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**PURPOSE OF THE MANUAL:**

The purpose of this manual is for the sole reason to help define areas at the fire department that are either not covered or not covered clearly in the City of Macon Employee Manual. No part of this manual will supercede any area of the City of Macon Employee Manual and shall comply with the Employee Manual fully.

**DISCLAIMER**

The Macon Fire Department enacted the following Standard Operating Guidelines (SOG’s). The Department, its members or other contributors cannot guarantee that adherence to these guidelines by any other fire department or emergency service organization will result in compliance with any laws, regulations or standards.

The Macon Fire Department cannot guarantee that adherence to these SOG’s alone will result in a reduction of occupational injuries, illness, or exposures. The guidelines can however, provide part of the framework for an emergency service occupational safety and health program which, when developed comprehensively by and for an individual fire department or emergency service organization, can be designed to achieve this goal.

**PREFACE**

The following Standard Operating Guidelines were developed to guide members of the Macon Fire Department in the performance of their duties, on and off the incident scene.

The SOG’s remain guidelines rather than rigid policies, and allows the SOG’s to be recognized as the basis of general rules of conduct expected from all members. All department members are required to sign a statement documenting they have received a copy of the Standard Operating Guidelines and have read and understand them. Department members will be notified of changes to the SOG’s by way of amendments.

**SAFETY POLICY**

The Safety Policy of the Macon Fire Department is to provide and operate under the highest possible levels of safety for all members. The prevention of accidents, injury exposures and occupational illnesses are the goals of the department and shall be primary considerations at all times. The concern for safety and health applies to all members of the department and any other persons who may be involved in department functions.

The Safety Policy and Standard Operating Guidelines comprise the framework for the department’s occupational safety and health program.

It must be stressed that under all circumstances, common sense must prevail. Emergency response situations are so varied, specific rules and regulations cannot always be followed in the strictest sense and may need to be altered according to the incident. The guidelines should be used as a tool to inform members of the direction their decisions and actions should follow.

The members of the Macon Fire Department are a diverse group joined together in a common cause, providing a valued and outstanding service to the community. Keep in mind, every member’s personal conduct and behavior reflects on the department and city as a whole. It takes only one thoughtless, careless, or selfish act to destroy the excellent reputation established through many years of dedication and hard work. Each of us is ultimately responsible for our decisions.

**MISSION STATEMENT**

The mission of the Macon Fire Department is to preserve lives, minimize loss of property, provide safety and welfare in our community to the citizens by providing services directed at responding to and controlling fires, accidents, disasters, and other emergencies. The Macon Fire Department shall strive to continue to find ways to better protect our citizens through a continuation of training, education, and provide fire prevention instruction. All of this shall be accomplished through the highest standards of professionalism, efficiency, and effectiveness.
CODE OF ETHICS

The firefighters of the Macon Fire Department will take an active role in maintaining a professional image of the fire service and the City of Macon, knowing that we are held at a higher standard of ethics than other members of the community while we are both on duty and during our private lives. We know that pride, pursuit of excellence, and commitment to the public service is of highest importance. We shall accomplish this through:

- Strive to recognize the importance and the honor of my profession
- Eliminate all forms of illegal activities by obeying all federal, state, and local laws
- Realizing that the citizens are our most valuable resource and we are held accountable to those that we serve.
- Demonstrate the highest standards of personal integrity to instill public confidence by serving the public with respect, concern, and courtesy
- Never accepting gifts from either the public or private sector other than those gifts that are made to and handed out to the general public
- Have a positive attitude with the public and fellow firefighters at all times
- We shall be team orientated to our fellow firefighters and realize the loyalty that we have to our fellow firefighters, department, and the City of Macon
- Strive for personal professionalism and conduct ourselves in a professional manner
- Continue to strive to improve ourselves through education and training
- Respect and protect privileged information to which we have access to and never release information without permission from our supervisors
- Never falsify information or to make misleading statements to our fellow firefighters and the citizens of Macon
**Terminology**

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
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<tbody>
<tr>
<td>ASAP</td>
<td>As Soon As Possible</td>
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<tr>
<td>Chief Officer</td>
<td>Fire Chief, Assistant Fire Chief, Captain</td>
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<tr>
<td>CBRNE</td>
<td>Chemical, Biological, Radiological, Nuclear, Explosive</td>
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<tr>
<td>CP</td>
<td>Command Post</td>
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<tr>
<td>Command</td>
<td>Same as IC</td>
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<tr>
<td>DFS</td>
<td>Missouri Division of Fire Safety</td>
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<tr>
<td>D/O</td>
<td>Driver / Operator</td>
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<td>DNR</td>
<td>Department of Natural Resources</td>
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<tr>
<td>E/D/O</td>
<td>Engineer / Driver / Operator</td>
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<tr>
<td>EMA/EMD</td>
<td>Emergency Management Agency, Director, or Department</td>
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<tr>
<td>EOC</td>
<td>Emergency Operations Center</td>
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<td>ERG</td>
<td>Emergency Response Guidebook</td>
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<td>IC</td>
<td>Incident Commander</td>
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<td>IAP</td>
<td>Incident Action Plan</td>
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<td>LEPC</td>
<td>Local Emergency Planning Commission</td>
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<td>MSDS</td>
<td>Material Safety Data Sheets</td>
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<tr>
<td>MDFS</td>
<td>See DFS above</td>
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<td>NBC</td>
<td>Nuclear Biological Chemical</td>
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<tr>
<td>NIOSH</td>
<td>National Institute for Occupational Safety and Health</td>
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<tr>
<td>OIC</td>
<td>Officer in Charge</td>
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<tr>
<td>PAR</td>
<td>Personal Accountability Roll call</td>
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<tr>
<td>PAS</td>
<td>Personal Accountability System</td>
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<tr>
<td>PPE</td>
<td>Personal Protective Equipment</td>
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<td>PPV</td>
<td>Positive Pressure Ventilation</td>
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<tr>
<td>RIT</td>
<td>Rapid Intervention Team</td>
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<td>SCBA</td>
<td>Self Contained Breathing Apparatus</td>
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<tr>
<td>SEMA</td>
<td>State Emergency Management Agency</td>
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<tr>
<td>TIC</td>
<td>Thermal Imaging Camera</td>
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<tr>
<td>WMD</td>
<td>Weapons of Mass Destruction</td>
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It will be the responsibility of all members, current and new, to learn the Standard Operating Guidelines of the Macon Fire Department. All members will be given a copy of the SOG’s for their keeping. Anytime a change or addition is made, all members will receive a copy of the addition or change to add to their copy. All members are encouraged to come to the fire station to visit and become more familiar with the station and personnel.

Firefighters will familiarize themselves with the station, grounds, equipment and apparatus. Firefighters will be responsible for the care and cleaning of their protective equipment as outlined in the SOG 20.24. Firefighters shall report in full turn-out gear for all fire alarms. Firefighters will attend, when possible, drills, training, sessions and work details. Firefighters will respond, when available, to all calls in which he or she is qualified. Firefighters will not transfer or remove equipment from the Department vehicles without the permission of the Chief or designated officer. Firefighters shall comply with all mandatory training requirements. Firefighters may be called upon to act in an officers place and they should be knowledgeable of the officer’s duties.

Firefighters will recognize the chain of command and how the chain of command functions on and off the incident scene. Understand the Incident Management System used by the department.

Firefighters will recognize that personal safety is the primary obligation of all members. Report all injuries, illnesses or exposures resulting from department activities to an officer as soon as practical. We must all recognize the paramount importance of responding to emergency calls.

All personnel are responsible for keeping the building and grounds clean and orderly. Anyone using the kitchen must clean the area immediately after each use. Smoking is not permitted in the fire station. Smoking is allowed in the apparatus bay area. Department equipment shall not be removed or borrowed without the permission of the Chief.
CODE OF CONDUCT

The Macon Fire Department respects the privacy interest of its members and recognizes their right to conduct their personal lives free from interference from the fire department. All members of the Macon Fire Department will promote a positive attitude about the fire department and the City of Macon. However, personnel should remember that they represent the Macon Fire Department as well as the City of Macon. As representatives of a public agency, they should keep in mind that, even while off-duty, they represent the fire department to the public and should strive to preserve the reputation of the fire department. In addition, certain types of off-duty conduct may reflect poorly upon a member’s character and judgment, and thereby influence his or her standing as a member of the fire department. Therefore, members who engage in unprofessional or criminal conduct or other serious misconduct off-duty may be subject to disciplinary action by the fire department and/or City of Macon, if such conduct is determined to adversely reflect or be harmful to the fire department and/or City of Macon. Members shall not make derogatory comments about the department or member(s) of the fire department, or Administration of the City including, but not limited to, the City Administrator, City Council Members, Mayor, or any other City employee, to or within hearing distance of any member of the general public, or any private citizen. Comments, questions or concerns about department policies, procedures or operations, including the SOG’s, shall be directed to the Fire Chief or an Officer with the fire department. Alcoholic beverages are not permitted in the fire station or on the building grounds.

CODE OF CONDUCT GUIDELINES

All employees have an obligation to conduct their official duties in a manner that serves the public interest, upholds the public trust, and protects the department’s resources. To this end, all members have the responsibility to:

- Perform their duties to the very best of their abilities and in a manner that is efficient, is cost effective, and meets the needs of the public.
- Demonstrate integrity, honesty, and ethical behavior in the conduct of all department business.
- Ensure that personal interests do not come in conflict with official duties and avoid both actual conflicts of interest and the appearance of conflicts of interest when dealing with vendors, customers, and other individuals doing business or seeking to do business with the department.
- Ensure that all department resources, including funds, equipment, vehicles, and other property are used in strict compliance with department policies and solely for the benefit of the department.
- Conduct all dealings with the public, city employees and other organizations in a manner that presents a courteous, professional and service-oriented image of the department.
- Treat the public and other employees fairly and equitably, without regard to age, color, disability, ethnicity, national origin, political affiliation, race, religion, gender, sexual orientation or any other factor unrelated to the department’s business.
- Report for duty on time with all of your PPE and able to perform assignments.
- Officers and supervisors shall set an example for all personnel and have a responsibility to ensure that their activities and decisions pertaining to community services, personnel actions and the management of public funds are consistent with the department’s policies and practices.
- Members shall, in the performance of their duties at fire or emergency scenes, prevent the removal or unnecessary disturbance of articles of a suspicious nature.
- No member shall discuss fire department business at any gathering, public or private, without permission of the Fire Chief.
- No employee shall discuss fire department or City of Macon business on any electronic social forum without permission of the Fire Chief (refer to Computer and Internet usage policy SOG)
- Department personnel shall exhibit courtesy and respect to all officers and acting officers.
- Supervisors shall exhibit courtesy and respect to their subordinates and shall treat all personnel in a fair and impartial manner.
- Department personnel shall treat one another with due courtesy and shall not engage in horseplay or disrespectful conduct while on duty.
• Department personnel are required to speak the truth at all times.
• Department personnel shall not make false reports concerning any department business or the personal character or conduct of any employee.
• Department personnel shall exhibit courtesy and respect to members of the public and other city employees.
• Department personnel are required to give their names and rank whenever so requested by a member of the public.
• Should a department employee have a complaint against a citizen, he/she shall forward the complaint in writing to the fire chief.
COMPLIANCE TO ORDERS

- All firefighters shall read and become familiar with the department’s rules, regulations, policies and procedures as set out in SOG 10.01. No plea of ignorance of the rules and regulations will be accepted as an excuse for any violation.

- Employees shall promptly and willingly respond to the lawful orders of superior officers or acting officers. Refusal to obey a lawful order shall constitute insubordination. Obvious disrespect for or disruption of a supervisor’s order shall likewise be deemed insubordination.

- Employees shall abide by federal and state law, local ordinances and rules, and the department’s general orders and rules of conduct. Members shall not be required to obey orders that are illegal or in conflict with the departments rules and regulations.

- Employees shall not publicly criticize or comment derogatorily to anyone about instructions or orders received from a superior officer.

- Supervisors and acting supervisors shall refrain from exceeding their authority in giving orders. The wrongful or harmful exercise of authority is prohibited.

- Employees shall not be required to follow an order that is against state or federal law, city ordinance or safe practice.

- Every officer, either on or off duty, will be held responsible for enforcing the department’s rules and regulations. If a violation comes to the attention of an officer, that officer will immediately notify the employee of the violation and take corrective action. Should the officer fail to report a violation of an order of the department rules, that officer shall also be subject to discipline.

- Should a department employee receive an order that conflicts with a previous order, the employee will immediately notify the officer of the conflicting order.
PERSONAL APPEARANCE

All full time fire department employees will come to work properly groomed and shall be clean shaven with the exception of a mustache. See “Hair Guidelines for all Males and Females Personnel” below for more information.

- This rule applies to all personnel while on duty or officially representing the department at a public meeting, training session, seminar, conference, or other similar event. An official representation is anything that is paid for by the fire department of City of Macon.
- Personnel shall maintain proper personal hygiene while on duty.
- Uniforms shall conform to the requirements set forth in the Uniform SOG 80.
- Hair shall be kept clean and well-groomed, shall not constitute a safety hazard and at no time shall interfere with the use of protective clothing or equipment.
- When not in uniform, members who are on duty or are representing the fire department shall dress in a professional manner that is appropriate for the occasion.
- At no time while a member is in uniform shall wear jewelry, pins, buttons, or an article of clothing that constitutes an advertisement, a religious, political, or social viewpoint; or a message that is offensive to anyone on the basis of age, color, disability, ethnicity, national origin, race, religion, political affiliation, gender, or sexual orientation.

TATTOOS

While on duty and in uniform, no tattoos will be visible on the arms and legs, and tattoos shall not be allowed on the hands, neck, and face. No visible tattoos are authorized. The display of ANY unprofessional or offensive tattoo or brand (examples include, but not limited to: nudity, abusive, profane, threatening, racist, sexist, sexually explicit or vulgar art, words, phrases, symbols to incite negative reactions, initials or acronyms that represent criminal or oppressive organizations or otherwise objectionable language, violence, or graphics) regardless of its location, while members are in uniform, is prohibited. If the employee has a tattoo on his/her arm or legs, the tattoo shall be covered at all times while on duty and in uniform. This may be accomplished by wearing a long sleeve shirt or by wearing a special flesh covered sleeve to cover tattoos if you choose to wear a short sleeve shirt. If the tattoo is on the leg, long trousers will be worn while on duty.

JEWELRY

Members may wear jewelry of a conservative style at their discretion so long as it does not present a safety concern. For their own personal safety, all personnel are encouraged to refrain from wearing jewelry while on-duty. The following guidelines on jewelry shall apply:

- Any jewelry normally worn above the neck is prohibited, i.e.: earrings, ear bands, clips, hairpins, etc.
- Necklaces must be worn in a fashion that makes them not visible and as long as they are of such a design that under no circumstances will they extend out of the clothing.
- A wristwatch or medic-alert bracelet may be worn on either wrist, provided it is snug enough to prevent a snagging hazard.
- The safest practice for rings, is removal at the beginning of shift.
- Jewelry that interferes with the proper use and protection of the PPE is prohibited at all training sessions and fire scenes.
- Members are prohibited from wearing any jewelry that is considered inappropriate or offensive to any individual or group.
- Piercings of visible body parts are prohibited.
• Sunglasses may be worn whenever conditions warrant their use. Sunglasses will be removed while addressing a member of the public, while indoors, and/or participating in any media interview or photograph. See chapter 20.50 concerning tinted lens safety glasses.

**Hair Guidelines for All Female Personnel**

Hair shall be worn to a maximum length that does not extend below the shoulder under any condition. The style of grooming will present a neat appearance and will not interfere with the proper wearing of regulation headgear nor impede the donning / utilization of any equipment, and or accomplishing any function that a firefighter may be required to perform. Hair must be completely covered by the PPE including the protective hood. If hair extends outside the hood, hair must be cut or trimmed to prevent this from happening due to a safety concern.

**Hair Guidelines for All Male Personnel**

Men's hair shall be worn so that it does not extend below the collar. Hair will be clean, well-groomed and safe. Any hairstyle considered unsafe shall be trimmed accordingly to eliminate the hazard. Sideburns can extend to the bottom of the ear lobe. Sideburns and mustaches will be trimmed and well-groomed. The mustache shall be neatly trimmed will not extend one quarter (¼) of one (1) inch below the top lip and shall not extend beyond the corners of the mouth. Other facial hair, such as a beard, is not acceptable. Any hairstyle that significantly distracts from the uniform appearance of the members will not be allowed. Any facial hair considered to be unsafe shall be trimmed/shaved to eliminate any hazard. A clean shaven face with the exception of a mustache, shall comply with City of Macon Personnel Manual section 2600.00 and with N.F.P.A. and OSHA standards below.

**NFPA and OSHA Standards on Facial Hair**

NFPA 1500; NFPA 1404, Fire Department Self-Contained Breathing Apparatus Program; and NFPA 1981, Open-Circuit SCBA for Fire Fighters, don't allow facial hair, which may keep a face piece from sealing properly.

• NFPA 1500 doesn't allow firefighters with beards or facial hair to use SCBA whose facepiece is designed to seal with the face, or with hair that could interfere with the operation of the SCBA to use respiratory protection at emergency incidents or in hazardous or potentially hazardous atmospheres. These restrictions apply regardless of the fit test measurement that can be obtained under test conditions.

1910.134 Facepiece seal protection.

• 1910.134(g)(1) The employer shall not permit respirators with tight-fitting facepieces to be worn by employees who have:
  o 1910.134(g)(1)(i)(A) Facial hair that comes between the sealing surface of the facepiece and the face or that interferes with valve function; or
  o 1910.134(g)(1)(i)(B) Any condition that interferes with the face-to-facepiece seal or valve function.
Recall to duty is outlined in Section 1001.00 in the City of Macon Personnel Manual. There are times when firefighters may be called back to duty (example: employee becoming sick, weather emergency, emergency call out, etc.). All firefighter must comply with this section, failure to comply without a valid reason shall result in immediate termination as per Section 1001.00 of the Personnel Manual.

- All full-time department personnel shall remain at work until properly relieved of duty.
- To maintain essential services, the Fire Chief and/or his designee, if the Fire Chief is not able to be reached, shall have the right and authority to order personnel of the department to return to work at times other than their normal work period.
- Department personnel recalled shall respond to duty within a reasonable time period.
- Department personnel shall respond to an emergency recall unless incapacitated. Any employee who refuses to respond shall be subject to disciplinary action up to and including dismissal for insubordination.
- The Fire Chief or his designee shall have the authority to recall single members at his discretion for special duties of a non-emergency nature.
Company Officers are responsible for ensuring that the tasks assigned according to the daily work schedule are completed in a timely manner and that their apparatus and station are clean and the company capable of responding to emergencies.

Company Officers may waive the tasks assigned according to the daily work schedule when special circumstances warrant and approval is received from the Fire Chief. Any activity not completed shall be rescheduled for the next tour of duty of that shift is possible or the next shift coming on duty.

All members of the shift will have their PPE on the apparatus and ready to respond to an emergency when the shift starts.

Engineers shall complete a Daily Apparatus Check form for each tour of duty. The completed report shall be put in the “Daily/Return Checks” binder currently kept in the communications room.

Department personnel shall not watch television or engage in recreational activity except during the meal breaks before 16:00 hours.

Firefighters shall refrain from sleeping during business hours with the exception of callouts from the previous night, and permission from the Fire Chief and/or Company Officer.

Whenever the daily schedule permits, department personnel are encouraged to devote their free time towards education and physical fitness activities. Department personnel may not engage in any activity that prevents them from promptly responding to an incident or emergency.

Physical fitness activities may take place on fire department premises between the hours of 08:00 and 08:50.

Company officers are responsible for station operations, and shall insure that resources and supplies are used conservatively

If doing hydrant maintenance, crews are to be out of the station performing these duties before 10:00.

Prior to being relieved, the crew shall report pertinent information to the crew relieving them.

Protective clothing shall be stored properly at the end of each shift, and not left on the apparatus bay floor or in the bay area.
Visitors at the Fire Station

Visitors at the Station

Working for a fire department brings unique circumstances found in very few other work occupations. Since you spend a third of your time at the fire station, this is your second home. We encourage visitors (family is included with visitors for the purpose of this SOG and SOG manual) to the fire station. While visitors are encouraged, there are rules that all visitors must abide to due to their safety and the interest of the City. The following rules apply to visitors at the Macon Fire Department.

- Department personnel are allowed to have visitors at their place of work.
- Visitors are expected to abide by department rules and regulations while at fire stations.
- Visitors shall not be allowed to disrupt the daily work schedule.
- Visitors shall not be allowed to disrupt the other members of the shift.
- Visitors are not permitted to enter a station dormitory unless it is necessary to access other station facilities or buildings.
- Visitor shall only be allowed in the bunk cubicles when accompanied by a fire department member.
- Visitors are not allowed to be in ANY area of the fire station unattended.
- Visitors are not allowed to enter any work area unless properly escorted by a department employee.
- When escorting visitors in an apparatus bay, department personnel shall not allow the visitors to play on, around or with emergency apparatus or equipment. Visitors shall not run or play in the apparatus room. The floor in the apparatus room can be slick on the best days when no water may be on the floor.
- Romantic or passionate activity with a visitor is not permitted on fire department grounds or vehicles.
- Conducting business with visitors outside of family, friends or fire department vendors is prohibited.
MEDIA

Only the Fire Chief, IC, or O.I.C. of the scene shall comment to the media with regard to the call, unless another person is designated to do so. If another person is designated to speak to the media, the Fire Chief, IC, or the O.I.C. shall brief the person on what is to be released. All information released to the media will take place after conferring with the Fire Chief.

Press releases will only be released after approval of the Fire Chief. If the Fire Chief is unavailable, and all attempts to be reached have failed, the O.I.C. may provide a press release. The only topics to be released if the Fire Chief cannot be reached are the generalities in the section directly below. Any press release other than generalities without Fire Chief approval will be handled with disciplinary measures.

If a reporter comes into the station and wants comments or an interview on any topic, refer them to the Fire Chief or the O.I.C.

At no time will any firefighter speak with the media concerning fire department activities (this is not limited to emergency responses) unless it is cleared through administration. The following generalities shall be used:

A. With regard to Cause
   1. Under Investigation
   2. The investigation is incomplete
   3. Not yet determined

B. With regard to Injuries
   1. We had / found _ number injured
   2. Condition is unknown at this time

C. With Regard to Damage
   1. Light
   2. Moderate
   3. Heavy

Privacy of the citizens that we serve will be respected at all times. No comments or discussions will be made about any alarm or emergency that has occurred outside of the fire department. At no time will any fire fighter release any citizen’s name. The only time information is released is by releasing a copy of the incident report, which is a public record. Release of an incident report will only occur after conferring with the Fire Chief.
Release of Information and Confidentiality

Anyone wanting information on any incident may be given information that can be obtained from the incident report after conferring with the Fire Chief. Any other information that is wanted, that is not on the incident report, may not be considered public information. Refer all calls concerning release of information to the O.I.C. or the Fire Chief. The Fire Chief or his/her designee, if the Fire Chief is unavailable, will only release information in regards to an incident. Much information that we gain at an emergency is confidential to the patient/victim and cannot be released by us without consent of the patient or victim. If in doubt on what you can release, confer with the Fire Chief. The Fire Chief may appoint a designee to release information.

Although the incident report is considered to be a public document, no member of the Macon Fire Department should offer information about an incident that occurred. If questioned about a call, DO NOT offer any information about the cause and origin of the incident or release the victim/patients name. If you have to think about what can or should be released in a conversation, then it probably shouldn’t be released. Releasing too much information could be grounds for litigation towards you from the parties involved in the incident.

All information released will take place only after conferring with the Fire Chief, NO EXCEPTIONS.
S.O.G. Number: 10.10
Category: Administration Guideline
Title: Computer and Internet Usage Policy
Draft: 2/21/2011
Revised: 7/10/2012
Revision No. 2

COMPUTER AND INTERNET USAGE POLICY

PURPOSE
This policy provides the guidelines for the use of Macon Fire Department computers, and the use of the fire department computer system by fire department personnel. It governs the use of fire department computers, as well as the use of the fire department computer system for emails, files, data, software, images, voice mails, text messages, electronic communications, and stored electronic communications. This policy also clarifies employee expectation of privacy as it relates to the workplace use of computers, emails, files, data, software, images, voice mails, text messages, electronic communications, and stored electronic communications. This policy is to provide the member with a clearly defined “Do’s and Don’ts” of computer and internet usage as well as potential effects of policy violations.

Nothing contained herein shall prevent officers, members and employees from using their personal computer and communications resources to participate in communications on the Internet and other communications systems, as long as they do not do so under the name of the "Macon Fire Department" or the “City of Macon”, and as long as they do not communicate privileged, derogatory, harmful, misleading, personal time does not interfere with work time, the personal time spent is not excessive, and/or confidential department information or otherwise communicate in a manner that violates this policy. This policy is fully applicable to personally owned cellular telephones, personally owned computers, and other department issued or personally owned electronic devices utilizing the fire department computer system for access to the intranet and/or Internet.

POLICY
It is the policy of the Macon Fire Department to provide personnel with the tools they need to safely and efficiently do their jobs by leveraging technology to the maximum extent possible, while at the same time, protecting the department’s professional image and reputation.

It is further the department’s policy to educate and inform employees about the proper purposes for which the computer system may be used, and to set forth the criteria and grounds for which employees may be disciplined for improper use of the computer system.

The Macon Fire Department operates under the City of Macon. As such, it is important to make certain that the public is not mislead into believing that personal web sites, blogs, social sites, other electronic forms of communication not listed here, etc., is an official resource of the Macon Fire Department that is authorized to provide official information when it is not.

The only way to prevent the spread of misinformation in this regard is for the Macon Fire Department to control the dissemination of information under the official name of the department.

Employees are advised that they have no expectation of privacy with computers, electronic devices, electronic communications, stored electronic communications, intranet, and internet usage. The Macon Fire Department owns the rights to all data and files in any computer, network, or other information system used by the Macon Fire Department. The Macon Fire Department also reserves the right to monitor electronic mail messages (including personal/private/instant messaging systems) and their content, as well as any and all use of the internet/intranet and of computer equipment used to create, view, or access electronic communications and internet content.

The Macon Fire Department has licensed the use of certain commercial software application programs for business purposes. No member may create, use, or distribute copies of such software that are not in compliance with the license agreements for the software. Violation of this policy can lead to disciplinary action, up to and including dismissal.
DEFINITIONS

Electronic device – a computer, cellular telephone, smart phone, personal data assistant (PDA), pager, two-way paging device, iPad, iPod, tablet, Nook, Kindle, or similar device capable of sending and receiving an electronic communication.

Electronic Communication: Any transfer of signs, signals, writings, images, sounds, data or intelligence that is created, sent, forwarded, replied to, distributed, broadcast, stored, held, copied, downloaded, displayed, viewed, read, printed, or otherwise transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system. This term expressly includes, but is not limited to, emails, attachments to emails, text messages, recorded voicemail messages, web sites visited, computer files, and data files sent over the intranet or Internet, or sent by wired or wireless communication.

Stored electronic communication: Any temporary or intermediate storage of a wire or electronic communication incidental to the electronic transmission thereof; any storage of an electronic communication for purposes of backup protection of such communication; and any other storage, retention, backup, or archiving of an electronic communication, whether accident, incidental or purposeful, utilizing an electronic storage medium.

Internet: The world-wide system of interconnected computer networks that consists of millions of private, public, academic, business, and government networks linked by a broad array of electronic and optical networking technologies.

Intranet: The fire department’s internal computer system and network.

GENERAL COMPUTER POLICY

GENERAL:

1. The fire department computer system, including all fire department computers and hardware, the intranet, and access to the Internet provided by the fire department, are owned by the fire department. The use of such systems, equipment and access is conditioned upon employee consent to the terms of this policy.

2. The fire department computer system, fire department computers and hardware, the intranet, and access to the Internet provided by the fire department, may not be used by employees for personal gain, including personal businesses, but rather is available to enhance the service that the fire department provides to the public.

3. The fire department reserves the right to examine, monitor, intercept, review, copy, store, save, and forward to third parties any and all electronic communications sent or received over the fire department computer system, as well as any stored electronic communication or other files stored on a fire department computer, hard drive, memory device, or storage medium. The failure of the department to exercise its rights under this section, shall not constitute a waiver of these rights.

4. Employees are advised that they have no expectation of privacy in any electronic communication, stored electronic communication, file, image, sound, message, web site visited, or other action or activity while working on a fire department computer, or while using any other computer, cellular telephone, or electronic device that is accessing the fire department computer system, including while accessing the Internet through the fire department computer system.

5. Employees are advised that they have no expectation of privacy in any electronic communication, stored electronic communication, file, image, sound, or message contained on a portable memory device such as a hard disk, flash drive, memory card, CD-ROM, DVD, or other media that is attached to/accessible by a fire department computer, or is attached to/accessible by an electronic device that is accessing the fire department computer system.

6. Employees are further advised that no employee has the authority to verbally alter the terms and conditions of this policy under any circumstance.

7. Employees are responsible for any information that they view, access, generate or distribute through the fire department computer system.
8. Employees are required to prevent the unauthorized use of the fire department computer system, and for that reason shall use password-protected screen savers or other appropriate techniques while away from their computer.

9. If applicable, any use that occurs on an employee’s workstation under that employee’s login is presumed to be performed by that employee. Employees must log off the computer when not using it, and before leaving the computer unattended.

**CONFIDENTIALITY**

Fire department personnel routinely handle information that is considered to be confidential under Federal and state law. This includes information relative to incidents, investigations, patients, and employees, and may include confidential personal information, financial information, and medical information. The following conduct is prohibited when dealing with confidential information:

1. Forwarding or sending confidential information to someone not authorized by law to receive it.
2. Printing confidential information to a printer in an unsecured area where documents may be read by others.
3. Leaving a computer unattended with confidential files logged on, accessible, or visible.
4. Leaving computer disks or memory media with confidential data unattended, in easy to access places.

**PROHIBITED ACTIVITIES**

Employees of the Macon Fire Department are not permitted to utilize the words "Macon Fire Department" or “City of Macon” on any Internet sites, blogs, Facebook, My Space, or similar pages or resources set up for communications on the Internet or on other communications systems without the express permission of the Macon Fire Department and/or the City of Macon.

Use of Department computers, networks, and internet access is a privilege granted to each firefighter and may be revoked at any time for inappropriate conduct carried out on such systems and is prohibited. Inappropriate conduct and prohibited use include, but not limited to:

1. Personal use of the fire department computer system that interrupts fire department business and that keeps an employee from performing his/her work.
2. Extensive personal use of the internet for any non work-related purposes during working hours which decreases employee productivity or results in decreased performance of the department e-mail system.
3. Unauthorized downloading and/or distributing of copyrighted materials (e.g. music, videos, photos, games, software, or other proprietary information).
4. Downloading or copying music, videos, photos, or games, including legally obtained music, videos, photos or games, for non-business purposes onto department computers or servers.
5. Unauthorized reading, deleting, copying, modifying, or printing of electronic communication of another user.
6. Using the fire department’s computer system for private gain or profit, including but not limited to, online gambling, personal business, on-line auctions (e-Bay), stock trading, etc.
7. Instant messaging through public service providers. (e.g. AOL, Yahoo, MSN, etc.).
8. Personal software, which allows peer to peer communications between two or more workstations. (e.g. online chat, file sharing, etc.).
9. Maintaining, organizing, or participating in non-work-related Web logs ("blogs"), Web journals, "chat rooms", or private/personal/instant messaging while on duty.
10. Soliciting for political, religious or other non-departmental reasons.
11. Non-department related streaming media (e.g. listening to internet radio stations, stock tickers, etc.).
12. Sending or forwarding junk email, spam, chain letters, or mass mailings that is unrelated to legitimate fire department purposes.
13. Using, viewing, accessing, or transmitting pornographic or sexually explicit materials, or materials that are offensive, threatening, or constitute hate mail/messaging pertaining to race, national origin, gender or religion.

14. Engaging in any form of harassment, whether sexual or otherwise, or sending any unwelcome personal communication after being asked or instructed to cease communications. It is the perception of the recipient that prevails, not the intention of the sender.

15. Violating the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way.

16. Misrepresenting oneself or the Macon Fire Department.

17. Causing congestion, disruption, disablement, alteration, or impairment of Macon Fire Department networks or systems.

18. Deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either the Department’s networks or systems or those of any other individual or entity.

19. Breach or attempt to breach any security mechanisms, hack-into, defeat, disable, or otherwise manipulate the intranet or fire department computer system in order to circumvent a technological measure to gain access to information in ways not permitted or authorized, or to cause the system to react or respond in ways other than as intended by the fire department administration.
S.O.G. Number: 10.11
Category: Administration Guideline
Title: Email, Text Messages, and Social Networking
Draft: 7/10/2012
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Revision No.

EMAIL

INTRODUCTION

The intent of this policy is to comply with public records laws, records retention laws, address electronic mail tampering, and confidentiality of electronic mail.

Most everyone would agree that e-mail has changed the way in which we communicate and conduct business. As a business tool, we use it to rapidly exchange information, collaborate on projects, and make announcements. As a communication tool, email messages generally have a less formal tone than was typical of written correspondence found in letters and memorandums. Thus, many users fail to recognize that e-mail correspondence can be either a record as defined by Missouri’s State and Local Records law, RSMo. 109.200 to 109.310, or a public record as defined by our Sunshine Law, RSMo. 610. In some cases, it may be both. If an e-mail correspondence is determined to be a record, then it must be maintained within a recordkeeping system. All business related emails shall be kept for the duration of the applicable record retention period or for two (2) years, if the email does not fit into any category of the record retention policy. Business related emails, documents, and attachments will be saved in a .pdf format and will contain at a minimum the name of the sender(s), the recipient(s), and the date received, or sent.

E-mail Records v. Non-records

Not all records are valued equally. It is important to understand the distinction between records and nonrecords. The meaning of the term record depends on the context in which it is being used. In the context of these guidelines, a record is documentation created or received and used by an office or agency in the conduct of its business. To be an accurate and authentic record, the documentation must contain sufficient content, context, and structure to provide evidence of an activity. However, the physical format or media in which the documentation is conveyed is irrelevant. Not all e-mail messages document official business; however, many do.

Evidence of Official Business

E-mail messages that document decisions, policies, procedures, resource expenditures, operations, or delivery of services are evidence of official business. It must be ensured that these messages are appropriately stored, organized, scheduled, and disposed of according to their approved Records Disposition Schedule. The following examples illustrate the kinds of e-mail messages that document official business:

- General correspondence regarding management, financial, operating procedures, or policy matters
- Interoffice messages regarding management, financial, operating procedures, or policy matters
- Messages regarding policy or the policy process (minutes of meetings, transcripts of hearings, etc.)
- Messages regarding vital public information (for example, critical environmental data and reports)
- Messages posted in an official capacity (job announcements, etc.)
- Any email to another employee, or that mentions another employee may be considered a business related email

Non-records with an Official Context

E-mail messages may have an official context but not be part of a business transaction. Those messages are non-records and should not be retained within a recordkeeping system. The following examples illustrate e-mail with an official context, but no value beyond reference and may be safely deleted:

- Personal emails (non-business, non-employee, and/or co-worker)
- Spam, advertising, and commercial emails
- Routine announcements, etc.
- General departmental correspondence regarding routine business activities, notices about meetings, events, or training (transmittal messages and responses to routine questions)
- Interoffice messages regarding:
  - Employee activities (bar-b-q, etc.)
  - Phone calls
• Invitations and responses to work related events (meetings, etc.)
• Listserv messages other than those posted in an official capacity – unless the messages are relied upon in the development of management, financial, operating procedures, or policy matters
• Employees must understand that the deletion of emails is done at their own peril, and any doubts should be resolved in favor of retention.

FILING AND MAINTENANCE
Only the official copy of a record must be filed and maintained within a recordkeeping system. The same is true of e-mail records. Only the record copy must be filed and maintained. Copies of emails are not necessary to keep.

E-MAIL RECORDS PRESERVATION
E-mail that fulfills the definition of a record must be preserved within a recordkeeping system. Further, if the record is a public record, it must be maintain in a format that makes it available to the public. Records must be accurate and complete regardless of physical form or characteristics throughout the retention period. Several areas must be addressed to ensure e-mail messages are accurate and complete. The appropriate information must be captured to ensure the records are easily accessible throughout their retention period, and to ensure for the timely disposition of records once their retention period is met.

Transmission Data
You must attempt to ensure that as much transmission data as is possible is kept within the recordkeeping system. At a minimum the recordkeeping system must include the name of the sender(s), the recipient(s), and the date received and/or sent. Additionally, if receipt acknowledgements are a part of the e-mail system, users should include those as a part of the record when appropriate. (For example, it may be appropriate to request a receipt acknowledgement when distributing a new policy to staff.) It is important to note that many e-mail systems use aliases to identify users. Therefore, a means of deciphering who the alias belongs to must be maintained. The same is true for distribution lists. There must be a method to identify to whom the individual e-mail address belong. However, when the e-mail is received from an e-mail system outside an agency’s control, this may be an impossible task. Nonetheless, agencies must make a reasonable attempt to do so.

Authenticity
The system must ensure that once the record is a part of it, it cannot be altered.

Attachments
If an e-mail attachment meets the definition of a record, it must be maintained within the recordkeeping system.

Accessibility
Missouri’s Sunshine Law provides its citizens with openness in government. RSMo. 610.011 states, “It is the public policy of this state that meetings, records, votes, actions, and deliberations of public governmental bodies be open to the public unless otherwise provided by laws. Sections 610.010 to 610.028 shall be liberally construed and their exception strictly construed to promote this public policy.” Some e-mail correspondence falls under the purview of the Sunshine Law. Government agencies have a duty to make these public records available upon request. RSMo. 610.023 (2) states, “Each public governmental body shall make available for inspection and copying by the public of that body’s public records.”

To ensure the records are easily accessible throughout their retention period for internal, as well as public use, the recordkeeping system must:
• Provide for the clear identification of the record
• Permit easy and timely retrieval of individual records and records series
• Retain the records in a usable format
• Provide for transfer of records with historic value to the State Archives

Disposition
Email records, electronic and/or hard copies, including back-ups shall be deleted and purged once the retention period has been met. See the records retention policy for the appropriate periods.
RETENTION PERIODS
The content of the message determines how long it must be retained. Email is not a unique record series. E-mail is simply the method of transmission – like a fax machine or the postal service. See the records retention policy for the appropriate retention periods.

TEMPORARY HOLD ORDERS
If the fire department is on notice about a potential legal claim, affirmative steps must be taken to preserve relative evidence. Once a record series and time period have been identified as part of litigation, a temporary hold order must be placed on the covered records. A temporary hold order is essentially a notice to key employees that certain evidence with their control may be relevant to a legal matter and must be preserved. Once a temporary hold order has been issued, all officers with the Macon Fire Department will trigger a suspension of any “auto-delete” functions that may be in place, and all personnel, full-time and part-time personnel will be notified and instructed not to delete any electronic records they may have. An officer with the department shall be placed to oversee compliance with the temporary hold order. The process of identifying exactly what information is subject to the temporary hold order is highly specific to each situation. A meeting between legal counsel, fire department and city personnel is critical to identify exactly what information the hold order applies to.

CONFIDENTIALITY OF ELECTRONIC MAIL
As previously noted, employees are advised that they have no expectation of privacy with electronic mail and are subject at all times to monitoring, and the release of specific information is subject to applicable state and federal laws and Department and City rules, policies, and procedures on confidentiality.

It is a violation of Macon Fire Department policy for any member, including system administrators and supervisors, to access electronic mail and computer systems files to satisfy curiosity about the affairs of others. Members found to have engaged in such activities will be subject to disciplinary action.

ELECTRONIC MAIL TAMPERING
Electronic mail messages received should not be altered without the sender's permission; nor should electronic mail be altered and forwarded to another user and/or unauthorized attachments be placed on another's electronic mail message.

The following policy shall apply to email.

1. Only fire department personnel are allowed access to the department e-mail system.
2. Employees should not use their fire department e-mail account as their primary personal e-mail address.
3. Incidental or occasional use of e-mail for personal reasons is permitted.
4. The following e-mail activity is prohibited:
   a. Accessing, or trying to access, another user’s e-mail account
   b. Obtaining, or distributing, another user’s e-mail account
   c. Using e-mail to harass, discriminate, or make defamatory comments
   d. Jokes, junk mail, chain letters and other non-work related items should not be sent or forwarded.
   e. Transmitting department records within, or outside, the department without authorization
   f. Advertising political activities which benefit one political candidate or party
   g. Advertising purely commercial activities or events
   h. Any activities which are inconsistent with the mission of the fire department
   i. Any illegal activities
5. Employees are reminded that email messages may be subject to public disclosure under the open records law, and may be discoverable during litigation. Assume any email sent will be viewed by the public.
6. Employees are required to report inappropriate use of e-mail.
7. Employees are asked to clean out their mailboxes on a regular basis and delete unnecessary non-record email so the server and the backup can run more efficiently.
   a. It is the responsibility of the employee to assure that no business emails or documents are deleted or erased.
   b. This provision shall not apply to emails that pertain to a matter under litigation. Emails related to a matter under litigation shall be retained until such time as the Fire Chief or his/her designee authorizes the deletion.

8. Any employee, who becomes aware of litigation or potential litigation involving the department or members of the department, shall notify the Fire Chief using the chain of command. The Fire Chief shall, thereafter, send out a notice relative to the need to retain emails and other evidentiary documentation pertaining to the matter.

**Text Messages**

At the present time, there is no state statute governing text messages that I am aware of, which states text messages are public records or documents. However, the best advice is to treat text messages the same as you would email messages.

**Social Sites**

- While the Macon Fire Department does understand the constitutional right of Freedom of Speech, it is important to note that social sites such as MySpace, Facebook, and other social networking sites do encourage individual expression but can also reflect detrimentally to the Macon Fire Department. Nothing in this policy is intended to restrict the member’s right to discuss as a private citizen, matters of public concern, nor engage in concerted activity between co-workers. The following is policy.

  o Members are prohibited from participating in social sites while on duty using electronic devices, personal or city owned.
    i. This shall include video chat such as Skype
    ii. Members are prohibited from social networking while identifiable clothing, uniforms, or partial uniforms, including hats and caps, are worn at any time on duty or off duty.

  o Members have an affirmative obligation to avoid being perceived as a spokesperson for the department.

  o Personal blogs should have clear disclaimers that the views expressed by the author in the blog is the author’s alone and do not represent the views of the fire department or the City of Macon. Be clear and write in first person. Make your writing clear that you are speaking for yourself and not on behalf of the Macon Fire Department or the City of Macon.

  o Information published on your blog(s) shall comply with the Macon Fire Departments confidentiality and disclosure policy, if one exists. This also applies to comments posted on other blogs, forums, and social networking sites.

  o No member, while speaking as a private citizen on a matter of public concern regarding the fire department, shall speak in such a way as to cause harm or disruption to the operations of the department.
    i. Members may speak on a matter of public concern as a spokesman for the department only with permission through chain of command

  o Members are prohibited from publicly discussing fire department matters that are not of a public concern.

  o Members shall not engage in speech that is false, deceptive, libelous, slanderous, misleading, or cause harm to others, including speech that constitutes hate speech, harassment, nor shall members discuss protected or confidential matters of the department including, but not limited to:
    i. Matters that are under investigation
ii. Patient, victim, or employee information protected by HIPAA/medical confidentiality laws, or
iii. Personnel matters that are protected from disclosure by law.

- Be respectful to the Macon Fire Department and the City of Macon, other employees, and other emergency service agencies.

- Social media activities shall not interfere with work commitments.

- Your online presence reflects the Macon Fire Department. Be aware that your actions captured via images, posts, or comments can reflect that of the fire department.

- Do not reference or site the fire department, City of Macon or other fire departments without their express consent. In all cases, do not publish any information regarding an address of an incident or an individuals or victims name.

- Company logos, department owned digital images, audio, and video may not be used without written approval.

- At no point in time is a member of the Macon Fire Department to use a department computer to access any social network site or a site that may contain objectionable material. Objectionable material shall be at the discretion of the Fire Chief.

- Any photos posted on any member’s personal “site” that in any way, shape, or form are related to the Macon Fire Department (examples include scene photos, photos showing the person wearing MFD apparel, training) shall be approved by the Fire Chief prior to posting. Photos taken by the Macon Fire Department, for the Macon Fire Department, or while you are on duty at the Macon Fire Department, are property of the Macon Fire Department and may not be used without express consent of the Macon Fire Department.

- Members who “post” on the internet are reminded that you are a part of a government agency, and your comments can be viewed as a position of the Macon Fire Department. Remember who you are and what you represent.

- Should the Macon Fire Department receive a complaint regarding a member’s actions on the internet, the complaint shall be investigated immediately. If the content reflects a negative image to the Macon Fire Department or the City of Macon, the member shall be asked to remove the content immediately. Such course of action shall be documented and discussed with the City Administrator. Further disciplinary action may be warranted.

- Any policy that the City of Macon adopts regarding internet usage shall also apply to the Macon Fire Department.

Using Macon Fire Department electronic devices to access, create, view, transmit, or receive racist, sexist, threatening, or otherwise objectionable or illegal material is strictly prohibited. “Material” is defined as any visual, textual, or auditory entity. The electronic mail system, Internet access, and computer systems must not be used to violate the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way. Use of company resources for illegal activity can lead to disciplinary action, up to and including dismissal and criminal prosecution.

- The Macon Fire Department and the City of Macon will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives, or files on individual Internet activities, e-mail use, and/or computer use.

If violations of these policies occur, you could be subject to disciplinary action, up to and including dismissal.
Purpose of this Records Retention Schedule

Every day, we produce records that document business inspections, fire run reports, service calls, and public service events. These records directly affect the citizens of Macon and the surrounding areas. It is the responsibility of the fire department to effectively maintain and manage these records and to ensure the continued preservation of those records of essential evidence that has enduring and permanent value. The introduction to this retention schedule provides the fire department with basic information on records and the application of retention schedules.

What is a Record?

A "record" is defined as any "document, book, paper, photograph, map, sound recording or other material, regardless of physical form or characteristics, made or received pursuant to law or in connection with the transaction of official business" (109.210(5) RSMo). This definition includes those records created, used and maintained in electronic form.

Non-Records

Even though records include a broad spectrum of recorded information, not all recorded information is a record. Examples of non-records include the following materials:

- Identical copies of documents maintained in the same file.
- Extra copies of printed or processed materials.
- Superseded manuals and other directives.
- Work papers and drafts of reports or correspondence.
- Blank forms.
- Catalogs, trade journals and other publications or papers received from government agencies, commercial firms or private institutions that require no action and are not part of an action case record.

Non-records do not require retention scheduling or destruction authorization or reporting. To control excessive accumulation, it is necessary to keep only current, useful materials and to destroy non-records immediately after needs have been satisfied. Avoid filing non-record material with records.

The Value of Local Government Records

Some records, because of their enduring administrative, fiscal, legal or historical value, should be permanently retained. These records require that special care and consideration be given to their storage conditions and the feasibility of electronic storage. Examples of permanent records include year-end reports, building permits, department SOG’s (permanent until superseded), certificate of occupancy (permanent until superseded), and fire hydrant locations (permanent until superseded). Most records do not have values that warrant their permanent preservation. Those records with short-term value should, upon reaching end of the retention period, be destroyed.

