments normal business activities must be maintained and continually updated. This list is to include all substances which require a Material Safety Data Sheet (MSDS).
 - b. A copy of this list is to be kept in the front of each MSDS book. For each chemical used in the workplace, an MSDS sheet must be available on that jobsite.
- B. Material Safety Data Sheets (MSDS)
 - a. All Material Safety Data Sheets must be kept in an organized fashion and will be placed in the watch area of each station for all employees to view at will.
 - b. MSDS books and the Hazardous Chemical List must be maintained and kept up to date. As obsolete MSDS's are replaced by updated copies, they must be retained in a separate file of obsolete MSDS's. Do not throw them away.
 - c. If a hazardous chemical or substance is received without a proper MSDS, the receiving person must immediately notify their supervisor. The manufacturer or distributor of the product must be contacted immediately and asked to fax the MSDS and mail a copy as a follow up. Hazardous materials or substances received without an MSDS are to be returned to the sender.

- d. Material Safety Data Sheets are provided by the chemical manufacturer to provide additional information concerning safe use of the product. Each MSDS provides:
 - i. Common Name and Chemical Name of the material
 - ii. Name, address and phone number of the manufacturer
 - iii. Emergency phone numbers for immediate hazard information
 - iv. Date the MSDS was last updated
 - v. Listing of hazardous ingredients
 - vi. Chemical hazards of the material
 - vii. Information for identification of chemical and physical properties
 - e. Information Chemical Users must know:
 - i. Fire and/or Explosion Information
 - 1. Material Flash Point, auto-ignition temperature and upper/lower flammability limits
 - 2. Proper fire extinguishing agents to be used
 - 3. Fire fighting techniques
 - 4. Any unusual fire or explosive hazards
 - ii. Chemical Reaction Information
 - 1. Stability of Chemical
 - 2. Conditions and other materials which can cause reactions with the chemical
 - 3. Dangerous substances that can be produced when the chemical reacts
 - iii. Control Measures
 - 1. Engineering Controls required for safe product use
 - 2. Personal protective equipment required for use of product
 - 3. Safe storage requirements and guidelines
 - 4. Safe handling procedures
 - iv. Health Hazards
 - 1. Permissible Exposure Limit (PEL) and Threshold Limit Value (TLV)
 - 2. Acute or Chronic symptoms of exposure
 - 3. Main routes of entry into the body
 - 4. Medical conditions that can be made worse by exposure
 - 5. Cancer causing properties if any
 - 6. Emergency and First Aid treatments
 - v. Spill & Leak Procedures
 - 1. Clean up techniques
 - 2. Personal Protective Equipment to be used during cleanup
 - f. Disposal of waste & cleanup material
- Employee Use of MSDS
- i. For MSDS use to be effective, employees must:
 - 1. Know the location of the MSDS
 - 2. Understand the major points for each chemical
 - 3. Check MSDS when more information is needed or questions arise
 - 4. Be able to quickly locate the emergency information on the MSDS
 - 5. Follow the safety practices provided on the MSDS

C. Labeling

- a. Each container of a hazardous chemical that is used in or around the work area must be properly labeled with the identity of the hazardous material, the appropriate hazard warnings, and the name and address of the manufacturer. Appropriate labels must be on all containers, regardless of size. Containers must be approved and recommended for storage and/or dispensing of the particular hazardous chemicals contained in them.

- b. Worn and torn labels must be replaced. It is the responsibility of employees to report inappropriate labels to their supervisor.
 - c. Containers for materials that will be used within a particular work shift do not require labels.
- D. Training - Employee training for this Hazard Communication Program consists of the following:
 - a. Each affected employee working for the Scarborough Fire Department is required to review the training material. This training is to be done during the new employee orientation process before the new employee actually assumes status as an active employee. In addition to this training, affected employees must be shown the locations of Material Safety Data Sheets, fire extinguishers, first aid kits, and usage and storage of hazardous materials.
 - b. Fire extinguisher training will be provided to employees.
 - c. First Aid and CPR training will be provided as required by the training division.
 - d. If the Scarborough Fire Department engages the services of contract labor personnel, and exposure to hazardous materials is possible, the contract laborers must be made aware of the locations of the Hazardous Chemical List and the MSDS information book.
- E. Classroom training will include the following:
 - a. Understanding the purpose and scope of the OSHA Hazard Communication Standard.
 - b. Explanation of the existence of federal, state and local right-to-know laws.
 - c. Definition of the classification "hazardous chemical".
 - d. Explanation of situations and elements that must be present for a material to be considered a health hazard.
 - e. Explanation and interpretation of labels, what is required on all containers, and the Hazard Materials Identification System (HMIS).
 - f. Understanding and interpretation of Material Safety Data Sheets (MSDS), which must be obtained for each hazardous chemical.
 - g. Employee responsibilities.
 - h. Policies and procedures to follow in case of exposure.
- F. Storage
- G. All storage areas for hazardous substances are to be secured, properly ventilated, and identified by signs.
- H. Non-Routine Tasks
 - a. All non-routine tasks will be evaluated by the officer in charge or senior person before the task commences, to determine all hazards present. All necessary precautions needed to remove the hazard, or protect from the hazard will be taken.
- I. Other Personnel Exposures (Contractors) - The Scarborough Fire Department will provide other personnel or outside contractors with the following information:
 - a. Location of the MSDS and labeling requirements for all hazardous chemicals; and
 - b. Procedures to follow if they are exposed
 - c. Before work is started, each contractor will gather and disseminate any information concerning chemical hazards the contractor is bringing into the workplace.

RESPONSIBILITY

It is the responsibility of all Scarborough Fire Department members to insure this program is adhered to and that proper reporting is executed.

REFERENCES

- A. Maine Bureau of Labor Standards
- B. 29 CFR 1910.1200



Scarborough Fire Department

Scarborough, Maine



Standard Operating Procedures

Book:	Emergency Operations
Chapter:	Command Operations
Subject:	3210 – Fire Ground Accountability System
Revision Date:	6/17/2009
Approved by:	<i>B. Michael Thurlow</i>

PURPOSE

To establish a procedure to identify, locate and account for all fire fighters operating at an emergency incident or training ground. The use of this system is designed to increase firefighter safety and provide Incident Command, Division Officers, and Company Officers or Crew Leaders a means to track the location and function of firefighters on the scene of an emergency or training session.

POLICY

All members operating at an incident or training scene shall be accounted for at all times using the procedures outlined in this policy. The use of an accountability system will commence upon arrival of the first unit on the scene. When two apparatus or less are responding the Incident Commander (IC) has the option of implementing the tag up procedure or maintaining accountability of all staff at all times mentally. When three or more units are responding the tag up procedure **MUST** be used.

The Department has two accountability systems that are designed to be used simultaneously, the Grace “T-Pass” and a “tag up” system. The “tag-up” system provides for rapid accountability regardless of what units are on scene. It is also designed to work in concert with many of our mutual aid partners. The Grace “T-Pass” accountability system has receiving stations that are only available on the Command Van and the Duty Officer’s vehicle. This system provides a rapid accounting of all members on the incident scene, even if they don’t activate their PASS device. It also provides a report of a fire fighter whose PASS alarm has sounded and allows the IC the ability to send an evacuation notice to the interior crews via their T-Pass device.

SCOPE

Accountability is a critical element in maintaining the safety of all fire fighters working at an incident or training. Each person involved in an incident whether at the strategic, tactical, or task level of an incident must make a strong personal commitment to follow all policies and procedures regarding accountability.

PROCEDURE

Tag-Up Procedures

- A. Each member will be issued an Accountability Tag. Red colored tags are issued to non-officers and white tags are issued to officers.
- B. Each member shall store his/her Accountability Tag on the back ring of his/her fire helmet when not in use.
- C. As members arrive on scene they shall tag-in at the initial collection point (ring) which will be located on the front bumper of the 1st on scene apparatus until the IC or accountability officer collects and maintains them on a command board.
- D. The IC may initially maintain the Accountability Officer responsibilities, but whenever possible the IC should appoint a Deputy Chief, department officer, mutual aid Chief, or other qualified member as the Accountability Officer.
- E. The Accountability Officer will place the tags on the Resource Tracking Board according to each member's assignment/function.
- F. Only one (1) Accountability Officer will be established per incident unless the Incident Commander determines the need for additional Accountability Officers based on the size or nature of the incident. All Accountability Officers will report to the IC, or Operations Branch Leader in large scale incidents.
- G. Crew members will 'tag-in' to their crew leader's tag ring which in turn will be tagged to the ring on the front bumper of the 1st in apparatus or on the Accountability Tracking Board of the IC or Accountability Officer.
- H. No member shall engage in activities on the incident / training scene until he/she is properly 'tagged-in' and given an assignment.
- I. Using a Resource Tracking Board the IC or Accountability Officer should;
 - a. Determine the names, location, and function of crews already operating at the incident and properly assign them on the Resource Tracking Board.
 - b. Assign and track crews as needed and provide them to the Incident Commander as requested. The Crew Leader shall be responsible to ensure each assembled crew stays intact (Crew Integrity) until released or reassigned.
- J. The Crew Leader is responsible to ensure that the Accountability Officer is adequately informed as to the status of each crew so that the Resource Tracking Board can be kept current and accurate.
- K. Upon completion of an assignment, crews will report to their supervisor, and give a PAR to the IC. Then the crew will report to the Accountability Officer for reassignment or release by Command. When released the crew members will collect their tags.
- L. Upon release from the incident or training scene, each member shall retrieve their Accountability Tag.

Grace T-Pass Accountability System

- A. Each call company or full-time member shall be issued a T-PASS device to be worn on the member's turnout coat at each incident or training.
- B. Per-diem employees will wear the T-Pass device assigned to the day crew for each apparatus during each shift they work. They must also return that device to the appropriate storage location at the end of their assigned shift.
- C. The Grace T-Pass accountability system shall be activated upon entering an IDLH atmosphere to enhance the tracking of members.
- D. The T-PASS device shall be tested routinely and prior to each use.

- E. All members must be trained in the use of the T-PASS device.

Personnel Accountability Report (PAR)

- A. The Personnel Accountability Report or “PAR” involves a roll call of companies assigned a task on the fire or training ground. For the Company Officer or Crew leader, a PAR is a confirmation that members assigned to his/her crew are visually accounted for. For the Division Officer, a “PAR” is accountability for all crew members of all companies assigned to his/her division.
- B. A PAR, will be required for the following:
 - a. Any report of a missing or trapped firefighter, Command will initiate a PAR of all crews working the incident.
 - b. Any change in strategy from offensive to defensive, Command will initiate a PAR of all crews working the incident.
 - c. Any sudden hazardous event at the incident – (flashover, back draft, collapse, etc.), Command will initiate a PAR of all crews working at the incident.
 - d. The Company Officer or Crew Leader shall report a PAR at the time of completion of any assignment.
 - e. The Incident Commander may at any time initiate a PAR of all crews working at the incident. This can be based on elapsed time and/or severity of the incident.
 - f. If a requested PAR is not returned, the Incident Commander will immediately deploy a RIT team to locate the crew that has not given a PAR.
 - g. An example of proper radio terminology for a request of a PAR report from a division would be, “Command to Division 1, requesting a PAR”. The Division 1 Officer would perform an accountability check of his personnel and communicate that information back to Command. “Division 1 to Command, Division 1 has PAR”.

RESPONSIBILITY

- A. It is the responsibility of all Scarborough Fire Department members to adhere to this policy.
- B. It is the responsibility of the Incident Commander to:
 - a. Assume responsibility for fireground accountability or assign an Accountability Officer as outlined in this policy.
 - b. Address the strategic and tactical level of accountability by the tracking of all crews, divisions, or sectors by location and function.
 - c. Obtain personnel accountability reports (PAR) from Division and Company Officers or Crew Leaders.
- C. It is the responsibility of the Division Officer to:
 - a. Addresses the tactical level of accountability by tracking of crews assigned to their division.
 - b. Be in his/her assigned area to maintain supervision and crew integrity.
 - c. Obtain PARs from the officers/crew leaders of all crews assigned to his/her division.
- D. It is the responsibility of the Company Officer / Crew Leader to:
 - a. Address the task level of accountability and know where each firefighter in his/her crew is located, and what they are doing.
 - b. Keep their crew intact and maintain an awareness of the crew’s exit air supply.
 - c. Ensure that the crew’s PASS devices are operating prior to entering the hot zone.
- F. Individual Firefighter accountability responsibility:
 - a. Tag up as outlined above upon arriving on scene
 - b. Stay with his/her crew at all times.

- c. Maintain a constant awareness of his/her exit air supply.
- G. All members accountability responsibility:
 - a. Immediately respond to the member's truck as they arrive for duty, and await instructions unless a man power pool has been established.
 - b. The man power pool will be divided into "structural" and "non-structural" members. Members are expected to advise the Man Power Pool officer which category they belong to.
 - c. It is the responsibility of all Scarborough Fire Department members to retrieve their tags prior to clearing the incident.
 - d. It is the responsibility of all Scarborough Fire Department members to report to their supervisor when their "tag-up" tag is missing or damaged.
 - e. It is the responsibility of all members to check the battery in their personally issued T-Pass alarm monthly.
 - f. It is the responsibility of all per-diem members that are not issued their own personal T-Pass alarm to use the duty crew assigned units available in the stations, and check their battery at the beginning of each duty shift.

REFERENCES

- A. NFPA 1500
- B. NFPA 1982
- C. Grace Industries User Guide



Scarborough Fire Department

Scarborough, Maine



Standard Operating Procedures

Book:	Emergency Operations
Chapter:	Firefighting Operations
Subject:	3320 - Rehabilitation Sector
Revision Date:	3/11/2009
Approved by:	<i>B. Michael Thurlow</i>

PURPOSE

To establish a policy for the medical observation and rehabilitation of personnel at emergency scenes and training operations. To ensure the physical and mental condition of the members operating at the scene of an emergency or training exercise does not deteriorate to a point that affects the safety of any member or that jeopardizes the safety and integrity of the operation.

POLICY

The Incident Commander (IC) will be responsible for establishing, a Medical Intervention Team (MIT) on-site and in a state of readiness to immediately care for an injured or trapped firefighter or civilian, and to establish a Rehab Sector. The MIT leader will be responsible to the Incident Commander for overseeing and maintaining a Rehab Sector and Rehab Station, at incidents where SCBA's are utilized, there is a incident, activity or situation (i.e. extremes in weather) that causes a significant amount of physical exertion by personnel, or when deemed necessary by the IC, lead Training Instructor, or Safety Officer.

SCOPE

The Incident Commander shall be responsible for considering the circumstances of each incident and for making available adequate provisions for the rest and rehabilitation for all emergency workers. Company officers shall maintain an awareness of the condition of each member operating within their span of control and ensure that adequate measures are taken to provide for their safety and health. The company officer shall request relief and reassignment of fatigued crewmembers from the IC as necessary. The lead instructor will be responsible for anticipating the need for establishing a rehab sector in advance of the actual training evolutions where trainees are under significant physical or emotional conditions.

