

Fuller Road Fire Department, Inc.

STANDARD OPERATING GUIDELINE

NUMBER 02-22 **EFFECTIVE:** 05/01/02 **UPDATED**

ISSUED BY: Office of the Chief **PAGE:** 1 of 1

SUBJECT: Personal Protective Equipment

- All firefighters shall be issued the following personal protective equipment (PPE):

Helmet	Firefighter gloves
Turnout Coat	Protective hood
Turnout Pants	Flashlight
Bunker Boots	Supplemental eye protection

- All PPE purchased by the fire department will meet or exceed all current NFPA and OSHA standards at time of purchase.
- It shall be the responsibility of the firefighter to ensure that their assigned PPE is in proper working order at all times. If a firefighter has a problem with an item of PPE, the firefighter shall notify a line officer immediately, to have item repaired or replaced.
- If a firefighter's turnout gear is deemed in need of cleaning by the Chief, the firefighter shall make arrangements to have gear cleaned. If the firefighter fails to clean the gear in a timely manner, the chief may take the gear out of service and have it cleaned.
- All firefighters responding on apparatus to a fire call shall have all of their assigned PPE available to them.
- Long turnout coats and hip boots will only be permitted for exterior firefighters.

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STANDARD OPERATING GUIDELINE

NUMBER 04-23 **EFFECTIVE:** 04/01/04 **UPDATED**

ISSUED BY: Office of the Chief **PAGE:** 1 of 1

SUBJECT: Probationary firefighters

- While on probationary status, firefighters will not be allowed to participate in the following activities:
 - Interior fire attack
 - Search and rescue
 - Interior and/or vertical ventilation
 - Operation of power tools and hydraulic equipment
 - Chauffeur position/training
 - FAST team member
- Probationary firefighters that are less than 18 years of age may be taken off line at any time at the request of the firefighter's parent(s) and/or the Chief of the Fire Department.
- Probationary firefighters will be allowed to participate in training exercises under the direct supervision of a training officer or senior member of the department.

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STANDARD OPERATING GUIDELINE

NUMBER 04-24 **EFFECTIVE:** 10/01/04 **UPDATED**

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SUBJECT: Physicals

- All new firefighters will receive medical clearance from Access Health prior to being issued PPE, or being allowed to participate in any operations or training. All new firefighters will be required to get a fit test prior to using any SCBA.
- All firefighters will receive their required physicals during the months of January, February, and March. Per the by-laws of the fire department, any firefighter who does not get a physical as required will be taken off-line.
- The Chiefs of the fire department as well as the safety committee can request a firefighter get a fit test as needed.
- After their initial medical clearance, firefighters will be allowed to see their own physician for their required physicals. The physician will be required to complete a fire department medical clearance form for the firefighter that will list any restrictions.
- All fire department physicals will be performed based on applicable NFPA standards.

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STANDARD OPERATING GUIDELINE

NUMBER 96-01 **EFFECTIVE** 01/01/96

UPDATED 04/01/04

ISSUED BY: Office of the Chief

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SUBJECT: Emergency Vehicle Operations

- All Fire Department vehicles shall be operated by members who are fully trained and certified in the vehicle's proper operation by the Officers.
- Drivers of Fire Department vehicles shall have a valid New York State Drivers License.
- Apparatus shall always be operated in a safe and prudent manner, in accordance with the New York State vehicle and Traffic Law, and any additional safety guidelines provided by the Chief.
- Responding apparatus should not exceed the posted speed limit by more than 10 miles per hour.
- Whenever possible all operators and riders are encouraged to use seat belts while apparatus is in motion.
- No member shall operate any Department vehicle when the members ability to operate such vehicle is in fact impaired by alcohol or any other drugs.
- Riding on the tail steps of apparatus or in any other exposed positions shall be specifically prohibited.
- All apparatus drivers shall have turnout gear available to them. (Either personal or gear on apparatus)
- Any Fire Department vehicle found to be unsafe shall be placed out of service until repaired. After being repaired the vehicle shall be inspected prior to being placed into service.

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STANDARD OPERATING GUIDELINE

NUMBER 96-01 **EFFECTIVE** 01/01/96

UPDATED 03/01/04

ISSUED BY: Office of the Chief

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SUBJECT: Emergency Vehicle Operations

- Any motor vehicle accident involving a Departmental vehicle shall be reported to a Chief and to the local Police Department immediately. If an accident occurs within the Town of Colonie, the Traffic Safety Division of the Colonie Police Department will respond. If an accident occurs, the vehicle will not be moved until advised to do so by the Police Department or by a Chief. (Unless vehicle is in a dangerous position.)
- Before a piece of apparatus is backed up, the Officer (or Acting Officer) in the front seat (or His/Her designee), shall report to the rear of the apparatus to assist the driver and act as a spotter. The spotter shall be visible in the drivers-side rear mirror.