Application of the Records Retention Schedule

This schedule establishes minimum retention periods and authorizes dispositions for many of the administrative, fiscal and legal records common to most local governments. Retention periods are based upon federal and state mandates, record surveys, business needs, and general knowledge as to how long records should be kept. Using the schedule as a guide the fire department may regularly dispose of any of its records that appear on this schedule. The disposal of the records will only be with the permission of the fire chief and consultation with the city clerk. The schedule is subject to the following exceptions and limitations:

A. The fire department may retain any record beyond the retention periods set by the schedule, as deemed necessary. The schedule establishes only a minimum period of retention. Before retaining a record longer than the minimum time required, however, the office should be certain that it has good reason to do so.
B. This schedule does not relieve the fire department of retention requirements mandated by other state and federal statutes and regulations. When such an obligation does exist, then the longer retention period takes precedence.
C. This schedule generally reflects audit requirements in its prescribed retention periods, but audits are not always completed in a timely fashion. Therefore, any record required for an audit must be retained until completion of that audit, regardless of its stated retention period in the schedule.
D. This schedule does not authorize destruction of records that could be deemed relevant to current or pending litigation.

**DESTRUCTION OF RECORDS**
The records classification and retention periods in this manual constitute legal authority for retention and disposal of official records. No records can be destroyed until they meet the minimum retention period listed in this policy. In cases where there is no schedule for a particular record series, the fire department must grant permission for the destruction.

These records should be destroyed under the supervision of a competent person(s) designated (or appointed) to ensure that no records fall into unauthorized hands and that the data cannot be reconstructed by shredding and then burning the records.

**PRESERVATION OF PERMANENT RECORDS**
By electronically preserving older, deteriorating, but permanently valuable records, the fire department can generate durable copies for research and prevent further damage or deterioration of the original. When scanned, processed, and maintained to archival specifications, the master negative will ensure that permanently valuable records are preserved for generations to come.

**A Note about Electronic Records**
Permanent records existing solely in electronic form are in danger of becoming inaccessible through media decay and hardware/software obsolescence. Periodic migration and transfer of permanent records to stable preservation media, such as microfilm, should be considered as a best practice for local government to fulfill its statutory responsibility to maintain permanent records.

**A Note about Retention Periods**
This schedule provides minimum retentions. The fire department may choose to keep a particular series or record for a longer period of time. It should be kept in mind, however, that a record kept beyond its listed retention must be made available for inspection upon request.

**MODIFICATIONS AND ADDITIONS**
Because records reflect activities that are constantly changing, the retention requirements for them sometimes require revision as well. Consequently, records retention and disposition schedules often need modification or additions in order to be realistic and effective. There may be some retention periods and disposition requirements within this schedule that fail to account for all relevant factors and there may be some important record series not addressed here which need to be added.

**FIRE DEPARTMENT RECORDS RETENTION SCHEDULE**

**Fire Reports**
*Also Called:* Run Sheets, Fire Investigations; Fire Incident/Non-fire Emergency Report; Fire Incident Index
*Retention:* 5 Years for minor fire and non-fire emergencies. 50 Years for major fires and losses due to non-fire emergencies. Evaluate for historical purposes
*Disposition:* Archive

**Departmental Standard Operating Guidelines**
*Retention:* Permanent until superseded
*Disposition:* Archive

**Fire Hydrants (Locations)**
*Also Called:* Fire Hydrant Database
*Retention:* Permanent until superseded
*Disposition:* Archive
Use Permit Inspections (Fireworks)
Retention: 3 Years
Disposition: Destroy

Fire Inspections and Alarm Test Records
Also Called: Fire Safety Inspection, Alarm Test Records
Retention: 5 Years. If violations are involved, 5 years after violations have been corrected or satisfied
Disposition: Destroy

Vehicle Inspections
Retention: 1 Year
Disposition: Destroy
DIGITAL IMAGERY AND VIDEO

PURPOSE OF THE POLICY
The purpose of this policy is to protect the confidentiality of the members of the fire department, patients, victims, and the public. Digital imagery and video captures images and video objectively and may be a breach of privacy and/or confidentiality. Digital imagery may be relevant to lawsuits and criminal cases. This policy will aid in protecting the reputation of the City of Macon, the Macon Fire Department, staff of the department, and the operations of the department.

POLICY:
Photos and video will be taken by on-duty personnel for the purpose of documenting the scene. All digital imagery and video will be the property of the Macon Fire Department pursuant to copyright laws. No photography or videos will be taken except as permitted in this policy.

Photos and video will only be taken by approved members of the department with approved fire department or city owned cameras and/or video equipment. Members may be allowed to take pictures or video with their own equipment, including cell phone cameras, provided that they comply with this policy, permission has been granted, or the individual has been asked to do so. Photos taken with personal equipment must be turned in immediately for review and permanently erased from the media they originated on.

Photos taken by on-duty personnel are limited to:

- Normal fire department and/or law enforcement investigation or documentation
- Training and public relations
- Not for profit

Restrictions on photos and video included, but not limited to:

- Photography or video cannot interfere with or delay emergency operations
- State and Federal privacy and confidentiality laws or not violated
- Certain locations may be prohibited of photos or video
- No secret or hidden photos will be allowed
- The use of the station, apparatus, personnel, uniforms and/or turnout gear or any parts thereof, or equipment will not be allowed without permission

Absolutely no photo will be used for any purpose until the photo has been reviewed for violation of privacy and confidentiality laws.

If anyone would like to take photos to be used at a later time such as for training or public relations events, the person will ask for permission to take photos and then the photos will be reviewed as stated in this policy and the permission may be granted. Any photos taken with personal equipment shall be immediately put on the radio room computer until the files are reviewed.

SAVING PHOTOS
All photos used in an incident will be downloaded and saved to the radio room computer. Photos or video used of an investigation will be saved on a CD or DVD media as well and placed in the investigations file cabinet. When downloading and saving photos or video, all files will be saved in a file with the case number assigned to it. All photos will be saved to the file including photos that are blurry and photos that are taken accidentally. If a photo needs modification, such as, but not limited to, cropping, lightening, darkening, adjusting contrast, removing color, etc., a copy of the original will be made and all changes will be made to the copy. The unedited original will be saved and preserved.
**SPOILATION OF EVIDENCE**

Spoliation of evidence is the destruction or loss of evidence that is relevant to a legal proceeding. Whether the loss is intentional, accidental, or through negligence, spoliation of evidence can be a crime under Federal law, and in most states. Regardless if the camera or video equipment is owned by the department or it is personal equipment, the person taking the photos or video, and has possession of the relevant evidence, has a legal obligation to preserve the evidence.
GENERAL INFORMATION RELEASE AND FIRE CHIEF CONTACT

POLICY

There are times when the fire chief is not in the office or is unavailable. When a phone call or person contacts the fire department and wants to speak with the fire chief and the fire chief is unavailable, you will tell them the fire chief is unavailable and get their name, a contact number, and what the phone call or visit is in regards to. Tell them you will pass this information along and that someone from the fire department will get back in contact with them. The fire chief’s cell phone number is not to be given out to anyone except as allowed later in this policy.

Unless a question concerns the person it is directed to, and it does not violate privacy laws or the restrictions below, no one at the fire department will answer a question(s) concerning the following:

- Any administrative matters,
- Anything that may be determined to be a privacy matter,
- Matters that concern another employee,
- Matters that you currently do not handle,
- Questions concerning an inspection or pre-fire plan being conducted by another firefighter or shift,
- No press release or information will be given to any member of the press or public concerning any type of response without prior approval.
- No one is allowed to answer a question that you absolutely do not know the answer to. When you are faced with a question you do not know the answer to, inform them you do not know the answer, but will forward it on to the proper person for the correct response,

When a member of city hall calls and wishes to speak to the fire chief and he/she is out of the office, tell them he/she is out, you are not sure where he/she is if asked, and take a message. If they do not want to leave a message, tell the person from city hall the fire chief can be reached by cell phone and give them the number if they need it. This is the only time the fire chiefs cell phone number is allowed to be given out.

The fire chief will always be contacted and told that a member of city hall was trying to reach them regardless if they left a message, asked to be called back, or said they would call the fire chief on his/her cell phone, no exceptions.
S.O.G. Number: 10.15
Category: Administrative Guideline
Title: Job Descriptions
Draft: 6/10/2005
Revised:
Revision No.

**JOB DESCRIPTIONS**

Fire Chief    This person has the highest level of authority. This person is responsible for all of the administrative functions in the department. He/she is responsible for the daily duties at the fire station. He/she is also responsible for all actions and fire fighters on the fire scene.

Assistant Fire Chief  Responsible for assisting the Fire Chief in general operations at the fire department and at the fire scene. Acts for the Fire Chief in his/her absence.

Captain        Assist the Fire Chief at fire scenes. Is responsible for assisting the Fire Chief and Assistant Fire Chief. Acts for the chief in absence of Fire Chief and Assistant Fire Chief

Engineer/Driver/Operator Operates all fire department apparatus. May be called upon at fire scenes to assist Officers by acting in the role of Operations Chief or as a Supervisor

Certified Firefighter Person certified by the State of Missouri, Division of Fire Safety to be able to provide fire fighting services. May act as a Supervisor on the fire scene. Operates as a member of a crew to remedy an accident.

Firefighter   May act as a Supervisor on the fire scene. Operates as a member of a crew to remedy an accident.

Recruit       New member on fire department. Should not be allowed to do interior attack until finished with recruit school. Should not be allowed to be on hose nozzle during attack. Can get tools and act as support in all operations.
PROMOTIONS AND CONDITIONS OF EMPLOYMENT

Promotions will be handled in accordance with Chapters 700.00, 700.10, 700.15, 700.20 of the City of Macon Employee Policy Manual.

The following is mandatory certification and licensure for each classification of employee:

Assistant Fire Chief:
- Fire Officer II certification through the Missouri Division of Fire Safety.
- Fire Service Instructor II certification through the Missouri Division of Fire Safety.
- Any and all requirements from Firefighter, Engineer, and Captain.

Captain:
- Officer I certification through the Missouri Division of Fire Safety.
- Fire Service Instructor I certification through the Missouri Division of Fire Safety.
- Fire Inspector certification through the Missouri Division of Fire Safety.
- Any and all requirements from Firefighter and Engineer.

Engineer:
- Class B CDL within 12 months of employment.
- Fire Fighter II within eighteen (18) months of employment.
- Certified Pump Operator within thirty (30) months of employment.

Fire Fighter:
- Basic Fire Fighter.
- Hazardous Materials Awareness.

Officers promoted between the dates of January 1st, 2011 and March 31st, 2012, will attain the respected classifications and hold a current certification in each requirement with the Missouri Division of Fire Safety (latest edition) within 24 months. Effective April 01, 2012, promoted Officers will attain the respected classifications and hold a current certification in each requirement with the Missouri Division of Fire Safety (latest edition) within 12 months.

New Engineers hired will attain the classification of Firefighter II and Certified Driver/Operator with the Missouri Division of Fire Safety (latest editions). The Engineer will be allowed eighteen (18) months to attain the certification of Firefighter II and thirty (30) months to attain the certification of Driver/Operator. The Macon Fire Department will attempt to provide the course for the Engineer. Each probationary Engineer will have six (6) months to get a Missouri class B CDL driver’s license. You will be reimbursed for the cost of the Class B CDL as long as the City of Macon deems it necessary for you to have it.

The Macon Fire Department will provide for customary testing fees for one (1) certification test attempt with the Division of Fire Safety for each certification if there is a testing fee (this will include evaluator fees for practical exams). If the newly promoted Officer or Engineer fails either test the first time, any fees from that point forward will be assumed by the employee. Meals and/or mileage are not included in the testing fees. Failure to comply with the time limits may lead to dismissal.

The above are requirements by the City of Macon and are considered conditions of employment.
GENERAL DUTIES OF PERSONNEL AT EMERGENCY SCENES

It is the responsibility of each member of the Macon Fire Department to perform certain duties enroute to a scene, upon arrival at the scene, at the scene, and after the call is over. All personnel should wear their seatbelt whenever the vehicle is in motion.

The Apparatus Operator shall exercise good judgment, obeying all applicable traffic laws, and giving great consideration to the safety of the firefighters riding on the engine, as well as citizens along the route to the scene.

The first engine at a structural fire response shall leave sufficient space to allow for other apparatus that may be needed and the service company vehicle. If a structure is equipped with a Fire Department connection for the sprinkler system, the first engine will respond to the front entrance to the building unless otherwise instructed by the Incident Commander. The second engine will respond to the FDC and pump into the FDC from the closest city hydrant in order to support the structure’s sprinkler system.

The following is a list of general duties of personnel on the scene. Keep in mind that this list is not all encompassing and may be expanded on or taken away from at any time.

**Incident Commander:**
- Ultimately responsible for all activities of the emergency scene
- Plans strategy and tactics (IAP)
- Develops an adequate command structure
- Organizes fire ground activities
- Provides support as necessary
- Only person on scene who communicates with dispatch

**Officer in Charge (Assistant Fire Chief and Captains):**
- In the absence of the Fire Chief, the Officer in Charge should assume the duties of Incident Commander.
- The Officer in Charge should:
  - Utilize the time en route to the scene to gain all available information about the incident to include assigning duties to the Operations Chief and/or Supervisors, possible mode of attack, water supply, etc.
  - Relay any applicable information to the personnel under his command.
  - Ensure that the Operations Chief has all appropriate tools and equipment to perform duties
  - Keep the Incident Commander updated on the activities.

**Operations Chief:**
- Relay any applicable information to the Supervisors and firefighters under his command.
- Ensure that the crew(s) has all appropriate tools and equipment for fire attack and/or search operations, (door chocks, door tags, axes, flashlights, thermal camera, etc.).
- All doors shall be chocked open so that they cannot close behind the crew or restrict the movement of the attack hose.
- Perform all radio communications to the I.C.
- Get orders from the IC and have the Supervisor or crew(s) to perform them.
- Keep the Incident Commander updated on the activities of the crew(s) and any changes in their safety status.
Supervisor:

- Relay any applicable information to the firefighters under his command.
- Ensure that his crew has all appropriate tools and equipment for fire attack and/or search operations, (door chocks, door tags, axes, flashlights, thermal camera, etc.).
- All doors shall be chocked open so that they cannot close behind the crew or restrict the movement of the attack hose.
- Perform all radio communications unless the Officer assigns this duty to another crewmember.
- Get orders from the I.C., O.I.C., Operations Chief, Branch Director and have the crew to perform them.
- Be the immediate supervisor of the firefighters on his crew.
- Keep his crew together and stay with them as their direct supervisor and safety monitor while they are inside the structure.
- Keep the Incident Commander updated on the activities of his crew and any changes in their safety status.

The Engine Operator:

- Park the vehicle in a safe location with due consideration being given to overhead power lines, structural collapse zones, etc. unless otherwise commanded by the I.C., or the O.I.C.
- Remain with the engine after arrival on scene unless otherwise directed by the Incident Commander or O.I.C.
- Chock at least one of the engine’s wheels to secure the vehicle.

Firefighter:

- Don all applicable fire gear including SCBA before reporting to an officer for an assignment.
- Each firefighter shall hang his accountability tags on the hook in the truck.
- Wear his seatbelt whenever the vehicle is in motion.
- Listen for orders from their Supervisor or O.I.C. while on the scene.
- Grab hand lights and appropriate tools after leaving the engine to perform their assignment unless otherwise commanded by the Incident Commander.
- Stay with their Supervisor unless otherwise commanded by the Incident Commander.
- Ensure that all protective equipment is in place before entering the structure.
- The firefighters shall turn on their bottles to arm their PASS devices before entering the structure.
- When a firefighter’s low air alarm sounds, he and his/her crew shall immediately leave the structure or hazard area together. The crew shall notify the Incident Commander, O.I.C. or Operations Chief that they are leaving the structure or hazard area.
On Call Duties and Responsibilities

Purpose of the Policy
The purpose of this policy describes the required actions when an officer is on call. Although this guideline is not all inclusive, this will aid in determining as to when an officer is mandated to come to the station or respond to an emergency call. This policy applies to all officers while performing call duties. On call tours of duty are for one calendar day, beginning at 0715 and concluding at 0715 the following day, for a total of 24 hours. Anytime two (2) drivers or a driver and a firefighter are on duty, there shall be an officer on call to assist with decision making or to answer questions if any arise. The most senior person on duty should attempt to remedy the problem before calling the officer. If the problem cannot be remedied by the on duty driver/firefighter, then the on duty crew shall see who is on call and contact them. If no person is indicated to be on call, then the fire chief will be called. Drivers or firefighters shall not abuse or use this policy inappropriately.

Policy:
The schedule shall indicate if an officer is on call. The schedule shall read “On Call” on the day the officer is on call. The on call officer shall be easily reached and accessible and be ready to come into the station or meet the firefighter(s) needing assistance.

Officers that are on call shall receive a minimum of one (1) hour of overtime compensation for each twenty-four (24) hours of assigned call duty. Employees covered by FLSA required to come to work on off-duty call hours due to an emergency or other urgent situation shall be paid at a rate of one-and-one-half times the employee’s hourly rate of all hours worked in excess of two hundred and twelve (212) hours per work period in accordance with the FLSA 207(k) exemption as adopted by the City of Macon. All time worked less than 212 hours will be compensated at the regular rate of pay. Minimum call back pay will be one hour.

While on mandatory on call duty the officers:
- Have to carry, and be able to hear, a pager at all times.
- Have to report to the station within 20 minutes of being called or be subject to disciplinary action.
- Cannot consume alcohol.

Examples of when an officer may be called while on call, although not all inclusive are:
- If a driver or firefighter needs assistance with answering a question.
- If a driver or firefighter needs assistance at a service call.
- If a driver or firefighter needs assistance at the station.
- Thunderstorm warnings. At a minimum, the officer shall make contact with the engineer or firefighter and let them know they are monitoring the weather emergency. The officer will have a computer with constant internet access to monitor the weather while away from the fire station; this does not include monitoring the weather on any type of cell phone, smart phone, tablet, iPad, nook, kindle, or similar device. If the officer is not able to constantly monitor the weather on a computer with internet, the on call officer will come into the fire station until the emergency expires.

Examples of when it is mandatory for an officer to respond while on call, although not all inclusive are:
- When an emergency occurs.
- When a driver or firefighter needs assistance on the scene of a service call.
- Tornado warning.
- If the on duty crew is being taxed by a situation, such as, but not limited to a weather emergency, and the officer is contacted for help by the on duty crew, the officer will go to the station until either the emergency has passed or the taxing situation has subsided.
The “On Call” policy complies with Chapter 1001.00 Standby Tours of Duty, Emergencies, and Call-Outs (Calls to Duty) of the Employee Manual. Officers, drivers, and firefighters failing to comply, or abusing this guideline, will be subject to disciplinary actions.
GENERAL DRIVING GUIDELINES AND DUTIES

The Engineer/Driver/Operator, of each shift, shall be in charge of pump operations. The Engineer/Driver/Operator, shall be knowledgeable of all tools, appliances, gauges, valves, locations of such, etc., that is on each apparatus.

If there is a problem during normal activities and times, that cannot be remedied by the Engineer/Driver/Operator; they are to let the O.I.C. know about the issue and what was done to attempt to fix the problem. The apparatus may be taken out of service at that time.

If there is a problem during an emergency operation, the Engineer/Driver/Operator will let the O.I.C. know immediately, even if the problem has been remedied. This may initiate early activation of having another piece of apparatus brought to the scene in case the problem apparatus fails for some reason again during the emergency.

Other duties of the Engineer/Driver/Operator include:
- Learning the location of fire hydrants in the City Limits of Macon
- Knowing how and where to stage all apparatus
- Assisting the O.I.C. with who was on scene at minor emergencies
- Following all orders from the O.I.C. while driving (slow down, speed up, stop, lights on/off, etc.)
- Drive in a safe and prudent manner

DRIVING REGULATIONS

- The use of cellular telephones is prohibited during an emergency response by the Driver/Operator of any department apparatus or private vehicles. Violations to this policy will result in revocation of the blue light and siren permit and disciplinary measures.
- Proper distance shall be maintained between moving apparatus to avoid rear-end collisions.
- Right of Way at intersections shall be yielded.
- No E/D/O shall attempt at any time to leave members in the station or the station’s general area by quick response to an alarm.
- Any mechanical problem found in any apparatus while in use shall be reported to the Officer in Charge. If in doubt that the problem has done any harm to the apparatus, stop the vehicle at once.
- Under no circumstances shall any aspect of safety be sacrificed in order to increase the speed of the response.
- Only personnel who have successfully completed and passed the departmental driver/operator training course are permitted to operate department vehicles, unless the vehicle is being operated under the supervision of an officer as part of the driver/operator training program. Note: Under extreme circumstances, when no full time E/D/O is available, an E/D/O in training may drive during an emergency situation. The E/D/O must have permission by the Officer in Charge and should be the E/D/O with the most E/D/O training time.
- The E/D/O shall not move the apparatus until all personnel have their seat belts fastened.
- All audible and visual devices shall be in operation when making an emergency response.
- The E/D/O shall always maintain a speed consistent with safe operation of the vehicle under the prevailing conditions.
- When an emergency vehicle must approach an intersection the driver shall come to a complete stop until all other traffic in the intersection has yielded.
- The sole responsibility of the driver during an emergency response is to drive. The driver shall not operate the radio, lights, sirens or other equipment.
- On approaching the emergency scene all drivers shall watch for emergency vehicles approaching from other directions.
EMERGENCY DRIVING REGULATIONS

The purpose of this section of the guideline is aimed at all Macon Fire Department personnel responding in department or personal vehicles, to prevent death, injuries and financial loss by establishing procedures to reduce vehicle accidents.

GENERAL DRIVING RULES

The State of Missouri traffic laws include specific provisions for emergency vehicles, while they are engaged in emergency operations. The Macon Fire Department policies and procedures specify when and how these exceptions will be applied. The fire department driving policies and standard operating guidelines may be, in some cases, more restrictive than state traffic laws.

Responding to emergency incidents does not in any manner reduce the responsibility to operate vehicles safely. While prompt response to emergency incidents is an organizational priority, safety is always a higher priority. The responding units and personnel must arrive safely at the location where they are needed before they can deliver the required services. Unsafe operation of an emergency vehicle creates an unacceptable risk to fire department members, to the public, and to the individuals who are in need of assistance.

The motor vehicle laws of Missouri grant specific allowances and exemptions to emergency vehicles, when they are responding to emergency incidents and using the required warning devices. These provisions only apply to officially recognized emergency vehicles, while they are responding to emergency incidents in compliance with all of the applicable laws and regulations.

Notwithstanding such allowances and exemptions, the driver of the emergency vehicle is required to operate responsibly at all times. The emergency vehicle driver has a duty to drive with due regard for the safety of all other persons and property.

The Missouri traffic laws require an emergency vehicle to be equipped with warning lights and audible warning devices. The traffic laws also require drivers to yield the right-of-way to an emergency vehicle when the warning lights and audible warning devices are in operation.

The use of warning lights and audible warning devices does not automatically grant the right-of-way to an emergency vehicle. Other drivers are required to yield the right-of-way to an emergency vehicle; however, they cannot be expected to yield the right-of-way if they do not see or are not aware of the emergency vehicle.

The emergency vehicle driver must never assume that another vehicle will yield the right-of-way. It is always the emergency vehicle driver’s responsibility to ensure that the other driver has yielded the right-of-way. The emergency vehicle driver is responsible for operating in a safe and prudent manner, recognizing that other drivers could be distracted, inattentive, or simply uncooperative. The emergency vehicle driver is not permitted to employ aggressive driving techniques to force another driver to yield the right-of-way.

While responding in an emergency mode, drivers are required to make their presence evident using audible and visual warning devices. Emergency vehicle drivers should also endeavor to make their intentions as clear as possible and their vehicles as visible as possible to other drivers.

The Macon Fire Department has established the following policies that apply to personnel who are driving fire department and personal vehicles in an emergency response mode. The same policies apply to the emergency operation of all vehicles within the scope of a driver’s fire department duties.
**POLICY**

**USE OF WARNING DEVICES**

The chief of the Macon Fire Department shall issue a blue light and siren permit to department personnel who are authorized to operate personal vehicles in an emergency mode. The chief has the authority to revoke any department issued permit for reasons not limited to, non-compliance with this SOG.

New members shall not be issued a blue light and siren permit or operate a department vehicles in an emergency mode before satisfactorily completing the emergency driving section (Chapter 05, Emergency Driving) of the Macon Fire Department’s Recruit Firefighter Training Manual. A review of this SOG shall become a part of that training.

Members holding a department issued blue light and siren permit shall be subject to periodic emergency driving refresher training which, at a minimum, shall include a review of this SOG.

Members shall only operate department vehicles in an emergency mode when responding to a bona fide emergency to which the department has been dispatched.

Members shall only operate personal vehicles in an emergency mode under the authority of a Macon Fire Department issued blue light and siren permit when responding to a bona fide emergency to which the department has been dispatched.

Members responding in an emergency mode shall remain in constant contact with dispatch via pager and/or two-way radio and shall immediately terminate an emergency response when advised to do so under the authority of a commanding officer or units already on scene.

Warning lights and audible sirens shall be used while fire department or personal vehicles are responding in an emergency mode. Both warning lights and audible sirens must be operated in order to meet the legal definition of an emergency vehicle.

Warning lights and/or audible sirens shall not be used when a vehicle is responding in a non-emergency mode.

Warning lights shall be used when a fire department or personal vehicle is maneuvering or stopped in a location where it creates a traffic hazard.

**SPEED LIMITATIONS**

The driver shall never exceed a speed that is safe and prudent, based on road and weather conditions and other circumstances, including the weight, size, design and capabilities of the vehicle. The posted speed limit may be exceeded only when the required warning devices (lights and siren) are in use and when weather, traffic, and road conditions are favorable. The posted speed limit shall not be exceeded under any other conditions.

When conditions are unfavorable, the posted speed limit shall not be exceeded and actual speed shall be determined by the conditions.

The posted advisory speed for a curve shall be considered the maximum allowable speed under all conditions, regardless of response condition.

Water tenders shall not respond in emergency mode unless specifically directed by a command officer.

**INTERSECTION NAVIGATION**

The fire department or personal emergency vehicle shall come to a full stop before entering a negative right-of-way intersection (red light, flashing red light, or stop sign), blind intersection, or any intersection where hazards are present and/or the driver cannot account for all oncoming traffic lanes. The emergency vehicle shall not enter the intersection until all approaching traffic has yielded the right-of-way and it is safe to proceed. The emergency vehicle driver shall ensure that all approaching vehicles in all lanes have yielded the right-of-way before advancing.
If necessary, due to traffic conditions or visual obstructions, the emergency vehicle driver shall cross the intersection in stages, treating each lane as a separate intersection. The driver shall stop the vehicle, as necessary, to ensure that each lane may be crossed safely.

When passing through an intersection where the emergency vehicle has the right-of-way, by virtue of a green light in the direction of travel and/or a stop signal (stop sign) for cross-traffic, the emergency vehicle shall control their speed and be prepared to stop immediately, if necessary. Emergency vehicle drivers should not assume that oncoming/opposing traffic has stopped, even when facing a green signal or “clear” route; emergency vehicle drivers must visually confirm that oncoming/opposing traffic is stopped while approaching any intersection, and be prepared to stop immediately, if necessary.

**Traveling in Opposing Traffic Lanes**

Operating emergency vehicles in opposing traffic lanes is extremely hazardous under all conditions and should only be considered under exceptional circumstances (i.e., if there is no alternate route of travel).

When an emergency vehicle must travel in an opposing traffic lane, or in a center turn lane to maneuver around slow moving or stopped traffic, the emergency vehicle shall do so in a slow and extremely cautious manner. (Actual speed should depend on the road, traffic, and weather conditions.)

When approaching a controlled intersection (traffic lights or stop signs) in an opposing traffic lane or center turn lane, the emergency vehicle shall come to a full stop before entering the intersection, even if the traffic light is green in the direction of travel.

Operating emergency vehicles against the normal flow of traffic is extremely hazardous under all conditions and should only be considered under exceptional circumstances (i.e., if there is no alternate route of travel).

Travel against the normal direction of traffic flow on a one-way street shall be limited to short distances. Emergency vehicle drivers must proceed slowly and with extreme caution in these situations.

The emergency vehicle must come to a full stop before entering an intersection while traveling in an opposing direction.

**Passing Traffic in an Emergency Vehicle**

When overtaking traffic that is moving in the same direction, the emergency vehicle driver shall give other drivers ample opportunity to yield the right-of-way before passing. Under no circumstances shall an emergency vehicle driver overtake another vehicle until they are sure the other driver has yielded them right-of-way.

A fire department emergency vehicle shall not overtake another emergency vehicle that is traveling in the same direction unless the driver of the lead vehicle has indicated that the other may pass and has yielded them the right of way.

**Railroad Crossings**

The emergency vehicle shall come to a full stop at unguarded railway grade crossings.

Extreme caution shall be exercised at grade crossings where warning lights and/or gates are provided.

Warning devices and crossing gates are generally reliable, but can fail due to the harsh conditions to which they are exposed. These devices are designed to fail in the “safe” mode. When approaching a grade crossing with lowered gates and/or active lights and no apparent rail traffic, the emergency vehicle shall come to a full stop prior to the crossing. Before proceeding, the emergency vehicle driver shall visually confirm that no train or other rail vehicle is approaching on the tracks. Complete confirmation may require that members physically dismount the vehicle to visually check the tracks.
STOPPED SCHOOL BUS

The emergency vehicle shall not pass a school bus that has stopped with red lights flashing to load or discharge passengers, unless the bus driver clearly signals that it is safe to pass.

When clearly signaled by the bus driver that it is safe to pass a stopped school bus, the emergency vehicle shall proceed slowly and with extreme caution past the school bus; all members must be vigilant for children and other pedestrians while approaching and passing the bus. The emergency vehicle driver must be prepared to stop immediately while approaching, passing, and leaving the area in which the school bus is stopped.

PEDESTRIAN CROSSWALK

The emergency vehicle shall not exceed the posted speed limit when approaching a pedestrian crosswalk. If the crosswalk is occupied, the emergency vehicle shall slow down and be prepared to stop if the pedestrian does not yield the right-of-way.
RESPONDING TO AN INCIDENT

It is the responsibility of the driver of each Fire Department vehicle to drive safely and prudently at all times. Under no condition shall any member place himself, members of the fire department or the public in danger due to excessive speed or reckless operation of fire department vehicles or personal vehicles while responding to an alarm.

The sole responsibility of the driver during an emergency response is to drive. The driver should not operate the radio, lights, sirens or other equipment, unless they are responding to an emergency alone and/or have no other choice but to operate any equipment.

The driver of the emergency vehicle is responsible for its safe operation at all times. When responding to an emergency, warning lights must be on and sirens must be sounded to warn drivers of other vehicles, as required by Missouri Law. The use of sirens and warning lights does not automatically give the right-of-way to the emergency vehicle. These devices simply request the right-of-way from other drivers. Emergency vehicle drivers must make every possible effort to make their presence and intended actions known to other drivers, and must drive defensively to be prepared for the unexpected inappropriate actions of others. Emergency response with lights and siren is authorized only in conjunction with bona fide emergency incidents.

Under less than favorable conditions, the apparatus should be driven at reduced speeds concurrent with the conditions.

Intersections present the greatest potential danger to emergency vehicles. When approaching and crossing an intersection with or with out right-of-way, drivers shall exercise extreme caution. When emergency vehicles must use center or oncoming traffic lanes to approach controlled intersections, (traffic light or stop sign) they must be prepared to come to a complete stop before proceeding through the intersection, including occasions when the emergency vehicle has green traffic lights. When approaching a negative right-of-way intersection (red light, stop sign) the vehicle shall be prepared to come to a complete stop and may proceed only when the driver can account for all oncoming traffic in all lanes yielding the right-of-way.

Unnecessary emergency response shall be avoided. In order to avoid any unnecessary emergency response, the following rules shall apply:

- When the first unit reports on the scene with "nothing showing" or an equivalent report, the O.I.C. may have any additional units continue to the emergency scene, but reduce to non-emergency.
- The first arriving unit will advise additional units to respond in a non-emergency mode (no lights and siren), whenever appropriate.

Drivers shall avoid backing whenever possible: Where backing is unavoidable, guides shall be used (See SOG 20.33). If no guide is available, the driver shall dismount and walk completely around apparatus to determine if obstructions are present before backing.

The driver should confirm that all personnel and riders are on-board, properly attired, with seat belts on, before the vehicle is permitted to move. All personnel shall ride only in regular seats provided with seat belts. Riding on tailboards or other exposed positions is not permitted on any vehicle at any time.

During an emergency response, fire vehicles should avoid passing other emergency vehicles. If passing is necessary, permission must be obtained through radio communications.

Drivers must consider the dangers their moving vehicle poses to fire ground personnel and spectators who may be preoccupied with the emergency, and may inadvertently step in front or behind a moving vehicle.

At night, vehicle mounted floodlights and any other lighting available shall be used to illuminate the scene.
If it is not necessary to park vehicles in or near traffic lanes, the vehicle should be pulled off the road to parking lots, curbs, etc., whenever possible.

Emergency Response Policy
Macon Fire Department vehicles shall be operated in a manner that provides for the safety of all persons and property. Safe arrival shall always have priority over unnecessary speed and reckless driving in route to an emergency incident.

Prompt, Safe Response Shall Be Attained By:
1. Leaving the station in a standard manner:
   - Quickly mounting apparatus
   - All personnel on board, seated and belts on
   - Station doors fully open
   - Do not leave before all personnel have mounted the cab and are seated.
2. Driving defensively and professionally at reasonable speeds.
   - Do not drive to fast for conditions
   - Do not drive recklessly or without regards to safety
3. Knowing where we are going.
4. Using warning devices to move around traffic and to request the right-of-way in a safe and predictable manner.
   - Do not take unnecessary chances with negative right-of-way intersections.
5. Obey posted speed limit when entering intersections with green light.
6. Be prepared to come to a complete stop at all red lights, stop signs.
7. Do not intimidate or scare other drivers

Members responding to the emergency scene in their private vehicles shall exercise caution and proceed in an orderly and safe manner. Members who do respond to the scene in their personal vehicles shall park as to not interfere with the access or egress of other emergency vehicles.

Under no condition shall any member be allowed to operate any fire department vehicle or respond to an emergency scene while under the influence of alcohol or drugs.

When released from the scene all members shall return to the station to assist in the cleaning and reloading of hose and other tasks required returning the apparatus to an “In Service” condition.
Any person who wishes to leave for work must notify the ranking officer.
TRAFFIC SAFETY VEST

The purpose of this policy is to describe the required traffic safety personal protective apparel to be worn by Macon Fire Department members when working at an incident that places the member in or near moving traffic. Incidents such as vehicle collisions/injury accidents, extrications, fluid spills, dangerous conditions, and vehicle fires are typical situations where this policy is applicable. This policy also applies to routine non-incident related tasks and assignments such as fire hydrant inspections.

Conforming to this policy places the member in compliance with Federal Law 23 CFR Part 634 and applicable provisions of the Federal Highway Administration’s Manual on Uniform Traffic Devices (MUTCD).

Policy

When the nature of the assignment or incident requires the member to work in or near moving traffic or within the right of way of any public roadway, at a minimum the following personal protective apparel shall be worn.

- NFPA approved structural fire helmet with chinstrap properly donned. *(Not required for routine non-incident related tasks such as hydrant inspections)*
- ANSI 107-compliant (high visibility) Class II Vest, Class II or III Highway Safety Garment, or ANSI 207 Public Safety Vest.

If a member dons a structural firefighting turnout coat or any other type of outerwear due to inclement weather; i.e. rain, cold, etc., or is required to wear structural firefighting turnout gear due to duties assigned at the incident scene, the ANSI High Visibility Vest must be donned over the turnout coat or outerwear. Turnout coats are not acceptable as high-visibility roadway safety apparel when donned without the ANSI-compliant vest on the outside of the coat.

Non-Vest Incidents

Several unique incident types may be encountered where the donning of a high visibility safety vest may actually increase risk of injury for the fire department member or where wearing of a vest may in fact be otherwise impractical. Under these limited situations, the requirement for donning ANSI-compliant vests by members directly involved in hazard area “Hot Zone” activities is modified.

The exemptions for wearing a high visibility safety vest applies only to members directly involved in activities within a hazardous area “Hot Zone” and only when the “Hot Zone” is protected from the hazards of moving traffic by apparatus blocking, lane closures, etc.

The required ANSI-compliant high visibility vest need NOT be worn when a member is required to:

- Don structural PPE and SCBA to work in close proximity to flames or a source of heat such as during fire suppression activities or while manning hose lines at a motor vehicle accident, or
- Don hazardous material personal protective equipment to avoid potential exposure to chemicals or other contaminants, or
- Don specialized technical rescue PPE and/or equipment for a technical rescue incident, or
- Perform any work where the use of such apparel may increase the risk of injury to firefighter personnel.
All members on-scene performing duties other than those listed above are required to don ANSI-compliant vests when working in or near moving traffic.

Members directly involved in source of heat, chemical, or technical rescue activities as listed above who complete their activities within the “Hot Zone” of a work area are required to don an ANSI-compliant vests once their activities within the “Hot Zone” are completed or they leave the immediate “Hot Zone” area of the incident scene.
RECEIVING RADIO DISPATCHED FIRE CALLS:

When a fire call dispatched is received at the fire station from the radio by 911 dispatch, the following is to be done:

1. Get the address
2. Note the type of incident
   a. Residential structure
   b. Commercial structure
   c. Detached structure / outbuilding fire (barn, shed, outbuilding etc.)
   d. Vehicle fire (ask if the vehicle is outside or inside of a building)
   e. Natural cover fire
   f. Extrication incident/rescue
   g. Medical emergency
   h. Stand by for ________________
3. Ascertain if the dispatch has been properly sent out
   a. Does this need a dispatch or
   b. Can the on duty personnel handle this situation
4. Don personal protective equipment, enter the apparatus, get enroute to the incident.
5. Notify 911 that you are enroute from the engine.

Receiving Fire Calls by Telephone:

When a fire call is received at the fire station instead of the 911 dispatch, obtain the following information:

1. Address of the incident
   a. Special directions needed?
   b. Repeat address to confirm
2. Type of incident
   a. Residential structure
   b. Commercial structure
   c. Detached structure / outbuilding fire (barn, shed, outbuilding etc.)
   d. Vehicle fire (ask if the vehicle is outside or inside of a building)
   e. Natural cover fire
   f. Extrication incident/rescue
   g. Medical emergency
   h. Stand by for ________________
3. Name of the caller
4. Call back number
5. Relay this information to 911 dispatch and have them to dispatch the emergency.
S.O.G. Number: 20.03.1  
Category: Operational Guideline  
Title: Dispatch Cancellations  
Draft: 1/28/2013  
Revised:  
Revision No.

PURPOSE

The purpose of this policy is to establish guidelines on cancelling response to a dispatch.

POLICY

When the Macon Fire Department is dispatched to an emergency, the dispatch center has been directed to forward any and all information concerning the emergency to the fire department via radio. It will be the responsibility of the Officer in Charge or the Acting Duty Officer to determine the nature of response (i.e. continue response in an emergency fashion, reduce to non-emergency, etc.).

The dispatch center does not have the authority to cancel the response of the fire department. The dispatch center is to forward all information to the responding fire engine so that the best possible informed decision can be made on how to determine the continued response. The decision to cancel the response to the emergency will be made by the Officer/Acting Officer in Charge.

If it is determined to cancel response to the emergency, the response will be handled as follows:

- The fire engine will continue to the scene if the Officer/Acting Duty Officer is on board.
- If the Officer/Acting Duty Officer is in a vehicle other than the fire engine, they may choose to send the engine back to the fire station and continue to the location in the vehicle they are currently in.
- Make contact with the business/home owner or someone in charge at the location in regards to the emergency dispatch to determine that the emergency no longer exists and to determine what prompted the emergency call.
- Although it will not always be possible, if it is practical, make face to face contact.

The Acting Duty Officer in charge shall be defined as a Senior Engineer. The Acting Duty Officer in charge shall make contact with Officer On Call, if one has been established according to the schedule, in addition to the business/home owner, for possible further instruction.
STRUCTURE OF COMMAND

The Macon Fire Department has a defined structure of command and should be followed at all times (emergency scenes, non-emergency scenes, training, etc.). The structure consists of a Fire Chief, Assistant Fire Chief, Captain, Engineer, and Firefighters (see diagram below). While working on shift you will answer to and do as instructed by your immediate supervisor unless you have been instructed to do otherwise, by a supervisor of more rank and authority. If this situation occurs, inform your immediate supervisor as to the conflict or difference in orders, so the immediate supervisor is aware of the situation. While on the fire scene the chain of command is as the diagram show below, Firefighters answer to Engineers, Engineers answer to the Captain, the Captain answers to the Assistant Fire Chief, and the Assistant Fire Chief answers to the Fire Chief. This flow of command may not be followed exactly on every scene due to some personnel not being present.

If the chain of command is not followed, disciplinary measures will be taken.
The Macon Fire Department has adopted NIMS. With the adoption of NIMS, the fire department has started using the Incident Management System. This procedure will establish implementing the incident management system at all fire department field activities. This guideline will provide a centralized command, the ability of Command to effectively coordinate with all agencies involved and proper span of control to prevent the overloading of an individual with more information than they can effectively handle.

It is the responsibility of all personnel involved in any emergency, planned event, or training exercise to use IMS.

**Incident Management Structure**

<table>
<thead>
<tr>
<th>Organization Unit</th>
<th>Leadership Position, Title, and Radio Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident Command</td>
<td>Incident Commander, IC, or Command</td>
</tr>
<tr>
<td>Command Staff</td>
<td>Officer (Safety, Liaison, PIO)</td>
</tr>
<tr>
<td>Section</td>
<td>Section Chief (Operations, Planning, Logistics, Finance/Administration)</td>
</tr>
<tr>
<td>Branch</td>
<td>Branch Director</td>
</tr>
<tr>
<td>Division or Group</td>
<td>Supervisor (This term is only used in the Operations Section)</td>
</tr>
<tr>
<td>Unit</td>
<td>Unit Leader (This applies to all other subunits of the other sections)</td>
</tr>
</tbody>
</table>

Incident Commander "Command" or “IC”
Responsible for the overall incident, including planning strategy, developing an adequate and effective command structure, organizing the fire ground and providing the support and resources to meet these goals. Command is the only officer who communicates with the dispatcher.

Command Staff – answers directly to the IC

Safety Officer
Monitors safety conditions and develops measures for assuring the safety of all assigned personnel. Has the ability to terminate any fire ground operation if the lives of personnel are in immediate danger i.e. possible structural collapse. Command must be notified immediately of any life safety related issue.

Public Information Officer (PIO)
Provides a point of contact for the media or other organizations seeking information directly from the incident.

Liaison Officer
Acts as a point of contact for outside agencies on large incidents or events.

General Staff

Operations
Responsible for directing the primary tactics of the incident through the use of divisions and groups.

Planning
Collects and evaluates incident information needed to understand the current situation, predict the course of the incident, and prepare control objectives and alternate strategies.
Logistics
Provides all resources, facilities, supplies and support needed to complete the incident.

Finance/Administration
Provides authority to purchase all equipment necessary to complete the operation.

Branches of Operations:

Accountability Officer
Responsible for keeping track of fire ground personnel. The Accountability Officer keeps track of personnel on the emergency scene. Should be at least the rank of certified Fire Fighter II or higher and may assign assistants when dealing with a large amount of personnel. The Accountability Officer must utilize the Personnel Accountability System (PAS). The Accountability Officer may be incorporated into the role of the Safety Officer.

Staging Officer
Responsible for establishing a staging area, for managing and maintaining resources in staging, when staging is required. Assist Accountability Officer with tracking incoming units and assigning temporary accountability tags to units being moved up into the operations phase if necessary.

Groups / Divisions
A group will be defined as a functional assignment. Personnel will be led by a Supervisor, assigned to do a particular task which may not be in a specific sector. Tasks can include, but are not limited to, evolution-oriented functions, company level operations and individual accomplishments. Examples would be ventilation, search & rescue, salvage & overhaul, etc. Divisions are geographical designations. Division should be divided by natural boundaries or terrain such as rivers, roads, etc. Groups will operate in Divisions.

It should be known that not all emergency/non-emergency incidents will call for all elements of the IMS. Many small incidents that we respond to will not have Logistics, Planning, Finance, etc. Let it be known though, that all incidents should have an Incident Commander.

INITIAL REPORT / ESTABLISHING COMMAND

The first arriving officer/fire fighter will radio a size-up of the situation to the 911 dispatch. If the first arriving officer does not see or hear any other Command officer on the radio, he/she may assume Command. Do Not assume command because you think you should. If you assume command and then another higher ranking officer shows up, you have to officially transfer command before you start doing something else, this will confuse dispatch if they try to contact Command and someone else starts communicating with them because you are no longer the IC and have been assigned to another task. In the event there is no officer on scene, an Engineer or Certified Fire Fighter will assume Command by radio to the dispatcher.

This report will include the following:

1. Identification of first arriving unit.
2. Building or scene description
3. Any smoke or fire showing and its location
4. Any obvious life hazards
5. Unit assuming Command
6. Name the command

Example: “Engine 3 on scene, 2 ½ story wood frame multiple family dwelling, with fire showing from the 2nd floor, 771 will be Elm St command.”

Example 2: “Squad 4 on scene, 2 car MVA, pole and wires down, 1 person still in vehicle, 779 will be Briggs Drive command.”
Command Modes:

A. Investigation Mode (Nothing Showing)
Generally requires an investigation by first arriving apparatus. In this mode Command will plan strategies and deploy tactics as needed.

B. Fast Attack (Offensive Attack)
Requires immediate action to stabilize, e.g. working fire in a residence, apartment or small commercial building. These situations require Command to quickly decide how to commit the first due engine and organize a fast interior attack.

This mode should conclude quickly and end with one of the following:

1. A stabilized situation
2. Formal Command is set-up. The officer in Command may remain as Command or pass it on to the next arriving officer.

C. Formal Command (Always in Defensive Mode, may be used in other modes)
A strong direct command post is established. The Command officer will remain in this location until formally relieved by a ranking officer. This mode will usually involve the use of streams larger than 1 ½ hose.

Transfer Of Command

Dispatch will be notified by radio of all transfers of Command and will repeat the transfer over the radio to verify. Transfers of Command will take place face to face unless not possible due to logistics in which case a 2-way wireless communication is permissible i.e. radio or cellular. The person being relieved must brief the officer assuming Command of the following:

1. The general situation status, such as fire location, extension, and effectiveness of any control efforts.
2. The deployment and assignments of committed apparatus.
3. Appraisal of the need for any additional resources.

Generally the first officer that assumes Command will remain in command for the length of the incident, all other officers on scene will be given their assignment by Command or act in a support role to Command, unless one of the following conditions exists:

1. A higher ranking officer determines the span of control is too great for the incident and must be escalated to the Formal Command mode, in which case the relieved IC will be given a new assignment by Command.

2. At all confirmed working structure fires, larger than a one room fire in a single family residence, Command will be transferred to the highest ranking chief officer (Fire Chief or Asst. Fire Chief) on the scene, and a Formal Command will be put into place. In the event a chief officer is not available, the ranking officer on scene will assume Command.

In the event Command is initiated by a certified firefighter, Command is to be transferred to the first arriving fire officer at all incidents.

Termination Of Command

Command will not be terminated until all personnel have been accounted for. Command will radio dispatch that “Command is terminated and all fire units are clear of the scene.” In the event that the scene is being turned over to another agency, i.e. Police or MDFS, dispatch will be made aware of this at the time Command is terminated.
Sectoring Plan

Sectoring is defined as a standard way to divide the fire ground command into smaller command units. Sector Leaders will be assigned as needed to various sectors.

a. Exterior Sectors/Exposures

b.

