

COLUMBUS DIVISION OF FIRE

DEPARTMENT OF PUBLIC SAFETY

STANDARD OPERATING PROCEDURES MANUAL

Adapted Version for the 2025 CSC Fire Promotional Exams



THE CITY OF
COLUMBUS
ANDREW J. GINTHER, MAYOR

DIVISION OF FIRE

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COLUMBUS DIVISION OF FIRE STANDARD OPERATION PROCEDURES


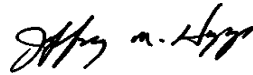
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	Standard Operating Procedures	
	Subject: Driving	
	S.O.P. Number 01-01-01 Vol-CH-Cat.Sub	Approved  Fire Chief
		Issued: 08/15/1995
	Reviewed: 03/25/2019	Revised: 11/15/2022

Section 1 Administration

1.1 Purpose: The purpose of this procedure is to identify safe driving procedures for apparatus and vehicles.

Section 2 General

2.1 This SOP is established in conjunction with MOU #2017-1 regarding the cities implementation of Global Position System (GPS) / Telematics and the collective Bargaining Agreement between the City of Columbus and Local 67.

2.2 Parameters have been placed into the GPS system that triggers “Alerts” to system users. Vehicles are “Pinged” every two minutes; at every “Ping” the system gathers the vehicle data. The alert generating criteria are:

- The vehicle has exceeded the posted speed limit by 30 or more miles per hour (MPH) for two consecutive pings.
- The vehicle has exceeded 90 MPH at any time.
- The vehicle has idled for 4 hours or more.
- The vehicle is located outside of Franklin and its contiguous counties.

2.3 Members are reminded that current driving procedures and limits have not changed, the criteria above only produces an alert in the GPS system.

2.4 Drivers of all Fire Division vehicles shall have a valid driver’s license.

2.5 Drivers of all Fire Division vehicles shall be directly responsible for the safe and prudent operation of the vehicles under all conditions. When the driver is under the direct supervision of an officer, that officer shall be responsible for the actions of the driver.

2.6 All persons shall be dressed, seated and have seat belts fastened before the vehicle is moved for any reason. All persons must remain seated and belted at all times when the vehicle is in motion. Riding on tailsteps, sidesteps, running boards, or in any other exposed position is specifically prohibited. Standing while riding is specifically prohibited.

2.7 Members actively performing necessary emergency medical care while the vehicle is in motion shall be secured to the vehicle by a seat belt, or by a safety harness designed for occupant restraint, to the extent consistent with the effective provision of such emergency care. All other persons in the vehicle shall be seated and belted while the vehicle is in motion.

2.8 Ordinarily, the speed limit will be obeyed during emergency response. The speed limit may be exceeded when traffic, road and weather conditions are favorable. All emergency responses shall be made with due regard for the safety of all persons using the street or highway. All emergency responses will have emergency lights and sirens operating concurrently.

2.9 When making an emergency response on the freeway, emergency lights and siren should not normally be used. Vehicles shall travel with the flow of traffic, and shall not exceed the posted speed limit.

2.10 Proceed with extreme caution when necessary to travel in the oncoming lane of traffic. Other drivers may not expect you to be in this position and may turn into your path. Fire Division personnel shall be responsible for anticipating the movement of other vehicles and shall pass other vehicles only if reasonably certain the other driver is aware of your presence and location.

2.11 When traveling in the oncoming lane of traffic, all vehicles **should** come to a complete stop and assure safe passage before proceeding through **any** intersection.


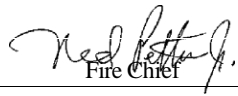
2.12 Drivers of Division Vehicles shall not proceed through any intersection against a red light or stop sign unless they are reasonably certain it can be accomplished safely. Do not assume that other drivers see or hear you. Make sure all other drivers are aware of your presence and have their vehicles under control before proceeding through the intersection.

2.13 During an emergency response, drivers of all Fire Division vehicles shall bring the vehicle to a complete stop for any of the following:

- When directed by a law enforcement officer;
- Blind intersections;
- When the driver cannot account for all lanes of traffic in an intersection;
- When other intersection hazards are present;
- When encountering a stopped school bus with flashing warning lights; and
- All unguarded railroad crossings.

2.14 During non-emergency travel, drivers shall obey **all** traffic control signals and signs and **all** laws and rules of the road for the State of Ohio and the City of Columbus.

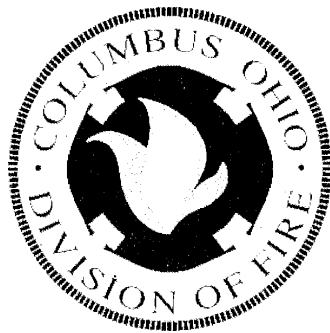
2.15 Whenever a FIRE apparatus is stopped and the driver is not in his/her seat, the wheels shall be chocked, front and back.



	Standard Operating Procedures	
	Subject: Backing of Division Vehicles	
	S.O.P. Number 01-01-02 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page: 1 of 1	Effective Date: 04/03/2000
		Revised Date:

- I. **PURPOSE:** The purpose of this procedure is to more clearly define the proper techniques employed, and responsibilities assigned, when the backing of Division vehicles is required.
- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.
- III. **IMPLEMENTATION:** Because the Division experiences a large percentage of its vehicular accidents when backing, the following procedures are mandatory for use by any Division vehicle permanently staffed with two or more members. Vehicles assigned to individuals, vehicles in-transit while out of service, or vehicles forced to relocate at the scene of an emergency without the benefit of personnel to assist with backing, for example, should exercise extreme caution when backing, if indeed it is necessary at all.
- IV. **ACCOUNTABILITY:** Because backing a vehicle is an inherently risky operation, and Division policy clearly calls for assistance with this procedure, both the driver/operator **AND** the officer or partner(s) will be held equally accountable for violations of this SOP.
- V. **PROCEDURE:**
 - A. Driver and/or officer or partner(s) shall ensure at least one, if not more, member(s) is (are) off the vehicle assisting and directing the driver to assure a safe maneuver is completed.
 - B. Driver and backer(s) **must** remain in both visual and voice contact at **ALL** times during the backing process.
 1. Driver **must stop vehicle immediately** if backer is not visible.
 2. **Backer** must have portable radio (if available), **on the same frequency as driver**, during the procedure in order to assure voice communication.
 3. Driver **must monitor radio transmissions of backer** (when portable radio is available) during backing operations.

DO NOT DEPEND ON YELLING TO BE HEARD!

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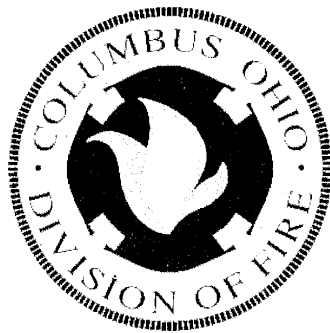



	Standard Operating Procedures	
	Subject: Rescue Support Units	
	S.O.P. Number 01-01-06 Vol-CH-Cat.Sub	Approved  Acting Fire Chief
	Page: 1 of 1	Effective Date: 03/01/2007
		Revised Date:

- I. **PURPOSE:** The purpose of this procedure is to identify the response and utilization of the rescue support units (RSUs).
- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.
- III. **RESPONSE:** The RSU's may be called for by an officer, acting officer, or in-charge rescue person at anytime that they foresee the need to use some of the equipment or absorbent at an incident.

 The personnel from Station 5 and 19 shall be the primary personnel responsible to take the vehicle to an incident. The FAO will dispatch the next nearest available company to take the vehicle to an incident if personnel from Station 5 and 19 are not available.
- IV. **UTILIZATION:** The tools, equipment, lumber, and cribbing carried on the vehicles shall be used to assist rescue personnel at a technical rescue incident. Any company may use the absorbent when the need arises.
- V. **RETURN TO SERVICE:** The rescue companies on the incident shall see that the tools and equipment are returned to the vehicle after use. If the absorbent is used, the company that called for the vehicle shall have the responsibility to ensure that the absorbent is replaced as soon as possible from Logistics or Station 4.
- VI. The RSU's shall be checked by the assigned rescue companies on each Wednesday.

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Standard Operating Procedures		
	Subject: Radio Procedures	
	S.O.P. Number 01-02-01 Vol-CH-Cat.Sub	Approved <i>Kevin O'Connor</i> Fire Chief
		Issued: 03/28/2003
	Reviewed: 03/21/2016	Revised: 04/04/2016

Section 1 Purpose

1.1 The purpose of this SOP is to identify the proper procedure for communicating over the radio and the initial radio procedure after being dispatched on an emergency run.

Section 2 General

- 2.1 Do not transmit if the channel is in use.
- 2.2 Depress the press to talk button. Wait for the carrier to open before speaking.
- 2.3 Speak slowly and distinctly in a normal conversational tone.
- 2.4 Know what you are going to say before you transmit.
- 2.5 When initiating radio contact:
 - (1) Say who you are calling.
 - (2) Say who you are.
 - (3) Give your message.

2.5.1 Short Message Example (Engine 13 reporting a Signal "O"):

E-13: "Columbus Fire, Engine 13 has a Signal O"

FAO: "Engine 13, Signal O"

2.5.2 Long Message Example (Engine 13 has a long message):

E-13: "Columbus Fire, from Engine 13"

FAO: "Engine 13, Go"

E-13: "Notify Battalion 3 that we need his assistance at Hudson Elementary. A student pulled the fire alarm".



Section 3 Status

3.1 Companies shall accurately maintain their status with the Fire Alarm Office (FAO).

- 3.2 Members shall notify the FAO whenever apparatus leaves the station for any reason other than response to emergency or service runs originating from the FAO via MDC, telephone or radio.
- 3.3 Members shall notify the FAO when apparatus returns to quarters or is temporarily located at other division locations via MDC, telephone or radio.
- 3.4 All companies dispatched and responding to emergency runs shall verify their response over the vehicle's Mobile Data Computer (MDC).
- 3.5 When directed to respond on a non-Columbus Fire talkgroup, mark "Enroute" by voice on the specified non-Columbus talkgroup. This will be in addition to pressing the MDC's 'Enroute' button for notification of the Columbus FAO.
- 3.5.1 Example (Engine 13 dispatched on UA-1)
 - (1) Go to the radio Fireground Talkgroup UA-1
 - (2) E-13: *"Upper Arlington Fire, Engine 13 responding to Kenny Road"*
 - (3) UA Dispatcher: *"Engine 13 responding"*
- 3.6 Members shall be guided by all orders and directions received from Columbus FAO and/or other jurisdiction's dispatch center. No member shall ignore or disregard such orders or directions, or attempt to issue orders to the Columbus FAO or other jurisdiction's dispatch centers.
- 3.7 Refer to SOP 01-02-02 for responding and fireground radio procedures when assigned to a fireground talkgroup.

Section 4 Request to be added to an Incident

- 4.1 As a general guide, a company should not request to be added to an incident unless they are likely to be the first arriving of that type resource.
- 4.2 Requests to be added to a run shall be made on the assigned talkgroup only.
- 4.2.1 If the incident is assigned a fireground talkgroup, the request shall be made on the *B# IC* talkgroup.

	Standard Operating Procedures	
	Subject: Fireground Communications	
	S.O.P. Number 01-02-02 Vol-CH-Cat.Sub	Approved:  Acting Fire Chief
		Issued: 07/01/2015
	Reviewed: 12/01/2018	Revised: 01/01/2019

Section 1 Purpose

- 1.1 The purpose of this procedure is to provide for the effective management of incident operations by establishing common practices for radio communications utilized at incidents involving multiple companies.

Section 2 Fireground Radio Talkgoup Assignment

- 2.1 Multi-company incidents including fire and/or rescue incidents will initially be assigned two talkgroups:
- (1) B# IC
 - (2) B# FG
- 2.1.2 All companies should monitor both talkgroups while responding.
- 2.1.3 Chiefs and Safety Officers should monitor both talkgroups throughout the incident.
- 2.2 The B# IC talkgroup will be utilized by assigned companies for the purpose of:
- (1) Verbally marking “responding” when an MDC is not available.
 - (2) Adding/replacing companies assigned to the incident.
 - (3) Verbally marking “on scene”, unless otherwise addressed in Section 2.3
 - (4) Non-critical communication between the Fire Alarm Office and the Command Post. The level at which this talkgoup is utilized for this purpose will be at the discretion of the incident commander
 - (5) Necessary communications between the Incident Commander and responding companies or the other Chief and Safety Officers operating on the fireground. The level at which this talkgroup is utilized for this purpose will be at the discretion of the incident commander.

- (6) Communication channel between the Incident Command Post and the Fire Alarm Office, Division/Group Supervisors, Branch Directors, and Staging Area Manager during a multi-alarm or complex incident.
- 2.3** The B# FG talkgroup will be utilized by assigned companies for the purpose of:
- (1) First arriving company to transmit the initial radio report.
 - (2) First two Engines and the first Ladder to call “on scene”.
 - (3) First arriving Battalion Chief to call “on scene” and receive a “C-A-N Report” and transmit a status report.
 - (4) Fireground communications for first alarm companies, unless otherwise assigned to a tactical talkgroup.
 - (5) The “STAY” talkgroup for companies involved in the firefighter rescue when a “MAYDAY” has been declared (SOP 02-01-06).
- 2.4** The designated battalion tactical talkgroup (B# TAC 1-8) will be utilized by assigned companies for the purpose of:
- (1) First alarm fire companies when assigned to Divisions and/or Groups.
 - (2) Multi-alarm fire companies assigned within the expanded incident command system.
- 2.4.1** If an EMS Group or Branch is established, the (BN# EMS) talkgroup should be utilized.
- 2.5** The designated battalion staging talkgroup (BN# STG) will be utilized by multi-alarm companies for the purpose of:
- (1) Communications by multi-alarm companies assigned, responding, and arriving at Level II Staging Area.
 - (2) Communications between the Fire Alarm Office and the Staging Area Manager.
- 2.6** When crews are operating below grade, in large commercial buildings, high-rise occupancies, or in areas known to have communication issues the Incident Commander should monitor the designated non-repeated talkgroup (B# Direct Alpha, Bravo, Charlie) or DVRS *Digital Vehicle Repeater System*, if utilized.

Section 3 Fireground Benchmarks

- 3.1** Fireground benchmarks are used to indicate the accomplishments of fireground objectives.

- 3.2 Fireground benchmarks should be announced on the B# FG talkgroup.
- 3.3 The following fireground benchmarks shall be reported via radio:
- (1) **“Working Fire”**. Indicates an incident that requires multiple resources to control the situation. A “working fire” triggers the Fire Alarm Office to send the appropriate working fire assignment.
 - (2) **“360 Complete”**. Announced after the initial 360 is completed.
 - (3) **“All Clear” (primary & secondary)**. Indicates completion of primary and secondary searches (SOP 01-03-21).
 - (4) **“RIT Established”**. This benchmark should include the companies assigned as the Rapid Intervention Team and their location (SOP 02-01-03).
 - (5) **“Water on the Fire”**. Indicates first water on the fire from an interior position and that ventilation may soon be initiated safely.
 - (6) **“Situation Contained”**. Indicates the incident has been stabilized and the incident can be effectively handled with companies on the scene.
 - (7) **Personnel Accountability Report (PAR)**. When announced by the incident commander, a PAR indicates that all personnel assigned to the incident are accounted for. A completed PAR should be announced on the B# FG talkgroup (SOP 02-02-01).

Section 4 Fireground Reports

- 4.1 **Status Report.** An announcement made via the radio after each change of command, or as deemed necessary, by the assuming officer. A status report will include the current fireground strategy and the Incident Action Plan.
- 4.1.1 **Status Report Example:**
- “Columbus Fire from Battalion 2, Chief Smith will be assuming command of the Polaris Parkway incident, we are currently in the offensive strategy with interior operations working to contain the fire and obtain an ‘All Clear’ on both the fire building and the Bravo 1 exposure”.
- 4.1.2 When a status report is used following a transfer of command, it should include the name and rank of the new Incident Commander (SOP 01-03-08).
- 4.2 **Progress Report.** Progress reporting on the fireground relays critical information between incident command and companies assigned to an incident. Periodic progress reports provide important information to Incident Command, which is essential to developing as sound Incident

Action Plan, establishing tactical objectives, maintaining personnel accountability, and efficiently managing incident resources.

- 4.2.1 Company officers and Division/Group Supervisors shall, on a regular basis report ***progress or lack of progress*** in completing their assignment as well as any deviation from established plans.
- 4.2.2 Company officers and Division/Group Supervisors should initiate a *Progress Report* at a time that is most conducive to operations.
- 4.2.2.1 Supervisors who do not receive periodic progress reports from assigned personnel shall request a report at intervals deemed appropriate based on conditions.
- 4.2.3 An effective method to request and receive a progress report is the C-A-N *Report* format.
- 4.2.3.1 The **C-A-N Report** stands for: **C-Conditions**, **A-Actions**, and **N-Needs**.

(1) Conditions: *What do you have?*



- a. Current location
- b. Smoke, fire and heat conditions
- c. Obstacles encountered and other pertinent information

(2) Actions: *What are you doing?*

- a. Current actions
- b. Progress or inability to complete assigned objectives

(3) Needs: *What do you need?*

- a. Resources or support needed to complete assigned objectives

	Standard Operating Procedures	
	Subject: On-Scene Radio Report	
	S.O.P. Number 01-02-03 Vol-CH-Cat.Sub	Approved  Fire Chief
		Issued: 09/28/2015
	Reviewed: 03/21/2016	Revised: 04/04/2016

Section 1 Purpose

- 1.1 The purpose of this SOP is to identify the procedure to be used when giving an Initial Radio Report.

Section 2 Overview

- 2.1 The initial radio report is given in two parts:
- (1) The first report is the brief initial radio report that includes scene size up and establishing command.
 - (2) The second report is the Initial Action Plan.

Section 3 Initial Radio Report

- 3.1 It shall be mandatory that the first arriving division officer or member on the scene of any fire, rescue, or motor vehicle incident give a brief initial radio report and establish command.
- 3.1.1 If several apparatus arrive simultaneously, the member giving the Initial Radio Report shall designate the highest ranking officer as the incident commander.
- 3.2 The Initial Radio Report shall consist of:
- (1) Company Designation
 - (2) Building/Incident Description and Construction
 - i. Building heights over two stories, but having heights within reach of the aerial ladder, may be designated multistory.
 - ii. If the building or structure is well known, the name of the building will suffice. (Kroger, Days Inn, McDonalds, etc.)
 - iii. Occupancy: residence, apartment, hospital, hotel, business, vacant, etc.
 - iv. Type of Construction: ordinary, frame, lightweight, etc.
 - (3) Problem Description

- i. The apparent extent of emergency, e.g. situation contained, smoke showing, working fire, 2nd alarm, etc.
- (4) Name of Incident Commander and command mode (SOP 01-03-04).
- (5) Location of Accountability
 - i. If the Command Post is not located on the 'Alpha side' of the structure, its location should be given.

3.2.1 Example

"Columbus Fire Engine 16 on-scene of a two-story frame single family residence; light smoke showing from the second story, Delta side; Lt. Smith will have Mobile Command; Engine 16 will have Accountability".

- 3.2.2 The Initial Radio Report may also include any initial actions being taken to begin to mitigate the situation.

Section 4 Initial Action Plan (IAP) Report

- 4.1 Prior to initiating offensive operations, and after a more thorough assessment of the situation that includes the completion of the 360°, the Incident Commander shall announce the Incident Action Plan on the B# FG talkgroup.
- 4.2 In the event that a 360° is unable to be completed prior to initiating offensive operations, the Incident Commander shall announce this fact on the B# FG.
- 4.3 The IAP Report shall include the following:
 - (1) Findings from the 360°
 - i. *"Smoke and Fire Venting from Charley Side second floor, make this a working fire"* or *"Nothing Significant from Charley Side"* or
 - ii. *"360° Unremarkable"* or *"360° NOT achieved"*.
 - (2) Immediate Life Safety Issues/Hazards Identified
 - i. *"We have a victim in the 2nd floor window on charley side needing rescue"* or *"Wires down on the Charley side"*.
 - (3) Location of the Fire
 - i. *"We have a basement fire on the Charley-Delta corner"*.
 - (4) Incident Action Plan and Strategy
 - i. *"Engine 16 will be doing a transitional attack through the basement window on the bravo side then entering for an offensive strategy, Ladder-13 search 2nd floor, Engine-13 prepare to enter the alpha side with a 2nd line to support the search, etc."* or *"Investigating further"*.

(5) Additional Resources

- i. Determine if there is a need to call for additional resources (e.g. extra companies, second alarm, Police, etc.).
- ii. Additional Resources should be standing by at the scene, prepared to go into action if there is a possibility the incident may expand beyond the capabilities of the companies working on the incident. Do not hesitate to call for additional resources early.
- iii. The number one reason to call for additional resources is to address life safety issues, both firefighter and civilian.

4.4 During the Investigation Mode, the IAP report may be limited to one or more of the following:

- (1) 360° Report
- (2) Announcement of a *Situation Contained*

Section 5 Single Company Responses



- 5.1** When only one company responds to an emergency such as an auto fire or trash fire, the company officer shall transmit a brief initial radio report upon arrival. As soon as it has been determined that no additional help will be required, a Situation Contained will be transmitted to the FAO.

5.1.1 Single Company Example

“Columbus Fire Engine 14 on the scene, we have a trash fire at the rear of a frame garage, Situation Contained, tie up Engine 14”.

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	Standard Operating Procedures	
	Subject: Urgent / Mayday Communications	
	S.O.P. Number 01-02-04 Vol-CH-Cat.Sub	Approved:  Acting Fire Chief
		Issued: 07/01/1998
	Reviewed: 12/01/2018	Revised: 01/01/2019

Section 1 Purpose

- 1.1 The purpose of this document is to provide a consistent policy for Urgent or Mayday communications on the fireground.

Section 2 Urgent Communication

- 2.1 The Urgent message allows members who notice a warning sign of a pending hazardous situation to transmit that information to other members working in the area.
- 2.2 Examples of reasons to use the Urgent message are, but not limited to:
- 1) Early sign of potential collapse.
 - 2) Signs of possible backdraft or flashover.
 - 3) Loss of water on attack lines.
 - 4) Change from Offensive to Defensive Mode.
- 2.3 When the hazard is noted the member will call "Urgent" on the fireground or tactical channel in which they are operating. The member will then give the situation status and an appropriate recommendation to protect members from the danger.
- 2.3.1 If necessary, the incident commander will then contact the member making the urgent transmission to find out more information.

2.4 Urgent Message Example

Ladder 8 talkie #3 transmits Urgent message on FG:

"Command from Ladder 8 talkie 3, Urgent, Alpha side wall is showing signs of collapse. All personnel evacuate the Alpha side Collapse Zone."

Command (or Div. /Grp. Supervisor) repeats Urgent message on affected talkgroup or All Call

All companies Urgent, we have a potential collapse of the Alpha side wall, all personnel evacuate the Alpha side Collapse Zone.

Section 3 Mayday Communications

- 3.1 Mayday message is reserved for situations of **imminent** danger of personnel.
- 3.2 Mayday messages can be used for, but not limited to:
 - 1) Member is trapped by collapse.
 - 2) Member becomes lost, disoriented, or entangled.
 - 3) Member becomes ill or injured inside the hazard zone and this injury may inhibit his safe exit.
- 3.3 Member(s) in imminent danger should transmit the message, “**Mayday-Mayday-Mayday**” followed by a **L-U-N-A-R** Report”.
- 3.3.1 “**L-U-N-A-R**”. An acronym for **L**ocation, **U**nit, **N**ame, **A**ir, **R**esources. This is critical information that should be obtained during a call of MAYDAY.
- 3.4 Command will declare “**Radio Restriction**” and repeat the “Mayday” message.
 - 3.4.1 “**Radio Restriction**”. Prompts all listeners to stop talking over the radio unless a life safety message must be relayed.
- 3.5 **Radio Restriction Tone.** The Radio Restriction Tone will be activated by the FAO once a Mayday is declared. This is a tone that marks the channel every 10 seconds. It prompts listeners to stop talking and only the assigned companies will remain on this talkgroup. The audible tone does not affect communications.
- 3.6 After a Mayday Message is received, the affected talkgroup should only be used by the Incident Commander, Division or Group Supervisor or the Rapid Intervention Crew, in addition to the member who initiated the Mayday (SOP 01-02-02).
- 3.7 Once the Mayday is received and the IC determines that a “*change to*” talkgroup is necessary, TAC 1 will be pre-designated for fire ground operations. If TAC 1 is already in use then the IC will determine and announce the “*change to*” talkgroup.
- 3.8 **Example**


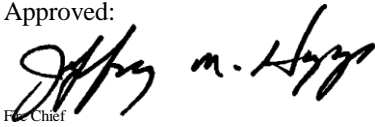
Firefighter Smith becomes trapped and transmits Mayday:

"Mayday-Mayday-Mayday! This is FF Smith from Engine 25, I am trapped under a collapsed ceiling on the second floor Bravo side bedroom, send help, I have 500 psi of air remaining, need air and help removing debris.