PROCEDURE

- A. The Incident Commander will determine when to establish a Rehab Sector. Relief or back-up crews will be assigned to replace crews that are going to rehab.
- B. The Incident Commander will be responsible for assigning a MIT. The MIT leader must both remain in a state of readiness to immediately care for an injured or trapped firefighter, or civilian, and establish a Rehab Sector. The standard procedure is for the MIT to be assumed by the second due rescue and its paramedic will assume the role of the MIT leader however the IC may change this assignment as necessary based on the needs of the particular event. If the IC changes this pre-planned assignment he/she is responsible for requesting additional resources to fill this need.
- C. The priority role of the MIT is to be in a state of readiness to respond to injuries. The MIT leader will request the Incident Commander have 2 uncommitted licensed EMS providers from Manpower Staging, or have another rescue called to the scene that can be assigned to set up a Rehab Station.
- D. The Rehab Station should be set up away from sources of toxic fumes, electrical, structural and environmental hazards of the incident where crews can remove their protective clothing and have their vital signs checked.
- E. The Rehab Station(s) should include a minimum of: a jump kit with O₂, an AED, a long board/straps, spinal immobilization equipment, bottled water, a blanket, and when appropriate, BLS and ALS equipment from the first due ambulance, that can be used by Rehab personnel and the MIT if needed.
- F. The Rehab Station will also make provisions for the exchange of SCBA bottles no longer available for use with full ones that are. The rule of thumb will be, “Unavailable bottles with have their valves pointed **away** from the scene, full ones valves will point **toward** the scene.”
- G. The selection of an area to establish a Rehab Station should also allow for easy access from the “hot zone” and allow for ease of EMS transport for ill and injured members. The Rehab Station should take into consideration sources of lighting, cooling/heating, and protection from the elements. Consider using the fan driven misters that are located on each ladder truck, the cooling chairs that are found on each ladder truck and the squad truck, and the Rehab tent which is found on Squad 7. (See Rehab Station Layout Plan.)
- H. After any member consumes 2 consecutive SCBA tanks worth of air, he/she **must** report to the Rehab Station to have their vital signs taken, have a rest period, be hydrated and be released by the EMS sector for duty. The IC may assign a Rehab sector as needed at any incident where SCBA is not being used.
- I. Each member operating at an incident, regardless of assignment, shall be responsible to communicate rehab and rest needs to their supervisor.
- J. Vital sign measurements will consist of: pulse rate, blood pressure, respiratory rate, temperature, CO oximeter saturation reading, O₂ pulse oximeter saturation readings and any others as determined by the rehab sector personnel. These findings will be recorded on the Rehabilitation Worksheet.
- K. The RPE (Rating of Perceived Exertion) Scale shall be used by the firefighter to help determine their pre and post rehab exertion level. (See attached).
- L. Any person complaining of or found to have the following signs/symptoms at the time they enter the rehab sector will be removed from active duty for further evaluation, treatment and/or transport to the hospital :
 - a. chest pains,
 - b. nausea or vomiting
 - c. headache
 - d. shortness of breath,

- e. altered mental status,
 - f. elevated CO oximeter saturation reading (>5% for non-smokers, >8% for smokers)
 - g. decreased O2 pulse oximeter saturation reading (less than 92%)
 - h. extremes in: skin temperature, color, or level of moisture/dryness,
 - i. a rapid (greater than 140 bpm), or irregular heart rate/rhythm,
 - j. a Systolic BP of > 200 mmHg or < 90 mmHg, or a Diastolic BP of > 110 mmHg,
 - k. any other abnormal vital signs, or any injury judged by the rehab Sector officer to be cause for the member to be unfit for return to duty.
 - l. member's RPE rating should be considered when making this evaluation.
- M. If after a 20 (twenty) minute rehab period, the evaluation reveals a continued pulse rate greater than 120 bpm, a systolic BP 200 mmHg or more, a diastolic BP of 110, continued signs and symptoms as in section H, consider ALS or transport.
- N. If after a 20 (twenty) minute rehab period, the evaluations are within a normal range as follows, then the member may be available for reassignment:
- a. pulse less than 100 bpm,
 - b. systolic BP of less than 160 and greater than 100 mmHg,
 - c. diastolic BP of less than 90 mmHg.
 - d. CO oximeter saturation less than 5% for non-smokers and less than 8% for smokers
 - e. O2 pulse oximeter saturation above 92% on room air (RA)
- O. If at any time the rehab sector personnel feel treatment or transport is warranted regardless of the exact value of the vitals signs, then the member will be transported for further treatment.
- P. Members will not return to duty until cleared by Rehab sector personnel.
- Q. All operating sectors should maintain an ongoing awareness of the condition of their personnel and use the Rehab Sector to combat excessive fatigue and exhaustion.
- R. The flow of personnel into and out of the Rehab sector will need to be coordinated and recorded on the appropriate forms. (See attached)

RESPONSIBILITIES

- A. It is the responsibility of all Scarborough Fire Department members to be familiar with and adhere to this policy.
- B. It is the responsibility of all members operating at the incident scene to be aware of the rehab needs of other members on scene and advise the IC accordingly.
- C. It is the responsibility of the EMS providers assigned to the Rehab sector to thoroughly assess firefighter's fitness before allowing them to return to excersional activities.
- D. It is the responsibility of the IC to establish a rehab sector and to enforce the return to excersional activity decision of the rehab sector personnel.
- E. It is the responsibility of the MIT leader to oversee both the MIT and the Rehab functions.

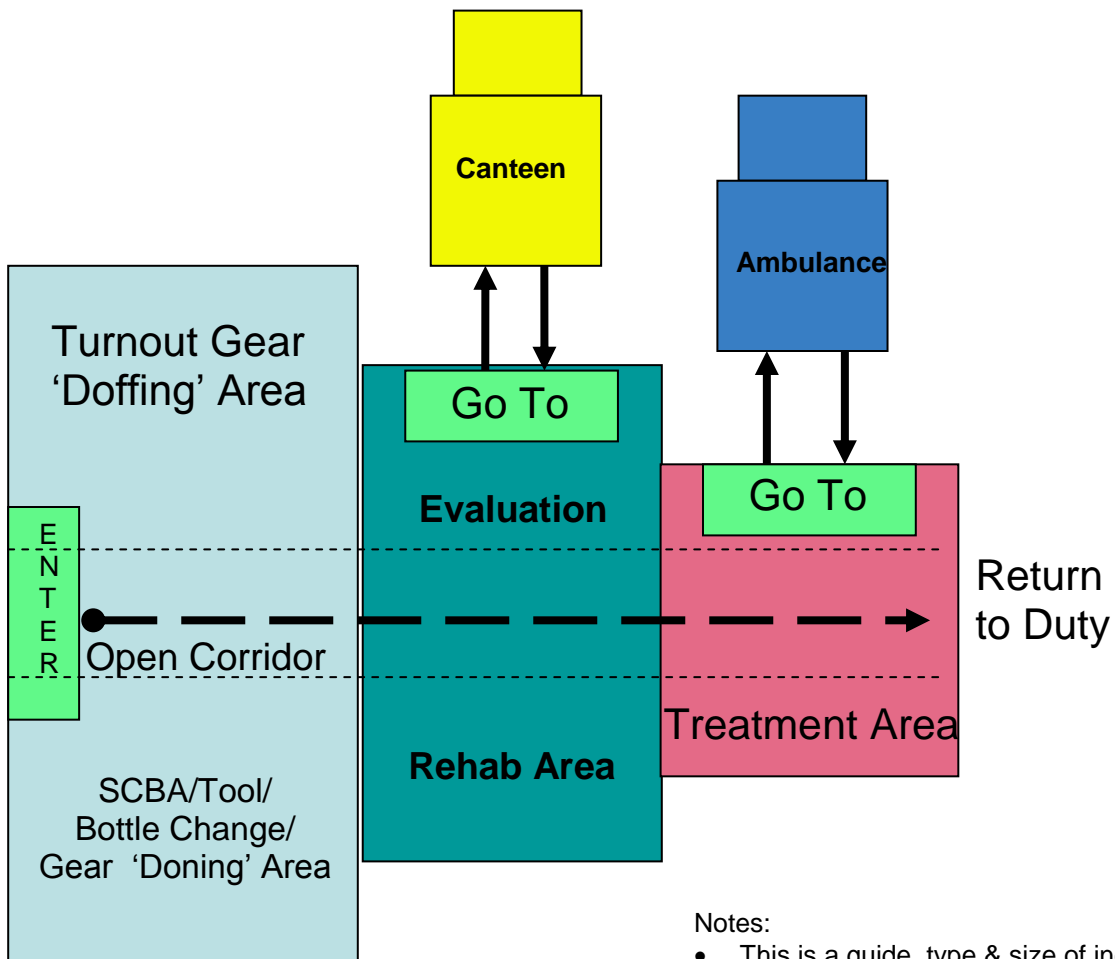
DEFINITIONS

- A. MIT is a Medical Intervention Team that shall be designated by Command to be in a state of readiness to treat an injured or trapped firefighter and to assure rehab functions are carried out. The goal of this team shall be made up of at least one EMT and one paramedic.
- B. RPE is the Rate of Perceived Exertion which is a member's evaluation of how much energy they have exerted while performing a task.

REFERENCES

- A. NFPA 1584

Rehab Station Layout Plan



Notes:

- This is a guide, type & size of incident will dictate exact set up.
- Tarps should be used in SCBA/Turnout Gear Area.
- Evaluation/Rehab Areas should include shelter from extreme elements. (Buses, buildings, Gorham Rehab Bus) and climate controlled (misting fans, cooling chairs, vehicles, etc.)
- Rescue unit (s) may be needed to become treatment areas.
- Caution: Aim exhaust pipes on running vehicles away from rehab areas.

Rating of Perceived Exertion (RPE)

Rating of Perceived Exertion or RPE is a tool that can be used to help evaluate the level of work a firefighter had been doing before he/she entered the rehab sector. This is related to the pain scale used to judge an individual's pain level.

The RPE can also give the approximate expected pulse rate for that level of work.

Ask the firefighter "On a scale of 1 to 10, 1 being no exertion and 10 being the hardest you have ever worked, what number, would you give the task you were doing?"

#.	Descript of work.	Approximate expected pulse
1.	None to light work	60 to 110
2.		
3.		
4.	Somewhat hard to hard	120- 150
5.		
6.		
7.		
8.	Very hard to maximum exertion (Hardest Ever)	160 to 200
9.		
10.		

*Remember this is only one tool to be used in evaluating a firefighter in the rehab sector. Do not go on this number alone. Other vital signs and physical assessment are needed to completely assess his or her current condition.





Scarborough Fire Department

Scarborough, Maine



Standard Operating Procedures

Book:	Emergency Operations
Chapter:	Rescue Operations
Subject:	3610 – Lock Out /Tag Out
Revision Date:	12/23/2003
Approved by:	<i>B. Michael Thurlow</i>

PURPOSE

This policy was created to provide responders with a procedure for securing tools or equipment with a lockout / tagout system to protect individuals while working near or around powered equipment.

SCOPE

To increase the safety of fire department personnel while performing emergency functions near or in electrical equipment, through the implementation of a Lockout/Tagout policy.

APPLICABILITY

- Z. Lockout / Tagout should be implemented when working with any equipment in which the unexpected energizing or startup of the machines or equipment, or release of stored energy could cause injury to an individual. Situations when this policy should be used include, but are not limited to; elevator calls, industrial accidents when a piece of electrical equipment is involved, or at any time the situation calls for the securing of power to any device for the safety of the facility employees or SFD personnel working with that equipment.
- AA. Normal production operations are not covered by 29 CFR 1910.147 (7). Servicing and/or maintenance that takes place during normal production operations is covered by 29 CFR 1910.147 (7) only if:

The employee is required to remove or bypass a guard or other safety device; or the employee is required to place any part of his or her body into an area on a machine or piece of equipment where work is actually performed upon the material being processed; or where as associated danger zone exists during a machine operation cycle.

PROCEDURE

The Lockout/Tagout procedures shall be used when our personnel are required to remove or bypass a guard or other safety devices, or the employee is required to place any part of his or her body into an area on a machine or piece of equipment where work is actually performed upon the material being processed or where an associated danger zone exists during a machine operation cycle. Whenever Fire Department personnel encounter a situation where the power or energy source needs to be shut off / secured in order to do their jobs, they will:

- A. Notify industrial employees that you want the energy (power) cut off to the affected equipment.
- B. Provide a firefighter with a radio to escort the employee to the power source.
- C. The firefighter will notify rescue workers that the energy source (power) has been interrupted, closed, shut off, and isolated with the proper department Lockout/Tagout device.
- D. The firefighter will try to obtain from the industry person, or other persons on the premises, the fact that no other power sources or energy can flow to the affected equipment.
- E. If the energy source can only be tagged a radio equipped firefighter shall remain at the isolation device.
- F. SFD personnel are not to re-energize any equipment that has been placed out of service. It is the owner's responsibility to assure that the hazard has been controlled and that the equipment is safe to re-energize.
- G. Once the rescue or other need to secure the equipment has been completed and personnel are ready to return to quarters the firefighter who locked and tagged the equipment will remove the SFD lock and tag in the presence of a responsible facility representative and turn the responsibility for the equipment over to the facility. If the equipment needs to continue to be secured SFD personnel will assure that the facility attaches its own securing device and tag prior to leaving.
- H. If for some reason SFD personnel need to leave their lock and tag at a facility because the occupant doesn't have the proper tools to positively secure the equipment, the firefighter shall contact dispatch to have them add a note to the fire report indicating the reason for leaving the tag, and specific instructions as to when the lock and tag can be removed by a subsequent SFD crew.

DEFINITIONS

- O. Affected employee is an employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.
- P. Authorized employee is a person who locks or tags out machines or equipment in order to perform servicing or maintenance on those machines or equipment. An affected employee becomes an authorized employee when that employee's duties include performing servicing or maintenance covered under CFR 1190.147 (7).
- Q. Lockout means the placement of a lockout device on an energy-isolating device in accordance with an established procedure, ensuring that the energy-isolation device and equipment being controlled cannot be operated until the lockout device is removed.
- R. Lockout device is one that utilizes a positive means such as a lock, either key or combination type, to hold an energy-isolation device in the safe position and prevent the energizing of a machine or equipment. Included are blank flanges and bolted slip blinds.
- S. Tagout means the placement of a tagout device on an energy-isolation device in accordance with an established procedure, to indicate that the energy-isolating device and the equipment being controlled may not be operated until the tagout device is removed.
- T. Tagout device means a prominent warning device, such as a tag and a means of attachment, that can be securely fastened to an energy-isolation device in accordance with an established procedure to indicate that the energy-isolation device and the equipment being controlled may not be operated until the tagout device is removed.

RESPONSIBILITIES

- X. It is the responsibility of the Scarborough Fire Department to train and equip our personnel on proper lockout / tagout procedures
- Y. It is the responsibility of the various businesses and other occupancies in the Town of Scarborough to meet the OSHA standards for lockout / tagout procedures and equipment in their facilities.
- Z. When tagout systems are used, employees shall also be trained in the following limitations of tags:
 - Tags are essentially warning devices affixed to energy-isolation devices, and do not provide the physical restraints on those devices that are provided by a lock.
 - When a tag is attached to an energy-isolation device, it is not to be removed without authorization of the authorized person for it, and it is never to be bypassed, ignored, or otherwise defeated.
 - Tags must be legible and understandable by all authorized employees, affected employees, and all other employees whose work operations are or may be in the area, in order to be effective.
 - Tags and their means of attachment must be made of material that will withstand the environmental conditions encountered in the work place.
 - Tags may evoke a false sense of security, and their meaning needs to be understood as part of the overall energy control program.
 - Tags must be securely attached to energy-isolation devices so that they cannot be inadvertently or accidentally detached during use.
- AA. When lockout / tagout procedures are used, they are site specific to the employees of a particular establishment.

REFERENCES

OSHA standard 29 CFR 1910.147



Scarborough Fire Department

Scarborough, Maine



Standard Operating Procedures

Book:	Emergency Operations
Chapter:	Rescue Operations
Subject:	3620 - Extrication Team
Revision Date:	4/26/10
Approved by:	<i>B. Michael Thurlow</i>

PURPOSE

To establish guidelines for the safe and effective response to motor vehicle extrication calls, and calls requiring the extrication of patients from machinery, or other equipment.

SCOPE

To increase the safety and awareness of extrication team personnel while performing extrication evolutions while maintaining an appreciation for the best patient outcome.

POLICY

The Scarborough Fire Department recognizes that we are called to respond to a number of motor vehicle accidents that require extrication of patients each year. The following procedures have been established to provide a safe, standardized, and effective process for removing those patients from vehicles or other pieces of machinery or equipment, so they can be transported to a medical facility for evaluation and treatment.

MEMBERSHIP

A. Extrication Team Membership

1. Members shall be nominated by their respective Captains to the Fire Chief for approval.
2. The Chief shall select a sufficient number of personnel from each district to assure adequate coverage
3. To remain an active member of the Extrication Team, each member must attend at least eight hours of the annual refresher training or make other arrangements to prove competency to the satisfaction of the Fire Chief.
4. The Fire Chief and extrication team coordinator shall review the team roster annually for currency and only those members who meet these requirements will be eligible for the team stipend.