C Side

EXPOSURE BUILDING  B Side  ROOF

Top view of fire building

A Side

STREET

A Side – The front of the building, usually the street side. If the building presents a unique situation due to its location, Command will set the A side of the building. All other points are referenced from the A side.

B Side – The side to the left of side A.

C Side – The side opposite the A side, usually the rear of the building.
D Side – The side to the right of side A.

ROOF

Exposures are referred to as the “(sector letter) Exposure”
In the example above, there is a B Side Exposure.

Connected exposures i.e. strip mall stores or multiple apartments off of a common hallway will be referred to as the lettered exposure with a sequential number.

Example: Exposure B1, B2, etc.

b. Interior Sectors

![Diagram](image)

Additional floor numbers can be added or subtracted based on the size of the building in question. Other sectors can be assigned by Command based on the needs of the incident.
SAFETY OFFICER

Officer(s) assigned the responsibility of a Safety Officer at an incident shall directly supervise and account for the crews/personnel safety operating in the specific area of responsibility. Officers and Sector Leaders shall maintain an ongoing awareness of the location and condition of all crew members.

The safety officer shall have the authority to immediately correct situations that create an imminent hazard to personnel. At an emergency incident where activities are judged by a safety officer to be unsafe and to involve an imminent hazard, the safety officer shall have the authority to alter, suspend, or terminate those activities. The safety officer shall immediately inform the IC of any action taken to correct imminent hazards at an emergency scene.

At an emergency incident where a safety officer identifies unsafe conditions, operations, or hazards that do not present an imminent danger, the safety officer shall take appropriate action, through the IC, to mitigate or eliminate the unsafe condition, operation, or hazard.

Where a safety officer has been appointed, it shall be the responsibility of the safety officer to ensure the accountability of all fire ground personal and to initiate the accountability system if it has not already been done. The safety officer shall be responsible for collecting the firefighter accountability tags, and logging the appropriate names of personnel on the accountability and inventory worksheet/board.

Additional accountability officers shall be appointed at the discretion of the safety officer. If appointed, additional accountability officers shall report to the safety officer. They shall be appointed based on the size, complexity, or needs of the incident.
Tactical Priorities identify the three separate tactical functions that must be completed in order to stabilize the overall situation; these priorities also establish the order that these basic fire ground functions must be performed.

These functions should be regarded as separate, yet related activities that must be dealt with in order. The Incident Commander cannot proceed on to the next priority until he has completed the objective of the current function.

Basic tactical priorities are as follows:

1. Life Safety (Victim Rescue and Personnel Safety)
2. Incident Stabilization (Fire Control, Vehicle Stabilized, etc.)
3. Property Conservation (Loss Stopped, Patients transported)

*Life Safety:*
The activities required to protect occupants, remove those who are threatened and to treat the injured. Also those activities required to protect firefighters. Examples of these activities are: Primary Search, Donning of PPE and SCBA, and Vehicle Stabilization.

*Incident Stabilization:*
The activities required to stop the forward progress of the fire/emergency, and to bring it under control. Examples of these activities are: Using Handlines, Ventilation, Forcible Entry and Utilities Brought Under Control.

*Property Conservation:*
The activities required to stop and reduce additional loss to property, such as Salvage and Overhaul.

The objectives of each priority are reflected in the following bench marks of completion:

1. Life Safety - Primary Search - (ALL CLEAR)
2. Incident Stabilization - (UNDER CONTROL)
3. Property Conservation - (LOSS STOPPED)

While the Incident Commander must satisfy the objectives of each function in its priority order, he must, in many cases, overlap and "mix" the activities of each to achieve the current bench mark, notable examples are the need many times to ventilation with active extensive fire control efforts before getting on with primary search, or the need to initiate salvage operations while active fire control efforts are being extended.
Electric Meter Removal

When required, the firefighters may have to attempt to remove an electric meter from residential structures only; you will never attempt to remove a meter from any commercial structure. Any time a meter is removed, a cover and seal will be placed on the meter base. If at any point it appears unsafe to remove an electric meter in a residential structure, or it appears that the meter will not disconnect the electricity, a Macon Municipal Utilities electric crew will be notified to respond to the scene.

When a meter needs removed from a commercial structure, the Macon Municipal Utilities will be notified and they will remove the meter.

If the electricity cannot be removed to the building/structure/hazard, the fire department will operate in a defensive only mode and will not operate in any area near an electrical hazard or where an electrical hazard may be suspected.

The Macon Fire Department will NEVER attempt to reinstall a meter that has been removed; this will only be done by the Macon Municipal Utilities as per their policy and due to safety reasons for the firefighters.

Once the meter had been removed, place it in the cab of the Engine or Service Vehicle. Back at the station we will place the meter in the shop, and either have utilities come and pick it up, or deliver it to them. It is not the policy of the fire department to give an electric meter to anyone else.
FIRE GROUND STRATEGY

The following procedure outlines the fire ground strategy to be employed at all structure fires. Fire ground operations will fall in one of two strategies, Offensive or Defensive. The two strategies are based on a standard Risk Management Plan that is to be employed at all structure fires. This is the basis for this procedure.

Within a Structured Risk Management Plan

We May Risk Our Lives A Lot To Protect Savable Lives.

We May Risk Our Lives A Little To Protect Savable Property.

We Will Not Risk Our Lives At All To Save What Is Already Lost.

Considering the level of risk, the Incident Commander will choose the proper strategy to be used at the fire scene. The strategy can change with conditions or because certain benchmarks (i.e., All Clear) are obtained. The strategic mode will be based on:

- The building (type of construction, condition, age, etc.)
- Structural integrity of the building (contents vs. structural involvement)
- The fire load (what type of fuel is burning and what's left to burn)
- The fire and/or smoke conditions (extent, location, etc.)
- The rescue profile (savable occupants/survivability profile)

The Incident Commander is responsible for determining the appropriate fire ground strategy. Once the appropriate strategy is initiated, it becomes the Incident Commander's job to ensure that all personnel are operating within the strategy. By controlling the fire ground strategy, the Incident Commander is providing overall incident scene safety. The proper strategy will be based on the following:

- Avoiding simultaneous Offensive and Defensive strategies in the same fire area. This typically happens by first committing personnel to interior positions, then operating master streams from exterior positions, or spraying water into ventilation holes (includes windows and doorways). This places interior crews in danger of injury or death.
- Matching the appropriate strategy to the fire conditions of the structure, and minimizing risk to firefighters.

Managing fire ground strategy must start with the arrival of the first unit and be constantly monitored and evaluated throughout the entire incident. If Command is transferred to later arriving officers, these officers assuming Command must evaluate the fire ground strategy based on the Risk Management Plan.

Fire ground strategy provides a starting point to begin fire ground operations. Once the strategy is announced, all firefighters know whether to operate on the interior or exterior of the building. The fire ground strategy cannot be a mystery to anyone; everyone operating on the fire ground must be operating in the same strategy mode: Offensive or Defensive.

Offensive Strategy

The structure must first be determined to be safe to enter, and if it is safe to do so, offensive fire attack will be initiated and if necessary, will be centered on rescue. It is the policy of the Macon Fire Department to initiate offensive
operations at the scene of structure fires unless it is unsafe to do so. The following are guidelines for offensive fire attacks:

- Entry into the structure will be made with a minimum of two (2) fire fighters. Macon observes the “two-in two-out” rule. The smallest line that will be used will be a 1 ½” hand line.
- Assign RIT team prior to entry or ASAP. SOG 20.10
- Initial attack efforts must be directed toward supporting a primary search, the first attack line must go between the victims and the fire to protect avenues of rescue and escape if rescue is necessary.
- Determine fire conditions and extent before starting fire operations (as far as possible). Fire Streams should not be operated into smoke unless conditions dictate otherwise.
- Fires fought offensively should be fought from the interior-unburned side.
- Avoid exterior application of water during an offensive operation. This is usually the very worst application point.
- Avoid fire attack from the burning side of the building. An attack from the burning side generally will drive the fire, smoke, and heat back into the unburned portion of the structure.
- Officers and/or fire fighters must resist the urge to spray water into a window before attack. They think that they are getting a “quick knockdown” to assist the fire fighters. In reality, all that they are doing is pushing the fire into unburned portions of the structure.

Companies must resist the urge to focus only on the fire. In some cases, the most effective tactical analysis involves an evaluation of what is not burning rather than what is actually on fire. The unburned portion represents where the fire is going and should establish the framework for fire control activities and requirements.

Command must consider the most critical direction and avenues of fire extension, plus its speed, particularly as they affect:

- Rescue activities
- Level of risk to firefighters
- Confinement efforts
- Exposure protection

Command must allocate personnel and resources based upon this fire spread evaluation.

Command must not lose sight of the very simple and basic fire ground reality that at some point firefighters must engage and fight the fire. Command must structure whatever operations are required to put water on the fire. The rescue/fire control-extension/exposure problem is solved in the majority of cases by a fast, strong, well-placed attack. Command must establish an attack plan that overpowers the fire with actual water application, either from offensive or defensive positions.

Command must consider the seven sides (or sectors) of the fire: front, rear, both sides, top, bottom, and interior. Fires cannot be considered under control until all seven sides are addressed. Failure to do so frequently results in fire extension.

Where the fire involves concealed spaces (attics, ceiling areas, construction voids, etc.), it becomes vital that crews open up and operate fire streams into such areas. Early identification and response to concealed space fires will save the building. Officers who hesitate to open up because they don’t want to cause more damage to the structure, or are unsure on what to do may lose the entire structure.
Early ventilation (natural or positive pressure) is a major support item that must be addressed during concealed space attacks. This must be initiated early and be well coordinated. Ventilation openings should be made in the fire area. Positive pressure should be injected from the unburned side and exit out of the fire area.

Command must get ahead of the fire. Command must make critical decisions that relate to cutoff points and develop a pessimistic fire control strategy. It takes a certain amount of time to get water to a location, and the fire continues to burn while the attack is being set up. Command must consider where the fire will be when attack efforts are ready to actually go into operation; if misjudged, the fire may burn past the attack/cutoff position before resources and personnel are in position. Don't play "catch up" with a fire that is burning through a building. Project your set-up time, write off property, and get ahead of the fire. Set up adequately ahead of the fire, and then overpower it.

Write-off property that is already lost and go on to protect exposed property based on the most dangerous direction of fire spread. Do not continue to operate in positions that are essentially lost.

The basic variables relating to attack operations involve:

- Location/position of attack
- Size of attack
- Support functions

Command develops an effective attack through the management of these factors. Command must balance and integrate attack size and position with fire conditions, risk, and resources.

Many times offensive/defensive conditions are clear cut and Command can quickly determine the appropriate strategy. In other cases, the situation is marginal and Command must initiate an offensive interior attack, while setting up defensive positions on the exterior.

THE ONLY REASON TO OPERATE IN MARGINAL SITUATIONS IS RESCUE.

The effect of the interior attack must be constantly evaluated, and the attack abandoned if necessary. Strategy changes can develop almost instantly or can take considerable time. Command must match the strategy with the conditions. The Incident Commander controls overall incident scene safety by determining the proper strategy to be used.

Don't let pride hinder your judgment, or interfere with sensible decision making. If your offensive tactic isn't working, don't delay in switching to defensive tactics. If the structure becomes too bad, the decision to go to defensive mode could be determined by the building. Often times when the building gets to make those decisions, firefighters become traumatized (physically and/or emotionally). The incident commander determines the strategy, the building shouldn't.

Command should abandon marginal attacks when:

- A primary all clear is obtained and the situation is still marginal.
- The roof is unsafe or untenable. Especially working fires in large unsupported, or lightweight trussed attic spaces.
- Interior forces encounter heavy heat and cannot locate the fire or cannot make any progress on the fire.
- Heavy smoke is being forced from the building under pressure and is increasing.
Command needs to constantly evaluate conditions while operating in marginal situations. This requires frequent and detailed reports from Officers and Sector Leaders.

It is imperative that Command assign a Roof Sector as early as possible during marginal situations for rapid evaluation of roof conditions. In certain situations Command should strongly consider not committing crews to the interior of a structure unless he/she receives a report from Roof Sector that the roof of the structure is safe to operate on and under. It is better to go from an offensive to a defensive strategy too soon rather than too late.

**Defensive Strategy**

The decision to operate in a defensive strategy indicates that the offensive attack strategy, or the potential for one, has been abandoned for reasons of personnel safety, and the involved structure has been conceded as lost (the Incident Commander made a conscious decision to write the structure off).

The announcement of a change to a defensive strategy will be made as Emergency Traffic, dispatched as so with an alert tone, and all personnel will withdraw from the structure and maintain a safe distance from the building. The O.I.C. will account for their crews and will notify Command of the status of the crew assigned to their sector. A PAR (Personnel Accountability Report) shall be obtained after any switch from offensive to defensive strategy.

Interior lines will be withdrawn and repositioned when changing to a defensive strategy. Crews should retreat with their hose lines if safe to do so. If retreat is being delayed because of hose lines, and it's unsafe to stay in the building, hose lines should be abandoned. Once everyone is outside of the structure, consider changing your attack lines from 1 1/2" lines to 2 1/2" lines. This could double the amount of water that is put on the structure.

All exposures, both immediate and anticipated, must be identified and protected. The first priority in defensive operations is personnel safety; the second is exposure protection.

The next priority may be to knock down the main body of fire. This may assist in protection of exposures but does not replace it as a higher priority.

Master streams are generally the most effective tactic to be employed in defensive operations. For tactical purposes, a standard master stream flow of 500 GPM or higher should be the guideline. We should be flowing as much as possible with the master stream at this point in the fire. There may be times when this can not be attained (low water, amount of hand lines flowing from the apparatus, etc.

When the exposure is severe and water is limited, the most effective tactic is to put water on the exposure and, if need be, from the interior of the exposure.

If defensive operations are conducted from the onset of the incident, there will be no primary search conducted.
This procedure identifies the tactical application of positive pressure ventilation during structural fire operations and other techniques for use. PPV is used for various reasons. It is fast to set up, and many times it is more effective than natural ventilation. All Officers and Fire Fighters need to be careful when setting up PPV though. PPV should never be set up unless it is in conjunction with the interior attack. PPV should never be started more than 20 – 30 seconds before the interior evolutions begin. Any time the PPV fan is used, it should be run at full throttle to be most effective. A drawback to the PPV fan is that it will diminish communications because of how loud it is. A fire fighter should be positioned with the PPV fan anytime the fan is running.

Engines 1 and 3 are equipped with high volume positive pressure fans. All offensive fire operations qualify for early application of PPV. Command should order PPV where appropriate and early in the operation. First arriving fire fighters not involved in the attack should be planning and preparing to take fans to the fire scene.

Positive pressure fans should be placed at the point of entry(s) from the unburned side of the fire.

Fans should be positioned 12-15 feet back from the entry point. The objective is to create a pressure “cone” effect around the door. This position will also allow access for crews to enter the building. If you cannot get the fan far enough away from the doorway to create the pressure “cone”, fire fighters may have to hang up the “curtain” to block part of the doorway off.

Where additional fans are required, placing two or more fans in “tandem”, one behind the other is more effective than side by side.

Positive pressure ventilation is effective only when applied properly. Two major items are required:

1. An “exit” for the pressurized air must be provided and must be located in the fire area. This is generally a window, door or other opening.
2. Positive pressure ventilation must be injected from the unburned side of the fire.

Airflow from PPV must be controlled throughout the operation. Too many openings or exit points reduce the effectiveness of PPV. In some cases, windows and doors that are already open may need to be closed to direct the airflow into the fire area, or the most densely affected smoke area. As one area is cleared of smoke, that area may need to be sealed off and another exit created in another area of the structure to direct the airflow into the next area to clear. Screens should be removed from windows where ventilation is occurring.
The purpose of this guideline is to meet NFPA and OSHA standards. It will allow Command to determine who is on scene of the emergency, being able to track and account for the whereabouts of firefighters doing hazardous work on the emergency scene, and if the firefighter is injured while on the scene, his/her emergency information will be readily available for EMS.

It will be the policy of all members of the Macon Fire Department to follow the accountability policy at all incidents. This accountability SOG is designed for the safety of all personnel on the fire ground. This system, along with a sound incident management system, is critical to the safety of everyone and locating firefighters in the event of an emergency!

**PROCEDURE**

The Incident Commander has the ultimate responsibility for personal accountability of all personnel on the scene.

On the front of the tag there will be a picture of the firefighter, name of the fire fighter, Macon Fire Department, and his badge number. On the back of the tag will be all of the medical history and emergency contact information of the firefighter.

All members of the fire department will be issued two (2) personal accountability tags. They should be clipped to either the fire helmet or the mic holder on the turnout coat so that they are readily accessible.

The firefighter will place the first (1st) personal accountability tag on the engine in the designated area when coming on the scene of all emergency incidents.

The second (2nd) tag will be used if the fire fighter is involved in a hazardous operation where there is a controlled point of entry on the fire ground such as:

- Interior fire fighting
- Activities performed on the roof
- Other high hazard operations and activities putting the fire fighter at risk as deemed by Command, Operations, or the Supervisor

This tag will be left with the Operations Chief or Supervisor of the operation. The Operations Chief or Supervisor will attach the accountability tags of the fire fighter to his/her person so that it is not lost or misplaced. The tags will be attached in a manner as to be able to place fire fighters in their respected crews (example: crews tags clipped together and then hung on the Operations Chief or Supervisors mic holder on his/her turnout coat). After the crew is finished with the operation that they are conducting, retrieve your accountability tag from the Operations Chief or Supervisor.

The Operations Chief or Supervisor of the operation will not leave his/her post unless another person relieves them. At this time, he/she will relay face to face, what is happening with the operation, give a full account of all activities to the person taking over, and pass off the accountability tags. The point of entry shall be manned at all times while crews are operating in the structure or hazardous condition.

At the conclusion of an incident, department personnel shall be responsible for retrieving their firefighter accountability tags.
If the firefighter loses their personal accountability tag, they are to come immediately to the fire station so another tag can be given to them. The personal accountability tag will be treated as any other part of personal protective gear that is issued to each firefighter.

**Mutual Aid**

Generic Personal Accountability Tags will be carried on each of the engines in a designated box in cases of mutual aid. As members show up on the emergency scene and do not have an accountability tag, a generic tag will be issued. The tag will be marked with the firefighters name on it using a permanent marker.

**Personnel Accountability Report (PAR)**

It is recommended that the officer in charge of accountability (Command or the Accountability Officer) for the entire scene, obtain a PAR every twenty (20) minutes while hazardous operations are taking place. The officer in charge of accountability will call each Division/Group leader by radio to confirm they are PAR at the designated intervals (usually 20 minutes). A PAR may be confirmed in person or through radio communication. A PAR should also be obtained immediately following a catastrophic fire ground event, (collapse, flash over, mayday report, etc.) to insure all personnel are accounted for. Command, Operations, or the Supervisor also has the right to ask for a PAR at any time. Have 911 dispatch assist with PAR timing.

If after roll call it is determined that personnel are not accounted for, Command will be notified immediately.

**Accountability Is Everyone’s Responsibility!**

**It May Save Your Life!**

**Grace Electronic Accountability System**

February 4th, 2013

**Purpose**

The purpose of this guideline is to ensure that all members on the fireground understand the systems uses and limitations. Electronic Accountability is another part of an effective incident management system. This guideline will be used in accordance with the Accountability guideline. This guideline establishes procedures to be followed for the accounting of personnel at emergency incidents. For the purpose of this SOG, a TPASS system is the control box and each individual TPASS unit and a TPASS unit shall be the device issued to individual firefighters.

**Implementation**

The procedures outlined in the guideline will be implemented as outlined below:

1. The TPASS system will be used on incident that poses a threat to firefighter safety including, but not limited to the following:
   - On any incident in which firefighters are at risk of becoming lost, trapped, or injured.
   - On incidents in which firefighters are operating in the defensive mode but are in close proximity to a structure in which the above hazards exist.
   - Ground cover or rescue operations that put personnel out of sight of command and/or operating for extended periods of time subjecting them to environmental injuries.
   - On any high-rise building fire.
   - On any Hazardous-Materials incident other than fuel spill type incident.
   - Any IDLH atmosphere

**Accountability System**

The Grace Accountability system will be the system used on scene where individual accountability is required. An Accountability Officer may be established by the IC. The Accountability Officer (AO) will be responsible for maintaining all accountability tags as well as monitoring the Watchdog system.

**Activating the Grace Electronic Accountability System**

The Electronic Accountability system will be activated upon arrival on scene. The Incident Commander or first arriving officer shall assign someone to operate the Electronic Accountability system. If there are not enough personnel
on the first arriving apparatus, either the D/O or IC will run the accountability system. This will happen until relieved by a qualified member.

The Accountability officer will monitor the display for the following items.
1. Panic or motionless alarm indications.
2. Loss of signal indications.
3. Continual display of all members from each unit on scene.

The IC or assigned Accountability Officer will be responsible to verify positive firefighter health and safety when an alarm condition presents on the electronic accountability system. This will be done by the following method:
1. Contacting the member in alarm or with a loss of signal via radio to determine their health and safety at this time to determine if the alarm is an emergency or an accidental alert.

TPASS Operations
- TPASS devices will be issued to all fire department personnel.
- A PAT will be secured to the key of the TPASS device.
- The TPASS device will be attached to either the individual’s turn-out gear or SCBA with removable clips.
- TPASS devices are activated when the key is removed from the device. The key is to be placed on the designated location of the appropriate apparatus.
- The TPASS device will stay activated on the individual firefighter for the duration of the incident regardless of the assigned duties, including rehab. This could give us advanced warning if a firefighter has any type of medical emergency or the firefighter needs some type of help and a radio or other type of communication device is unavailable.
- When the emergency is over, the key will be removed from the apparatus and placed back onto the TPASS device to deactivate it.

Receiving a TPASS alarm at the Electronic Accountability System Screen
1. Identify the firefighter in alarm as indicated on the screen.
2. Authenticate the situation as an emergency or accidental activation of the TPASS.
   • This is done by calling the member on the radio to authenticate.
3. Inability to gain contact or to positively identify a member’s health and safety with the member in alarm will require immediate action by the IC.
4. A loss of signal indication that occurs in conjunction with a serious or catastrophic fireground event, without a positive PAR, should be treated as a “MAYDAY.”

Sending the Evacuation Call (Defensive Mode Transition)
1. IC orders all units to exit the building.
2. Send the evacuation tone from the electronic accountability system. Signal any repeaters set up as exit locator devices to indicate which direction firefighters should exit the structure.
3. Request an alert tone from 9-1-1 dispatch center, sound 3 long blasts on the air horns for 30 seconds, and/or three pulses in water pressure on the hose line.
4. Firefighters will not cancel the evacuation tone until they are clear of the structure or the area that poses the immediate threat. This will serve as a PAR for the evacuation.
5. The Accountability officer should:
   a. Monitor the progress of the electronic signal delivery and receipt to and from the TPASS devices on the screen.
   b. Verify that all firefighters have manually acknowledged the signal via radio, within 60 seconds of sending the evacuation order.
   c. If within 60 seconds no manual evacuation acknowledgement or positive PAR can be confirmed, initiate rescue procedures.

Repeater Operations
- Repeater will be deployed in large, heavily reinforced buildings, such as hospitals, multi-story buildings, shopping centers, and metal commercial buildings. Placing repeaters in the highest position possible inside the building will increase the signal strength of the TPASS.
- Repeater can also be used as exit locators if the situation deteriorates and evacuation become necessary.
RAPID INTERVENTION TEAMS

This section identifies requirements and operations of rapid intervention teams. A RIT is used for the sole purpose to locate and rescue lost, trapped, and/or injured fire fighters. The RIT will observe the “2 in and 2 out” rule set up by the Macon Fire Department. The RIT should not be made up of inexperienced fire fighters.

Examples of when a RIT would be utilized:
- Hazardous materials
- Confined space / collapse
- Interior attack
- Any incident having a significant risk.

The RIT should be established ASAP, usually within 10 minutes. The RIT shall be in a ready mode (all P.P.E. and S.C.B.A. on but not breathing air, equipment ready and ready to enter the area) and will be monitoring all radio traffic. Anytime a RIT has been established, the equipment that they have been designated shall not be used for any other purpose. If the RIT is assigned a tactical function, another RIT will be established to take its place. It is imperative that the RIT be ready to activate in an instant.

Command, Operations, and/or the O.I.C. will determine where the RIT will be staged, and who will be the RIT leader. The RIT leader will be either an officer or an experienced fire fighter. The RIT shall receive a full account of what is happening from the IC, Operations officer, and/or the O.I.C. The minimum number of persons making up a RIT team will be 2 (3–4 should be the optimal number for each team)

Suggested equipment for the team should be:
- Tarp – with specific and easily identifiable markings of “RIT”
- Married pair (haligon tool and flat head axe)
- RIT pack or SCBA with face piece (not just a spare cylinder – the complete unit)
- Rope 150’ minimum, at least ½” diameter
- Portable Radio – at least 2
- Flashlights (Minimum 1 each Personal)
- TIC camera if available
- 10 Ft Pike pole (or similar)
- Hand knife
- Wire cutters

In addition to regular training, fire fighters trained in RIT tactics need additional training in fire fighter self survival, forcible entry, and each member trained and qualifying for the RIT needs to show and demonstrate that they can operate as a team. Any member failing in any of these areas will not be allowed to be on a RIT.
Lost or Trapped Fire Fighters

The rescue of trapped or lost fire fighters in a burning building is especially time sensitive. There is a very narrow "window of survivability" for a fire fighter who is out of S.C.B.A. air supply or trapped by approaching fire.

Individual fire fighters must not delay reporting to Command if they become lost, trapped, or in need of assistance. Supervisors must also not delay the reporting of lost fire fighters or inability to complete accountability reports.

Command, Operations Chief, Branch Director and/or Supervisors must always assume that the missing fire fighter is lost in the building until the fire fighter can be accounted for.

Only Command will make a decision on how the search will be conducted, based on information known. Other than fire suppression, the search will be given first priority. Command must also restructure the strategy and action plan to include a high priority rescue effort.
Mayday Signal

The purpose of this procedure is to identify the roles and responsibilities of all the parties involved at an incident where a “MAYDAY” has been transmitted. The Incident Commander must always assume that a missing fire fighter is lost or trapped in the building until the fire fighter is accounted for. Rapid, concise, decisions and actions must be taken to increase survivability.

The radio message "MAYDAY" will be ONLY be used by a lost or trapped fire fighter to report their status as being in trouble and needing rescue. Any report of "MAYDAY" will receive priority radio traffic followed by the emergency traffic alert tone. The term "MAYDAY" will be reserved ONLY to report lost or trapped fire fighters. The term "emergency traffic" will be used to report other emergencies.

Lost fire fighters should give Command information as to who they are, how many fire fighters, what Sector they were operating in, where they THINK they are (as accurately as possible), description of building structures surrounding them, sounds of nearby activities, (i.e., ventilation saw noise), or any other information that might direct RIT to their location.

The term "May-Day" typically will be used in the following situations:

- By the member who is lost, trapped, or in trouble.
- By the Operations Chief, Branch Director, and/or Supervisor, or other member who cannot account for an assigned fire fighter who is operating in the hazard zone. This "May-Day" would generally occur following a PAR report that fails to locate/account for the suspected lost member.
- By a member who witnesses or has confirmed that a fire fighter is lost or in trouble.
- By a member who is tangle, pinned, or stuck with low air activation
- A fall through the roof
- Fire fighter caught in a flashover
- A fall through the floor
- Zero visibility, no contact with hose or lifeline, do not know direction to exit
- Primary exit blocked by fire or collapse, not at secondary exit in 30 seconds
- Low air alarm activation, not at exit (door or window) in 30 seconds
- Cannot find exit (door or window) in 60 seconds

Command will maintain an awareness of the location of fire fighters on the fire ground primarily through assignments and the accountability system. In the event that a fire fighter cannot be located through a PAR, or any other time a fire fighter is missing, the officer or any member should announce a "MAYDAY." The term "MAYDAY" will indicate a lost, trapped, or injured fire fighter. Command shall respond to a "MAYDAY" by implementing a rescue plan for the fire fighter(s).

Any fire fighter who becomes lost, disoriented or trapped must immediately issue a MAYDAY on his portable radio, if he has one. If he does not have a radio, he must immediately activate his PASS device. Any fire fighter hearing a PASS Device must declare an emergency and report this to Command.

Operations Chief, Branch Directors, Supervisors, and/or individual fire fighters who suspect a fire fighter is missing must notify the Incident Commander immediately. The Incident Commander must always assume that the missing fire fighter is lost in the building until the member is accounted for. The system must include the ability to identify when a fire fighter is going to be delayed beyond his/her SCBA air time.
**HAVE DISPATCH SEND OUT EMERGENCY TONES AND ANNOUNCE THE REPORT OF A MISSING FIRE FIGHTER**

All personnel operating at the scene need to be alerted that a fire fighter is lost, trapped, or injured. Dispatch personnel will announce that a “MAYDAY” exists for a lost, trapped, or injured fire fighter.

**CHANGE THE STRATEGY AND PLAN TO A HIGH PRIORITY RESCUE EFFORT**

The Incident Commander must restructure his/her strategy and action plan to include a fire fighter rescue effort. Accurate information must be quickly obtained and acted upon. Additional resources must be immediately obtained. Rapid commitment of the RIT must occur. These resources must be organized and controlled. The strategy, plan, and objectives must be quickly communicated to Command Staff, Operations Chief, Branch Directors, and Supervisors. The plan and rescue activities must be continually monitored and revised as necessary. Conditions and updated information causes changes in the plan and objectives. The Incident Commander must communicate any changes to the Command Staff, Operations Chief, Branch Directors, and Supervisors.

**IMMEDIATELY REQUEST MUTUAL AID**

Mutual Aid may need to be requested based on circumstances and potential. There should be no hesitation in requesting mutual aid units. Specialized Technical Rescue Teams may be called upon to assist with searching, shoring the rescue area, or for the use of other specialized equipment.

**INCLUDE A MEDICAL COMPONENT WHEN REQUESTING ADDITIONAL RESOURCES**

The incident commander must ensure that the MCAD has been dispatched to the scene. If the MCAD is already on scene, it is imperative that they be notified of what has happened, and that they are not to leave the scene until the trapped person/persons have been accounted for. If there is more than one (1) fire fighter trapped, contact MCAD and have them to respond another crew to the scene until all fire fighters has been accounted for.

**COMMIT THE RAPID INTERVENTION CREW**

Upon report of a missing fire fighter, the incident commander has a fresh crew fully outfitted, available for commitment to an immediate search and rescue of the last known area of the missing fire fighter(s). The RIT team, or any fresh crew(s) in staging, must be immediately sent to the rescue area.

**WITHDRAW COMPANIES FROM THE AFFECTED AREA, IF APPROPRIATE, TO OBTAIN A ROLL CALL AND RECONNAISSANCE INFORMATION**

In some situations, such as collapse or explosion, crewmembers may get separated. The only practical method, to obtain an accurate PAR of effected crews, may be to withdraw them to the exterior. Once the PAR information is quickly obtained, crews can be reassembled into a more organized rescue effort. Withdrawal is a judgment call based on circumstances at the time, information available, and resources.

**DO NOT ABANDON FIRE FIGHTING POSITIONS -- HOLD POSITIONS, AND PREVENT FIRE SPREAD**

If a missing fire fighter(s) is to survive, the Incident Commander must keep the fire out of the rescue area.

**ASSIGN A CHIEF OFFICER TO THE RESCUE SECTOR**

The Incident Commander is faced with a time critical crisis. Critical decisions and strong management of rescue operations is essential. A chief officer must be assigned to direct the rescue sector and rescue operations if not already assigned.

**OPEN/UNLOCK ALL DOORS, IF APPROPRIATE**

All doors in the immediate area should be unlocked or forced open, and at least the immediate interior area quickly searched. Where practical, the doors should be left open to provide an emergency escape route, unless doing so will have negative effects on the fire. In all cases, the doors must remain unlocked.

**VENTILATE, MAINTAIN LIGHTING**

Reducing smoke conditions, through effective ventilation, improves the air quality for any victims, and will enhance search and rescue capabilities through increased visibility of the interior. Ventilation should be aggressively employed. Early lighting of the operation (both interior and exterior) needs to be included.
**WATCH FOR STRUCTURAL STABILITY OF THE BUILDING**
Command and all personnel must watch the structural stability of the building throughout the rescue effort. Where a structural collapse has occurred, or the fire or other event has compromised the structural integrity of the building, a structural specialist should evaluate the structure. Technical Rescue Teams may be called upon to assist with shoring the rescue area, or for the use of other specialized equipment.
**S.O.G. Number:** 20.15  
**Category:** Operational Guideline  
**Title:** Fire Alarm Box  
**Draft:** 2/25/2003  
**Revised:** 4/9/2012  
**Revision No.:** 1

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**FIRE ALARM BOXES**

Alarm boxes are located in the Police Station. The following commercial structures have alarm boxes:

- Samaritan Hospital
- Jefferson Arms
- Lakeview Towers
- Loch Haven Nursing Home
- Macon Health Care Center
- Macon Group Home

Upon arrival by the first fire fighter, they should determine if the sprinkler system is activated (listen to see if you can hear the water gong sounding). All personnel will wear full PPE on all alarm boxes.

We will not reset an alarm box at any of the facilities due to liability and financial reasons. This decision will have to come from someone that is in charge at the facility (Administrator, Asst. Administrator, Director of Nurses, Maintenance, Charge Nurse, etc.). The facility should have someone to silence the alarm (the fire department can not be responsible for knowing how every alarm system panel works, the facility will be responsible for this), meet the fire department personnel at the main entrance, and inform the fire department on where the problem lies. The Macon Fire Department **will not** make any attempt to repair any fire alarm system at any facility that we respond to. It is the responsibility of the Macon Fire Department to determine if a fire or emergency exists at the facility. If it is determined to be a false alarm, it is the responsibility of the facility to do any repairs to the fire detection system.

Staging at the various places where we have automatic alarm responses:

- **Samaritan Hospital** – SEE S.O.G. 20.15.1 for staging and a more complete S.O.G. on operations at Samaritan Hospital.
- **Lakeview Towers** – Stage at the front entrance on the east side of the building. If it is a confirmed structure fire, stage on the south end of the building because the connections for the standpipe and sprinkler connection are on the southwest corner of the building.
- **Jefferson Arms** – Stage at the main entrance on Bourke Street
- **Macon Health Care Center** – Stage at the main entrance
- **Loch Haven Nursing Home** – If the call is paged to the old building, south wing, north wing, or special care, stage at the main entrance off of Sunset Hills Drive (the engine will have to be BACKED into the entrance). If the call is for the west wing, day care or basement, stage at the rear of the building.

When a fire alarm box receives an alarm, a group page with Engine 3 will be dispatched. Both on duty officers will respond. If the facility calls while the Engine and personnel are in route and reports that it is a malfunction, the O.I.C. of the responding Engine will have 911 give a group page and have all units to continue response non-emergency.
Standpipe and Sprinkler Connections

Locations of standpipe and sprinkler connections are:

- C & R market
- Comfort Inn
- Con-Agra Plant and Store
- Granuband
- Jefferson Arms
- Lakeview Towers
- Loch Haven Nursing Home
- Loch Haven Cottages
- Macon – Atlanta State Bank
- Macon Health Care Center
- OATS Regional Office Building
- Prengers
- Super 8 motel
- Samaritan Hospital
- Toastmaster
- Wal-Mart

The sprinkler system will be supplied with 150 psi. and the standpipe system should be supplied with no more than 80 psi.
SOG Number: 20.15.1
Category: Operational Guideline
Title: Samaritan Hospital Fire Alarm Box and Elevator Emergency
Draft: 4/9/2012
Revised: 
Revision No.

Samaritan Hospital Fire Alarm Box

In addition to actions that are taken in S.O.G 20.15, the following will act as a guideline for fire alarm boxes (automatic alarms) at Samaritan Hospital.

Upon arrival by the first firefighter or the engine company, it should determine if the sprinkler system is activated (listen to see if you can hear the water gong sounding).

Staging at Samaritan Hospital

Unconfirmed or No Fire:
- Will be at the main entrance of the facility. Fire apparatus shall enter from Rutherford Street. This will allow the apparatus to easily reposition if necessary if it is confirmed there is a working structure fire.

Confirmed Fire:
- North end of the building – lay a supply line in from the hydrant located at Pace and Rutherford Streets.
- South end of facility – lay a supply line in from the hydrant at Jackson and McKay Streets.
- Additional apparatus will be located either to the Chariton Valley building parking lot directly across the street from the hospital and/or on Roe lane until such apparatus is needed.

Confirmed Structure Fire:

In the event of a confirmed structure fire, immediately request mutual aid from the Bevier and Macon Rural Fire Departments to respond to the scene for manpower only unless it is determined otherwise. Request mutual aid from the LaPlata Fire Department for manpower and apparatus to man our station.

A second engine, preferably Engine #1 if available, shall be designated to connect to the fire department connection (FDC) to guarantee a water source for the sprinkler system and to boost the water pressure in the system to an acceptable firefighting pressure. Use the fire hydrant at the corner of McKay and Rutherford Streets to supply the engine for this operation. The sprinkler system will be supplied with 150 psi.

Immediately make contact with the hospital staff/officials to determine status of patients, staff, and visitors.

Emergency Elevator Operations

The Macon Fire Department has a key to operate the elevators at Samaritan Hospital in emergency situations. The key is located in the key box in the doghouse on Engine 3.

If power to the hospital is being supplied by the backup generator, the key can be used to choose one of the two main elevators to operate. This is done by the key slot at the bottom, below the call buttons on the first floor. You will turn the key either right or left depending on which elevator you want to power.

There is also a red key slot. It is for fire department operation. When the key is inserted and turned, it will call both elevators to the first floor and open the doors. Inside each elevator is another red key slot for fire
department operations. This will open a panel, giving access to controls for the elevator. They are marked. The key can’t be removed without turning off fire department controls. The elevator can’t be returned to service without turning the key to reset and back to off.
Fire Fighter rehab will be addressed because of the high demand of physical and mental activities that are placed on the fire fighter.

The Macon Fire Department will follow the “two bottle rehab” rule. After a fire fighter has spent two air bottles, regardless of the environmental conditions, the fire fighter will take rehab for a minimum of twenty minutes. As a bare minimum, the fire fighters pulse should be below 110 before firefighting activities are resumed. The fire fighter will be provided either water or a Gatorade type beverage during rehab. The fire fighter should not drink any type of carbonated beverage such as soda during rehab.

It is the discretion of the IC, O.I.C., or the supervisor to have any fire fighter to report to rehab at any given time, during a fire to get checked out.

The fire department will make every attempt to have the MCAD respond to all structure fires in the city limits of Macon, and it will be their job to assist in rehab. It shall be the discretion of the ambulance crew if a fire fighter is ready to assume duties on the fire scene. If the MCAD in not able to respond to the scene, or the ambulance is called away, the rehab duties will be assigned to a senior fire fighter or officer.
Bomb threats are to be considered law enforcement responses. In the event of a bomb threat, the fire department will give a dispatch call for all available manpower to respond to the station. **DO NOT** announce this as a bomb threat during the page but announce it as a mutual aid call.

Under most suspected explosive device circumstances/scenarios, the fire department will remain at the station in a ready mode. At no time will the fire department assist in the search of a bomb or explosive device in any structure/vehicle/outside and or area and should law enforcement request the aid of the fire department, the fire department will advise law enforcement that it is not the policy of the Macon Fire Department to actively assist in the search of an explosive device due to our level of training, and will not search for an explosive device. The fire department will give all the aid that we can, to the level of our training, to the law enforcement agency in charge of the scene. The fire department may be dispatched to the scene of a bomb threat for staging purposes only, at the request of the law enforcement agency in charge of the incident, if an item or items are found and suspected of being an explosive device.

If the fire department is called to a bomb threat, and law enforcement is not available to respond immediately, the fire department will have the building(s) evacuated, and the employees relocated away from the building. The fire department will contact the Missouri Highway Patrol and the Missouri Division of Fire Safety to assist with the threat. No one will be allowed to enter the building for at least 30 minutes after the reported detonation/explosion time. It will also be at the discretion of the fire department to evacuate other building deemed to possibly be in danger, and to close street(s) down that may prove to be in danger. All radios, portable and mobile, and all cell phones will be turned off that are within a 1000’ area of the area. All communication will take place with landline telephones, and runners will be used to carry the messages from the command post to the operations area. At no time will the fire department render the building safe to enter.

If it is determined that units shall need to be staged near the scene, it will be up to the discretion of the fire department Officer in charge as to where the staging area will be located. At no time should fire department personnel and/or apparatus stage any closer than one thousand (1000’) feet of the structure/vehicle/outside and or area or within visual range of the intended target.

If a detonation occurs, there should be a law enforcement official on scene to assist in guiding in fire apparatus at the scene and every effort should be made to take precautions in preserving evidence due to a crime being committed. The fire department will also take every precaution possible, and use extreme caution in the event of the possibility of a secondary device. If something is found or suspected, the fire department is to contact law enforcement and relocate to a safe area. While at the scene of an explosion or explosive device situation, do not use any radio (mobile or portable) or cell phones. If communications need to be made, a member of the fire department will leave the scene and will be allowed to use a radio or cell phone once they are a minimum of one thousand (1000’) feet away.
Special Situation Response:

All of these responses will be under normal circumstances.

Gerald Piland Residence  
29532 Long Branch Lake Road

Respond with Engine #2 and the Service Company Truck. Engine #2 will be the first out Engine. The Service Company Truck will be needed for additional equipment such as air packs. Off duty personnel will need to respond with the Service Company Truck. Macon Rural Fire Department will be contacted to respond with a tanker only for a water source. They carry a folding tank on their tanker and we will be drafting from it while Macon Rural provides a water shuttle.

701 Toad Lane

Respond Engine #1 or Engine #2 and Engine #3 to this residence. Due to the bridge that has to be crossed on Toad Lane, it shall be the policy of the Macon Fire Department to respond Engine #3 and Engine #1 if available or Engine #2. The bridge on Toad Lane is a private bridge and it is not sufficient for Engine #3. Engine #3 will be used as a support vehicle for one of the other Engines. As always, the Service Company Truck will respond to this location as well.

1100 Block of Hilldale

Respond Engine #1 or Engine #2 and Engine #3 to these residences. Due to the bridge that has to be crossed to get to the 1100 block of Hilldale, it shall be the policy of the Macon Fire Department to respond Engine #3 and Engine #1 if available or Engine #2. The bridge on Hilldale is a private bridge and it is not known if it is sufficient for Engine #3. Engine #3 will be used as a support vehicle for one of the other Engines. As always, the Service Company Truck will respond to this location as well.
HELICOPTER GENERAL GUIDELINES

There will be times when there is a medical helicopter called into the City of Macon. This can either be at the hospital (emergency landing in a parking area other than the normal helicopter pad), or a direct scene flight.

Actions that will be taken by the fire department include:

- All PPE will be worn including safety glasses during landing and take-off of the helicopter.
- Designate a landing zone officer. The landing zone officer will also be in charge of safety and security while the helicopter is on the ground. A main area of concern is the rear tail rotor.
- Designate a frequency (fire mutual aid is the preferred frequency), and coordinate this with 911 dispatch.
- Convey any hazardous materials to the pilot. If the helicopter decides to land in an area where hazardous materials are present, they will land uphill and upwind of the emergency scene.
- Designate a landing zone
  - Needs to be flat, if the helicopter is on a slope, approach from the downhill side.
  - Needs to be fairly clean of debris. It may be determined to lightly spray the landing zone with water to keep dust and debris from blowing.
  - Should be at least 100’ X 100’. If a larger helicopter is being used by the air ambulance service, consult the “Landing Zone Preparation and Log Book” for additional sizes.
  - Landing lights should be used. Place the red landing lights on the corners of the landing zone, and the fifth light, which is blue, will be used to indicate wind direction.
  - Look for obstructions such as trees, poles, etc., and try to mark and identify the hazard with spot lights. Convey this information to the pilot.
  - Note wind direction. Get wind speed and direction from 911 to convey to the pilot. Helicopters take-off and land into the wind.
  - Turn off all non-essential white lights, such as hi-beam lights, flash bulbs, etc., these ruining the pilot’s night vision and causes temporary blindness.
  - Assure that any floodlights, spotlights, or hand lights, used to define the landing zone and hazards are not pointed toward the helicopter.
  - Red lights can remain on as they are helpful in finding the accident scene.
  - Approved hand signals laid out in the “Landing Zone Preparation and Log Book” should be used to aid in landing the helicopter.
  - Minimum of 2 fire fighters with a charged hose line if the landing is to be a scene flight.
- If the landing will be at an alternative parking area at the Samaritan Hospital:
  - The fire department may lightly spray water on surface of dirt and sand to help contain it from blowing during landing.
  - Have this announced inside the hospital so that all cars can be moved from the area.
  - Stage the engine and all fire fighters away from the landing in case something goes wrong during the landing. This will protect the fire fighters and equipment in case we are needed for the emergency.
- No one enters the LZ during landing and take-off.
- Try not to contact the pilot in the last 30 seconds before landing and the first 30 seconds after take-off unless there is some type of emergency or hazard.
- Do not enter or exit the LZ unless directed to do so by the pilot, then enter from the front and make eye contact with the pilot.
STAGING

Structure Fires
Try to pull past the structure. This allows view of 3 sides of the structure.
This method may not be able to be used:
   Due to smoke, wind and/or heat conditions
Angle the engine in the roadway, this will provide protection for the firefighters and blocks traffic into the scene.

If you are alone and are first on the scene, give a situation report on the radio to 911 dispatch, establish Incident Command and name the command
   Example – Engine 3 is on scene, heavy smoke and flames showing, 775 is establishing Main street command

If you arrive on scene and nothing is showing, park in front of the structure or in the drive way and try to leave the street open, give a situation report on the radio that nothing is showing and take command and name it.
Try not to park where you do not have a way out in case you need to relocate the engine.
If the incident is at night, turn off the headlights on the engine.

Motor Vehicle Accidents (MVA)
Try to stage between the accident and oncoming traffic and angle the engine and be sure to allow room for ambulances / rescue unit. Angling the engine provides some safety and protection for not only the firefighters but also for ambulance / rescue personnel and the accident scene itself. Try not to walk behind the engine due to traffic that will be coming up on the accident scene

Car fires
DO NOT stage at the rear of the vehicle because there is a danger of the gas tank erupting
Try to park uphill and upwind of the car fire.

Special situations:
Hazardous Materials/Situations/Conditions

DO NOT ENTER OR PARK IN THE SCENE

High rise buildings
Do not park in the collapse zone, the collapse zone is equal to 1 ½ times the height of the building. Be careful and watch for debris (building, natural, etc.). In the event of a possible building collapse, the Incident Commander will order the sounding of the air horns on engine #3 (to be sounded 3 times for a duration of at least 30 seconds each time and to be repeated every 3 minutes) and an emergency broadcast will be announced on the radio. All operations officers will begin doing a roll call of all personnel that they are accountable for and report to the Incident Commander of their situation using a runner so as not to tie up an emergency radio channel. The sounding of the air horns and emergency broadcast signal will be repeated every 3 minutes until all firefighters are accounted for. See SOG 30.02 for more information

Utility Poles
If there are lines down, stage at least one pole span away
Bomb threats

Most bomb threats will be handled by the Police Department. It is the policy of the Macon Fire Department that we **DO NOT** search for bombs. This will be handled either by the personnel at the facility, the Macon Police Department or other agencies trained in bomb search techniques and procedures. The Fire Department will not be leaving the station unless asked to respond by the Officer in charge at the Police Department. The Fire Department will stand by at these situations. Have the senior ranking Officer to come into the station and give a situation report. If the Fire Department does have to respond, the only vehicle that will enter the area of the emergency will be a staff vehicle, the engine and all other firefighters will stage a minimum of 1000 ft. away from the incident and will not be in a direct line of sight of the incident. This is for the protection of the firefighters and the equipment. See SOG 20.17 full Bomb Threat protocol.