Command repeats message and activates RIC on effected talkgroup and/or All Call Talkgroup:

Command to all companies Radio Restriction; we have a Mayday on the fireground. FF Smith from E25 is trapped under a ceiling collapse in a bedroom on the Bravo side second floor. He has 500 psi of air and needs the RIC for air, extrication, and removal. All fire ground operations move to TAC 1. I repeat all fire ground operations mover over to TAC 1. BN 1 will take over the RIC group on BN 3 FG with E16, R16, and L1

- 3.9** After the Mayday is resolved the IC should announce the return to normal operations and may move companies back to the FG channel.

	Standard Operating Procedures	
	Subject: Emergency Assistance	
	S.O.P. Number 01-02-05 Vol-CH-Cat.Sub	Approved:  <small>Fire Chief</small>
		Issued: 07/01/1998
	Reviewed: 3-25-2022	Revised: 3-25-2022

Section 1 Purpose

- 1.1 The purpose of this procedure is to identify methods of requesting assistance for personal safety.

Section 2 General

- 2.1 The term “**Emergency**” should be used whenever requesting assistance for reason of personal safety from potentially violent situations.
- 2.1.1 For Urgent or Mayday communications on the fireground refer to SOP 01-02-04.
- 2.2 Emergency assistance requests will be in one of two modes.
- 1) **10-57**- A deteriorating situation that may cause personal harm.
 - 2) **10-3**- An imminent danger situation.
- 2.3 Members will transmit the message “Emergency” or push the Emergency button on the radio or MDC.
- 2.3.1 If using the Emergency Banner button on the radio, it should be depressed for at least 1.5 seconds to notify the Fire Alarm Office that emergency assistance is needed.
- 2.3.2 The Fire Alarm Office will request you to “check your display”. If possible, you should respond with the appropriate code, either 10-57 or 10-3.
- 2.3.3 If no answer to the dispatcher’s request, they will repeat once and then initiate a 10-3 response to your location.
- 2.4 Following a request for “Emergency” assistance, you should give your company designation and location.
- 2.5 The FAO will then initiate the appropriate response.

Section 3 10-57 Response

- 3.1** When a 10-57 response is requested, the Fire Alarm Office will initiate the following actions:
- 1) Ask the company for a nature.
 - 2) Notify the Police Dispatcher of the request for a 10-57 response, and request an ETA for police response.
 - 3) The Dispatcher will notify the on-duty Fire Alarm Office Lieutenant.
 - 4) The Dispatcher will check on the Unit's status every 2 minutes until the incident is deemed "under control".
 - 5) The Fire Alarm Office Lieutenant may send fire apparatus to the scene depending on the situation and the ETA given by Police.
 - 6) If available, members shall wear ballistic helmets and vests.


Section 4 10-3 Response

- 4.1** When a 10-3 response is requested, the Fire Alarm Office will initiate the following actions:
- 1) Immediately notify the Police Dispatcher of the request for 10-3 assistance, and request an ETA for police response.
 - 2) Activate the channel marker on the channel the 10-3 was requested on.

"Radio Restriction Tone"- Will be activated by the FAO once a 10-3 is announced. The tone repeats every 10 seconds. This prompts listeners to stop talking and only assigned companies will remain on the channel. The channel marker does not affect communications.
 - 3) The Dispatcher will notify the on-duty Fire Alarm Office Lieutenant.
 - 4) All other radio traffic should be directed to 9 EMS 2 until a situation contained is given, unless otherwise notified by FAO.
 - 5) The Fire Alarm Office will send the closest two fire apparatus (Engines, Ladders or Rescue), a transport vehicle, EMS Supervisor, Battalion Chief and SO2 to the location. R e s p o n d i n g a p p a r a t u s will stage away from the scene and will be guided by the first in officer's decisions.
 - 6) If available, members shall wear ballistic helmet and vests.
 - 7) ES-2 will also be notified by the Fire Alarm Office.

Section 5 Other Requests

- 5.1** Non-Emergency requests for police (i.e. complaints, reports, traffic, etc.) other than 10-3 will require a reason for request.

	Standard Operating Procedures	
	Subject: ICS Purpose and Background	
	S.O.P. Number 01-03-01 Vol-CH-Cat.Sub	Approved <i>Kevin O'Connor</i> Fire Chief
		Issued: 07/01/1998
	Reviewed: 03/21/2016	Revised: 04/04/2016

Section 1 Purpose

- 1.1 The purpose of this procedure is to explain the background and purpose of the Incident Command System and the National Incident Management System.

Section 2 Overview


- 2.1 The Incident Command System (ICS) was developed as a consequence of fires that consumed large portions of wild land, including structures, in Southern California in 1970. As a result of those fires, ICS was implemented to allow agencies to work together toward a common goal in an effective and efficient manner.
- 2.2 This system consists of procedures for controlling personnel, facilities, equipment, and communications.
- 2.3 ICS is designed to begin developing from the arrival of the first resource until the requirement for management and operations no longer exists. The Incident Commander (IC) is a title that can apply equally to an engine company officer, or to the chief of the department, depending upon the situation. The structure of ICS can be established and expanded depending upon the changing conditions of the incident. It is intended to be staffed and operated by qualified personnel from any emergency services agency and may involve personnel from a variety of agencies.
- 2.4 The system can be utilized for any type or size of emergency, ranging from a minor incident involving a single unit, to a major emergency involving several agencies. The ICS allows agencies to communicate using common terminology and operating procedures. It also allows for the timely combining of resources during an emergency.

Section 3 National Incident Management System

- 3.1 ICS in the fire service is a portion of a broader system of management called the National Incident Management System (NIMS).
- 3.2 The goal of the NIMS is to develop and maintain a credible emergency management capability nationwide by integrating activities along functional lines at all levels of government, and, to the fullest extent possible, across all hazards. It should be kept in mind that the NIMS process is a means of improving capability and is not an end itself. The various steps in the NIMS process are intended to serve management at each level of government by providing basic

information upon which reasonable and justifiable plans can be made and effective action taken to increase emergency management capability nationwide.

- 3.3** The NIMS is used by the Federal Emergency Management Agency (FEMA) in preparing all government agencies to coordinate activities at incidents and disasters.
- 3.4** Incident Command procedures are designed to accomplish the following
 - 3.4.1** Fix responsibility of command with a designated division member through a standardized identification system, based on arrival sequence and other variables.
 - 3.4.2** Insure that visible, direct, effective command be established as early as possible upon arrival at the incident scene.
 - 3.4.3** Establish an effective framework within which the activities and responsibilities assigned to the Incident Commander can be properly addressed.
 - 3.4.4** Provide a system for accomplishing the orderly transfer of command from the initial Incident Commander to later arriving division officers.
 - 3.4.5** The one function that will always be filled at every emergency incident, regardless of size, is the Incident Commander's (IC) position. The IC has the responsibility for overall management of the incident.

	Standard Operating Procedures	
	Subject: Chain of Command	
	S.O.P. Number 01-03-02 Vol-CH-Cat.Sub	Approved <i>Kevin O'Connor</i> Fire Chief
		Issued: 07/01/1998
	Reviewed: 03/21/2016	Revised: 04/04/2016


Section 1 Purpose

- 1.1 The purpose of this procedure is to identify the Chain of Command at emergency incidents.

Section 2 General

- 2.1 The chain of command establishes a framework of responsibility and an effective command system for emergency operations. The chain of command in the Incident Command structure may not follow the established chain of command of the Columbus Division of Fire. In the Incident Command System, a member of any rank can be assigned a command position. For example; a firefighter paramedic could be the Medical Branch Director with officers of any rank working under their command.
- 2.2 Orders are normally to be given to subordinates only by their immediate supervisor.
- 2.3 The incident Safety Officer can bypass the chain of command and issue orders when personnel are in imminent danger.
- 2.4 Orders are to be given in a clear and precise manner. It is the responsibility of the officer to assure that subordinates understand the orders given
- 2.5 A company shall work as a unit and stay together as much as possible.
- 2.6 When a company member is separated from his/her company to complete a task, that member shall, upon completion of that task, shall be under automatic orders to return and report to his/her immediate supervisor.
- 2.7 When a member receives an order from an officer other than his/her immediate supervisor, that member shall be guided by the following procedure:
- (1) State any previous orders and the officer that issued that order.
 - (2) Follow the judgment of the officer superseding the previous order.
 - (3) After completing the superseded order, report the fact to your officer.

- 2.8 Giving orders to other than your immediate subordinate should be done only for the purpose of life safety.
- 2.9 Any uniformed personnel arriving first on the scene shall establish Command, give the necessary size-up and direct operations.
- 2.10 The first arriving officer or member shall assume Incident Command and remain in charge until formally relieved by a superior officer.
- 2.11 To formally assume command, the superior officer shall follow the Transfer of Command procedure (SOP 01-03-05). This procedure shall be followed any time a transfer of command takes place.
- 2.12 The ranking officer, other than Deputy Chief and above, shall assume command at all emergency incidents unless it is under control and a *Situation Contained* is ready to be announced.
- 2.13 The responsibility for effective incident operations shall be placed with the highest ranking officer at the scene regardless of whether or not that officer formally assumes command.



	Standard Operating Procedures	
	Subject: Command Responsibilities	
	S.O.P. Number 01-03-03 Vol-CH-Cat.Sub	Approved <i>Kevin O'Connor</i> Fire Chief
		Issued: 07/01/1998
	Reviewed: 03/21/2016	Revised: 04/04/2016

Section 1 Purpose

- 1.1 The purpose of this procedure is to assist member in determining the responsibilities of the Incident Commander.

Section 2 General

- 2.1 The Incident Commander is responsible for the following:
- (1) Assumes an effective command location.
 - (2) Calls on the scene and transmits the initial radio report and size-up.
 - a. If it is a “working incident”, assigns a name to the incident.
 - i. For example a working incident at 300 N. High St. could be called “North High Command” or “Hyatt Regency Command” for the occupancy.
 - (3) A “working incident” is defined as any emergency situation that requires multiple resources to achieve a *Situation Contained*.
 - (4) Assesses the incident priorities.
 - (5) Determines the incident’s strategic goals and tactical objectives.
 - (6) Develops and implements the Incident Action Plan.
 - (7) Develops an incident command structure appropriate for the incident.
 - (8) Assesses resource needs and orders, deploys, needed resources.
 - (9) Coordinates all emergency activities.
 - (10) Serves as Incident Safety Officer until these duties are assumed or reassigned.
 - (11) Coordinates activities of outside agencies.
 - (12) Authorizes information release to the media.
 - (13) Returns companies to service.

	Standard Operating Procedures	
	Subject: Fire, Bomb, and Hazmat Investigations	
	S.O.P. Number 01-03-03.01 Vol-CH-Cat.Sub	Approved:  <small>Fire Chief</small>
		Issued: 10/28/2019
	Reviewed: 09/01/2019	Revised: 10/28/2019

Section 1 Administration

1.1 Purpose: The purpose of this procedure is establish guidelines for identifying and reporting the origin and cause of fires, as well as establishing guidelines for requesting a Fire Investigator.

1.2 Responsibility: It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

Section 2 Policy

2.1 The fire marshal and the chief of the fire department of each municipal corporation...shall investigate the cause, origin, and circumstances of each major fire, as determined by the rules of the fire marshal, occurring in such municipal corporation...which property has been destroyed or damaged, and shall make an investigation to determine whether the fire was the result of carelessness or design (**ORC 3737.24** Investigation of fire).

2.2 An officer making an investigation of a fire occurring in a municipal corporation...shall forthwith notify the marshal, and within one week of the occurrence of the fire shall furnish him a written statement of all facts relating to its cause and origin and such other information as is required by forms provided by the marshal (**ORC 3737.24** Investigation of fire).

Section 3 Incident Commander Responsibilities

3.1 It is the Division of Fire's policy that anytime that a Fire Investigator is **NOT** called to the scene, the Incident Commander has a duty to:

- Investigate the origin and cause of every fire and/or HazMat incident, and then report completed findings with a detailed narrative to the State of Ohio utilizing the NFIRS report
- Properly gather and/or preserve any evidence (including photographs) that can establish the origin and cause of the fire
- All photographs are considered to be evidence and shall be immediately forwarded to the Fire & Explosives Investigations Unit (FEIU) by either email (CFDFireArsonInfo@columbus.gov) or by secure delivery using other approved electronic media
- Establish and maintain a chain of custody for any evidence gathered from time of obtainment to time of proper delivery (FEIU)
- Obtain names of occupants, owners, potential witnesses and contact information so that they can be located/contacted at a later date

Section 4 Investigator Required

4.1 If the Incident Commander is unsure if an incident requires the response of a FEIU Investigator, a FEIU Investigator should be contacted by phone to obtain proper guidance.

4.2 The on-scene Incident Commander shall request the assistance of a FEIU Investigator whenever the following circumstances exists:

- Any fire where the I/C is unable to determine the cause and origin
- Any suspicious and/or incendiary fires that require further investigation
- Any fire, whether accidental or malicious, where juveniles are believed to be involved in the ignition of the fire
- Any injury or death of any person as a result of a fire
- Any smoke inhalation, burn, or scalding injuries, regardless of how the burns were obtained
- Any fire on the property of an educational facility (school), nursing home, or place of worship
- Any structure fire with damage estimated to be in excess of \$100,000
- Any suspicious package and/or bomb incident within City limits, regardless of whether or not a device detonated
- Any HazMat incident that may have a nexus to a criminal act. (e.g. white powder / threat / intentional release / drug lab)
- Any incident requiring an immediate arrest for Arson and/or related crimes
- Any fire involving City owned property

Section 5 Run Card Change and Duties of Engine Company

5.1 The run cards for “Person Burned” runs have been changed to include an Engine company with the Medic.

5.2 Duties of the Engine company include the following:

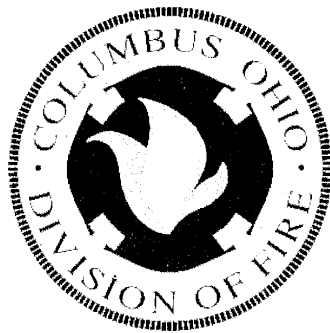
- Assist with patient care as needed
- Secure the scene
- Investigate as outline above in **Section 3 Incident Commander Responsibilities**
- Call for a FEIU Investigator when required as outlined in **Section 4 Investigator Required.** (Note: Prevention 18 personnel are not qualified as a FEIU Investigator).


Section 6 Legal Considerations

6.1 All information regarding fires that are suspicious, incendiary, or still under investigation, are considered possible crime scenes and are confidential in nature. In these cases, no sensitive information should be shared with the media or anyone outside one’s chain of command.

6.2 Any device used to obtain photographs and/or videos of fires that are considered suspicious or incendiary may result in the seizure of said device for investigatory and/or legal purposes until such time the investigation and/or trial is completed.

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	Standard Operating Procedures	
	Subject: Establishing Command	
	S.O.P. Number 01-03-04 Vol-CH-Cat.Sub	Approved <i>Kevin O'Connor</i> Fire Chief
		Issued: 07/01/1998
	Reviewed: 03/21/2016	Revised: 04/04/2016

Section 1 Purpose

- 1.1 The purpose of this procedure is to assist members in Establishing Command.

Section 2 General

- 2.1 It shall be mandatory for the first arriving division officer or member on the scene of an emergency incident initiate the basic incident command function, establish a Command Post, and assume all related command responsibilities.
- 2.2 The first arriving division officer or member must decide on an appropriate commitment for each assigned company. This decision should result in command being exercised according to the provisions of one of three (3) options:
- (1) Fixed Command
 - (2) Mobile Command
 - (3) Pass Command

Section 3 Fixed Command

- 3.1 Fixed command is defined as a command structure where the incident commander maintains a fixed command location, usually outside of a structure, and devotes all of his/her energies to command. Fixed command is **desirable** and should be used unless conditions dictate otherwise.
- 3.2 Fixed Command Example:
- “Columbus Fire Engine and Ladder 12 on the scene of a multi-story multi-family, wood frame apartment building. We have heavy fire showing on the Alpha-Delta corner 1st floor, make this a working fire; Capt. Smith will be in-charge of fixed command. Engine 12 will be attacking with a 2 1/2; Ladder 12 will be conducting a primary search. Accountability will be at the command post on the Alpha Side”.*

Section 4 Mobile Command

- 4.1 Mobile Command is utilized in situations when the division officer or member assuming command accompanies his/her crew in order to investigate the situation.

4.2 Mobile command should be reserved for one of the following situations:

- (1) Situations where there is 'nothing showing' and the division officer or member assuming command accompanies his/her crew in order to investigate the situation.
- (2) Situations that are likely to be quickly contained with few resources committed.
- (3) While awaiting the arrival of the next arriving officer after PASSING command.

4.3 Whenever the Mobile Command is chosen, it should be concluded rapidly, with one of the following outcomes:

- (1) The situation is quickly stabilized during the initial investigation.
- (2) The preliminary investigation reveals no need for additional companies.
- (3) The situation is contained.
- (4) Command is transferred.

4.4 If the situation is not likely to be quickly stabilized or initial investigations indicate possible long-term involvement, the company officer should consider one of the following actions:

- (1) Pass command to another company not operating in the hazard zone.
- (2) Assign command of his/her immediate company to a company member or another company officer and establish a Fixed Command.

4.5 Mobile Command Example:

"Columbus Fire, Engine 30 is on the scene of a large commercial building. Nothing showing. Lt. Smith has mobile command. Engine 30 will be investigating. Engine 34 complete a 360 upon arrival".

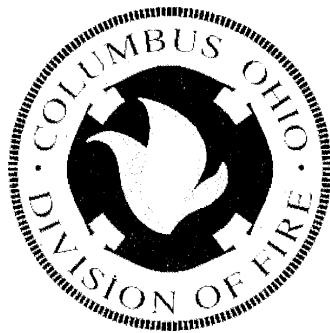
Section 5 Passing Command


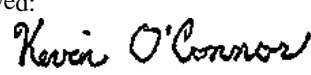
5.1 Passing command should be considered at incidents requiring immediate action of the first arriving officer in order to stabilize the situation, and where, due to staffing and/or experience factors, the company officer feels that it is necessary for him/her to initially utilize a mobile command operation and accompany his/her crew in their initial efforts.

5.1.1 Passing command should be considered for situations where the actions of the initial officer or member are likely to improve the outcomes of the incident priorities of life safety or incident stabilization.

- 5.1.2 When an Engine and Ladder arrive at the same time and the initial incident commander feels that passing command is appropriate, command may be passed to the next arriving officer or member.
- 5.2 Passing command should not to be confused with TRANSFERRING command (SOP 01-03-05). Command is PASSED only when the situation requires the immediate active participation of the first member or officer on the scene which prohibits them from establishing a fixed command post.
- 5.3 When command is passed, the FAO shall notify the next arriving company that command has been passed to them.
- 5.4 Command can be passed only once.
- 5.5 The first arriving officer or member retains responsibility for all of the duties of incident command until the next arriving officer or member formally assumes command.
- 5.5.1 The next arriving officer will obtain a C.A.N. Report from the initial arriving company, establish a fixed command, and give a Progress Report.
- 5.6 Passing Command Example:
 - “Columbus Fire, Engine 30 is on the scene of a two story, single family, wood frame with fire showing on the Alpha side, second story. Make this a working fire. We will be attacking with 1 3/4”. I am passing command to the next arriving company”.*
- 5.6.1 The dispatcher will repeat this message and notify the next arriving company that command has been passed to them.

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	Standard Operating Procedures	
	Subject: Transfer of Command	
	S.O.P. Number 01-03-05 Vol-CH-Cat.Sub	Approved:  Fire Chief
		Issued: 07/07/1998
	Reviewed: 03/21/2016	Revised: 04/04/2016

Section 1 Purpose

- 1.1 The purpose of this procedure is to describe the transfer of command procedure at any incident.

Section 2 General

- 2.1 Should any higher ranking officer decide to officially assume command of the incident, the officer shall locate the Command Post and follow the transfer of command procedure.
- 2.2 When the first Captain arrives on the scene and it is apparent that it will be some time before the arrival of the Battalion Chief, the Captain should assume a Fixed Command, obtain available information, and inform the fire alarm dispatcher.
- 2.2.1 It may be advisable for the Captain to check via radio with the responding Battalion Chief. If the Battalion Chief expects to arrive within a reasonable period of time, the Captain may choose not to assume command.

Section 3 Transfer of Command Procedure

- 3.1 When a transfer of command takes place at the Command Post or via radio, the officer being relieved will brief the officer assuming command.
- 3.1.1 The transfer of command brief will include the following:
- 1) Incident priorities and strategic goals.
 - 2) Tactical objectives that have been assigned and that need to be assigned.
 - 3) Tactical objectives that have been achieved.
- 3.2 After the transfer of command procedure has taken place, the officer assuming command shall transmit a 'Status Report' via the radio on the primary fireground talkgroup or the 'ALL-CALL' (ATG) talkgroup if more than one talkgroup is being used.
- 3.2.1 A status report shall include the current fireground strategy, the incident action plan, and the name and rank of the new Incident Commander.


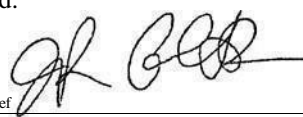
3.2.1.1 Status Report Example:

"Columbus Fire from Battalion 2, Chief Smith will be assuming command of the Polaris Parkway incident, we are currently in the offensive strategy with interior operations working to contain the fire and obtain an 'All Clear' on both the fire building and the Bravo 1 exposure".

- 3.3 Following the transfer of command, the officer assuming command will reassign the former incident commander to a new role.

Section 4 Responding with Suburban Fire Departments

- 4.1 The intent of this section is to clarify command expectations on mutual aid incidents.
- 4.2 When suburban departments respond into the City of Columbus, Columbus fire officers below the rank of battalion chief, have the option to take or maintain command of all incidents.
- 4.3 A Columbus Fire Battalion Chief shall take command of all working incidents within the city limits.
- 4.4 **Initial Command by a Columbus Fire Officer**
- 4.4.1 If Command is Mobile, the Columbus Officer should transfer command to the Suburban Battalion Officer.
- 4.4.2 A Columbus Fire Officer choosing to not transfer command to a Suburban Battalion Officer shall establish and maintain a **Fixed** Command.
- 4.5 **Initial Command by a Suburban Fire Officer**
- 4.5.1 If Command is Mobile, the Columbus officer should consider establishing a Fixed Command Post.
- 4.5.2 When a Columbus officer chooses to take command he/she shall establish a Fixed Command.

	Standard Operating Procedures	
	Subject: Scene Designations	
	S.O.P. Number 01-03-06 Vol-CH-Cat.Sub	Approved:  Acting Fire Chief
		Issued: 07/01/1998
	Reviewed: 12/01/2018	Revised: 01/01/2019

Section 1 Purpose

- 1.1 The purpose of this procedure is to assist members in dividing the incident scene into manageable parts and to assign the designations for those areas.

Section 2 General

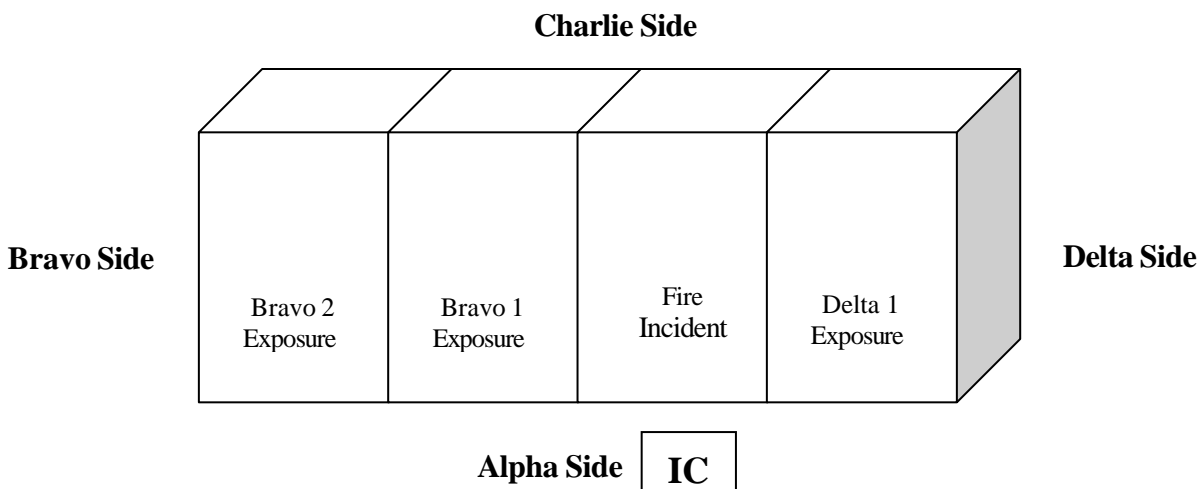
- 2.1 To insure uniformity there needs to be a standard means of dividing an incident. The following designation system will be used whenever it is necessary to divide an incident.