PROCEDURE

B. Upon arrival

1. The Incident Commander (IC) shall determine, and report to dispatch as soon as possible, if the incident is a “Working Extrication” or a “Routine Simple Extrication”, i.e. (door pop or single extrication evolution that can be handled by the local engine company). If the extrication involves the need for multiple extrication evolutions, or could potentially overwhelm the local engine company’s capabilities the IC shall report a “Working Extrication” and the dispatcher shall activate the “all-call” tone and dispatch the members of the extrication team.
2. **Notify dispatch of:**
 - a. **Number of patients and are any of them are trapped.**
 - b. **Number and types of vehicles involved.**
 - c. **Condition of vehicle if other then on its wheels (on its roof, on its side, under another vehicle, etc.).**
 - d. **Any other hazards such as wires down, vehicle in water, etc.**
 - e. **Try to determine the actual vehicle year, make & model from the PD officers or request dispatch run the vehicle registration numbers to obtain that information.**
3. **Determine specific rescue or extrication problems involved and request additional resources that may be necessary to mitigate the situation.**
4. **If the extrication involves an energized piece of equipment or machinery lock-out and tag-out the controls as specified in SOP # 3610.**

C. Control

1. Routine or Simple Extrication:

The IC will conduct operations with the crew at hand from the local engine company. If needed, the IC shall assign a member of the team to serve as the Extrication Officer (EO). In the absence of a team member the IC shall assign a qualified member of the local engine company to serve as the EO.

2. Working Extrication:

All working extrications require an Extrication Team response and dispatch shall make notification as indicated in section A) 1. The IC shall assign a safety officer and a member of the team to serve as the EO. Depending on the severity of the situation the Incident Command system shall be expanded to include whatever sectors, divisions, and branches, are necessary to successful mitigate the accident.

- a. The Incident Commander, EMS sector, safety officer, and the Extrication Officer will coordinate together to develop a strategy and incident action plan that will provide a safe environment for patients and responders. The Incident Commander has the responsibility of the total incident.
- b. The IC, EO, Safety Officer, and EMS officer will be designated with a reflective identification (ID) vest.
- c. The Emergency Medical Services (EMS) patient care provider will make themselves known to and coordinate with the EO, the specific tactics to be used during the extrication to maximize patient outcome and minimize any negative impact on patient care and patient protection. The EMS patient care provider should minimize the number of actual patient care providers in the inner working circle to provide for good patient care and efficient extrication operations.
- d. The Extrication Officer will be responsible to the Incident Commander for:
 1. The tactics employed in the inner working circle.
 2. Limit the number of personnel operating in the working circle.
- e. The Incident Commander may assign additional sectors as needed i.e. (staging, tool, standby crew, etc.) They should also consider requesting a mutual aid heavy rescue for additional tools and as a back up for serious extrications.
- f. Any request for additional equipment and/or personnel will be requested through the Incident Commander.
- g. The Incident Commander shall assure dispatch logs the times of major elements of the call i.e.: extrication completed, arrival of additional resources, etc.

D. Operations

1. All Extrication Team members shall stage at Squad 7 for assignment, if not otherwise committed and/or assigned by your own company officer. You must be relieved by your own company officer for team duties.
2. Full turnout gear including eye protection is required by all responders.
3. An action circle shall be established by painting a line on the ground around the vehicle(s) to delineate the boundary of the limited access area. Only personnel assigned specific tasks by the EO are allowed inside the action circle.
4. Vehicle stabilization must be established before any extrication is started. Stabilization must be maintained until all operations are completed.
5. Automotive Batteries
 - a. Disconnect both automotive battery cables, negative side first.
 - b. For vehicles powered by propane gas, the propane tank needs to be located and the gas turned off before disconnecting any batteries.
 - c. Do not attempt to disconnect the high voltage battery of Hybrid Cars. The regular automotive battery should be disconnected.

6. Patients are to be properly protected during extrication operations. This may involve the use of aluminum blankets, short boards, duct taping sharp edges, use of fire hose protectors, goggles or any other appropriate means of protection from tools, glass, sharp edges, and other potential sources of injury.
7. On Maine Turnpike calls, team members are to report to the proper toll plaza, and not go onto the Turnpike by foot or in personal vehicles.
8. Team members should use universal precautions and be observant for any body fluids at the scene. If those hazards are present follow the Bloodborne Pathogen Policy guidelines.
9. If commercial trucks are involved, check placarding and take necessary precautions. Consider the potential for a hazardous materials incident.
10. Team members are to use face to face communications as much as possible to keep radio traffic to a minimum.
11. Team members of the district the incident is in will sign their own company's payroll sheet. Out of district members will sign the squad's payroll sheet. All Team members shall sign the roster book for attendance purposes.
12. If the patient is "pinned" by the wreckage, **complete roof removal should be considered** as an early evolution to allow for full access and treatment.
13. The specific vehicle information shall be obtained from the HOLMATRO Guide /CD prior to initiating any extrication procedures.
14. Prior to any pillars being removed, the "P.I.C." method should be employed (**Pry** interior trim and kick panels, **Inspect** for hazards, air bags and trigger devices, and then mark the location for the **Cut**).
15. Glass removal procedures shall be performed as to minimize dangers to personnel and patients. Use of an axe to remove windshields shall be prohibited.

SAFETY

- A. All personnel should be in full protective clothing including eye protection.
- B. Position apparatus uphill and upwind from the accident scene if possible. Apparatus should be parked on an angle toward the curb between rescuers and oncoming traffic with parking brake set and wheels turned toward the curb. Traffic cones should also be placed between traffic and the apparatus.
- C. While awaiting arrival of police units, it may be necessary to assign a member to direct traffic on busy highways for the safety of personnel working at the scene.
- D. A charged hose line should be in position and charged any time a victim is trapped in a vehicle.
- E. Battery cables should be disconnected negative side first.
NOTE: Some vehicles have more than one battery.
DO NOT DISCONNECT the high voltage batteries of hybrid vehicles.
DO NOT DISCONNECT battery cables if flammable vapors are present.
- F. Prior to rescue personnel entering the vehicle:
 - 1. Confirm the scene is safe from overhead wires, flammable liquids, etc.
 - 2. Patient care is the first priority, but only if it can be done safely.
 - 3. Stabilize the vehicle(s) using cribbing, chock blocks, ropes, winches, vehicle emergency brake, etc.
 - 4. If the steering wheel air bag is not deployed an air bag safety cover must be installed.
 - 5. Use extreme caution when working around any and all air bag locations.
 - 6. Use caution when approaching front or rear loaded bumpers.
- G. Stop all fuel leaks if possible and prevent the use of traffic flares if a fire hazard exists.
- H. Overturned vehicles should not be "righted" until all patients have been removed.
- I. If equipment or machinery involved in the extrication confirm that it is locked-out and tagged as outlined in SOP # 3610 prior to starting the extrication.
- J. Rehab must be considered for all members involved in a prolonged extrication.

FUEL SPILLS

- A. Stop fuel leaks if possible and prevent ignition utilizing hose lines to safeguard patients as well as rescue personnel.
- B. If unable to stop leak by crimping fuel lines, it may be possible to fill the fuel tank with water to the level of the leak so only water runs out.
- C. Class B foam shall be used to cover significant flammable liquid spills to protect the patient and responders working in the area.

RESPONSIBILITIES

- A. It is the responsibility of all members that perform extrication to adhere to this policy.
- B. It is the responsibility of the Scarborough Fire Department to train and equip it's personnel on current extrication practices.
- C. It is the responsibility of all members to comply with the requirements listed in the various regulations outlined in the "References" section.

REFERENCES

- E. OSHA 29 CFR 1910.132–1910.140, Personal Protection Equipment
- F. OSHA 29 CFR 1910.130, Occupational Exposure to Bloodborne Pathogens
- G. NFPA 1500, Standard on Fire Department Occupational Safety and Health Program
- H. ANSI Z87.1 Eye Protection Standard
- I. Holmatro's "Rescuer's Guide to Vehicle Safety Systems"
- J. Scarborough Fire SOP # 3610 – Lock Out /Tag Out



Scarborough Fire Department

Scarborough, Maine



Standard Operating Procedures

Book:	Emergency Operations
Chapter:	Rescue Operations
Subject:	3630 - Rapid Intervention Team
Revision Date:	3/10/2009
Approved by:	<i>B. Michael Thurlow</i>

PURPOSE

The Scarborough Fire Department often responds to incidents that present a high risk to firefighter safety. This procedure identifies the requirements for and the operation of a Rapid Intervention Team (RIT).

POLICY

This policy is intended to increase the overall level of safety for fire department members operating at emergency incidents. It should integrate with procedures that are already in effect, such as the requirement for a back-up rescue team for hazardous materials entry. The objective of a RIT company is to have a fully equipped rescue team on-site, in a state of ready, to immediately react and respond to rescue injured or trapped firefighters or civilians. A MIT (Medical Intervention Team) will be established on-site and in a state of readiness to immediately care for an injured or trapped firefighter or civilian, and to establish a rehab sector.

SCOPE

This procedure shall be implemented at all “working” structural fires and other incidents where fire department members are subject to special hazards that would be immediately dangerous to life and/or health in the event of an equipment failure, sudden change of conditions, or mishap.

The intent of this policy is to identify the “3rd due” engine as the pre-determined RIT team crew as a matter of normal practice. However, due to the dynamic nature of these types of events, it must be recognized that the IC needs the flexibility to use the “3rd” due engine for other assignments as he/she sees fit. If this were to happen, another engine company may be requested, the second due ladder company, if not assigned another role, may be used, or a RIT team can be assembled using firefighters from multiple companies that are available in the man power pool. Regardless of how the RIT team is assembled, a RIT Officer will be identified to lead the team.

Examples of special hazards include, but are not limited to:

- A. Offensive Fire Operations
- B. Hazardous Materials Incidents

- C. Trench Rescue
- D. Confined Space Rescue
- E. Any other incident having significant risk or involving an IDLH environment

PROCEDURE

- A. Upon the receipt of any Desk Box response, the third due Engine Company will automatically function as the RIT. In cases when the 3rd due engine is assigned a different function by the IC, the IC is responsible to request an additional engine company to serve as the RIT, or to assign one of the ladder companies that function. The second due rescue shall automatically become dedicated to MIT and rehab functions.
- B. The RIT Company shall follow their size-up protocols and gather any additional equipment they may need. They shall stage in a location that will allow them to:
 - a. maximize their tactical options
 - b. visualize the scene
 - c. await instruction from Command
- C. The MIT will be responsible for obtaining the necessary equipment as outlined below from the “first arriving” rescue unit (assuming its rescue crew is assigned to suppression functions) which will now become unavailable for transport. This rescue unit may be used by the MIT for treating any on scene patients including those which may need to be placed in a climate controlled environment for immediate treatment or rehab. The MIT crew leader may request of the IC, R-3 and /or other EMS licensed personnel to assist with MIT and/or rehab. The MIT shall set up in a location as to maximize their:
 - a. tactical options for both treating injured firefighters and rehab operations
 - b. visibility of the scene
 - c. ability to await instruction from the RIT Team Leader.
 - d. ability to have any victims transported from the scene without delay.
 - e. ability to react immediately to sudden change in events at the incident site and have the ability to rapidly deploy.
- D. RIT companies will normally be assigned a standby position near the Command Post. A minimum of one company will be required. Operations of a large or more complex nature may call for multiple RIT Companies to standby at different entry points.
- E. After a RIT company has been established, Command has the following options:
 - a. Assign the company to other duties, such as relief for working crews during salvage, or overhaul operations, etc.
 - b. If assigned to anything other than RIT company duties, Command must then request an additional company to back fill the RIT company functions and continue to be available for emergencies.
- F. While enroute, the RIT company officer must monitor the fire ground channel. Reporting on-scene, the RIT company officer should obtain a detailed briefing from Command as soon as practical on the status and location of all assigned companies.
- G. The RIT company officer will closely monitor the assigned fire ground channel at all times.
- H. In some cases the RIT Company may need to conduct recon to maintain awareness of the working companies. In some situations, members of the RIT may carry out appropriate tasks

such as deploying protective hose lines and ground ladders, which could assist them in their primary function. Once these tasks are completed, these members must immediately return to the RIT staging area and report the status of their assignment to the RIT officer. The RIT Officer shall remain in a ready state and assure his/her members are rapidly retrievable. The team must be able to react immediately to sudden change in events at the incident site and have the ability to rapidly deploy.

- I. Upon a report of a lost or trapped firefighter, or a “May Day”, Command shall deploy the RIT Company. This will indicate to the MIT crew that they must make ready to respond to the injured firefighter.
- J. If it is determined by the IC that a RIT company is no longer needed, Command may assign this company other functions, but not until it is certain that all crews are out of the IDLH environment and Personal Accountability Reports (PAR) have been obtained.
- K. The following outlines the minimum equipment that each team must have on scene in their individual staging area:
 - a. RIT must have a minimum of a fully equipped RIT pack, a red tarp, SCBA’s, hand tools, a power saw, a portable radio for each team member, a flash light for each member and a TIC for the team.
 - b. MIT must have a jump kit, long board/straps, AED, spinal immobilization equipment, bottled water, blanket, and when appropriate BLS and ALS equipment from the first due ambulance that can be used by the MIT if needed. This can be the same equipment that is staged at the Rehab Station.
 - c. Appropriate PPE for the type of incident will be commensurate for the type of hazards.

COMMUNICATIONS

- A. The R.I.T. team may operate on any channel it needs to while doing size up and set up operations providing they are not interfering with any of the fire ground operations, however face to face communication is highly recommended versus tying up radio frequencies. The R.I.T. team leader shall coordinate any radio frequency needs with the Incident Commander.
- B. The MIT crew members must monitor the assigned fire ground channel at all times. If the MIT crew needs a channel to carry out EMS specific functions, EMS 1 should be used. The MIT team leader shall coordinate any radio frequency needs with the Incident Commander.
- C. The R.I.T. team shall always monitor the fire ground channel for any emergency traffic and constant awareness to all companies’ locations and assignments.
- D. If a firefighter calls a “Mayday” for a firefighter in need of assistance, the R.I.T. /M.I.T. operation shall switch to what ever channel that trapped or injured firefighter is operating on. The rest of the fire ground operations shall be moved to another channel that will be determined by the Incident Commander.

DEFINITIONS

- A. RIT is a Rapid Intervention Team that shall be designated by Command to be in a state of readiness to rescue an injured trapped firefighter. The goal of the team make up shall consist of at least 2 structural firefighters.
- B. MIT is a Medical Intervention Team that shall be designated by Command to be in a state of readiness to treat an injured or trapped firefighter and to assure rehab functions are carried out. The goal of this team shall be made up of at least one EMT and one paramedic.
- C. The RIT Team Leader should be a department officer if available, but this position may be filled with any qualified department member.

REFERENCES

- A. NFPA 1500
- B. NFPA 1561
- C. NFPA 1981



Scarborough Fire Department

Scarborough, Maine



Standard Operating Procedures

Book:	Organization
Chapter:	Forms, Records & Reports
Subject:	1550 – Operator Certification
Revision Date:	3/11/2009
Approved by:	<i>B. Michael Thurlow</i>

This form is to be used for first time driver certification.

Name (Print): _____ Employee # _____ Apparatus _____

Firefighter must comply with requirements of 1-3 before Evaluation Process can begin.

1. Firefighter must present evidence of student qualifications per SOP 2120 showing that all requirements have been met for the vehicle being certified on.
2. **The following Vehicle Check items must be performed:**
Service brakes, Parking brakes, Steering mechanism, Service lights, Emergency lights, Tires, Horns, Sirens, Backup alarms, Windshield wipers (Operational), Mirrors (Adjustment), Auto transmission fluid, Motor oil, Cooling systems level.
If failures are found process is not to continue
3. **Vehicle Familiarization:** Firefighter must identify and describe the use of all controls & warning devices in cab. Example: warning lights, emergency lights, brake retarder, tire chains, siren brake, communication system & etc.

Firefighter must successfully complete the following “Operator Evaluation” for the Evaluator

Road Course: Demonstrate safe, proper, & correct driving skills of the Emergency vehicle over a Departmental approved road course which meets NFPA 1002 standards. This operation must be performed meeting all State Laws & Departmental SOP's.

On board components: Firefighter must demonstrate the correct and safe use of all attached components and equipment which is part of the vehicle. Example: Pump/CAFS systems, Aerial, Generator system, SCBA air refill system, Command Van systems, Ambulance on board systems, 4 wheel drive, and etc.