Cold weather

Any time the engine is on a scene and the ambient temperature is below freezing, the pump **MUST** be engaged to prevent it from freezing!
Macon Fire Department
Policies, Procedures, and Guidelines Manual

S.O.G. Number: 20.21
Category: Operational Guideline
Title: Mutual Aid
Draft: 3/15/2011
Revised: 
Revision No.

**Mutual Aid**

Mutual Aid is an assistance program that exists in the fire service to provide occasional help when necessary to area departments. Before the Macon Fire Department will give mutual aid assistance, there will be a minimum of six (6) personnel available to the Macon Fire Department. At this time, the City of Macon has on file written agreements with the Macon Rural Fire Department and is a member of the State Wide Mutual Aid Region B.

The mutual aid request will be determined by the O.I.C. based on the manpower and apparatus that will be needed at the incident.

When calling for a mutual aid request, inform 911 dispatch of:

1. The situation that exists
2. A call back number
3. What is needed (manpower, equipment or both)
4. Directions to the scene or where to meet a guide that you will provide

**Mutual Aid to Area Fire Departments**

In the event the Macon Fire Department is called for a mutual aid request from any fire department, obtain the following information:

1. The situation that exists
2. A call back number in order to confirm the call
3. What is needed (manpower, equipment or both)
4. Directions to the scene or where to meet a guide that they will provide

Activate group tones and transmit:

- “The City of Macon has received a mutual aid request. All available firemen report to the fire station.

**DO NOT GIVE THE LOCATION OF THE INCIDENT**

The O.I.C. at the station will determine what amount of manpower can be dispatched and which firemen will respond after the firemen have arrived or contacted the station. A minimum of six (6) personnel will stay in the area to respond to calls for the Macon Fire Department.

**Under normal situations, Engine 2 is the only Apparatus that responds out of the city limits of Macon**
Atmospheric monitoring shall occur prior to and during all entries into a confined space or working in a structure during the overhaul phase of a fire. It should be stressed that if the PPV fans have been shut off, it does not eliminate the requirement for proper respiratory protection until monitoring has been completed! Any atmosphere that is IDLH should require the wearing of PPE and SCBA. Air monitoring devices are kept on Engine 3 and the Service Company Vehicle; directions for calibrating the device are in the case.

Atmospheric monitoring should be accomplished at all levels of the space if working in a confined space area.

All atmospheres shall be tested for:

1. Oxygen deficiency/enriched
2. Carbon Monoxide
3. Hydrogen Sulfide
4. Explosive Gases

The following levels shall be considered as immediately dangerous to life and health (IDLH) environments.

1. Oxygen deficient <19.5%
   2. Oxygen Enriched >23.5%
   3. Flammability >10% of the LEL
4. Carbon Monoxide > 35ppm
   6. Hydrogen Sulfide > 10ppm

Continuous atmospheric monitoring shall occur during occupancy, to monitor changing conditions.

All atmospheric readings shall be recorded on a fire department run sheet, Confined Space Rescue work sheet, or entry permit.

In the event that the atmospheric readings become what the incident commander considers unsafe to continue operations in the space; all entry teams may be removed from the space immediately until such time the atmospheric conditions can be corrected.
S.O.G. Number: 20.23
Category: Operational Guidelines
Title: Self Contained Breathing Apparatus – Require Use of
Draft: 5/31/2005
Revision No.

**REQUIRED USE OF SCBA**

All firefighters shall don SCBA respiratory protective equipment for all interior structural fires, fires in other confined spaces, areas where an oxygen deficient or toxic atmosphere may exist, any IDLH atmosphere, and at other incidents that require respiratory protection. Masks may be removed after the fire has been knocked down and the building and/or area have been thoroughly ventilated and the building has been cleared by using the gas detector to take a reading of the air.

Members raising ladders, operating lines outside a fire building, performing exterior ventilation (roofs, etc.), working in any IDLH atmosphere, or other external activities shall wear an SCBA if they are operating in an oxygen deficient or toxic atmosphere.

If the atmosphere is deemed not to be IDLH, but the need for protection still exists (working in attics around insulation, working in dusty atmosphere, etc.), the fire fighter may install an APR onto his/her face piece of the SCBA. At this time, the fire fighter may remove the back plate and bottle assembly.

When masks are removed, they shall not be dropped or left in a building or other area where they may be subject to damage.

The Driver/Operator on duty is responsible for making sure that all of the SCBA are returned to service and are ready to use. The following list should serve as a guide.

- Pack and face piece are thoroughly cleaned.
- Cylinder is full.
- Gauges work.
- Low air alarm works.
- Face piece and hose are in good operating condition.
- Shoulder harness is free from defects.
- Bypass and main valves are in working order.
- Purge valve is not open.
- Put pack on apparatus in a neat and orderly fashion with waist straps out.
- Shoulder and waist straps are to be full extended.
Cleaning of PPE

GENERAL GUIDELINES

Cleaning and decontamination solutions shall have a pH range of not less than 6.0 pH and not greater than 10.5 pH. Chlorine bleach or chlorinated solvents shall not be used to clean or decontaminate P.P.E. Heavy scrubbing or spraying with high velocity water jets, such as a power washer, shall not be used.

Do Not machine dry any element of P.P.E. unless instructed otherwise by the manufacturer. To Dry, hang P.P.E in an area with good ventilation. Do not dry in direct sunlight.

Where the shells and liners of protective garment elements are separable, those items shall only be cleaned and decontaminated with like items, including but not limited to, shells with shells and liners with liners. Normally this will only be necessary when performing advanced cleaning such as machine washing.

Gear that is known or suspected to be contaminated with hazardous materials or biological agents shall not be brought into the fire station. Generally, contaminated gear should be left at the scene and will become a part of the incident clean-up process. Contaminated gear may require specialized cleaning to remove the specific contaminant(s). In most cases, this type of cleaning will only be performed by an outside contract cleaner.

The following cleaning products are approved for cleaning P.P.E.

- "Liquid Laundry Compound" provided by the department. In the absence of this product, any good quality liquid laundry detergent manufactured for sole purpose of laundering clothing in home laundries may be substituted.
- Spray and Wash may be used for pre-treating.
- Goop hand cleaner may be used to pre-treat areas soiled with tar, grease, oils, etc.

ROUTINE CLEANING:

After each use, any elements that are soiled shall receive routine cleaning.

The following process shall be used:
- When possible, initiate cleaning at the incident scene.
- Brush off any dry debris.
- Gently rinse off debris with a water hose.
- If necessary, scrub gently with a soft bristle brush and rinse off again.
- If necessary, spot clean utilizing a utility sink or tub.
- Inspect for soiling and contamination, and repeat process if necessary.

ADVANCED CLEANING:

Every six months, at a minimum, elements that have been issued, used, and are soiled, shall receive advanced cleaning.

THE FOLLOWING PROCEDURES SHALL BE USED FOR MACHINE CLEANING:

If gear is excessively soiled, initiate routine cleaning procedures before loading into the machine.
If necessary, pre-treat heavily soiled or spotted areas. Pre-treated areas may need an extended period of time to soak in order to be effectively cleaned. Light scrubbing with a soft bristle brush may be necessary before washing. Do not allow products used for pre-treating to dry onto fabric.

- Do not overload the machine.
- Fasten all closures, including pocket closures, hook and loop, snaps, zippers, hooks and dees, and so forth.
- Turn the garment inside out.
- Select wash program 4
- Add detergent.
- Run one complete cycle.
- Dry the elements.
- Inspect and rewash if necessary.
- If the machine is also used to wash items other than protective ensemble elements, rinse out the machine by running it while empty through a complete cycle with 49°C to 52°C (120°F to 125°F) water and detergent.

**Additional Procedures for Helmets:**

- Helmets components shall not be machine cleaned or dried.
- Helmet shells, headbands, crown straps, ear covers, and suspension systems shall be washed using detergent and water.
- The manufacturer shall be consulted if stronger cleaning agents are required.
- No solvents shall be used to clean or decontaminate face shields or goggles. The manufacturer shall be consulted when more thorough cleaning is necessary.
- Replace if there are cracks, liner broke, nomex damaged, chin straps damaged, etc.

**Additional Procedures for Gloves:**

- Gloves shall be washed using mild detergent and water unless instructed otherwise by the manufacturer.
- Gloves shall not be machine dried unless instructed otherwise by the manufacturer.
- Replace if the stitching is worn out, rotten, worn through, leather split, holes, or no longer approved

**Additional Procedures for Footwear:**

- Footwear shall only be cleaned using detergent, water, and a soft bristle brush.
- The manufacturer shall be consulted if stronger cleaning agents are required.
- Footwear shall be air dried in a well-ventilated area, away from direct sunlight.
• Replace if there are holes or cuts in the boots

  o Leather boots – Do Not use a water repellent on the leather; keep leather clean (debris will prematurely rot the leather), it is also suggested to periodically apply shoe polish

**Additional Procedures for Hoods:**

• Hoods shall be washed using mild detergent and water unless instructed otherwise by the manufacturer.

• Hoods shall not be machine dried unless instructed otherwise by the manufacturer.

• Replace if there are holes, it gets stretched out, or is no longer approved
**S.O.G. Number:** 20.25  
**Category:** Operational Guideline  
**Title:** Thermal Camera  
**Draft:** 3/16/2011  
**Revised:**

**Thermal Imager Use**

The use of the TIC (Thermal Imager Camera) is very diverse. This guideline will help with what the camera can, and should be used for. The TIC will be carried on Engine #3. The primary use for the TIC will be for rescue. If it is determined that there are no rescue efforts to be made, then the camera may be used for firefighting.

On the arrival of the Engine, the IC or O.I.C. will take the camera and do a 360° walk around of the incident. This will help the officer to establish where the seat of the fire is located. Although the TIC will not see through walls, it will show a build up and concentration of heat. This will better help the officer in determining on what type of attack to make, help in determining a point of entry, and directing the fire fighters on where to attack the fire.

The officers and fire fighters should not forget to use his/her other senses at all times on the fire scene, and also and not get tunnel vision with using the camera.

No one, the officers or the fire fighters, should forget basic survival in case the equipment fails, remember, this is a mechanical item. When you are working with the TIC it may give you a false sense of security. Remember to stay and work with your crew(s).

It will be the responsibility of each fire fighter to learn the full use of the TIC.

Safety Uses for the TIC include:

- Crews entering a structure with the TIC must continually monitor heat conditions (temperature is on cameral readout).
- Faster, more thorough searches
  - Never trade safety for speed – advance carefully when using the TIC.
  - Possibly results in reduced fatigue and less physical and mental exhaustion
  - Remember to still look under beds and other furniture, behind doors, etc.
- Use with attack crews will provide better visibility
- Maintain a physical reference point while in the structure (exterior wall, rope or hoseline).
- Always maintain integrity of crew using the TIC.
- Establish contact with interior suppression/ventilation crews and maintain this contact.
- If a TIC crew member encounters difficulty, all crew members exit together.
- TIC crew members must monitor fire conditions, building integrity, smoke conditions, etc. Do not rely solely on the information seen on the TIC screen.
- The IC should not assign a firefighter to the TIC crew if that person has not trained with the TIC.
- Allows quicker location of fire
- Outdoor SAR
- Determining fluid levels in containers

**General Maintenance on the Camera Will Include:**

After each use, inspect:

- The Evolution 5200 TIC for structural, heat and/or chemical damage.
- The mechanical hardware to ensure no screws are loose.
- All lenses for heat damage, chemical damage, cracks and breaks.
- To ensure that all warning labels are intact
- Battery - see "Battery Care and Installation"

**Note:** Thermal Imaging Cameras not meeting the above inspection must be removed from service until the proper repairs are made by MSA.

- Charger and TIC LEDs for proper indication that the system is operating properly.
CLEANING:
• After each use, clean all external surfaces (case, base, visor, lens, window and straps) by wiping with a solution of mild detergent and warm water.
• Dry with a soft, lint-free cloth, to avoid scratching the optical surfaces.
• Periodically check connector terminals, video socket, ON/OFF switch, locking latch and hinge for contamination. Clean with a soft, lint-free cloth.

WARNING!
Do not remove the thermal imaging camera cover or casing as the system operates on high voltage. Only authorized personnel may service the unit.
FAILURE TO FOLLOW THE ABOVE WARNING CAN RESULT IN SERIOUS PERSONAL INJURY OR DEATH.

DAILY INSPECTION ON THE CAMERA WILL INCLUDE:
On daily inspections of the thermal imaging camera, the following should be done/checked:
• Turn the camera on to make sure that it is operating and functioning properly.
• Test the “sleep” mode, single quick push of the on/off button.
• One the camera is back in the cradle, make sure that the base is charging correctly and the indicators lights are on.

BATTERY MAINTENANCE
After each use, inspect:
• Battery contacts for damage
• Batteries for damage or leakage
• To ensure battery charger is functioning properly by:
  • Placing battery into the charger
  • Checking that the battery charger LEDs react accordingly.
• Note: Batteries not passing this inspection must be removed from service until the proper repairs are made.
One of the major goals of this department is to minimize the severity and duration of the emotional trauma to the personnel caused by a traumatic incident. This will be accomplished through the use of a CISD where personnel will receive help understanding and coping with their own and each other’s feelings. The CISD team can be contacted by calling the City Administrators Office.

It is the goal of the CISD to help those who have been involved with the incident deal with their emotions by allowing expression of those emotions, and helping personnel understand that having such feelings is not only normal but also part of the healing process. The debriefing should be held within two weeks of the end of the incident and preferably within 24-72 hours.

The following incidents shall require a CISD:

- Death of an emergency services worker at a fire/rescue scene (also including extensive mutilation not resulting in death).
- Fatality or extensive mutilation at a structure fire
- Multiple fatalities at a motor vehicle accident or other mishap.
- At the completion of an incident, the Chief or Assistant Chief shall contact the City Administer, and he shall contact CISD personnel and schedule a session.
- CISD may be called for following other traumatic incidents such as non-fatality rescue or individual fatalities.
- An Officer may recommend that a member of their shift participate in an individual CISD based on the reaction of that individual to a specific incident.
- It is up to the Chief, but a CISD session can be mandatory for all persons involved in the incident.
**POST INCIDENT ANALYSIS**

A post incident analysis is similar to a CISD, but should be conducted after every structure fire or major emergency.

An Informal Post Incident Analysis will be conducted:
- For all fires beyond the incipient stage, including vehicle fires.
- For any unusual occurrences such as a delayed response, responder actions, uncooperative bystanders/victims, etc.
- For any unusual incidents, such as difficult EMS incidents, operation scenes, operation involving outside agencies, etc.
- Any time deemed necessary by the Incident Commander.

Whenever necessary, a PIA shall be conducted as soon after the incident as practical. For multi-jurisdictional responses, logistical consideration may require delays in the conduct of the Post Incident Analysis.

Who Should Conduct and Participate in the Post Incident Analysis (PIA). The Incident Commander or other individual designated by the Incident commander or Fire Chief will initiate the PIA and act as the PIA leader. The PIA leader is responsible for securing copies of reports, supplementals, and dispatch tapes necessary to conduct the PIA.

All response personnel involved in the incident should participate in the PIA process. It is recognized that some personnel involved in the incident may be unavailable to participate in the process due to vacations or other circumstances. However, every attempt should be made to include as many involved personnel as possible.

Format and Conduct of the Post Incident Analysis (PIA)

Ground Rules for Formal Post Incident Analysis:
1. Accusatory remarks cannot be tolerated in a PIA and the PIA leader will terminate such discussions.
2. All discussions will be based on fact, not supposition.
3. It is not the intent of the PIA to “second guess” and the PIA leader will terminate such discussions.
4. Only one person will speak at a time.
5. No participant will speak until recognized by the PIA Leader.
6. All participating personnel will be given an opportunity to provide input into the discussion.

Ground Rules for Informal Post Incident Analysis:
1. Accusatory remarks or suppositions cannot be tolerated in a PIA and the PIA Leader will terminate such discussions.
2. All discussions will be based on fact, not supposition.
3. It is not the intent of the PIA to “second guess” and the PIA Leader will terminate such discussions.
4. All participating personnel will be given an opportunity to provide input into the discussion.

Post Incident Analysis whether formal or informal, will be conducted as follows:
1. Opening statement by the PIA Leader as to the purpose of the PIA and the ground rules for the conduct of the PIA. The person conducting the PIA should begin the sessions by emphasizing that the purpose of the analysis is not to find fault, but to obtain facts.
2. An overview of the incident presented by the PIA Leader, beginning with the receipt of the alarm and ending with “return to quarters”.
3. Participant discussion (beginning with the first arriving officer or person in charge) detailing individual observations, how the observations were interpreted, and what actions were taken as in response to those interpretations, and the results of those actions.
4. Post Incident Analysis summary presented by the PIA Leader summarizing what went right, what went wrong, and what recommendations or activities should be initiated to improve future operations.

5. Assignments to implement corrective actions (if applicable) by the PIA Leader.

The PIA Leader will take notes or designate someone to do it for later documentation of information gathered during the PIA.

The form in Appendix H should be used for all PIA’s.
PERSONAL INJURY ACCIDENTS AND INJURIES ON THE JOB

All injuries shall follow chapter 19 of the City of Macon, Employee Policy Manual

Any member suffering an injury or an exposure to blood, body fluids or other potentially infectious material, or potentially toxic material shall notify the O.I.C. immediately.

The O.I.C. shall report any injury or exposure to the Chief and/or Safety Officer as soon as possible during an incident.

The Chief, O.I.C., and/or Safety Officer will complete the appropriate injury/illness or exposure reports and will initiate appropriate follow-up treatment, testing or other action. If the report is done by the O.I.C. or the Safety Officer, they will report to the Fire Chief.

a. The reports shall be provided to the Chief as appropriate for submission.
b. All reports shall be kept confidential.

CITY OF MACON, EMPLOYEE POLICY MANUAL CHAPTER 1900.00 REPORTING

Regardless of the nature or severity, all cuts, scrapes, or other injuries sustained by employees on the job that could potentially become issues must be reported to the department supervisor and the City physician at once during the tour of duty that the injury occurred. All employees injured on the job and requiring emergency aid shall be immediately taken to the nearest medical facility. If the employee is advised to seek medical treatment and refused to do so, they must sign a statement indicating their refusal.

CITY OF MACON, EMPLOYEE POLICY MANUAL CHAPTER 1900.05 WRITTEN REPORT – INVESTIGATION

Any employee who fails to report an injury during the tour of duty in which an injury allegedly occurred or as soon as possible thereafter will be subject to disciplinary action. When an employee has been injured on the job, the employee, as soon as possible, shall complete a detailed written report of the incident. The department supervisor shall conduct an investigation and submit a written report concerning the cause or causes of the accident to the City Administrator. The City Administrator shall review the report and forward any necessary information to the City Council and Safety Committee.

In all cases, the City Administrator shall be immediately notified of any serious or life threatening accident when an employee has been injured on the job.

The injured/exposed member will keep the City Administrator and Chief informed about the status of the treatment. The City of Macon requires a written release for work from a physician.

WORKERS COMPENSATION:
See Section 1900.15 – 1900.20
VEHICLE ACCIDENTS

The intent of this Operating Guideline is to insure that all potentially hazardous operation of Fire Department vehicles is reported so that it can be tracked, and a plan of action can be developed to prevent reoccurrence.

Anyone not reporting an incident will be subject to disciplinary action per State Law, City Ordinances, and Department Policies.

In order to adequately track incidents as well as ‘near misses’, a policy is in place that states any time a fire department vehicle comes in physical contact with any other vehicle or object, a report will be filed with the Macon Police Department and the Chief of the Department. This applies to situations even where there is no apparent damage. These ‘near misses’ will not be tracked as an accident, but will be kept on record so that they may be used to prevent possible future accidents.

In the event a Fire Department vehicle is in an accident the following procedures will be followed:

- Contact 9-1-1 if there are any injuries.
- The vehicle will be stopped as quickly as safely possible and the driver will access the damage to both the vehicle and what it came in contact with.
- Contact the Macon Police Department for an accident report.
- If the vehicle cannot be safely operated it should be put out of service by notifying the O.I.C. of the situation. If it was on a call, a backup piece of apparatus should be dispatched in its place.
- Regardless of the amount of damage, all necessary police and insurance reports must be completed; this is true even if no visible damage is evident. The Chief or O.I.C. should be requested to the scene as well as the local police.
- Make sure that photos of the accident have been taken.
- A report must be filed by the operator and officer, acting officer or other attendant, and given to the Chief within 24 hours.
- It may be determined that the vehicle should be towed from the scene.
- The operator may be required to submit to an alcohol and/or drug test.
S.O.G. Number: 20.30
Category: Operational Guidelines
Title: After Calls/Emergencies/Training
Draft: 6/06/2005
Revised: Revision No.

**AFTER CALLS/Emergencies/Training**

It is the responsibility of the on duty Engineer/Driver/Operator to make sure that all of his/her apparatus are ready to go.

After the emergency/training event and all equipment are back on the apparatus, the E/D/O will do a return apparatus checklist to make sure nothing has been accidentally missed. The E/D/O may request and use a single fire fighter, off duty E/D/O, or on-coming E/D/O (if the emergency call has extended into the next shift) to assist with checking the trucks readiness. No more than one person assisting should be used. Remember, the on duty E/D/O is responsible for all apparatus readiness. See Appendix G for checklist.

If air bottles have been filled, they should be checked approximately 12 hours later, before turning in for the night, or the next morning first thing, to make sure that all of the bottles are still full. If a bottle is found down, note the bottle number, fill it, and watch it for a few days to make sure that it is OK. Sometimes when a bottle is filled, the bottle will get warm and when it cools off, it may loose a little air and be a little low. This is normal and you should not be alarmed.

Refer to SOG 20.23 (SCBA – Required Use of) on putting the SCBA back into service

Make sure that all apparatus and floors are clean.
In the event that a firefighter is away from the station when an emergency is dispatched, the firefighter will respond to the scene of the emergency. The firefighter at the station will contact the firefighter that is away from the station before a page is dispatched to make them aware of the emergency. If dispatch sends out the group page, contact the firefighter that is away from the station to make sure that he/she received the page.


S.O.G. Number: 20.32
Category: Operational Guideline
Title: Power Failure
Draft: 2/25/2003
Revised:

**POWER FAILURE**

In case of power failure at the fire station, several options are available to provide power for operations. Emergency generators are located on Engine 3, Engine 1 and Squad 4.

- Engine 1 is equipped with a dynamote that is mounted to the apparatus and can supply power from either side of the truck.
- Engine 3 is equipped with a portable generator that can supply up to 3500 watts of A.C. power.
- Squad 4 is equipped with a portable generator that can supply up to 4000 watts of A.C. power.
- An emergency management portable generator is also housed at the fire station capable of delivering up to 8000 watts of A.C. power at its location.

In the event of a power failure and it is determined that a generator will be used to power essential areas of the fire station, the following should be completed:

- Move the generator as close to the Service Company Vehicle bay door as possible.
- If the apparatus door is closed, plug in the cord to the emergency power failure box located on the bay wall by the radio room.
- Start the generator.
- Plug in the power cord.
- When the generator is running, move the lever of the emergency power failure box to the down position in one fluid movement.
- Open the Service Company Vehicle bay door.
- Move the generator outside of the bay if possible.
  - If the generator has run for several hours and needs re-fueling, the generator is to be shut down before fueling takes place.
  - Move the emergency power failure box lever back into the normal up position.
  - After the generator has been fueled, re-start the generator.
  - When the generator is running, move the lever of the emergency power failure box to the down position in one fluid movement to restore emergency power.

All firemen should be familiar with the operating procedures of all generators.
S.O.G. Number: 20.33  
Category: Operational Guideline  
Title: Backing of Vehicles  
Draft: 6/04/2005  
Revised: 6/14/2012  
Revision No. 2

**Backing of Apparatus**

The purpose of this policy describes the required actions when it is necessary for fire apparatus to back up. This policy applies to all personnel of the Fire Department. Whenever possible, backing of fire engines at the Macon Fire Department should be avoided, especially during an emergency. If it is absolutely unavoidable, spotters should be used to assist the driver/operator. In situations where assistance is not available and the apparatus must be immediately moved, the Driver shall first walk completely around the apparatus before backing to ensure no obstructions will interfere with vehicle operation.

The definition of apparatus are engines, trucks, squads, or any vehicle where visibility is diminished.

**Policy:**

The driver of any fire department apparatus shall be directly responsible for the safe operation of the vehicle. When the driver is under the direct supervision of an officer or acting officer, that officer or acting officer shall also assume responsibility for the actions of the driver.

When backing an apparatus, a minimum of one spotter shall be at the rear of the apparatus. The spotter(s) is/are responsible for guiding the Driver by using a set of hand signals and ensuring that any potential hazards are avoided. They shall position themselves to have an unobstructed view and be in visual and voice/radio contact with the apparatus driver. Spotters shall not ride the tailboard while backing apparatus. If the Driver loses visual contact with the spotter(s), the Driver shall stop the apparatus immediately. Vehicle mounted cameras or other devices, if such equipment is available, are not a substitute for a spotter.

When you are backing the fire engine, all emergency lights will be turned on and used.

When a spotter is assisting the driver/operator, the spotter is to have eye contact with the driver/operator in the mirror at all times.

In the event the spotter is helping at night, the spotter may use a flashlight for added visibility. If a flashlight is used, it is never to be shinned into the mirror.

**Hand Signals:**

The only hand signals that will be used are below, absolutely no other hand signals shall be used.

- **Straight Back:** One hand above the head with palm toward spotters face, waving back. Other hand at your side (left or right hand optional).
- **Turn:** Both arms pointing the same direction with index fingers extended. The spotter then assists the driver in backing apparatus. The intentions of the turning movement must be verbally communicated to the spotter from the driver or vice versa.
- **Stop:** One hand level with the head with palm away from face pointed at driver and arm fully extended. As an option, instead of the palm facing the driver, a fist may be used. Be sure to yell the stop order loud enough so the driver/engineer can hear the warning.
PASS DEVICES

All of the SCBA have pass devices that are built into, and integrated into the air pack. This means the fire fighter will not have to physically turn it on. When the air pack is first turned on, the fire fighter should verify that the pass alarm device did indeed activate. If it does not activate, the air pack will be placed out of service.

The pass device is intended to let other fire fighters know when a firefighter is injured, unconscious, or trapped. It is designed to sound if we are completely stationary for approximately 30 seconds, and can be sounded manually.

In the event that a fire fighter becomes trapped, injured, or disorientated, he/she should manually activate the pass alarm device if they do not have any other means of communication. See SOG 20.14 for declaring a “Mayday”.

When we are doing training evolutions or even at emergency scenes, and wearing SCBA, we need to be conscious if our pass device is sounding. This is not a sound that we should be accustomed to listening to. If we get used to it, then in an emergency we may not be listening for it when we should be listening for it the hardest.

Pass devices should be checked weekly when checks on SCBA are performed.
Loss prevention is better known as salvage and overhaul. Although these two words are used together and many firefighters think that they are synonymous, they are actually two different operations and are usually performed at different times during a structure fire. We must remember that loss control measures do not take place until all rescue procedures have been accomplished.

**Salvage**

Salvage is preserving what we can during the fire.

We try to salvage irreplaceable belongs (photos, etc.), business or personal records and files, expensive items, unique items, and/or antiques. Remember just because an item is not listed here, does not mean that we do not try to salvage it.

When we do salvage, we can either remove the item from the structure, or use salvage covers to protect the items, or use covers to divert water. When we are diverting water, try to direct it outside of the structure. If the items must be removed, make sure that they are in an area that will not be pilfered by bystanders. Let the home owners/occupants know where the items have been removed to.

**Overhaul**

Overhaul is the operation that we do to make sure that the fire is completely extinguished and building is safe to work in.

It is looking for hidden fires and such. Overhaul should be limited until a fire investigator is on scene, or an officer is in the fire building, and is helping to direct where the overhaul should be done. Remember, too much overhaul can destroy a fire scene.

During overhaul operations, all personnel will wear full PPE and SCBA until the person monitoring the air tells you that the SCBA can be removed. All fire fighters will wear their PPE during overhaul until all operations are completed.

Although the Macon Fire Department will assist the occupant/owner in any way possible after a fire, it will be the responsibility of the owner/occupant to make the building secure after the incident. The fire department does not, and will not, carry plywood, sheeting, shingles, nails, etc., to close up holes in the residence.
There may be a time when the fire department is called upon to handle a WMD or Terrorist action. While the likelihood may be very minimal, we must face reality in seeing that our community lies at the intersection of 2 four lane highways, a major water source that supplies water to several community areas, and facilities in the area that could prove devastation to the whole area if attacked or threatened.

Many of the actions that will be taken will be the same as with hazardous materials (see section 40.01). First and foremost we must consider the safety of our personnel. We must immediately contact resources to assist us with this type of emergency. Try to determine the nature of the WMD, is it CBRNE? Try to determine what effects if may have on the public and the responders.

Once command is established some of the considerations that we have are:

- **Scene safety**
  - Me, fellow responders, and patients and victims
  - Be aware of secondary devices
  - Have enough personnel to rotate crews in and out if we will be working in the zones
  - Decide on sheltering in place or evacuation
  - Be mindful of the weather

- **Command**
  - Establish a CP, make sure it is marked
  - Establish communications
  - Routes of entry and exit
  - Air space – medical helicopters or possible restrictions
  - Evidence preservation
  - Using Unified Command

- **Medical**
  - Control and treatment of patients
    - On scene care
    - Transport

- **Decontamination**
  - Decon sites
  - Water source for decon
  - Runoff of water
  - Patients
    - Mass decon
    - Must consider
      - Weather conditions
      - Clothing the patients after decon
  - Emergency responder decon

- **Media**
  - Able to handle the overwhelming response
  - Establish a point of release for the media
  - Control information

- **Resource management**
  - Getting what we need
    - Where from
    - How many
    - What is available
General considerations include:

- Protecting ourselves
- Proper staging
- Requesting immediate advanced resources
- Request Law Enforcement (Macon Police Department)
- Request Macon County Ambulance District (MCAD)
- Isolate the area
- Control the scene
- Try to avoid contamination
- Gathering the patients
- Do not touch any devices that are believed to have been involved
- Be aware are secondary devices
- Use defensive measures only
  - Level of training
- Report any critical information
- Possible use of emergency decon
- Preserve evidence

If this event is a terrorist event, remember to protect ourselves. Many actions that we take will be the same as if this were a bomb threat (see and review section 20.17). Consider staging out of site or possibly staging at the fire station. If we must go to the scene, use as few people as necessary (this exposes fewer people to the incident), and be careful not to interfere with police matters. The police should have set up corridors (similar with haz-mat) and they should be used for entry and exit into the scene. Be conscious of any statements that may have been made (advise the police if you do overhear something).
The Macon Fire Department will be called countless times to answer service calls. These calls can be anything from CO calls to assisting other departments or agencies. It shall be the policy of the Macon Fire Department to make every means possible to send two (2) members on a service call. Sending two (2) members allows for additional expertise, skills, and knowledge.

When a service call comes into the fire station by a public service or a walk-in, notify 9-1-1 dispatch by the telephone of the incident and ask them if they can log your times and information for you. If the call comes into the fire department from 9-1-1 dispatch, ask them at this time if they can log your times and information for the incident for you. If 9-1-1 refuses to log your information, it will be the responsibility of the Officer in Charge or the senior member to make sure that all times and information is obtained for the call. When weather permits, respond in Engine #3. If the weather is below freezing and there are only two (2) members on duty, only one (1) member will be allowed to perform the service call and respond the Service Company Vehicle in these instances. When responding the Service Company Vehicle, make sure that you take all equipment with you that may be needed at the incident including, but not limited to, T.I.C., four (4) gas air monitoring device, flashlight, etc.

After the service call is over, complete a run sheet for the incident. Make sure all equipment, including vehicles, are cleaned, re-stocked, fueled, etc. and place back into service.
BUSINESS INSPECTIONS AND PRE FIRE PLANS

PURPOSE
The Macon Fire Department pursues an active building inspection program based on the current adopted code enforcement regulations to promote life and property safety and protection. Fire inspections are an essential component of the fire department’s overall fire suppression effort. This standard operating guideline for conducting inspections is spelled out for the inspections process and the inspector’s role in implementing the process. This SOG defines the types of fire inspections conducted, the frequency of inspections, and the scheduling of inspections.

TYPES OF INSPECTIONS
The fire inspection program consists of two basic types of inspections:

General Fire Safety Inspection: The general fire safety inspection consists of locating any general fire, life, or property safety hazards. Efforts will be made to attempt to inspect all businesses once per year. If a business is found to have violations at the time of inspection a re-inspect will be set of not more than 30 days from time of inspection, unless this falls on a weekend, which will be scheduled for the next available business day of the shift that is to conduct the inspection.

Occupancy Inspection: An occupancy inspection is required of any business prior to opening or moving to a new location. This inspection will include a general fire safety inspection, pre fire plan, as well as determining the occupancy load. This inspection will be done in conjunction with the Community Development Director and Macon Municipal Utilities.

SCHEDULING OF INSPECTIONS
Scheduling of inspections will be done using the calendar in the radio room to verify that there are no conflicting appointments. Ample time should be allowed for all inspections. When an inspection is scheduled it is to be written on the date on the calendar. The time should be included and it should all be highlighted. Coordinate the time of the inspection with the business due to the possibility of times that are inconvenient for an inspection to be conducted due to the business practice.

PROCEDURES:

THE DEPARTMENT’S IMAGE
Personnel must project a positive, confident, competent, professional and friendly image. The impressions people have of their experiences with the fire department personnel directly impact their overall view of the entire department. Personnel’s image is projected generally through sight, hearing and displayed abilities. When speaking, the personnel should project an informed, intelligent, and understandable manner. Verbal communication is vital. Personnel must speak well and in a convincing manner. Personnel must be informative, educational and positive. The inspectors will be attired as set by S.O.G’s. 10.04 and 80.01.

PREPARATION FOR THE INSPECTION
It will be the responsibility of the shift conducting the inspection to do the preparation ahead of time. This may include, but not limited to, becoming familiar with the prior inspection documentation, talking with the crew who performed prior inspections, doing a quick review of the Fire Inspectors Guide (pocket guide), looking over occupancy load information, etc. When conducting an inspection, make sure that you take whatever equipment and documentation with you that you may need including a clipboard, inspection forms (front and back), 2 writing utensils, flashlight, prior inspection forms, measuring wheel, etc. If a pre fire plan has been done on the business previously, take the pre fire plan and floor plan with you on the inspection to verify the information on the pre fire plan is correct and make any corrections to the floor plan if there have been changes.
**Conducting the Inspection**

We will always try to use a minimum of 2 personnel to do an inspection. If the officer/senior firefighter misses a violation and the driver/firefighter discovers the violation, or vice versa, make sure it gets addressed in a respectable manner to all members conducting the inspection. Talk amongst yourselves during the inspection, and if need be, go outside to discuss what was or was not found. At no point will a driver/firefighter ever feel they cannot correct or question a possible missed violation made by an officer or senior driver/firefighter. If a violation is missed by one member and another member catches the violation, then the inspection is a success.

Upon arrival at the occupancy, promptly contact and introduce yourself to the primary contact (owner, manager, etc.). Explain the goal of your activity and verify that permission is granted to conduct the inspection. If permission is not granted, clarify the reason(s), leave the premises, and inform a supervisor of the circumstances. Once permission is granted, ask that a person accompany you throughout the inspection, preferably a person with authority, knowledge and/or ability to access locked or secured areas. Collect all necessary data to complete the inspection form. Conduct the inspection in a systematic approach. Start outdoors working to the interior, or vice versa. Start at the lowest level working to the highest level. On each level, work from front to back, side to side, floor to ceiling or what best serves the floor arrangement. View and evaluate all rooms and potential hazard areas including equipment and processes. Enter notations about hazards and violations onto the Inspector’s Check List so they may be discussed when the inspection is complete.

If a business needs an inspection and a pre fire plan, one of the forms will be filled out first by both fire department members and then the other form(s) will be filled out by both personnel. This will take more time, but it will aid with finding or not finding violations during the inspection and will make sure the information is correct on the inspection form, pre fire plan form, and the floor plan.

When inspections and pre plans are done, you must take time to make sure that the information you get is the correct information, and not what you think is correct. Get the information from the business owner/manager/person of authority directly. If there are 2 personnel filling out 2 different forms (inspection and pre plan), listen carefully to what is being asked and make sure the information is written down correctly. Compare this information when you are back at the station filling out the forms.

**Concluding the Inspection**

When finished with the inspection, thank the person(s) involved for their time and cooperation. Let them know we will be bringing back a completed inspection report for them to sign that will let them know what violations, if any were found.

**Inspection Report**

At present time, the Fire Chief or designee, will look over and approve finished inspections prior to the inspection being taken back to the business. The handwritten notes will accompany the finished report for approval to verify all information found at the business was transferred to the finished inspection.

When the inspection report is filled out at the business, every line will have the following information entered on the hand written form completed at the place of business. This should assure that we have not missed something on the inspection.

- If no code violation exists, place an “OK” on the line
- If a code violation exists, place an “X” on the line.
- If it is non-applicable, place a “N/A” on the line.
- The hand written copy of the inspection and any notes will be submitted with the finished inspection prior to approval.
- Everything will be written in a legible manner suitable for anyone to be able to read.

Complete the inspection report on the computer using the information obtained during the inspection. Enter all violations on the fire inspection form by placing an “X” beside the violation that needs addressed. If any violations were found that are not on the sheet, enter them in the blank area provided. Explain each violation at the bottom of the form in the remarks area with the coordinating violation number. If there is not enough room to properly explain all violations on the inspection form, use an additional sheet of paper with the department header on it. If you have to use letterhead to list violations found, number the violation in accordance with the inspection form. An example would be if
After the form is completed, print one copy on an inspection back that is located in the file cabinet, then go to the police station and make a double sided copy for the second form. Take both of these with you when you return to the business.

**RETURNING THE INSPECTION REPORT**

Meet with the person of proper authority to review inspection findings. The person who accompanied the inspector may not be the person in the position to make corrections. Be organized and confident in the presentation of findings. Always try to say something positive about every business inspected regardless if violations were found or not. Explain all violations found and how they can be corrected. Make sure the violations are understood. Let the occupant know that if they have any questions about the inspection report to contact the fire department, and thank them once again. If needed, set up a re-inspect date. Be sure to note the re-inspect date on both copies of the inspection.

Have both copies signed and dated by you and the business owner/manager/representative. Place an “X” on one form on the line beside facility copy and place an “X” on the other form on the line beside fire department copy. If the facility refuses to sign the inspection, leave it with them and make note of it on the fire department copy. If the business refuses to accept the inspection form entirely, leave the business property. When you are back at the station, write “Business Official Refused to Sign” on both forms where the business official is to sign the inspection form and write the date on the date line, and we will mail it to them.

**SETTING UP RE-INSPECTIONS**

When we re-inspect a building, usually give them thirty (30) days to fix any violations found. This will give them ample time to order what they may need to comply, such as a wiretap (surge strip) with a circuit breaker and a longer cord. Always verify that nothing has been previously scheduled on the re-inspect date on the calendar in the radio room. Record the re-inspect on the calendar according to the above specifications on scheduling of inspections. If need be, the actual time (0900, 1430, etc.) of the inspection may be set up later, closer to the inspection date.

**FILING THE INSPECTIONS REPORT**

Whenever you do an inspection, put everything you do in the hard copy folder as well as the electronic folder. This includes the inspection form signed by representatives of the facility and the fire department, any violations or instructions typed up on letterhead that accompanies the inspection, correspondence with the facility, correspondence with Greg Young, pre-plans, etc. Everything in the electronic folder needs saved as a PDF form so it cannot be changed.

While an inspection is still open and has not been completed, place a copy of the inspection in the box on top of the file cabinet marked “Inspections”. As with any file in the fire department, never take a file out of the station without permission.

Since the shift or person that begins an inspection stays with it until it is complete, if you want to keep a copy of the inspection in the excel format so that you can make changes to it as you complete re-inspections, you may do so, but it will not be kept in the “Completed Inspections” folder. Place this in a folder in another location of your choosing. A copy of the completed inspection will be scanned and placed into the “Completed Inspections” folder. When a scanned inspection is placed into the folder, it will be put in the folder and saved in the following format and this will be the only format allowed.

- Date beginning with year, then month, then day. Business name. What inspection it is. Examples are:
  - 2012-03-29, Business Name, 1st inspection
  - 2012-04-30, Business Name, 2nd inspection
- Use numerals when writing 1st, 2nd, 3rd, etc.; do not use the word “first”, “second”, “third”. 
**PRE FIRE PLANS**
At this time, the fire chief does not monitor pre fire plans. For quality control purposes, personnel will be assigned to do this.

The information on a pre fire plan is vital during an emergency. If the wrong information is on a pre fire plan or floor plan, it is worthless to have and serves absolutely no purpose to have at the scene of an emergency.

Pre fire plans will be filled out and entered into the database. You **will not** use the excel pre fire plan form converted to a .pdf as the finished product in the “Completed Inspections” folder. Once you have entered a pre fire plan in the database, make a pdf of the pre fire plan and put it in the proper electronic folder in the “Completed Inspections” folder. Let the assigned personnel know that it is complete and in the proper folder so that it can be checked. Do not print the pre fire plan out due to possible changes that may have to be done. Put your handwritten notes of the pre fire plan and floor plan in the inspection box in the radio room for the personnel doing QA to look at also. If there is anything that needs attention or changed, they will make the original party aware of what needs to be changed and the person who originally filled out the pre fire plan and/or floor plan will be responsible for making the changes. Once the changes have been made, let QA personnel know so that they can verify it. Print a copy of the approved pre fire plan and place it in the folder with the inspection.

Floor plans are to be drawn electronically in any format you choose. Marking on all floor plans (electric meter, gas meter, hazards, etc.) will be consistent with the sample that is provided. Any variations to the floor plan marking will not be allowed. All floor plans will be saved in a pdf format.

Saved pre fire plans and floor plans will be named in the following format:
- Date beginning with year, then month, then day the pre fire plan and floor plan was conducted. Business name. What the form is. Examples are:
  - 2012-03-29, Business Name, Pre Fire Plan
  - 2012-03-29, Business Name, Floor Plan

**CLOSED BUSINESSES AND RECORDS MANAGEMENT**
There is no difference between current and closed businesses when it comes to records management. When a business closes, remove the inspection folder with the inspections and pre fire plans in it that is in the current inspections and pre fire plans file cabinet and relocate it to the proper filing location.

Recording keeping time lines shall be as follows:
- All inspections must be kept for 5 years.
- If violations exist, a record of those violations must be kept for 5 years after they are corrected (receive a clean inspection).
- Alarm test records must be kept for 5 years.
- Reports concerning minor fires must be kept for 5 years.
- Reports concerning major fires must be kept for 50 years.
**PARKING FIRE APPARATUS ON NON-EMERGENCY CALLS**

**PURPOSE**
The Macon Fire Department will use fire apparatus as the mode of transportation. These times may include, but are not limited to, fire inspections, pre fire plans, service calls, etc. The purpose of this guideline is to ensure as much as possible the safety of the fire apparatus and personnel.

**POLICY**
The Macon Fire Department is an active organization and is out of the station frequently. There will be times when the apparatus will be used instead of Truck #5 or Squad #4. Apparatus for this guideline shall be defined as any piece of equipment that is driven other than Truck #5 or Squad #4.

When the apparatus is used for a non-emergency run, always try to park in a fashion that protects the apparatus as much as possible. If you are at a place of business, try to park away from other vehicles. Try to park off of the street if possible. The wheels shall always be chocked in a fashion that will prevent the apparatus from rolling in either direction. Orange cones will also be placed in front of and behind the apparatus to help alleviate vehicles from parking in a fashion that may cause the engine from getting blocked in.
OPEN BURNING

To insure that fire department authorization to conduct open burning *within the city limits of Macon* is consistent with state and local regulations. The following policies are to be utilized when authorizing persons to conduct an open burn.

You need to get the information on where the burn will be located at, who will be doing the burning, and get a call back telephone number. After getting the information from the citizen, you are to put the information on the information board in the hallway and call Macon 911 dispatch and make them aware of the authorized burn. All fire fighters need to familiarize themselves with City of Macon Sections 13-51 through 13-58 of the City Ordinances and DNR PUB002047 on Open Burning Under Missouri Regulations. See Appendices C and D

Fire Department authorization to conduct an open burn shall only be given under the following conditions.

- The burn is to be conducted outside of the downtown area as defined in the Code of The City of Macon Missouri, Sec. 13-51.

- Materials to be burned shall consist of only *leaves, yard rakings and cuttings from trees and bushes* that are dry and freely combustible and originated on the property with four (4) dwelling units or less, and is burned on the same premises.

- A business requires a permit from the Missouri Department of Natural Resources according to publication PUB002047 dated 1/2008 “FACTS ON OPEN BURNING UNDER MISSOURI REGUALATIONS”.

- The purpose of the burn is not for land clearing operations. This requires a permit from the DNR.

- Government Officials have not issued a local ban on open burning.

- Nothing is allowed to be burned that is manmade including lumber, trash and garbage as per City Code Sec. 13-54.

- According to Sec 13-54, any person burning shall attend and guard the fire while it is burning.

- The burning of trade waste, demolition waste, and household refuse is prohibited.
S.O.G. Number: 20.50
Category: General Guidelines
Title: Safety Glasses
Draft: 06/29/2012
Revised:
Revision No.

SafEty GlAseS

The purpose of this guideline is to assure as much as possible the safety of the employees' eyes while working. All safety glasses shall meet the minimum impact Z87.1 standard. Many safety glasses now are labeled as Z87+. This is a new standard that is coming out, but has not been adopted yet by OSHA or any other safety group. Z87+ glasses are acceptable wear.

PoliCy

Any time work is being conducted, clear safety glasses shall be worn. For the purpose of this policy, work being conducted shall include, but not limited to, any fire operations where the eyes are not protected by an SCBA mask, any rescue or accident, field day activities where a power plant or a small engine is being run (includes generator, chain saws, PPV fans, etc.), working in the shop around the grinder, operating lawn mowing equipment (including mowers and trimmers), hydrant maintenance, or any other situation that the Officer in Charge may deem necessary.

Safety glasses and a safety glass case will be provided to you. The employee shall make every attempt to maintain their safety glasses and to assure as much as possible that they not get damaged or lost. Safety glasses shall be treated as any other part of issued protective equipment. In addition, one eye glass lanyard will be provided to each employee to put on their safety glasses.