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STANDAND OPERATING GUIDELINE

NUMBER 96-03

EFFECTIVE 01/01/96

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SUBJECT: Apparatus Driver Training & Qualification

- If a firefighter wants to become qualified to drive and operate apparatus, in most cases they will be trained and qualified in the following order: M-414, EMS-3, E-411, Rescue 3, E-410, & Truck 3.
- Personnel can be taken out on driver training by any member who is qualified on that piece of apparatus.
- The Chief will designate which Officers will be able to qualify personnel on equipment.
- Prior to being qualified, all prospective chauffers must show proficiency in the use and operation of the apparatus and equipment.
- When apparatus is taken out or service for driver training, communications shall be notified and be indicated on the Fire Department call board. When apparatus is in service for driver training, it shall be indicated on the Fire Department call board.

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STANDARD OPERATING GUIDELINE

NUMBER 96-06 **EFFECTIVE** 01/01/96

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SUBJECT: Accountability Program

In an effort to comply with various protocols and to insure the members safety at large scale incidents, the active officers have adopted the Town of Colonie Accountability Program. The program includes the distribution of two accountability tags to each Firefighter and a riding board in each apparatus.

- The riding board will be positioned so that it is accessible to both the front and rear area's of the cab. The crew members and the Officer will place their tags in the proper location on the board.
- The second tag issued to each Firefighter will be used as personnel identification and/or be placed on an incident board if the incident requires this.
- This system will be used at all Fire and Rescue responses as well as training situations. It is not necessary to use for EMS calls unless you are wearing turn-out gear or the officer of EMS-3 deems it necessary to use the system.

Fuller Road Fire Department, Inc.

STANDARD OPERATING GUIDELINE

NUMBER 96-07 **EFFECTIVE** 01/01/96

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SUBJECT: Incident Command System

The Fuller Road Fire Department shall operate under the adopted Town of Colonie Incident Command System at all Fires, Rescues, & Training sessions. Details of the system are included in the Town of Colonie Incident Command System - Standard Operating Procedure.(Appendix A)



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STANDARD OPERATING GUIDELINE

NUMBER 96-02 **EFFECTIVE** 01/01/96 **UPDATED** 03/01/97

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SUBJECT: Carbon Monoxide Alarms

The Fire Department's objective at Carbon Monoxide Alarms is to secure the scene, interview and/or treat any occupants, and initially test the atmosphere of the building, until an agency with more sophisticated metering equipment arrive to determine the Carbon Monoxide level(ppm).

The following guidelines should be used:

- Remove any occupants from the building
- Assess occupants for any medical symptoms. (Treat if any are present.)
- If occupants have any medical symptoms, or if initial readings are greater than 35ppm, no firefighters are to enter the structure without SCBA.
- Seal building as well as possible until Fire Prevention and/or Niagara Mohawk arrive to verify initial readings.
- Once the Incident Commander verifies that there are not any building occupants with medical symptoms, it is recommended to downgrade responding equipment to P-2.

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STANDAND OPERATING GUIDELINE

NUMBER 97-05 **EFFECTIVE** 01/01/97 **UPDATED** 04/01/02

ISSUED BY: Office of the Chief **PAGE:** 1 of 1

SUBJECT: Interior / Exterior Program

In an effort to alleviate needless restrictions upon individuals, the Active Officers have developed an Interior / Exterior system of requirements for members.

INTERIOR FIREFIGHTER

The requirements to be an **Interior (SCBA) Firefighter** are as follows:

- The Firefighter must get an OSHA approved physical examination at intervals stipulated by the Physician or Fire Department.
- The Firefighter must get a SCBA seal/fit test as required.

HAZARDOUS MATERIALS RESPONDER

The requirements to be a **Hazardous Materials Responder** are the same as **Interior Firefighter** except as follows:

- The Firefighter must be at a minimum training level of Hazardous Materials - First Responder Operations.

EXTERIOR

If the Firefighter does not meet the requirements for **Interior** or **Hazardous Materials Responder**, they will be considered an **Exterior Firefighter**.

- The Exterior Firefighter must get a physical examination at intervals stipulated by the Physician or the Fire Department.