Section 3 Dividing the Incident

3.1 Sides and Exposures

- 3.1.1 Each side of the fire building or incident area shall be designated as either Alpha, Bravo, Charlie, or Delta.
- 3.1.2 Unless otherwise designated, the address side of the building shall be referred to as Alpha side, with the designation moving clockwise around the structure.
- 3.1.3 Building exposures should be identified with a similar system. For example, an exposure to the right of the Alpha side of the incident would be designated as the "Delta Exposure".

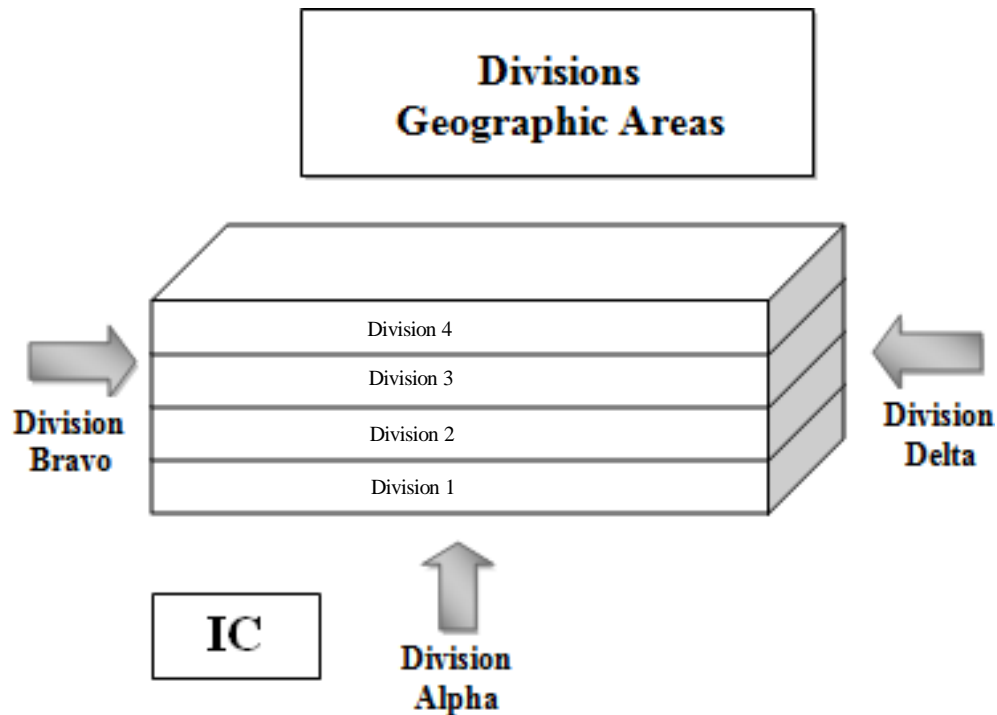
3.1.4 Exposure Designations





3.2 Floors

- 3.2.1 When operating in a multistory structure, it may be necessary to designate geographic locations by floor. This system of geographic designation uses the floor number to identify a Division. For Example, the first floor would be designated as Division 1, the second floor Division 2 etc. (see figure 1 on page 2).

3.3 Scene Designations



	Standard Operating Procedures	
	Subject: Division and Groups	
	S.O.P. Number 01-03-07 Vol-CH-Cat.Sub	Approved:  Acting Fire Chief
		Issued: 07/01/1998
	Reviewed: 12/01/2018	Revised: 01/01/2019

Section 1 Purpose

- 1.1 The purpose of this procedure is to assist members in dividing the incident in manageable units, utilizing Divisions and Groups.

Section 2 General

- 2.1 It is necessary for the incident commander to monitor the number of resources that report to one supervisor in order to maintain a safe and effective span-of-control.
- 2.2 The following supervisory levels can be added to help manage the span of control in the Operations Section:
- 1) Divisions are used to divide an incident geographically.
 - 2) Groups are used to describe functional of operation.
 - 3) Branches are used when the number of Divisions or Groups exceeds the span of control and can be either geographical or functional.

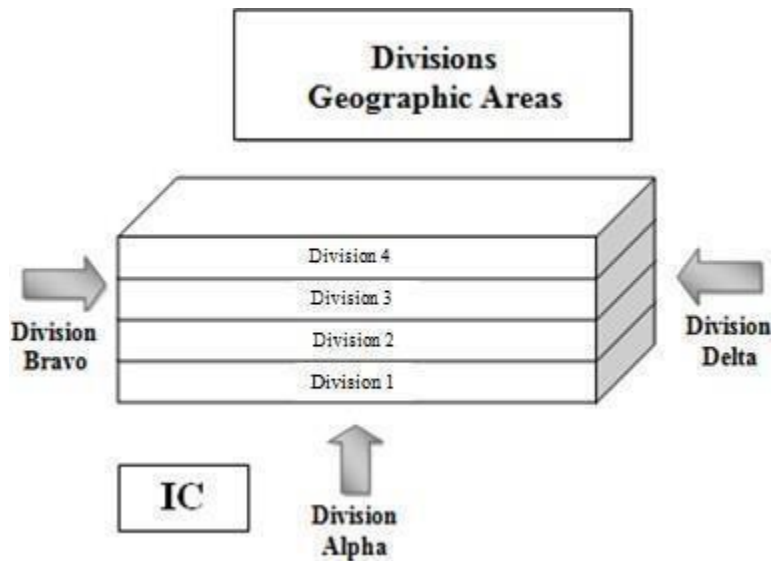
Section 3 Divisions and Groups

- 3.1 Divisions are an organizational level responsible for operations in a specified geographical area at an incident.
- 3.2 Divisions can be areas of the interior or exterior of an incident building. Some examples are: Division Charlie, Division 4, Roof Division, etc.
- 3.3 Groups are an organizational level responsible for a specified functional assignment at an incident. Examples are Fire Attack Group, Search and Rescue Group, Water Supply Group, etc.
- 3.3.1 Divisions and Groups are commanded by Supervisors.
- 3.4 Divisions and Groups operate at the same command level. Divisions do not work for Groups and Groups do not work for Divisions. However, a

Group's functional responsibility may cross establish Division boundaries. For example, the Ventilation Group may be working in Division 2.

- 3.4.1 Once a specific assignment is given to a Group within a Division area, the Division is no longer responsible for that task.

3.4.2 Examples of Divisions and Groups



Groups
Functional Assignments
<i>Fire Attack Group</i>
<i>Evacuation Group</i>
<i>Ventilation Group</i>


- 3.5 Divisions and Groups affect the following three significant management principles:

- 1) Reduce/solve span-of-control problems at an incident.
- 2) Provide coordination within a designation area or specific function.
- 3) Provide accountability of division or group personnel.

- 3.6 Division and Group Supervisors are responsible for:

- 1) The implementation of their assigned portion of the overall incident action plan.

- 2) Keeping the next higher level of command informed of the status of resources within their area of responsibility, evaluating their resource needs and making adjustments as necessary.
- 3.7** Whenever an Incident Commander establishes Divisions and/or Groups, the Division or Group Supervisors will require the following information:
- 1) Radio designation (Charley Division; Division 2, Rescue Group)
 - 2) 3T's
 - a. Team (E15, L23, R4)
 - b. Task(s) (Fire Attack, Ventilation, Search/Rescue)
 - c. Talkgroup(s) utilized
 - i. How are you communicating with the Command Post? (Bn4 I/C) *pre-designated as command channel unless otherwise advised by IC.*
 - ii. How are you communicating with your assigned team(s)? (Bn4 TAC 3)
- 3.8** Each functional or geographical assignment does not need to be commanded by a Division or Group Supervisor. An activity that only requires one unit to effectively handle the situation would not necessitate the implementation of a Division or Group.

	Standard Operating Procedures	
	Subject: Branches of ICS	
	S.O.P. Number 01-03-08 Vol-CH-Cat.Sub	Approved: <i>Kevin O'Connor</i> Fire Chief
		Issued: 07/01/1998
	Reviewed: 03/21/2016	Revised: 04/04/2016

Section 1 Purpose

- 1.1 The purpose of this procedure is to assist members in further dividing the incident using Branches.

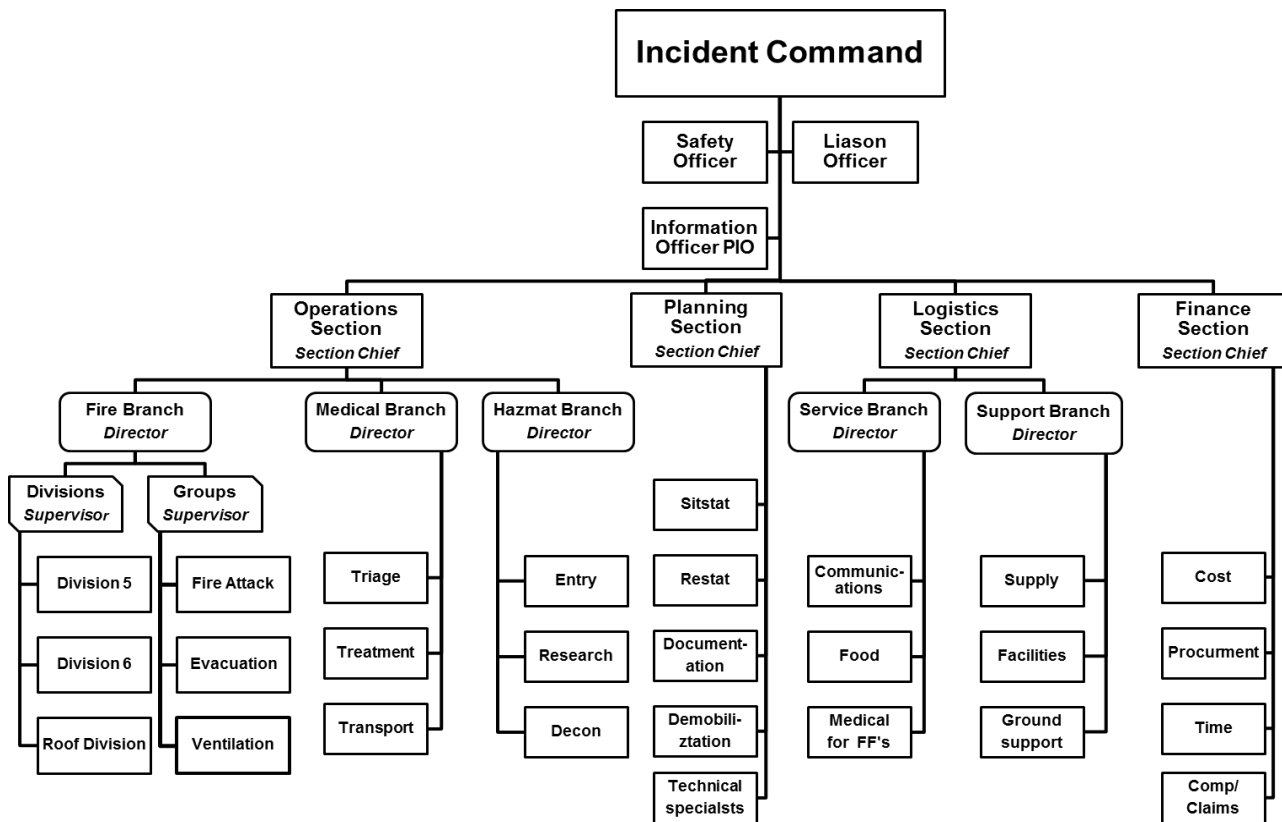
Section 2 General


- 2.1 At large-scale or complex incidents, the number of Divisions and/or Groups may create a significant span-of-control problem. When this occurs, consideration should be given to the implementation of Branches. Branches are also of great value when large numbers of resources are committed to specific functional activity. A good example would be a fire incident with a major EMS problem. An EMS Branch could be implemented to alleviate these problems.

Section 3 Branches

- 3.1 A Branch is organizationally situated between a Section Chief and a Division or Group. Branches are identified by functional area.
- 3.2 Branches are managed by a Branch Director.
- 3.3 A Branch Director is responsible for implementing the portion of the Incident Action Plan appropriate for that particular Branch. Branches are commonly used in the Operations and Logistic sections.
- 3.4 The specific responsibilities of a Branch Director are:
- 1) Implements the portion of the Incident Action Plan appropriate to the Branch function.
 - 2) Coordinates the activities of the Groups, Divisions, and Units within the Branch.
 - 3) Evaluates goals and objectives, and requests additional resources when needed.
 - 4) Keeps the Incident Commander or appropriate Section Chief informed of the status in the Branch's area of responsibility.
 - 5) Assigns specific tasks to the Divisions or Groups within the Branch.
 - 6) Resolves logistical problems associated with the Groups, Division, and Units deployed in the Branch.

3.5 ICS Chart



	Standard Operating Procedures	
	Subject: Command Staff Positions	
	S.O.P. Number 01-03-09 Vol-CH-Cat.Sub	Approved: <i>Kevin O'Connor</i> Fire Chief
		Issued: 07/01/1998
	Reviewed: 03/21/2016	Revised: 04/04/2016

Section 1 Purpose

- 1.1 The purpose of this procedure is to identify the positions that fulfill the Command Staff functions.

Section 2 General

- 2.1 At large-scale or complex incidents, consideration may have to be given to the functions of *Safety, Liaison and Information*. If the Incident Commander cannot effectively handle any of these functions, they should be delegated.
- 2.2 These functions should be staffed when their demands begin to affect the Incident Commanders ability to perform his/her command functions.
- 2.3 Unless otherwise assigned, the Command Staff positions report directly to the Incident Commander.

Section 3 Safety Officer

- 3.1 The individual assigned as the Safety Officer must monitor and assess the safety hazards and unsafe situations to develop measures for ensuring personnel safety.
- 3.2 The Safety Officer position is implemented to manage the safety of all personnel and to relieve the Incident Commander of direct involvement in this responsibility.
- 3.2.1 The Safety Officer keeps the IC informed of problems and potential hazards. The Safety Officer should not only identify problems, but should also suggest solutions to minimize the risks. The Incident Commander will use the information provided by the Safety Officer during development of the Incident Action Plan.
- 3.3 At an emergency incident, where activities are judged by the 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.
- 3.3.1 The Safety Officer shall immediately inform the Incident Commander of any actions taken or orders issued to correct imminent hazards at an emergency scene.
- 3.4 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 Incident Commander to mitigate or eliminate the unsafe condition, operation, or hazard.


- 3.5 The Safety Officer should have a good working knowledge of fire behavior and building construction.

Section 4 Liaison Officer

- 4.1 A Liaison Officer is the point of contact for assisting or coordinating agencies.
- 4.1.1 A Liaison Officer should be assigned to assist the Incident Commander when the of assisting agencies involved in the incidents may lead to task overloaded.
- 4.2 One of the most important responsibilities of the Liaison Officer is to coordinate the management of assisting or coordinating agencies. This is essential to avoid the duplication of efforts, and it allows each agency to perform what it does best.
- 4.2.1 Liaison management provides lines of authority, responsibility, and communication, and increases the control necessary to provide for the safety of personnel from all involved agencies.

Section 5 Public Information Officer

- 5.1 The Public Information Officer (PIO) is responsible for interface with the media and other appropriate agencies.
- 5.2 The Public Information Officer function is implemented to relieve the Incident Commander of needing to work with the media. When the Incident Commander is not able to handle both the incident and the media, the Public Information Officer position should be implemented.
- 5.3 The media needs are important and necessary, and accurate and consistent information must be provided.
- 5.4 The Public Information Officer acts as a central clearing point for the dissemination of information, reducing the risk of generating conflicting information from multiple sources.
- 5.5 The Public Information Officer must coordinate all releases of significant information with the Incident Commander.
- 5.5.1 The Incident Commander shall decide on sensitive topics, such as the cause of the incident, victims' names, and any other information that should not be (and does not need to be) immediately released to the press.

	Standard Operating Procedures	
	Subject: General Staff Positions	
	S.O.P. Number 01-03-10 Vol-CH-Cat.Sub	Approved: <i>Kevin O'Connor</i> Fire Chief
		Issued: 07/01/1998
	Reviewed: 03/21/2016	Revised: 04/04/2016

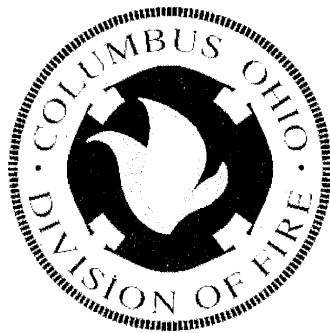
Section 1 Purpose


- 1.1 The purpose of this procedure is to identify the positions that make up the General Staff.

Section 2 General

- 2.1 The General Staff positions are managed by Section Chiefs.
- 2.2 As incidents increase in complexity or size, it often becomes necessary for the Incident Commander to delegate major functional responsibilities to maintain an effective workload and span of control.
- 2.3 Effective incident management involves more than just putting water on a fire. The Incident Commander needs to be aware of the full range of management tools that are available to handle large or complex incidents.
- 2.4 The General Staff Positions are:
- 1) Operations
 - 2) Planning
 - 3) Logistics
 - 4) Finance/Administration
- 2.5 General Staff positions should only be implemented when necessary to safely and effectively manage the incident.
- 2.6 If functional authority for Operations, Planning, Logistics, and/or Finance/Administration is not delegated, the Incident Commander must perform these functions.

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	Standard Operating Procedures	
	Subject: Operations	
	S.O.P. Number 01-03-11 Vol-CH-Cat.Sub	Approved: <i>Kevin O'Connor</i> Fire Chief
		Issued: 07/01/1998
	Reviewed: 03/21/2016	Revised: 04/04/2016

Section 1 Purpose

- 1.1 The purpose of this procedure is to identify the functions of the Operations General Staff position.



Section 2 General

- 2.1 The Operations section is implemented when the Incident Commander is faced with a complex incident having major demands in one or more of the remaining major functional areas.
- 2.1.1 The Incident Commander may need to staff Operations when:
- 1) Faced with a rapidly escalating incident with a significant need to evaluate strategy and to develop alternative tactical options.
 - 2) Multiple functional demands are placed on the Incident Commander, such as the Planning, Logistics, and Finance generated by a hazardous materials incident.
 - 3) Necessary to maintain an effective span of control when several major functions have been delegated.

Section 3 Operations

- 3.1 The person in charge of Operations is called the Operations Section Chief.
- 3.2 Operations is responsible for management of all tactical operations at the incident.
- 3.3 The Operations Section Chief is responsible for the direction and coordination of all tactical Operations.
- 3.4 The Operations Section Chief shall:
- 1) Assist the Incident Commander in developing strategic goals and tactical objectives for the incident.
 - 2) Develop operational plans.
 - 3) Request or releases resources through the Incident Commander.
 - 4) Consult with the Incident Commander about the overall Incident Action Plan.
 - 5) Keep the Incident Commander informed of situation and resource status within Operations.
 - 6) Supervises the Staging Area Manager.

- 3.5** The most common reason for staffing Operations is to relieve span-of-control problems for the Incident Commander. A complex incident, where the Incident Commander needs assistance determining strategic goals and tactical objectives, may also require implementing Operations.
- 3.6** Operations should only be implemented to improve the management of the incident.

	Standard Operating Procedures	
	Subject: Planning	
	S.O.P. Number 01-03-12 Vol-CH-Cat.Sub	Approved:  Fire Chief
		Issued: 07/01/1998
	Reviewed: 03/21/2016	Revised: 04/04/2016

Section 1 Purpose

- 1.1 The purpose of this procedure is to identify the functions of the Planning General Staff position.

Section 2 General


- 2.1 When faced with a complex or rapidly escalating incident, the Incident Commander may require assistance with the Planning function. Planning must include an assessment of the present and projected situation.
- 2.1.1 In addition to assessment of the situation status, there is a critical need to maintain information about resources committed to the incident and projected resource requirements.

Section 3 Planning

- 3.1 The person in charge of Planning is called the Planning Section Chief.
- 3.2 Planning is responsible for the collection, evaluation, dissemination, and use of information about the development of the incident and the status of resources.
- 3.3 The Planning Section Chief is responsible for managing information about the incident status and resources.
- 3.3.1 As a part of this responsibility, Planning also performs the following functions:
- 1) Collection of information regarding the incident and resources.
 - 2) Evaluation of information received from a variety of sources.
 - 3) Dissemination of information to the Incident Commander, Operations, and incident personnel, as necessary.
 - 4) Use of information in preparation of the Incident Action Plan.
 - 5) Assists the Incident Commander in developing an effective Incident Action Plan based on projected needs and modifying the Incident Action Plan to meet changing needs.
 - 6) Anticipating changing resource needs.
 - 7) Preparing alternate strategies and tactical options based on incident potential.

3.4 The Planning Section Chief may need to establish functional units to maintain an acceptable span of control. These units may include, but are not limited to, the following:

- 1) Situation Status Unit (SITSTAT).
- 2) Resource Status Unit (RESTAT).
- 3) Documentation Unit.
- 4) Demobilization Unit.
- 5) Technical Specialists.

Standard Operating Procedures		
	Subject: Logistics	
	S.O.P. Number 01-03-13 Vol-CH-Cat.Sub	Approved: <i>Kevin O'Connor</i> Fire Chief
		Issued: 07/01/1998
	Reviewed: 03/21/2016	Revised: 04/04/2016

Section 1 Purpose

- 1.1 The purpose of this procedure is to identify the functions of the Logistics General Staff Position.

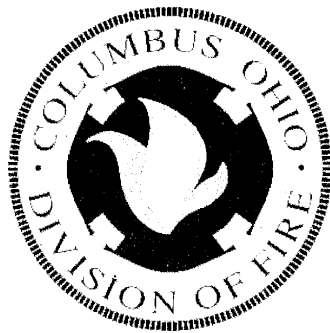
Section 2 General


- 2.1 Logistics is responsible for providing facilities, services, and materials for the incident.
- 2.2 As incidents grow in size, complexity, and duration, the logistical needs of the operating forces also increase. Even in a relatively simple structure fire, there are requirements for breathing air supply, drinking water, and emergency medical care. Long duration incidents of any type require provisions for feeding personnel, toilet facilities, refueling of apparatus, and a myriad of other service and support resources.

Section 3 Logistics

- 3.1 The person in charge of Logistics is called the Logistics Section Chief.
- 3.2 The Logistics Section Chief manages service and support resources required for the incident. The Logistics Section Chief is responsible for all logistics functions needed for an incident.
- 3.3 The Logistics Section Chief should establish functional units when needed to maintain an acceptable work load and span of control.
- 3.3.1 Branches may be required within Logistics to maintain span of control when all six functional units are established.
- 3.4 **Logistics Branches and Units:**
- 3.4.1 **Service Branch**
- 1) Communications Unit
 - 2) Medical Unit (for emergency personnel, not civilians)
 - 3) Food Unit
- 3.4.1 **Support Branch**
- 1) Supply Unit
 - 2) Facilities Unit
 - 3) Ground Support Unit

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	Standard Operating Procedures	
	Subject: Finance	
	S.O.P. Number 01-03-14 Vol-CH-Cat.Sub	Approved: <i>Kevin O'Connor</i> Fire Chief
		Issued: 07/01/1998
	Reviewed: 03/21/2016	Revised: 04/04/2016

Section 1 Purpose

1.1 The purpose of this procedure is to identify the functions of the Finance General Staff position.

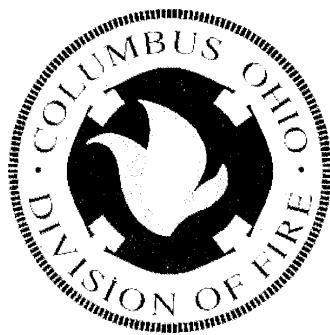
Section 2 General



- 2.1 Finance is responsible for tracking all incident costs and evaluating the financial considerations of the incident.
- 2.1.1 Financial considerations are not a major factor during most incidents. However, when an incident requires and extensive use of resources, the financial considerations can be extensive.

Section 3 Finance

- 3.1 The person in charge of the Finance is called the Finance Section Chief.
- 3.2 The Finance Section Chief is responsible for all financial functions and documentation required for an incident. These responsibilities include:
- 1) Future payments.
 - 2) Future budgeting.
 - 3) Payment of personnel costs.
 - 4) Cost recovery.
- 3.3 Finance is usually staffed in large-scale or complex incidents. A likely candidate for Finance Section Chief may be the Fiscal Officer for the Division.
- 3.4 The Finance Section Chief should establish functional units when needed to maintain an acceptable workload and span of control. These units could include:
- 1) Time Unit.
 - 2) Procurement Unit.
 - 3) Compensation/claims Unit.
 - 4) Cost Unit.

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	Standard Operating Procedures	
	Subject: 360 Size-Up	
	S.O.P. Number 01-03-17 Vol-CH-Cat.Sub	Approved:  Fire Chief
		Issued: 10/02/2015
	Reviewed: 04/21/2016	Revised: 05/02/2016

Section 1 Purpose

- 1.1 The purpose of this procedure is to provide guidance for obtaining the 360 benchmark at a structure fire.