As an option, when employees are working outside, and there is the possibility that eye damage may occur (hydrant maintenance, mowing, etc.), tinted lens safety glasses may be worn as long as they meet the minimum Z87.1 standard. If tinted lens safety glasses are worn, the employee shall comply with the sunglasses section of chapter 10.04 of this manual. One pair of tinted lens safety glasses may be worn as long as they meet the minimum Z87.1 standard. If tinted lens safety glasses are lost or become un-wearable for any reason, the glasses will not be replaced by the fire department during that year. The employee will be allowed to purchase additional tinted lens safety glasses from his/her uniform allowance if need be. If the tinted lens safety glasses become damaged or lost and the employee chooses not to use his/her uniform allowance, the clear lens safety glasses shall be wore. The Fire Chief may request to see the tinted lens safety glasses from the previous year to verify new glasses are necessary.
When the fire department is notified of a residential or a commercial structure fire by the 911 dispatch, make sure that they have given a group page to the incident. There may be times when a page is received from 911 dispatch, and the O.I.C. does not deem it to require a full alarm page. It is to the discretion of the O.I.C. on how to handle the situation (odor in a structure, animal needing rescue, gain access to a structure, etc.). If the call comes in at the fire station via the telephone, either notify 911 and have them give a group page to the incident or the firemen on duty can give a group page and have the firemen respond to the incident with Engine 3. An example of a dispatch would be:

“Attention Macon Firemen, with Engine 3, a report of a structure fire, two-zero-six Jackson Street, time out 1455, WXT-573.”

All members on duty will respond with Engine 3 and upon arrival at the scene, the Officer on duty or senior Engineer will establish incident command, if there appears to be no other higher ranking officers enroute. Do not establish Command if you know another higher ranking officer is in route, this will only confuses fire fighters, off duty Officers on the scene gearing up, and 911 dispatch (you may establish command and a higher ranking officer shows up and then assigns you to operations, if transfer of Command is not formally made in this type of instance, any time dispatch contacts us, they will be contacting the wrong person). Use common sense on when to take and establish Command.

Report via radio the conditions observed at the time of arrival; i.e. “smoke showing”, “partially involved”, “fully involved”, “nothing showing”, “connecting to the hydrant”, etc. Also, 911 dispatch will be notified upon transfer of Command at the scene if it should happen to occur. After Command is established, the IC needs to immediately start formulating an IAP.

When paged to a structure fire, off duty Officers, E/D/O, or fire fighters will need to make every reasonable effort to respond to the station to get Squad 4 and/or Engine 1, and respond to the scene with it and make sure the fire station is secured (bay doors closed etc.). If the officer in charge of the fire scene determines that the second engine is not needed, he will inform 911 dispatch to relay the information via the radio. Squad 4 will respond to all structure fires for support.

NO FIRE FIGHTER, WILL RESPOND TO ANY EMERGENCY SCENE WITHOUT HIS OR HER PROTECTIVE GEAR. ONCE YOU ARE ON THE SCENE OF THE EMERGENCY, YOU WILL DON YOUR PROTECTIVE GEAR (this includes all scenes including automatic alarms). The definition of protective gear includes:

- Helmet
- Hood
- Turn out coat
- Turn out pants
- Fire fighting gloves
- Turn out boots

Upon arrival at the fire scene, instructions can be obtained by the I.C. or the O.I.C. at the scene concerning job assignments.
A size up of the scene will be conducted by the I.C. or the O.I.C. at the scene. He will determine and notify the 911 dispatch of the proper steps to take; i.e. “Engine 1 is needed on the scene”, “connecting to the hydrant” (the water plant should be notified advising them that we are connecting to a fire hydrant), “mutual aid needed” etc.

Anytime an interior attack is to be made, the IC will contact the MCAD to have an ambulance to respond to the scene, establish the medical sector, and stand by until interior attack evolutions are completed.
S.O.G. Number: 30.02
Category: Incident Operations Guideline
Title: Emergency Evacuation
Draft: 5/31/2005
Revised:

Emergency Evacuation

At any time an evacuation order is given, the I.C. will contact the dispatch center and will have them to activate the alert tone twice with the urgent message to all personnel to evacuate the structure. All fire apparatus drivers will sound 3 long blasts on the air horns for 30 seconds, and/or three pulses in water pressure on the hose line. Upon hearing the evacuation order all members will evacuate the structure immediately. The sounding of the air horns will be repeated every 3 minutes until all firefighters are accounted for.

Members will report to the O.I.C. or Supervisor of their operation, or any fire officer so that an accountability roll call can be completed, and report to the Incident Commander of their situation using a runner so as not to tie up an emergency radio channel. The Rapid Intervention Team will immediately be prepared to be deployed.
ATTIC AND BASEMENT FIRES

The reason for a special section on attic and basement fires is because they demand special tactics when combating. These fires prove extremely dangerous to fire fighters daily. Sometimes we as fire fighters do not give these fires the respect that they need because they may appear to be an “easy fire” or we are just not as familiar with these fires because we do not combat them often.

Attic and basement fires are treated as any other structure fire. If we arrive on scene and the occupants are still in the house, make sure that they are evacuated. We need to determine the wind direction while we are enroute to the emergency, this could help us with a direction of travel of the fire. If there are any indications of a working structure fire, establish a water supply.

Upon arrival and command is established, do a 360° looking for fire, smoke, or any other indicators (be sure to look at the gable vents). Try to determine the roof construction (lightweight, etc.). Assign a fire fighter to secure the utilities, this may have to be accomplished by MMU.

Talk to the occupants and see if they have an idea of where in the attic the fire may be (the fire may be due to renovation or construction going on in the attic, etc.), see if there are any special features that there may be about the attic.

Once entry has been made into the structure, check and see if there are any interior exposures, if there are, report these to command so that appropriate actions can be taken. PPV should be used as per the protocol. The TIC can be used to determine hot spots or a build up of heat in an area. We may have to use special tools (piercing nozzle, cellar nozzle, etc.) to reach and extinguish the fire. As a last resort, we may have to reach the fire from a gable vent or other such opening.

Keep a critical eye on time spent in the attic evolution and closely monitor the progress. Remember, lightweight construction can fail in as little as 10 minutes so we have to be wary of a possible collapse situation. If a quick knockdown is not achievable, consider switching to a defensive tactic.

BASEMENT FIRES

As with attic fires, upon arrival and command is established, do a 360° looking for fire, smoke, or any other indicators (be sure to look at the basement windows and entrances if there are any). Assign a fire fighter to secure the utilities, this may have to be accomplished by MMU.

Talk to the occupants and see if they have an idea of where in the basement the fire may be (the fire may be due to renovation or construction going on in the basement, etc.), see if there are any special features that there may be about the basement. Remember, many people finish basements or may have utility rooms in the basement. Many times hazardous chemicals are stored in basements.

Try to determine what will be the best way to establish ventilation, if there are windows, we will remove them and the screens, we may have to cut a ventilation hole in the floor above the fire and direct the smoke and heat out of a window or doorway.

Once entry has been made into the structure, check and see if there are any interior exposures, if there are, report these to command so that appropriate actions can be taken. PPV should be used as per the protocol. The TIC can be used to
determine hot spots or a build up of heat in an area. We may have to use special tools (piercing nozzle, cellar nozzle, etc.) to reach and extinguish the fire.

Entry times and personnel need to be closely monitored. We need to constantly evaluate the structure and the progress of the fire. We need to be alert in case the fire should travel through and up a wall and get over the fire fighters on another story. If the fire is not found quickly and a quick knockdown is not achievable, we need to do a risk benefit analysis and consider switching to a defensive tactic.
Vehicle fires will be dispatched with a group page and Engine 3. Both firefighters on duty will respond in Engine 3. The Engine will not stage any closer than 75’ of vehicle, unless it is a tractor-trailer unit. If it is a tractor-trailer unit, the fire engine will stage a minimum of 150’ from the fire. If it is a tractor-trailer unit, be mindful of the cargo and look for placards or any other clue that may lead to clues of what the cargo may be.

Never stage the engine towards the rear of the vehicle that is on fire. The engine should be staged uphill, and upwind of the incident. All firefighters should be mindful and watch for running fuel. If it is encountered, floor dry, sand, or earth should be used to make a dam or dike to either contain it or divert it from the incident. Absorbent should be applied to any fluid on the ground to assist in containing the vapors and the product. At some point, at least one wheel should be chocked on the vehicle so that it will be stabilized.

All firefighters will have on all of their PPE and SCBA and will use a minimum of an 1 ½” attack line to fight the fire. The vehicle will be approached from the front and at angles towards the front fenders when approaching the car (being alert for loaded bumpers, tires, hollow drive shafts, etc.). All firefighters should consider what is on fire as they approach the vehicle, and the fire fighter should always be conscious of conserving water during the attack. If it appears that there will not be enough water to extinguish the fire, the E/D/O should contact the IC and inform them of such. A second engine may be needed on the scene for additional water. At least one member on the fire attack crew will bring along a forcible entry tool.

Macon Police Department should have police officers on scene to do traffic control and to possible help with an investigation.
NATURAL COVER FIRES

This procedure is for combating and extinguishing natural cover fires. Natural cover fires consist of woodlands or grasslands involved in fire. The Macon Fire Department has a limited amount of equipment for fighting this type of fire. On the dispatch of a natural cover fire, be sure and get the wind speed and wind direction. If it appears to be an inclement day, have dispatch scan for any storms that may be heading our way and pose additional problems. If it appears that the fire that we have is going to be more than what we can handle with our equipment, the I.C. must make the decision to call for mutual aid. This should be decided upon rather quickly because of the time it will take to get another department on scene. During this time, the fire will probably only worsen. This does not mean that we cannot start fighting the fire. We must treat and respect a natural cover fire the same as we would a structure fire.

We have several items to consider with natural cover fires. What is the type of fuels that are burning, will the type of equipment be enough to handle what is on fire, and do we have enough manpower. When fighting a natural cover fire, try to have someone as a lookout and have an escape route planned, know where to go and how to get there. Be careful of any manmade barriers that may be in your way. This type of fire, like any other, will require good communication. Be aware, and be prepared to protect any exposures to the best of our ability. Be wary of slopes, fire will move faster uphill than it will downhill.

Firefighters should refrain from wearing structural firefighting PPE on a natural cover fire unless absolutely necessary. Proper attire should be something similar to jeans, cotton canvas duck un-insulated coveralls, shirt with sleeves, leather gloves, leather work boots, etc.

Most natural cover fires can be handled by responding Truck #5 and Engine #3 within the city limits of Macon. Truck #5 should be considered the primary first out unit.

It should be decided by the I.C. whether the tactics will be a direct attack or an indirect attack on the fire.

Stage Engine #3 at or near the scene, so that it will be available for a water supply source, or to respond to another incident. The O.I.C. may determine the area involved will demand special equipment that the Macon Fire Department does not have and request mutual aid.
The fire department will be called to a variety of accidental spills in which case the officer on duty will determine, by talking to the person that notifies the fire department, on either to handle the incident with the personnel on duty or to give a group dispatch and respond with Engine 3 and the Service Company Vehicle. The O.I.C. can make a further determination once he is on scene. During any spill or wash down, we need to make all efforts possible not to wash any chemicals into the storm sewer drains. The main operational problems with flammable liquids are fire extinguishment, ignition prevention, and disposal of spills. All three of these may be involved in the same incident.

**Extinguishment**

The principle agent for flammable liquid firefighting is AR-AFFF, Class B foam. Initial attack on any flammable liquid fire should be made with class B foam.

**Spills**

In Missouri, if the quantity of spilled fuel is more than 50 gallons, state law requires the responsible party to report the release at the earliest practical moments. If the amount is greater than 50 gallons, the fire department will report this directly to the Missouri DNR. Flammable liquid spills include spills without fire and any remaining fuel after a fire has been extinguished. In both of these cases, the liquid must be protected to prevent ignition until it can be picked up or removed.

Federal law also requires notification of leaks of oil that reaches or threatens any water way. This includes sewers, ground water, lakes, creeks, road ditches that drain to other water ways, etc., regardless if they have water in them at the time of the incident or not.

All personnel working around spills must wear full protective clothing to afford protection in case of possible ignition. SCBA may be used in vapor areas. Vapor areas can only be found through the use of the combustible gas indicator carried on Engine #3.

1. Cover with an absorbent material such as floor dry, sand, soil, etc. to contain the spill.
2. Cover spills immediately with foam to seal vapors if a fire hazards exist. The application may need to be repeated regularly, as the seal will break down in 10 to 15 minutes. Check for escaping vapors with a combustible gas indicator to judge when the seal is breaking down.
3. Control ignition sources in the area of the spill. Extinguish pilot lights, flares, open flames, etc. Prohibit smoking. Position vehicles to prevent contact of vapor with running engines or exhaust. Disconnect electrical power from a remote location to prevent arc-caused ignition.
4. Do not permit the flammable liquid to run-off into storm drains, sewers or drainage systems. Dam the run-off and cover the spill with foam pending disposal. Consider the use of absorbent materials, charged hose lines, black plastic, or dirt to prevent the further spread of spilled material if it can be done safely.

**Disposal**

1. Large quantity spills should be reported to the DNR.
2. Smaller spills must be absorbed rather than washed away.
   A. Apply sand, straw, sawdust, ground corn cobs, or commercial absorbents such as kitty litter or oil dry to absorb petroleum residues rather than wash them away with water. Absorbent materials used to clean up fuel spills may be disposed of at a sanitary landfill with prior approval of the landfill.
A technical bulletin detailing proper management of soil contaminated with virgin gasoline or virgin fuel oil is available from the DNR by calling 1 (800)361-4827.

B. If washing with water is the chosen option, runoff should be containerized and/or routed to a sanitary sewer with the knowledge and approval of the wastewater treatment plant operator. Treatment chemicals and agents should not be used except under special circumstances. If a fire department has questions as to the proper application of such agents, the DNR may be contacted twenty-four hours a day at (573) 634-2436 for technical assistance.

C. Absorbent materials, in rolls and pads, may be used to absorb small spills.

3. The Spiller must be given the opportunity to clean up his spill if he can do so, while adhering to appropriate regulations. Otherwise, the DNR office will be notified.

According to Missouri Hazardous Waste Management Laws and Regulations, the responsibility for proper disposal of a hazardous waste is that of the owner of that waste (who could be the spiller, the owner of the shipment, or the owner of a facility where the spill occurred). Fire departments should exercise CAUTION; if the material is flushed to a waterway during a response, the fire department may be legally considered as a party responsible for the release.

Every response method has its own inherent advantages and disadvantages. Specific response methods must be evaluated and initiated on a case-by-case basis.

Questions about guidance may be directed to the DNR, Environmental Emergency Response Section at (573) 526-3349 (non-emergency), or (573) 634-2436 (Emergency), or to the DPS, Division of Fire Safety at (573) 751-2930 (non-emergency).

Safety

As early as possible, a hazard zone should be established and marked, through the use of fire line tape. This zone should include the spilled material in the area down wind of the spill of sufficient distance to account for reasonable vapor travel:

All personnel working in the hazard zone must wear full protective clothing including SCBA with face piece on.

Unless absolutely necessary, personnel shall not work in a spill area. When this is necessary to perform a rescue or to control a leak, the spill must be covered with absorbent and/or foam and all possible precautions against ignition must be taken. The area shall be monitored with a combustible gas indicator.

Flushing of small spills will be performed by personnel in full protective clothing using 1-1/2 inch lines, if it is deemed that this is the only way to contain the spill (check with a representative of DNR before doing this). Personnel will not walk or stand in the spill during this process. The runoff must be monitored to be sure that it flows to a safe location.
Natural gas is much lighter than air and will usually dissipate rapidly in the outside environment. Inside buildings, however, it tends to pocket, particularly in attics and dead air spaces. Natural gas itself is non-toxic; however, it displaces oxygen and can result in asphyxiation if in a confined space. Flammable gas ranges can only be determined by a combustible gas instrument.

It is important to determine if the gas leak is natural gas or propane. These two gases have completely different characteristics, which could change the Incident Action Plan.

Due to the high risk factors of uncontrolled natural gas discharges, the Fire Department is often called to respond to the scene of a natural gas emergency. Response to these emergencies will be Engine 3, the service company truck, a group page, and request MMU to respond to the incident. When dispatched, try to indicate which direction to enter the scene of the emergency, this should be done through 911 dispatch, in order to reduce the hazards of response.

It shall be the intent of the Macon Fire Department that no member be placed in a flammable or explosive vapor cloud for ANY reason. Gas or propane shall never be turned on by department personnel once it has been shut off.

If the gas is burning, do not extinguish the flame. Exposures can be protected by hose streams if necessary.

The objectives the Fire Department personnel will try to maintain and meet in this event are:

- Get as much information as possible
  - What size is the container
  - What is the container (pipeline, meter, line in a structure, etc.)
  - How long is it been leaking
  - Is the leak inside or outside
- Notify the MMU Gas Department immediately if they are not aware of the incident.
- Determine if the gas supply needs to be shut off at the meter and whether forced ventilation is necessary.
- Try to determine the nature of the leak (main, appliance, etc.)
- Try to control all ignition sources (remove utilities, vehicles, etc.)
- Use the gas detector to establish zones.
- Ventilate (using the smoke ejectors) if necessary, safe, and prudent.
- If there is a fire, is the fire to be extinguished.
- Determine if evacuation of the structure and/or area is necessary.
- Stand by until Gas Company personnel arrive.

All fire department members should wear full PPE and SCBA during the incident while working in the hot zone.

The Gas Company representative will be able to inform the Fire Department personnel when the scene is controlled. Firemen should remain on the scene until released by the Gas Company personnel.

Safety

- Safety of responders and the public is the first priority when responding to a natural gas emergency. The following safety precautions should take place on every scene:
  - Personnel working in the hot zone shall be dressed in full protective clothing and SCBA at all times.
  - Evacuate the affected area at least 150 feet.
  - Deny access to the area.
Macon Fire Department  
Policies, Procedures, and Guidelines Manual  

- Operate upwind whenever possible.  
- Locate a water supply.  
- Remove any possible sources of ignition.  
- If a gas meter is isolated (Shut-off) it should NEVER be turned back on by anyone except the gas company.  

- Plastic (polyethylene) pipe is a common material used for natural gas. The flow of gas through the pipe alone generates a static charge. Any additional bending or restriction in flow only increases the static build up. For this reason first arriving units should not attempt to isolate a leak by bending or crimping a gas line.

**Initial Actions**  
- The following actions should be initiated on all natural gas emergencies:  
  - Ensure Macon Municipal Utilities are en route.  
  - The first arriving unit will position the apparatus at least 150 feet upwind if possible.  
  - Evacuate the immediate area and deny any further entry.  
    - Law enforcement should be called to assist with traffic control if the roadway is affected.  
  - Interview the occupant or caller to determine the problem before entering any structures or accessing any areas.

**Gas Leak Outside of a Structure**  
- Gas leaks outside of a structure are the least likely type of gas leak to present a hazard. Natural gas is lighter than air so it has a tendency to rise immediately into the atmosphere. Weather is a determining factor into how fast it rises.  
- If the leak is close to a structure it is quite possible for the gas to become trapped inside the structure. Firefighters should follow these guidelines when handling a gas leak outside of a structure.  
  - A safety line should be pulled in case of ignition.  
  - Ensure any structures within 150 feet are evacuated.  
    - Large leaks may require a larger evacuation distance. Check with MMU.  
  - Eliminate ignition sources.  
    - Do not attempt to shut off or start up any gas powered equipment or vehicles.  
  - Try to determine the nature of escaping gas.  
  - Restrict access to the area.  
  - Secure flow if possible by shutting the meter off.  
  - Standby for the gas company to arrive.  
  - Ensure all structures in close proximity are free of gas once leak is isolated.

**Gas Leak Outside of a Structure with Fire**  
- Do not attempt to extinguish the fire. If fire is accidentally extinguished revert to the above section. Make sure to pay close attention to possible re-ignition sources as surrounding surfaces will retain heat from the fire.  
  - Hose lines should be placed on exposures, not the flames from the gas.  
  - If fire can be controlled by isolating the meter, then secure the meter.  
  - Protect exposures and recognize the high radiant heat hazard.  
  - Secure flow if possible by shutting the meter off.  
  - Standby for the gas company to arrive.  
  - Ensure all structures in close proximity are free of gas once leak is isolated.

**Gas Leak Inside of a Structure**  
- Gas leaks inside of a structure can pose a severe risk of explosion. Gas becomes trapped inside the structure, and can quickly reach its explosive range.  
  - If an odor is detected it is important that all occupants evacuate the structure along with all responding personnel.  
  - Do not operate any light switches or perform any actions that may produce an ignition source.  
  - For slight odors do not isolate the gas meter. Doing so will prevent MMU personnel from locating the source of the leak.  
    - If the leak is large and if causing a safety issue then the meter should be isolated immediately.  
  - Do not attempt to ventilate the structure until the atmosphere can be monitored.  
    - Changing the atmosphere without knowing the concentration may bring the gas into its flammable range.  
    - Ventilating the structure also prevents locating the source.
- Evacuate the adjacent structures.
- Remove all occupants from the building.
- Shut off the flow of gas to the structure by shutting the meter off.
- Use the 4 gas detector to determine the level of gas.
- Standby for the gas company to arrive.

**Gas Leak Inside of a Structure with Fire**
- Gas leaks inside of a structure with fire produces a large amount of heat and will increase the chance of fire spread and decrease structure integrity.
  - Ensure all occupants are out of the structure.
  - Perform defensive fire attack operations until the gas can be isolated that is fueling the fire.
  - Once gas is secure the fire can be treated as a normal structure fire. Remember the amount of damage that has taken place during the gas fueled fire. This should be a determining factor as to committing fire crews inside the structure.
    - Shut off gas to appliance if possible, if only appliance is involved.
  - Protect the exposures.
  - No attempt will be made by fire department personnel to re-light appliances, furnaces or any other natural gas supplied device. The OIC will advise the owner/occupant to contact a certified repairman or the gas company to insure the system/appliance is suitable to return to service.

**Gas Leak Underground**
- Gas leaks underground are difficult to locate, especially if there is not visible underground work being performed. It is important not to cancel responding units as they may be needed to search a large area. Natural gas can travel great distances underground through pipes, conduit and natural crevasses in the earth.
  - Attempt to find the source by seeking the area of highest concentration.
  - Check adjacent streets for underground work.
  - Standby for the gas company to arrive.

Natural Gas Characteristics:
- **Flammable Range**: 3.8 – 17
- **Vapor Density**: 0.6 – 0.7
- **L.E.L.**: 5%
- **U.E.L.**: 15%

It is an asphyxiating gas.
PROpane GAS EMERGENCIES:

This procedure has been put into place because there are many housing additions as well as individual houses that use propane as their gas source.

It is important to determine if the gas leak is natural gas or propane. These two gases have completely different characteristics, which could change the Incident Action Plan.

Propane gas is colorless and odorless. The propane company adds an odorant (ethyl mercaptan) so personnel can smell the propane in the event of a leak. Propane gas is heavier than air and will migrate to lowest points (i.e. basements, crawls spaces). A gallon of liquid propane weighs 4.24 pounds and contains 91,650 BTU’s and will vaporize at any temperature above -44 degrees Fahrenheit.

Due to the high risk factors of uncontrolled propane gas discharges, the Fire Department may be called to respond to the scene of a propane gas emergency. Response of Engine 3, Service Company Vehicle, and a group page dispatch will be indicated. When dispatched, try to indicate which direction to enter the scene of the emergency, this should be done through 911 dispatch (wind speed and direction), in order to reduce the hazards of response. This procedure will help establish guidelines for extinguishment and safety in a propane gas emergency.

All responding apparatus will approach the area with caution. The Incident Command System will be initiated. The Incident Commander will determine the nature of the leak, set up perimeters (hot, warm, and cold) and request the required services if not already en route (propane provider, EMS, law, etc.).

It should be determined through 911 dispatch if it is a leak or if it is on fire. At all gas emergencies, we should stage up hill and up wind. Give a full size up of the incident. Try to determine the control zones of the incident. Propane gas professional experts should be called to the scene to assist.

Develop an IAP, the IAP should include:

- Safety of the fire fighters
- Safety of the citizens
- Evacuation plan
- How to control the situation

Safety precautions to observe should include:

- Perform a full size-up before committing any crews
- Wear full PPE
- Wear SCBA
- Remove any ignition sources
- Keep clear of the ends of the tank
- If there is a change in pitch of the noise (whistling gets louder) or flames become larger, evacuate
- It is considered acceptable by many experts that allowing the fuel to burn and cooling the tank is one way to control the situation

Gas leaks outside of a structure are the least likely type of gas leak to present a hazard. Propane is heavier than air so it has a tendency to gather in low lying areas. Propane leaks outside of a structure can migrate into basements and crawl spaces of structures. Weather is a determining factor.

If when we arrive on scene and it is a leak outside of a structure, the following should be done:

- A safety line should be pulled in case of ignition.
- Ensure any structures within 150 feet are evacuated.
  - Large leaks may require a larger evacuation distance. Check with propane gas provider.
Try to determine the nature of escaping gas.
Eliminate ignition sources.
  - Do not attempt to shut off or start up any gas powered equipment or vehicles.
Restrict access to the area.
Determine if the leak can be isolated and, if possible, isolate. Secure flow if possible by shutting the meter off.
Be wary of low lying areas
Consider evacuation of the affected areas
We can use a fog stream for protection from a vapor leak and to an extent, direct the spill with a fog stream.
Ensure all structures in close proximity are free of gas once leak is isolated.
Call Propane Provider if possible.
Standby for the gas company to arrive.

If we arrive on scene and it is a leak inside of a structure, the following should be done:
- If an odor is detected it is important that all occupants evacuate the structure along with all responding personnel.
- Do not operate any light switches or perform any actions that may produce an ignition source
- For slight odors do not isolate the gas meter. Doing so will prevent the responsible gas company personnel from locating the source of the leak.
  - If the leak is large and if causing a safety issue then the tank should be isolated immediately.
- Do not attempt to ventilate the structure until the atmosphere can be monitored.
  - Changing the atmosphere without knowing the concentration may bring the gas into its flammable range.
  - Ventilating the structure also prevents locating the source.
  - Natural ventilation is to be the ventilation of choice.
Eliminate ignition sources.
Remove all occupants from the building
Evacuate the adjacent structures.
Restrict access to the area.
Shut off the propane flow at the storage tank vapor service shutoff valve outside the structure or to the affected area of the structure (i.e.: stove, boiler, water heater, etc.)
  - A 1 ½ safety line shall be in place.
Check structure for propane levels by using a meter after the leak has been secured.
Gas leaks inside of a structure can pose a severe risk of explosion. Gas becomes trapped inside the structure, and can quickly reach its explosive range.
Standby for the gas company to arrive.
Shut off the flow of gas to the structure by shutting the meter off.
Use the 4 gas detector to determine the level of gas.

If we arrive on scene and it is on fire, the following should be done:
- Do a risk benefit analysis and try to answer these questions
  - Is the tank being impinged on by flames
  - Is the relief valve operating
  - Can we positively ID the tank
  - Is there an adequate water supply (minimum should be 500 gpm)
- Consider evacuating the affected area (may lead to a BLEVE)
- Direct attack outside of a structure
  - Plan the incident then implement
  - Protect exposures and recognize the high radiant heat hazards.
  - Crews should approach from upwind
  - Apply streams to cool tank, especially the top area of the tank
  - If possible, attempt to secure the propane gas leak by closing the shutoff valve.
    - If crews are going in to try to shut off the valve, use 2 lines with fog streams, and there should be another crew covering them with a hose line
  - Don’t extinguish the flames if the leak cannot be stopped
- Indirect attack
  - May use unmanned devices
May have to move the truck and crews to protected areas (behind building, etc.)

- **Direct attack inside of a structure**
  - Shut off the flow of propane at the storage tank vapor service shutoff valve outside the structure.
  - Protect the exposures.
  - Extinguish the remaining fire.
- **Never commit crews in unprotected areas**

The Macon Police Department should be called to the incident for traffic control, and if it is determined that evacuation will take place, the MPD will be able to assist with this task.

**Propane Gas Characteristics:**

<table>
<thead>
<tr>
<th>Characteristics</th>
<th>Value</th>
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<tbody>
<tr>
<td>Vapor Density</td>
<td>1.6</td>
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<tr>
<td>L.E.L.</td>
<td>1.5%</td>
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<td>U.E.L.</td>
<td>9.5%</td>
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<td>2100 ppm</td>
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<tr>
<td>TLV</td>
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ACCIDENTS, VEHICLE EXTRICATION, AND MEDICAL EMERGENCIES

Vehicle accidents may require the response of the fire service in order to control spills, fires, or the prevention of these incidents. Engine 3 and the Service Company Vehicle, with a group page will be dispatched. Extrication tools are carried on the Service Company truck in case they are needed.

At times the fire department is called to assist in a rescue effort or to provide assistance to the ambulance personnel in medical emergencies. All full time firemen will have training in Cardio-Pulmonary Resuscitation (CPR) and first aid. Both the first aid and the CPR will be provided to the firemen at a minimum of every two (2) years. This training is necessary for the assistance that will be in demand.

The responsibility of the fire department will be to:
- Assist the MCAD and MCRS in any way possible
- Secure the vehicle
- Contain the spill
- Remove debris from the way
- If extrication is being performed, a 1 ½” line will be deployed and charged.
- All fire department personnel will be in full PPE and SCBA
- Set up lights at night if necessary
- Stabilize the vehicle
- If the MCRS is operating at another call, O.O.S., or out of position, and is unable to perform extrication, the fire department will assume this responsibility.

When responding, the Engineer/Operator will try to stage the engine between the accident and oncoming traffic, and angle the engine. Be sure to allow room for ambulances / rescue unit. Angling the engine provides some safety and protection for not only the firefighters but also for ambulance / rescue personnel and the accident scene itself. Try not to walk behind the engine due to traffic that will be coming up on the accident scene.

At vehicle incidents within the city limits of Macon, the Macon Fire Department has the primary responsibility of incident command and fire protection. In regard to rescue and extrication operations, the Macon Fire Department shall act as an assisting agency to the Macon County Rescue Squad unless county rescue resources are unavailable for response. In the event that Macon Fire Department personnel must assume vehicle rescue and extrication responsibilities, the following guidelines have been established. These guidelines shall also be adhered to when responding to a request for assistance outside the city limits of Macon.

Personnel responding in personal vehicles should park as far from the scene as practical so as not to interfere with the arrival/departure of apparatus. Attempt to park on the same side of the roadway as the accident and turn off all white lights. The following guidelines are set forth:
- The fire department shall establish an incident command structure at all vehicle accident scenes.
- If Commercial Vehicles are involved, check for placards and take necessary precautions.
- A charged hose line shall be deployed at all vehicle rescue and extrications.
- No operation shall be attempted before considering the safety of patients and personnel.
- The officer in charge of operations should coordinate with ambulance and rescue squad personnel concerning the care and safety of patients during extrication operations.
• When operations are completed, fire department units should remain on scene until all hazards are removed and the area is restored to a safe condition. For mutual aid responses, this task may be left to the jurisdiction having authority.

• All personnel shall wear full protective clothing while working in the immediate area of the incident.

• Attempt to use apparatus to shield rescue personnel from oncoming traffic. Wind direction and grade should be considered when spotting apparatus.

• Apparatus shall be placed out of the flow of spilled chemicals, combustible or flammable liquids and run-off water.

• During operations, an adequate work zone to provide for the safety of personnel shall be established. This may require the temporary closing of additional lanes to traffic.

• Vehicle batteries should be disconnected prior to extrication operations. The presence of flammable vapors shall be considered before disconnecting batteries.

• Rescue personnel shall use care not to place themselves in the path of vehicle air bags that have not deployed.

• Vehicles involved shall be stabilized before rescue/extrication operations begin.

When the fire department pumper is not engaged in pump operations, the Driver/Operator should stand in a safe area clear of the apparatus. The Driver/Operator shall remain in the immediate area of the pumper and periodically monitor the units engine conditions.

FUEL SPILLS AT ACCIDENTS

• Fuel leaks shall be stopped or contained if possible.

• Utilize hose lines to prevent ignition and safeguard patients and personnel.

• Ignitable vapors and ignition sources shall be controlled to prevent ignitions.

• Consider the use of Class B foam to control vapors.

MUTUAL AID FOR VEHICLE EXTRICATION

• The Macon Fire Department shall respond to mutual aid requests for vehicle rescue and extrication so long as city's coverage is not jeopardized.

• No fewer than (6) six personnel shall remain in the area and available for city calls.

• Squad 4 should be considered the primary apparatus when responding to mutual aid requests for vehicle extrications.

• The initial response should be limited to a maximum of three (3) personnel, four (4) is Engine 2 is needed on scene. Additional personnel may respond as needed.

• Pumping apparatus should typically be provided by the jurisdiction having authority. In the event that such apparatus is not available, or if the response is unknown, from the jurisdiction having authority, respond Engine 2 to the incident.
The purpose of this procedure is to establish guidelines for conducting confined space rescue operations. Confined spaces include caverns, tunnels, pipes, tanks, and any other locations where ventilation and access are restricted by the configuration of the space. These factors may also apply to basements or attics. Confined space incidents may involve injured persons, persons asphyxiated or overcome by toxic substances, cave-ins or fires occurring within the space. Pre-incident planning is an important factor in dealing with these situations.

No one is to enter the scene until an assessment has been completed.

The following should be completed ASAP

- Secure the scene
- Identify any immediate hazards
- Talk to anyone who is on the scene (workers, witnesses, etc.)
- Try to determine the number of victims
- Try to determine location
- Try to determine the following:
  - Any hazardous products present including air emergencies
  - Hazards – mechanical, depth, electrical, etc.
  - Size and depth of area where victims are
  - Structural stability of the space
- Make a diagram of the area and include all hazards and exits

Secure resources needed for rescue

- Specialized rescue teams / equipment
- Air monitoring equipment
- Communications equipment
  - Test all systems
- Ventilation equipment
- PPE
- Respiratory equipment for rescuers
- Retrieval equipment
- Explosion proof lighting
- Retrieval harness secure
- Retrieval harness for victim
- Back up crews ready

Before entering the scene

- Use the accountability system
- Establish a safe perimeter
- Monitor the atmosphere
- Prepare to set up ventilation
- Secure all hazards (use lock out, tag out system)
BUILDING COLLAPSE

The purpose of this procedure is to establish guidelines for conducting rescue operations for a building collapse. If control is not gained quickly, it will easily escalate out of control. Building collapse includes any structure or portions of structure that have collapsed and cause restrictions to rescuers or victims. Building Collapse incidents may involve rescuers, injured persons, persons asphyxiated or overcome by toxic substances, or fires occurring within the collapse. Pre-incident planning is an important factor in dealing with these situations. Make sure that MCAD is either on scene or has been called and is enroute to the scene.

No one is to enter the scene until an assessment has been completed.

Upon arrival or immediately following the collapse:

- Contact other resources (immediately if necessary)
- Try to determine the structural stability (consult with professionals)
- Assess the type of collapse and void potential
- Try to control all utility services
- Contact the Macon PD for scene security if they are not already on the scene
- Contact MCAD to respond and have them to treat all victims
  - Establish an EMS area to send patients to
- Use marking system to mark buildings, rooms, etc., that have been, or are being searched
- Determine shoring and expertise needed
- Assess hazards:
  - Overhead – collapsed hanging floors, walls, wires, etc.
  - Surface – flooding, lines, holes, etc.
  - Below grade – shafts, electric, gas, etc.

If there are victims initially located, interview survivors. We are trying to get possible locations of other survivors, number of survivors, etc. Places to check are offices, bedrooms, obvious voids, and collection points. During the search, try to eliminate as many unnecessary noisy elements as possible; this will make it easier to hear if people are calling out, or if we are listening for PASS devices. During the search, all fire fighters and personnel should try to refrain from breaching walls; this could lead to the building becoming less stable. It is also necessary to start mapping the area (areas that have been searched, have not been searched, and can not be searched immediately due to hazards).

It may be necessary to call for additional expertise in these types of emergencies because of the technical training that is necessary. Resources may include area fire departments, Macon Municipal Utilities, contractors, etc. State wide Mutual Aid should be activated if there is a collapse of any size, or a collapse with considerable people trapped.

General debris removal should not begin until it is determined that there are no survivors.

Due to the nature of the emergency, and the type of actions that can come of this type of emergency (looting, free lancing from by standers, etc.) the Macon Police Department will handle all security. Security will be strictly adhered to and all perimeters will be closed to all non-essential persons.
Additional considerations could be:

- Heat and/or cold emergencies for rescuers as well as patients and victims
- Additional lighting
- Weather conditions (rain, snow, ice, etc.)
  - Keep abreast with the weather from 911 dispatch
- Assign a PIO to ease the burden of the I.C.
- If there are any emergencies with the rescuers, make sure the family is contacted and kept informed. Do Not allow them around the search area for safety reasons.
Carbon monoxide (CO) is a colorless, odorless, tasteless gas that is deadly. It is a by-product of combustion and is produced by the incomplete burning of solid liquid, and gaseous fuels. Appliances fueled with natural gas, liquefied petroleum gas, oil, kerosene, coal, or wood may produce CO. Internal combustion engines such as those found in automobiles and generators produce CO. When a faulty device, or unusual condition exists, CO may be vented into areas where people are present. CO poisoning may be difficult to diagnose. Its symptoms are similar to the flu and may include headache, fatigue, nausea and dizziness. Convulsions, unconsciousness and death may result from high levels of exposures.

Dispatch shall confirm that there is no fire or immediate medical emergency and instruct the occupants to leave the building. If there is no fire or immediate medical emergency, the event will be handled as an investigation. If the caller indicates or suspects significant signs or symptoms of carbon monoxide poisoning, the occupants should be advised to evacuate the building and await the arrival of emergency services. Initiate a fire department “Group Dispatch”. EMS shall be dispatched to the scene.

Macon Municipal Utilities will also be dispatched to the incident. MMU will be in charge of this emergency.

Upon arrival, responders shall evaluate the occupants for a suspected CO exposure and, if necessary, begin basic life support while an ambulance is dispatched to the scene. If no medical intervention is required, the building occupants should be evacuated until the condition within is deemed to cause no immediate harm. If the atmosphere is greater than 25 ppm, personnel should wear turnout gear and SCBA. SCBA shall remain in place until the atmosphere has been determined to contain 25 ppm or less. This level is based on the TLV/TWA as set by the American Conference of Governmental Industrial Hygienists.

The Officer in Charge shall document as much information as possible about the hazard encountered. Potential sources of CO to be examined include, but are not limited to, cellars, garages, heating appliances, space heating appliances, wood stoves, fireplaces, gas cooking appliances, gas water heaters, and any other combustion appliances.

Zero the gas meter in fresh air and comply with all startup procedures as recommended by the manufacture. Initiate a survey of the premises to determine the amount of CO in the air. Based on the findings of the investigation team, the Officer in Charge shall recommend to the occupant the following:

**Less than 9PPM:**
Inform the homeowner/occupant that our detection instrument did not register an elevated level of carbon monoxide. Recommend to the homeowner/occupant that they check their CO detector according to the manufacturer’s recommendations. Inform the occupant that if the detector sounds again to call the fire department.

**9-100 PPM:**
Inform the homeowner/occupant that a potentially dangerous level of CO has been detected. Recommend that all persons leave the premises. Advise owner that anyone in the building at the time should be transported to a hospital for evaluation. Have the ambulance personnel evaluate the occupants of the building. If you can determine that an appliance is possibly causing the elevated CO levels, shut the appliance off and advise the owner/occupant to contact the company that services the device. Ventilate the building. Once the CO level has been reduced to safe readings, the premises may be occupied. This shall be left to the owner/occupant’s discretion. If the detector activates again, they should notify the fire department.

**100 PPM or Greater:**
Notify the homeowner/occupant that a potentially lethal level of CO has been detected. Evacuate the premises. Advise owner that anyone in the building at the time should be transported to a hospital for evaluation. Have the ambulance
personnel evaluate the occupants of the building. If you can determine that an appliance is possibly causing the elevated CO levels, shut the appliance off and advise the owner/occupant to contact the company that services the device. Once the CO level has been reduced to safe readings, the premises may be occupied. This shall be left to the owner/occupant’s discretion. If the detector activates again, they should notify the fire department. When the problem has been assessed or mitigated within the capabilities of the Fire Department, the Officer in Charge shall advise the occupant(s) of the dangers of carbon monoxide that may be present if the building is occupied before a complete safety check of all appliances is completed by the Gas Company, Fuel Company, or other qualified person.

**Carbon Monoxide Characteristics**

<table>
<thead>
<tr>
<th>Characteristic</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flammable Range</td>
<td>12.5 – 74</td>
</tr>
<tr>
<td>Vapor Density</td>
<td>.97 – 1</td>
</tr>
<tr>
<td>IDLH</td>
<td>1200 ppm</td>
</tr>
<tr>
<td>TLV</td>
<td>35 ppm</td>
</tr>
</tbody>
</table>
Fire Department Procedure to Manually Lower the Hotel Elevator

Do not open any of the elevator shaft doors while manually lowering the elevator car.

Turn off the main electrical disconnect to the elevator (Located on the south wall in the “Elevator Equipment Room”). This should be done before attempting any rescue operations involving the elevator, even if power to the building is already off.

Locate the elevator control unit. The control unit is the large metal enclosure along the north wall in the “Elevator Equipment Room”.

Open the lid on the hydraulic fluid sump. This lid is on the top rear area of the control unit.

Locate the “Manual Lower Valve” located inside the sump. This is the small T-handle valve with orange tips on the handle.

CONFIRM THAT EVERYONE IS CLEAR OF THE ELEVATOR CAR AND THAT ALL ELEVATOR SHAFT DOORS ARE CLOSED.

Slowly open the valve. You should hear a rush of hydraulic fluid and see the fluid level in the sump start to rise.

When you can no longer hear or see the fluid releasing back into the sump, the elevator car should be at the first floor.

CLOSE THE VALVE.

Manually open the first floor elevator door to free the occupants then close the door.

If the above procedure fails to lower the elevator car, do not initiate any other method of rescue before confirming that the “Manual Lower Valve” is closed.

It shall be the responsibility of Comfort Inn staff to restore power to the elevator and place it back in service. If the entrapment occurred because of a mechanical or electronic failure of the elevator, strongly urge them not to restore power to the elevator before having it checked by a technician.
The location of the gas turbine unit is 30109 Major Avenue. This is the entrance to the Ethanol plant off of highway 36 east.

The purpose of this guideline is to establish procedures and guidelines to be used in response to an emergency incident at the gas turbine installation.

All fire department personnel shall be familiar with the physical layout of the gas turbine installation and the location/operation of the on-site emergency controls and water supplies. When responding to an incident at the facility, personnel shall abide by the procedures contained herein unless deemed unsafe by the officer in charge.

**PROCEDURE**

**DISPATCHING**

- Upon notification of a fire alarm, the Macon Fire Department or 911 shall issue a “Group Dispatch”.

**FIRE DEPARTMENT RESPONSE GROUP**

- Engine 1 shall be the primary response apparatus. Engine 3 shall be secondary.
- Two on duty officers shall respond direct to the incident.
- Attempt to have at least one off-duty officer and one reserve firefighter respond to and man the fire station.
- In case of a manpower shortage, request mutual aid from Macon Rural Fire Department.
- All unneeded personnel and apparatus shall return to the city limits immediately.

**COMMUNICATIONS WITH UTILITIES**

- To contact the power plant operator, call for Station 2 on utility frequency (fire department radios, channel 7)

**CONTROL ROOM FIRE (these procedures may be performed in any order)**

- Confirm that the turbine and gas compressor units have been shut down
- If units are not shut down, initiate emergency stop procedure for both.
- Shut down the main turbine gas valve (Fire Valve)
- **Do not** use water in an attempt to extinguish a fire involving the control room until utility workers have disconnected it from all electrical sources.
- Protect exposures
**FIRE IN THE TURBINE PACKAGE (these procedures may be performed in any order)**

- Confirm that the turbine and gas compressor units have been shut down
- If units are not shut down, initiate emergency stop procedure for both.
- Confirm that the CO2 fire suppression system has activated
- Shut down the main turbine gas valve (Fire Valve)
- The turbine package *should not* be opened for at least 30 minutes after the fire suppression system has activated.
- *Do not* attempt to open the turbine package until utility personnel have authorized such action.
- *Do not* use water in an attempt to extinguish a fire inside the turbine package until utility workers have disconnected it from all electrical sources
- Protect exposures

**FIRE IN THE GAS COMPRESSOR BUILDING (these procedures may be performed in any order)**

- Shut down main turbine gas valve. (Fire Valve)
- Disconnect electricity to building. (turn off switches on east side of building)
- Initiate emergency stop procedure for the turbine.
- Protect exposures (under normal circumstances, do not attempt to extinguish natural gas fires)

**WATER SUPPLY**

- Ethanol plant fire hydrants located:
  - Northwest of the turbine package.
  - South of plant office.

**GENERAL**

- Macon Municipal Utilities Power Plant Operators are responsible for the immediate dispatch of utility personnel to the incident. They are also responsible for notifying the ethanol plant.
- Full operation of the turbine, including its fire detection and suppression system, is monitored and controlled by the Macon Municipal Utility Power Plant Operators.
- The turbine and gas compressor has an automatic shut down system in case of a fire in the turbine package or control room.
- Power Plant Operators are responsible for initiating turbine and gas compressor shut down if the automatic systems should fail.
- The turbine package has a CO2 fire suppression system that activates when a fire is detected within the package.
- There is a fire and gas detection system in the control room that will initiate a shut down of the turbine and gas compressor system.
- There is no fire detection or fire suppression system in the gas compressor building.
GENERAL AVIATION AIRCRAFT RESCUE FIRE FIGHTING (GA ARFF)

There will be times when the Macon Fire Department responds to GA ARFF incidents. There are basically two types of crashes, those incidents with survivors and those without survivors.

The fire department will respond to the GA ARFF as we would to any emergency. The fire department will deploy an inch and a half (1 ½”) hose line, and set up AR-AFFF Class B foam. If it is determined that fuel has been spilled on the ground, as bare minimum, absorbent will be placed on the ground. It may be determined that it is best to apply AR-AFFF foam on the ground to suppress any vapors.

Actions that the fire department will take on all GA ARFF calls include:

- Request the MPD
  - Traffic control
  - Other investigative measures
- Request MCAD
  - Treatment and transportation of patients only
- Request MCRS
  - Assist with any extrication that may be involved
- Stabilize the airplane if at all possible
  - Turn the batteries off if possible
  - Shut off fuel supply if possible
  - Stabilize the plane
- Contact the FAA
- If there is fuel down, and it is a reportable quantity
  - Contact DNR
  - Apply AR-AFFF foam
The fire service has recently become aware of a new phenomenon commonly known as “Chemical Suicide”. This method of suicide, sometimes called detergency suicide, is being seen more frequently in this country. The process involves mixing common household chemicals to create deadly hydrogen sulfide ($\text{H}_2\text{S}$) gas in a small space, which is lethal in contained areas. Instructions to do this are readily available on the internet and most encourage anyone planning to use this method to provide appropriate warning to people who might encounter or respond to their situation about the presence of the deadly gas.

The concern of the Macon Fire Department is that anyone who enters the space without proper protection may quickly become a victim themselves.

**RESPONSE**

- Responders should be aware that these situations commonly occur in vehicles, residential bathrooms, and other small spaces where a small amount of gas can quickly reach lethal concentrations. Dispatchers and call takers should warn callers not to approach, or enter, vehicles, rooms, or apartments where unresponsive people may have attempted chemical suicide.