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STANDARD OPERATING GUIDELINE

NUMBER 97-08 **EFFECTIVE** 01/01/97 **UPDATED**

ISSUED BY: Office of the Chief **PAGE:** 1 of 1

SUBJECT: Confined Space Incidents

- The Fuller Road Fire Department will respond in an awareness mode to any Confined Space Incident.
- The function of the Department will be that of a support role.
- Upon indication that the incident is a Confined Space Emergency, the Incident Commander shall request the Town of Colonie Confined Space Rescue Team, which consists of Latham Fire Department, Verdoy Fire Department, Colonie Fire Prevention and Investigation, and Colonie EMS.
- Under no circumstances should Fuller Road Fire Department personnel enter a confined space without performing atmospheric monitoring.
- At no time should Fuller Road Fire Department personnel enter a confined space without some type of retrieval system in place.

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STANDARD OPERATING GUIDELINE

NUMBER 97-09

EFFECTIVE 01/01/97

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PAGE: 1 of 1

SUBJECT: Hose Tests

- This Department shall annually test all fire hose that is in service. Both on apparatus and spare hose.
- The hose shall be tested in accordance with NFPA standard 1962. (Appendix B)

Fuller Road Fire Department, Inc.

STANDARD OPERATING GUIDELINE

NUMBER 97-10 **EFFECTIVE** 01/01/97 **UPDATED**

ISSUED BY: Office of the Chief

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SUBJECT: Ropes

- All ropes shall be stored in clean, dry areas. All ropes on apparatus shall be stored in rope bags.
- Rope bags shall also contain appropriate hardware, such as carabiners, pulleys, and ascenders.
- Red rope bags will constitute life-saving rope. Black rope bags will constitute utility rope.
- Any life-saving rope that withstands an impact load, shall be put in the category of utility rope.
- Any rope or hardware that is purchased will conform with NFPA standards.

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STANDARD OPERATING GUIDELINE

NUMBER 97-11 **EFFECTIVE** 01/01/97 **UPDATED**

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SUBJECT: Boat-3 Operations

- Anytime there is a request made for Boat-3, the boat, oars, motor, fuel can, rope bags, and personnel flotation devices will be loaded into M-414.
- The boat should be loaded in the bed of M-414 bottom down, with the rear of the boat against the tool box and the front of the boat tied down.
- Accountability boards shall be monitored by the Incident Commander or the Safety Officer.
- Personnel should wear appropriate gear or clothing to meet the needs of the incident. It is *not* recommended to wear turn out gear while in the boat or in the area of the water.
- All personnel both in the boat and in the area of the water shall be wearing pfd's.
- For transportation purposes, a maximum of three people will occupy the vessel.
- For rescue purposes, a maximum of two people will occupy the vessel.
- At least one occupant of the vessel should have a portable radio and a rope bag.

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STANDARD OPERATING GUIDELINE

NUMBER 97-12 **EFFECTIVE** 01/01/97 **UPDATED**

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SUBJECT: Motor-Vehicle Accidents

- Apparatus should be parked in such a way as to protect the accident scene.
- All personnel operating in immediate proximity to the accident scene shall be wearing full protective gear, including eye protection.
- Whenever possible, battery cables shall be removed to disable the vehicles electrical system.
- Any fluids spilled on the accident scene shall be absorbed or adsorbed by Speed-E-Dry or adsorbent pads. No wash down activities shall take place.
- Before any extrication procedures take place, the vehicle shall be stabilized and a charged hand line shall be in place.

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STANDARD OPERATING GUIDELINE

NUMBER 97-13 **EFFECTIVE** 01/01/97 **UPDATED**

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SUBJECT: New Active Members

- All new active firefighters will be assigned a Lieutenant for their probationary period. This Lieutenant will monitor the new firefighters progress and advise them of any pertinent information. Such as: Physical exam, Hepatitis B vaccination, training requirements, etc.
- While on probation, firefighters should not ride on the first responding piece of apparatus or on specialty pieces of apparatus to mutual aid calls.(Without expressed permission of the Officer of the apparatus.)
- All new active firefighters shall attend New York State Firefighting Essentials or New York State Basic Firefighting course (Training 2000) within their first year of membership.
- As per the response policy - Firefighters without Hazardous Materials Operations level or greater, will not ride on the first responding piece of apparatus to Hazardous Materials incidents.
- While on probation, firefighters are encouraged to attend as many training sessions as possible.