Section 2 360 Size-up

- 2.1 On all structure fires immediately following the size-up from the vehicle, a 360 size-up will be conducted by the officer in-charge to determine the following:

- (1) Location of trapped victims
- (2) Location and volume of fire
- (3) Smoke conditions
- (4) Location of entry/egress points
- (5) Ventilation openings and flow path identification
- (6) Does this structure have a basement? Is it involved?
- (7) Other Hazards

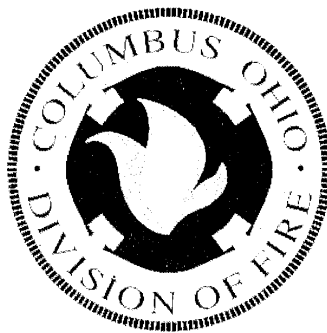
- 2.2 After the 360 size-up has been completed the Incident Commander will transmit the Incident Action Plan (SOP # 01-03-07).


2.2.1 Example:

"E16 Command to all companies, 360 complete, resident reports everyone is out of the building, we have fire venting from a first floor Delta side window, basement is not involved, wires down Alpha side, E16 has a working fire and will be performing a transitional fire attack then entering on the alpha side, L13 get an "All Clear" on the 2nd floor, E13 stand-by on the front porch with the back-up line".

- 2.3 If for any reason a 360 size-up cannot be completed then it will be announced over the assigned talk group.

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Standard Operating Procedures	
	Subject: Size-Up Factors
	<div>S.O.P. Number 01-03-18 Vol-CH-Cat.Sub</div> <div>Approved: <i>Kevin O'Connor</i> Fire Chief</div>
	<div></div> <div>Issued: 07/01/1998</div>
	<div>Reviewed: 04/21/2016</div> <div>Revised: 05/02/2016</div>

Section 1 Purpose

1.1 The purpose of this procedure is to assist members in identifying factors affecting size-up.

Section 2 General

- 2.1 Incident Size-Up Factors are a standard list of basic items the Incident Commander must consider in the evaluation of emergency situations. This list should provide personnel with a "checklist" of basic factors that are involved in incident size-up, decision-making, initial actions, reassessment and revision on the incident scene.
- 2.2 Not all factors are critical in every incident. The Incident Commander must identify the critical factors that are present at each incident and initiate an Incident Action Plan based on those critical factors.
- 2.3 Size-up is a conscious process involving the very rapid but deliberate consideration of critical factors and the development of an action plan based on conditions.
- 2.3.1 The Incident Commander must overcome the action instinct and force himself/herself to evaluate critical incident factors before committing to a strategy and tactics.
- 2.4 Incident factors are dynamic and the relative importance of each may change throughout the incident. The Incident Commander must continuously evaluate these changes and adjust the Incident Action Plan accordingly.

Section 3 Size-up Factors

3.1 sources of information available to the Incident Commander during an emergency:

1) Pre-Planning And Familiarity Information:

These factors include intelligence that is gained by inspections and general familiarization activities. Such intelligence increases the information initially available to the Incident Commander.

2) Visual Information:

These factors include those obvious to visual observation. This visual information is categorized as the type that can normally be gained by actually looking at a situation from the outside. This form of intelligence involves the perceptive capability of the Incident Commander.

3) Reconnaissance Information:

These factors include information that is neither preplanned or not immediately visually available to the Incident Commander. This information must be gained by actually sending someone to check out, go see, etc., or by gaining the information from other personnel on the scene.

3.2 factors shall be evaluated by the Incident Commander during the size-up (initial or continuing):

1)

- a. Construction type
- b. Size
- c. Interior arrangement/access (stairs, halls, elevators)
- d. Age
- e. Condition
- f. Value
- g. Compartmentalization/separation
- h. Vertical-horizontal openings, shafts, channels
- i. Outside openings – doors and windows/degree of security
- j. Utility characteristics – hazards/controls
- k. Concealed spaces/attic characteristics
- l. Exterior access
- m. Effect the fire has had on the structure (at this point)
- n. Time projection on continuing fire effect on the building

2)

- a. Size
- b. Extent (% of structure involved)
- c. Location
- d. Stage (inception---flash over)
- e. Is the fire ventilation limited?
- f. Ventilation openings and flow path
- g. Direction of travel
- h. Type and amount of material involved structure/ interior/ finish construction etc.
- i. Type and amount of material left to burn
- j. Smoke volume, velocity, density, color, and pressure
- k. How long the fire has been burning

3) y

- a. Specific occupancy
- b. Type-group (business, mercantile, public assembly, institutional, residential, hazardous, industrial, storage, school)
- c. Value characteristics associated with occupancy
- d. Fire load (size, nature)
- e. Status (open, closed, occupied, vacant, abandoned, under construction)
- f. Occupancy associated characteristics/hazards
- g. Type of contents (based on occupancy)
- h. Time of day as it affects occupancy use
- i. Property conservation profile/susceptibility of contents to damage/need for salvage
- j. Vacant or abandoned

4)

- a. Number of occupants
- b. Location of occupants (in relation to the fire)
- c. Condition of occupants (by virtue of fire exposure)
- d. Incapacities of occupants
- e. Commitment required for search and rescue (Personnel, equipment, command)
- f. Fire control required for search and rescue
- g. Need for EMS
- h. Time estimate of fire effect on victims
- i. Exposure of spectators/control of spectators
- j. Hazards to fire personnel
- k. Access rescue forces have to victims
- l. Characteristics of escape routes/avenues of escape (type, safety, fire conditions, etc.)

5)


- a. Access, arrangement, and distance of external exposure
- b. Access, arrangement, and nature of internal exposures
- c. Combustibility of exposures
- d. Value of exposures
- e. Direction of fire spread

6)

- a. Personnel and equipment on scene
- b. Personnel and equipment responding
- c. Personnel and equipment available in reserve
- d. Estimate of response time for personnel and equipment
- e. Condition of personnel and equipment
- f. Capabilities of personnel
- g. Capability of commanders
- h. Capability/limitations of apparatus
- i. Number and location of hydrants
- j. Supplemental water sources
- k. Adequacy of water supply
- l. Built-in private fire protection (sprinklers, standpipe, etc.)
- m. Outside agency resource and response time

7) s/Conditions

- a. Time of day/night
- b. Day of week
- c. Season
- d. Special hazards by virtue of holidays and special events
- e. Weather (wind, rain, heat, cold, humidity, visibility)
- f. Traffic conditions
- g. Social conditions (strike, riot, mob, rock festival)
- h. Obstructions to operations
- i. Limitations on apparatus movement and use

	Standard Operating Procedures	
	Subject: Incident Priorities	
	S.O.P. Number 01-03-19 Vol-CH-Cat.Sub	Approved <i>Kevin O'Connor</i> Fire Chief
		Issued: 07/01/1998
	Reviewed: 04/21/2016	Revised: 05/02/2016

Section 1 Purpose

- 1.1 The purpose of this procedure is to identify the Incident Priorities for the Columbus Division of Fire.

Section 2 Incident Priorities

- 2.1 ties are the first items the Incident Commander considers at any emergency scene.

- 2.2 orities for all incidents shall be:

1) Life Safety

The Incident Commander must consider life safety of all firefighters, other emergency responders, occupants and bystanders at an incident. No property is worth the risk of even one life. Life safety must come before all other considerations.

2) Incident Stabilization

The Incident Commander must develop the command structure and strategy to stabilize the incident. The command structure must match the complexity of the incident, not the size.

3) Property Conservation

Property conservation at an incident means achieving our goals and objectives while minimizing property damage. No incident can be considered successfully managed if property conservation is not given proper consideration and implemented in a timely manner.


- 2.3 orities are always considered in the order listed, they may not be accomplished in order. For example, the incident may need to be stabilized in order to affect life safety.

Section 3 Benchmarks

- 3.1 objectives of each priority are reflected in the following benchmarks of completion:

- 1) Life Safety/Rescue: Primary Search "All Clear"
- 2) Incident Stabilization: "Situation Contained"
- 3) Property Conservation: Salvage and Overhaul

- 3.2 ent Commander to satisfy the objectives of each benchmark in its priority order he/she must, in many cases, overlap the activities of each in order to achieve the current benchmark. Notable examples are the frequent need to achieve interior tenability with active/extensive fire control efforts before beginning a primary search, or the need to initiate salvage operations while fire control efforts are being extended.

	Standard Operating Procedures	
	Subject: Rescue Factors	
	S.O.P. Number 01-03-20 Vol-CH-Cat.Sub	Approved: <i>Kevin O'Connor</i> Fire Chief
		Issued: 07/01/1998
	Reviewed: 04/21/2016	Revised: 05/02/2016

Section 1 Purpose

- 1.1 The purpose of this procedure is to identify factors affecting rescue priorities.


Section 2 General

- 2.1 The Incident Commander must make the basic rescue decision: Do we remove victims from the fire or do we remove the fire from the victims? In some cases, occupants are safer in their rooms (Sheltered in-place) than moving through contaminated hallways and interior areas. Such movement may also impede interior firefighting.
- 2.2 The Incident Commander must evaluate the resources required to remove victims and then treat their injuries. In cases involving multiple victims, the Incident Commander should call for additional resources early and quickly develop an Incident Action Plan that will both stabilize the fire and provide for the removal and treatment of any victims.
- 2.2.1 The most urgent reason for calling additional alarms is for the purpose of covering Life Safety.

Section 3 Rescue Size-up and Activities

- 3.1 The Incident Commander must consider the following factors in developing a basic rescue size-up:
- 1) Number, location and condition of victims.
 - 2) Effect the fire/incident has on the victims.
 - 3) Capability of the control forces to enter the building, remove/protect victims and control the fire /incident.
- 3.2 Rescue efforts should be extended in the following order:
- 1) The most severely threatened
 - 2) The largest number (groups)
 - 3) The remainder of the fire/incident area.
 - 4) The exposed areas

- 3.3** The Incident Commander must make primary search assignments to specific companies to cover specific areas of large-complex occupancies, and must maintain on-going control of such companies until the entire area is searched and a primary All Clear is obtained.
- 3.3.1** When primary search companies encounter and remove victims, the Incident Commander must assign other companies to continue the search of the interior positions vacated by those companies.
- 3.4** All initial attack efforts must be directed toward supporting rescue efforts. Hose lines must be placed in a manner to control interior access, confine the fire, and protect avenues of escape. Hose line placement becomes a critical factor in these cases and the Incident Commander and all operating companies must realize that the operation is in a Rescue Mode. It may be necessary to operate in a manner that writes off the structure in order to obtain an All Clear.
- 3.5** Normal means of interior access (stairs, halls, doorways, etc.) should be utilized to remove victims whenever possible. Secondary means of rescue (platforms, ladders, fire escapes, helicopters, etc.) may be utilized in their order of effectiveness.
- 3.6** The Incident Commander must provide for the treatment of victims after removal. Victims should be removed to one location for more effective triage, treatment and transport.
- 3.6.1** The Incident Commander should coordinate and utilize medics and assign treatment companies as required to the Emergency Medical Group.

	Standard Operating Procedures	
	Subject: All Clear	
	S.O.P. Number 01-03-21 Vol-CH-Cat.Sub	Approved: <i>Kevin O'Connor</i> Fire Chief
		Issued: 07/01/1998
	Reviewed: 04/21/2016	Revised: 05/02/2016

Section 1 Purpose

- 1.1 The purpose of this procedure is to define the search benchmark, "All Clear".

Section 2 Search Operations

- 2.1 Search operations are defined as Primary and Secondary.
- 2.2 It is the standard operating procedure to extend a Primary Search in all involved and exposed occupancies that can be entered.
- 2.2.1 Primary search means companies have quickly gone through all affected areas and verified the removal and/or safety of all occupants.
- 2.2.2 The Incident Commander must structure initial operations around the completion of the Primary Search.
- 2.2.3 Time is the critical factor in the primary search process. Successful primary search operations must be extended quickly during initial fire stages.
- 2.3. Secondary Search means that companies thoroughly search the interior of the fire area after initial fire control and ventilation activities have been completed.
- 2.3.1 The Secondary Search should preferably be completed by different companies than those involved in Primary Search activities. Thoroughness, rather than time, is the critical factor in Secondary Search.


Section 3 All Clear

- 3.1 The completion of the Primary Search is reported utilizing the standard radio reporting term 'Primary All Clear.'
- 3.2 It is the responsibility of the Incident Commander to coordinate Primary Search assignments, secure completion reports from interior companies, and to transmit the 'All Clear' report to the fire alarm office. The fire alarm office will record the time of this report.

Section 4 Obtaining an All Clear

- 4.1 The stage of the fire becomes a critical factor that affects the rescue approach developed by the Incident Commander.

- 4.1.1 In nothing showing situations or in very minor fire cases that clearly pose no life hazard, the Incident Commander must structure a rapid interior search and report 'All Clear'.
- 4.1.2 In smoke showing and working fire situations, fire control efforts must be extended simultaneously with rescue operations in order to gain entry and control interior access to complete primary search. In such cases, the Incident Commander and operating companies must be aware the operation is in a rescue mode until the Primary Search is complete, regardless of the fire control required.
 - 4.1.2.1 In working fire situations, the Primary Search must be followed by a Secondary Search.
- 4.1.3 In cases of fully involved buildings or sections of buildings, immediate entry and primary search activities become impossible and survival of occupants is improbable, the Incident Commander must initially report a working fire that is fully involved and that we "will not have an 'All Clear' on the structure".
 - 4.1.3.1 As quickly as fire control is achieved, the Incident Commander must structure what is in effect a Secondary Search for victims to include the exterior.
- 4.1.4 The Incident Commander and operating companies should not depend upon reports from spectators to determine status of victims.
 - 4.1.4.1 Fire control forces should utilize reports as to the location, number, and condition of victims as supporting primary search efforts and must extend and complete a primary search wherever entry is possible.
- 4.1.5 A Secondary Search should be conducted on non-fire incidents such as Haz Mat, airplane, bus or auto accidents with ejection.

	Standard Operating Procedures	
	Subject: Fire Control Strategy Factors	
	S.O.P. Number 01-03-22 Vol-CH-Cat.Sub	Approved: <i>Kevin O'Connor</i> Fire Chief
		Issued: 07/01/1998
	Reviewed: 04/21/2016	Revised: 05/02/2016

Section 1 Purpose

- 1.1 The purpose of this procedure is to identify the incident commander's considerations when determining the appropriate fire control strategy.

Section 2 Risk Management

- 2.1 Prior to committing to a fire control strategy, the incident commander shall conduct a risk assessment to determine the most appropriate method of fire control.
- 2.2 The acceptable level of risk is directly related to the potential to save lives or property. Where there is no potential to save lives, the risk to fire department members should be evaluated in proportion to the ability to save property of value.
- 2.3 During emergency operations, a risk analysis shall be utilized on the basis of the following principles:
- 1) Activities that present a significant risk to the safety of members shall be limited to situations where there is a potential to save endangered lives.
 - 2) Activities that are employed to protect property shall be recognized as inherent risks to the safety of members, and actions shall be taken to reduce or avoid these risks.
 - 3) No risk to the safety of members shall be acceptable when there is no possibility to save lives or property.
 - 4) In situations where the risk to fire department members is excessive, activities shall be limited to defensive operations.

Section 3 Fire Control Strategies

- 3.1 The Incident Commander must determine the appropriate fire control strategy after considering the following critical factors:
- 1) Extent and location of the fire
 - 2) Structural conditions
 - 3) Entry capability
 - 4) Fire Dynamics
 - 5) Impact on ventilation and fire flow path
 - 6) Survival profile of any victims
 - 7) Resources

3.2 The two fire control strategies that the incident commander should consider are:

- 1) Offensive Strategy
- 2) Defensive Strategy

3.3 Offensive Strategy – a fire attack initiated from the interior of the building or started from the exterior and transitioned to an interior position to complete the extinguishment process.

3.3.1 The normal steps taken in the offensive attack are:


- 1) Establish the Command Post
- 2) Initiate the Primary Search.
- 3) First line - fast, aggressive offensive attack.
- 4) Provide support activities.
- 5) Second line – back-up the first line and/or protect egress.
- 6) Quickly evaluate effectiveness and react.

3.4 Defensive Strategy - exterior attack directed to first reduce fire extension and then bring the fire under control.

3.4.1 The normal steps taken in the basic defensive attack are:

- 1) Establish the command post
- 2) Evaluate fire spread/write-off lost property
- 3) Establish collapse zones
- 4) Identify key tactical positions
- 5) Prioritize fire streams
- 6) Provide big, well placed streams
- 7) Quick determination of additional resource needs
- 8) Surround and drown.

3.4.2 When there is no ability to save lives or property, there is no justification to expose fire department members to avoidable risk, and defensive fire suppression operations are the appropriate strategy.

	Standard Operating Procedures	
	Subject: Offensive Operations	
	S.O.P. Number 01-03-23 Vol-CH-Cat.Sub	Approved: <i>Kevin O'Connor</i> Fire Chief
		Issued: 07/01/1998
	Reviewed: 04/21/2016	Revised: 05/02/2016

Section 1 Purpose

- 1.1 The purpose of this procedure is to identify offensive operations.

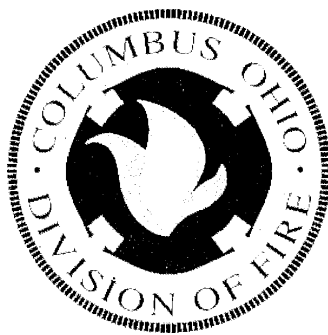
Section 2 General


- 2.1 While offensive (interior) fire attack is still the most common and important fire attack method, emphasis must be put on controlling ventilation openings and cooling fire gases .
- 2.2 Prior to initiating an offensive attack, a 360 survey should be completed to determine whether first water should be applied from the exterior, prior to entry (transitional attack); or first water should be applied from an interior position (direct interior attack).
- 2.2.1 If a transitional attack is appropriate, SOP 02-03-02 (Transitional Fire Attack) shall be followed.
- 2.3 Passing fire (either interior or exterior) without applying water should be avoided.

Section 3 Command Responsibilities

- 3.1 The Incident Commander must structure whatever operations are required to put water on the fire. Many fireground concerns, (control, extension, exposures etc.) can be controlled by a fast, well placed attack.
- 3.2 Effective fire control requires that water be applied directly to the fire. The Incident Commander must establish an attack plan that overpowers the fire with water application.
- 3.3 The Incident Commander should develop an effective Incident Action Plan (IAP) that includes the following:
- 1) Fire attack plan
 - 2) Search plan
 - 3) Coordination of tactics
- 3.3.1 Clear and direct communication between Incident Command and companies assigned to ventilation, fire attack, search, and other tactical functions that take place inside the structure is required

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	Standard Operating Procedures	
	Subject: Defensive Operations	
	S.O.P. Number 01-03-24 Vol-CH-Cat.Sub	Approved: <i>Kevin O'Connor</i> Fire Chief
		Issued: 07/01/1998
	Reviewed: 04/21/2016	Revised: 05/02/2016

Section 1 Purpose

- 1.1 The purpose of this procedure is to identify Defensive Operations.

Section 2 General

- 2.1 The decision to operate in a Defensive mode indicates that the Offensive attack strategy has been abandoned for reasons of personnel safety or inadequate resources, and the involved structure has been conceded as lost (written off).

Section 3 Defensive Operations

- 3.1 Defensive operations fall under one of two categories

- (1) *Defensive from the onset:*
 - a) Structures with advanced fire showing without the potential of savable victims
 - b) Structures with a low probability of extinguishment in a salvageable condition
 - c) Low value and/or high risk structures with advanced fire conditions and low life hazard (i.e. vacant or lightweight buildings).
- (2) *Offensive operations that transition to Defensive operations:*
 - a) An offensive fire attack that is not making progress on the fire.
 - b) A lack of on scene resources requires the strategic shift to defensive operations.

3.2 Defensive from Onset

- 3.2.1 The I/C will give the initial radio report and state “*This will be a defensive operation*”. The I/C shall then direct incoming companies tasks and positioning.



3.3 Offensive to Defensive

- 3.3.1 The announcement of a change to a Defensive attack will be made over the Fireground All-Call Talkgroup (ATG) and repeated by the FAO on ATG.

- 3.3.2 All personnel shall withdraw from the structure and maintain a safe perimeter. Officers will account for the safety of all personnel. A PAR shall be conducted per SOP 02-01-01.
- 3.3.3 Interior lines will be withdrawn and repositioned when changing to a Defensive attack. Lines should be backed away to positions which will protect exposures.
- 3.3.4 The first priority in defensive operations is life safety.
- 3.3.5 The second priority is exposure protection. All exposures, both immediate and anticipated must be identified and protected. Extinguishing the main body of fire may assist in the protection of exposures but does not replace it as the second priority.
- 3.3.6 Once exposure coverage is established, attention may be directed to knocking down the main body of fire.
- 3.4 The change from Offensive to Defensive Strategy is not to be confused with Emergency Evacuation (SOP 02-01-04). An Emergency Evacuation is the *immediate* emergency evacuation of all fire personnel from the hazard zone accompanied by air horn blasts.

Section 4 Situation Contained

- 4.1 When the fire is under control it is reported utilizing the standard radio reporting term: "*Situation Contained*". It is the responsibility of the Incident Commander to transmit this report to the fire alarm office.
- 4.2 While "*Situation Contained*" officially indicates the incident is contained or stabilized, meaning the forward progress of the fire has been stopped and the remaining fire can be extinguished with the on-scene resources; it does not mean the fire is completely out.

	Standard Operating Procedures	
	Subject: Property Conservation	
	S.O.P. Number 01-03-25 Vol-CH-Cat.Sub	Approved:  Fire Chief
		Issued: 07/01/1998
	Reviewed: 04/21/2016	Revised: 05/02/2016

Section 1 Purpose

- 1.1 The purpose of this procedure is to identify Property Conservation factors.


Section 2 General

- 2.1 It is standard procedure to commit whatever fireground resource is required to reduce property loss to an absolute minimum. The activities that relate to effective property conservation require the same early and on-going command functions and aggressive action as both rescue and fire control. All members are expected to perform in a manner that continually reduces loss during fire operations.

Section 3 Property Conservation

- 3.1 When the fire is out, shut down the fire streams. Early recognition that the forward progress of the fire has been stopped is an important element in reducing loss. The earlier the salvage operations begin, the smaller the loss.
- 3.2 When basic fire control has been achieved, the Incident Commander must commit and direct companies into loss prevention activities; such activities generally include:
- 1) Evaluating damage to overall fire area.
 - 2) Evaluating the salvage value of various areas.
 - 3) Determining the manpower and equipment that will be required.
 - 4) Committing the required companies to salvage functions.
 - 5) Redirecting hose lines from fire control functions to salvage functions.
- 3.3 In cases where there is an overlapping need for both fire control and salvage to be performed simultaneously and where initial alarm companies are involved in firefighting while salvage remains undone, **call for additional resources to assign to salvage functions.**
- 3.4 The Incident Commander must be willing to commit adequate resources to property conservation activities.

- 3.5** Be aware that personnel involved in rescue and fire control operations are generally fatigued by the time property conservation functions must be completed. This can result in sloppy work and many injuries. Evaluate the conditions of personnel and replace with fresh crews as needed.
- 3.6** Salvage and overhaul functions must be integrated with investigative efforts. When fire control becomes stable, efforts should be made to protect and preserve evidence. Beware of personnel who want to quickly shovel out the interior and go home, they will generally shovel out the evidence with the debris.

	Standard Operating Procedures	
	Subject: Fire Stream Management	
	S.O.P. Number 01-03-26 Vol-CH-Cat.Sub	Approved: <i>Kevin O'Connor</i> Fire Chief
		Issued: 07/01/1998
	Reviewed: 04/21/2016	Revised: 05/02/2016

Section 1 Purpose

- 1.1 The purpose of this procedure is to define fire stream management techniques.

Section 2 General

- 2.1 Hose line placement will be dictated by the priorities of each individual incident. Life safety is always the first priority when considering hose line placement. Incident stabilization and property conservation considerations will follow lifesafety when deploying lines.
- 2.2 Hose lines should be advanced inside fire buildings in order to control access to halls, stairways, or other vertical and horizontal channels through which people and fire may travel.
- 2.3 It is the responsibility of each engine company to assure its own uninterrupted, adequate supply of water. "Assure" in this case does not mean they must necessarily lay the line to the water supply, but that it is their responsibility to get water into their pump, by whatever means are appropriate.

Section 3 Fire Stream Management

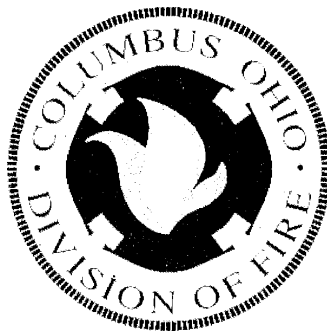
- 3.1 The following items relate directly to the effectiveness of hose lines:


- 1) Size
- 2) Placement
- 3) Speed
- 4) Mobility
- 5) Supply

Section 4 Support Activities

- 4.1 Support activities are those functions that assist active fire control and rescue operations. They generally include forcible entry, ventilation and the provision of access. The Incident Commander must assign specific tasks to assure these support functions will be completed in a timely and effective manner.