- Careful size-up of any situation involving an unresponsive person in an enclosed space is critical for responder safety. Responders should wear SCBA and turn out gear whenever they are dealing with a suspected chemical suicide.
  - It is recommended that the responders observe a “10 seconds to save your life” rule.
  - Responders should take an extra 10 seconds during size up to peer into the vehicle and look for pails, buckets or other mixing vessels in the front or rear seats, containers of acids and pesticides, a yellow or green residue in the vehicle and vents that may be taped off.
  - If the incident occurs in a structure, such as an outbuilding or other contained area, there may not be any written warnings present.
  - Responders need to be extremely cautious when investigating suspicious odor calls inside a structure.
  - If you suspect or it is determined that the situation is a chemical suicide, contact the Missouri Department of Natural Resources for additional guidance and resources.
  - If the vapor in the space cannot be identified, or the presence of hydrogen cyanide is confirmed, entry should only be made by individuals protected by fully encapsulated level A suits. Hydrogen cyanide has an IDLH at concentrations above 50 ppm. The DNR along with a Hazardous Materials Response team from Kirksville or Hannibal shall be notified to respond to the scene.

- Consider wind speed and direction when determining the need to evacuate nearby structures. In an apartment building, consideration should be given to evacuating the entire building.

- If there is a possibility that the individual may be sleeping, attempt to wake them with a vehicle public address system, bullhorn, or siren.

- If individuals cannot be awakened, responders should perform a thorough recon before entering the space to assist the victim.

- Individuals who initiate chemical suicide may, or may not, place warning signs on doors or windows to indicate the presence of deadly gas inside the space.
  - Signs may not be easily detected, or understood, by other people – including responders!
  - Signs may be hidden or obscured by condensation, frost, snow or vapors produced by the reaction.
  - Interview anyone who may have approached the scene to learn what they saw or smelled. A “rotten egg” smell would indicate hydrogen sulfide; an almond odor is typical of cyanide compounds.

- Look for indications that a chemical reaction has been initiated. Typically you will find containers of household chemicals and pails, buckets, pots, or other containers where the chemicals have been mixed. There is a possibility that improvised “containers”, such as a sink or a glove box of an automobile, could be used to mix the chemicals.
o If you can clearly see that there are no chemical containers and mixing containers present anywhere in the space it is probably not a chemical suicide.

o If chemical containers are present attempt to identify the chemicals from labels on the containers, or a sales receipt. The reaction utilizes an acid, such as muriatic or hydrochloric which is found in many common cleaning compounds and a sulfide that would be present in many fungicides, paints, insecticides, and shampoo to produce Hydrogen Sulfide.

o The presence of containers of potassium cyanide, or cyanide compounds would indicate a reaction that produces hydrogen cyanide. This is less common than the hydrogen sulfide reaction as the cyanides are not as easily obtained.

- The four (4) gas air sampling monitor can be used to determine the presence, or absence of hydrogen sulfide or hydrogen cyanide. The area around the door or window should be checked before any holes are made in the glass or the door pried away from the car body. If there is no presence of a chemical from the area around the window or door, a small hole may be punched in a car or home window, and the sampling tube inserted in the gap between a door to the room and the floor.

- Both hydrogen sulfide and hydrogen cyanide are flammable. The Lower Explosive Limit (LEL) of hydrogen sulfide is four (4% or 40,000 ppm) percent and the LEL of hydrogen cyanide is 5.6% (56,000 ppm). There have been no incidents of fire reported with these incidents and it is believed that concentrations do not typically reach the LEL except at close proximity to the mixing container. Responders should eliminate ignition sources whenever possible.

- Vapors inside the space should be ventilated to the outside. Ensure that no one will be endangered by the vapors before using natural or forced ventilation to air the space out.

- Anyone exposed to the vapors should be decontaminated with soap and water. Clothing should be removed and double bagged. Contaminated clothing and PPE should be laundered before re-using. The victim should be stripped and decontaminated with soap and water before being transported from the scene. Deceased victims should be covered by a sheet, body bags are not recommended.

**HYDROGEN SULFIDE**

Hydrogen sulfide, H₂S, is a colorless gas that has a strong odor of rotten eggs or sulfur associated with it. It is extremely toxic by inhalation, posing a large risk to first responders who do not wear proper respiratory protection when dealing with it or who are unaware of its presence. H₂S is an olfactory nerve paralyzer, meaning it will rapidly fatigue the sense of smell, even when present in lower concentrations. Overall, 25% of the deaths associated with hydrogen sulfide gas occur in rescuers, first responders, bystanders, or professionals who deal with it on a regular or routine basis. However, when discussing chemical suicides, there have been no deaths to first responders to date.

Hydrogen sulfide has a vapor density of 1.19, making it heavier than air. As first responders approach the space where a suspected chemical suicide has occurred and they are performing air-monitoring tasks, vapors will be found lower to the ground. However, once they enter the space or begin air monitoring within the space, it can be expected that diffusion will have occurred and we will find the space consumed with vapors. Vapors may be knocked down with a water spray if it is felt that that is the best course of action for the incident, however, all runoff created should be contained and disposed of properly as it will be toxic and corrosive.

Personal protective equipment utilized for dealing with chemical suicide incidents involving hydrogen sulfide should be adequate and appropriate for the degree and type of contamination encountered. Each incident will be slightly different and PPE needs should alter to meet the specific needs of the incident. As the IDLH threshold for hydrogen sulfide is 100 ppm, self-contained breathing apparatus must be utilized. Chemical protective clothing is not necessary and is not generally recommended for dealing with hydrogen sulfide gas. Hydrogen sulfide poses a minimal risk through cutaneous absorption and also a minimal risk of secondary contamination by first responders. Structural firefighting turnout gear or Tyvek suits will provide adequate skin protection for dealing with hydrogen sulfide gas.

By DOT definition, hydrogen sulfide meets the criteria to be considered a flammable gas, as the flammable range is 4.3% - 45%. The auto-ignition temperature is 500 degrees Fahrenheit. However, in these particular situations, the flammability risk is fairly low. In the essence of first responder safety, all ignition sources should be eliminated to reduce the flammability risk. A charged hand-line should be made ready in case a source of ignition is found. The vapors in the space should be ventilated properly once all precautions have been taken to safely do so.

Decontamination for first responders should be set up appropriately for the degree of contamination encountered at the scene. A full technical decontamination setup may not be necessary or appropriate for the incident. At minimum, skin
should be washed with water for three to five minutes. If eyes or skin appear to be irritated, continue to flush with water during medical observation and transport to a nearby medical facility.

Contamination for victims of chemical suicides will be more acute and decontamination will require more time and attention. All clothing should be removed and double bagged. Decontaminate the body as dictated per normal standard operating procedures or guidelines. Victims may off-gas from their lungs after they have been deceased for a significant period of time. This may pose a risk for those transporting victims and those performing autopsies. Body bags are recommended for transporting victims only if they must be transported in an enclosed vehicle in which they will be occupying the same space as the driver. The best option for moving a victim of chemical suicide would be to wrap them in sheets and tarps, then transport in an “open” vehicle such as an official pickup truck (i.e.: one belonging to the local police/Sherriff’s department, fire department vehicle, etc.).

**Signs and Symptoms**

Hydrogen sulfide will act as a mucous membrane and respiratory tract irritant. In extremely high concentrations, it may also act as a skin irritant. Low concentrations would be considered anything below 50 ppm. Symptomatology associated with exposure to low concentrations would be irritation of the eyes, nose, and throat. Symptomatology associated with higher concentrations is much more severe and will target different body systems. Central nervous systems stimulation (excitation, rapid breathing, and headache) will precede central nervous system depression (impairment of gait, dizziness, respiratory paralysis, and death). Exposure to high concentrations of H\textsubscript{2}S may also cause an accumulation of fluid in the lungs. This may be an immediate symptom or delayed up to 72 hours.

Other symptoms associated with hydrogen sulfide exposure include, but are not limited to:

- Tachycardia: abnormally rapid beating of the heart, usually over 100 beats per minute
- Bradycardia: slowness of the heartbeat, usually under 60 beats per minute
- Dyspnea: difficult, labored breathing
- Tachypnea: excessively rapid respiration
- Cyanosis: blueness or lividity of the skin, as from imperfectly oxygenated blood
- Delirium: a state of violent excitement or emotion
- Photophobia: abnormal sensitivity or intolerance of light
- Chemical Conjunctivitis: inflammation of the conjunctiva (mucous membrane that covers the exposed portion of the eyeball and the under surface of the eyelid) caused by exposure to chemicals.
- Headache
- Throat Irritation
- Taste of garlic in the mouth

**Physiological Response to H\textsubscript{2}S**

- .00047 ppm Odor threshold
- 10 ppm TLV-C. Eye Irritation
- 50-100 ppm Slight conjunctivitis and respiratory tract irritation
- 100 ppm Coughing, loss of sense of smell. Altered respirations, drowsiness.
- 320-530 ppm Pulmonary edema
- 530-1000 ppm Strong stimulation of the CNS. Rapid breathing, leading to loss of breathing
- 800 ppm LC\textsubscript{50}, less than 5 minutes
- >1000 ppm Immediate collapse with cardiopulmonary arrest, even after only one breath

Treatment for those exposed to hydrogen sulfide mainly involves supporting cardiovascular and respiratory functions. Nitrite therapy has been recommended as a therapy for hydrogen sulfide exposure. Amyl nitrite should be given by inhalation for 30 seconds every minute until an intravenous line can be established. This should be followed by administration of intravenous sodium nitrite. This may aid recovery by forming sulfmethemoglobin, thus removing sulfide from combination in tissue. This treatment is only recommended if it can be started shortly after exposure and if it can be started without interfering with the establishment of adequate ventilation and oxygenation procedures.

Hydrogen sulfide has a rate of decay that ranges from 12-37 hours. This will be dependent on ambient air temperature. The colder the ambient air temperature, the longer the rate of decay will be. The warmer the ambient air temperature, the shorter the rate of decay.
**HYDROGEN CYANIDE**

Hydrogen cyanide, HCN, is a colorless gas or a bluish-white liquid that may have an odor association of bitter or burnt almonds. Approximately 20-40% of the population cannot make the odor association due to a genetic trait. *HCN will rapidly fatigue the olfactory senses for those that can detect the odor.* It is extremely toxic by inhalation, skin absorption, and ingestion. HCN is considered a blood agent when used as a chemical weapon.

It should be noted that not all cyanide incidents that have been encountered have been hydrogen cyanide cases. Other cyanide-based compounds have been encountered in varying states of matter (solids, liquids, and gases). This is extremely important because it will play a major role in what level of PPE first responders enter the contaminated atmosphere.

Hydrogen cyanide has a vapor density of 0.94, making it lighter than air. As first responders approach the space where a suspected chemical suicide has occurred and they are performing air-monitoring tasks, vapors will be found above the ground. However, once they enter the space or begin air monitoring within the space, it can be expected that diffusion will have occurred and we will find the space consumed with vapors. Vapors may be knocked down with a water spray if it is felt that that is the best course of action for the incident, however, all runoff created should be contained and disposed of properly.

Personal protective equipment utilized for dealing with chemical suicide incidents involving hydrogen cyanide should be adequate and appropriate for the degree and type of contamination encountered. Each incident will be different and PPE needs should alter to meet the specific needs of the incident. IDLH for hydrogen cyanide gas is 50 ppm and self-contained breathing apparatus must be utilized when dealing with cyanide compounds in gaseous form. **Level A, totally encapsulated chemical protective clothing must also be donned when entering an atmosphere contaminated by hydrogen cyanide gas or liquid.** Cutaneous absorption must be avoided as HCN may be readily absorbed through intact skin, causing systemic poisoning with little or no skin irritation. **Lower levels of protection may be utilized depending on the incident. Someone on scene should determine this with expertise on the hazard encountered. If unknown, choosing the highest level of protection is the safest action.**

By DOT definition, hydrogen cyanide meets the criteria to be considered a flammable gas, as the flammable range is 5.6% - 40%. The auto-ignition temperature is 1000 degrees Fahrenheit. However, in these particular situations, the flammability risk is fairly low. In the essence of first responder safety, all ignition sources should be eliminated to reduce the flammability risk. A charged hand-line should be made ready in case a source of ignition is found. The vapors in the space should be ventilated properly once all precautions have been taken to safely do so.

Decontamination for first responders should be set up appropriately for the degree of contamination encountered at the scene. A full technical decontamination setup may be necessary and appropriate for the incident. If responders are exposed and are symptomatic, medical treatment should be given simultaneously with decontamination.

Contamination for victims of chemical suicides will be more acute and decontamination will require more time and attention. All clothing should be removed and double bagged. Decontaminate the body as dictated per normal standard operating procedures or guidelines. Victims may off-gas from their lungs after they have been deceased for a significant period of time. This may pose a risk for those transporting victims and those performing autopsies. Body bags are recommended for transporting victims only if they must be transported in an enclosed vehicle in which they will be occupying the same space as the driver. The best option for moving a victim of chemical suicide would be to wrap them in sheets and tarps, then transport in an “open” vehicle such as an official pickup truck (i.e.: one belonging to the local police/Sherriff’s department, fire department vehicle, etc.).

Hydrogen cyanide is a tissue asphyxiant that will affect virtually all body tissue. The red blood cells carry tissue asphyxiants to the body’s cells. The asphyxiants are given to the cells in exchange for the carbon dioxide they hold. The cells are poisoned and cannot ever again accept oxygen from the red blood cells. Unlike carbon monoxide, which attaches itself to the red blood cell so tightly that it will not let go and renders the red blood cell incapable of picking up oxygen, the tissue asphyxiant allows itself to be “dumped” to the receiving body cell just as oxygen does. The most common tissue asphyxiants are hydrogen cyanide, cyanogen, and cyanogen chloride. An increased production of lactic acid will cause metabolic acidosis. Fatality may be induced in minutes depending on the route of exposure to the chemical.
Cyanide poisoning is marked by abrupt onset of profound and dramatic symptoms. Symptomatology associated with exposure to lower concentrations (25-50 ppm) of hydrogen cyanide may be eye irritation, headache, nausea, and vomiting. Symptomatology associated with exposure to higher concentrations may include syncope, seizures, coma, gasping respirations, and cardiovascular collapse. Central nervous systems symptoms may vary and include, but are not limited to excitement, dizziness, nausea, vomiting, headache, weakness, drowsiness, lockjaw, convulsions, hallucinations, loss of consciousness and death. Respiratory symptoms are progressive and include, but are not limited to shortness of breath, chest tightness, rapid breathing, increased depth of respirations, slowing of respirations, gasping, and respiratory arrest. In cases involving cyanide, NEVER attempt resuscitation without a barrier in place.

**Signs and Symptoms**

Other symptoms associated with hydrogen cyanide exposure include, but are not limited to:

- Bradykardia with hypertension: unusually slow heart rate with an elevated blood pressure, especially the diastolic pressure
- Tachycardia with hypotension: abnormally high heart rate with a decreased blood pressure
- Pulse oximetry: a measurement of the percentage of oxygen in a person’s blood. This number will be high and falsely reassuring.
- Cherry red skin color: as you would see in a patient with carbon monoxide poisoning
- Bright red retinal arteries and veins
- Smell of bitter almonds on the breath

**Physiological Response to HCN**

- 25 ppm: Slight unspecified symptoms (general weakness, malaise and/or collapse)
- 110 ppm: Death (30-60 minutes)
- 250 ppm: Instant death

Treatment involves providing patients with 100% oxygen with the administration of specific antidote kits. The Cyanide Antidote Kit contains amyl nitrate, sodium nitrate, and sodium thiosulfate. The sodium nitrate followed by the sodium thiosulfate, injected intravenously is capable of detoxifying one lethal dose of sodium cyanide and may be effective after respiration has stopped, as long as the heart is still beating. The Cyanokit is another cyanide antidote treatment available. The active ingredient in this kit is hydroxocobalamin. This forms a strong bond with the cyanide, forming a nontoxic cyanocobalamin, another form of B12, which is then safely excreted in the urine. No medications should be administered without direct orders from a doctor who has been notified of the victim’s current status.
INCIDENT SCENE REHABILITATION
The purpose of this policy establishes the department procedures for rehabilitation at emergency incidents or training activities where strenuous physical or mental activity or exposure to extreme heat or cold exists. This policy is written to comply with the intent of NFPA 1584, 2008 edition. This policy applies to all members of the Fire Department.

POLICY
The Incident Commander (IC) at an emergency incident or training activity, shall consider the circumstances of each event and make adequate and early provisions to provide for the rest and rehabilitation of personnel.

Officers and/or supervisors shall maintain an awareness of personnel operating within their span of control and ensure adequate steps are taken to provide for each person’s health and safety. This includes ensuring that appropriate rehydration and rest for their personnel is accomplished. Each individual is additionally responsible for his/her preparedness prior to an incident, including sufficient rest prior to reporting for duty, pre-hydration during warm weather, proper nutrition, proper dress and ensuring their PPE is in good working order.
During any emergency incident or training activity, all personnel are to advise their supervisor when they believe their level of fatigue or exposure to heat/cold is approaching a level that could affect themselves, their company, or the operation they are involved in. Company officers shall assess their crew at least every 45 minutes. All individuals shall remain aware of the health and safety of others within their company.

ESTABLISHMENT OF REHAB
The IC shall establish rehab when conditions indicate that rest and rehabilitation is needed for personnel working at an incident or training activity. Climactic or environmental conditions that indicate the need to establish rehab are a heat stress index above 90 degrees Fahrenheit or wind-chill index below 10 degrees Fahrenheit. Additional factors that should be considered in the need to establish rehab include:
- Time – including extended use of PPE and exposure to weather conditions
- Complexity – including overhaul, investigation, and/or, specials teams incidents
- Intensity – mental and/or physical stress at incidents such as major extrications, interior search and rescue, etc.

The Rehab Manager shall function within the IMS and report to the Incident Commander (IC) or the Incident Safety Officer (if established). In larger or more complex incidents the Rehab Manager will report to the Medical Unit Leader or Logistics Section Chief.

STAFFING OF REHABILITATION GROUP
The Rehab Group shall be staffed by a minimum of one (1) BLS ambulance and crew. The minimum level of available care shall be BLS and the IC shall designate an EMT or Paramedic as Rehab Manager. For incidents that escalate to a higher alarm, an officer should be assigned to the Rehab Group if possible.
- It shall be the responsibility of EMS to determine the amount and degree of staffing for rehab.

When a formal rehab group is being established, the use of designated rehab teams and resources should be notified as early as possible to allow for travel and setup time.

SITE LOCATION AND CHARACTERISTICS
The IC will normally designate the location for rehab. If a specific location has not been designated, the Rehab Manager shall select an appropriate location. Multiple rehab locations may be necessary if the incident is large or divided. In the event there is more than one location, it shall be given a geographic designation consistent with the location at the incident. Each rehab shall have its own Rehab Manager.

Rehab should be in a location that will provide physical rest by allowing personnel to recuperate from the demands and hazards of the emergency incident or training activity. Specific criteria for selecting a rehab location include:
• Be far enough away from the scene that personnel may safely remove PPE and have their vital signs checked while receiving fluids and rest
• Provide suitable protection from the prevailing weather conditions. During hot weather it should be in a cool, shaded area. During cold weather, it should be in a warm, dry area. Deploy the tent awnings located on Squad #4 if necessary.
• The rehab area and personnel shall be large enough with proper staffing to handle the needs of the incident
• Easily accessible by ambulance
• Enable personnel to be free from exhaust of apparatus, vehicles or equipment

Allow for prompt re-assignment by the Rehab Manager as determined by the IC.

**Rehab Efforts**

- Rehab efforts should include the following:
  - Relief from weather conditions
  - Rest and recovery
  - Active and/or passive cooling or warming as needed
  - Rehydration
  - Calorie and electrolyte replacement for longer duration incidents
  - Medical monitoring
  - Accountability

**Rehab Period**

- All personnel involved in emergency operations should be routinely evaluated in rehab. The following criteria should be used as a general guideline:
  - After the use of two 30 minute SCBA cylinders
  - After 40 minutes of intense work without SCBA
- However, extreme weather or strenuous working conditions may decrease the intervals.
- Members entering rehab shall rest for a minimum of 10 minutes. Members shall rest for a minimum of 20 minutes if meeting the above listed criteria. Personnel requiring rest periods of greater than 30 minutes should be closely monitored for medical conditions. Those who exhibit problems with the baseline medical assessment after 30 minutes should be treated following EMS protocols and may require transport to the hospital.
- Personnel requiring more than one hour of rest shall be released from duty and transported to the hospital

**Hydration**

- Personnel should rehydrate with at least 16 ounces of water during each SCBA cylinder change
- For scheduled events, personnel should pre-hydrate with at least 16 ounces of water within two hours of the event
- During heat stress, personnel should attempt to replace at least one (1) quart of water per hour. Plain water or commercially prepared beverages which replenish electrolytes are the preferred beverages for rehydration during rehab. Caffeinated beverages such as coffee or tea to aid warming during cold weather may be consumed, but these should be used sparingly and are not to be considered as rehydration.

**Medical Evaluation**

- EMS personnel assigned to rehab shall have the authority to use their professional judgment to keep members in rehab or to transport them for further medical evaluation or treatment. EMS personnel shall be alert for the following:
  - Complaints of chest pain, dizziness, shortness of breath, weakness, nausea, or headache
  - General complaints such as cramps, aches, and pains
  - Symptoms of heat or cold related stress
  - Changes in gait, speech, or behavior
  - Changes in alertness and orientation to person, place, time
  - Vital signs considered abnormal based on local EMS protocols
- Personnel who are symptomatic or with abnormal findings shall receive additional monitoring during rehabilitation
- If the incident is a minor incident with no EMS staff or EMS staff is required to leave, the following shall be used as a baseline for vital signs:
○ Pulse in excess of 120 beats per minute,
○ Diastolic blood pressure above 100mmHg,
○ Systolic blood pressure above 160 mmHg

**ACCOUNTABILITY**
- Companies shall report to rehab using the department’s accountability system. Assignment to rehab is to be considered an order similar to any other incident scene assignment.
- Companies shall not leave the rehab area unless released by the Rehab Officer and shall then report to staging, Operations, or the IC

**SERIOUS INJURIES**
- If anyone suffer a serious or fatal injury during an incident, all members will have a CISD or other mental health services shall be made available. It may be the option of administration to make it mandatory to attend a CISD.

**DOCUMENTATION**
- Any non-emergent injuries (sprain, strain, laceration etc…) treated in rehab other than fluids, food, and/or rest shall be documented. The employee will notify the supervisor of any injury that occurs. A statement will be filled out by the employee on what occurred with the accident within 24 hours of the injury.
- The fire department may request rehab evaluation forms from EMS.
- The fire department may request any/all rehab reports performed on our personnel involving mutual aid from EMS or the respective agency that performed rehab.
Animal Rescue, Domestic and Wild Animals

It is not generally the stand of the Macon Fire Department to respond on animal rescue calls due to placing a fire fighter in jeopardy. In the event of a request for a domestic animal rescue, the O.I.C. may make the decision to respond and assess the situation and decide if the department will affect a rescue if such a rescue is possible without jeopardizing the life or safety of the rescuers. The O.I.C. will notify the Macon Police Department and Animal Control to come to the scene also. It is the primary job of these two agencies to handle animal calls in the City Limits of Macon. If at any time, the O.I.C. deems the rescue hazardous to the rescuer, the operation will cease.

In the event of a request for a wild animal rescue, the department may respond in a non-emergency fashion, to assist other personnel such as the MPD, animal control, or MDC. Department personnel will only survey the situation, help in control of the scene, and assist where possible. At no time should the fire department have any contact with the wild animal.

In no way should any rescuer’s life be put in jeopardy for such a call as an animal rescue.
HAZARDOUS MATERIALS INFORMATION:

The Macon Fire Department has been trained to the level of Operations.

Anytime that the fire department responds to a Hazardous Materials Incident, we will stage uphill, upwind, and upstream of the emergency, staying away from spills, pools, vapor clouds, fumes, smoke, etc. We must try to get as much information as possible from the dispatch center, such as wind speed and direction; this will help in determining routes of entry and exit. This should be communicated back on the radio for everyone to hear. It may be the discretion of the IC or the OIC to have everyone stage at a safe location until further assessment can be obtained. This is not the type of emergency where we run into fast as we would a structure fire. We should try to stage at least 500 feet away from the emergency and have the vehicle directed away from the incident in case we need to get away quick.

Make sure that incident command is established per federal law.

Traffic into the area will need to be stopped, and we may possibly have to evacuate citizens. The Macon Police Department will be needed on scene at the very least to handle traffic situations. If evacuation is deemed necessary, they should handle this also.

We need to determine what the material is and its properties. We can determine its properties by consulting the ERG, NIOSH manual, and by contacting Chem Trek. After we have this information, we can begin to set up control zones and begin to determine courses of action. Remember, if this is an emergency that we can handle, we must make sure that we have an adequate water supply, appropriate number of personnel, and the correct level of protection, before we attempt to handle the problem. Do a risk benefit analysis on the situation. Do not place rescuers unnecessarily in harms way. SAFETY should be first and foremost in every decision that is made. We must try to determine if there are multiple hazards associated with our emergency.

If it is determined that the haz-mat incident is beyond our level of training, we must request additional help immediately. Delaying in calling for help will only worsen the emergency.

All firefighters will need to know how to use the ERG and the MSDS that can be obtained through various channels. Upon any hazardous materials release or incident, the fire department needs to contact the Macon County LEPC. The LEPC will be able to provide valuable information to the fire department.

Clues that will help us determine the presence of hazardous materials include:
- Occupancy and/or location
- Container shapes
- Markings and colors
- Placards and labels
- Shipping papers
- Senses

The tactical steps that should be taken are:
- Size up of the incident
- Identify the material
- Try to determine the people, and how many, are affected
  - Injured and/or exposed
- Secure the scene
• Obtain shipping papers or MSDS
• Create an IAP
  o Will provide for:
    ▪ All emergency responders safety
    ▪ Evacuation if necessary
    ▪ Set up zones
    ▪ Use defensive actions
    ▪ Control of the situation
• Control the situation
  1. Cooling Containers--Flame Impingement
     A. Obtain adequate water supply, use large GPM hose streams.
     B. Apply heavy streams to the vapor space area above the tanks liquid line.
     C. Use unmanned streams if necessary.
     D. Use natural barriers to protect personnel.
  2. Remove Uninvolved Materials (some of these tasks will have to be completed by on site personnel)
     A. These actions should only be done after a complete site safety plan has been established by Command.
     B. Move individual containers.
     C. Move tank cars away from flame.
     D. Cool containers before moving.
  3. Stop the Leak
     A. Use water spray to approach leak.
     B. Close valves when safe to do so (consult with on site personnel).
  4. Apply Diluting Spray
     A. Dilute water-soluble liquids, such as ammonia, chlorine, LPG (Do Not use water on Chlorine tanks).
     B. Use water with caution on some materials.
  5. Construct Dams, Dikes or Channels
     A. Direct running liquid away from exposures.
     B. Control run off from corrosive or toxic materials.
     C. Use sand or dirt.
     D. Keep product out of sewer, storm systems, canals, or other waterways, etc.
  6. Remove Ignition Sources
     A. Start down wind.
     B. Eliminate all sources of heat, spark, and/or friction.
     C. These actions may need to be accomplished in conjunction with the proper technical advice.

* Do not apply water to chlorine containers - it could make the leak worse.

Safeguards for hazardous materials include:
• Recognition – identify the material involved and determine the materials degree of hazard
• Evaluation – try to evaluate the impact and/or risk the material has to the public and environment
• Control – determine what is the best method to eliminate or reduce the impact of the incident
• Information – knowledge obtained concerning the conditions or circumstances to the particular incident
• Safety – protection of all personnel from all harm

The Macon Fire Department, although only being trained at Operations level, will be able to conduct many types of defensive operations, and may be able to assist with any defensive actions that are done by a Haz-Mat Tech Team, and should be able to assist with decontamination.
RESPONDING TO SMALL FUEL SPILLS

The following technical bulletin is from the DNR:

Technical Bulletin 1/1998 DNR - Division of Environmental Quality
DPS - Division of Fire Safety
PUB000212

Local Fire Departments often respond to releases of small amounts of petroleum products. This technical bulletin is intended to provide fire departments with information regarding responses to these types of releases.

Missouri state law requires the responsible party(spiller) to report petroleum product releases greater than 50 gallons to DNR at (573) 634-2436 at the earliest practical moment upon discovery. If the release is from an underground storage tank, the reportable quantity is 25 gallons or more. Further, federal law requires the responsible party to report any release of oil if the oil reaches or threatens any waterway. The definition of waterway includes sewers, groundwater, wetlands, lakes, creeks, streams, rivers and areas that may not have running water in them at the time, such as road ditches that drain into other waterways.

In the past, small fuel spills were routinely addressed by "flushing" with either foam or water. Unfortunately, this manner of response often resulted in the fuel reaching a waterway, potentially causing a greater problem than the initial spill itself. While many fire departments realize that flushing may cause more problems than it solves, information regarding alternative cleanup methods may not be readily available. The following information is provided by DPS and DNR as possible alternative response actions to small fuel spills.

NOTE: It is understood that public safety must be the first consideration in a response and that the following actions may not be the most appropriate in certain situations.

1. If possible, the spill of fuel should be contained and the release stopped. Sand, gravel, soil, straw, kitty litter, or other such materials may be effective in containing and/or absorbing fuel spills.
2. If fire hazard reduction measures are necessary, use foam as appropriate. Do not over apply. Use as little water on the spill as necessary.
3. Pump, recover, and containerize as much free product as possible. In many cases, recovered product can be routed back to refineries for recycling, or used for other purposes such as fire department training exercises. Another method of disposal is use in fuel blending operations; however, this is not a viable alternative if the fuel has been contaminated with large amounts of water. If the spilled fuel contains too much water to lend itself as a useable resource, it may have to be tested and disposed of as a regulated hazardous waste.
4. Apply sand, straw, sawdust, ground corn cobs, or commercial absorbents such as kitty litter or oil dry to absorb petroleum residues rather than wash them away with water. Absorbent materials used to clean up fuel spills may be disposed of at a sanitary landfill with prior approval of the landfill operator. A technical bulletin detailing proper management of soil contaminated with virgin gasoline or virgin fuel oil is available from the DNR by calling 1 (800)361-4827.
5. If washing with water is the chosen option, runoff should be containerized and/or routed to a sanitary sewer with the knowledge and approval of the wastewater treatment plant operator. Treatment chemicals and agents should not be used except under special circumstances. If a fire department has questions as to the proper application of such agents, the DNR may be contacted twenty-four hours a day at (573) 634-2436 for technical assistance. As stated in Item 3, water contaminated with petroleum may be required by law to be tested and disposed of as a hazardous waste.
According to Missouri Hazardous Waste Management Laws and Regulations, the responsibility for proper disposal of a hazardous waste is that of the owner of that waste (who could be the spiller, the owner of the shipment, or the owner of a facility where the spill occurred). Fire departments should exercise CAUTION; if the material is flushed to a waterway during a response, the fire department may be legally considered as a party responsible for the release.

Not all fire departments have financial resources to maintain stocks of absorbent materials, containers, and other related response equipment. Access to vacuum trucks, heavy equipment, and other necessary services may likewise be difficult for some jurisdictions to obtain. It is recommended that a fire department's contingency planning include identification of supply and service sources in order to be prepared for these types of releases.

Every response method has its own inherent advantages and disadvantages. Specific response methods must be evaluated and initiated on a case-by-case basis.

Questions about this guidance may be directed to the DNR, Environmental Emergency Response Section at (573) 526-3349 (non-emergency), or (573) 634-2436 (Emergency), or to the DPS, Division of Fire Safety at (573) 751-2930 (non-emergency).
GENERAL FIRE INVESTIGATION PROCEDURES

Everyone must remember that it is all of our jobs with the Macon Fire Department to assist with fire cause investigations. Things that we can all do are pay a little attention while we are en route to the emergency. Many times if the fire is of incendiary in nature, the person igniting the fire will hang around and watch. We can assist by noting who, if anyone, we see leaving the scene, have we seen this person at our scenes before? Did you encounter any man made barriers? As we approach the fire, what did we see, were there discarded containers, were windows covered or blocked? Did the fire department have to make forcible entry? Was there damage to the door before we tried to make entry?

While we are fighting fire, ask yourself, how did the fire behave? How did it react when water was applied? Were there any obstacles that we had to work around? Were there any holes in the floor, walls, or ceiling that would allow the fire to travel faster and farther? Did you see any incendiary devices or trailers during the fire? Did you encounter fire in unusual places? Were there any separate and seemingly unrelated fires in the structure?

After the fire was extinguished, did you notice that there were items missing that seem unusual, such as pictures, furniture, electronics, merchandise in the place of business, etc?

See how all members of the fire department can be important with fire investigations?

There is a responsibility to determine fire cause in all cases that we respond to. All fires in the State of Missouri fall into one of two (2) types, accidental and incendiary (see 50.02 and 50.03 for further). The primary job of the Macon Fire Department during the fire cause investigation is to determine if the fire is accidental or incendiary.

If there is not a fire investigator on the scene, this does not mean that we will not make an attempt to investigate the fire. Most of the fires that we respond to are accidental in nature. If you are in charge of a scene and an investigator is not there and something does not seem right, you can either see how long it will take one of the investigators to reach the scene, or you can request an investigator from the Missouri Division of Fire Safety. Personnel shall be assigned to protect the fire scene and maintain custody of the scene until the arrival of a fire investigator (either from our department or the DFS), and until the investigation is complete, especially when there will be a delay in response to the scene by an Investigator has been indicated.

If there is a fatality fire, a fire of significant monetary fire loss, high profile fire, etc., the fire department will contact a Supervisor with the Macon Police Department, and the Missouri Division of Fire Safety to assist with the fire investigation. When a fatality has occurred as a result of fire, all efforts shall be made to preserve the scene. At this time, a Supervisor with the Macon Police Department, the Macon County Coroner, and the Division of Fire Safety should be contacted and requested to come to the scene. If the victim is obviously deceased, then the body should be covered by salvage covers and left where found until the arrival of the Supervisor of the Macon Police Department, Macon County Coroner, and the State Fire Marshall. The fire scene should be viewed as a crime scene until proven otherwise.
When a fire investigator is on the scene or responding, we shall delay non-essential overhaul operations and secure the fire scene until a fire investigator arrives. Salvage and all unnecessary interim activities which may alter or contaminate the fire scene, or which may interfere with a subsequent origin and cause investigation must be discontinued until authorized to continue by the investigator on the scene or from the responding fire investigator. Remember that loss control still needs to be done.

After achieving fire control, personnel shall be released that are not required to complete investigation and overhaul. These firefighting personnel shall return to the station with the engine to begin placing the engine(s) back into service. There may be times when it is necessary to keep an engine on scene, in these situations, the primary engine will return to quarters, and Engine #2 should return to the scene.

It is incorrect to believe that evidence is completely destroyed by fire. This misconception is the reason many incendiary fires have never been brought to the attention of the courts. Evidence is not destroyed in fires except in very rare cases. The form, shape, color, size, and weight may be altered, but evidence can still be identified upon trained examination. It is critically important to preserve evidence by not moving fire debris unnecessarily.

The fire department must protect the fire scene from unnecessary damage during firefighting operations. Special care must be exercised during extinguishment to avoid washing out evidence through misuse of fire streams. Overhaul presents the greatest potential for damage to evidence which may be used by the fire investigator and police department in subsequent court cases and prosecution. Salvage operations should be minimal until the investigation can be completed. Personnel assigned to loss control should incorporate scene security and evidence preservation into their plan to stop the loss.

The scene must be searched carefully and thoroughly, photograph the scene in place, diagram all evidence placement, and collect and preserve all evidence. Much, if not all of this will be accomplished by the Macon Police Department. The fire scene must be guarded. Evidence cannot be used in court unless the investigator can establish a chain of custody by proving who found the evidence, where it was found and prove that evidence was not tampered with while in official custody. To ensure that the chain of custody remains unbroken, the scene must remain noticeably in the custody of the fire department and/or police department. Thus, at a fire scene where it has been determined that custody must be maintained, a guard must be posted, and custody must be maintained until the scene is released. No unauthorized persons may enter the scene (this includes firefighters as well as the occupants, owners, insurance personnel, etc.). Everyone that enters the scene and leaves the scene brings something into the scene and takes something out of the scene. The fire department has the legal authority to close the scene entirely, even to the property owner or to other interested person(s). It is vital that the fire department prevent personnel from unnecessarily walking through a fire area, walking on, obscuring evidence, or picking up and moving evidence. This shall include fire department personnel, persons mentioned earlier, and the media. If it is essential that evidence be moved or if necessary firefighting operations may damage evidence, the evidence must be covered or its location marked before moving it carefully to a secure location.

During the investigation, we must always try to start from the least or unburned portion of the scene and work our way into the area of most damage and burn. Everything should be photographed. While we are taking photos, start and complete a photo log recording every photo shot. The outside of the structure should be shot and work our way in. Photo everything in place (rooms, contents, evidence, etc.) before the actual investigation begins. As the investigation progresses, photo anything that is deemed important. Be sure to draw a sketch of the building and rooms during the investigation. When you are complete with the sketch, make sure that it states “not to scale”. Do not neglect to exam the exterior fully during the investigation.

When we have completed the investigation, a complete investigation report should be compiled. The investigation report should include the report itself, photo log, pictures, negatives, photo CD if there is one, any addendums, and any notes that are kept.

There may be times when we stumble upon crimes that have occurred or are occurring during the emergency. The Macon Police Department is responsible to investigate and handle all non-arson crimes discovered at fire scenes or other emergencies that we are called to, and fire department personnel will report such crimes to police and cooperate with police officers to their fullest extent. There may be times when the Macon Police and fire department investigators will conduct joint investigation of fire deaths or life-threatening injuries at fire scenes:
Fire department investigators determine the fire cause.

If it is determined to be arson, the fire department will contact a Supervisor with the Macon Police Department and have them to respond to the scene.

Macon Police and the Macon County Coroner are responsible for identification and removal of all bodies from fire scene.

It will be up to Law Enforcement, namely the Macon Police or its designee, to determine the cause and manner of deaths in cooperation with the Macon County Coroner’s office and the Medical Examiner’s Office, to whose office bodies are delivered at the direction of law enforcement.
Accidental Fire Causes

When we investigate fires, one of the first things we must do, is try to determine the nature of the fires origin. An accidental fire is defined as a fire that is just that, accidental. The fire was not determined to be malicious or to fraud anyone.

Remember that we do not allow anyone inside the structure during the investigation that is not authorized to be there. The only person authorizing people into the scene should be the lead investigator. Do not become lax in our investigation. A simple accidental cooking fire could end up resulting in a fraudulent insurance scam to remodel the kitchen or part of the house.

If the fire is of significant monetary fire loss, high profile fire, etc., the fire department will contact a Supervisor with the Macon Police Department, and the Missouri Division of Fire Safety to assist with the fire investigation.

If there is a fatality in the fire, see section 50.01, paragraph 7.

When we are finished with the fire investigation, let the police department know about the fire. The police may be privy to more information about the subject or scene than are.

An investigator and a full fire scene investigation may not be needed for the following situations but we are responsible for trying to determine the area or origin and a cause if you are able to do so. If it appears that a crime may have occurred, a full investigation will be completed and the fire department will notify the Macon Police Department.

- Minor car fires originating in engine area, or other operating areas besides the passenger compartment, during vehicle operation.
- Minor grass, fence, or trash fires with no witnesses or suspects.
- The Macon Police Department will be notified if a juvenile sets a fire or is involved in setting a fire, or is caught playing with fire, matches, etc., and the fire department has been involved in any way.

Refer to 50.01 for general investigation procedures to follow during any fire investigation.
INCENDIARY FIRE CAUSES

An incendiary fire is a fire that was started intentionally. It must be remembered though, that not all incendiary fires are a crime. When we light a campfire, this is an incendiary fire, but it is not unlawful to do so in the City Limits of Macon. An incendiary fire that was started to burn property of another, or to fraud, etc., is called arson.

Any fire that is determined or suspected of being arson needs a complete fire investigation done. If the arson fire is of significant monetary fire loss, high profile fire, etc., the fire department will contact a Supervisor with the Macon Police Department, and the Missouri Division of Fire Safety to assist with the fire investigation.

If there is a fatality in the fire, see section 50.01, paragraph 7.

All fires suspected to be arson will be reported to the Chief ASAP. Any arson fire that occurs should to be reported to law enforcement. Contact the Macon Police Department and have them to respond with a Supervisor. Any time an arson fire occurs, a supervisor needs to be on the scene. Once the scene had been determined to be arson, the investigation will be handled by the Macon Police Department. We will assist in any way possible as long as it is feasible with the investigation.

As with any fire, we do not allow anyone inside the structure during the investigation that is not authorized to be there. The only person authorizing people into the scene should be the lead investigator. Do not become lax in our investigation. Remember, as in the accidental fire section, a simple accidental cooking fire could end up resulting in a fraudulent insurance scam to remodel the kitchen or part of the house. This would be considered arson.

Refer to 50.01 for general investigation procedures to follow during any fire investigation.
The emergency management officer works closely with the Macon Fire Department. The EMD will be in the fire station during times of need. During times of inclement weather, if the EMD is not at the station, the director should be contacted and made aware of the situation. The EMD should utilize the space that is designated the EOC, located in the basement, anytime that it appears that the event will be a large one. If the event is going to be a large event, chances are that the fire department will be busy, and will need all the space that we can get. If it appears the event will be small in nature, it may be determined that the EMD can use the radio room at the fire station. It will ultimately be the decision of the Fire Chief or the OIC of the shift as to where the EMD will run weather operations.

Other duties of the EMD could be disaster type situations, hazardous materials, weather (such as ice storms, tremendous snow fall amounts, and water emergencies), etc.

The fire department always has and always will work very closely to the EMA. There may be times when the EMD can not be located (out of town, illness, etc.) and the fire department may have to try and handle situations as they arise. If the EMD can not be located, contact the Fire Chief and make him/her aware of the situation.
ALERTING THE CITIZENS TO SEvere WEATHER:

The purpose of this guideline is to provide ample warning time to the citizens of Macon of impending severe weather events. These policies are intended to provide a course of action for fire department personnel to follow in the event that the Macon Emergency Management Director or Fire Chief is unavailable during threatening weather.

The Macon Fire Department works closely with the Macon City Emergency Management. The City warning system is located at the fire station, which serves as the Emergency Operations Center (E.O.C.) in the event of disaster situations. All firemen will become familiar with the operating procedures of the Emergency Management organization and the operation of the Emergency Management equipment located in the fire station.

IT SHALL BE THE RESPONSIBILITY OF ALL Macon FIRE DEPARTMENT PERSONNEL ON DUTY TO MONITOR WEATHER CONDITIONS AND ACTIVATE THE APPROPRIATE PUBLIC WARNING EQUIPMENT IN THE EVENT THAT TORNADIC CONDITIONS ARE DIRECTLY THREATENING THE CITY OF Macon.

Personnel shall monitor weather conditions for the possibility of severe weather that could affect the City of Macon.

In addition to monitoring severe weather conditions, on duty personnel shall dispatch storm spotters and monitor reports from spotters.

Macon Fire Department personnel shall remain knowledgeable and proficient at activating the weather warning equipment and dispatching storm spotters. Weather warning equipment includes the city’s outdoor warning sirens and the Chariton Valley Cable Alerting System.

Nighttime spotting is considered very dangerous and somewhat ineffective. Under most circumstances storm spotting during hours of darkness should be avoided. An exception might be when spotters can set-up out of the direct path of the storm.

There are several ways that we alert the citizens of Macon of severe weather. Usually the only type of severe weather that is reported to the citizens are tornados and severe thunderstorms with very high winds that could cause damage. The means that we contact the citizens are by the outdoor storm sirens and the comm alert. Each are explained below.

In the event of severe weather, trained weather spotters may be deployed at assist with notifications of tornadoes or severe thunderstorms producing damaging winds.

Outdoor warning sirens and the Charitan Valley Emergency Alert System shall be activated under the following conditions:

- A tornado warning affecting the City of Macon has been issued by the National Weather Service.
- A trained weather spotter, law enforcement or government official has reported sighting a tornado that is threatening the City of Macon.

Outdoor Weather Sirens are used to alert people of an emergency that are outside and are not intended for people that are inside their residences or places of businesses.
The following procedures are used to activate the system:

A. Make sure the base radio is turned to channel #1
B. Push 1-9-6 on the encoder then push the “P” button to page and activate the sirens
C. During an actual emergency, we will not deactivate the sirens, but will continue to let them run. They will run for three (3) minutes and then automatically shut down
D. To deactivate the outdoor weather sirens on a test, you can push 1-9-8 on the encoder, and then push the “P” button.
E. After the activation or deactivation, clear the encoder
F. Usually the system will get tested on the first Wednesday of every month, and we test the system year round as long as the temperature is above freezing.

The Comm Alert is intended to warn the citizens that are in their residences or businesses of an emergency. The Comm Alert is accessed by the telephone system, the Comm Alert alerts citizens through their television sets with an emergency message.

To access the Comm Alert see SOG 100.05 later in this manual.

**The Procedure for Severe Weather is as follows:**

- Monitor weather forecasts for the Macon area via National Weather Service website, weather alert radios and television and radio broadcasts.
- If severe weather becomes imminent, notify the Emergency Management Director, Fire Chief or Assistant Fire Chief
- During times when tornadic activity seems likely in the area, storm spotters should be dispatched to observe approaching storms.
- Under most circumstances, storm spotting during hours of darkness should be avoided.
- Continue monitoring weather reports and weather radar imaging for storm travel and updates.
- Reports of severe weather should be forwarded to the National Weather Service if time allows.

Macon County 911 Dispatch Center and the Macon Police Department have the capability to activate the weather warning equipment in the event it cannot be activated from the fire station.
GENERAL TRAINING:

One must understand that in choosing to be a fire fighter that his/her job of education and learning is just beginning. There are certain areas of expertise and knowledge that must be gained at the entry point of the fire service and needs to be mastered in a short time. As you advance in your career, there will be other areas that you must show proficiency in to continue to move along. Training provides the foundation for everything that you will use in your daily activities as a fire fighter. Training also is the bases for any good safety program. At the Macon Fire Department, safety will be practiced foremost with everything that we do, fire ground, training, etc.

All full time personnel with the Macon Fire Department will attend all training that is on the schedule just like it is a regular shift to be worked, failure to attend a scheduled training will result in disciplinary action as set forth in section 400.05 (attendance and tardiness) of the City of Macon Employee Manual. If the employee must be absent due to sickness, accident, or other unavoidable causes, the employee will contact the Fire Chief, department Training Officer, or their immediate supervisor in advance and make them aware of the situation. It is important for all full time personnel of the Macon Fire Department to attend training for the following reasons, including setting a good example for the fire fighters, ISO requirements and mainly for each full time fire fighters knowledge and education because of the rapid changes that occur in the fire service today.
TRAINING SESSIONS

Training is very important in the fire service. Training is important not only for your survival, but the survival of your fellow firefighters and possible victims in the emergency scenes that we respond to.

All PPE will be worn during practical training evolutions unless instructed to do otherwise. All fire fighters will bring their PPE with them to every training incident; if you fail to bring your gear to training, you will be instructed to go and get it or to leave (you will be asked to leave so that you do not accidentally cause any distractions). If you do not participate, this time does not count toward monthly training hours.

There should be an annual schedule of training, established by the Training Officer. Training sessions are held on the first Tuesday and the third Wednesday, each beginning at 18:00 hours, every month. There may be times when the training will be scheduled for a different day due to, weather, guest instructors that may be used, or specialty courses that are delivered. Any change in training will be addressed on the training notice when it is sent out and on the web page.