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STANDARD OPERATING GUIDELINE

NUMBER 97-14 **EFFECTIVE** 01/01/97 **UPDATED**

ISSUED BY: Office of the Chief **PAGE:** 1 of 1

SUBJECT: Hazardous Materials Responses

- The Fuller Road Fire Department shall respond to Hazardous Materials incidents in accordance with the Town of Colonie Hazardous Materials Response Plan.
- This Department shall respond at an Operations training level as to perform in a defensive posture and support higher trained agencies.
- Firefighters that are not trained to the First Responder Operations level shall not ride on the first piece of equipment responding to a Hazardous Materials incident.
- The Incident Commander for any Hazardous Materials Incident will be trained to a minimum of First Responder Operations level, with specific training in the Town of Colonie Incident Command system as it relates to Hazardous Materials incidents.
- Any personnel trained higher than the First Responder Operations level may work with other higher trained agencies as needed.
- No wash down activities shall take place. All materials will be absorbed or adsorbed.
- All pieces of apparatus will be equipped with a current North American Emergency Response Guide.
- If at any time a member is exposed to a Hazardous Material, that member shall immediately inform their supervisor, who shall inform the Incident Commander, Operations Officer, Safety Officer, and Medical Command. At the conclusion of the incident the safety officer shall ensure that an exposure report is filled out by the exposed member.

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STANDARD OPERATING GUIDELINE

NUMBER 97-15 **EFFECTIVE** 01/01/97 **UPDATED**

ISSUED BY: Office of the Chief

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SUBJECT: Safety Officers

- All active members of the Safety Committee may fulfill the role of Safety Officer for a given incident.
- The Safety Officer shall report directly to the Incident Commander with any specific safety concerns.
- The Safety Officer has the authority to suspend any actions that he/she feels are immediately dangerous to the life and health of responders or civilians. If any action is suspended, the Safety Officer must immediately notify the Incident Commander of this action.
- In the event of a large scale incident or no safety committee members are present, any of the Town of Colonie Emergency Services Operations officers are capable of fulfilling the Safety Officer role.

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STANDARD OPERATING GUIDELINE

NUMBER 97-16 **EFFECTIVE** 01/01/97 **UPDATED** 04/01/02

ISSUED BY: Office of the Chief

PAGE: 1 of 1

SUBJECT: Emergency Scene Operations

- Apparatus will respond in accordance with the posted Fire Department running card.
- The first unit to arrive on scene should establish command and give an arrival report.
- All efforts should be made to allow specialty apparatus to position in front of the building.
- Crews on responding apparatus should remain on board the apparatus until given an order by the officer of that piece of apparatus.
- Upon arrival, the officer shall have the accountability board ready for the Incident Commander or the Safety Officer.
- All efforts should be made to have interior firefighters occupy the seats where SCBA are mounted.
- SCBA should be donned at any time the crew may be exposed to a hazardous atmosphere.(Including: smoke, chemicals, reduce oxygen atmosphere, etc.)
- When a crew is given a particular assignment, they should equip themselves with the proper tools to complete the task.
- The minimum diameter hoseline that should be pulled for a fire condition is 1 3/4". (Excluding: brush, grass, and mulch fires.)
- All chauffeurs shall be prepared to act as a crew member in instances when the apparatus is not going to be utilized.

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STANDARD OPERATING GUIDELINE

NUMBER 97-17 **EFFECTIVE** 01/01/97 **UPDATED** 04/02/02

ISSUED BY: Office of the Chief **PAGE:** 1 of 2

SUBJECT: EMS First Response

- The role of this Department in an EMS capacity, is to provide medical attention until Colonie EMS arrives on scene. At this time, the crew leader should return our unit to service as soon as possible.
- The minimum training level to attain crew leader status is CFR-D. All crew members responding to EMS calls should have a minimum of CPR-D and Infection Control training.
- If while en route to a call, Emergency Service personnel on scene downgrade our response, confirm with that party if our response is still necessary.
- If any Fire Department equipment is transported with the patient to the hospital, the crew leader shall make all efforts to obtain replacement equipment from Colonie EMS.
- If EMS-3 is already committed to a response and a second EMS call is received, M-414 or Rescue-3 will respond to the second call.
- Qualified members may take EMS-3 home for the evening to provide first response from their residence.
- In the event that the scene of the medical emergency is not secure, Fire Department personnel should not enter the scene until it is secured by Police personnel. Likewise if a patient or person at the scene of a call becomes violent or verbally abusive, the crew leader should immediately request Police assistance.
- If EMS-3 is first arriving at an incident that has the potential to involve more than one patient, the crew leader should establish medical command and notify communication if any additional resources are needed.

- On calls that may require Rescue actions to take place, all responding EMS personnel shall bring their turnout gear with them. The driver may use the gear that is stored in EMS-3.(MVA's, Industrial Accidents, etc.)
- All first response operations will be in accordance with the Town of Colonie Emergency Medical Services operational manual as it pertains to fire department first response units.