Signature of Firefighter: _____

Date: _____

Signature of Evaluator: _____

Date: _____

Approval of Fire Chief: _____

Date: _____

	<u>Yes</u>	<u>No</u>
Student has received copies and has been thoroughly familiarized with Title 29A "Emergency Response of Fire/Rescue Vehicles", applicable SOP's and Safety Guidelines governing Fire Department vehicle operation. **If no, do not continue driver training**	<input type="checkbox"/>	<input type="checkbox"/>

Student and instructor have been authorized by Fire Chief to train. **If no, do not continue driver training**	<input type="checkbox"/>	<input type="checkbox"/>
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Student has completed the following mechanical truck check:

	<u>Pass</u>	<u>Fail</u>
Service brakes	<input type="checkbox"/>	<input type="checkbox"/>
Parking brakes	<input type="checkbox"/>	<input type="checkbox"/>
Steering mechanism	<input type="checkbox"/>	<input type="checkbox"/>
Service lights	<input type="checkbox"/>	<input type="checkbox"/>
Emergency lights	<input type="checkbox"/>	<input type="checkbox"/>
Tires	<input type="checkbox"/>	<input type="checkbox"/>
Horns, Sirens, Backup alarms	<input type="checkbox"/>	<input type="checkbox"/>
Windshield wipers	<input type="checkbox"/>	<input type="checkbox"/>
Mirrors	<input type="checkbox"/>	<input type="checkbox"/>
Auto transmission fluid	<input type="checkbox"/>	<input type="checkbox"/>
Motor oil	<input type="checkbox"/>	<input type="checkbox"/>
Cooling systems water level	<input type="checkbox"/>	<input type="checkbox"/>

****If any box is checked "fail" do not continue driver training****

	<u>Yes</u>	<u>No</u>
Student has been trained in the safe use of vehicle controls.	<input type="checkbox"/>	<input type="checkbox"/>
Student has safely and successfully met the objective of an approved road course.	<input type="checkbox"/>	<input type="checkbox"/>
Student has received training in turning vehicles and safely demonstrated the ability to do so.	<input type="checkbox"/>	<input type="checkbox"/>
Student has safely displayed skills in backing and parking vehicles.	<input type="checkbox"/>	<input type="checkbox"/>
Student has safely and successfully met the objectives in driving an approved emergency vehicle obstacle course.	<input type="checkbox"/>	<input type="checkbox"/>
A. One instructor per vehicle.		
B. Obstacle course conducted in a secure area.		
C. Only personnel involved in training are allowed in the secure area.		

Signature of Student: _____ Date: _____

Signature of Instructor: _____ Date: _____

Approval of Fire Chief: _____ Date: _____



Scarborough Fire Department Scarborough, Maine



Standard Operating Procedures

Book:	Routine Operations
Chapter:	Apparatus Operations
Subject:	2120 – Operator Training and Certification
Revision Date:	3/17/2009
Approved by:	<i>B. Michael Thurlow</i>

PURPOSE

The purpose of this policy is to develop a standardized operator training and certification policy to ensure that all operators of emergency apparatus are properly trained, understand Maine State Motor Vehicle Laws and Scarborough Fire Department SOPs pertaining to the operation of department apparatus. The policy sets minimum requirements for certification and establishes a measurable training process for employees to demonstrate proficiency in apparatus operations.

POLICY

- A. The Deputy Chiefs and Captains will submit a list of candidates to be authorized to operate fire department apparatus to the Fire Chief annually. The Fire Chief will use this list to run motor vehicle driver's licenses checks on or before August 1st annually.
- B. The Fire Chief will certify any or all on this list as certified operators. This list will become the approved Operator Roster for the Department, for that year.
- C. The Fire Chief may limit the certification of an operator to specific apparatus or type of apparatus based on the degree of training, experience, and competency of the candidate.
- D. Request for operator training for a student candidate must be submitted to the appropriate Captains and Deputy Chiefs on the SOP 1549 "Authorization for Operator Training Form". The student must have completion certificates for EVOC and any additional certificates required for the requested vehicle. The Deputy Chief may authorize the candidate to train with an approved instructor upon receipt of their documentation and an acceptable motor vehicle driver's license check.
- E. The operator training instructor will use the appropriate unit SOP# 1552 – 1560 form, for the vehicle being trained on as the objective base for the operator training. When the training objectives are met and signed off by the instructor an evaluator will perform the certification test of the student. The evaluator will sign off on the certification form (SOP 1550 or 1551) and

forward their recommendation to the Fire Chief for authorization to operate. If approved the student's name shall be added to the approved Operator Roster for the Scarborough Fire Department.

- F. Any required minimum of driver training hours, number of Aerial ladder sets, and/or additional separate certifications will be determined by the Fire Chief.
- G. Any time a certified department operator has been convicted of any serious driving offense in a personal vehicle i.e. Operating under the Influence, Driving to Endanger, or a drivers license suspension for any reason, they shall report that conviction to the Captain or Deputy Chief immediately. They in turn will forward the information to the Fire Chief.
- H. An authorized operator may be removed from the Department Operator Roster at any time by the Fire Chief.

PREREQUISITES

- A. Instructor qualifications:
 - a. An instructor shall be a person who by possession of a recognized degree, certificate, professional standing or skill, and who by knowledge, training, and experience have demonstrated the ability to effectively teach cognitive and practical skills, and has been appointed by the Fire Chief to conduct the operator training.
- B. Student qualifications
 - a. Possession of a valid driver's license.
 - b. Possession of a certificate of completion from an approved EVOC training course.
 - c. Possession of certifications of completion are required for Aerial Ladder (state level) and Pump (department level)
 - d. Completion of Level 2 firefighter training in the Scarborough Fire Department training program, or EMT certification, or approval of the Fire Chief.

PROCEDURES

- A. Prior to conducting road instruction the student must read, understand, and review the following documents:
 - a. SOP 1549 - Authorization for Operator Training
 - b. SOP 1550 - Initial Operator Certification
 - c. SOP 1551 - Replacement Vehicle Certification
 - d. SOP 2130 - Apparatus Backing and Spotting
 - e. SOP 2135 - Plymovent Exhaust System
 - f. SOP 2140 - Apparatus Accident Policy
 - g. SOP 3010 - Emergency Apparatus Driving
 - h. SOP 3015 - Emergency Response Codes
 - i. SOP 3020 - Safe Vehicle Positioning
 - j. And the following Appendices which are included at the end of this SOP
 - i. Appendix A - Town of Scarborough Insurance & Personal Liability Policy.
 - ii. Appendix B - Pertinent sections of Maine State Law Title 29A.

- iii. Appendix C - NFPA 1002 Standards on Apparatus Operator Qualifications
- iv. Appendix D - Recommended following distance chart
- v. Appendix E – Engine Brake System
- vi. Appendix F – Automatic Tire chains

B. The road instruction portion of the training includes the following:

- a. Student must have the authorization of the Fire Chief or his designee to begin road instruction.
- b. No student shall conduct operator training in any fire department apparatus outside of this formal training program.
- c. Student must conduct a vehicle mechanical check of the unit before starting each training exercise. If any failures or defects are found driver training must be terminated.
- d. First time students (No other prior certifications) must successfully complete an authorized cone course to demonstrate the ability to control the apparatus in a non-emergency controlled environment before attempting on the road training.
- e. Student must successfully complete a Fire Department approved road course which incorporates the objectives listed in N.F.P.A. 1002 section 4.3.1-.6 and is designed for the district the apparatus serves.
- f. Student must receive the minimum hours of driving time required.
- g. All completed training must be documented on the appropriate operator training forms (SOP 1552 – 1560).

C. Onboard components and specialty equipment portion of the training includes the following:

- a. Student must receive training on and show familiarity with the apparatus components, i.e. pump, aerial ladder, compressed air foam systems (CAFS). OR demonstration of familiarity with the departments specialized units components & specializes equipment, ie, command van, heavy rescue, tank units, marine units, and canteen.
- b. Any minimum hours of operation and/or numbers of sets (example: Aerial Ladder) must be completed.
- c. All completed training must be documented on the appropriate operator training forms (SOP 1552 – 1560).

D. New Operators - Certification to operated department apparatus and/or specialized units may be granted after:

- a. An approved evaluator will perform the certification test of the student. The evaluator will sign off the certification form SOP 1550 and forward their recommendation to the Fire Chief
- b. If approved by the Fire Chief, the students name will be added to the approved Operator Roster.

E. Replacement Unit - Certification to operate department replacement apparatus and specialized units may be granted after:

- a. Firefighter must demonstrate the correct and safe use of all new attached components and equipment which is part of the replacement vehicle.
- b. Firefighter must successfully complete the required driving hours of a Fire Department approved road course which incorporates the objectives listed in N.F.P.A. 1002 section 4.3.1-.6 and is designed for the district the apparatus serves.
- c. An evaluator will perform the certification test of the student. The evaluator will sign off the certification form SOP 1551 and forward their recommendation to the Fire Chief.

- d. If approved by the Fire Chief, the students name will be added to the approved Operator Roster.
- F. Marine operator training and certification - Prior to conducting marine operator training the student must read and understand the following documents:
 - a. SOP 1630 Marine Rescue Dispatch Policy and
 - b. SOP 3710 Marine Rescue Operations.All training and certification needs are combined in one form (SOP 1559 Marine Operator Training & Certification Form) and are exempt from using SOP 1550 or SOP 1551.
- G. Canteen Operator Training and certification is combined in one form (SOP 1560 Canteen Operator Training & Certification Form) and is exempt from using SOP 1550 or SOP 1551

RESPONSIBILITIES

- A. It is the responsibility of operator training instructors to follow these guidelines to assure students are trained to a standardized program that meets applicable codes, NFPA 1002 Sec 4.3 Standards, State Laws, and Departments SOP.
- B. It is the responsibility of the student to maintain all training forms required for certification.
- C. It is the responsibility of students to complete this operator training/certification program prior to operating unsupervised any department vehicle.
- D. It is the responsibility of all members of the department to notify their supervisor of any serious driving offense in a personal vehicle i.e. Operating under the Influence, Driving to Endanger, or a Driver's License Suspension for any reason.

REFERENCES

- A. Maine State Law, MRS 29A
- B. NFPA 1002 sections 4.3.1- 4.3.6
- C. NFPA 1451 sections 4.2.1.2 – 10.3.2
- D. NFPA 1500
- E. Fire Department SOP's

Appendix A

Town of Scarborough Insurance & Personal Liability Policy

NOTICE TO FIRE DEPARTMENT VEHICLE DRIVERS CONCERNING CONDITIONS AND LIMITATIONS OF PERSONAL AND CIVIL LIABILITY

If you are involved in an accident while operating a Scarborough Fire Department vehicle or while driving a privately-owned vehicle in connection with your duties for the Scarborough Fire Department, the following conditions and limitations apply to your personal liability:

- A. As long as you were acting within the course and scope of your duties as a member of the Scarborough Fire Department, the following shall apply:
 - 1. You are covered by the Town's insurance unless you are found to be criminally liable. The Town's insurance will provide a defense and pay for a judgment against you resulting from a covered loss.
 - 2. If you were using a privately owned vehicle, the insurance on that vehicle provides the primary coverage.
 - 3. If, for some reason (such as criminal liability), insurance coverage does not apply, the Maine Tort Claims Act limits your personal liability to \$10,000 for a single accident.
- B. If you were acting outside the course and scope of your duties as a member of the Scarborough Fire Department (if, for example, you used a Fire Department vehicle for unauthorized personal purposes while off duty), the following shall apply:
 - 1. You are not protected by the Town's insurance coverage or by the Maine Tort Claims Act.
 - 2. You would be responsible for your own costs of defense and there would be no limit on your personal liability.

NOTE: This is a statement of general principles. Your specific legal rights and liabilities may vary according to the circumstances of a particular incident.

Drafted by Chris Vaniodis, Town of Scarborough legal council December 14, 2005.

Appendix B

Pertinent Sections of Maine State Law, Title 29 A

Title 29-A: MOTOR VEHICLES - Chapter 19: Operation

§2054. Emergency and auxiliary lights; sirens; privileges

4. Right-of-way. An authorized emergency vehicle operated in response to, but not returning from, a call or fire alarm or operated in pursuit of an actual or suspected violator of the law has the right-of-way when emitting a visual signal using an emergency light and an audible signal using a bell or siren. On the approach of any such vehicle, the operator of every other vehicle shall immediately draw that vehicle as near as practicable to the right-hand curb, parallel to the curb and clear of any intersection and bring it to a standstill until the authorized emergency vehicle has passed. A violation of this subsection is a Class E crime that, notwithstanding Title 17-A, section 1301, is punishable by a minimum fine of \$250 for the first offense and for a 2nd offense occurring within 3 years of the first offense a mandatory 30-day suspension of a driver's license.

5. Exercise of privileges. The operator of an authorized emergency vehicle when responding to, but not upon returning from, an emergency call or fire alarm or when in pursuit of an actual or suspected violator of the law may exercise the privileges set forth in this subsection. The operator of an authorized emergency vehicle may:

- A. Park or stand, notwithstanding the provisions of this chapter
- B. Proceed past a red signal, stop signal or stop sign, but only after slowing down as necessary for safe operation.
- C. Exceed the maximum speed limits as long as life or property is not endangered, except that capital security officers and employees of the Department of Corrections may not exercise this privilege
- D. Disregard regulations governing direction of movement or turning in specified directions.
- E. Proceed with caution past a stopped school bus that has red lights flashing only:
 1. After coming to a complete stop
 2. When signaled by the school bus operator to proceed

Nothing in this subsection prohibits the operator of an authorized emergency vehicle from activating emergency lights for the limited purpose of warning motorists when entering or exiting structures designed to house the emergency vehicles.

6. Emergency lights and audible signals. The operator of an authorized emergency vehicle who is exercising the privileges granted under subsection 5 shall use an emergency light authorized by subsection 2. The operator of an authorized emergency vehicle who is exercising the privileges granted under subsection 5, paragraphs B, C, D and E shall sound a bell or siren when reasonably necessary to warn pedestrians and other operators of the emergency vehicle's approach.

7. Duty to drive with due regard for safety. Subsections 4, 5 and 6 do not relieve the operator of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons, nor do those subsections protect the operator from the consequences of the operator's reckless disregard for the safety of others.

Appendix C

Applicable sections from NFPA 1002 Standard on Apparatus Driver/Operator Professional Qualification, 2003 Edition

4.3 Driving/Operating

4.3.1* Operate a fire department vehicle, given and a predetermined route on a public way that incorporates the maneuvers and features, specified in the following list, that the driver/operator is expected to encounter during normal operations, so that the vehicle is operated in compliance with all applicable state and local laws, department rules and regulations, and the requirements of NFPA 1500, Section 4.2:

- (1) Four left turns and four right turns
- (2) A Straight section of urban business street or a two-lane rural road at least 1.6 km (1 Mile) in length
- (3) One through -intersection and two intersections where a stop has to be made
- (4) One railroad crossing
- (5) One curve, either left or right
- (6) A section of limited-access highway that includes a conventional ramp entrance and exit and a section of road long enough to allow two lane changes
- (7) A downgrade steep enough and long enough to require down-shifting and braking
- (8) An upgrade steep enough and long enough to require gear changes to maintain speed
- (9) One underpass or a low clearance or bridge

(A) Requisite Knowledge. The effects on the vehicle control of liquid surge, brake reaction time, and load factors; effects of high center of gravity on roll-over potential, general steering reaction, speed, and centrifugal force; applicable laws and regulations; principles of skid avoidance, night driving, shifting, and gear patterns; negotiating intersections, railroad crossings, and bridges; weight and height limitations of both roads and bridges; identification and operation of automotive gauges; and operational limits.

(B) Requisite Skills. The ability to operate passenger restraint devices; maintain safe following distance; maintain control of the vehicle while accelerating; decelerating, and turning, given road, weather, and traffic conditions; operate under adverse environmental or driving surface conditions; and use automotive gauges and controls.

4.3.2* Back a vehicle from a roadway into restricted spaces on both the left and right sides of the vehicle, given a fire department vehicle, a spotter, and restricted spaces 3.7 m (12 ft) in width, requiring 90-degree right-hand and left-hand turns from the roadway, so that the vehicle is parked within the restricted areas without having to stop and pull forward and without sticking obstructions.

(A) Requisite knowledge. Vehicle dimensions, turning characteristics, spotter signaling, and principles of safe vehicle operation.