Additional training will be delivered as deemed necessary. Firefighters are encouraged to attend other local, regional and state fire training.

During the year, there will be a variety of courses taught. Some of them will be basic firefighter courses to help us review and instill what we have already learned, and some of the courses will be more advanced and will build upon what we have learned in our basic classes.

Reserve firefighters will be required to attend a minimum of 48 hours annually or 50% of the regular scheduled monthly training sessions. If the firefighter must be absent due to vacation, sickness, accident, or other unavoidable causes, the firefighter shall contact the department Training Officer, the Officer on duty, or the Fire Chief in advance and make them aware of the situation. Reserve firefighters will be allowed to come to the station and complete 24 hours (half of the minimum required training of 48 hours) of non-essential training such as field day or field day type duties, and will be credited towards training. The other 24 hours is mandated to be skills that shall reflect actual duties that are performed at emergencies, examples include, but not limited to, suppression, ventilation, extrication, search and rescue, etc. Attendance at area fire department training may meet training requirements, upon prior approval. If a firefighter attends area fire department training, the firefighter must submit a roster from the training session that shall include the training topic, date of training, if the training was a classroom setting or practical evolutions, the length of the training, and who conducted the training.

If there is a problem with attending the scheduled monthly trainings or one of the daily field day sessions, special allowances can be made for trainings on the weekends or in the evenings. If you would like to set-up a special training session, it will be the responsibility of the firefighter needing the training to contact other firefighters to assist with the special training.

If you are wishing to come in on an unscheduled time for training, you will have to get approval from the shift supervisor or Fire Chief for the day and time that you are wishing to come in on, 3 days prior to that day and time you are wishing to train. Prior approval is required to make every effort and allowance that there is not a scheduling conflict (example: fire prevention class, tour, inspection, etc.). Walk-in training during unscheduled times at a moment’s notice will not be allowed. Training time is paid for by the City of Macon and NO time is asked to be volunteered of by the firefighters to complete the 48 hours of required training per year. All fire fighters will be paid for monthly training for the actual hours during training. There may be times when there is a scheduling conflict, may or may not qualify for reimbursement, check with either the Fire Chief or Training Officer for clarification. Failure to meet minimum training requirements will be a breach of the Memorandum of Understand and will result in the conditions laid out in such document.
Monthly training history forms will be provided to each full time firefighter at the beginning of each month. It is the responsibility of each fire fighter to fill out his/her own training history form and get it turned back into the Training Officer by the 14th of the following month (example: January’s training history form will need to be turned in before February 14th). If the firefighter fails to turn in their training history form, the matter will be turned over to the Fire Chief. As stated above, training is an important part in the career of the firefighter for safety and for meeting the ISO requirements. Full time staff will handle all training history for part time fire fighters.
**TRAINING REQUIREMENTS**

**ORIENTATION PROGRAM FOR NEW FIREFIGHTERS**

All new fire fighters shall complete the following training requirements within one year of employment date, unless circumstances dictate otherwise:

- Missouri Basic Fire Fighter
- First Aid with CPR
- Hazardous Materials Awareness Class
- Hazardous Materials Operations Class
- Orientation Program

All new members shall undergo an orientation program. Most of these programs will be covered in the Basic Fire Fighter Program. Others are in addition to the Basic Fire Fighter and shall cover as a minimum, the following topics:

- Standard Operating Guidelines
- Emergency Driving and State Driving Regulations
- Chain of Command
- Fire Scene Operations
- Hazmat Scene Operations
- Mutual Aid Operations
- Helicopter Operations
- Safety Equipment
- Auto Accidents
- Community Involvement / Actions that reflect poorly on the department and the City
- Protective Clothing
- Communications

It is mandatory that all members shall receive annual continuing education units in the following areas:

- 8 hours of hazardous materials training to the operational standards.
- First aid and CPR or proof that such training was attended by a credible source to be approved by the Training Officer or Fire Chief
- Blood borne pathogens
- Emergency driving
- Driver safety
- Harassment

Failure to maintain CEU’s or to meet minimum training requirements will be a breach of the Memorandum of Understand and will result in the conditions laid out in such document.
Specialty Training

There are several state certifications that can be attained through the Missouri Division of Fire Safety. Any firefighter that has a state certification with the Division of Fire Safety and the certification is necessary with the Macon Fire Department, will be allowed to attain C.E.U.’s so that their certification will not lapse, at the expense of the Macon Fire Department if funding is available at that time.

If a firefighter is seeking to attain a state certification, they are to check with the Training Officer and the Fire Chief and get permission before any reimbursement will be allowed as set forth in section 600.05 in the City of Macon Employee Manual. The Fire Chief and Training Officer will also be the parties responsible for allowing of reimbursement or funding of C.E.U.’s. If a fire fighter obtains a state certification on their own, or comes to the fire department and already has a state certification, the Training Officer and the Fire Chief will determine if the department has the need of the position before paying for any C.E.U.’s for that individual.

Before any outside training that has a fee attached to it will be allowed to be taken, the person must show a benefit to not only the individual person, but to the department also. All training that is being sought needs to be approved through the Training Officer. Any outside training attended by the firefighters at the Macon Fire Department will be subject to instructing the rest of the department on the subject at a later time.

No firefighter with less than one (1) year of service will be allowed to attend any state certification or any other training that goes beyond the basic training or education for that job classification as set forth in section 600.00 of the City of Macon Employee Manual.
The part-time firefighter is an essential part of the Macon Fire Department and performs crucial duties while at an emergency scene as well as duties performed at the station such as assistance with fire prevention programs, inspections or other duties that may be asked of them.

All part-time firefighters shall make a minimum of 20% of all emergency calls. Allowances will be made if the firefighter is unable to attend calls such as working their primary job or out of town on personal matters.

If the firefighter makes less than 20% of the emergency calls, it shall be the right of the Fire Chief to ask to see schedules, time sheets, time cards, or some type of proof that the firefighter was unable to attend emergency calls.

Section 1001.00 of the personnel manual states that all employees are required and shall respond to emergencies and call-outs. An employee’s failure or refusal to respond to emergencies or call-outs without a valid reason shall result in immediate termination of the employee’s employment.

Failure to comply with this section will be a breach of the Memorandum of Understanding and will result in the conditions laid out in such document.
GENERAL UNIFORM GUIDELINES

All fire department employees will come to work properly groomed and shall wear the appropriate uniform while on duty. This rule does not apply to the Fire Chief or anyone designated by the Fire Chief. The Fire Chief or anyone designated by him/her may wear civilian clothing. All clothing worn by non-uniformed personnel, if such personnel exits, shall be neat, clean, and appropriate for the occasion.

Uniforms shall not be worn off duty except as provide in this section. Uniformed members of the department shall be in the prescribed uniform before 9:00 a.m. Only uniforms approved by the department shall be worn while on duty or at times as appropriate. No part of a uniform shall be worn with non-uniform garments, nor shall non-uniform items be worn with the uniform. Uniforms shall be kept neat, clean, and in a proper state of repair. Faded, frayed, and worn out items shall be replaced. A faded pant or shirt will not be worn with a pant or shirt that is not faded. If the uniform is wrinkled, you will change into a uniform that is wrinkle free. A proper belt shall be worn with the uniform. Shoes and boots shall be kept clean and polished at all times. Only department approved, black shoes and/or boots shall be worn on duty. Nothing may be worn that would constitute a safety hazard, or be offensive to another person.

All members of the shift, while engaged in public contact duties, shall wear the same type of uniform at the same time (class B uniforms, class C uniforms, all long sleeve, all short sleeve, etc.). Company Officers will assure that all members are appropriately dressed for the specific activity.

All uniforms that do not comply with this guideline on January 1st, 2012 will no longer be approved for wear. Noncompliance with the uniform policy may lead to disciplinary actions.

Guidelines For Uniform Wear

- The Full Dress Class A Uniform is worn for ceremonial or dress occasions or as directed by the fire chief.
- On duty career firefighters must wear an appropriate duty uniform between the hours of 0900 and 2200, except when participating in an exercise program, if such a program exists.
- The Class B uniform is worn for special occasions as directed by appropriate authority. It is the optional duty uniform.
- The Class C uniform is the normal duty uniform worn by career firefighters and worn by reserve firefighters when attending functions with the full time staff.
- A minimum of the Class C uniform is worn by members when making scheduled contact with the public. Examples of these are tours, pre-planning and company inspections, getting supplies, and other public or city meetings. The summer uniform is not approved to wear while making contact with the public of any type. Class C uniforms will be worn when directed by appropriate authority.
- Shirts shall be tucked in when wearing the Station/dress uniform.
- Belts must be worn with the uniform at all times.
- Footwear: To maintain a professional appearance, the following standard for shoes shall be adhered to:
  - Black shoes or boots.
    - Shoes must have a leather toe that can be polished. The leather must be kept clean and polished at all times, exception: shoes or boots used for hydrant maintenance do not have to be polished, but can only be worn while performing hydrant duties. These shoes or boots cannot worn in the public for any reasons other than emergencies.
  - Boots and shoes will be properly laced and pants will be worn on the outside of boots while wearing a Class A Dress uniform or a Class B uniform.
- Socks
  - Black or navy blue socks must be worn with low quarter shoes and Class A or a Class B uniform. White socks may be worn with high top boots. No exceptions to this policy
  - White or black ankle type socks may be worn with approved shoes when wearing uniform shorts.
T-Shirts shall be worn with all Full Dress Class A and Class B uniforms. T-shirts are optional wear with Class C and summer uniforms. The t-shirts are to either be plain navy blue or white or you may wear the navy blue t-shirt with the acceptable fire department logo on it. No other t-shirts are allowed on duty. Any other current colors being worn shall cease effective June 1st, 2011. The following shall apply – no exceptions.

- Full Dress Class A uniform and Class B uniform
  - White t-shirts shall be worn by all Officers
  - Navy blue t-shirts shall be worn by Engineers and Firefighters
- Class C and summer uniform
  - Navy blue or white shall be the standard if t-shirts are worn.
  - If a t-shirt is wore in lieu of a button down shirt, the only t-shirt allowed shall be a navy blue t-shirt with the fire department logo heat transfer on the front or a navy blue t-shirt with the fire department logo embroidered on the front. The embroidery shall be “open” work, done in white stitching. The size of the embroidered logo shall be three (3”) inches. No other logo size, additional stitching, or transfers are allowed. No other shirts are allowed.

The Class C Summer Uniform may also be worn during trainings involving higher physical exertion, as approved by appropriate authority, regardless of time of year.

Each member has the discretion as to whether long or short sleeved shirts are worn with the Class A, Class B uniform, or Class C. In a public outing, everyone on the shift will wear the same style of sleeve. If the firefighter does not have a long sleeve shirt, the firefighter may opt to wear the approved jacket over the shirt.

If a tie is worn with the Full Dress Class A or the Class B shirt, the shirt shall be a long sleeve shirt.

General Uniform Information

- Before uniforms are purchased, an attempt shall be made to find the proper size uniforms in the fire department stock room in the basement.
- See Class of Uniform SOG below for actual uniform specs.
- Each reserve firefighter shall be provided with one Class B short sleeve uniform shirt, one pair Class C uniform pants, and one approved fire department T-shirt.
- Each full time member shall be provided with one pair of uniform shoes or boots. Shoes shall become the property of firefighters upon leaving the fire department. Such shoes are to be worn only with fire department uniforms. Each member shall provide his/her or own socks. Socks shall be either white, navy blue, or black.
- Except shoes, all uniforms provided by the fire department shall be returned to the fire department when the member leaves the fire department. No one is to wear fire department uniforms in a manner which would cause unreasonable wear and tear. If the Macon Fire Department / City of Macon purchases badges, one badge may be retained by member leaving as long as the member leaving is retiring. If the members resigns employment before retirement, all badges purchased by the Macon Fire Department / City of Macon must be returned.
- Members are responsible for the cleaning and pressing of their uniforms. When worn, uniforms shall be clean and pressed. Shoes shall be neatly polished. All uniform shirts shall have the Macon Fire Department emblem sewn on the left and right sleeves.
- Any insignias not issued by the fire department shall not be worn, unless the member has received permission from the fire chief.
- Metal name plates (on Class A and B shirts), and embroidered name strips or names directly embroidered on the shirt (Class C shirts), shall be placed above the right shirt pocket.
- Rank position shall be embroidered above the left pocket of Class C uniforms.
- Approved baseball style caps may be worn with Class C uniforms only. Hats or caps may not be worn backward or with dress uniforms.
- The Bell style hat shall be worn with the Class A and Class B uniforms.
- Job Shirts are optional wear, and members may choose to purchase them with their uniform allowance. The official Macon Fire Department full color 3” emblem may be embroidered on the shirts left side. The patches that are worn on the sleeves of the button down uniform shirts are also acceptable to be sewn on the sleeves of the Job Shirts in lieu of embroidery on the left chest.
- Members may purchase American Flag pins, and wear these above all accessories above the right pocket.
- Any deviations from this procedure must have written approval from the fire chief.
**UNIFORM CLASS SPECIFICATIONS**

**FULL DRESS CLASS A UNIFORM**

This is an optional uniform
The following is approved for wear.

**Jacket:** Double-breasted jacket with buttons in color to match the officer’s rank (gold for officers and silver for engineers). The jacket shall have a badge sling attached for a badge to be worn. The color of the jacket will be navy blue. The blend of the material will be 100% texturized polyester.

**Jewelry:** The badge worn on it will be the same style badge as is worn on the class B uniform shirt. A round rank insignia will be worn on the lapels of the jacket. Engineers will be a round silver scramble and the officers will be a round gold insignia with the rank in bugles on it.

**Trousers:** Will be uniform style pants with slash style pockets. The color of the trousers will be navy blue. The blend of the material will be 100% texturized polyester.

**Shoulder insignia:** Macon Fire Department patches shall be worn on both sleeves of the class A uniform jacket. The Macon Fire Department will furnish Macon Fire Department insignia.

**Shirt:** Shirt worn will be class B uniform shirt with all appropriate jewelry attached and appropriate color for the fireman’s rank (white for officers and light blue for engineers).

**Cap:** Shall be bell style and color will be white with a round gold cap badge with the appropriate rank on it for officers and navy blue with a round silver cap badge with the scramble on it for the engineers.

**Tie:** Shall be navy blue.

**Belt:** Shall be smooth black leather with plain metal buckle in color to match the jewelry worn on the shirt. All accessories worn on the belt shall be smooth black leather.

**Shoes:** Shall be black polished leather.

**Gloves:** Will be white cotton if worn.

The class A uniform can be worn to public appearances in lieu of the class B

**CLASS B UNIFORM**

The following is approved for wear.

**Shirt:** The shirt shall have five (5) military style creases, button down shoulder straps, permanent collar stays, Two (2) pleated pockets with scalloped flaps, full badge sling, and two (2) button cuff on long sleeve models. The color of the shirts shall be white for the Chief, Asst. Chief and Captains and shall be light blue for the Engineers and Firefighters. The approved class B uniform shirt shall have a material blended of cotton and will be the Galls Duty Pro Shirt until further notice.

**Trousers:** The trousers will be a uniform style trouser with slash style front pockets, set in hip pockets. The trouser will be navy blue in color. The approved Class B uniform trouser shall have a material blended of cotton. The approved class B uniform trouser shall be the Galls Duty Pro until further notice.
**Coat:** The coat shall be the Lion brand coat that we are currently getting from Leon Uniform Company. The coat shall be navy blue in color. The coat will be equipped with a removable liner. A badge sling will be attached to the coat and a badge will be worn on the coat. The badge will be of the same type as the badge worn on the class B uniform shirt.

**Cap:** Shall be bell style and color will be white with a round plain gold cap badge with the appropriate rank on it for officers and navy blue with a round plain silver cap badge with the scramble on it for the engineers.

**Tie:** Shall be navy blue in color and will be only worn with long sleeve uniform shirts. In lieu of a tie, a turtleneck (navy in color) may be worn.

**Belt:** Shall be smooth black leather with a plain metal buckle. The color of the buckle shall match the color of the jewelry worn on the class B shirt. Any accessories (radio case, pager case, light case etc.) worn on the belt shall be of smooth black leather.

**Shoes:** Shall be black leather with smooth toes and will be polished.

**Jewelry: Officers**

- Collar Insignia - shall be gold in color. One (1) shall be worn on each collar. Collar insignia does not have to be ordered from Oursdesign, this is an approved example of the style of insignia. Collar insignia can be ordered anywhere as long as the spec is met.
  - Chief – Chief / Fire Dept collar pin insignia, red enamel ring with plain rank bugle center (Oursdesign catalog number HKF3269PLNGLD / Leon order number A3953KA4261A)
  - Asst. Chief – Asst Chief collar pin insignia, red enamel ring with plain rank bugle center (Oursdesign catalog number HKF3272PLNGLD / Leon order number A3953DA4261B)
  - Captain – Captain Fire Dept collar pin insignia, red enamel ring with plain rank bugle center (Oursdesign catalog number HKF3273PLNGLD / Leon order number A3953GA4261F)

- Nameplate - Shall be purchased from Leon Uniform and be gold in color. Reeves Style No 50, ½” X 2 ¼” polished finish, and shall use the entire last name only.

- Badge - Shall be gold in color. Blackinton style No. B547 with the following rim for the following ranks:
  - Captain - rim is A3953G and the center seal is A6983
  - Assistant Chief – rim is A3953AY and the center seal is A6971
  - Fire Chief – rim is A3953K and the center seal is A6967

**Engineers**

- Collar Insignia - shall be silver in color. One (1) shall be worn on each collar. Collar insignia does not have to be ordered from Oursdesign, this is an approved example of the style of insignia. Collar insignia can be ordered anywhere as long as the spec is met.

- Collar insignia - Engineer / Fire Dept collar pin insignia, red enamel ring with plain rank scramble center (Oursdesign catalog number HKF4452PLNSLV / Leon order number A3953HA4261D and shall be silver in color). One (1) shall be worn on each collar.

- Nameplate - Shall be purchased from Leon Uniform and be silver in color. Reeves Style No 50, ½” X 2 ¼” polished finish, and shall use the entire last name only.

- Badge - Shall be silver in color. Blackinton style No. B484 with center seal rim No. A3953H red in color and very center No. A6991 blue in color is approved.
Certified Firefighter II

- Collar Insignia - shall be silver in color. One (1) shall be worn on each collar. Collar insignia does not have to be ordered from Oursdesign, this is an approved example of the style of insignia. Collar insignia can be ordered anywhere as long as the spec is met.

- Collar insignia – Firefighter II collar pin insignia, red enamel ring with plain rank scramble center (Oursdesign catalog number HKF7714PLNSLV and shall be silver in color / Leon order number A3953NA4261D). One (1) shall be worn on each collar.

- Nameplate - Shall be purchased from Leon Uniform and be silver in color. Reeves Style No 50, ⅜” X 2 ¼” polished finish, and shall use the entire last name only.

- Badge - Shall be silver in color. Blackinton style No. B484 with center seal rim No. A3953B red in color and very center No. A6991 blue in color is approved.

Firefighter

- Collar Insignia - shall be silver in color. One (1) shall be worn on each collar. Collar insignia does not have to be ordered from Oursdesign, this is an approved example of the style of insignia. Collar insignia can be ordered anywhere as long as the spec is met.

- Collar insignia – Firefighter collar pin insignia, red enamel ring with plain rank scramble center (Oursdesign catalog number HKF3599PLNSLV / Leon order number A3953QA4261D and shall be silver in color). One (1) shall be worn on each collar.

- Nameplate - Shall be purchased from Leon Uniform and be silver in color. Reeves Style No 50, ⅜” X 2 ¼” polished finish, and shall use the entire last name only.

- Badge - Shall be silver in color. Blackinton style No. B484 with center seal rim No. A3953B red in color and very center No. A6991 blue in color is approved.

Shoulder insignia: Macon Fire Department patches shall be worn on both sleeves of the class B uniform shirt. The Macon Fire Department will furnish Macon Fire Department insignia.

This uniform is a mandatory uniform.

**CLASS C UNIFORM**

This is an optional uniform

The following is approved for wear.

**Shirts:** Shirts shall be a button up style shirt that is navy blue in color. The Macon Fire Department insignia will be worn on both sleeves of the shirt. A name strip that is 1” X 9” with ½” lettering using block letters in all capitols (yellow for officers and white for engineers and firefighters) shall be worn over the right pocket and a 1” X 9” name strip with ½” lettering using block letters in all capitols, indicating rank shall be worn over the left pocket. Rank lettering shall be exactly as follows – no exceptions;

**FIRE CHIEF, ASST CHIEF, CAPTAIN, ENGINEER, FIREFIGHTER**

Optional: the name and rank may be embroidered directly on the shirt instead of using sewn on name strips, ½” lettering using block letters in all capitols.

**Optional shirts:** As an option, you may wear a job shirt, tee shirt or polo shirt with the class C uniform as long as it has the approved Macon Fire Department logo on it. The logo may be either the heat transfer logo or the embroidered logo in 3” size. The “Keep Back 200 Feet” shall be heat transferred on the back of all tee shirts. The embroidered logo shall be an “open” style art work with white thread on the tee shirt, and full color logo on the polo shirt and job shirt. This shall be the only thing that is to be imprinted or embroidered on the optional shirts. No other size of logo shall be
approved for wear. No comical, novelty or other fire department shirts are allowed. The only color approved for the "optional shirts" is navy blue.

**Shoulder insignia:** Macon Fire Department patches shall be worn on both sleeves of the class C uniform shirt. The Macon Fire Department will furnish Macon Fire Department insignia on button up style shirts only.

**Trousers:** Shall be any style pant and shall be navy in color.

**Cap:** Shall be a baseball style hat with Macon Fire Dept embroidered on the front.
- The top line shall say “MACON” in ½” letters,
- The bottom line shall say “FIRE DEPT” in 1” letters.
- Firefighters are allowed to put their badge number on the back of the hat in ½” numbers.
The color of the lettering shall be yellow for officers and white for engineers and firefighters. No other logos are allowed – no exceptions.

**Shoes:** Shall be a black leather shoe or boot, neatly polished.

**Coat:** Shall be the same as the Class B uniform coat.

**Belt:** Shall be a black belt and all accessories shall be black.

**CLASS C SUMMER UNIFORM**

The Summer Uniform is optional wear under the following conditions – there are no exceptions:
- The Summer Uniform is not for wear when making contact with the public (examples; inspections, tours, getting supplies, etc.), if you have to ask if it should be worn, the answer is probably no.
- When the Class C uniform is prescribed during the summer period and;
- Only when the temperature is predicted to be over 85 degrees Fahrenheit.
- The summer period begins on Memorial Day and ends on Labor Day.
- The summer uniform shall consist of either an approved navy blue fire department t-shirt, polo shirt, or standard Class C button up shirt, shirts shall always be tucked in.
- BDU cargo style navy blue shorts that go from waist level and must cover leg to mid-thigh.
- Members with cuts, open wounds or any skin not intact on their legs are not permitted to wear work shorts until the wounds are healed to prevent harmful exposure.
- Black shoes or boots.
- White or black ankle type socks may be worn with approved shoes when wearing uniform shorts.
- Inappropriate wear, abuse, or other issues stemming from this uniform may cause the summer uniform to be eliminated from the uniform policy.

No uniform, regardless of class, shall be worn with tears, holes, stains, repair patches, faded, wrinkled, or unsightly. You are not allowed to wear your uniform off of duty.
NEW EMPLOYEE UNIFORM PURCHASES

The City of Macon will purchase the following articles when a new employee is hired to work at the Macon Fire Department if funds are available. Before any uniforms are purchased, an attempt shall be made to find the proper size uniforms in the fire department stock room in the basement.

Class B Uniform

1 class B uniform shirt
1 pair of class B uniform trousers
1 class B uniform coat
1 tie
1 bell crown uniform cap
1 black belt
1 pair of smooth toe black shoes
2 set of FD collar insignia
1 nameplate
1 badge

Class C Uniform

2 class C uniform shirt
2 pair class C uniform trousers
Cloth Name strips for Class C shirts or embroidery of name and rank directly to the shirt

The Macon Fire Department will furnish shoulder insignia.
Firefighters will be issued an identification card and a blue light and siren permit annually which will expire on December 31st of each year. The identification card will be issued and signed by the Fire Chief of the department. The Blue Light and Siren Permit will be issued after complying with the requirements of Orientation of New Firefighters and satisfying the annual requirement set forth by the Macon Fire Department. Issuance of the blue light and siren permit will only occur after each firefighter satisfies the annual emergency driving requirements. The Blue Light and Siren Permit does not give you permission to break any of the traffic laws in the city limits of Macon or the State of Missouri. If there are reports of poor driving, and the reports have been confirmed, there will be disciplinary actions taken and the Blue Light and Siren Permit can be revoked at any time by the Fire Chief. At the end of your employment with the Macon Fire Department, you will be asked to return your I.D and blue light and siren permit.
TIME SHEETS:

All pay periods end on a Saturday. Time sheets are due at 07:00 on the Friday before that Saturday. If call-backs occur in the first pay period of the work period, do a carry over to the next pay period. If the call-back occurs in the last pay period of the work period, the time will be adjusted on Monday morning. There may be times when your time sheet will be due before Friday; an example would be a holiday that occurs on Friday. These times occur rarely and you should be given ample notice of when this occurs.

When you figure your time sheets, do not include leave time (vacation time, sick time, personal days, or any other type of leave hours or time) or holiday time in the total hours. There are separate columns for these times to be recorded in. Only time worked shall be totaled in the total time worked box. When figuring total time, subtract the sleep time from the total hours worked box for the total time worked. Total these boxes at the bottom of each column. Be sure to fill in the bottom area of the time sheet for all leave time only.

See appendix B for an example.
VACATIONS AND PERSONAL LEAVE:

The vacation policy will follow the City of Macon Employee Manual as set forth in section 1600.00 through 1600.35.

A vacation/leave day meeting will be held during November or December for vacations to be scheduled for the upcoming year. You should try to schedule as much of your vacation as possible during the vacation meeting. The City of Macon Employee Policy Manual no longer differentiates the order of vacation requests of the personnel, so vacation requests will be determined by seniority at the Macon Fire Department. A vacation request will be defined as a series of consecutive shifts or a single shift. Single shifts requested off on a single vacation request form (example May 24, June 13, September 11, and December 24), shall each be considered a separate vacation request for each shift asked for. In the example, this would be 4 vacation requests. After all vacation shifts have been requested, vacation request forms need to be filled out and signed by all parties within 30 days or before the first vacation shift is taken if it occurs before the 30 days.

Days not scheduled in the vacation meeting will be handled on a first come, first request basis. Vacation requests will need to be turned in a minimum of thirty (30) days prior to the schedule that contains the requested leave day being posted. No vacation request will be accepted without a thirty (30) day notice unless special circumstances arise.

The following sections shall supplement section 1600.10 in the Personnel Manual. This guideline will provide department policies in addition to those contained within the City of Macon Employee Policy Manual, relative to the selection and approval of vacation and personal leave.

This policy is in no way intended, nor shall it be used to circumvent or override the policies of the City of Macon Employee Policy Manual. Relevant policies contained within the City of Macon Employee Policy Manual shall take precedence over this policy.

- Effective January 1st, 2013, no greater than five (5) consecutive leave days (tours of duty) shall be granted in a single round of vacation/leave day picks. Open shifts prior to, or after, the 5 consecutive shifts may be picked during a later round of picks if they are available. The maximum number of shifts to be taken consecutively shall be 7, unless unusual circumstances are presented. The Fire Chief has the authority to open-up additional days (tours of duty) as deemed necessary to provide for adequate leave time. A tour of duty is defined as a 24 hour work period.

- Effective January 1st, 2013, no greater than ten (10) consecutive leave days (business days) shall be granted in a single round of vacation/leave day picks for staff working a forty (40) hour work week. Open days prior to, or after, the 10 consecutive business days may be picked during a later round of picks if they are available. The maximum number of business days to be taken consecutively shall be 15, unless unusual circumstances are presented. The Fire Chief has the authority to open-up additional days (tours of duty) as deemed necessary to provide for adequate leave time. Business days are defined as Monday through Friday.

- Two (2) personnel will not be allowed to be on extended leave during the same period of time regardless of the type of leave (vacation, personal, swap, etc.), unless special circumstances arise and approved by the Fire Chief. For the purpose of this policy, extended leave shall be defined as more than one (1) tour of duty in succession.

- The Assistant Fire Chief and Captains shall not be granted leave time while the Fire Chief is on leave.

- The Assistant Fire Chief and Captains shall not be granted leave during the same period of time.
In the event of emergencies or other extenuating circumstance such as personnel shortages, the Fire Chief has the authority to cancel any or all leave. Additionally, the Fire Chief has the authority to deviate from this policy as deemed necessary for reasons of, but not limited to, providing for public and personnel safety, adequate coverage, and the control of costs.

Vacation carryover shifts will not be allowed if the vacation days were not requested during the calendar year. The only time vacation will be allowed to be carried over will be in cases of emergency and only approved by the Fire Chief as set forth in section 1600.35 of the City of Macon Employee Manual and shall be limited to the number of shifts that are set in section 1600.35.
**Sick Leave:**

All sick leave absences will be accordance with Chapter XVII. “SICK LEAVE” of the City of Macon Employee Policy Manual Chapter 1700.20 Sick Leave – Call In

Employees shall make a reasonable effort to report to their department supervisor prior to the beginning of the employee’s regular tour of duty to request sick leave. It is the responsibility of the employees to notify the department supervisor when going on sick leave. Call the fire department business line to report the sickness. Do not call a supervisor directly at his/her home or cell phone to report a sickness. The employee shall explain the circumstances concerning the requested leave. This contact should take place as soon as possible. Sick leave compensation shall be subject to the approval of the department supervisor.

If the employee has taken a sick leave day, they shall not be out on personal business other than doctors’ visits, picking up medicine, etc. If you are well enough to be out on other business, you are probably well enough to work. You may be asked to return to work if seen out other than those instances stated above.

This policy is in no way intended nor shall it be used to circumvent or override the policies of the City of Macon Employee Policy Manual. Relevant policies contained within the City of Macon Employee Policy Manual shall take precedence over this policy.
Holiday Time:

Holidays are set forth in section 1500.00 of the City of Macon Employee Manual. Time allotted for holidays are 16.75 hours of holiday overtime for working the day of the holiday, 7.75 hours of holiday overtime for working the day before the holiday and 10.6 hours for the holiday regardless if you are on or off duty the day of the holiday.

The holiday is to be recorded on the time sheets as follows:

- Work the day of the holiday: 16.75 HO
- Work the day before the holiday: 7.75 HO
- On or Off the day of the holiday: 10.6 HR
SHIFT CHANGE PROCEDURES

The shift leader who will be relieving the current shift will confirm information posted on the information board in the communications room and white board in the hallway. Locations where water is off, street closings, any alarm systems that are out of service and any other pertinent information will be passed onto the next shift. The off going shift officer or senior firefighter will make sure that all pertinent information is passed on to the oncoming shift. Do to the importance of communications; failure to do shift reports in the morning can lead to disciplinary actions.
Daily checks are done at the beginning of each tour of duty to make sure that all of your equipment is as ready as possible when an emergency occurs. Daily checks will be completed no later than 09:30. See Appendix F for the list.
Station and equipment field day will be done at the beginning of each shift of the appropriate day. Schedules of the field days are as follows:

- **Monday**: Station Inspection and get supplies
- **Tuesday**: Engine #1
  - Charge 4 gas on Service Company Vehicle
- **Wednesday**: Engine #3
- **Thursday**: Engine #2 and Truck #5
- **Friday**: Service Company Truck Vehicle
- **Saturday**: Run and wipe down Engines #1 and #3 Charge 4 gas on Engine #3
  - Lawn Care
- **Sunday**: Run and wipe down Engines #2

Field day shall be completed before 10:00 during the summer months. If field day is not completed by 10:00 so that fire hydrant maintenance can begin (see fire hydrant maintenance section below), it will be completed later in the evening, unless difficulties with apparatus or equipment arise. See Appendix E for the list.
SHIFT/TIME TRADE:

PURPOSE

To present and explain the department’s voluntary shift trade policy for personnel.

This procedure is in place to allow those employees the option of securing another employee of similar rank to work in their position. The following guidelines must be strictly adhered to in all cases of time trading among all employees.

Swap time is allowed so that employees can trade time in shifts or hours between employees instead of taking vacation time or personal time. The firefighter may have to use this option in cases where vacation or personal time is not requested in the allotted time for approval. The time and payback that is traded will be handled between the two (2) employees. Swap time will not be allowed to be written down on the time sheets for any reason unless the Fire Chief approves it. The Fire Chief or any other administration member will not make a decision on when or how swap time will be paid back; this will be settled by the affected firefighters.

GUIDELINE PROCEDURE

- Notification of the Fire Chief or designee is required prior to the trade or standby taking place.
- Trades are a privilege, not a right.
- The trading of time is done voluntarily by the employees and not at the request of the City
- Responsibility and liability for voluntary shift trades, paybacks and initiations, shall be solely that of the individuals involved in the actual work time exchange.
  - When the member who has agreed to work for another member fails to report for duty, the member normally scheduled to work will be required to report for duty.
  - In the event that the member normally scheduled to work cannot be located, the member agreeing to work shall attempt to locate another member to fulfill the shift trade obligation.
  - If the member agreeing to work has made every effort to locate another member to fulfill the shift trade obligation but is unsuccessful, then the person who initiated the time trade will be required to make sure the shift is covered.
  - In the event the member agreeing to work for another member becomes ill during a time trade, then he/she will be relieved from duty. The member normally scheduled to work will be required to report to work or if unable to return will find another firefighter to cover the remainder of the shift (If the individual is available and in town, they must return to work).
  - If the person who initiated the trade cannot cover the shift, the person will be docked vacation hours for the duration of the time traded and may receive disciplinary action.
  - The city will not assume any responsibility for any overtime compensation to a member due to a shift trade.
- The city does not assume any responsibility for compensating a member who voluntarily agrees to work for another. Nor shall the extra hours worked by a member during a shift swap be used to determine payments for overtime, comp time, or any other benefit.

- Trading shifts among members is permitted under the following terms:
  - Members may trade within their own rank structure.
  - To clarify: Trades between Officers and Firefighters are not permitted.

- Trades among Officers will not take place when another Officer is on vacation.

- Management is not responsible for any time owed or banked between staff because of trades. Management will remain at “arm’s length” in trade arrangements.

- The department maintains records of all hours traded by employees to include which person actually worked. It is the ultimate responsibility of the parties involved to keep track of time owed and worked to other members in the shift trade.

- The “Shift Trade Sheet” will be filled out by the individuals making the trade. If the shift trade sheet is filled out by only one individual of the trade, the other individual must initial by their name or number on the shift trade sheet. Each member involved in the trade must either sign or initial the sheet.

- A member may not work longer than 72 consecutive hours after which a break of at least 12 hours must be taken before working regular scheduled shifts again.

- The time traded is to be paid back within a 12-month period.

- The privilege of trading time may be revoked at any time for abuse of the privilege or if time trading creates difficulties or complications within the department.

- New employees will not be allowed to serve trades for a 6-month period unless approved by the Fire Chief or designee.

- While performing a trade, staff will be in uniform regardless of the hour that the trade occurs, and will perform the duties assigned to that position or as given by the supervisor.

- Under no circumstances will the City compensate an employee for excessive amounts of unused vacation time as a result of trading time.

- The OIC’s of either affected shifts retain the right to refuse any trade.
S.O.G. Number: 90.14
Category: General Guideline
Title: Work Areas
Draft: 2/25/2003
Revised:
Revision No.

**WORK AREAS:**

All of your work areas will be cleaned before your tour of duty is completed. This includes, but is not limited to, the kitchen area (including the refrigerator, stove, microwave (inside, outside, and including the bar-b-que grill), table, counter tops, toaster oven, and toaster), day room, shops, radio room, and bunk areas (the bunk areas will be cleaned and picked up because of tours that come to the fire station).

Before the end of your tour of duty, you will make sure that all of the work areas are clean and this includes, but not limited to, vacuuming, mopping, taking out the trash, putting dishes away, sinks in kitchen and restrooms, and generally picking up the area.

If you come in and start your tour of duty and you find work areas that have not been picked up, this does not mean that you are to leave the area as you find it. You are to report it to your supervisor and clean the area up. The supervisor will handle the problem with the unclean work areas. This follows section 400.20 of the City of Macon Employee Manual.
S.O.G. Number: 90.15
Category: General Guideline
Title: Staff and Public Restroom and Bunk Room
Draft: 1/28/2013
Revised:
Revision No.

PURPOSE

The purpose of this policy is to provide as much privacy as possible to our employees. The fire department poses a unique set of working circumstances since living quarters are part of the facility and our work environment. Privacy is a right guaranteed to all employees by the City of Macon as well as federal laws. For this policy, the public will be anyone that is not a member of the fire department, including, but not limited to family, friends, visitors, and the general public. There should not, and will not, ever be a time when staff members need to check and see if someone is in the restroom, shower, or bunkroom who is not an employee.

POLICY

Effective immediately, the staff restroom, shower, and bunkroom is restricted to staff personnel only. The staff restroom facility is not to be used by family, friends, visitors, etc., for obvious privacy reasons. There will never be an exception to this policy.

A sign will be placed on the dayroom door leading into the staff restroom facility stating it is for staff personnel only. A sign will not be placed in the bunkroom door leading into the staff restroom facility due to this area being off limits to the general public.

The bunk area is off limits to the public unless accompanied by a staff member and only for official business, and it is determined that no members are in the bunkroom requiring privacy. The bunkroom area is not to be used as a visiting area for any reason. Visiting can take place in the dayroom, kitchen, apparatus bay, or outside.

PUBLIC RESTROOM

Men’s and women’s restrooms located in the foyer are available for use by family, friends, visitors, and the general public.
S.O.G. Number: 90.20
Category: General Guideline
Title: Meal Periods
Draft: 2/25/2003
Revised: 7/10/2012
Revision No. 2

MEAL PERIODS:

If you are working a 24 hour tour of duty, you will be allowed to take two (2) meal periods away from the station. You may take a meal period for midday meal and a meal period for evening meal, and each may be up to an hour long (this hour includes drive time both to and from the meal period, not an hour to eat and then driving time). If you take longer than one hour for your meal period, it may be counted as a tardy and handled as so. Reference the City of Macon Employee Policy Manual Chapter 400.05. Attendance and Tardiness. If you have to work a double shift you will be allowed to take a meal period for breakfast for up to one (1) hour on the second tour of duty.

The meal period shall be as follows; the midday meal periods shall take place from 11:00 – 12:00 and 12:00 – 13:00. The evening meal periods take place from 17:00 – 18:00 and 18:00 – 19:00. It will not be up to your discretion to deviate from the meal period unless prior approval from the fire chief is granted. This will provide consistency for the firefighter working the swing shift and for part-time personnel.

Anytime freezing precipitation or severe weather is expected, you shall be prepared to take meal periods at the fire station. Since you are paid for your meal periods, you may be required to take meals at the station. If there is freezing precipitation, you will not be allowed to leave the station for meals. It will be your duty to monitor the weather and be prepared before you come on duty. Each firefighter is provided with cabinetry space at the station. Each firefighter has the opportunity to keep emergency supplies at the fire station if such an occurrence happens.

Meal periods are allowed to be taken at restaurants with the following limitations:

- Meals taken after 1700 may not be taken in restaurants with active bar settings, examples are as follows (Ole Beaumont Room, AJ’s, Los Jimadores, Hawg Fathers Bar B Q, etc.)
- Alcohol is not to be consumed by anyone at the table when you are in a fire department uniform and/or driving fire department vehicles.
- All restaurant meal periods will follow the meal periods as laid out above.

Taking meal periods away from the fire station is a privilege. Abuse of, or failure to follow any part of this policy will result in disciplinary action and may cause meal periods taken away from the fire station to be halted.
S.O.G. Number: 90.21
Category: General Guideline
Title: Away from the station during meal periods
Draft: 2/13/2011
Revised: Revision No.

Away from the station during meal periods:

There may be times when a member will be away from the station during regularly scheduled meal periods and the other member may not be able to leave for his/her meal period. These times may be due to, but not limited to, training, fire prevention classes, meetings, etc. When this occurs, and it is a scheduled activity, it is the responsibility of the member that will be away during regular meal periods to notify the person he/she will be working with and advise them of the special situation. The member will be prepared for taking his/her meal at the fire station.

These types of events should be documented on the calendar in the communications room to verify that there are no conflicting events.

If for any reason the member that will be away from the station during the regular meal period due to an earlier scheduled event, and fails to inform his/her shift partner of this previously, the member that will be away from the station shall take care of the mishap by one of the following methods:

- Provide a meal for the member at the station and the meal will be to his/her approval, within reason.
- Provide an appropriate monetary means, within reason, for a meal and delivery services for the member remaining at the station.
- Arrange swap time with another firefighter to cover the meal period for the affected firefighter.
- Forfeit the scheduled event.

If the meal period interruption occurs the day of the shift, the member being away from the station will advise the affected member ASAP so the member can make meal arrangements. Unfortunately this will occur occasionally with little notice or no notice. Each firefighter is provided with cabinetry space at the station. Each firefighter has the opportunity to keep emergency supplies at the fire station if such an occurrence happens. Although every attempt is made to keep a meal period from being disrupted, there may be times when the situation is unavoidable.
S.O.G. Number: 90.22
Category: General Guideline
Title: Department Cell Phone
Draft: 1/28/2013
Revised: 
Revision No.

**PURPOSE**

This policy has been put into place so that whenever a member of the fire department that is on duty and away from the fire station should have cell phone communication with the station in addition to the radio communication. There are many times that it is desirable to talk on a cell phone instead of using radio communications. This policy will discuss when and who is to carry the cell phone, using the cell phone, and restrictions on the phone.

**POLICY**

There is a cell phone designated for the fire department. The phone number at this time is (660) 676-8308.

The on duty officer will be assigned to carry the phone daily beginning at your tour of duty.

The cell phone will be on at least one person any time a member of the fire department leaves the station. If the driver/operator or lower ranking officer leaves the station without the duty officer, the duty officer will hand the phone off to that member. This should allow for cell phone communication at all times that cell phone reception is available.

You are not allowed to use the cell phone while you are driving a vehicle. If a phone call comes in, pull over to the side of the road or in a parking area, and take the phone call or call the number back. If you have to pull off to the side of the street/road because of traffic or the street/road is heavily traveled, pull off onto a secondary, or less traveled street/road, engage the vehicle emergency flashers, and make or answer the phone call.

There is no text plan or internet plan on this cell phone, so do not send text messages of any kind to this phone.

At this time, you are still allowed to carry your personal cell phone.

Charge the cell phone nightly or as needed. The charger is located in the radio room near the shelves where the radio battery chargers are kept. There are vehicle chargers located in Truck #5 and Engine #3.
Fire prevention is a large part of the Macon Fire Department and classes are given for children as young as preschool age and there is no age that is too old that we provide instruction to.

It will be the responsibility of each of the full time personnel to present fire prevention classes throughout the year and it is also the responsibility of each firefighter to learn how to use all of the fire prevention equipment (pluggie, sparky, etc.) that is available at the Macon Fire Department. When a citizen calls in and requests a fire prevention class, check the calendar and make sure that there is nothing happening on that day and time and make sure that the request sheet is filled out completely.

Make sure the Fire Prevention Officer is aware of the class as soon as possible. Do Not schedule anything other than fire prevention classes and tours and this includes but not limited to birthday parties (at the station or elsewhere) or any other gathering of this type. If you are unsure, ask your immediate supervisor. The Fire Prevention Officer will make sure that all of the materials and information will be ready for you at least one shift in advance of the date of the course so you may have time to prepare for the class. The class will be presented exactly as directed by the Fire Prevention Officer using whatever props, videos, or other items that he deems necessary to complete the class. The only time a course is to be altered is when the Fire Prevention Officer, Fire Chief or your immediate supervisor directs or approves it.
The purpose of this policy is to establish official guidelines for loaning equipment out.

It is the policy of the City of Macon and the Macon Fire Department to not loan out equipment to the public for any reason. This includes loaning equipment out to businesses, educational facilities, employees of any city department, etc. for personal reasons including, but not limited to, tables, chairs, tools, equipment, video’s, fire prevention tools, etc.

We will continue to loan items to city departments for city business only.

Equipment may be loaned to local fire departments, but this will be on a case by case basis and will only be approved by the fire chief. If the fire chief is not at the station, and a fire department needs to borrow equipment, contact the fire chief by cell phone. When you check out a piece of equipment authorized from the fire chief, sign your name as the issuing officer and next to your signature, write in parenthesis, approved by the fire chief, with the date and time.
FIRE HYDRANT MAINTENANCE:

Fire hydrant maintenance will be performed during the spring and summer months and shall start as close as possible to April 1st of each year.

Fire hydrant maintenance shall be started at or before 10:00 and will be completed at 15:30. You should not be performing fire hydrant maintenance after these hours due to problems that may be created for the MMU water crews, Macon Fire Department and the general public. Everyone should attempt to complete 15 hydrants per day.

Anytime major maintenance or operations issues are discovered with a fire hydrant, let the officer in charge know immediately so that MMU can be notified of the problem(s). Do not use “OK” in the remarks box. If the hydrant has nothing wrong with it, then simply state that it is in “Good working order”. If there is something wrong with the hydrant, the problems found need to be put in the remarks box.

It shall be your duty to trim the tall weeds and/or grass around the hydrant. You do not have to trim around the hydrant at the time of the inspection, but it shall be your responsibility to make sure the hydrants are trimmed around throughout the year, this may require trimming around your hydrants several times during the year.

Anytime firefighters are operating in and around public streets, high visibility garments are required.

Fire hydrant maintenance may be cancelled for the day because of weather conditions. Fire hydrant maintenance has been divided up between the 4 Engineers for fairness.
MAINTENANCE OF THE YARD:

The firefighters are responsible for taking care of the yard mowing at the Macon Fire Department. The fire department mows all of the designated areas as set forth by the City of Macon. You should not have to be told when the grass is tall enough to be mowed.

When you mow the lawn, use the grass trimmer to trim around the yard when you are finished mowing. Clean the sidewalks after you are completely finished mowing and trimming. After you have finished mowing and the sidewalks are clean, the lawn mower and grass trimmer will need to be cleaned. Make sure that all of the grass under the mower and on top of the mower has been cleaned before the mower is put away and the grass has been cleaned from the trimmer.

The training site is to be mowed every other time that the yard is mowed (a minimum of every 2 weeks), unless there is a special activity planned.
SNOW REMOVAL:

The fire department is responsible for removing the snow in the parking and driveway areas of the fire department and the police department. Try to wait to remove the snow until the snow has stopped falling if at all possible.

The sidewalk leading into the fire station will be the first place that the snow is removed in order to reduce the possibility of someone being injured on a slick surface; we do not take care of the sidewalk leading into the Police Station. If it needs to be done, place some type of ice melt on the sidewalk. The sidewalk on the south side of the fire station is to have the snow removed as well.

During the middle of the night, we only remove the snow from the parking lots if there is a large measurable amount of snow down on the lot and parking areas, and the police department is having trouble getting into their station from both the alley and Bourke Street.

The fuel gauge does not work on the International tractor. Fuel the tractor prior to snow removal, when drivers change to continue snow removal, and at the end of snow removal.
S.O.G. Number: 90.45
Category: General Guideline
Title: Use of Department Vehicles
Draft: 3/17/2011
Revised:
Revision No.