Fuller Road Fire Department, Inc.

STANDARD OPERATING GUIDELINE

NUMBER 97-17 **EFFECTIVE** 01/01/97 **UPDATED** 04/02/02

ISSUED BY: Office of the Chief

PAGE: 2 of 2

SUBJECT: EMS First Response

- On calls that may require Rescue actions to take place, all responding EMS personnel shall bring their turnout gear with them. The driver may use the gear that is stored in EMS-3.(MVA's, Industrial Accidents, etc.)
- All first response operations will be in accordance with the Town of Colonie Emergency Medical Services operational manual as it pertains to fire department first response units.

Fuller Road Fire Department, Inc.

STANDARD OPERATING GUIDELINE

NUMBER 97-18 **EFFECTIVE** 03/01/97 **UPDATED**

ISSUED BY: Office of the Chief **PAGE:**1 of 1

SUBJECT: Tower Ladder Operations

- All efforts should be made to position the truck company in the front of the building.
- Any time the bucket is flown, the following should take place:
 - The apparatus shall be stabilized in conformance with manufacturers recommendations.
 - A qualified turntable/bucket operator shall assume the position of the turntable.
 - The bucket will be occupied by at least one member who is a qualified turntable/bucket operator.
 - At least one occupant of the bucket should be equipped with a portable radio.
 - Any time the occupants leave the bucket, the turntable operator should secure the upper power switch.
 - Any time personnel has to climb or come down the ladder on the tower, the turntable operator shall secure the upper power switch.
 - The maximum number of personnel to occupy the bucket is three.(Two if flowing water.)

Fuller Road Fire Department, Inc.

STANDARD OPERATING GUIDELINE

NUMBER 97-19 **EFFECTIVE** 07/01/97 **UPDATED** 04/01/02

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SUBJECT: Firefighter Assist and Search Team Operations

- The Fuller Road Fire Department shall utilize Firefighter Assist and Search Teams in accordance with the FAST team procedures developed by the *Southside Connection*.
- A FAST team shall be utilized whenever members are placed in an IDLH atmosphere.
- All efforts should be made to respond to FAST responses with a minimum of 4 qualified firefighters.



Fuller Road Fire Department, Inc.

STANDARD OPERATING GUIDELINE

NUMBER 98-20

EFFECTIVE 01/01/98

UPDATED

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SUBJECT: Self Contained Breathing Apparatus

- All Fire Department personnel shall be trained in the use and operation of SCBA prior to wearing SCBA in a hazardous atmosphere.
- All Fire Department personnel shall be medically certified to wear an SCBA by a physician.
- All Fire Department SCBA shall be tested annually in accordance with manufacturers specifications.
- All Fire Department SCBA cylinders shall be hydro-tested in accordance with manufacturers specifications.
- An air compressor air sample shall be tested quarterly by a certified air testing agency.
- All SCBA and spare SCBA cylinders that are in service shall be stored with a minimum pressure of 3500 psi.
- All Fire Department SCBA shall have some type of operating PASS device attached to the unit.
- All SCBA's and face pieces shall be cleaned after each use as well as being inspected before being returned to service.

Fuller Road Fire Department, Inc.

STANDARD OPERATING GUIDELINE

NUMBER 99-21 **EFFECTIVE:** 11/01/99 **UPDATED** 04/01/04

ISSUED BY: Office of the Chief **PAGE:** 1 of 1

SUBJECT: Northway Responses

- On all responses to Interstate 87, responding apparatus shall stage in the median of Central Avenue, East of Wolf Road (in front of Sears Auto Center) and await orders of a responding Chief officer. Officers are encouraged to respond to the staging area priority-2.
- If there are no responding Chief officers, the officer shall coordinate coverage of the highway with other responding apparatus.
- When responding priority 2, chauffeurs are encouraged to exit the highway to change direction. Utilizing highway U-turns with apparatus is a hazardous maneuver.
- When operating on the highway, chauffeurs are expected to park the apparatus in a manner to limit traffic congestion but to protect responders and the scene.
- In the event a sustained water supply is needed on the highway, the Incident Commander may request Truck-3 to lay a supply line from the hydrant on Central Avenue, just west of the Interstate 87 overpass to the Bridge overpass. The tower will be set up to the highway level and act as a standpipe.
- In the event the call is dispatch as Interstate 87 Northbound, South of Exit 2 or at Exit 2, the apparatus may respond to the Fuller Road on-ramp to I-90 Westbound and access Interstate 87 via that route.