(B) Requisite Skills. The ability to use mirrors and judge vehicle clearance.

4.3.3* Maneuver a vehicle around obstructions on a roadway while moving forward and in reverse, given a fire department vehicle, a spotter for backing, and a roadway with obstructions, so that the vehicle is maneuvered through the obstructions without stopping to change the direction of travel and without striking the obstructions.

(A) Requisite knowledge. Vehicle dimensions, turning characteristics, the effects of liquid surge, spotter signaling, and principles of safe vehicle operations

(B) Requisite Skills. The ability to use mirrors and judge vehicle clearance.

4.3.4* Turn a fire department vehicle 180 degrees within a confined space, given a fire department vehicle, a spotter for backing up, and an area in which the vehicle cannot perform a U-turn without stopping and backing up, so that the vehicle is turned 180 degrees without striking obstructions within the given space.

(A) Requisite knowledge. Vehicle dimensions, turning characteristics, the effects of liquid surge, spotter signaling, and principles of safe vehicle operations

(B) Requisite Skills. The ability to use mirrors and judge vehicle clearance.

4.3.5* Maneuver a fire department vehicle in areas with restricted horizontal and vertical clearances, given a fire department vehicle and a course that requires the operator to move through areas of restricted horizontal and vertical clearances, so that the operator accurately judges the ability of the vehicle to pass through the opening and so that no obstructions are struck.

(A) Requisite knowledge. Vehicle dimensions, turning characteristics, the effects of liquid surge, spotter signaling, and principles of safe vehicle operations

(B) Requisite Skills. The ability to use mirrors and judge vehicle clearance.

4.3.6* Operate a vehicle using defensive driving techniques under emergency conditions, given a fire department vehicle and emergency conditions, so that control of the vehicle is maintained.

Appendix D

Stopping Distance Chart

Light 2 – Axle Trucks

Speed		Driver Reaction Distance (feet)	Vehicle Braking Distance (feet)	Total Stopping Distance (feet)
Miles Per Hour	Feet per Second			
10	15	11	7	18
20	29	22	30	52
30	44	33	67	100
35	51	39	92	131
40	59	44	125	169
45	66	50	165	215
50	73	55	225	280
55	81	61	275	336
60	88	66	360	426

Heavy 2 – Axle Trucks

Speed		Driver Reaction Distance (feet)	Vehicle Braking Distance (feet)	Total Stopping Distance (feet)
Miles Per Hour	Feet per Second			
10	15	11	10	21
20	29	22	40	62
30	44	33	92	125
35	51	39	125	164
40	59	44	165	209
45	66	50	210	260
50	73	55	255	310
55	81	61	310	371
60	88	66	370	436

3 – Axle Trucks & Combinations

Speed		Driver Reaction Distance (feet)	Vehicle Braking Distance (feet)	Total Stopping Distance (feet)
Miles Per Hour	Feet per Second			
10	15	11	13	24
20	29	22	50	72
25	37	28	80	108
30	44	33	115	148
35	51	39	160	199
40	59	44	205	249
45	66	50	260	310
50	73	55	320	375
55	81	61	390	451
60	88	66	465	531

Appendix E

Engine Brake System Jake Brakes® Information/Operation

Engine brake system introduction

- This manual contains useful information on the operation.
- Read it before you drive your Jake-equipped vehicle.
- The Jake Brake is a diesel engine retarder that uses the engine itself to aid in slowing and controlling the vehicle.
- When activated, the Jake Brake alters the operation of the engine's exhaust valves so that the engine works as a power-absorbing air compressor. This provides a retarding action to the wheels.

THE JAKE BRAKE IS A VEHICLE SLOWING DEVICE, NOT A VEHICLE STOPPING DEVICE. IT IS NOT A SUBSTITUTE FOR THE SERVICE BRAKING SYSTEM. THE VEHICLE'S SERVICE BRAKES MUST BE USED TO BRING THE VEHICLE TO A COMPLETE STOP

- The operation of the Jake Brake is fully automatic, once it is turned on.
- The controls for the Jake consist of either two switches mounted on the upper console above the driver seat.
- Since the Jake depends on the free flow of engine oil for operation, be sure to let the engine warm up before switching it on. Normally, the Jake is then left on, except as note below, whenever you are driving.
- A multi-position PROGRESSIVE BRAKING system is standard equipment for just about all Jake Brake models. This feature lets you select specific levels of retarding power by activating varying numbers of Jake Brake housings.
- Three Speed System (Separate master and progressive braking switches)
- It is referred to as the three-speed system, and there are two switches. The master switch turns the Jake Brake on and off, the second switch, which performs the Progressive Braking function, controls the amount of retarding: low (1), medium (2) and high (3).
- All Jake Brakes have two additional switches, one activated by the operation of the transmission, and the other by the position of the throttle. These two switches provide the fully automatic feature of the Jake Brake.
- Here's how this system works.
- With the automatic transmission, the Jake Brake is activated when you move your foot off the throttle, and deactivated when you re-apply pressure to the throttle. The torque converter (which is part of the automatic transmission) is locked or unlocked with the activation or deactivation of the Jake Brake. The system has a pressure sensing switch that deactivates the Jake Brake when the vehicle slows to about 10 MPH, to prevent stalling the engine.

Note that the Jake Brake will also remain activated after the brake pedal has been depressed, giving the combined power of both the Jake and the service brakes.

Driving tips

Dry Pavement - Flat Roads

- If you are driving on flat, open stretches with a light load and greater slowing power isn't required, you should keep the progressive braking switch in the low, or number 1 or number 2, position for medium load.
- When you are carrying a heavy load and the pavement is dry, your progressive braking switch should be in the high, or number 3, position.
- **All of the Present Fire Department Units equipped with the Jake Brake system should using the high position whenever the system is activated as they all are classed heavy load.**
- To slow your vehicle, merely take your foot off the throttle, and the Jake provides the necessary retarding power. Apply the service brakes when it's time to come to a complete stop.

Control Speed

- An explanation of "control speed" is helpful in understanding how to use a Jake while descending a grade. Control speed is the constant speed at which the forces pushing the vehicle forward on a grade are equal to the forces holding it back, without using the service brakes.
- Descending a Grade the following road speeds and grades are given as an example only! Actual data will vary.
- Depending on the road and load conditions, you may be able to descend a 6% grade safely at 10 mph, without a Jake Brake.
- With the Jake Brake, you might be able to descend that same grade at 25 mph, and still remain under control.
- Under some circumstances, you may want to come down a grade at a faster rate than the control speed. However, you may have to apply your service brakes intermittently to prevent over speeding the engine and to keep the vehicle at a safe speed.
- Frequent use of the service brakes will cause them to heat up and reduce their stopping ability. The result can be dangerous brake fade.
- Since the Jake is most effective at rated engine speeds, gear selection is very important. You obtain maximum retarding power when you use the lowest possible gear without exceeding the recommended engine speed. There are other circumstances in which you might want to descend a grade at a rate slower than the control speed. This is done by selecting a lower gear, one that will not over speed the engine. You may have to apply the service brake to obtain the desired lower speed.
- As a general rule of thumb for maintaining control speed, estimate the gear that you would use to climb the grade. Usually this is the same gear that can be used for a controlled descent with a Jake Brake.
- Like any product, the Jake can be abused. Take, for instance, the example of the 6% grade above which you could descend under control only at 10 mph without a Jake, but at 25 mph with a Jake you could not descend that same hill at 50 mph and still expect to remain under control. Get to know how much slowing power the Jake can provide. Don't exceed a safe control speed.
- It's always a good idea to determine if your Jake Brake is operational before beginning a long, steep descent. This can be done by lifting your foot briefly off the throttle. You will feel the Jake Brake going into action.

Slippery Pavement operation

- **Do not use** the Jake Brake when operating the vehicle on **wet or slippery pavement.**
- When driving on wet or icy pavement, Place the master switch in the off
- position and use the same gear you would normally use under these conditions.

Use of the Jake brake when wet or icy conditions exist can cause the rear tires to skid/lockup resulting in losing control of the vehicle.

Operational problems

- If the Jake Brake will not shut off at all, turn the engine off immediately and call Public Works of assistance.

DO NOT RUN THE ENGINE. DOING SO MAY CAUSE SEVERE ENGINE DAMAGE.

Appendix F





ONSPOT OPERATING INSTRUCTIONS

Check that your Onspots are working properly before your trip.

Chains must be engaged and disengaged while the vehicle is moving.

- Chains must be engaged when traveling between 2 mph and 25 mph
- Chains must be disengaged when traveling between 2 mph and 35 mph.
- Vehicle must not exceed 35 mph with the chains engaged.
- Vehicle can stop on the chains, and then start moving again, as long as the switch is still in the engaged position.
- Onspots are most effective on ice and loose or packed snow up to 6 inches in depth.
- Engage chains before reaching slippery conditions. Onspot will assist traction in forward, reverse, and in braking conditions.
 - Avoid locking the wheels.
- If you have not engaged your Onspots before stopping on a slippery road:
 - Spin tires up to 5 mph,
 - Engage Onspots,
 - When you feel chains bite, stop spinning wheels and drive on slowly.

	Scarborough Fire Department	
	Scarborough, Maine	
	Standard Operating Procedures	

Book:	Routine Operations
Chapter:	Apparatus Operations
Subject:	2130 - Apparatus Backing & Spotting
Revision Date:	9/29/2005
Approved by:	<i>B. Michael Thurlow</i>

PURPOSE

This policy was developed to provide a standardized method for the safe backing of apparatus to eliminate injuries to personnel or the public, and to reduce the potential for damage to apparatus, equipment or stations.

POLICY

All operators of Scarborough Fire Department apparatus shall follow this policy at all times when backing apparatus.

PROCEDURE

- A. The operator of an apparatus shall attempt to position the apparatus to minimize the need to back up whenever possible.
- B. Whenever an apparatus needs to be backed up, either into a station or at an incident scene or training session, the driver shall deploy one spotter to guide and monitor the safe movement of the apparatus when personnel are available.
 - a. In situations where there are no other members riding on the apparatus, a member of the department that is in the station shall perform the spotters duty.
 - b. If there are no personnel riding on the apparatus and no one is available in the station the operator shall exercise extreme caution while backing without a spotter.
- C. If a driver loses sight of the spotter he/she shall immediately stop the apparatus until they are back in visual contact.
- D. The apparatus should be backed at a slower than normal rate so the spotter can be safely monitored for signals.
- E. The spotter shall maintain visual contact with the driver at all times.
- F. At night the spotter should position one of the rear spotlights on themselves or use a flashlight to help the driver see them. DO NOT point the flashlight directly in the driver's mirror as this may cause temporary blindness.
- G. The spotter should use exaggerated hand signals to direct the driver so the spotters directions are clear when viewed through the driver's mirror.
- H. The spotter should be positioned so that they can be easily seen, but far enough away from the apparatus to avoid injury during the backing process.
- I. The operator shall remove his/her headset and lower the driver's window to the maximum opening position when backing to facilitate direct voice communications with the spotter.

- J. The use of portable radios may be advantageous during certain situations.
- K. The operator shall use the back up camera system, on those apparatus that have it, as another tool to assist in safely backing the apparatus. Use of the back up camera system does not negate the need for a spotter, or complying with other sections of this policy.

RESPONSIBILITIES

A. Driver Responsibilities

- a. The driver is responsible for the operation of the vehicle and its personnel. The Officer is responsible for following and enforcing policies and procedures.
- b. The driver must be in control of the vehicle and therefore responsible for its movement. He/she should not move the vehicle until one spotter has been deployed in a backing situation.
- c. If the driver loses sight of the spotter, he/she is responsible to stop the vehicle until they are back in his/her sight.
- d. If at any time the driver feels that the situation is not safe, he/she should stop the vehicle until the situation is corrected. This may mean getting out and physically walking around the vehicle and down the road to where the vehicle is headed.

B. Spotter Responsibilities

- a. To maintain visual contact in the line of sight with the driver at all times.
- b. To direct the driver while backing up the apparatus.
- c. To be constantly aware of the surroundings while performing this function.
- d. To be constantly looking and listening for other vehicles and people that may enter the path of the apparatus that is backing up.
- e. To stop any oncoming hazard or to signal the driver to stop backing the apparatus whenever there is a potential for an injury or incident.
- f. To be aware of hazards at ground level and also for overhead obstructions such as tree branches, wires, signs, canopies, etc.

DEFINITIONS

- U. Apparatus – refers to all pumpers, aerials, rescue units, squad trucks, command vans, tank trucks, and trailers in tow.
- V. Operator – the driver of an apparatus.
- W. Spotter – an individual that is directing the operator while backing.

REFERENCES

- W. NFPA 1451
- X. NFPA 1002



Scarborough Fire Department Scarborough, Maine



Standard Operating Procedures

Book:	Routine Operations
Chapter:	Apparatus Operations
Subject:	2140 – Apparatus Accident Policy
Revision Date:	9/18/2012
Approved by:	<i>B. Michael Thurlow</i>

PURPOSE

To establish a policy for the prompt reporting, documentation, and investigation of an accident or incident involving Scarborough Fire Department vehicles or apparatus.

SCOPE

This policy pertains to all accidents or incidents involving any department vehicles or apparatus both during normal operations and when responding to emergency calls. All accidents or incidents involving any department vehicles or apparatus will be investigated to determine causation and preventability.

POLICY

When a department vehicle or apparatus is involved in an accident during non-emergency operations the driver should stay at the scene and notify dispatch that the unit was involved in an accident and is out of service.

When a department vehicle or apparatus is involved in an accident during emergency operations the driver should notify dispatch that the unit was involved in an accident, stay at the scene and advise dispatch the unit is out of service unless confronted with extraordinary conditions. If there are no injuries to any parties, the totality of circumstances may lead the driver to decide to continue the emergency response. Continuing the response should be a last resort and considered only after the driver and crew have weighed the “greater good” and “competing harms” of a continued response and the police have been dispatched to the accident scene.

All accidents and incidents involving fire department vehicles and apparatus will be investigated by the Fire Chief or his designee, the appropriate Police agency as required, and the Scarborough Fire Department Safety Committee. Reduction in fleet damage, personal injury, and loss of equipment are of prime concern to the department and all apparatus drivers.

DEFINITIONS

- A. Avoidable accident – The driver failed to do everything reasonably possible to avoid the accident.
- B. Non-avoidable accident – The driver did everything reasonably possible to avoid the accident.
- C. Greater good- the common good that is shared and beneficial for most people present or affected, it could cause harm as well as goodness, but overall it has a positive outcome for most of those involved.
- D. Competing harms- Conduct that the person believes to be necessary to avoid imminent physical harm to them or another is justifiable if the desirability and urgency of avoiding such harm outweigh, according to ordinary standards of reasonableness, the harm sought to be prevented by the statute defining the crime charged (ex. leaving the scene of an accident).
- E. Totality of circumstances- looking at all of the relevant facts and circumstances (what you knew and when you knew it) that would lead the driver to determine the best outcome between a continued response or a discontinued response after being involved in an accident.

RESPONSIBILITIES

- A. Driver - It is the responsibility of a driver involved in an accident to:
 - a. Immediately report the accident to dispatch
 - b. Assess the need for medical attention to all those involved in the accident including those in other vehicles or pedestrians, and request additional resources to care for the injured as necessary.
 - c. Cooperate fully with those officials and agencies investigating the incident.
 - d. Complete reports, statements, and other required documentation as required.
- B. Dispatch – It is the responsibility of the dispatcher to:
 - a. Ascertain from the reporting party the need for EMS or other resources and the prompt dispatch of such.
 - b. Notify the Duty Officer and Chief on Call (COC) immediately of any accident involving fire department vehicles or apparatus.
 - c. In cases of personal injury immediately notify the Fire Chief.
- C. Safety Committee – It is the responsibility of the Safety Committee to:
 - a. Investigate the incident or accident to determine if it was avoidable or unavoidable.
 - b. Determine if the accident was due to the failure to follow Scarborough Fire Department SOPs.
 - c. Make recommendations to the Fire Chief regarding the need for revisions to current, or the creation of new policies or procedures to minimize the potential of a repeat accident or incident.
 - d. Make recommendations to the Fire Chief regarding the need for remedial training or new training opportunities to minimize the potential of a repeat accident or incident.