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	Standard Operating Procedures	
	Subject: Ventilation Factors	
	S.O.P. Number 01-03-27 Vol-CH-Cat.Sub	Approved: <i>Kevin O'Connor</i> Fire Chief
		Issued: 11/12/2015
	Reviewed: 04/21/2016	Revised: 05/02/2016

Section 1 Purpose

- 1.1 The purpose of this procedure is to identify factors and considerations affecting ventilation timing and techniques.

Section 2 General

- 2.1 The importance of understanding the impact of ventilation decisions on the fireground cannot be overstated. Fire growth and development are impacted by both the amount of air entering the fire area and by the amount of fire gases exiting the fire area. Opening a door or window provides oxygen to a ventilation-limited fire.

- 2.2 During offensive operations, the ventilation openings must be controlled by coordinating ventilation tactics with the fire attack. Before any ventilation is performed, the firefighter must understand its impact on fire growth and spread.

- 2.2.1 Ventilation factors affecting fire growth and development include:

- (1) Wind speed and direction
- (2) Other ventilation openings
- (3) Progress of the fire attack

- 2.3 Uncontrolled forcible entry may result in firefighter or civilian injury and death, and unnecessary property loss.

- 2.4 The guiding principle before performing any ventilation should be to '*vent with purpose*'... always consider the effect of the action.

2.5 Flow Path

- 2.5.1 The flow path of a fire is how a fire moves through a structure as determined by inlet and exhaust vents for air, since air allows fire to sustain and grow. Every new ventilation opening provides a new flow path for the fire.

- 2.5.2 Principles of Fire Flow Path

- (1) Enlarging or creating openings (inlet and/or exhaust openings) will result in fire growth and spread.
- (2) Interrupting the fire flow path by limiting or controlling openings can limit fire growth.
- (3) Controlling the door – keeping doors closed aids firefighters by limiting the oxygen feeding the fire and results in lower temperatures.

- (4) Anyone in the exhaust portion of the flow path - between where the fire is and the direction of its travel – is in a high hazard location.
- (5) Controlling the flow path improves victim survivability.

Section 3 Horizontal Ventilation

- 3.1 Forcing the door is ventilation and must be thought of as such. While forcing entry is necessary to fight the fire, it must also trigger the thought that air is being fed to the fire and that the fire may increase in size and intensity until water is applied. The clock is ticking (on firefighter and occupant tenability) before either the fire gets extinguished or it grows beyond control, jeopardizing the safety of everyone in the structure.
- 3.2 Once the front door is opened, attention should be given to the flow through the front door. A rapid rush of air or a tunneling effect could indicate a ventilation-limited fire.
- 3.3 Every new ventilation opening provides a new flow path. This could create very dangerous conditions when there is a ventilation-limited fire. You never want to be between where the fire is and where it wants to go without water or a door to close.
- 3.4 Fire showing does not mean the fire is adequately vented. Additional vent points will grow the fire if water is not applied in a timely manner.
- 3.5 Horizontal ventilation must take place in coordination with fire attack. Openings should be controlled until the '*water on the fire*' benchmark is announced.
- 3.6 Operations at commercial buildings may require horizontal openings be accessed or created for potential egress. Personnel should consider the effects of these openings and control inlets whenever possible.

Section 4 Vertical Ventilation

- 4.1 Vertical ventilation is the most effective type of natural ventilation, but it does not guarantee positive results. It allows for the hottest gases to exit the structure; however, it also allows the most air to be entrained into the structure.
- 4.2 Vertical ventilation creates an exit flow path for hot fuel and will accelerate air flow into the fire as well as spread the fire along the flow path. This significant increase in oxygen combining with the hot, fuel-rich environment of a ventilation-limited fire can result in rapid fire growth.
- 4.3 Vertical ventilation must be coordinated by the Incident Commander along with fire attack.
- 4.4 Personnel shall not operate over top of a truss roof system that has been impacted by fire unless an inspection of the truss loft has been performed and indicates no or minimal fire damage.

Section 5 Wind Driven Fires

- 5.1 Wind is a powerful force influencing the direction of a flow path. Any time a window or door is opened on the side of a building that faces the wind (windward side) a huge amount of oxygen will be introduced into the fire. This sudden increase in oxygen combined with hot flammable gas from the fire can result in rapid fire growth but can also produce a sudden change in the direction of the flow path due to the pressure imposed by the wind.
- 5.2 Personnel performing fire attack or ventilation during wind conditions should consider the following:
 - (1) Keep the wind at your back during fire attack
 - (2) Ventilation prior to fire control should be limited to the downwind (leeward) side of the fire building.

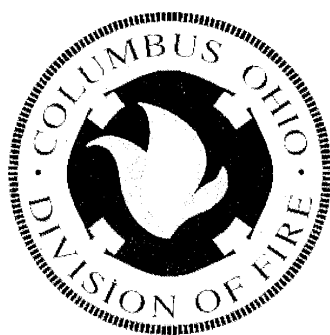
Section 6 Positive Pressure Ventilation


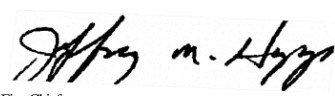
- 6.1 Positive pressure ventilation shall be coordinated by the Incident Commander
- 6.2 Positive pressure ventilation shall never occur prior to the 'water on the fire' benchmark being announced.

Section 7 Vent, Enter, Isolate, Search (VEIS)

- 7.1 VEIS is an effective tactic when there is a good potential for savable victims that can be accessed more readily via a window.
- 7.2 When performing VEIS, care should be taken to reduce the potential of creating a new flow path and drawing fire towards a victim. The following actions should be incorporated into the VEIS tactic:
 - (1) Do not use the ladder to vent the window
 - (2) Delay venting the entry window until just prior to entry
 - (3) Upon entry into the room, immediately take steps to control the door (flow path) to the room.

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	Standard Operating Procedures	
	Subject: Forcible Entry	
	S.O.P. Number 01-03-28 Vol-CH-Cat.Sub	Approved:  <small>Interim Fire Chief</small>
		Issued: 07/01/1998
	Reviewed: 12/01/2020	Revised: 12/14/2020

Section 1 Purpose

1.1.1 The purpose of this procedure is to identify forcible entry factors.

1.1.2 Prior to forcing entry, be aware of the possibility the business or residence has a Rapid Key Entry System. Accomplish this by checking the MDC for remarks or a red sticker on the front door. Refer to SOP 02-03-18 for more details.

Section 2 Forcible Entry

2.1 Fire Forced Entry

2.1.1 Forcible entry is used to gain entry to, and more importantly, egress from a building. The methods used to force entry are determined by the urgency and nature of the incident. Forcible entry involves a trade-off in time versus damage; the faster you force the more damage you do. If the fire is progressing and you must gain access to control the fire, don't waste time, gain entry by the most direct means possible.

2.1.2 Forcing entry is ventilation and must be thought of as such. While forcing entry is necessary to fight the fire, it must also trigger the thought that air is being fed to the fire and the clock is ticking before either the fire gets extinguished or it grows until an untenable condition exists, jeopardizing the safety of everyone in the structure

2.1.3 Consideration must be given to the effect entry methods will have on the fire flow path. It is better to force a door at the latch than at the hinges, allowing control of ventilation and the ability to close the opening for crew protection.

2.2 Investigation Medical run forced entry

2.2.1 Companies on the scene of fire alarms/medic runs may need to force entry. In these cases entry should be gained with the least damage possible I.e. through the lock or unlocked window.

Forced entry is appropriate when it is objectively reasonable to believe a person is in immediate need of emergency medical care. Those incidents include third-party calls and medical alarms.

The decision to force entry must be based upon the circumstances presented and a need to act. All of the circumstances presented and the decision to force entry or not force entry must be thoroughly documented in the electronic health record (EHR).

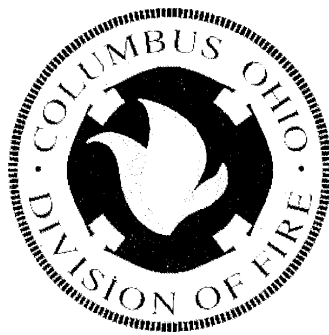
2.3 Forcible Entry Service Run, Vehicle Lockout – No Emergency Exists


When no reasonable person would conclude that an emergency exists, CPD or other law enforcement agency shall be requested by Division personnel prior to making entry or entry may be refused. This is to ensure the individual requesting assistance has a legal right or authority to be on the premise prior to making entry.

2.3.1 When a CFD company forces entry into a structure and no occupant or responsible party is on scene to maintain security of the structure, CPD must be notified via the FAO.

2.4 Documentation of forced entry shall be documented in the NFIRS report.

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	Standard Operating Procedures	
	Subject: Additional Resources	
	S.O.P. Number 01-03-29 Vol-CH-Cat.Sub	Approved: <div style="text-align: right;"><i>Kevin O'Connor</i></div> Fire Chief
		Issued: 07/01/1998
	Reviewed: 04/21/2016	Revised: 05/02/2016

Section 1 Purpose

- 1.1 The purpose of this procedure is to identify factors that should be considered when determining the need for additional resources.


Section 2 General

- 2.1 The decisions required to provide for adequate resources are an important factor in effective fire forecasting. The Incident Commander must develop strategic goals and obtain the resources required to stay ahead of the situation. Beware of "Crisis Management": this happens when a situation grows at a rate faster than the response rate to that situation. The Incident Commander ends up with a rapidly advancing situation and inadequate resources to control it.
- 2.2 Many times the Incident Commander will reach a point where he/she begins to debate whether to call another alarm or not. In such cases call for it. If the extra resources are not needed, they can easily be put back in service.
- 2.3 In most cases, the Incident Commander should utilize the greater alarm mechanism in lieu of asking for extra companies.
- 2.4 It is the continuing responsibility and function of the Incident Commander to determine the resources required to control the situation and to provide for the timely call for any additional resource required.
- 2.5 The Incident Commander must be aware of both the capability and response time of additional resources and effectively integrate these facts into calls for additional resources.
- 2.6 As the Incident Commander calls for additional resources, he/she must expand the ICS as necessary to manage the number of additional resources. The Incident Commander cannot encounter a big fire situation, call additional alarms and then expect to effectively manage that additional resource in a single alarm command situation.

Section 3 Additional Resources

3.1 Additional resources should be requested for the following situations:

- 1) The number, location, and condition of actual victims exceeds the rescue/removal/treatment capabilities of companies.
- 2) There is evidence of significant fire but companies are unable to determine location and extent.
- 3) Conditions become more severe or the situation deteriorates significantly.
- 4) All companies have been committed and the incident is not controlled.
- 5) Command runs out of a critical resource. (personnel, apparatus, water, equipment, command, etc.).
- 6) The situation becomes so complex that the Incident Commander can no longer control the incident without a larger command structure.
- 7) An actual or potential situation exists and the property protection demand exceeds the fire control capabilities of available resources.
- 8) Companies cannot effectively perform early salvage operations.
- 9) The weather conditions and or fatigue factor require additional manpower.
- 10) The use of SCBAs during salvage and overhaul requires additional manpower.
- 11) The Incident Commander instinctively feels the need to summon additional resources. (Don't disregard fireground hunches.)

	Standard Operating Procedures	
	Subject: Code One	
	S.O.P. Number 01-03-30 Vol-CH-Cat.Sub	Approved: <div style="text-align: right;"><i>Kevin O'Connor</i></div>
		Fire Chief Issued: 07/01/1998
	Reviewed: 04/21/2016	Revised: 05/02/2016

Section 1 Purpose

- 1.1 The purpose of this procedure is to define the term “Code One” and to provide for the notification of the proper individuals of deaths, including fire deaths, or life threatening injuries caused by fires.

Section 2 General


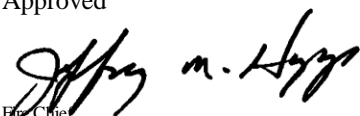
- 2.1 The radio designation “Code One” will be used to indicate that a person(s) is/are found Dead on Arrival (DOA) or to indicate any other death in the field, regardless of the circumstances.
- 2.2 In all cases, if the Police are not on the scene, the appropriate law enforcement agency will be requested through the Fire Alarm Office. The scene shall be secured until the arrival of the Police.
- 2.3 The procedure will be to notify the FAO that there is a “Code One”. The FAO will acknowledge Code One and give a Code One time. This will be the time used by the Police as the discovery time or in the case of EMS situations, as the time that resuscitation attempts were halted.
- 2.4 In cases of traumatic deaths, an EMS supervisor shall be notified.
- 2.5 The provisions of SOP 03-04-02 shall be followed when applicable.

Section 3 Fire Deaths

- 3.1 Fire related deaths or life threatening injuries caused by fire requires notification of the Battalion Chief regardless of the circumstances. This includes auto fires and other fire situations where a Battalion Chief would not normally respond. The Battalion chief shall request a Fire Investigator.

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	Standard Operating Procedures	
	Subject: Personal Protective Equipment (PPE)	
	S.O.P. Number 01-04-01 Vol-CH-Cat.Sub	Approved  Fire Chief
		Issued: 07/01/1998
	Reviewed: 3-25-2022	Revised: 3-25-2022

Section 1 Purpose

- 1.1 The purpose of this procedure is to identify proper personal protective clothing and equipment to be used by personnel operating at emergencies.

Section 2 General

- 2.1 Personal protective clothing and equipment shall be used whenever the member may be exposed to the hazards for which it is provided.
- 2.1.1 Protective clothing shall be maintained in accordance with SOP 01-04-07
- 2.1.2 Respiratory protection equipment shall meet the requirements of SOP 01-04-02

Section 3 Protective Clothing

3.1 Station/Work Uniforms

- 3.1.1 Station/work uniforms are a component of the protective ensemble and shall be worn while on-duty
- 3.1.2 Station/work uniforms shall meet the requirements of NFPA 1975, Standard on Station/Work Uniforms for Emergency Services, where possible.
- 3.1.3 The use of non-approved station work uniforms is strictly prohibited while engaged in emergency response activities.

3.2 Protective Clothing for Structural Firefighting

- 3.2.1 The following items constitute a complete set of protective clothing for firefighting:
- 1) Fire Helmet
 - 2) Turnout coat with liner
 - 3) Turnout pants with liner
 - 4) Nomex or PBI Hood
 - 5) Structural Fire Gloves
 - 6) Boots
 - 7) SCBA Mask
- 3.2.1.1 All PPE shall meet the applicable requirements of NFPA 1971, Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting when purchased.
- 3.2.1.2 Unless otherwise stated all items must be worn together.

3.2.1.3 Thermally unstable materials such as polyester, Dri-fit, Underarmor, etc. shall not be worn at any time while engaged in fire suppression activities.

3.2.2 No one shall be allowed in hazardous locations, such as the fireground hazard zone, unless they are properly wearing appropriate protective clothing and equipment.

3.2.2.1 Company officers may allow the removal of various items of protective clothing only after conditions no longer present a hazard.

3.2.2.2 In complex situations, the Safety Officer should be consulted about the advisability of removing articles of protective clothing.

3.2.3 Protective Clothing for Firefighting and ensemble elements shall be retired no more than 10 years from the date the ensembles or ensemble elements were manufactured.

3.3 Protective Clothing When Operating In The Roadway

3.3.1 Personnel operating at roadway incidents, who are not engaged in suppression activities, shall wear a Division issued high-visibility retro-reflective vest or jacket and a fire or rescue helmet.

3.3.2 Personnel engaged in emergency operations that may directly expose them to flame, fire, heat, and/or hazardous materials shall wear protective clothing for firefighting.

3.3.3 Personnel engaged in non-emergency activities on or near the roadway (i.e. checking hydrants, training, etc.) shall wear a Division issued high-visibility retro-reflective vest or jacket.

3.4 Protective Clothing for Rescue and Special Operations

3.4.1 Whenever head protection is needed, personnel shall wear a fire or rescue helmet.

3.4.2 Appropriate protective clothing for rescue and special operations incidents shall be determined by the Incident Commander, with input from the Incident Safety Officer.

3.4.2.1 Where the potential for flash fire exists, personnel shall wear PPE meeting the requirements of NFPA 1971, Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting.

3.5 Protective Clothing for Violent Incidents / Unknown Emergencies

3.5.1 Ballistic helmet and vest shall be worn for the following.

3.5.1.1 Shootings

3.5.1.2 Stabbings

3.5.1.3 10-3 or 10-57

3.5.1.4 AVI

3.5.1.5 Unknown emergencies or when forcing entry into premises unannounced. (This does not apply to fire ground operations)

3.5.1.6 At the discretion of the company commander or I.C

3.5.1.7 **The member can wear the ballistic vest or helmet in addition to above emergencies.**

3.5.2 Ballistic helmet and vest shall not be worn under or over turnout gear during structural firefighting.

Section 4 Eye Protection

4.1 When operating in a hazardous area at an emergency scene without the full face piece of respiratory protection being worn, members shall wear primary eye protection that is designed to protect the member's eyes from the expected hazards.

4.2 Personnel engaged in activities that may subject their eyes to projectile hazards shall wear eye protection

4.3 Eye protection shall meet the requirements of ANSI Z87.1.

Section 5 Modification to Personal Protective Equipment for Structural Firefighting

5.1 The Laundry Technician shall maintain a list of approved modifications to PPE that do not require higher authorization.

5.2 The addition of patches, logos, emblems shall not be permitted without required NFPA "Transmitted and Stored Thermal Energy" Testing of the affected areas (when appropriate) and approval by the Fire Chief.

5.2.1 If a cost is associated with the required testing, the requester will be required to obtain certified testing at their cost prior to final approval.

5.2.2 When applicable, requests to modify or add patches, logos, or emblems to any article of PPE should be submitted along with the item to the Fire Chief using Form PI-32e.

5.2.3 Upon approval of the Fire Chief, a patch, logo, or emblem not exceeding 4" across may be applied to the upper shoulder of the turnout coat by the Laundry Technician.



5.3 Modifications to turnout gear shall only be permitted through this process.

Section 6 Non-Division Issued Personal Protective Equipment for Structural Firefighting

- 6.1** Personnel may wear non-division issued PPE that meet the following criteria:
- 1) The PPE meets the current or previous edition of the applicable NFPA Standard.
 - 2) The PPE was manufactured within the past ten years.
 - 3) Same or similar style or design as that of current CFD PPE.
 - 4) Approval by the Fire Chief
- 6.2** Requests to use non-division issued PPE should be submitted through the chain of command to the Fire Chief using form PI-32e.
- 6.3** Ballistic vests and helmets must be Division issued.
- 6.4** Members are not permitted to wear ballistic vests or helmets that are not Division issued.

Section 7 Apparatus Operators

- 7.1** Minimum PPE to operate a pump or aerial device shall be helmet and utility gloves
- 7.1.1** When working in the hazard zone, apparatus operators shall don full protective clothing for structural firefighting.

	Standard Operating Procedures	
	Subject: Respiratory Protection Requirements	
	S.O.P. Number 01-04-02 Vol-CH-Cat.Sub	Approved:  Fire Chief
		Issued: 07/01/1998
	Reviewed: 05/20/2016	Revised: 05/23/2016

Section 1 Purpose

- 1.1 The purpose of this procedure is to define the minimum respiratory protection requirements for personnel who may be exposed to respiratory hazards during the performance of their duties.


Section 2 Use of Respiratory Protection

- 2.1 Because there is no way to predetermine hazardous conditions such as the presence of fireground toxic contaminants, lack of oxygen, chemical spills, etc., the following unknown atmospheres should be assumed to be Immediately Dangerous to Life and Health (IDLH) and shall require the use of a Self-Contained Breathing Apparatus (SCBA) while operating in the hazard area:
- 1) Structure fires where the fire is beyond the stage where it can be controlled by the use of a hand held fire extinguisher
 - 2) Dumpster and vehicle fires
 - 3) Confined-space and/or below grade responses
 - 4) Gas leaks
 - 5) Hazmat, Bomb, and WMD responses
- 2.2 Where appropriate, a supplied air breathing apparatus (SABA) system may be utilized in place of an SCBA when supplied-air is required.
- 2.3 An appropriate air-purifying respirator (APR) may be used in place of an SCBA when the requirements of SOP 01-04-05 are met.

Section 3 Respiratory Protection Requirements

- 3.1 Personnel using respiratory protection shall pass an annual quantitative fit test.
- 3.2 Members may only wear a facepiece or mask size and model that they have passed a fit-tested for.

- 3.3 Respiratory Protection shall be worn according to the manufacturer's requirements.
- 3.3.1 Unapproved devices, or approved devices that have been modified in a manner that voids their approval, shall not be used.
- 3.4 Members using SCBA shall not compromise the protective integrity of the SCBA for any reason when operating in IDLH, potentially IDLH, or unknown atmospheres by removing the facepiece or disconnecting any portion of the SCBA that would allow the ambient atmosphere to be breathed.
- 3.4.1 The only exception to this policy will be when providing an emergency air supply using the regulator from the low-pressure side of the RIT Pack.
- 3.5 A quantitatively fit-tested facepiece ensure a proper seal. This seal must not be compromised by any means including, but not limited to, the following:
- 1) **Facial Hair:** Beards, sideburns, mustaches, long hair, or bangs that pass between the sealing surface of the facepiece and the face of the wearer are not permitted.
 - 2) **Head coverings:** The protective hood, or any other head covering, must be worn **over** the tightening straps of the facepiece so as not to break the seal between the facepiece and the face of the wearer.
 - 3) **Protuberances:** Eyeglass temple bars, or any other accommodative device, must not pass through the seal of the facepiece and the face of the user.
 - a. Members needing to wear eyeglasses must have an approved spectacle kit, obtained from the Mask Repair Section, to accommodate corrective lenses. Contact lenses may be worn.
- 3.6 Members using SCBAs shall operate in teams of two or more and shall be in close physical proximity with each other.
- 3.7 Members must be aware of their heads-up display in their SCBA's facepiece, and use the 50% warning as an indicator to begin to exit the hazard zone (SOP 01-04- 08).
- 3.8 Anytime a member must exit the hazard zone, another member must accompany them.
- 3.9 Members using respiratory protection shall be monitored by company officer, incident safety officers, incident commanders, and medic personnel on the scene for signs of fatigue or other factors that could result in medical compromise.
- 3.10 All personnel required to wear SCBA's shall be evaluated at least annually on their knowledge and proficiency in SCBA operations, including safety, policies, procedures, maintenance, and inspection.

	Standard Operating Procedures	
	Subject: SCBA Removal	
	S.O.P. Number 01-04-03 Vol-CH-Cat.Sub	Approved: <i>Kevin O'Connor</i> Fire Chief
		Issued: 07/01/1998
	Reviewed: 05/20/2016	Revised: 05/23/2016

Section 1 Purpose

- 1.1 The purpose of this procedure is to identify when it is permissible to remove respiratory protection and continue operations with a lower level or no respiratory protection.

Section 2 General

- 2.1 It is the goal of the Division of Fire to reduce exposures to fireground toxic contaminants, ultra-fine particulates, oxygen deficient atmospheres, and other respiratory hazards found within the hazard area of various emergencies to which we respond. In order to achieve this goal, SCBA use should be maintained and monitored throughout operations.

Section 3 Structure Fires

- 3.1 Personnel shall wear SCBA during all phases of suppression, salvage, and overhaul while operating within any portion of the structure that had been exposed to fire.
- 3.2 An air-purifying respirator (APR) with an appropriate chemical cartridge may be used in place of an SCBA during fire caused determination when the requirements of SOP 01-04-05 are met.

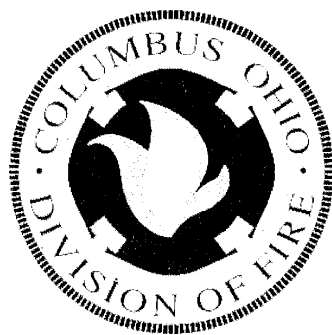
Section 4 Below Grade and Confined Space


- 4.1 SCBA/SABAs will be used in these situations until the ambient atmosphere can be continuously ventilated monitored and sampled (per OSHA 1910.146 specifications) to prove that the atmosphere is no longer Immediately Dangerous to Life and Health (IDLH) **AND** there are no other permit entry hazards present.

Section 5 Hazardous Material Incidents

- 5.1 SCBA will be used at Hazmat incidents until the Incident Commander determines, based on information provided by the Hazmat Team, that it is safe to remove SCBAs.

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	Standard Operating Procedures	
	Subject: SCBA Inspection and Care	
	S.O.P. Number 01-04-04 Vol-CH-Cat.Sub	Approved: <i>Kevin O'Connor</i> Fire Chief
		Issued: 03/01/1999
	Reviewed: 05/20/2016	Revised : 05/23/2016

Section 1 Purpose

- 1.1 To provide a procedure for the proper inspection, maintenance, repair, and cleaning of respiratory protection equipment.