USE OF DEPARTMENT VEHICLES

CITY OF MACON EMPLOYEE POLICY MANUAL CHAPTER 2700.05, CITY VEHICLES – PERSONAL USE
City vehicles will not be used for personal business or to transport non-city employees without approval of the fire chief. See the Chapter and Section above for the exact policy.

TRUCK #5
Truck #5 may be used for day to day activities if the weather is above 37˚ and the weather is not expected to drop. It will be the Officer in Charge’s responsibility to check with the weather to make this determination. The only exception to this policy is if there is freezing precipitation occurring.

NOTE: YOU SHOULD NOT BE OUT IN FREEZING PRECIPITATION UNLESS IT IS AN EMERGENCY OR IT IS ABSOLUTELY NECESSARY. MEALS WILL BE TAKEN AT THE FIRE STATION DURING THESE TIMES (see meals section in this chapter). THESE GUIDELINES ARE IN PLACE TO HELP REDUCE THE CHANCE OF AN ACCIDENT.

In the event that you do have to get out during freezing precipitation, Truck #5 may be used in lieu of the Service Company Vehicle due to Truck #5 having 4 wheel drive. If Truck #5 is used and the weather is below freezing, the hose must be disconnected from the pump and the water blown out using the air line. Make sure the valve on the pump is turned off going to hose. Start the pump and let the pump idle while you are out in the below freezing temperature. This will allow the water to circulate through the pump and tank and eliminate freezing taking place.

SERVICE COMPANY VEHICLE
The Service Company Vehicle carries extra equipment on it that is needed at structure fires and vehicle accidents. The Service Company Vehicle will be on scene at every emergency incident. If you do not hear the Service Company go en route to these emergencies, it shall be the duty of an off duty fire department member to come to the station and get it to respond to emergencies regardless of rank.

The Service Company Vehicle will be used any time the weather is below 37˚ or the temperature is expected to drop below 37˚.

The Service Company Vehicle shall be in a ready state to respond at all times unless maintenance is being performed on the vehicle. ALL doors will be closed on the vehicle at all times unless you are either in a cabinet or in the rear section of the vehicle. There will be NO exception to this policy. In an emergency the vehicle can be inadvertently taken en route with the doors open causing damage to the vehicle, building, and/or equipment lost or damaged, or personal injury to citizens.

Failure to comply with this section will result in disciplinary actions.
S.O.G. Number: 90.46
Category: General Guideline
Title: Fueling Vehicles
Draft: 2/25/2003
Revised: 2/1/2013
Revision No. 3

Fueling Vehicles:

As of this time, the Macon Fire Department may refuel all of its fleet at either the Macon Amoco station or either of the Casey’s General Stores. The north Casey’s General Store sells gasoline and the south Casey’s General Store sells gasoline and diesel. The South Casey’s General Store and Macon BP are open 24 hours a day and both facilities sell gasoline and diesel fuel.

A charge account is set up at BP and there is a charge card for Casey’s where the other charge cards are kept.

For BP:
- When you are finished fueling the equipment, go inside and sign the ticket.
- On the ticket, make sure it is for the Macon Fire Department and not any other department
- Indicate which vehicle it is for (Engine #3, Service Company truck, “cans”, etc.)
- Sign the ticket and write your badge number beside your name. When you sign the receipt, make sure that your signature is legible.
- Make sure that the amount of the purchase is legible.

For Casey’s
- You may either pay at the pump using the charge card or,
- When you are finished fueling the equipment, go inside and pay for the fuel at the counter using the charge card
- With either method, indicate which vehicle it is for
- Make sure your name and number is on the ticket.
- Make sure that the amount of the purchase is legible.

Fuel Engine #1, Engine #2, and the Service Company Truck on the first field day of each month unless the vehicles have been used for purposes other than weekly field days, and the Service Company Truck is above a ½ tank.

The Service Company Vehicle and Truck #5 shall be fueled when the tank reaches a ½ tank regardless of the time or day due to the possibility of these trucks operating at an emergency.
S.O.G. Number: 90.47  
Category: General Guideline  
Title: Seat Belts / Removing the Keys from the vehicles  
Draft: 2/25/2003  
Revised: 6/14/2012  
Revision No. 2

**SEAT BELTS**

There will be times when you are away from the station (service calls, inspections, meals breaks, picking up supplies, etc.) in a fire department vehicle. The purpose of this policy describes the expected actions of personnel in regard to the use of seat belts. This policy applies to anyone who is in the apparatus or fire department vehicle.

**POLICY**

The driver of any Fire Department vehicle or apparatus shall be directly responsible for the safe operation of the vehicle. When the driver is under the direct supervision of an officer or acting officer, that officer or acting officer shall also assume responsibility for the actions of the driver.

Drivers shall not move fire department vehicles or apparatus until all persons, regardless of rank or position, are seated and secured with seat belts in approved riding positions.

All persons, regardless of rank or position, riding in fire department vehicles or apparatus shall be seated and secured by seat belts or safety harnesses at any time the vehicle is in motion.

The only time seat belts are not required to be worn is if the vehicle or apparatus was not equipped with seat belts at the time of manufacture and it is not feasible to install seat belts in the vehicle or apparatus.

When you are out of the vehicle, you will take the keys out of the ignition and keep them with you.

This policy complies with the City Personnel Manual chapter 2700.10. Safety Belts
Purchasing:

Purchases may be made at many of the local stores in the city of Macon. You will make periodic purchases for such things as cleaning supplies, office supplies, equipment supplies, etc. We have charge cards for some of the places that we purchase from, check the cabinet above the backup Regency radio to see if we have a charge card for the place where you will be charging. If there is not a charge card, consult the Officer in Charge to see if we have an account at the place of business where you are planning to go.

When you sign for a ticket, be sure what you are purchasing is clearly described on the ticket, no sales tax has been assessed (the City of Macon is Tax Exempt), there is a total, sign the ticket legibly, and write your badge number beside your name. If there is not a place to sign the ticket, place your initials and badge number somewhere near the bottom of the ticket.

Make sure that it is cleared through the Fire Chief or Administration before you purchase any item that you pay directly for in cash or personal check, especially if it will be an out of town purchase (this does not apply to items purchased for uniform allowance) for any item at the fire department.
COMMUNITY SERVICE WORKERS:

From time to time the court system will send community service workers to the fire station to carry out a sentence imposed on them by the court system. When the community service worker shows up on his/her first day, make sure a community service worker sheet is filled out to track his/her time that is done. It is the responsibility of the community service worker to maintain and keep their own form. When the community service worker is finished with their allotted time, a copy of the sheet is sent with them back to the court system. When the community service worker is at the fire station they should have some type of supervision by at least one (1) of the on duty firefighters. No community service worker will be allowed to leave until they are finished with the assignment that has been given to them, and the firefighters have inspected the work to make sure that it was done properly. If the work has not been finished, or was not finished properly, and you allow them to leave, it will be your responsibility to finish the task.

Be sure the community service worker has transportation to and from the fire station prior to them beginning work. The community service worker will be required to either leave the fire station or finish their work at another department if a fire alarm is received. At the time of the alarm, the community service worker is to leave the fire station since they are no longer supervised.

From time to time the Police Department will bring a community service worker over to wash a police car. It will not be the responsibility of the fire department to monitor a community service worker of the Police Department. Make sure that the Police Department is aware of this when they bring a community service worker over. The only time the fire department will be responsible for a community service worker from the Police Department is when we have agreed to supervise them due to no work available at the Police Department.

After one (1) unacceptable no show, the community service worker will be dismissed and the court system will be contacted and told why the person was dismissed. If any community service worker gets out of line, fails to comply with what is requested, or does anything illegal while performing work at the fire station, consult the Officer in Charge and the person will be dismissed immediately.

When a community service worker arrives to work, the community service worker must complete a hold harmless agreement signed at city hall, and must provide a picture ID to verify identity.
POLICE DEPARTMENT:

As per the directive that was issued by Fire Chief Ray Blomberg on July 27th, 1995 and reissued by Fire Chief David Snarr on January 27th, 2000, no firefighter of the Macon Fire Department will be allowed at the Police Station to “visit”. You will only go to the Police Department on official business such as getting copies, consulting with a police officer, or other official business. If you are in the Police Station, you cannot hear the door buzzer or the telephone at the fire station.
FIRE EXTINGUISHERS:

It is the policy of the City of Macon that the Macon Fire Department will not refill any fire extinguisher that is brought into the fire station due to liability reasons. A third party vendor will handle this service. The fire department may at its discretion, pay to have a fire extinguisher refilled that has been used by a citizen while attempting to, or putting out a fire prior to the arrival of the fire department. This will be at the discretion of the fire chief.

The fire department will not refill or pay to have refilled, a fire extinguisher that has been used in extinguishing a fire by any other department in the City of Macon. This will also apply to other outside City departments that attend fire extinguisher training that is conducted by the Macon Fire Department. It will be up to the outside City department to provide the fire extinguishers and to pay to have them refilled after the training session.
CASCADE SYSTEM:

The cascade system is used to fill empty air bottles. We will fill empty bottles for all of the fire departments in Macon County, the Macon County Rescue Squad, Moberly Fire Department, Kirksville Fire Department, Stuart Research Farms, Northeast Missouri Grain (Ethanol Plant), and Con-Agra. A full list of available departments and agencies are in the cascade room. No other departments or agencies can have their bottles filled due to liability reasons. Below is the procedure for filling an empty air cylinder.

A. Turn the cascade system on fully opening the cascade bottles, if you are only filling a couple of bottles, you can do this off of one bank
B. Check to make sure that the hydrostatic test date is still good
C. Record Department Name, date, bottle number, hydrostatic test date, bottle manufacturer, and fill date on the bottle fill form
D. Verify how much air that the bottle is designed to take
E. Place the empty bottle in the filling station
F. Connect the hose from the cascade system to the empty bottle
G. Fully open the empty air cylinder
H. At the filling station panel, turn on the bank that was opened, use “From” valve
I. Set the fill pressure for the amount of air the bottle is designed to hold
J. Try to verify how much if any air is in the empty cylinder
K. Turn on the “Fill” valve to begin filling the bottle, if should take a minimum of 2 minutes to fill an empty bottle
L. After the bottle is full, shut off the “Fill” valve and bottle valve
M. Verify the bottle is full by looking at the gauge on the bottle, the bottle gauge and the fill station gauge should read close to the same, if there is a major difference in the pressures, the bottle needs to be taken out of service
N. Remove the fill hose to the bottle and either place the bottle in the bottle racks or back on the equipment that it came from
O. After all of the empty bottles have been filled, the firefighter will need to refill the cascade system
P. Close the “From” valve and open the “To” valve
Q. Turn on the switch that says “Automatic” on the compressor and wait until the cascade system is full.
R. The firefighter that is responsible for the cascade system shall remain with the system while it is filling. The cascade system is not to be left unattended.
S. Shut the compressor off
T. After the cascade system is full, close the valves on the cascade bottles, close the “To” valve and open the “From” valve and open the fill valve. After the system has been bled down, turn the pressure valve out until it turns free

U. Bleed the compressor down

NO ONE IS TO BE IN THE CASCADE ROOM WHILE YOU ARE FILLING BOTTLES!
Hose Testing

Purpose

To establish guidelines relating to testing of fire hose. The guidelines are set forth to assure the safety of fire hose use and safety of those personnel conducting the test. All members of the Macon Fire Department are responsible to ensure that they are adequately trained, fully understand, and can comply with this guideline before testing fire hose.

Policy

- All fire hose shall be tested annually
- Hose testing policies shall be in accordance with NFPA Section 1962 Ch. 4.8 “Service Testing Attack, Supply, and Forestry Hose”, Sec. 4.8.1 – 4.8.2.2
- Records shall be kept on each piece of fire hose owned by the department in the hose testing database
- Hose that is not tested in accordance with this guideline shall not be in service until testing has been completed.

Safety

- Extreme caution shall be used when working with equipment and hose under pressure. Proper procedures must be utilized when testing fire hose in order to reduce the likelihood of injury to personnel.
- During the testing procedure, all members shall wear long pants. Unprotected personnel will need to maintain a minimum of 20 feet from the pressurized hose lines, wherever possible, until the pressure has been released from the hose lines.

Equipment Needed:

- Hose tester
- Various adapters to fit the manifold
- Various nozzles or gates to bleed out the hose lines
- Clipboard with test sheets and timer

Testing Pressures

- Testing pressures vary in regards to the size of the hose. The pressure to be tested at for the differing hose types is outlined below:

<table>
<thead>
<tr>
<th>Hose Type</th>
<th>In-Service (PSI)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.5&quot;</td>
<td>300</td>
</tr>
<tr>
<td>2.5&quot;</td>
<td>300</td>
</tr>
<tr>
<td>3&quot;</td>
<td>300</td>
</tr>
<tr>
<td>4&quot;</td>
<td>200</td>
</tr>
<tr>
<td>5&quot;</td>
<td>200</td>
</tr>
</tbody>
</table>

Testing:

- Hose in the tower and on each piece of apparatus will be tested.
- Attach 50-foot section of 1.5” hose to the water supply and connect to the hose tester. Inspect each coupling for gaskets and tighten each coupling using a spanner wrench to ensure tight connections.
- Connect lengths of same size hose to be tested to the hose tester. Do not exceed 300 ft. on any line.
• Make sure all hose lengths have adequate space to lay in a straight run and without kinks or twists.
• Each length of hose needs to be checked against the hose test sheet and the sheet needs to be updated with missing or new numbers.
• Attach appropriate nozzles, gates, etc., to the end of each line to allow for bleeding of air.
• Open the water source and 1.5” discharge gates. Slowly fill all hose lines.
• Open the nozzles and valves of all lines to bleed all air out of each line.
• Close all nozzles and valves. Check the hose for leakage at the couplings. Tighten all couplings that are leaking. If excessive leakage occurs, the section of hose involved shall be deemed to have failed the test.
• Slowly raise the pressure to the appropriate pressure as outlined above in the testing pressures section.
• Continue to check for leakage. Hose pressure as indicated must be maintained for five (5) minutes. During the testing procedure, the hose shall be inspected for any leaks, bulging, coupling separation, etc.
• Any hose section that has burst, leaked, or coupling has moved on the hose during the test shall be removed from service and clearly marked. If a section bursts during the five (5) minute test, the test must be stopped and the section replaced. The test shall start over.
• At the end of the 5-minute testing period, the pressure will be taken down, and the nozzles and valves will be slowly opened to bleed off pressure in the lines. Break all hose connections and drain the water from the lines.
• Any defective hose will be taken out of service, marked, and either repaired or properly disposed of.
• All hose that passed the testing procedure will be noted on the records and placed in service on the apparatus or hose tower.
• All hose testing results will be noted in the hose records.
Telephone System:

There are three (3) lines coming into the fire station. The lines are 385-6436 for non-emergency calls to the fire station, 385-4964 for calls coming into the Emergency Management Office, and 385-6435 that is used for sending and receiving faxes. There is also a direct line to the 911 dispatch center. The 911 phone does not have to be dialed, when you pick the receiver up you will automatically be connected to 911 dispatch.

When you answer the telephone, identify with the line that is answered (if it is the 6436 number then answer the telephone “Macon Fire Department”, if it is the 4964 number then answer the telephone “Emergency Management”) and always be courteous when you are on the telephone. If the call is a disgruntled person and you cannot satisfy the person, either let the Officer/Senior person you are working with try to handle the call or refer them to the Fire Chief. When the call is over, let the other party hang up first, this way if they have forgotten to tell you something, they can still get something in at the last minute.

There are NO LONG DISTANCE telephone calls allowed without approval from the Fire Chief or the officer in charge unless it is an “800” number.

When you need to place a phone call on hold you can do so by simply pushing the hold button.

Paging from the Telephone:

Paging refers here only to let someone know in the building that they have a phone call. There are two ways to page on the telephone. When you push the page button you will get a menu in the digital read out. The menu is “sets”, “speaker”, or “both”. You should select the “speaker”. This will send out a message over all of the overhead speakers.

The second way to page is by pushing the “intercom” button, and then choose which station you want. This will send your voice through this set only and you can let the person know that they have a message. This option is more private but you have to know where the person is that you are trying to page.

Conference Calls:

Conference calls are for when you are talking to someone and for some reason, you need to talk to a third party about the same subject.

A. The way to establish a conference call is to place the first subject that your are talking to on hold and
B. Call the second subject, then
C. Push the conference button and choose the line where the first subject is on hold
D. When you are finished with your conversation, hang up the phone and both parties will be disconnected.

Placing a Call on “Park”:

Placing a call on park allows a phone call to be answered in the Police Station that was called in at the fire department or vice versa. Many times we get calls for the police department. If this happens, you can park the call, then overhead page or intercom the police dispatch and make them aware that a call is parked for them. To place a call on park:

- Press the shift button – this is the triangle button with a black dot on it beside the EOC button
- Press “Park/PD Disp”
- Now the call is on “Park”
- Press “Page” choose “Speaker” then alert everyone that a call is parked, or intercom the PD Dispatch
- Nothing further needs to be done
To answer a call that is on “Park”:

- Press the “Intercom” button
- Enter 101 in on the numeric keypad
- Now you should have the caller
GENERAL COMMUNICATIONS

Communications is an essential part of the fire service. All full time firemen will learn operations of the radio equipment during their initial probationary period. A few general rules to remember when operating the radios are:

- Never use profanity or slang while operating radios. The broadcasts are continuously monitored by the media and the general public.
- Never use the name of the victim of a fire or injury on the radio.
- Idle “chit-chat” and other talk not related to fire department business will not be tolerated on the fire frequencies.
- Use call signs (personal call numbers) when communicating with other units on the radio.
- Always clear the frequency when finished by your call sign.
- Use a unit number or location you are calling last when attempting to make contact.

For example:

- When attempting to contact the fire station use this format:
  - “773 to Macon on dispatch”
- When attempting to contact another unit from the base use this format:
  - “Macon to 773 on dispatch”
  - or “Macon to 208 on County Fire”

Use of these rules will provide your groundwork for effective communications ability.

Always use clear text when you are transmitting, never use “10 codes” because of added confusion.

All members need to learn the designated number for each person; this will be a three digit code such as 771, 781, 794, or 401. Always try to use the designated number when using mobile communications.

Know what you are going to say before you transmit. Push and hold the ptt button for 1 – 2 seconds before you speak, this ensures that the radio is transmitting when you begin to talk and all of your transmission will be heard. Always use a normal tone of voice when you are transmitting on the radio, if you yell, your transmission will only be harder to understand.

If you don’t know what you are doing with the radio or how to operate it, stay off of the radio and do not use it.

Anytime a crew doing an interior attack crew, any hazardous duty on the fire scene, or the IC is speaking, their transmission over rides all others unless you are in danger, and have emergency traffic.

Listen for 2 – 3 seconds before you speak on the radio in case you have missed important traffic.
There are twenty (20) channels in the Motorola radio that is in the communications room. They are as follows:

01. Fire Dispatch  
02. County Fire  
03. Fire Mutual Aid  
04. City Common  
05. Macon Police Dept.  
06. Macon Street Dept.  
07. Macon Municipal Utilities  
08. Macon County Ambulance  
09. Law Mutual Aid  
10. State Sheriff  
11. Point – To – Point  
12. National Hospital  
13. City of LaPlata  
14. Moberly Fire Department  
15. Kirksville Fire Department  
16. Randolph County Fire Dept.  
17. Macon County Sheriffs Office  
18. Hudson Township  
19. LaPlata Police Dept.  
20. LaPlata Public Works

Channel one (1) is used for paging and communications with the Macon fire department personnel and apparatus. This channel is also used to activate the storm sirens and the storm alert monitors.

Channel two (2) is used to contact any of the fire departments in Macon County. We also have the ability to page the Macon Rural fire department and Bevier fire department.

Channel three (3) is used for communications with fire departments that are out side of Macon County (Moberly, Kirksville, etc.).

Channel four (4) is used to contact the various city departments.

The other channels are used to contact that specific agency.

The radio that is in the Emergency Operations Center in the basement is set up exactly like the radio in the Communications Room.
PAGING PROCEDURES

Paging is the primary way that the fire department contacts firefighters and alerts them to emergencies. Each firefighter is issued a pager and carries it. Although Macon E-911 pages the fire department in most emergency situations, there are times when we have to page individual firefighters or send out a page to all of the firefighters. These times may include, but not limited to: training information, equipment failure at E-911, etc. It is the responsibility of the fire department to know how to page and to be as self-sufficient as possible.

PAGING MACON FIRE DEPARTMENT PERSONNEL

1. Group Page
   a. The Motorola radio turned on channel one, depress 5 - 1 - 2 on the PE 1000 encoder, push the p on the PE 1000

2. Officers Page
   a. The procedure for the Officer page is the same except the code on the PE 1000 is 5 - 2 - 2

3. Individual Page
   a. The procedure for an individual page is the same except the code on the PE 100 will be directly correlated with each member of the fire department. Each fire department members personal call code is listed on the Macon Fire Department roster page hanging on the wall above the radio equipment in the radio room. If there is not a personal call code by the members name, then there is no personal call for this member.

PAGING THE STORM SPOTTERS AND THE STORM SIRENS ARE AS FOLLOWS:

Storm Spotters
   a. The Motorola radio turned on channel one, depress 7 - 6 - 6 on the PE 1000 push the p on the PE 1000

Storm sirens
   a. The Motorola radio turned on channel one, depress 1 - 9 - 6 on the PE 1000, and push the p.

A quick reference is as follows:

<table>
<thead>
<tr>
<th>Organization</th>
<th>Radio Channel</th>
<th>PE 1000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Macon Fire Department</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group Page</td>
<td>1</td>
<td>5 - 1 - 2</td>
</tr>
<tr>
<td>Officer Page</td>
<td>1</td>
<td>5 - 2 - 2</td>
</tr>
<tr>
<td>Storm Spotters</td>
<td>1</td>
<td>7 - 6 - 6</td>
</tr>
<tr>
<td>Outdoor Storm Sirens</td>
<td>1</td>
<td>1 - 9 - 6</td>
</tr>
<tr>
<td>Cancel Outdoor Storm Sirens</td>
<td>1</td>
<td>1 - 9 - 8</td>
</tr>
</tbody>
</table>
COMM-ALERT

Comm-alert is used to notify citizens of Macon of severe weather or any other conditions deemed necessary. It alerts the citizens through the television. You will briefly interrupt the television signal and give your message. The following directions will guide you through it.

To access comm-alert do the following:

Dial 385-5511

On the second ring the unit will answer

Dial 911 on the numerical key pad
After approximately 5 seconds a tone will sound

Give the message

After the message push the # symbol on the telephone keypad

*****************************Test Message******************************

This is a test of the emergency alert system for the City of Macon emergency management agency. This test is being conducted to determine that all functions are operating properly. In the event of an actual emergency, you would be advised as to the nature of the emergency along with precautions and instructions to follow. Please pardon this momentary interruption of your television viewing. This is only a test.

****************************

************************************************************************
ENGINE #1, ENGINE #2, SERVICE COMPANY VEHICLE, AND TRUCK #5

The channels programmed into the radios in these vehicles are as follows:

1. Macon Fire Department
2. Macon County Fire
3. Fire Mutual Aid
4. Macon City Common
5. Macon PD Repeater
6. Macon PD Talk Around
7. Street Department
8. Utilities Repeater
9. Utilities Talk Around
10. Macon County Ambulance
11. Law Mutual Aid
12. State Sheriff
13. Point to Point
14. National Hospital
15. SEMA
16. Moberly Fire Department
17. Kirksville Fire Department Repeater
18. Kirksville Fire Department Talk Around
19. Randolph County Fire
20. Macon County Sheriff
21. Hudson Township
22. LaPlata PD
23. LaPlata Power and Water
24. V-Call
25. V-Tach 1
26. V-Tach 2
27. V-Tach 3
28. V-Tach 4
29. M-Tach
30. Command 1
31. Command 2
32. Command 3
33. Command 4
34. CMDS STG (Command Staging)
35. Weather

Channel one (1) is used for communications with personnel and for paging from the apparatus.

Channel two (2) is used for communication with other in county fire departments and any time that we are having mutual aid with any other county fire departments either out of town or in the city limits.

Channel three (3) is used for communication with out of county fire departments.

Channel four (4) is used for communicating with any of the other city or local agencies.
ENGINE #3, MOTOROLA MOBILE

This is a sixteen (16) channel programmable radio with priority scan. The channels are as follows:

01. Macon Fire Department
02. Macon County Fire
03. Fire Mutual Aid
04. Macon City Common
05. Macon Police Dept.
06. Macon Street Dept.
07. Macon Municipal Utilities
08. Macon County Ambulance
09. Law Mutual Aid
10. State Sheriff
11. Point-to-Point
12. National hospital
13. City of LaPlata
15. Kirksville Fire Dept.
16. Randolph County Fire Dept.

Channel one (1) is used for communications with personnel

Channel two (2) is used for communications with other in county fire departments and any time that we are having mutual aid with any other county fire departments either out of town or in the city limits.

Channel three (3) is used for communications with out of county fire departments

Channel four (4) is used for communications with any of the other city or local agencies.

The other channels are used to contact that specific agency.
Acknowledgment

I hereby acknowledge that I have read and understand that the purpose of this manual is to provide me with added knowledge about the Macon Fire Department that is not covered under the City of Macon Employee Policy Manual. I agree to comply with this manual as I will with the City of Macon Employee Policy Manual.

Employee Signature: _______________________________ Date: ____________
Memorandum of Understanding

I ________________________, acknowledge and understand that I will meet the minimum training requirements to become a firefighter with the Macon Fire Department in the allotted time as laid out in chapter 70 of the Macon Fire Department Standard Operating Guideline manual.

I also agree that I must attend the minimum required training hours, and respond to the minimum number of call-outs as laid out in chapter 70 of the Macon Fire Department Standard Operating Guideline manual.

I understand that if I fail to meet the requirements to become a firefighter within the time allotted, if I fail to maintain the minimum amount of training hours, and/or fail to meet the minimum number of call-outs, that I will voluntary resign my position with the Macon Fire Department, or be terminated.

Signature of Firefighter:  ____________________________________________

Date:  ____________________________________________

Signature of Witness:  ____________________________________________

Print Witness Name:  ____________________________________________

Date:  ____________________________________________
Sec. 13-51. Prohibited in downtown area. (Ord. No. 568-S § 1, 2-3-86)

No person shall kindle, set fire to, or burn any leaves, paper, trash, garbage, tree branches, or other inflammable material whatsoever, in the downtown area of the city. For the purpose of this section, the “downtown area” shall be defined as any tract of land or lot which shall be within or abut upon the confines described as follows:

Commencing at the intersection of Oak Street and Rubey Street, thence west on Oak Street to the intersection of Oak Street and Pearl Street, thence north on Pearl Street to the intersection of Prairie Street, thence east on Prairie Street to the intersection with Rollins Street, thence south on Rollins Street to the intersection of Butler Street, thence east on Butler Street to the intersection of Rutherford Street, thence south on Rutherford street to the intersection with Vine Street, thence west on Vine Street to the intersection of Rubey Street, thence south on Rubey Street to the point of beginning.

Sec. 13-52. Variance to burning prohibition authorized (Ord. No. 568-S, § 2, 2-3-86)

The chief of the fire department is given the authority to authorize a variance from the burning restriction as set forth in section 13-51 at his sole discretion, after having considered:

1) The nature of the burning;
2) The type of materials to be burned;
3) The supervision to be provided;
4) The types of buildings which are in close proximity; and
5) The nature of the facilities at which the burning is to be done.

Sec. 13-53. Garbage or trash. (Ord. No. 568-S § 3, 2-3-86)

No person shall at any time burn any garbage or trash within the city limits

Sec. 13.54. Leaves and tree cuttings (Ord. No. 568-S § 4, 2-3-86)

Where otherwise not prohibited, leaves and yard rakings, and cuttings from trees and bushes, which are dry and freely combustible, may be burned in small open fires; provided, that any such fire shall be attended and guarded by the person starting the fire, and care taken by him to prevent the escape of fire from the immediate area thereof. No burning in the public streets shall be permitted under this section.

Sec. 13-55. Excessive smoke or odor (Ord. No. 568-S, § 5, 2-3-86)

No fire shall be permitted which produces excessive smoke or noxious odors. Smoke shall be deemed excessive when it equals or exceeds scale two on the Ringlemann smoke chart. Any person maintaining a fire with excessive smoke or noxious odors shall be in violation of the terms of this section.
Sec. 13-56. Surrounding area to be kept clean (Ord. No. 568-S, § 6, 2-3-86)

The area surrounding burner baskets, burner barrels, and open fires shall be kept neat and clean, and free from accumulations of trash, refuse, and debris at all times.

Sec. 13-57. Hazardous conditions, prohibition (Ord. No. 568-S, § 7, 2-3-86)

The chief of the fire department may prohibit any and all bonfires and outdoor rubbish fires where atmospheric conditions or local circumstances make such fires hazardous.

Sec. 13-58. Bonfires prohibited (Ord. No. 568-S, § 8, 2-3-86)

All bonfires which are not provided for by this article shall be prohibited within the city limits.
Facts on Open Burning Under Missouri Regulations

Open burning is the burning of any materials in which air contaminants are emitted directly into the air without first passing through a stack or chimney. This fact sheet summarizes allowable and prohibited open burning under Missouri regulations. It does not include open burning restrictions that city or county governments may impose in addition to Missouri’s state regulations. Prior to conducting any open burning, businesses and citizens should contact the city or county of jurisdiction for any local restrictions.

The open burning of certain trade wastes and tires is prohibited because the toxic emissions that can be released are harmful to human health. Smoke from fires also typically produces large amounts of small particulate matter that can be inhaled, causing respiratory problems. The burning of common household trash, including paper products and food wastes, can also have severe consequences. Studies have indicated that the open burning of an individual household’s trash could release pollutants in higher levels than the burning of the trash of thousands of homes by a municipal waste incinerator because the lower combustion temperatures prevent complete incineration. These pollutants can include dioxins, volatile organic compounds, acetaldehyde, formaldehyde, hydrogen chloride and naphthalene. Open burning exposes individuals to toxic emissions that may irritate the eyes, skin and upper respiratory tract. The central nervous system can also be affected causing headaches, dizziness and fatigue.

Because of these potential dangers, the Missouri Department of Natural Resources strongly discourages open burning of any material prior to investigating alternatives. Some rural areas can participate in a “green box” service, which provides a trash collection point near a centrally located county road for local residents to use. Green boxes are usually picked up or emptied once a week. Other options include waste disposal services, waste diversion, recycling and composting. Contact your local Solid Waste Management District for assistance in implementing these safer alternatives to open burning.

Prohibited Open Burning Under State Regulation

Any waste generated by a business, trade, industry, salvage or demolition operation cannot be burned without a permit issued by the Department of Natural Resources or its delegated local agency. Permits will only be considered for untreated wood wastes. Wastes that may not be burned include but are not limited to tires, rubber products, hazardous materials, styrofoam, plastics, petroleum based products, demolition waste, treated wood and any asbestos-containing material.
**Allowable Open Burning Under State Regulations**

*Note: Local governments may have stricter laws and policies*

**Open Burning of Household Refuse**

**General Provisions:** Missouri allows open burning of household refuse from four dwelling units or less provided it originates and is burned on the same premises. This exemption does not apply to mobile home parks or apartment complexes. Residential waste is solid waste produced by routine household activities, such as paper waste and garbage from daily activities. This does not include home remodeling wastes, wastes from home businesses, durable goods such as old appliances, carpets or furniture, tires or other nonroutine household waste. Materials such as tires or used oil may not be used to start the fires or be burned in the fires.

**Kansas City and St. Joseph metropolitan areas:** Open burning is allowed provided it occurs within an area zoned for agricultural purposes and outside the portion of the metropolitan areas surrounding the corporate limits of Kansas City and St. Joseph and their bordering municipalities.

**Outstate area:** No special day, time or location restrictions.

**Springfield-Greene County area:** Open burning is allowed provided that burning takes place outside the corporate limits of Springfield and only within areas zoned A-1, Agricultural District.

**St. Louis metropolitan area:** Open burning of household refuse is prohibited in the St. Louis metropolitan area.

**Open Burning of Yard Wastes**

**General Provisions:** Missouri allows open burning of yard wastes from sites provided it originates and is burned on the same premises. Materials such as tires or used oil may not be used to start the fires or be burned in the fires. Yard waste includes trees, tree leaves, brush or other vegetation.

**Kansas City metropolitan area:** Open burning of trees, tree leaves, brush or any other type of vegetation requires an open burning permit.

**St. Joseph metropolitan area:** Open burning of residential yard wastes is allowed only during a three week period in spring and during a three-week period in fall between 10 a.m. and 3:30 p.m. The two, three-week periods are to be determined by the city along with state agencies and the state fire marshal.

**Outstate area:** No special day, time or location restrictions.

**Springfield-Greene County area:** The City of Springfield requires an open burning permit for the open burning of trees, brush or any other type of vegetation. The City of Springfield prohibits the open burning of tree leaves.

**St. Louis metropolitan area:** Open burning of trees, tree leaves or brush is allowed only in areas outside of incorporated municipalities from Sept. 16 to April 14 of each calendar year. These brush piles are limited to a base of 16 square feet and the burning is allowed from 10 a.m. through 4 p.m.
Open Burning for Fire Training Purposes
Missouri allows fires set for the purpose of training fire fighters provided they are conducted in accordance with National Fire Protection Association Standards 600 and 1403. Timely notification should be provided to the appropriate regional office or delegated local agency. All fire training exercises involving donated or acquired structures must be conducted in compliance with 40 CFR part 61 subpart M, National Emission Standard for Hazardous Air Pollutants-Asbestos. The use of donated or acquired structures for training is discussed in Publication 2029. All petroleum based products and asbestos containing materials must be removed from donated or acquired structures prior to any burning.

Open Burning in Agricultural, Natural Resource or Land Management Operations Missouri allows agricultural burning throughout the state. However, several exceptions apply. Materials such as tires or used oil may not be used to start the fires or be burned in the fires. Any burning that creates a health hazard, nuisance or produces smoke that impairs visibility for those operating motor vehicles or airplanes is prohibited. Contact the St. Louis Regional Office before burning in the St. Louis metropolitan area from April 15 to Sept. 15. Botanical nursery operations (greenhouses) are not considered agricultural operations.

Open Burning in Land Clearing Operations
Open burning of tree trunks, tree limbs and vegetation from land clearing operations is allowed without an ACD or permit in the outstate area if the burning takes place outside the city limits of any incorporated area or municipality and at least 200 yards from the nearest inhabited dwelling. Materials such as tires or used oil may not be used to start the fires or be burned in the fires. Permits containing special conditions may be issued by regional offices or local agencies for sites unable to comply with the requirements above. See the Required Open Burning Permits section below for exceptions in the Springfield-Greene County area, and Kansas City and St. Louis Metropolitan areas.

Open Burning at Wood Processing Facilities
Open burning of untreated wood waste from wood processing facilities is allowed if production is less than 8,000 board-feet per day and the facility was in existence as of March 25, 1976, but has not relocated to a new site. The burning also must be done at least 200 yards from the nearest occupied structure.

Open burning of untreated wood waste from wood processing facilities is allowed if production is less than 8,000 board-feet per day and the facility has relocated or from new wood processing facilities not in existence as of Sept. 18, 1970, and the facility and the burning are at least one mile outside city limits. The burning also must be done at least 200 yards from the nearest occupied structure.

Open Burning for Recreational Purposes
Campfires and other fires used solely for recreational purposes, ceremonial occasions or for outdoor noncommercial preparation of food are allowed in Missouri. Fires shall include only vegetative woody materials or untreated wood products.

Required Open Burning Permits
The open burning of certain trade wastes, primarily untreated wood wastes such as pallets or crates, throughout the state, and vegetation from land clearing operations in the Springfield- Greene County area and the Kansas City and St. Louis Metropolitan areas, may be permitted only when it can be shown that open burning is the only feasible method of disposal and that disposal is in the public interest. In the St. Louis nonattainment area, permits will not be issued.
unless it can be shown that emissions from open burning would be less than any other waste management or disposal method. The open burning permit requires the facility, in most cases, to use an air curtain destructor.

Commercial and municipal utility tree trimming operations must submit a request to the appropriate regional office for an annually renewable open burning permit. The request must describe the general size, condition and age of the tree trunks and tree limbs to be open burned. Air curtain destructors are generally required at dedicated sites where burning occurs.

Commercial and municipal utility tree trimming operations must submit an application for an open burning permit to the appropriate regional office or local agency.

The information provided in this fact sheet should not be construed to permit open burning that causes or constitutes a public health hazard, nuisance or a hazard to vehicular or air traffic or violates any other rule or statute.

Definitions

St. Louis metropolitan area: The geographical area comprising St. Louis, St. Charles, Jefferson and Franklin Counties and the city of St. Louis. These counties are also currently a nonattainment area for ground-level ozone.

Springfield-Greene County area: The geographical area contained within Greene County.

Kansas City metropolitan area: The geographical area comprising Jackson, Cass, Clay, Platte, Ray and Buchanan counties.

Outstate area: The geographical area comprising those counties not contained in the St. Louis metropolitan area, the Springfield-Greene County area or the Kansas City metropolitan area.

Air Curtain Destructor: An air pollution control device designed to increase burning efficiency, reducing air contaminant emissions during open burning.

Open Burning Permit: A permit that must be applied for and then granted in order to open burn or open burn with restrictions. Permit applications must be sent to the Regional Office or local agency that has jurisdiction over your area. Applications are available at www.dnr.mo.gov/forms or any regional or local agency office.

Untreated Wood: Lumber and other wooden materials that have not been chemically treated for resistance to moisture, fire, fungi, insects and other pests or has not otherwise been treated or manufactured with chemicals, or that does not contain adhesives or resins. Untreated wood does not include plywood, particleboard, chipboard or wood with other than minimal amounts of paint, coating or finish.

For More Information
Missouri Department of Natural Resources
Air Pollution Control Program
P.O. Box 176, Jefferson City, MO 65102-0176
800-361-4827 or 537-751-4817 office
573-751-2706 fax
www.dnr.mo.gov/env/apcp/index.html

Missouri Department of Natural Resources
Solid Waste Management Program
P.O. Box 176, Jefferson City, MO 65102-0176
800-361-4827 or 573-751-5401 office
573-526-3902 fax
www.dnr.mo.gov/env/swmp/index.html
Appendix E: Field Day and Daily Inspections
   Get the most current forms from the radio room

Appendix F Daily Check Sheet
   Get the most current form from the radio room cabinet

Appendix G Return Apparatus Check List
   Get the most current form from the radio room cabinet
The Post Incident Analysis Outline

Attachment 1 should be used as a reference when conducting a PIA.

Documentation of the Post Incident Analysis (PIA).
The PIA Leader will complete the PIA report form, Attachment 2, at the conclusion of the PIA. The Post Incident Analysis Report form will be forwarded to the Fire Chief for review and determination/implementation of corrective actions. The Post Incident Analysis Report form will be forwarded to the Training Coordinator for review and dissemination of information and lessons learned.

ATTACHMENT 1

POST-INCIDENT ANALYSIS OUTLINE

A. Receiving the Alarm
1. Was the initial information received accurate?
2. Were response actions consistent with the information initially received?
3. Was the alarm information communicated to all response personnel?

B. Alarm Response
1. Were any unusual traffic or response problems identified?
2. Was apparatus operated in a responsible and safe manner?
3. Were any apparatus maintenance problems identified during the response?
4. Did warning devices function properly?
5. Was apparatus placement appropriate for the incident?
6. Did personal vehicles obstruct ingress/egress?

C. Command Procedures
1. Did the first arriving company transmit an adequate size-up and initial report?
2. Was command established and the Incident Management System implemented, Proper location, Properly identified, Stationary?
3. Were the appropriate resources established as needed?
4. Were operational sectors established as needed?
5. Were orders clearly communicated to those expected to carry them out?
6. Were incident benchmarks identified and communicated to Command?
7. Were command/sector vest utilized?

D. Safety
1. Was a Scene Safety Officer designated?
2. Did all personnel exposed to hazards use personal protective equipment?
3. Did all personnel exposed to respiratory hazards use SCBA?
4. Was the Personnel Accountability System implemented and followed by on scene personnel?
5. Were any unsafe actions noted?
6. Was an RIT established and did it function as intended?
7. Were unusual hazards communicated to Command and operation personnel?
8. Was there any Free-lancing?
9. Were utilities controlled in a timely manner?

E. Procedures and Pre-Plans
1. Was a pre-plan in place for the incident location? If so, was it referenced?
2. Were applicable policies/procedures specific to the incident followed by Command and other response personnel?

F. Communications
1. Did communications equipment function properly?
2. Were on-scene communications clear and concise?
3. Were face-to-face communications used whenever possible in lieu of radio communications?
4. Were any communication problems noted between on-scene personnel and dispatch?
5. Were tactical channels utilized as necessary?
G. Incident Operations

**Fire Operations**
1. Was an adequate water supply established in a timely manner?
2. Were hose lines deployed effectively? Appropriate size? Appropriate location? Appropriate number?
3. Was ventilation initiated in a timely manner?
4. Was forcible entry performed in a timely / efficient manner?
5. Were ladders deployed effectively?
6. Were appropriate search procedures employed?
7. Was an aggressive fire attack initiated in a timely manner?
8. Were any equipment problems noted?
9. Was the proper equipment available to responders?
10. Were the needs of the victims addressed?
11. Were the needs of response personnel addressed? Rehab?
12. Were extinguishing agents applied effectively?
13. Were salvage and overhaul operations initiated in a timely manner?

**Other Emergency Operations**
1. Were adequate equipment and personnel resources available?
2. Were critical safety issues specific to the incident addressed?
3. Were control zones established as needed?
4. Were inter-agency efforts well coordinated?
5. Were command and control efforts effective for the incident?
6. Were the needs of the victims addressed?
7. Were timely and appropriate communications initiated with the hospital?

**Multi-jurisdictional / agency incidents**
1. Were communications between jurisdictions / agencies adequate?
2. Were efforts adequately coordinated between jurisdictions/ agencies?
3. Was a staging area established?
4. Were all appropriate agencies notified; i.e., Mayor/City Administrator, MPD, MCAD, MCRS, Rural Fire Departments, MCSO, Out of County Fire Departments, EPA, LEPC, DNR, etc.
# POST-INCIDENT ANALYSIS REPORT

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<th>Incident Location:</th>
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<th>PIA Leader:</th>
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Describe the operational deficiencies identified in the PIA:

Describe the recommendations identified in the PIA:

General Comments:
Computer, Electronic Communications, and Internet Use Policy

I hereby acknowledge that I have received and read the Macon Fire Department Computer, Electronic Communications, and Internet Use Policy. I understand that my use of the fire department computer system is conditioned upon my understanding of, and consent to, the terms of the policy.

I acknowledge that I have been given the opportunity to ask questions about the policy and the computers, intranet and internet; that I have no further questions; and that I understand who I need to ask in the event questions arise in the future.

I hereby acknowledge that I have no expectation of privacy in any electronic communication, stored electronic communication, file, data, software, image, voice mail, or text message that is sent, received, or stored on the fire department computer system, and consent to the fire department examining, copying, backing up, viewing, listening to, storing, archiving, sharing with third parties, and forwarding to third parties, any and all emails, files, data, software, images, voice mails, text messages, electronic communications, and stored electronic communications.

Print Name ___________________________________________ Date __________

Signature __________________________________________

Witness ___________________________________________ Date __________
Response to Small Fuel Spills

Introduction
Local fire departments often respond to releases of small amounts of petroleum products. This fact sheet, created in cooperation with the Missouri Department of Public Safety - Division of Fire Safety, is intended to provide fire departments with information regarding responses to these types of releases.

Missouri state law requires the responsible party (spiller) to report petroleum product releases greater than 50 gallons to the Missouri Department of Natural Resources at 573-634-2436 at the earliest practical moment upon discovery. If the release is from an underground storage tank, the reportable quantity is 25 gallons or more. Further, federal law requires the responsible party to report any release of oil if the oil reaches or threatens any waterway. The definition of waterway includes sewers, groundwater, wetlands, lakes, creeks, streams, rivers and areas that may not have running water in them at the time, such as road ditches that drain into other waterways.

In the past, small fuel spills were routinely addressed by flushing, with either foam or water. Unfortunately, this manner of response often resulted in the fuel reaching a waterway, potentially causing a greater problem than the initial spill itself. While many fire departments realize that flushing may cause more problems than it solves, information regarding alternative cleanup methods may not be readily available. The following information is provided by the Missouri Department of Public Safety and Department of Natural Resources as possible alternative response actions to small fuel spills.

Note: It is understood that public safety must be the first consideration in a response and that the following actions may not be the most appropriate in certain situations.

1. If possible, the spill of fuel should be contained and the release stopped. Sand, gravel, soil, straw, kitty litter or other such materials may be effective in containing or absorbing fuel spills.

2. If fire hazard reduction measures are necessary, use foam as appropriate. Do not over apply.
   Use as little water on the spill as necessary.

3. Pump, recover, and containerize as much free product as possible. In many cases, recovered product can be routed back to refineries for recycling, or used for other purposes such as fire department training exercises. Another method of disposal is use in fuel blending operations; however, this is not a viable alternative if the fuel has been contaminated with large amounts of water. If the spilled fuel contains too much water to lend itself as a usable resource, it may have to be tested and disposed as a regulated hazardous waste.
4. Apply sand, straw, sawdust, ground corn cobs or commercial absorbents such as kitty litter or oil-dry
to absorb petroleum residues rather than wash them away with water. Absorbent materials used to
~e up fuel spills may be disposed at a sanitary landfill with prior approval of the landfill operator. A
fact sheet about proper management of soil contaminated with virgin gasoline or virgin fuel oil is
available from the Department of Natural Resources at www.dnr.mo.gov/pubs/pub2177.pdf.
5. If washing with water is the chosen option, runoff should be containerized or routed to a sanitary
sewer with the knowledge and approval of the wastewater treatment plant operator. Treatment
chemicals and agents should not be used except under special circumstances.
If a fire department has questions about the proper application of such agents, the
Department of Natural Resources may be contacted 24 hours a day at 573-634-2436 for technical
assistance. As stated in Item 3, water contaminated with petroleum may be required by law to be tested
and disposed as a hazardous waste.
According to Missouri Hazardous Waste Management Laws and Regulations, the responsibility for
proper disposal of a hazardous waste is that of the owner of that waste who could be the spiller, the
owner of the shipment, or the owner of a facility where the spill occurred.
Fire departments should exercise caution; if the material is flushed to a waterway during a
response, the fire department may be legally considered as a party responsible for the release.
Not all fire departments have financial resources to maintain stocks of absorbent materials, containers,
and other related response equipment. Access to vacuum trucks, heavy equipment and other necessary
services may, likewise, be difficult for some jurisdictions to obtain. It is recommended that a fire
departments contingency planning include identification of supply and service sources in order to be
prepared for these types of releases.
Every response method has its own inherent advantages and disadvantages. Specific response methods
must be evaluated and initiated on a case-by-case basis.

For More Information
Missouri Department of Natural Resources
Hazardous Waste Program
P.O. Box 176
Jefferson City, MO 65102-0176
800-361-4827 or 573-751-3176
www.dnr.mo.gov/env/hwp/index.html

Missouri Department of Natural Resources
Field Services Division
Environmental Emergency Response
P.O. Box 176
Jefferson City, MO 65102-0176
800-361-4827 or 573-526-3349 (non-emergency)
www.dnr.mo.gov/env/index.html

Missouri Department of Public Safety
Division of Fire Safety
573-751-2930 (non-emergency)
www.dfs.dps.mo.gov