PROCEDURE

- A. Emergency Response - When a department vehicle or apparatus is responding to an emergency call when the accident occurs:
 - a. The driver shall immediately stop the vehicle at the scene of the accident and notify Dispatch that the unit was involved in an accident and is out of service.

- b. The dispatcher shall dispatch another company or vehicle to answer the alarm that the vehicle involved was responding to.
 - c. The dispatcher shall notify the Duty Officer, Fire Chief on call, and the proper law enforcement agency responsible for investigating and reporting the accident.
 - d. The driver and/or crew on the truck shall check all vehicles or pedestrians involved for any injury and request additional resources from dispatch as required.
 - e. If there are no injuries to any parties, the totality of circumstances may lead the driver to decide to continue the emergency response. Continuing the response should be considered a last resort and considered only in extraordinary conditions where the driver and crew have weighed the “greater good” and “competing harms”. If response is continued:
 - 1. The FD vehicle must be serviceable.
 - 2. The roadway must be clear.
 - 3. Notify dispatch that you are continuing to the incident.
 - 4. Notify all other parties involved in the accident that you must leave on the critical call, that PD is responding, and for them to wait for PD’s arrival.
 - 5. When possible leave a responder with a radio at the scene until PD arrives.
 - f. The driver (unless injured or continuing the emergency response as allowed in e above) and the vehicle involved shall remain at the accident until cleared by the police agency responsible for the accident and/or the Fire Chief on duty.
 - g. If you leave the scene you must contact PD and meet with them at the accident scene as soon as practical after the emergency run is complete.
 - h. If an accident occurs involving an unattended vehicle where the owner or driver is not available, attempt to locate them with the assistance of the police department.
 - i. A police report is required for all accidents involving personal injury or a combined dollar loss of 1,000. If it is determined no Maine Crash Report is required due to the lack of injury or sufficient damage, the driver shall request the police officer file an informational report.
 - j. In addition to the police report a Scarborough Fire Department Incident Report, including photographs, is required for any incident or accident regardless of injury or extent of damage.
 - k. Incident reports must be turned in to the Fire Chief’s office within one (1) business day for processing.
 - l. Employees injured in an accident must complete the Employee’s First Report of Injury paperwork packet within one (1) business day. Injured employees that refuse medical treatment must also complete a First Report of Injury Report.
 - m. Injured employees who require hospitalization are required to process a Maine Crash Report, Scarborough Fire Department Incident Report, and Employee’s First Report of Injury paperwork as soon as medically and/or reasonably possible.
 - n. The Fire Chief shall forward the accident and injury reports to the Town Manager and Human Resource Director within two (2) business days following the vehicular accident so proper notification can be made to the Town’s insurance carriers.
 - o. No statements asserting the responsibility for the accident shall be made by members of the Department at the scene of the accident.
- B. Non-Emergency Response - When a department vehicle or apparatus is involved in an accident other than an emergency call response:
- a. The driver shall immediately stop the vehicle at the scene of the accident and notify Dispatch that the unit was involved in an accident and is out of service.

- b. The dispatcher shall notify the proper law enforcement agency responsible for investigating and reporting the accident.
- c. The driver and/or crew on the truck shall check all vehicles or pedestrians involved for any injury and request additional resources from dispatch as required.
- d. The driver (unless injured) and the vehicle involved shall remain at the accident until cleared by the police agency responsible for the accident and/or the Fire Chief on duty.
- e. If an accident occurs involving an unattended vehicle where the owner or driver is not available, attempt to locate them with the assistance of the police department.
- f. A police report is required for all accidents involving personal injury or a combined dollar loss of 1,000. If it is determined no Maine Crash Report is required due to the lack of injury or sufficient damage, the driver shall request the police officer file an informational report.
- g. In addition to the police report a Scarborough Fire Department Incident Report, including photographs, is required for any incident or accident regardless of injury or damage.
- h. Incident reports must be turned in to the Fire Chief's office within one (1) business day for processing.
- i. Employees injured in an accident must complete the Employee's First Report of Injury paperwork packet within one (1) business day. Injured employees that refuse medical treatment must also file an Employees First Report of Injury report.
- j. The Fire Chief shall forward the accident and injury reports to the Town Manager and Human Resource Director within two (2) business days following the vehicular accident so proper notification of the Town's insurance carrier.
- k. No statements asserting the responsibility for the accident shall be made by members of the Department at the scene of the accident.

REFERENCES

- A. Maine State Law, MRS 29A
- B. N.F.P.A. 1002 Section 4.3.1



Scarborough Fire Department

Scarborough, Maine



Standard Operating Procedures

Book:	Emergency Operations
Chapter:	Alarm & Response Procedures
Subject:	3010 – Emergency Apparatus Driving
Revision Date:	6/12/2008
Approved by:	<i>B. Michael Thurlow</i>

PURPOSE

The purpose of this policy is to outline safe and effective procedures for responding to emergency calls in emergency vehicles for the Town of Scarborough.

SCOPE

This policy is applicable to the operation of all Emergency Vehicles in the Town of Scarborough at all times, including responding to emergency calls and non-emergency operations.

POLICY

- A. Anytime a vehicle is operating the driver shall obey all State Laws and the Department's Standard Operating Procedures (S. O. P.)
- B. Fire Department vehicles shall only be operated by members who have successfully completed an approved driver training program such as AVOC or EVOC, or by student drivers who are under the direct supervision of a qualified driver.
- C. Drivers shall be directly responsible for safe and prudent operations under all conditions and operate in compliance with all traffic laws pertaining to emergency vehicles during both non-emergency and emergency response.
- D. Drivers shall be responsible for response code choice. [See SOP # 3015]
- E. During both emergency and non-emergency operations, drivers of all department vehicles shall come to a complete stop at all unguarded railroad grade crossings. Drivers shall assure that it is safe to proceed before crossing the railroad tracks. Drivers shall also use caution when approaching and crossing any guarded grade railroad crossing.
- F. When the driver is under direct supervision of an officer, the officer shall be responsible for the route of travel and selection of the driver. The officer may replace the driver at any time.
- G. Maine State Law, Title 29A, grants the driver authority to request the right of way by use of lights and siren. The decision on code response is ultimately up to the driver however it shall be made with input by the officer or Paramedic and in accordance with SOP # 3015 – Emergency Response Codes.
- H. Drivers are prohibited from using cell phones when operating apparatus.

- I. There shall not be more members riding in the cab or jump seat area than there is seating space provided.
- J. Drivers shall not move a Fire Department vehicle until all riders are seated and seat belted.
- K. Standing while riding is prohibited. Members actively performing necessary emergency medical care while the vehicle is in motion shall use extreme caution and limit the time they are unbelted as much as possible to effectively render EMS care.
- L. Members shall not ride on any running board or the rear step of any apparatus.
- M. No apparatus shall back up at any time without the use of a spotter, when personnel are available. [See SOP # 2130]
- N. Drivers shall use a wheel chock after parking any vehicle with an air operated parking brake, except in the station.
- O. No person is to get on or off the apparatus while it is in motion.
- P. No persons are to enter or exit the truck bays through the overhead doorway if the truck is running.
- Q. No unauthorized persons shall be allowed to ride on any piece of Scarborough Fire Department apparatus without the written permission of the Fire Chief or his designee.
- R. When responding Code 3, Title 29 A requires all motorists to pull to the right hand curb clear of an intersection and stop until the emergency vehicle has passed. Given this, department members responding under Code 3 conditions must approach, enter and exit an intersection knowing there is a high risk of accident and as such, choose a lane of travel that minimizes the potential for an accident.
- S. The operator of the department vehicle responding Code 3 must drive with “Due Regard for Safety” of all persons using the roadways. Title 29 A may not protect the operator from the consequences of an accident resulting from the use of the privileges granted by the law. Extreme caution should all ways be exercised when responding Code 3.
- T. In the event an accident were to occur and you were found to be operating Code 3 without exercising “Due Regard for Safety”, you may not be protected by the Town’s insurance coverage or by the Maine Tort Claims Act. You may additionally be responsible for your own costs of defense and there may be no limit on your personal liabilities.
- U. Apparatus responding to an alarm from out of quarters shall transmit the location from which it is responding.
- V. During emergency response, drivers of fire department vehicles shall bring the vehicle to a complete stop under any of the following circumstances:
 - a. When directed by a law enforcement officer
 - b. Red traffic lights
 - c. Stop signs
 - d. Negative right-of-way intersections
 - e. Blind intersections
 - f. When the driver cannot account for all lanes of traffic in an intersection
 - g. When other intersection hazards are present
 - h. When encountering a stopped school bus with flashing warning lights. You may proceed with caution only after coming to a complete stop and being signaled by the driver of the school bus to proceed as specified in MRS Title 29A
- W. All applicable traffic laws shall govern members who respond in private vehicles.
- X. Apparatus parking on roadways shall place traffic cones to set up a safe working area around the vehicle. [See SOP # 3020 – Safe Vehicle Positioning]
- Y. Hose loading operations while the vehicle is in motion is strictly prohibited.
- Z. Apparatus should be left running at idle during all emergency calls. Apparatus should be shut down to conserve fuel whenever possible when not on an emergency call. The only exception to this is when the apparatus must remain outdoors when the temperature is

significantly below freezing to prevent the pump or medications on the rescues from freezing, or to run the air conditioning to prevent medications on the rescue getting too warm during periods of extreme heat. The need to leave apparatus outside during extreme weather should be avoided whenever possible.

- AA. Fire department apparatus is to be used for department business only. Personal errands with department apparatus are prohibited except for short stops for essential items that are necessary during an employee's shift, and then only when the apparatus is already on the road returning from official business. Members should plan ahead or use personal vehicles for personal errands whenever possible. This section does not apply to apparatus permanently assigned to an individual.

RESPONSIBILITIES

It is the responsibility of all Fire Department personnel in the Town of Scarborough to adhere to this policy.

DEFINITIONS

- A. Code 1 – Response with no lights or sirens with the normal flow of traffic.
- B. Code 3 – Emergency response with lights and siren requesting the right of way.
- C. SOP – The Scarborough Fire Department Standard Operating Procedures.
- D. Due Regard for Safety – How a reasonable and careful person in a similar situation with similar training would act.

REFERENCES

- A. Maine State Law, MRS 29A
- B. N.F.P.A. 1002, 4.3.1
- C. Town-wide energy policy



Scarborough Fire Department

Scarborough, Maine



Standard Operating Procedures

Book:	Emergency Operations
Chapter:	Alarm & Response Procedures
Subject:	3015 – Emergency Response Codes
Revision Date:	6/9/2008
Approved by:	<i>B. Michael Thurlow</i>

PURPOSE

To establish guidelines for emergency response codes that apparatus use when responding to a variety of incidents to minimize the potential for accident or injury to members of the department or the public.

POLICY

The Scarborough Fire Department is called upon to respond to a wide variety of calls for service. Some of those are of an urgent nature, and require an expedient response that must be conducted as safely as possible within Maine State Law and other sections of these SOP's. In many cases the call for service can and should be handled in a non-emergency response mode. Often a code 3 response is more dangerous than the incident to which the apparatus has been dispatched. The driver of the apparatus is ultimately responsible for the safety of that apparatus and the crew. The decision of which code response to use rests with the driver using the procedures listed below:

PROCEDURES

- A. The first priority of all responding emergency vehicles is to arrive at the scene safely.
- B. The emergency vehicle operator shall choose the response code when dispatched to a call. Selection of the response code shall be determined based on the nature and severity of the incident, weather and traffic conditions, time of day, and in accordance with Maine State Law Title 29A and Department SOPs.
- C. The operator may upgrade or downgrade the response code based on information received while enroute to the scene. The operator will inform dispatch of a code change enroute to a call, and will inform dispatch when responding Code 1 to a call.
- D. A Code 1 response will be used on all non emergency and non life threatening responses i.e. investigations (including odors or smoke in the area), service calls (including checking alarm systems or devices, checking burning permits, and box service), mulch fires, assisting the public or the police department, bomb scares, coverage calls and any other non

emergency and non life threatening situation. These calls may be upgraded to Code 3 should further information warrant the need.

- E. In those cases where a multi apparatus response has been initiated but then the dispatcher receives updated information such as a report from the scene that an alarm was caused by burnt food, all responding apparatus with the exception of the first due piece, shall reduce to a Code 1 response. The first due unit may respond Code 3 if necessary to verify the report and assume command of the incident.
- F. Upon arrival of the first unit and establishment of an Incident Commander, that IC shall investigate the situation and initiate an appropriate code response change to other responding apparatus as appropriate for the situation.
- G. When responding on an engine assist EMS emergency the senior licensed personnel shall advise the IC of the response code requested. The IC shall notify the responding rescue of the license level of the EMS provider on scene, a report on patient status, and the recommended code response.
- H. The driver may activate emergency lights for the limited purpose of warning motorists when entering or exiting the fire house on a Code 1 call.
- I. Once on scene or when operating in a dangerous location, such as hydrant shoveling, the driver may operate emergency lights as necessary to properly identify the apparatus for visibility and safety reasons.

DEFINITIONS

- A. **Code 1** – This code will be the Response of apparatus and call responders without the use of emergency lights and siren. Respond with the normal flow of traffic.
- B. **Code 3** – Use of Emergency Lights and Siren Responding to an emergency call or fire alarm in accordance with Maine State Law Title 29A and Department S.O.P.
- C. **IC** – Incident Commander.

RESPONSIBILITIES

It is the responsibility of all drivers of fire department apparatus in the Town of Scarborough to adhere to this policy at all times.

REFERENCES

- A. Maine State Law, MRS 29A
- B. N.F.P.A. 1002, 4.3.1

Plymo Vent System

Excerpt from Car 1's Friday Update 8/5/05

- **There is a change to the PlymoVent** instructions that I included in last weeks update. The hoses aren't long enough to connect before the trucks back into the station. Glen and George Oliver from our safety committee spent some time working with the system this week. They decided that the safest way to use the system is to just back the apparatus in with the help of your spotter, without attempting to attach the hose. Shut the apparatus down as soon as possible once inside. When the engine is warm after returning from a call, the exhaust isn't as bad as it is when they first start cold. It will be safer for our personnel not to attempt to hook the exhaust hose on the apparatus until the trucks are backed into the bay and have been shut down.

NEGLIGENCE AND THE EMERGENCY VEHICLE OPERATOR

This month, I will investigate negligence, its relationship to driving with due regard for the safety of all other users of the highway and how due regard and negligence affects you, the emergency vehicle operator. Negligence is "the habitual failure to do the required thing: careless in manner or appearance; neglectful indifference." The legal definition of negligence is described as; "Failure to use a reasonable amount of care, when such failure results in injury to another."

Now, we will take the legal definition of negligence, break it down further and define it. To the emergency vehicle operator, "failure to use" could encompass vehicle and traffic laws, SOPs, policies or actions that should have been used, but were not. An example would be driving without due regard. Next we have "a reasonable amount of care." Reasonable care is defined as the action that can be expected from a reasonable, prudent person with regard to a situation. When the situation involves human life and safety, only the highest degree of care against foreseeable danger is reasonable.

An example of an emergency vehicle operator not driving "with reasonable care," would be speeding through a red light and striking another vehicle while responding to a call. One might argue that the emergency vehicle operator could not have foreseen the danger. However, we know statistically that the vast majority of major apparatus accidents occur at intersections. You must come to a complete stop at red-lighted intersections. You must wait until the privilege of the right of way is granted to you. Make no mistake about it, being granted permission by the motoring public to cross a red-lighted intersection is a privilege, and a privilege we can ill afford to lose, due to our recklessness or negligence.

When you have been granted the right of way, and safely negotiate the intersection, then, and only then, have you satisfied the definition of reasonable care. To achieve your goal of getting the right-of-way at an intersection, you must drive aggressively, yet defensively, particularly in an urban environment. How do you accomplish this task? When I drove the fire apparatus in New York City, I frequently encountered a very busy intersection at the corner of Webster Avenue and Fordham Road in the Bronx. If I waited at this intersection for the right of way, I could be there forever. When confronted with this situation, you must nose out into the intersection aggressively, to let your presence be known and to define the seriousness of the situation, yet temper your actions with safety, common sense and defensive driving skills to satisfy the definitions of reasonable care and due regard.

Due regard is defined as how a "reasonably careful person, performing under similar circumstances would act in the same manor." These definitions are how you will be judged in a civil court of law.