Section 2 General

- 2.1 The following procedures will provide for the compliance of facets of the Respiratory Protection Program mandated by NFPA 1500, Standard on Fire Department Occupational Safety and Health Program, and NFPA 1852, Standard on Selection, Care, and Maintenance of Open-Circuit Self-Contained Breathing Apparatus (SCBA). These procedures define the standards the Columbus Division of Fire has adopted, and must be followed.

Section 3 Daily Inspections

- 3.1 Clean and disinfect the second stage regulator using only an approved disinfectant cleaner for SCBA.
- 3.2 Ensure cylinder is registering to full capacity.
- 3.3 Check both the Vibra-alert (tactile low-air alarm) and the heads-up display to ensure proper activation and adequate battery power.
- 3.4 Verify facepiece-to-face seal.
- 3.5 Check the exhalation valve function.
- 3.6 Check the purge valve function.
- 3.7 Ensure couplings are tight and cylinder connection (CGA fitting) O-ring is intact.
- 3.8 Test the PASS device to ensure that it is operational and has adequate battery level.
- 3.9 Test the voice amplifier to ensure that it is functional. A low battery is indicated by reduced amplification.
- 3.10 Check the normal operation of the SCBA.

Section 4 After Use Inspection

- 4.1 Replace air cylinder with a fully charged cylinder (or refill).
- 4.2 Check for defective or damaged components.
- 4.3 Clean all SCBA components and facepiece.
- 4.4 Repeat daily inspection before use.

Section 5 Compressed Air Cylinder

- 5.1 Check for damage to cylinders such as cuts, slices in wrapping, gouges, etc.
- 5.2 Check hydrostatic test dates should be checked to ensure that they are within five years of the previous test.
- 5.3 Never carry compressed air cylinders by the hand wheel.

Section 6 Maintenance and Repair

- 6.1 Station Level
 - 6.1.1 The replacement of the PASS, HUD, or Voice Amplifier batteries when necessary
 - 6.1.2 The only batteries approved for use are Duracell® Procell PC 1604 9 volt and Duracell® PC 1500 1.5 volt AA.
- 6.2 Incident Support Unit (ISU) Level
 - 6.2.1 Replacement of the AV-3000 facepiece head net
 - 6.2.2 Replacement of O-ring on female (CGA) fitting attachment to cylinder
- 6.3 Mask Repair Level
 - 6.3.1 All maintenance and repairs not listed above shall be the responsibility of the Mask Repair Section
 - 6.3.2 All Division SCBAs shall be scheduled for periodic preventive maintenance in accordance with NFPA 1852 and manufacturer's recommendations.
 - 6.3.3 The Mask Repair Section shall maintain records of all SCBAs and components, as well as all repair and maintenance.

Section 7 OOS Procedures

- 7.1 If during daily checks or usage an SCBA is found to be in need of maintenance above the ISU Level, it shall be immediately be taken out of service, tagged and taken to the Mask Repair section.

- 7.2 If an emergency repair is necessary after Mask Repair is closed, ISU may be contacted for a replacement.

Section 8 Cleaning

- 8.1 The external surfaces of the SCBA shall be cleaned and disinfected according to the manufacturer's instructions using a mild detergent such as soap and water.
- 8.1.1 The facepiece shall be cleaned after each use and disinfected as needed. Facepiece cleaning and disinfecting shall be performed according to the manufacturer's instructions using only those agents indicated by the manufacturer, i.e. Scott Multi-Wash.
- 8.1.2 The second stage regulator shall be thoroughly cleaned and disinfected if the internal components have been exposed to bodily fluids, exhaled breath, dirt, or debris. The cleaning and disinfecting shall be performed according to the manufacturer's instructions using only an approved disinfectant for SCBA, i.e. Scott Multi-Wash.
- 8.2 Caution shall be taken to prevent water or cleaning materials from entering the connection between the cylinder valve and the mating SCBA inlet connector.
- 8.2.1 All SCBA components shall be thoroughly air dried prior to storage in a compartment that does not allow for air circulation.
- 8.3 Under no circumstances shall chlorine bleach ever be used to clean straps and harness assemblies.
- 8.4 Appropriate inspections shall be performed after cleaning.
- 8.5 All the above steps must be completed before an SCBA may be sent to the Mask Repair Section for maintenance.
- 8.5.1 If a SCBA has been used by a member who has been exposed to toxic chemicals or radioactive materials, additional special decontamination steps are necessary. In these cases, contaminated SCBA should be segregated from all other equipment.
- 8.6 Decontamination will be guided by special instructions obtained from appropriate sources specific to the contaminant.

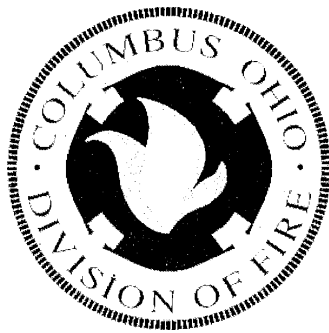
Section 9 Storage


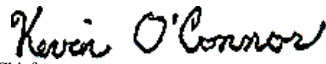
- 9.1 SCBA that is stored on fire apparatus shall be secured in an approved bracket, as per manufacturers guidelines.
- 9.2 SCBA that is carried by a single person company (i.e. B/C, EMS Coordinator, Safety Officer) shall be stored in an approved storage case or bag or approved brackets.

Section 10 Prescription Lens Kit

- 10.1 A facepiece lens kit is available for those members who wear glasses. Requests for a lens kit are to go through the chain of command on an RT-154. Further information available by calling the Mask Repair section at extension 75450.

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	Standard Operating Procedures	
	Subject: Air-Purifying Respirator (APR) Use	
	S.O.P. Number 01-04-05 Vol-CH-Cat.Sub	Approved:  Fire Chief
		Issued: 03/01/1999
	Reviewed: 03/28/2017	Revised: 03/31/2017

Section 1 Purpose

1.1 To explain and provide guidelines for the use of an Air-Purifying Respirator (APR) for respiratory protection.

Section 2 General

2.1 An air-purifying respirator (APR) provides a lower level of respiratory protection than an SCBA. The use of an APR is limited to the situations contained in this SOP.

2.2 A risk assessment shall be conducted to determine whether a full or half-facepiece APR is appropriate.

2.2.1 When a half-face respirator is worn, appropriate eye protection shall be utilized.

2.3 Personnel may only use an APR for which they have passed an annual quantitative fit test.

2.4 An APR may only be utilized with a filter or cartridge appropriate for the environment where it is being used.

2.5 When the facepiece is properly donned and adjusted, detection of odor or taste, or irritation to eye, nose or throat may indicate that the filtration element is exhausted or compromised. If this occurs, return to fresh air immediately, check facepiece fit, and replace filtration element as needed.

Section 3 APR Use During EMS Operations

3.1 A fit-tested P-100 air-purifying respirator shall be the minimum level of protection against viral, bacterial or other airborne inhalation hazards when respiratory protection is deemed appropriate during an EMS response.

Section 4 APR Use During Overhaul

4.1 The use of an APR while performing overhaul is strictly prohibited.

Section 5 APR Use During Fire Cause Determination Activities

5.1 An APR with an appropriate chemical cartridge is permitted when all of the following conditions are met:

- 1) ≥ 30 minutes post-extinguishment
- 2) No active overhaul is taking place
- 3) Positive pressure ventilation is in place
- 4) Continuous air monitoring is in place and levels are within acceptable short-term occupational exposure limits:
 - a. Hydrogen Cyanide (HCN) ≤ 4.7 ppm
 - b. Carbon Monoxide (CO) ≤ 35 ppm

5.2 The chemical cartridge shall be NIOSH-approved to provide protection against atmospheres containing particulates, acid gases, organic vapors, and formaldehyde.

Section 6 Hazmat Operations

6.1 When determined to be appropriate by the Incident Commander, with input from the Hazmat Officer, personnel may be assigned a chemical-level protection canister and adapter to be fitted onto their facepiece and used in place of their SCBA.

Section 7 Other Uses

7.1 The air-purifying respirator is being recommended for protection from the following when working in or around the station:


- Asbestos fibers or lead dust
- Nuisance dusts or particulates
- Pollen or other allergen particulates
- Liquid or oil based particles from sprays
- Metal fumes produced from welding and cutting
- Mold spores
- Nuisance Dust and other particulates
- Biological Pathogens

Section 8 Care & Maintenance

8.1 Air-Purifying Respirators and filtration elements shall be maintained and used according to the manufacturer's requirements.

8.2 Clean the facepiece or mask assembly and check the overall condition after each use.

8.3 P-100 Particulate filters can be ordered from Mask Repair.

	Standard Operating Procedures	
	Subject: PPE at Water Emergencies	
	S.O.P. Number 01-04-06 Vol-CH-Cat.Sub	Approved: <i>Kevin O'Connor</i> Fire Chief
		Issued: 03/01/1999
	Reviewed: 05/20/2016	Revised: 05/23/2016

Section 1 Purpose

- 1.1 The purpose of this procedure is to identify appropriate personal protective equipment to be used at water rescue incidents.

Section 2 General

- 2.1 Water rescue incidents include work around any static body of water deeper than 5 feet, any flowing body of water, and any flood waters.
- 2.1.1 This SOP is not intended to include rescue from swimming pools.
- 2.2 Members shall wear appropriate water rescue PPE when any of the following apply:
- 1) Within 15 feet of the water's edge
 - 2) Working in a boat
 - 3) Handling ropes or other safety devices for members in the water

Section 3 Water Rescue PPE

3.1 Water Rescue PPE for Shore Based Personnel

- 1) Personal Flotation Device (PFD), USCG Type III/V Approved
- 2) Water Rescue Helmet, Fire Helmet or Rescue Technician Helmet
- 3) Work Gloves

3.2 Water Rescue PPE for Boat Based Personnel


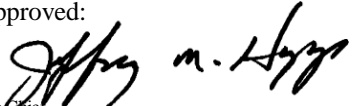
- 1) Personal Flotation Device (PFD), USCG Type III/V Approved
- 2) Water Rescue Helmet
- 3) Work Gloves

3.3 Water Rescue PPE for Members Entering the Water

- 1) Tag line secured to shore
- 2) PFD, USCG Type III/V Approved, with water rescue helmet and gloves, or
- 3) Fully Encapsulated Cold Water Exposure Suit, i.e. Gumby Suit

Section 4 Exposure Limits

- 4.1 Members shall be limited to 60 minutes work time in the water when water temperature is above 75°F.
- 4.2 Members shall be limited to 40 minutes work time in the water when the water temperature is below 75°F and above 40°F.
- 4.3 Members shall be limited to 20 minutes work time in the water when the water temperature is below 40°F.

	Standard Operating Procedures	
	Subject: Protective Clothing Care and Maintenance	
	S.O.P. Number 01-04-07 Vol-CH-Cat.Sub	Approved:  Fire Chief
		Issued: 09/09/2002
	Reviewed: 3/25/2022	Revised: 3/25/2022

Section 1 Purpose

1.1 The purpose of this procedure is to provide a systematic procedure for the care and maintenance of protective clothing in order to insure the garment is fit for service.

Section 2 General

- 2.1 Division issued PPE is the property of the City.
- 2.2 Personnel shall inspect their PPE regularly and after each use. Company officers are to inspect subordinates gear monthly and document on form PI-29. Damage Report Form PI-30 is to be completed if applicable.
- 2.3 Personnel are not permitted to utilize turnout gear that has not been cleaned / inspected annually and deemed safe for use.
- 2.4 Personnel are not permitted to use City issued/owned turnout gear outside of their employment with the city without prior authorization from the Fire Chief.
- 2.5 Gear that has been determined to be unserviceable shall be collected and disposed of by the Support Services Bureau.
- 2.6 PPE in need of repair shall be sent to the Laundry Technician along with Form PI-30 describing the damage.
- 2.7 The Laundry Technician is available Monday through Friday 0700-15:30 hours.

Section 3 Station Level Care and Maintenance

3.1 Helmets

- 3.1.1 The outer shell of the helmet should be washed with mild soap and water.

3.1.2 Helmet liners and sweatbands should be cleaned after each use where they are exposed to products of combustion or other soils.

3.1.2.1 Helmet liners can be machine or hand laundered with a mild detergent.

3.2 Protective Hoods

3.2.1 Protective hoods should be cleaned after each use where they are exposed to products of combustion or other soils.

3.2.2 Stations shall maintain a supply of spare hoods for exchange.

3.3 Structural Fire Boots

3.3.1 Boots worn in the hazard zone shall be washed down on the scene.

3.3.2 Structural Fire boots can be thoroughly cleaned with mild soap and water.

3.4 Structural Fire Gloves

3.4.1 Fire gloves should be cleaned after each use where they are exposed to products of combustion or other soils.

3.4.2 Cleaning Procedure:

- (1) Mild to Moderate Soiling: Hand wash with mild soap and water
- (2) Heavy Soiling or Contamination: Send to Division Laundry.

3.5 SCBA Mask

3.5.1 Mask should be cleaned with mild soap and water after use

3.6 P-100

3.6.1 Mask should be cleaned with mild soap and water after use

3.7 Ballistic Vests

3.7.1 Ballistic covers can be machined washed and air dried

3.7.2 Ballistic panels can only be wiped down and air dried. **DO NOT MACHINE WASH PANELS**

3.7.3 For biological cleaning

3.7.3.1 Remove ballistic panels and place in a secure area of the fire house

3.7.3.2 Contact EMSO for a loaner ballistic vest

3.7.3.3 Send ballistic cover to division laundry with completed PI-40 form. Make sure to address biological concerns for specific areas on ballistic cover.

3.8 Ballistic Helmet

3.8.1 Wash outer helmet shell with mild soap and water, then air dry.

Section 4 Division Laundry Cleaning and Annual Inspection

4.1 The Division follows a regularly scheduled annual cleaning program designed to clean and inspect PPE. Each year the SSB issues a bulletin with the schedule.

4.2 Gear being sent to the laundry facility must have the suspenders attached, the outer shell separated from the thermal liner and liners turned inside out, all pockets emptied, and each item marked with the members I.D. number. All other items sent to the laundry facility (Gloves, Hoods, Suspenders, etc.) shall be marked with the members I.D. number.

4.3 Gear must be bagged and tagged with the specified preprinted tag/label, PI 40e, and filled out in its entirety.

4.4 All turnout gear must be cleaned / inspected annually by the Laundry Technician.

4.4.1 Personnel who are unable to make their PPE available for cleaning and inspection during the annual scheduled station pick-up shall contact the Laundry Technician and arrange a pickup as soon as possible. Company officers are responsible for seeing that their subordinates comply with the annual cleaning/inspection for primary sets of gear and backup sets where applicable.

4.5 Structural firefighting personal protective equipment (PPE) shall be laundered following any use where exposure or contamination may have occurred. Contact the Laundry Technician anytime laundering is necessary.

4.6 Turnaround time for gear laundering is generally around 48 hours.

Section 5 Loaner Gear

5.1 Loaner Gear is generally issued/returned during the pick-up/drop-off of soiled gear, it is understood that other situations could arise.

5.2 Loaner Gear could be reassigned as Front Line gear at the discretion of the SSB.

5.3 Division members will be given a specific time and location where the loaner gear will be deposited in order for it to be picked up.

5.4 Loaner Gear will be laundered after each user; it will be bagged and tagged in the same manner as assigned gear.

5.5 Members are not to place their I.D. number or any other markings on loaner gear.

5.6 To request Loaner turnout gear during business hours contact the


laundry technician @ 7-4465 or on 10 Maintenance (Maintenance 28). If you are unable to reach the laundry technician during business hours contact the Inventory Control Property Manager at 7-4469.

5.7 Loaner Gear requested after hours, holidays and weekends is accomplished by contacting the Facilities Coordinator (FC) @ 7-5468 or 614-332-9229.

5.8 If the FC is unavailable contact SO-4 @ 7-5427 or 614-332-9226.

5.9 If SO-4 and FC are unavailable and it is after business hours contact ES-2 who will in turn contact and authorize the FAO to call in off duty personnel if necessary.

5.10 The individual issuing the loaner gear will follow the established SSB procedures.

	Standard Operating Procedures	
	Subject: Air Management for SCBA use	
	S.O.P. Number 01-04-08 Vol-CH-Cat.Sub	Approved <i>Kevin O'Connor</i> Fire Chief
		Issued: 05/01/2005
	Reviewed: 05/20/2016	Revised: 05/23/2016

Section 1 Purpose

- 1.1 The purpose of this procedure is to identify the procedure to be utilized for managing ones air supply in an IDLH environment.

Section 2 General

- 2.1 The air supply carried in an SCBA is intended for entry, work and exit from an IDLH atmosphere. It is difficult to gauge the appropriate amount of air necessary to exit from a structure. This has resulted in firefighters becoming lost, trapped, and disoriented inside of structures, and is responsible for a large percentage of firefighter fireground deaths.
- 2.2 In an effort to improve safety on the fireground, it is necessary to allocate some air as an emergency reserve for unintended events that may otherwise lead to a firefighter exhausting their air supply before exiting the hazard zone.

Section 3 Air Monitoring

- 3.1 In all cases, firefighters should monitor their air consumption and the environment in order to allow for an adequate air reserve and ensure a safe exit.
- 3.2 Firefighters shall monitor air consumption through their Heads-Up Display (HUD) and shall begin to exit the structure when the 50% yellow LED begins to flash except as noted below:
- 3.2.1 If initial attack personnel find a known rescue situation where immediate action could prevent the loss of life, deviation from the air management policy may be permitted. The exception is not for standard search and rescue activities.
- 3.2.2 In no instance shall a firefighter be permitted to remain in the hazard zone following the activation of the 75% red LED or the Vibra-alert.

Section 4 Policy Deviation

- 4.1 Any deviation must be an exception and not standard practice.

- 4.2** If a deviation occurs, the occurrence must be reported promptly to the Incident Commander.
- 4.2.1** A thorough investigation and written report must be submitted in a timely manner to the Division Safety Officer.

Section 5 High Risk Environments

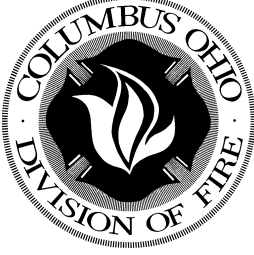

- 5.1** The following situations are considered extremely high risk. Deviation of this policy in these environments should only occur in very rare circumstances after a thorough and conservative risk/benefit analysis is performed:
- 1) Fires in commercial buildings.
 - 2) Fires below grade.
 - 3) Fires in occupancies with center hall construction.
 - 4) Fires in occupancies with mazelike configurations (i.e. office cubicles, stockrooms, etc).
 - 5) Fires in multifamily or non-residential structures with lightweight construction features, e.g. restaurants, strip malls, large single story structures.

Section 6 Division Inspection Program

- 6.1** Prolonged SCBA use has the following associated risks:
- 1) Increased cardiac work stress.
 - 2) Increased thermal stress.
 - 3) Increased depth of entry into the hazard zone.
 - 4) Increased degradation of structure if fire is not contained.
 - 5) Inadequate margin of error for unintended events (lost, trapped, disoriented, structural failure, etc.).

Section 7 Out of Air

- 7.1** In the event that a firefighter depletes his/her air supply prior to exiting a structure, the firefighter should resist the impulse to remove their facepiece, unless a clean air source is available.
- 7.2** Superheated air or air that is highly contaminated with fire gases is more likely to result in death than suffocation resulting from no air source.

	Standard Operating Procedures	
	Subject: PASS Personal Alert Safety System	
	S.O.P. Number 01-04-09 Vol-CH-Cat.Sub	Approved:  Fire Chief
		Issued: 04/03/2000
	Reviewed: 05/20/2016	Revised: 05/23/2016

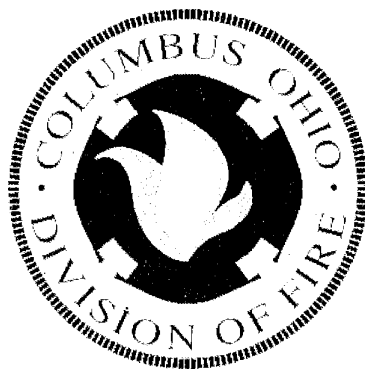
Section 1 Purpose



- 1.1 To provide a written procedure for the use and testing of all Personal Alert Safety System (PASS) Devices.

Section 2 PASS Usage



- 2.1 The PASS unit shall be turned 'ON' for any entry into a potential hazard area, including, but not limited to:
- 1) Atmospheres that could be IDLH
 - 2) Incidents that could result in entrapment
 - 3) Structural collapse of any type
 - 4) Investigation mode
 - 5) As directed by the Incident Commander or Incident Safety Officer
- 2.2 The PASS 'Alarm' shall be activated in the following situations:
- 1) Any time a member feels that they have become lost, trapped, or disoriented.
 - 2) When a member is out of air or may not have enough air to safely exit.
 - 3) Any time a member becomes incapacitated or seriously injured in the hazard zone.
 - 4) When a member feels threatened, or deems it appropriate to activate the alarm.

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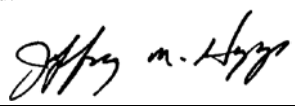


	Standard Operating Procedures	
	Subject: Post Incident Safety Review	
	S.O.P. Number 01-05-01 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page: 1 of 2	Effective Date: 11/08/2000
		Revised Date:

- I. **PURPOSE:** To provide the opportunity for a review of emergency operations at the scene while all involved members are present and the incident is still fresh in everyone's mind. Allows Incident Commander and Safety Officer opportunities for training and review (with emphasis on Standard Operating Procedures). Other members may contribute observations and experiences as relevant.
- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.
- III. **IMPLEMENTATION:** The Incident Commander shall provide the opportunity for an **"on-scene"** post-incident safety review of any emergency operation in which more than one company was committed. The review may be no more than the Incident Commander inquiring of the Safety Officer if he has any issues to discuss, or it could involve a detailed discussion of an operation that did not work as planned. This **"on-scene"** review does not preclude a more formal, intricate critique at a later time, if so warranted. The following situations will apply:
 - A. **Structure Fires:** All residential or commercial structure working fires must be reviewed. (Garages and out buildings need not be critiqued unless a problem needs to be addressed, or SOPs need to be emphasized.)
 1. Incident Safety Officer (or Incident Commander if SO-2 is not on the scene) will address safety related SOPs for compliance:
 - a. Accountability
 - b. Two-in / two-out rule; and use of the "buddy" system
 - c. Personal Protective Equipment including, but not limited to turnouts, PASS devices, SCBAs, Thermal Imaging Cameras (TICs), etc.
 - d. Structural monitoring for CO levels
 2. SO-2, or Incident Commander, will discuss hazard identification and communications on the fireground, if appropriate.
 - B. **Rescue Operations:** All technical rescue operations, especially confined space, high-angle, and rapid water rescues by in-charge rescue personnel.
 - C. **HazMat Operations:** All operations by HazMat Team Leader and SO-2.

	Standard Operating Procedures	
	Subject: Post Incident Safety Review	
	S.O.P. Number 01-05-01 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page: 2 of 2	Effective Date: 11/08/2000
		Revised Date:

- IV. **PROCEDURE:** The Incident Commander, sometime after the situation is contained, but before all companies are returned to service, must provide an “on-scene” post-incident safety review using the following guidelines:
- A. Only those companies actually involved in the operation will be included in the review. Any companies called as extra company, stand-by, or multiple-alarm that are not actively engaged in the operation will be excluded. This will prevent keeping companies out of service unnecessarily. (Do not exclude those companies that played a part in the operation, however minor, just to rush them back to service.)
 - B. If another “working” incident occurs **requiring** a company attending the review, and they are able to respond, the Incident Commander will excuse them (HazMat Team and/or Technical Rescue Teams, for example).
 - C. Remember, these reviews, like the more formal critiques, are for training and review and are to be conducted as such for everyone’s benefit.

	Standard Operating Procedures	
	Subject: Structural Damage	
	S.O.P. Number 01-05-02 Vol-CH-Cat.Sub	Approved:  Fire Chief
		Issued: 09/01/2011
	Reviewed: 07/01/2020	Revised: 07/01/2020

Section 1 Administration

1.1 Purpose: The purpose of this procedure is to ensure the Department of Building and Zoning Services (BZS) is notified of structural damage that may affect public safety. This damage may be the result of age, neglect, weather, fire, a vehicle hitting a structure, explosion, or other unspecified circumstances that renders a structure unsafe.

1.2 Responsibility: It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all division officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

Section 2 General

2.1 BZS is charged with the responsibility of ensuring that structures are safe for occupancy.

2.2 The Division of Fire is often the first to become aware of structural problems and it is our duty to notify the proper authority. Suspected or potential **non-emergent** structural problems as well as **emergent** hazards shall be reported to BZS, previously known as “**Building One.**”

2.3 BZS will then classify this information into two response categories, Emergent and Non-Emergent. The reported information should also include the following.