Continuing with our breakdown of the negligence definition, we look at "when such failure." Failure is a negative result. This negative result is obvious in a major apparatus accident. The last part of the definition, "to another," means that the failure, that negative result, caused by you, the emergency vehicle operator, caused another person to have property damage, be injured or die.

We are living in the age of the lawsuit. Today there seems to be a widespread belief that the best way to get ahead in life is to sue someone. Even if the accident is the person's own fault, someone else has to pay for it. Here lies the deep pocket theory. The deep pocket theory is based on the mistaken belief that insurance companies, fire districts, municipalities, cities, public owned utilities and large corporations have deep pockets full of money ready to hand out to the public, every time the public wants to sue them. We know that this simply isn't the case. The money paid out in civil liability cases results in higher insurance premiums, higher taxes or higher utility rates for everyone. Every time someone goes to liability court and wins, it effects you and me.

What must be proven in civil court? In a lawsuit, the plaintiff (the person you hit) must prove the "defendant" (the emergency vehicle operator) was in some way negligent. This is some of the criteria that must be proven:

- The defendant had a duty to the plaintiff.
- The defendant breached that duty.
- The plaintiff suffered some injury or loss.

- The defendant's breach of the duty was the actual cause of the plaintiff's injury or loss.

Now, let us take a closer look at what must be proven in a negligence case as it relates to you, the emergency vehicle operator.

- The defendant (the emergency vehicle operator) had a duty to the plaintiff (all other users of the highway). The vehicle and traffic laws state that emergency vehicle operators have the duty to drive with due regard for the safety of all other users of the highway. So, yes you do have a duty to the plaintiff.
- The defendant (the emergency vehicle operator) breached that duty. If you get into a major apparatus accident, you probably have breached that duty.
- The plaintiff (the other users of the highway) actually suffered some injury or loss. If you have ever witnessed or seen pictures of a major apparatus accident, you know that the plaintiff probably suffered some injury or loss.
- The defendant's breach of duty was the actual cause of the plaintiff's injury or loss. In other words, the plaintiff's broken leg was a direct result of the defendant's breach of duty, and that the leg wasn't broken prior to the accident.

As you can see, a lawyer for the plaintiff would have a fairly easy time in civil court proving negligence on the part of the emergency vehicle operator. When you are brought into civil court by someone, they feel you were in some way negligent. They feel you breached your duty to them, and as a direct result of the accident, they were injured or suffered some loss. No jury can replace lives, but they can try to compensate the injured or their families with money.

Here is a case study that I have taken from the United States Fire Administration's Emergency Vehicle Operations Guide, that illustrates the importance of understanding due regard, reasonable care, due emergency and negligence. The headline reads, "Firefighter, Volunteer Fire Company and County Sued in Vehicle Accident"

While responding in the emergency mode (red lights and sirens) to a non-emergency wash down, a pumper attempted to pass a car stopped in the east bound lane, the fire engine's direction of travel. In the west bound lane, two cars were approaching the fire engine. When the first west bound car stopped, the car behind it skidded and the fire engine struck the skidding car, driven by a 17-year-old boy, killing him. The driver of the pumper, an eight-year veteran, was removed from driving duty following the crash. The parents of the victim have filed a lawsuit against the county, the volunteer fire company and the volunteer fire department's driver seeking damages in the sum of \$24 million. The parents of the victim have requested a jury trial, claiming the following in their eight count indictment:

Part 1: That the volunteer fire department's driver was driving in a negligent manner, and they are charging him with the failure to give full attention to the operation of his vehicle at a speed greater than reasonable and prudent. The failure to operate the vehicle within the proper lane of travel. The operation of his vehicle as an emergency vehicle when unnecessary to do so. Failure to maintain control of his vehicle. Failure to avoid striking the vehicle being operated by the deceased.

Part 2: The county failed to properly train and supervise firefighters who operate emergency fire trucks and equipment prior to and on the date of the accident. This resulted in the deceased being deprived of his life and his right to travel safely upon the public road. Damages are also being sought by the victim's parents (plaintiff) for the "great mental anguish, emotional pain and suffering," since the experience of their son's death.

The vehicle and traffic laws state that you may exceed the maximum speed limit, so long as you do not endanger life or property. As you can see, once you violate this provision of the law, it will be used against you as stated in this suit. As stated in the case study, the call the driver was responding to was a non-emergency wash down. The driver, whether it was his own choice or a department SOP, used his lights and siren (when it was not necessary to do so) on this non-emergency call. The definition of a true emergency is quite clear - a situation in which there is a high probability of death or serious injury to an individual or significant property loss and action by the emergency

vehicle operator may reduce the seriousness of the situation. No portion of this fire call fits the criteria for a true emergency.

In lawsuits involving emergency vehicle operation, the vehicle and traffic law says that you have a duty to drive with due regard for all other users of the highway. This section of the law has come back to haunt many an emergency vehicle operator after an accident. Do you know what your state law says? Maybe you should take the time to look at it. If you read it, you will see that the second you get involved in an accident, you have more than likely violated one of the conditions of the law.

TOWN OF SCARBOROUGH EMPLOYEE COMPUTER AND INTERNET USE RULES

These rules provide general guidelines and examples of prohibited uses for illustrative purposes but do not attempt to state all required or prohibited activities by users. Employees who have questions regarding whether a particular activity or use is acceptable should seek further guidance from the Director of Information Systems or Department Administrators.

Failure to comply with the Acceptable Use Policy, these rules and/or other established procedures or guidelines governing computer use may result in disciplinary action, up to and including discharge as outlined in Section 305 of the Personnel Ordinance. Illegal uses of the town's computers will also result in referral to law enforcement authorities.

A. Access to Town Computers, Networks and Internet Services

The level of access that employees have to town computers, networks and Internet services is based upon specific employee job requirements and needs.

B. Acceptable Use

Employee access to the town computers, networks and Internet services is provided for administrative, work-related activities, communication and research purposes consistent with the town's mission and goals. General rules and expectations for professional behavior and communication apply to the use of the town's computers, networks and Internet services.

Employees are to utilize the town computers, networks and Internet services for work-related purposes and performance of job duties. Incidental personal use of town computers is permitted as long as such use does not interfere with the employee's job duties and performance, with system operations or other system users.

"Incidental personal use" is defined as use by an individual employee for occasional personal communications. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures, guidelines and rules.

C. Prohibited Use

The employee is responsible for his/her actions and activities involving town computers, networks and Internet services and for his/her computer files, passwords and accounts. General examples of unacceptable uses which are expressly prohibited include but are not limited to the following:

1. Any use that is illegal or in violation of other town policies, including violations of copyright laws, etc.;
2. Any use involving materials that are obscene, pornographic, sexually explicit or sexually suggestive;
3. Use of the system to send or receive offensive messages, including but not limited to threats, discriminatory slurs (ethnic, sexual, etc.) obscene language, and harassment is prohibited. More specific language relating to such issues is found in the Town's policies on "Sexual Harassment" and "Threats and Violence in the Workplace.";
4. Any use for private financial gain, or commercial, advertising or solicitation purposes;
5. Any use as a forum for communicating by e-mail or any other medium with other town users or outside parties to solicit, proselytize, advocate or communicate the views of an individual or non-town-sponsored organization; to solicit membership in or support of any non-town-sponsored organization; or to raise funds for any non-town-sponsored purpose, whether for-profit or not-for-profit. No employee shall knowingly provide town e-mail addresses to outside parties whose intent is to communicate with town employees for non-town purposes. Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from appropriate administrator.
6. Any communication that represents personal views as those of the town or partisan political activities;
7. Employees will contact Information Systems before downloading or installing any software or hardware on town computers or the network;
8. Opening or forwarding any e-mail attachments (executable files) from unknown sources and/or that may contain viruses;
9. Sending mass e-mails or posting to the Intranet / Internet to town users or outside parties for non-town purposes without the permission of the Human Resource Director or System Administrator.
10. Any malicious use or disruption of the town's computers, networks and Internet services or breach of security features;
11. Any misuse or damage to the town unit's computer equipment;
12. Users will not attempt to gain unauthorized access to the town computer system or to any other computer system through the town computer system, or go beyond their authorized access. This

includes attempting to log in through another person's account or access another person's files. These actions are prohibited, even if only for the purposes of "browsing.";

13. Any communications that are in violation of generally accepted rules of network etiquette and/or professional conduct;
14. Deliberate attempts to access unauthorized sites;
15. Failing to report a known breach of computer security to the System Administrator;
16. Using town computers, networks and Internet services after such access has been denied or revoked; and
17. Any attempt to delete, erase or otherwise conceal any information stored on a town computer that violates these rules.

D. No Expectation of Privacy

The town retains control, custody and supervision of all computers, networks and Internet services owned or leased by the town unit. The town unit reserves the right to monitor all computer and Internet activity by employees and other system users. Employees have no expectation of privacy in their use of town computers, including e-mail messages and stored files.

E. Confidentiality of Information

Employees are expected to use appropriate judgment and caution in communications concerning clients and staff to ensure that personally identifiable information remains confidential.

F. Staff Responsibilities with Volunteers

Employees who utilize town computers with volunteers have a duty of care to supervise such use. Employees and volunteers are expected to be familiar with the town's policies and rules concerning computer and Internet use and to enforce them. When, in the course of their duties, employees/volunteers become aware of violations, they are expected to stop the activity and inform the Systems Administrator.

G. Compensation for Losses, Costs and/or Damages

The employee shall be responsible for any losses, costs or damages incurred by the town related to violations of the Acceptable Use Policy and these rules.

H. Town Unit Assumes No Responsibility for Unauthorized Charges, Costs or Illegal Use

The town assumes no responsibility for any unauthorized charges made by employees including but not limited to credit card charges, subscriptions, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

I. Employee Acknowledgment Required

Each employee authorized to access the town unit's computers, networks and Internet services is required to sign an acknowledgment form stating that they have read the Scarborough Use Policy and these rules. The acknowledgment form will be retained in the employee's personnel file.

TOWN OF SCARBOROUGH USE OF PERSONAL SOFTWARE/DISKETTES

No personal software, diskettes, CD-ROM or files can be brought in from home and loaded on to your computer unless you have received prior written approval from the Computer Management department.

**TOWN OF SCARBOROUGH
ANNUAL WRITTEN NOTIFICATION OF SEXUAL HARASSMENT POLICY**

SEXUAL HARASSMENT IS ILLEGAL UNDER STATE AND FEDERAL LAW

It is illegal for any employee to sexually harass another employee and for any supervisory employee to permit any act of sexual harassment in the workplace by anyone, whether or not an employee.

DEFINITION OF SEXUAL HARASSMENT UNDER STATE LAW

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- A. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- B. submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- C. such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

DESCRIPTION OF SEXUAL HARASSMENT

The following type of conduct is considered to be sexual harassment and is not permitted:

- A. Physical assaults of a sexual nature such as:
 - (1) rape, sexual battery, molestation or attempts to commit these assaults; and
 - (2) intentional physical conduct which is sexual in nature such as touching, pinching, patting, grabbing, brushing against another employee's body or poking another employee's body.
- B. Unwanted sexual advances, propositions or other sexual comments such as:
 - (1) sexually-oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience directed at, or made in the presence of, any employee who indicates, or has indicated, in any way that such conduct in his or her presence is unwelcome;
 - (2) preferential treatment, or promise of preferential treatment, to an employee for submitting to sexual conduct including soliciting, or attempting to solicit, any employee to engage in sexual activity for compensation or reward; and
 - (3) subjecting, or threats of subjecting, an employee to unwelcome sexual attention or conduct or intentionally making performance of that employee's job more difficult because of that employee's sex.
- C. Sexual discriminatory displays or publications anywhere in the town's the work environment by employees such as:
 - (1) displaying pictures, posters, calendars, graffiti, objects, promotional materials, reading materials or other materials that are sexually suggestive, sexually demeaning or pornographic, or bringing into the work environment or possessing any such material to read, display or view at work;

- (2) reading, or otherwise publicizing, in the work environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic; and
- (3) displaying signs or other materials purporting to segregate an employee by sex in any area of the workplace (other than restrooms and similar semi-private lockers/changing rooms).

INTERNAL COMPLAINT PROCEDURE

Any employee who believes he or she has been the subject of sexual harassment should report the incident or act immediately to his or her supervisor or to one of the following individuals: **HUMAN RESOURCES DIRECTOR or TOWN MANAGER**. The Town will promptly investigate all complaints. Each employee alleging sexual harassment will be requested, but not required, to put his or her complaint in writing. All information will be held in confidence and will be discussed only with those who have a need to know in order to either investigate or resolve the complaint. Any employee whom the Town determines has engaged in sexual harassment will be promptly disciplined. Disciplinary measures may consist of suspension or termination, depending upon the severity of the offense.

LEGAL RECOURSE THROUGH THE MAINE HUMAN RIGHTS COMMISSION

The Commission can be contacted at State House Station 51, Augusta, Maine 04333, telephone: 624-6050. Any employee who believes he or she has been subjected to sexual harassment may call or write the Maine Human Rights Commission to register a complaint. Any complaint must be filed with the Commission within 180 days of the act of harassment. Once a signed charge form has been received by the Commission, an investigation will be conducted and a determination will be made by the Commission of whether or not there are reasonable grounds to believe sexual harassment occurred.

If the Commission determines that sexual harassment did occur, it will attempt to resolve the situation between you and your employer through informal means. If informal means of resolution are unsuccessful, the Commission counsel may file a civil action on your behalf in Superior Court seeking appropriate relief.

MAINE HUMAN RIGHTS ACT PROTECTION AGAINST RETALIATION FOR COMPLAINING ABOUT SEXUAL HARASSMENT

Under the law, you may not be punished or penalized in any way for reporting, complaining about or filing a claim concerning sexual harassment, or for testifying in any proceeding brought by anyone else.

This notice is provided to all employees in compliance with 26 M.R.S.A. 807(2). If you have any questions regarding this notification, please ask your supervisor or contact your Human Resources Department.

**TOWN OF SCARBOROUGH
POLICY ON WORKPLACE THREATS AND VIOLENCE**

Adopted June 7, 2000

The safety and security of employees of the Town of Scarborough and also the public who conducts business in the various municipal buildings is of paramount importance to the Town. Therefore, threats, threatening behavior, or acts of violence against or by employees, visitors, guests, or other individuals on Town property will not be tolerated. Violations of this policy may lead to disciplinary action of employees, which may include dismissal, and may lead to arrest and prosecution of employees or others.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on Town property will be removed from the premises as quickly as safety permits. The Town will initiate any actions necessary to ensure that employees and the public are safe on Town property.

All Town personnel are responsible for notifying the town representative designated below of any threats that they have witnessed, received, or have been told that another person has witnessed or received. Even without an actual threat, personnel should also report any behavior they have witnessed that they regard as threatening or violent when that behavior is job-related or might be carried out on a Town-owned site, or is connected to Town employment. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior. If the designated town representative is not available, personnel should report the threat to their supervisor or the Town Manager.

All individuals who apply for or obtain a protective or restraining order which lists any Town location as being a protected area must provide to the designated town representative a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent.

The Town of Scarborough understands the sensitivity of information regarding threats or threatening behavior and will recognize and respect the privacy of the reporting employee(s) or citizen(s), to the extent permitted by law.

The designated town representative is the Director of Human Resources (883-7788).

**TOWN OF SCARBOROUGH
DRUG / ALCOHOL FREE WORKPLACE POLICY**

Public Law 100-690, Title V, Subtitle D requires all municipalities to maintain a drug-free workplace. The Town of Scarborough has established the following policy:

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Town of Scarborough's workplace. As a condition of employment with the Town, all employees will abide by the terms of the policy and notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. The Town of Scarborough, within thirty (30) days of receiving notice with respect to any employee who is so convicted, will take one of the following actions:

1. Take appropriate personnel action against such an employee up to, and including, discharge;

and / or

2. Require such employee to participate satisfactorily in a drug-alcohol abuse rehabilitation program approved for such purposes by a Federal, State, local health, law enforcement or other appropriate agency.

TOWN OF SCARBOROUGH Smoking Policy

In accordance with the provisions of the Workplace Smoking Act of 1985 and M.R.S.A. 1541-1545 enacted by PL 1993, Chapter 342 and effective January 1, 1994, the Town of Scarborough has adopted a Smoking Policy. Effective January 1, 1994, smoking will be prohibited in all Municipal Buildings and Vehicles.