- Address of involved structure(s)
- Number of stories
- Type of construction
- Residential or commercial
- Occupied or vacant
- Building owner’s name and phone number
- Occupant’s name and phone number

Section 3 Emergent Hazard

3.1 The *on-scene* Incident Commander shall request the immediate response of BZS when there is a strong possibility that any of the following three dangers are present.

- Immediate danger of the structure collapsing onto another building
- Immediate danger of the structure collapsing onto a roadway
- Immediate danger of the structure collapsing onto a sidewalk

3.2 Upon request by the Incident Commander, the Fire Alarm Office will complete the “**Structural Damage Notification Form**” and notify BZS at the appropriate 24-hour number.

3.3 The on-duty Safety Officer (SO-2) will be dispatched to all Non-Residential properties where an Emergent Hazard exists. SO-2, with the assistance of Prevention 18 if needed, is responsible for posting the building if conditions warrant. The posting of the building could vary depending on the severity of the situation. This posting could range from securing the area with scene tape and stickers to requesting CPD standby to ensure no one enters the hazard/collapse zone. Prevention 18 is also to complete a Building Inspection Report for any fire code violations as a result of the structural damage, [e.g. blocked exit(s), fire sprinklers systems OOS].

3.4 In the course of conducting Emergency Services Operations or inspections and an **Emergent Hazard** is found, contact the FAO and have a minimum of a Battalion Chief dispatched to your location. The Battalion Chief will follow Section 3 of this policy if conditions warrant.

Section 4 Non-Emergent Hazard


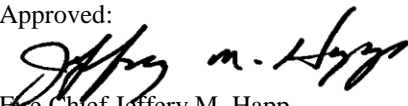
4.1 In the course of conducting Emergency Services Operations or inspections and a non-imminent hazard is found, this damage **and the accompanying requested information listed above** will be reported to the FAO. The FAO will notify BZS and the Fire Prevention Bureau, via e-mail, using the “**Structural Damage Notification Form.**”

4.2 This includes the following types of damage but not exclusive to the following:

4.2.1 Damage in buildings such as holes in the roof or floor, weakened or missing studs, damaged stairs, etc. Buildings that have been weakened by age, neglect, or fire.

4.2.2 A vehicle hitting a building, or other damage, not defined under **Section 3** for Imminent Hazard.

4.3 Non-Imminent Hazards will be surveyed by a designee from BZS as soon as possible during regular business hours. Upon notification, the Fire Prevention Bureau will assign the appropriate Inspector for proper processing.

	Standard Operating Procedures	
	Subject: Hydrant Flowing Response	
	S.O.P. Number 01-05-03 Vol-CH-Cat.Sub	Approved:  Fire Chief Jeffery M. Happ
		Issued: 06/20/2005
	Reviewed: 04/01/2011	Revised: 04/01/2011

1 Administration

- 1.1 Purpose:** To establish response guidelines for hydrant flowing incidents.
- 1.2 Responsibility:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

2 Response

- 2.1** Response shall be a service run. The officer in charge of the station may elect to send any apparatus to shut off hydrants. Firefighters are not to be sent to shut off hydrants alone.
- 2.2** The responding company will be assigned to "1 O Alpha" talk group and shall monitor "10 Fire" talk group.
- 2.3** Response may be upgraded to an emergency run at the discretion of the FAO.
- 2.4** Companies making multiple responses to the same hydrant location/area should request the police to secure the scene prior to arrival.

3 On Scene

- 3.1** In the presence of threatening/hostile crowds at the scenes, companies are to leave the area and request Police response to secure the area.
- 3.2** Companies are not to return to the scene until Police secure the area.
- 3.3** Companies encountering hostile crowds or a possible dangerous situation at a location/area shall refer to SOP 02-01-07 (10-3, 10-57 Emergency Assistance Call) and utilize the proper police terminology such as deteriorating situation "10-57" or imminent danger "10-3" when requesting emergency police assistance.
- 3.4** In situations where a hydrant cannot be shut off (broken stem, etc.), the water shop shall be requested. If the Water Department's response is delayed, a police standby will be requested.

4 Multiple Response to Hydrant Shut Downs

- 4.1** Contact the FAO to implement the Police enforcement/water shop notification procedure on multiple response hydrants. This will start the process for Police surveillance and response from the water shop personnel to place


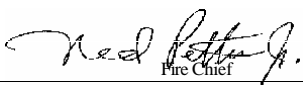
restrictive devices on problem hydrants. This procedure is to be implemented any time companies respond to the same hydrant or area more than once.

5 Police Enforcement

5.1 The Police Division has agreed to dispatch S.W.A.T. or SRB officers to problem hydrant flowing incidents and make arrests. Fire companies are to request Police Assistance through the FAO when numerous runs are encountered at the same location or area. Companies will have to communicate key information and coordinate with S.W.A.T. officers. Utilize 9-Fire/Police talkgroup or other means of communication to meet officers at a remote location and discuss your action plan for officers to make arrests.

6 CMHA Properties

6.1 Any hydrant flowing incidents on Columbus Metropolitan Housing Authority (CMHA) properties, the CMHA office shall be contacted immediately at 614- 421-6106 or 614-496-2206 for enforcement.

	Standard Operating Procedures	
	Subject: Red Cross Service Request	
	S.O.P. Number 01-05-04 Vol-CH-Cat.Sub	Approved  <small>Fire Chief</small>
	Page 1 of 2	Effective Date: 11/01/2009
		Revised Date:

Section 1 Administration

1.1 Purpose: To establish notification guidelines for the American Red Cross in the event of a fire or other emergency.

1.2 Responsibility: It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all division officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

Section 2 Definition

2.1 Dwelling: For response purpose the American Red Cross defines a dwelling as "a structure, no matter the type of construction, which is intended to house one or more persons." This could include a campsite along a waterway and railroad right-of-way, and it could also include a vehicle used as a residence.

Section 3 Notification Needed

3.1 Fires and other emergencies of all sizes can be traumatic to the residents and the American Red Cross is available to respond and provide a place to stay, comfort and other immediate needs until other resources are available.

3.2 The Columbus Division of Fire should contact the American Red Cross when any of the following situations occur.


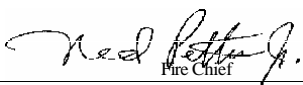
3.2.1 When the dwelling unit is damaged to the extent it is uninhabitable, whether for safety or health reasons, without repairs.

3.2.2 When there is noticeable damage / loss, whether from fire, water, smoke or by salvage and overhaul.

3.2.3 When there is a death or injury, with or without transport, to any resident.

3.2.4 When the resident exhibits emotional distress, caused by the fire or otherwise.

3.2.5 When the resident reports loss of medicines or durable medical goods, including glasses and dentures.

	Standard Operating Procedures	
	Subject: Red Cross Service Request	
	S.O.P. Number 01-05-04 Vol-CH-Cat.Sub	Approved  Fire Chief
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		Revised Date:

3.2.6 When there are children, elderly, or person with disabilities living in the home.

3.2.7 When the structure houses multiple residential units.

3.2.8 When the utilities have been disconnected.

3.2.9 When the resident asks for the Red Cross presence or says, "Yes" when asked if they need assistance regardless of the amount of damage.

Section 4 Notification NOT Needed

4.1 Notification of the American Red Cross may not be needed under these conditions

4.1.1 When the damage is minimal (minor stove fire; trash can fire) with little or no disruption in normal routine.

4.2.2 When the incident is the result of a maintenance problems – sewage backup, ruptured water pipes, gas leak.

4.2.3 When the structure is obviously uninhabited


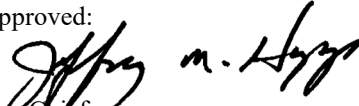
4.2.4 When the structure is not residential, unless canteening is requested.

Section 5 Contact Numbers

5.1 To ensure an immediate and effective response use the following numbers to contact the American Red Cross when reporting a fire or other emergency.

5.1.1 Preferred: 614-253-8888 (First Responder Use ONLY)

5.1.2 Secondary: 614-251-1443 (Published 24-hour emergency number)

	Standard Operating Procedures	
	Subject: Health Department Notification	
	S.O.P. Number 01-05-05 Vol-CH-Cat.Sub	Approved:  Fire Chief
		Issued: 2/8/2024
	Reviewed:	Revised:

1 Administration

1.1 Purpose: The purpose of this procedure is to ensure the Columbus Public Health (CPH) or the Ohio Department of Health (ODH) is notified of Fires, no water, no electricity, sewage back up and/ or food contamination at restaurants, markets, or schools. They should also be notified of any drownings or near drowning at public pools.

2 General

2.1 CPH and ODH is charged with the responsibility of ensuring that customers and employees safety and health is a top priority.

2.2 The Division of Fire is often the first to become aware of such incidents and it is our duty to notify the proper authority.

3 Restaurants, Markets, or Schools: Fires, No water, No Electricity, sewage back up

3.1 A fire of any size can temporarily cause unsafe food service conditions.

3.2 A non-reportable fire is any small confined fire in a food service that has been extinguished using a simple device, such as a wet towel or pan lid. All other fires must be reported to the regulatory authority.

3.3 Regardless of the size of the fire, restaurant operations should be discontinued if the process of fighting the fire contaminates food, equipment, utensils, linens, single service items, etc.

3.4 Most restaurants, markets and schools should know and implement food safety factors and what all entails in recovery from an incident. If they don't they should be advised to contact the appropriate Health Department.

3.5 If the restaurant, market, or school is located in the City of Columbus, contact CPH. If it located outside of City of Columbus, contact ODH.

3.6 If the I/C believes that the health department should be notified, they should advise the occupant to contact the health department as well as have the FAO contact the health department and advise that they should close the facility, if even temporarily, until food safety can be assured.


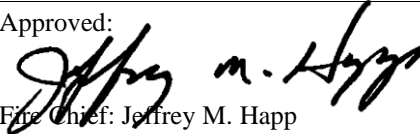
3.7 A food establishment that was ordered or otherwise required to cease operations may not re-open until authorization has been granted by the regulatory authority.

3.8 If the company officer on scene has questions or concerns, they should request a Battalion Chief and/or Prevention 18.

3.9 If at any point members become aware of food being contaminated, it is their duty to report their concerns to the local health department. This could include any kind of contamination of the food. Examples: discharge of extinguisher agent, sewage back up, loss of power to the store, and temps rising in the freezers and refrigerators.

4 Info to gather for the Health Department

4.1 The health departments will want to have a point of contact for the occupancy as well name of the establishment and a good phone number.

	Standard Operating Procedures	
	Subject: Incidents Reports	
	S.O.P. Number 01-06-01 Vol-CH-Cat.Sub	Approved:  Fire Chief: Jeffrey M. Happ
		Issued: 12/30/2020
	Reviewed: 2/2/2024	Revised: 3/1/2024

1. Administration

1.1 Purpose: To provide guidelines that will facilitate the proper completion of NFIRS in a manner that provides all necessary information and is consistent with Federal, State, and City requirements.

1.2 Responsibility: It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

1.3 Overview: The Columbus Division of Fire will be utilizing a fire reporting software for the entry of NFIRS directly from any internet connected computer including MDC. The fire reporting software receives data from the Computer Aided Dispatch system (CAD).

2. Incident Report

2.1 Incident Icon: The *Incidents* icon opens a list of selectable reports generated from CAD data. The incident report consists of multiple sections to be completed for each incident. The different required sections and fields will be highlighted. Validation tools can be utilized to assist in completing the report. The fire reporting software automatically creates a report for each run dispatched. To search for specific reports, filters can be applied. Once the appropriate report has been identified, it can be opened for the sections listed below to be completed by selecting it. If you were not assigned to the incident, do not complete the incident report. Refer to Section 3 (Accountability) of this SOP.

2.2 Basic Module: The purpose of the Basic Module is to collect information common to all incidents. The Basic Module is required for every type of incident to which a department responds. Entries in the Basic Module determine what other modules need to be completed based on the type of incident involved. For example, fire incidents are also reported on the Fire Module (NFIRS–2). Additionally, the Structure Fire Module (NFIRS–3) is required if the fire reported in the Fire Module occurs in a structure. A separate Civilian Fire Casualty Module (NFIRS–4) is required for each civilian who is injured as a direct result of a fire incident. A separate Fire Service Casualty Module (NFIRS–5) is required for each firefighter who is injured in response to an alarm whether or not a fire was involved. Optional modules include the, HazMat, Apparatus and Personnel, and Arson Modules. The type of incident reported or the nature of a particular incident, such

as the release of hazardous materials at a fire after the arrival of the fire department, may trigger one or more of these additional modules. The amount of information needed in each module varies based on the type of incident, associated casualties, and property losses. It is not acceptable to enter times for vehicles that have not yet cleared the run. The appropriate method of making sure that times are correct is to WAIT until all units have cleared the run and pushed their buttons before completing the report. If all vehicles have cleared the run and times have not populated, it may be necessary to manually fill in those times.

2.3 Fire Module: The Fire Module (NFIRS–2) is completed for incidents involving a non-contained fire. Each section or block in the Fire Module asks for information on particular types of fires or items involved in the fire. This module should be completed for Incident Types 100, 111, 112, 120–143, 160–173, and 170–173 found in the Basic Module. Users may also optionally complete the Fire Module for confined fires (Incident Types 113–118), although it is not required.

2.4 Structure Fire Module: The Structure Fire Module (NFIRS–3) should be completed for all structure fires. A structure is an assembly of materials forming a construction for occupancy or use to serve a specific purpose. This includes, but is not limited to, buildings, open platforms, bridges, roof assemblies over open storage or process areas, tents, air-supported structures, and grandstands. Users may also optionally complete the Fire Module for confined building fires (Incident Types 113–118), although it is not required. Like the other modules, the Structure Fire Module is divided into sections and further subdivided into blocks. Only Structure Type must be completed for all structure fires. Completion of the remainder of the module is required only for building fires, although that portion of the module may also be completed for non-building structure fires if desired.

2.5 Civilian Fire Casualty Module: The Civilian Fire Casualty Module should be completed whenever there are civilian casualties resulting from a fire. A fire casualty is a person who is injured or killed as a result of a fire, including injuries or deaths from natural or accidental causes sustained while involved in the activities of fire control, attempting rescue, or escaping from the dangers of the fire. Fires include Incident Types 100–199 as recorded on the Basic Module. If a civilian injury is not directly related to fire, it may be reported on an EMS Module with the same incident ID information. A separate Civilian Fire Casualty Module is required for each fire casualty.

2.6 Fire Service Casualty Module: The Fire Service Casualty Module is used to report all injuries, deaths, or exposures to fire service personnel. This includes casualties that occur in conjunction both with incident responses and with non-incident events such as station duties or training. Important: In the event of a non-incident casualty, it is critical that an EMS incident report is created in the system and that it is treated as if the same department with the injury responded to the EMS. A health exposure occurs when fire service personnel come in contact with a toxic substance or harmful physical agent through any route of entry into the body (e.g., inhalation, ingestion, skin absorption, direct contact). These exposures can be reported regardless of the presence of clinical signs and symptoms. An exposure fire, which is captured in the Basic Module, is not the same as a health exposure to personnel.

2.6.1 A separate Fire Service Casualty report is needed for each injury, casualty or exposure. All firefighter's injuries must be reported within 48 hours of the injury. **See Section 3.2 Accountability on responsibility of a casualty report.**

2.7 Hazardous Materials Module: The Hazardous Materials (HazMat) Module is an optional module. It should be used when that option has been chosen by your State or local authorities. The HazMat Module is used when "Hazardous Materials Release" of the Basic Module (NFIRS-1) has been checked. Its purpose is to document reportable HazMat incidents. Generally speaking, a reportable HazMat incident is when either: 1. Specialized HazMat resources were dispatched or used, or should have been dispatched or used, for assessing, mitigating, or managing the situation. OR 2. Releases or spills of hazardous materials that exceed 55 gallons occur. Nothing in this definition is meant to alter compliance with State or local HazMat reporting requirements. In States with mandatory reporting, the State reporting authority determines which optional modules are to be submitted to the State. The HazMat Module permits hazardous materials incidents to be thoroughly profiled for incident management analysis and response strategy development. It collects relevant information on: • Hazardous materials identification. • Container information. • Release amounts and location. • Actions taken. • Mitigating factors. In addition, aggregated data on hazardous materials incidents will provide invaluable information that can be used by policymakers who develop regulations for the storage, use, and transportation of hazardous materials. It can also be used to develop recommended guidance for emergency personnel response to HazMat incidents. If more than one HazMat was involved, one form is completed for each HazMat released. (The term release is intended to include spill.)

2.8 Apparatus or Resources Module: The Apparatus or Resources Module (NFIRS-9) is an optional module that is used to help manage and track apparatus and resources used on incidents.

2.9 Apparatus Personnel Module: The Personnel Module (NFIRS-10) is an optional module that is used to help manage and track personnel and resources used on incidents.

2.10 Arson Module: An indispensable tool in the war against arson is the ability to identify with precision when and where the crime takes place, what form it takes, and the characteristics of its targets and perpetrators. Armed with such information, fire service and law enforcement agencies can develop and implement arson prevention initiatives that will allow them to use their resources in the most efficient and effective manner. The NFIRS 5.0 Arson Module (NFIRS-11) was developed with this goal in mind. Arson: To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device. This optional Arson Module may be used whenever the Cause of Ignition is coded as Intentional or as Cause Under Investigation without any distinction made as to whether a crime has occurred or a determination of criminal intent. The Arson Module may also be used when the fire is coded as Cause Undetermined After Investigation. The Arson Module may also be used to document juvenile-set fires, whether determined to be intentional, unintentional, or under investigation. This information will permit analysis

of juvenile fire setting trends, including intervention strategies and recidivism. Juvenile-set fires are defined to be those fires where the person involved in the ignition is under the age of 18. The Arson Module consists of two parts: a local investigation module that permits a fire department or arson investigation unit to document certain details concerning the incident; and a juvenile fire setter section that identifies key items of information that could be used for local, State, and national intervention programs. Many arson investigation units use an arson information management system to collect and compile information on arson incidents. This module is not intended to replace such systems; instead, it identifies those data elements that could be exported to NFIRS and included as an integral part of the U.S. Fire Administration National Fire Database and the Bureau of Alcohol, Tobacco and Firearms (BATF), Arson and Explosives National Repository

3. Accountability

3.1 The completion of the Incident Report shall be the responsibility of the Incident Commander. For the purpose of this document, the IC is the person in-charge of the incident when a “Situation Contained” is announced. If the Incident Commander holds the rank of Battalion Chief or higher, this duty may be assigned to another on-scene company. In cases where no Incident Commander has been identified, the following will dictate the hierarchy based upon the **ON- SCENE** companies. In cases in which the incident has been canceled by the FAO, the following will dictate the hierarchy for the completion of the incident report based upon all companies assigned to the incident:

Responsible Company	On-Scene Companies	Cancelled by FAO
Engine	When on-scene, and in the absence of an Incident Commander, the Engine shall be responsible for the completion of the Incident Report.	When assigned to an incident, the first due Engine shall be Responsible for the completion of the Incident Report.
Ladder	When on-scene, and in the absence of an Incident Commander, the Ladder shall be responsible for the completion of the Incident Report on all Carbon Monoxide Alarms and all Fire Alarms. If an extrication ladder and an extrication action took place, they shall complete per Section 2.6.9	When assigned to an incident, with no Engines, the first due Ladder shall be responsible for the completion of the Incident Report.
Medic		When assigned to an incident, with no Engines, Ladders, TEMS,

		Medical Support Unit (MSU19), Rescue, or EMS Supervisor, the first due Medic shall be responsible for the completion of the Incident Report
Rescue	When on-scene, and in the absence of an Incident Commander, Engine, Ladder or EMS Supervisor, the Rescue shall be responsible for the completion of the Incident Report.	When assigned to an incident with no Engines, Ladders or EMS Supervisor, the first due Rescue Shall be responsible for the Completion of the Incident Report. If working rescue or extrication, they shall complete per Section 2.6.9

EMS Supervisor	When on-scene, and in the absence of an Incident Commander, Engine, Ladder or Rescue, the EMS Supervisor shall be responsible for the completion of the Incident Report.	When assigned to an incident with no Engines or Ladders, the first due EMS Supervisor shall be responsible for the Completion of the Incident Report.
Battalion Chief	The Battalion Chief may elect to complete the Incident Report for any incident that they are assigned. In cases where the Battalion Chief Is the only company assigned, they shall be responsible for the completion of the Incident Report. All Working incidents shall be Completed by the Battalion Chief In Charge of the incident.	The Battalion Chief may elect to complete the Incident Report for any incident that they are Assigned to. In cases where the Battalion Chief is the only company assigned, they shall be responsible for the Completion of the Incident Report.
Special Companies	With any other special responses, i.e. Bomb Response, HazMat, Safety Officer, Medical Support Unit (MSU19), Incident Support Unit (ISU19), Arson, TEMS, DART or other Staff Positions, the Highest ranking officer/firefighter Of the response shall be responsible for the completion of Incident Report. If the highest	With any other special responses, i.e. Bomb Response, HazMat, Safety Officer, Medical Support Unit (MSU19), Incident Support Unit (ISU19), Arson, TEMS, DART or other Staff Positions, the highest-ranking officer/ firefighter of the response shall be responsible for the

	Ranking officer is a Battalion Chief Or above, this task may be delegated to another on-scene company.	completion of the Incident Report. If the highest ranking officer is a Battalion Chief or above, this task may be delegated to another responding company.
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3.2 Fire Service Casualty Reporting Responsibility

3.2.1 Casualty Report vs Injury Report

3.2.1.1 The *Casualty Report* is built into the fire reporting software. This data is used to further document a work-related issue but also allows the injury to be compiled and utilized on a larger scale. This documentation is key when organizations fight for legislation on the state and federal levels. Casualty reporting is to be completed/modified by the supervisor or superseding officer as outlined in this SOP 01-06-01 section 3.2.

3.2.1.2 The *Injury Report* is submitted via the IReport software platform when the employee's injury occurs in the workplace. This report serves as documentation that is utilized for the employee and City of Columbus records.

Accountability	Severity of Injury
Company Officer / IC	Minor or Report Only
Safety Officer -2	Severe
Safety Officer -1	Death
HazMat 4 / IC	Hazmat 4 will complete all the NFIRS on all 'working' HazMat Incidents that they are on the scene of. All other NFIRS tabs or icons will be completed by the Incident Commander.

3.2.2 Injury type defined

Minor – Report only, First-Aid only, Treated by Physician with no loss of time, Treated by Physician with loss time with little danger of death or permanent disability.

Severe – Loss of time injury and potentially life threatening if the condition remains uncontrolled.

Death – Death or Death is imminent.

Hazmat – Hazmat related incidents

4. Conversions

4.1 The data codes used in the fire reporting software for NFIRS allow conversions to be used to complete reporting. The letters “N”, “NN”, or “NNN” are used to indicate “none” in a field that requires coding. The letters “U”, “UU”, or “UUU” are used to indicate “unknown” or “undetermined”. If the field is numeric, such as a dollar loss, zero **(0)** is used to indicate “none”. In all cases the coded field should not be left blank.

5. Procedure

5.1 Based on the guidelines contained within this SOP, the member creating the Incident Report shall complete the required NFIRS upon return to quarters. All reporting documentation for each incident must be completed prior to the end of each shift. City of Columbus ordinance requires the report to be completed and made available to the public within three (3) days from the date of the incident.

5.2 Under the Incident Icon, the incident location shall reflect the city in which the incident is located. This may not be the same as the mailing address.



5.3 All highlighted fields must be completed as outlined in NFIRS and the fire reporting software guides as well as in accordance with Division policies.

5.4 A written description of the incident **must** be included in the narrative section to complete and save a report. The term “unknown” may only be used when all reasonable attempts to collect the required information have been made.

6. Authorization

6.1 Two **(2)** signatures are necessary for each report and shall be the signatures of the member(s) creating the report and / or the IC. The fire reporting software utilizes an electronic signature along with the date, thus making the report a legal document.

6.2 Fire Alarm notices and Carbon Monoxide reports shall be completed and forwarded to the Fire Prevention Bureau.

	Standard Operating Procedures	
	Subject: Firehouse Software Support	
	S.O.P. Number 01-06-02 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page 1 of 2	Revised Date: 10/01/2014
	Effective Date: 10/01/2014	Reviewed Date: 05/05/2014

Section 1: Administration

1.1 PURPOSE

Our mission is to provide a method to obtain technical support for Firehouse software.

1.2 RESPONSIBILITY

It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

Section 2: Implementation

2.1 Although questions to the Records Management Team concerning Firehouse software are strongly encouraged, it will be necessary to use the tools at the end users disposal such as archived center learns, the designated Battalion trainer and/or the RMS Support link on the Division of Fire homepage. **There is a detailed POWERPOINT on the Division homepage under the FAO header which will help in troubleshooting.** The POWERPOINT will updated to reflect any changes or upgrades to the software. The following plan outlines the major components to the technical support plan.