It is the policy of the Town of Scarborough to provide a safe and healthful place of business for Town employees and citizens. Smoking will, therefore, be strictly prohibited within all Town-owned buildings including offices, hallways, waiting rooms, restrooms, lunchrooms, meeting rooms and all community areas. This policy applies to all employees, citizens and other visitors.

TOWN OF SCARBOROUGH BLOOD EXPOSURES / NEEDLE STICKS

Employees in any of our departments could suffer blood exposures or needle sticks, although the most common areas are probably Police and Rescue. It is important for all of our employees to know that, in either of these cases, they should seek immediate medical assistance. In fact, it is important, if at all possible, to see a medical professional within two hours of such an incident so that testing and treatment can commence should the physician deem that appropriate.

Employees are to contact Occupational Health and Rehabilitation (OH&R) at 774-7751 for an immediate appointment. If that is not possible (time of the day or day of the week), the employee should visit the Maine Medical Center emergency room, Mercy Hospital emergency room, or Brighton First Care immediately. Human Resources should be contacted the next business day so that appropriate paperwork can be completed and a follow-up visit to OH&R can be arranged.

Because of the life threatening nature of blood exposures and needle sticks, employees should not take these circumstances lightly. Contact Human Resources with any questions at 883-7788.

Engine 1

The instructor will give a brief overview of equipment carried on apparatus, its location and proper terminology. There will also be an explanation of the apparatus running assignment, riding on and working off the truck.

(Please check each box when completed)

___ Cab Seating / Riding Positions / Portables / Hand Lights / SCBA's, etc....

___ District / Apparatus Running Assignments

___ Brief Overview of Pump Panel

___ Compartment 1 / Driver's Compartment

___ Compartment 2 / Driver's Side Rear

___ High Side Compartments

___ Rear Compartments

___ Passenger Side Rear Compartment

___ Passenger Side Front Compartment

___ Cross Lays and Hose Bed

___ Deck Gun and Ground Ladders

Date Completed: ____/____/____

Instructor's Signature: _____

Employee's Signature: _____

Ladder 2

The instructor will identify the function and demonstrate how the following types of ground ladders are carried, positioned, raised and lowered.

(Please check each box when completed)

- ☐ Compartment 1 / Driver's Compartment
- ☐ Compartment 2 / Driver's Side Rear
- ☐ Passenger Side Rear Compartment
- ☐ Passenger Side Front Compartment
- ☐ Folding /Attic
- ☐ Roof
- ☐ Extension
- ☐ Straight / Wall
- ☐ Aerial
- ☐ Explain and Demonstrate Ladder Locations on Apparatus
- ☐ Describe Length and Use of Each Type of Ladder

*****This is an informal basic class of orientation and does not certify the new member in any formal type of firefighting level or state certification*****

Date Completed: ____/____/____

Instructor's Signature: _____

Employee's Signature: _____

Tank 2

(Please check each box when completed)

__ Rules of Response

__ Crew Size

__ Overview of all Compartments and Medical Equipment

Explanation of Specialty Equipment:

__ Pump

__ Stokes

__ Floating Pump

__ Sump Pumps

__ Generator & Spot Lights

__ Mark III Forestry Pump

__ Forestry Bags

__ 4 Wheel Drive Applications

__ Towing Marine Units

__ Grass Fire Calls

Date Completed: ____/____/____

Instructor's Signature: _____

Employee's Signature: _____

Marine 1

(Please check each box when completed)

__Dispatch Procedure

__Response Area

__Overview of how boats operate together

__ Ocean calls

__Inland Calls

__Review of Marine Response from SOP's

__Boat Capacity

__Number of Persons

__Weight Limits

__Fuel

__Oil

__Electronics

__VHF Radio

__Marine radio

__Phone

__GPS

__Radar

__Spot Lights

__Running Lights

__Life Vests & Personal Protective Equipment

__Tow Ropes, Safety Lines

__Crew Size

__Command Procedure

Date Completed: ____/____/____

Instructor's Signature: _____

Employee's Signature: _____

Engine 3

The instructor will give a brief overview of equipment carried on apparatus, its location and proper terminology. There will also be an explanation of the apparatus running assignment, riding on and working off the truck.

(Please check each box when completed)

___ Cab Seating / Riding Positions / Portables / Hand Lights / SCBA's, etc....

___ District / Apparatus Running Assignments

___ Brief Overview of Pump Panel

___ Compartment 1 / Driver's Compartment

___ Compartment 2 / Driver's Side Rear

___ High Side Compartments

___ Rear Compartments

___ Passenger Side Rear Compartment

___ Passenger Side Front Compartment

___ Cross Lays and Hose Bed

___ Deck Gun and Ground Ladders

Date Completed: ____/____/____

Instructor's Signature: _____

Employee's Signature: _____

Engine 4

The instructor will give a brief overview of equipment carried on apparatus, its location and proper terminology. There will also be an explanation of the apparatus running assignment, riding on and working off the truck.

(Please check each box when completed)

___ Cab Seating / Riding Positions / Portables / Hand Lights / SCBA's, etc....

___ District / Apparatus Running Assignments

___ Brief Overview of Pump Panel

___ Compartment 1 / Driver's Compartment

___ Compartment 2 / Driver's Side Rear

___ High Side Compartments

___ Rear Compartments

___ Passenger Side Rear Compartment

___ Passenger Side Front Compartment

___ Cross Lays and Hose Bed

___ Deck Gun and Ground Ladders

Date Completed: ____/____/____

Instructor's Signature: _____

Employee's Signature: _____

Tank 4

(Please check each box when completed)

__ Rules of Response

__ Crew Size

__ Overview of all Compartments and Medical Equipment

Explanation of Specialty Equipment:

__ Pump

__ Stokes

__ Floating Pump

__ Sump Pumps

__ Generator & Spot Lights

__ Mark III Forestry Pump

__ Forestry Bags

__ 4 Wheel Drive Applications

__ Marine Calls

__ Grass Fire Calls

Date Completed: ____/____/____

Instructor's Signature: _____

Employee's Signature: _____

Marine 4

(Please check each box when completed)

__Dispatch Procedure

__Response Area

__Overview of how boats operate together

__ Ocean calls

__Inland Calls

__Review of Marine Response from SOP's

__Boat Capacity

__Number of Persons

__Weight Limits

__Fuel

__Oil

__Electronics

__VHF Radio

__Marine radio

__Phone

__GPS

__Radar

__Spot Lights

__Running Lights

__Lift Vests & Personal Protective Equipment

__Tow Ropes, Safety lines and Dock Lines

__Crew Size

__Command Procedure

Date Completed: ____/____/____

Instructor's Signature: _____

Employee's Signature: _____

Engine 5

The instructor will give a brief overview of equipment carried on apparatus, its location and proper terminology. There will also be an explanation of the apparatus running assignment, riding on and working off the truck.

(Please check each box when completed)

___ Cab Seating / Riding Positions / Portables / Hand Lights / SCBA's, etc....

___ District / Apparatus Running Assignments

___ Brief Overview of Pump Panel

___ Compartment 1 / Driver's Compartment

___ Compartment 2 / Driver's Side Rear

___ High Side Compartments

___ Rear Compartments

___ Passenger Side Rear Compartment

___ Passenger Side Front Compartment

___ Cross Lays and Hose Bed

___ Deck Gun and Ground Ladders

Date Completed: ____/____/____

Instructor's Signature: _____

Employee's Signature: _____

Tank 1

The instructor will give a brief overview of equipment carried on apparatus, its location and proper terminology. There will also be an explanation of the apparatus running assignment, riding on and working off the truck.

(Please check each box when completed)

___ Cab Seating / Riding Positions / Portables / Hand Lights / SCBA's, etc....

___ District / Apparatus Running Assignments

___ Brief Overview of Pump Panel

___ Compartment 1 / Driver's Compartment

___ Compartment 2 / Driver's Side Rear

___ High Side Compartments

___ Rear Compartments

___ Passenger Side Rear Compartment

___ Passenger Side Front Compartment

___ Cross Lays and Hose Bed

___ Deck Gun and Ground Ladders

Date Completed: ____/____/____

Instructor's Signature: _____

Employee's Signature: _____

Command Van

Engine 6

The instructor will give a brief overview of equipment carried on apparatus, its location and proper terminology. There will also be an explanation of the apparatus running assignment, riding on and working off the truck.

(Please check each box when completed)

___ Cab Seating / Riding Positions / Portables / Hand Lights / SCBA's, etc....

___ District / Apparatus Running Assignments

___ Brief Overview of Pump Panel

___ Compartment 1 / Driver's Compartment

___ Compartment 2 / Driver's Side Rear

___ High Side Compartments

___ Rear Compartments

___ Passenger Side Rear Compartment

___ Passenger Side Front Compartment

___ Cross Lays and Hose Bed

___ Deck Gun and Ground Ladders

Date Completed: ____/____/____

Instructor's Signature: _____

Employee's Signature: _____

Ladder 1

The instructor will identify the function and demonstrate how the following types of ground ladders are carried, positioned, raised and lowered.

(Please check each box when completed)

- ☐ Compartment 1 / Driver's Compartment
- ☐ Compartment 2 / Driver's Side Rear
- ☐ Passenger Side Rear Compartment
- ☐ Passenger Side Front Compartment
- ☐ Folding / Attic
- ☐ Roof
- ☐ Extension
- ☐ Straight / Wall
- ☐ Aerial
- ☐ Explain and Demonstrate Ladder Locations on Apparatus
- ☐ Describe Length and Use of Each Type of Ladder

*****This is an informal basic class of orientation and does not certify the new member in any formal type of firefighting level or state certification*****

Date Completed: ____/____/____

Instructor's Signature: _____

Employee's Signature: _____

Canteen

Engine 7

The instructor will give a brief overview of equipment carried on apparatus, its location and proper terminology. There will also be an explanation of the apparatus running assignment, riding on and working off the truck.

(Please check each box when completed)

___ Cab Seating / Riding Positions / Portables / Hand Lights / SCBA's, etc....

___ District / Apparatus Running Assignments

___ Brief Overview of Pump Panel

___ Compartment 1 / Driver's Compartment

___ Compartment 2 / Driver's Side Rear

___ High Side Compartments

___ Rear Compartments

___ Passenger Side Rear Compartment

___ Passenger Side Front Compartment

___ Cross Lays and Hose Bed

___ Deck Gun and Ground Ladders

Date Completed: ____/____/____

Instructor's Signature: _____

Employee's Signature: _____

Squad 7

The instructor will give a brief overview of equipment carried on apparatus, its location and proper terminology. There will also be an explanation of the apparatus running assignment, riding on and working off the truck.

(Please check each box when completed)

___ Cab Seating / Riding Positions

___ District / Apparatus Running Assignments

___ Brief Overview of Interior / Rear of Apparatus

___ Driver's Side Front Compartment

___ Driver's Side Rear Compartment

___ High Side Compartments

___ Rear Compartments

___ Passenger Side Rear Compartment

___ Passenger Side Front Compartment

___ Extrication Equipment

___ Water Rescue Equipment / Haz-Mat Equipment

Date Completed: ____/____/____

Instructor's Signature: _____

Employee's Signature: _____

Engine 2

The instructor will give a brief overview of equipment carried on apparatus, its location and proper terminology. There will also be an explanation of the apparatus running assignment, riding on and working off the truck.

(Please check each box when completed)

___ Cab Seating / Riding Positions / Portables / Hand Lights / SCBA's, etc....

___ District / Apparatus Running Assignments

___ Brief Overview of Pump Panel

___ Compartment 1 / Driver's Compartment

___ Compartment 2 / Driver's Side Rear

___ High Side Compartments

___ Rear Compartments

___ Passenger Side Rear Compartment

___ Passenger Side Front Compartment

___ Cross Lays and Hose Bed

___ Deck Gun and Ground Ladders

Date Completed: ____/____/____

Instructor's Signature: _____

Employee's Signature: _____

Service Truck

Special District Hazards

___ Turnpike

___ Railroad Crossings

___ Airport Box

___ Bodies of Water

___ Chemical Facilities

___ High Rise Buildings

___ Nursing Homes

___ Mutual Aid Response

___ Other _____

Date Completed: ____/____/____

Instructor's Signature: _____

Employee's Signature: _____

RESPONDING TO ALARMS IN PERSONAL VEHICLES

- A. Members of the Scarborough Fire Department who respond to incidents in their personal vehicles are not conferred with any special privileges regarding speed, rules of the road and traffic laws.
- B. Members shall obey all speed limits, traffic signals and exercise good driving habits while responding to an alarm.
- C. Members responding to an incident in their personal vehicles and passing through a fire line or traffic block shall properly identify themselves if requested.
- D. All firefighters/EMS personnel will park their private vehicles on the same side of the road, or in a manner which would not impede the flow of incoming apparatus or the egress of rescue units. At no time shall firefighters and/or EMS personnel's vehicles be parked on both sides of the roadway.
- E. Firefighters/EMS personnel will not attempt to travel down roads which have been closed to private vehicles by the appropriate authorities. This is to insure the easy movement of emergency traffic, additional equipment and for the safe flow of traffic.

RESPONDING TO ALARMS IN FIRE DEPARTMENT APPARATUS

- BB. Fire Department vehicles shall only be operated by members who have successfully completed an approved driver training program such as AVOC or EVOC, or by student drivers who are under the direct supervision of a qualified driver.
- CC. There shall not be more members riding in the cab or jump seat area than there is seating space provided.
- DD. Drivers shall not move a Fire Department vehicle until all riders are seated and seat belted.
- EE. Standing while riding is prohibited. Members actively performing necessary emergency medical care while the vehicle is in motion shall use extreme caution and limit the time they are unbelted as much as possible to effectively render EMS care.
- FF. Members shall not ride on any running board or the rear step of any apparatus.
- GG. No apparatus shall back up at any time without the use of a spotter, when personnel are available. [See SOP # 2130]
- HH. No person is to get on or off the apparatus while it is in motion.
- II. No persons are to enter or exit the truck bays through the overhead doorway if the truck is running.
- JJ. No unauthorized persons shall be allowed to ride on any piece of Scarborough Fire Department apparatus without the written permission of the Fire Chief or his designee.

USE OF RED LIGHTS BY DEPARTMENT MEMBERS

For any member to use a red light when responding on calls with the Scarborough Fire Department must first apply for a red light permit with the Fire Chief. The member must be of badge status and in good standing in his/her company.

ARRIVAL ON SCENE

Report to your company truck

Await instructions and supervision

DO NOT OPERATE ABOVE THE SCOPE OF YOUR TRAINING

POST INCIDENT

Truck and equipment cleanup, hose and water reloading.
debriefing

Sign in for payroll

Dismissed by Officer or person in charge

ORIENTATION CHECKLIST

I. Department Orientation

- ☐ 1000 - Introduction
- ☐ 1300 - Ethics
- ☐ 1150 - Student Live-In Firefighter Program
- ☐ 1310 - Call Pay
- ☐ 1320 - Training Pay
- ☐ 1361 - HIPPA
- ☐ 1360 - Policy on Privacy Training
- ☐ Training Division
- ☐ Personal Protective Equipment
- ☐ 1125 - National Incident Management System (NIMS)
- ☐ Incident reports
- ☐ 3020 - Safe Vehicle Position and Traffic Control
- ☐ 3610 - Lock Out / Tag Out
- ☐ 2130 - Apparatus Backing & Spotting
- ☐ Town Policies
- ☐ Hearing Conservation
- ☐ Sexual Harassment
- ☐ Respiratory protection (over view)
- ☐ Infectious disease (over view)
- ☐ Information & Training
- ☐ Hazardous Materials
- ☐ Personal Alert Safety System (PASS)
- ☐ Employee Exit Policy

II. Company Orientation

- ☐ 2015 - Station Parking
- ☐ Hazardous Communications
- ☐ Station Security
- ☐ Emergency Action Plan
- ☐ Station Specific Apparatus
- ☐ Special District Hazards
- ☐ Personal Vehicle Response
- ☐ Riding on Apparatus
- ☐ Arrival on Scene
- ☐ Post Incident

☐ Student has received a copy of all orientation information

Student name	Signature	Date
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Instructor name	Signature	Date
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Company Captain	Signature	Date
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