2.2 Provide effective and efficient technical support division wide.

2.3 Provide end users with a clear and easy procedure to obtain technicalsupport.

2.4 Reduce the number of phone calls per support issue.

2.5 Provide a plan which documents technical support issues.

Section 3: Training

3.1 When problems occur in the Firehouse software, contact a Battalion trainer. For additional assistance, please contact the Records Management Team.

Section 4: Troubleshooting Process

4.1 If the problem is a Firehouse software application, take note of specific error messages encountered. Determine if the problem is repeatable or intermittent, and under what circumstances the error appears. Be prepared to answer questions regarding any recent changes to your system prior to the error.

Section 5: Problem Solving

Initial Methods to Utilize:

5.1 Log out and log back in

5.2 Log out and restart your computer

5.3 Contact your Battalion trainer

5.4 If the Battalion trainer believes it is not a Firehouse software issue but a computer issue, then the end user must contact DOT Technical Support at 645-5758.



5.5 If the problem is within Firehouse software and the problem cannot be solved locally between the end user, Battalion trainer, DOT and RMS Support, then RMS Support will contact Firehouse Technical Support by email or phone. These issues may be systemic so, it may not be resolved immediately if changes must occur from the server side.

5.6 Anytime the Firehouse software or CAD system is down for any reason, the responsibility to complete the reports will not change once reporting ability has been restored. When possible, all effort should be made to complete NFIRS reports within the current shift. **Please contact the FAO Lt. at 7-2120 if RUNS ARE NOT CROSSING OVER.**

5.6.1 All company officers will ensure that runs are being recorded manually and that NFIRS reports are completed as soon as CAD returns to operability. If an issue persists throughout the shift then it will be the responsibility of the in-chargeperson to ensure that reports are completed according to S.O.P. 01-06-01.

5.7 In the event that the user is unable to ENROLL, contact the Records Management Team.

5.8 It is suggested to use your Telestaff user name and password for your Firehouse Software login.

	Standard Operating Procedures	
	Subject: Exposure Fires	
	S.O.P. Number 01-06-03 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page 1 of 2	Revised Date: 10/01/2014
	Effective Date: 10/01/2014	Reviewed Date: 05/05/2014

Section 1: Administration

1.1 PURPOSE

Our mission is to provide guidelines that will facilitate the proper completion of Columbus Division of Fire Incident Reports in Firehouse software in the occurrence of an exposure fire.

1.2 RESPONSIBILITY

It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to this SOP. It shall further be the responsibility of all division officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

1.3 OVERVIEW

Exposure is defined as a fire that is the direct result from another fire in a different location. This includes fires that extend to an outside property from a building, structure, or a vehicle.

Example: If the building fire ignites a truck parked outside, the truck becomes an exposure fire which must be reported. In the case of buildings with internal fire separations, treat the fire spread from one separation to another as an exposure.

1.3.1 One must treat individual residences or offices within a building (e.g., condominiums) as exposures, unless separated by fire-rated compartments.

Section 2: Reasoning

2.1 Although the incident number permits all properties involved in a fire incident to be related, the exposure number identifies each separate property type involved in the fire. This makes it possible to capture the specific details of the fire in each exposure and relate all the exposures to the basic incident. The exposure number, in conjunction with other required fields, uniquely identifies each incident. When a fire involves more than one structure, each additional exposure should be considered a separate fire and classified as an exposure fire.

2.2 In a fire involving exposures, an addition to the initial incident report should be completed for each exposure utilizing the procedures for reporting in Firehouse software.

2.3 Each report completed for an exposure should contain the same incident number assigned to the original property involved. A separate sequential exposure number is assigned to each exposure. The original fire report will be coded as “000” and an exposure to this report will be coded as “001”. The Incident Date for each exposure remains the same as that of the basic incident; however, the alarm time should reflect the time of each new exposure.

2.3.1 The relevant data for each exposure should then be recorded using the appropriate fields.


2.4 Treat similar items in a group as a single exposure (such as a fleet of cars).

Section 3: Procedure

3.1 The member making the original report shall be responsible for completing the exposure report for each exposure. To complete an exposure report in Firehouse software, utilize the following guidelines.

3.2 To Browse by Incident:



3.2.1 If the incident number is not known, click on “BROWSE” at the bottom of the page. When the next screen comes up, click on “Run Query”. To select a query, drop down the box and choose the way you would like to search. Put in the information and TAB until the information is in quotation marks. Click “Run Query” again. This section is also used to search for station and unit specific incomplete reports.

3.2.2 EXPOSURE is next to the incident number on the report. When the report is complete, click on the **(Ellipsis)**  next to the Exposure number and select NEW EXPOSURE. Information will be populated into a new page and Exposure number will automatically change to 001.

3.2.3 Repeat steps 3.2.1 through 3.2.2 for each exposure. Make any necessary changes to each exposure report and sign, each report as normal.

3.3 To Browse by Journal:

3.3.1 Use this feature when the USER would like to see reporting from a specific date and a specific vehicle. This feature will show all incomplete and complete reports for the selected vehicle and date. Click on “JOURNAL” and select the proper unit day. Remember, the user can only look runs up by unit in the journal section. The exposure report can only be used for Fire Reports. After completing the original incident, Click the “NEW” Button, then edit the Date (if needed) and enter in the original Incident Number.

	Standard Operating Procedures	
	Subject: Mutual Aid	
	S.O.P. Number 01-06-04 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page 1 of 3	Revised Date: 10/01/2014
	Effective Date: 10/01/2014	Reviewed Date: 05/05/2014

Section 1: Administration

1.1 PURPOSE

Our mission is to provide guidelines that will facilitate proper completion of Columbus Division of Fire Incident Reports when mutual aid and / or automatic response is given or received.

1.2 RESPONSIBILITY

It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

1.3 OVERVIEW

This information shall be used to study response levels necessary to control various fire and emergency situations. It can be used to determine the adequacy of resources at the local level and the need for adjusting cooperative agreements.

Section 2: Mutual Aid/Automatic Response Given

2.1 When the Columbus Division of Fire provides aid to another Fire Department exclusively, and is not a station move-up, the following procedure will be followed.

2.2 The Columbus Division of Fire will complete a NFIRS report for the incident. The report must be completed and each module must be used as dictated by the incident.

Section 3: Non-Exclusive Reporting

3.1 Upon proper request from the non- exclusive mutual aid companies, the Emergency Services Bureau, (ES-1) will be responsible for providing a fire

report. This procedure refers to Non-exclusive¹ - incidents only. When the Columbus Division of Fire provides aid to another fire department, non-exclusively, the following procedure will be followed.

The Columbus Division of Fire will complete a NFIRS report for the incident. The Mutual Aid or Automatic Response Given box shall be completed using the proper code.

Enter the "Incident Type / Situation Found" as Code 571. Enter the two-digit "Actions Taken" code of the primary function(s) the Columbus Division of Fire performed. For this type of incident, the two **(2)** digit codes will be found in codes "9-91" in the drop down list of "ACTION TAKEN". Complete all other sections that are required for a Basic Incident Report.

No other information is required for the Basic Tab unless a fire service or civilian casualty occurred as a result of the exposure.

3.1.1 Move Up

When the Columbus Division of Fire provides a station move-up to another fire department, and an incident number has been assigned by the FAO, the following procedure will be followed.

The Columbus Division of Fire will complete a NFIRS report for the incident.

The Mutual Aid or Automatic Response Given area will be checked.

Enter the "Incident Type / Situation Found" as Code 571 which is "Cover, standby or move up". Complete all other sections that are required for a Basic Incident Report.

No other information is required for the Basic Tab unless a fire service casualty occurred.

3.2 Mutual Aid/Automatic Response Received

3.2.1 Exclusivity

When another fire department provides exclusive aid to the Columbus Division of Fire, and the incident does not require a station move-up, the Fire Department providing the response will complete a NFIRS report for the incident

Aid Given and Received Codes

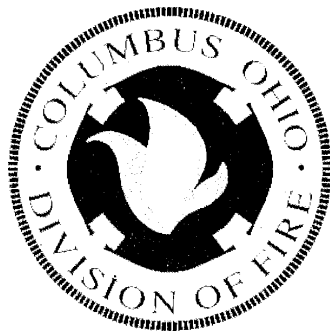
1 - Mutual aid received from an outside fire service entity upon request from the initial responding department.


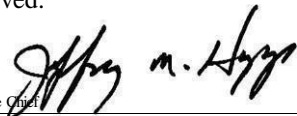
2 - Automatic aid received includes a department receiving aid from an outside fire service entity that was dispatched automatically based on a prior agreement between two jurisdictions.

¹ Non-exclusive – When the responding department assists in handling the incident. i.e. combining resources at the scene of an incident.

- 3** - Mutual aid given to an outside fire service entity on request of the outside entity.
- 4** - Automatic aid given; this includes departments automatically dispatched to give aid to an outside fire service entity based on a prior agreement between two jurisdictions.
- 5** - Other aid given includes a fire department responding to another jurisdiction or locale that has no fire department.
- N** - No aid given or received.

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	Standard Operating Procedures	
	Subject: Firehouse Software Rescue Reporting	
	S.O.P. Number 01-06-05 Vol-CH-Cat.Sub	Approved:  Interim Fire Chief
		Issued: 12/30/2020
	Reviewed: 12/24/2020	Revised:

Section 1 Administration

1.1 Purpose: Our mission is to provide guidelines that will facilitate the proper completion of NFIRS rescue report in a manner that provides all necessary information and is consistent with Federal, State and City requirements.

1.2 Responsibility: It shall be the responsibility of each member to know, understand and utilize these procedures when appropriate. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

1.3 Overview: The Columbus Division of Fire utilizes Firehouse software for the entry of NIFRS reports. The Division has added a rescue report within Firehouse, which is a separate report, to be filled out by Extrication companies and/or Rescue companies.

Section 2 Incident Report

2.1 The NFIRS incident report will follow the guidelines as stated in Section 2 of the Incident Reports SOP 01-06-01.

Section 3 Rescue Report Accountability

3.1 The purpose of the rescue report is to acquire reliable data for future reference.

3.2

Responsible Company	When On Scene	When cancelled PTA
Engine	The Engine at no time, should be filling out the rescue report. The Engine is still responsible for the incident report (SOP 01-06-01).	Refer to SOP 01-06-01
Medic	The Medic at no time, should be filling out the rescue report. The Medic is still responsible for the incident report (SOP 01-06-01).	Refer to SOP 01-06-01
Extrication Company	When on-scene, the	No rescue report

	Extrication Company shall be responsible for the proper completion of the rescue report for their company	needs to be filled out.
Rescue	When on-scene, the Rescue shall be responsible for the proper completion of the rescue report for their company	No rescue report needs to be filled out.
EMS Supervisor	The EMS Supervisor should only be filling out the rescue report if the Extrication Company and/or Rescue is unable	Refer to SOP 01-06-01
Battalion Chief	The Battalion Chief should only be filling out the rescue report if the EMS Supervisor, Extrication Company and/or Rescue is unable.	The Battalion Chief may elect to complete the incident report for any incident that they are assigned to.

Section 4: Procedure

4.1 Extrication Companies and Rescues will be designated in the response code section as a primary rescue unit or a supporting rescue unit.

4.1.1 The primary rescue unit will be the unit that is performing the majority of the rescue tasks needed. There may be multiple primary rescue units on a large scale incident.


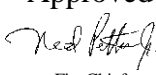
4.1.2 The supporting rescue unit will be the unit that provides tools or manpower but may not be as involved in the rescue tasks as much as the primary unit. There may be multiple supporting rescue units on a large scale incident.

4.2 Based on the guidelines contained within this SOP and SOP 01-06-01, the member creating the incident report and the rescue report shall complete the required NFIRS upon return to quarters. Every effort shall be made to complete and sign the report by the end of their shift. City of Columbus ordinance requires the report to be completed and made available to the public within three (3) days from the date of the incident.

4.3 All highlighted fields must be completed as outlined in NFIRS and Firehouse software guides as well as in accordance with Division policies.

4.4 Companies other than the Extrication Companies and/or Rescue can fill out the NFIRS report and can save the report by selecting the “ignore all” tab when the warning “The rescue and/or Ladder need to complete the rescue report”. This will leave the responsibility of completing the report to the Extrication Company or Rescue.

4.5 The Extrication Companies and/or Rescues will fill out all aspects of the rescue report. All equipment that is utilized on an incident will be reported in the rescue report if possible. Any equipment not listed within the rescue report should be added to the incident report in the narrative section.

	Standard Operating Procedures	
	Subject: TIC Operation and Maintenance	
	S.O.P. Number 01-07-01 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page: 1 of 4	Effective Date: 03/13/2003
		Revised Date:

I. **PURPOSE:** To provide general information for operations, maintenance (cleaning), and inspection of Thermal Imaging Cameras.

I. shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.


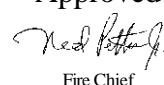
I. the Thermal Imaging Camera.

A. ND CAUTIONS:

1. DO NOT ATTEMPT TO MAKE ANY ADJUSTMENTS TO THE CAMERA, CHARGER, OR EQUIPMENT. This is an intricate piece of equipment, and the warranty is specific. Please, do not jeopardize it!
2. The TIC may be damaged by impact and/or rough treatment.
3. TIC is NOT rated as intrinsically safe. DO NOT operate in explosive atmospheres.
4. Water entering the battery compartment may lead to failure. Although it is supposed to withstand immersion up to 3' (and we know it will get wet), please protect from direct hose streams!
5. Operator will have a decreased sense of depth perception when looking through the viewfinder. Do not be misguided!
6. DO NOT POINT THE CAMERA DIRECTLY AT THE SUN!

B. NG THE CAMERA (for use and daily checks). Must be done by the ladder company officer and/or the "in-charge" rescue person. The ISI Vision 3 TIC is a "one button, easy on- easy off" camera. The red button on the underside of the camera is the on/off switch. There are no other buttons or dials to adjust for normal operation.

1. hold for one second to turn camera on. (It takes about 30 seconds for camera to fully power-up.)
 - a. When looking through the viewfinder after first pushing the button, a green light can be seen in the lower left hand corner. This indicates the power is on and also indicates the strength of the battery. (Green = over half charge;


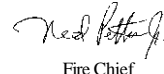
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Yellow = between one-half to one-quarter charge; Red = about five minutes remaining).

- b. Check viewfinder for thermal image. Should be able to see image similar to a “negative”, i.e.; darker shades represent the lower temperatures of items being viewed.
 - 1) Lower left-hand corner of viewfinder contains a bar representing the remaining battery life. As battery is diminished, bar shortens. “Low battery” words will flash when battery level has about five minutes remaining (see Red above).
 - 2) Lower right-hand corner will display the accutemp digital temperature readout. This reading reflects the temperature of the surface of whatever object appears in the “crosshairs” of the viewing lens.
 - c. Test video mix feature. Push and hold continuously the black button on top of the camera. This will superimpose a video image just like a video camera on top of the thermal image. It allows for gaining a better frame of reference.
 - d. Test video transmit module, if so equipped. Attach module to camera and receiver to monitor to test reception.
2. hold the red on/off button until the viewfinder screen blacks out to turn off the camera. If you do not hold the red button until the screen blacks out, the camera will remain on and use up the battery. Fully charged batteries last about three hours.

C. AND CLEANING THE CAMERA:


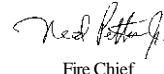
1. mera and batteries are clean and properly stored.
 - a. Camera is to be stored in the gray box, handle forward (opposite the hinge), and handle pointing up (camera upside down).
 - b. The extra battery should not be carried in the charger. When charging is complete, remove from charger and put in box. The battery charger has a “refresh” button. **Do not refresh the batteries.** Overuse of the refreshing option will damage the batteries and cut short the total life of the batteries.

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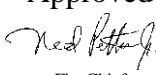
- c. A Division member will be responsible for refreshing batteries in accordance with the manufacturer's recommendation. Battery problems shall be directed to SO-2.
 - d. Clean camera after each use with a soft, cotton cloth damp with a mixture of water and mild detergent. DO NOT saturate cloths, submerge, or "hose-off" the camera. Dry.
 - e. Clean charger with same solution but avoid metal contacts. Clean the contacts with alcohol if necessary, but disconnect from power source first.
2. damage. Camera is a major investment and must be protected. Report any damage immediately.
- a. Inspect lenses and viewfinder for scratches, cracks, etc.
 - b. Inspect battery compartment for proper seal and closure.
 - 1) The compartment has an "O" ring; check for fit, dirt, water, corrosion, and damage.
 - 2) Inspect the battery case contacts, latch and hinge.
 - c. If camera is subjected to extreme amounts of water, i.e.; submersed or hit by hose stream, remove from service and contact SO-2 for a more thorough inspection.

D. ONS AND RESTRICTIONS:

1. at exposure: Image degrades after four minutes exposure to 800 degrees. Remove from environment, if this happens, and allow to cool until image returns. Failure to do this may result in system failure; repeated failure to cool down may result in permanent image degradation or loss.
2. MITATIONS:
 - a. CAMERA IS NOT X-RAY VISION: It does not "see through" walls or objects. It reflects the surface temperature of an object. If it is hot behind the surface, it will be reflected at the surface, but it doesn't see through the object. It will not see through glass, mirrors, clear plastic, or water. It gives temperatures at the surfaces.


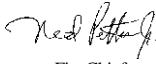
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- b. FOGGED VIEWFINDER: apply anti-fog material on the viewfinder. Fogging is a physical reaction to temperature differentials. When the temperatures equalize, fogging will disappear, even without anti-fogging material.
- c. For any concerns about equipment operation contact SO-2.

	Standard Operating Procedures	
	Subject: Thermal Image Camera Accountability and Tactics	
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		Revised Date: 03/01/2006

- I. **PURPOSE:** This procedure provides initial guidelines for the use of the Thermal Image Cameras (TICs).
- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.
- III. **INTRODUCTION:** Thermal Imaging Cameras (TICs) are advanced technological tools which use an on-board computer to convert heat differentialsto a gray-scale image viewable by the user. Although TICs allow the user to see inthe darkest, smokiest environment, **they are not X-Ray vision cameras.** They will not see through walls, doors, or other solid object

These cameras are a significant economic investment offering the possibility of improved efficiency in fire ground operations and fire fighter safety. Because they are sensitive electronic instruments (as well as expensive), proper use and care of these devices will help ensure they will be available when needed. **DO NOT ATTEMPT TO MAKE ANY ADJUSTMENTS TO THE CAMERA.**
- IV. **ACCOUNTABILITY:** It will be the responsibility of the officer of the ladder company and the in charge person of the rescue company to operate and maintain physical control of the TIC.
 - A. Whenever a company having a TIC is dispatched on an emergency, the officer (or in charge person) **must** take the camera with them. They **must** place the attached neck strap around their neck and carry the camera until they are back on the apparatus and leaving the scene. **They may not set the camera down at any time.** If the officer/in charge person wishes to pass off the camera, it must be with the same stipulations, i.e.; **the member receiving the camera must use the neck strap and may not set the camera down at any time.**
 - B. Whenever an apparatus having a TIC is out of quarters on non-emergency business, at least one member of the crew must stay with the apparatus at all times (**Systems Manual 400.62**). When apparatus is in quarters, particular attention should be taken to make sure the apparatus bay is secured, or a member is in the area to provide security.

	Standard Operating Procedures	
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V. FIREGROUND USE:


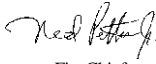
- A. Thermal Imaging Cameras shall be used in support of the Incident Priorities. SOP 01-03-19 lists the Incident Priorities as:
 1. Life Safety
 2. Incident Stabilization
 3. Property Conservation
- B. Multiple Thermal Imaging Cameras on the scene allow for simultaneous support of multiple incident priorities.
- C. The operator of a Thermal Imaging Camera shall also be equipped with a portable radio so that important information may be transmitted immediately to the Incident Commander.

VI. LIFE SAFETY:

- A. Thermal Imaging Cameras do not negate the need to train on, and use, the nationally recognized good practices for search and rescue. Division members will not become dependent on the TIC to accomplish one of the most basic fire service skills.
- B. Companies must not wait until an emergency to locate a means of egress. Companies must be able to rapidly withdraw from the fire structure without relying on a TIC, i.e.; TICs do not negate the need for lifelines and other safe practices.
- C. TICs shall not be used to enter or to prolong operations in areas or methods otherwise deemed unsafe. TICs may be used, **from a safe location**, to monitor evacuations when changing to a defensive mode.
- D. Using TICs does **NOT** exempt personnel from using the “buddy system.”
- E. The ISI Vision 3 Thermal Imaging Camera is **NOT** rated as intrinsically safe and shall **NOT** be used in atmospheres where static or sparks may cause an explosion.

VII. RAPID INTERVENTION CREWS

- A. It is intended that the TICs be used as needed. It is likely that in the early stages of an incident a camera will not be available exclusively for use by a RIT team in standby mode.
- B. If a RIT team is used, the Incident Commander may adjust so that a camera and an experienced operator are brought to the needed area.

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- C. As additional cameras arrive, a TIC may become available for exclusive use by the RIT team.

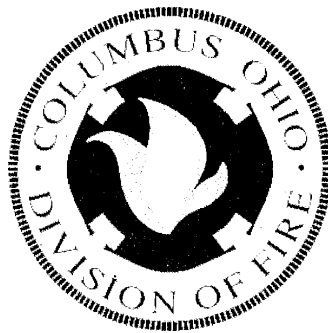
VIII. HAZMAT:



On any scene involving toxic materials, the **normal** use of the TIC is limited to those applications that will not require the camera to be decontaminated. Exceptions to this would be for Life Safety (civilian and fire service), and for long term monitoring of volatile situations where use of a TIC on a tripod would be preferable to personal observation.

IX. SPECIAL CALL:

An Incident Commander may determine the need to call for a TIC to address a specific concern at any time.

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Standard Operating Procedures		
	Subject: P-400 Multi Gas Meter	
	S.O.P. Number 01-07-03 Vol-CH-Cat.Sub	Approved  Fire Chief
		Issued: 01/24/2006
	Reviewed: 06/15/2014	Revised: 08/01/2014

1. Administration

1.1 Purpose: Use of the SENSIT P-400 Multi Gas Monitor.

1.2 Responsibility: It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

2. Placement and Operation:

2.1 The P-400 Multi Gas Monitor shall be assigned to each frontline Engine, Ladder, Rescue, Hazmat 4, Safety Officer (SO2), and Bomb Squad. Additionally, Rescues and Hazmat company units will have an air pump for confined space monitoring.

2.2 The unit will normally be carried in the “OFF” mode. The monitor should be used on all gas leaks, carbon monoxide alarms, unknown or foreign odors, confined space incidents, hazardous material incidents, and working fires following a “situation contained” announcement by the Incident Command.

2.2.1 Consideration should also be given to deploy the P-400 multi-gas monitor when working in an area that may not appear to pose inhalation hazards (e.g. stairwell support operations, areas remote from the fire).

2.3 In the post-fire environment, the absence of an alarm from the P-400 multi-gas monitor does not indicate that the area is safe to operate in without an appropriate respirator. Carcinogens, toxins, and ultrafine particles that are not detected by the P-400 multi-gas monitor are often present in the post-fire environment.

3. Activation and Use:

3.1 When used the monitors should be turned “ON”; in a clean environment with normal oxygen content and be free of combustible gases and contaminants. It will self-check safety systems and fresh air calibrate automatically when turned on.

3.2 The monitor has a password code to prevent accidentally entering the set-up and calibration modes. (Only the Equipment Maintenance Technician personnel are allowed to change the settings).

3.2.1 The P-400 uses alkaline batteries. Every morning and after each use, check the batteries for charge and replace if the voltage falls below 4.8 volts.

4. High and Low Alarm Procedures:

4.1 The air monitor is set to alarm at various levels. The following actions should be used upon alarm.

4.2 OXYGEN ALARM

4.2.1 The oxygen deficient alarm point is 19.5%. In oxygen deficient atmospheres members must wear Supplied Air Respirators (In-line air or SCBA). Incident Command should attempt to determine the reason for oxygen deficiency.

4.2.2 Oxygen enriched alarm point is 23.5%. Work in oxygen enriched atmospheres is very dangerous because of the potential for an explosion. Entry should be for victim rescue only. Incident Command should attempt to determine the reason for the enrichment. UL states that this instrument is “*Not for use in environments greater than 21% oxygen*”. *Manufacturers that make oxygen detectors are generally asked by UL to add that statement. The reason for it is that while most oxygen detectors can detect concentrations in excess of 21%, UL has not evaluated them for use in areas in which the oxygen may be above normal atmospheric levels.*

4.2.3 Any changes in O₂ levels are an indication that “something” is abnormal in the atmosphere.

4.3 LOWER EXPLOSIVE LIMIT (LEL) ALARM

4.3.1 The LEL sensor is used to determine the presence of flammable/explosive gases. The LEL alarm points are set at 10% of the LEL. Upon activation of the alarm the atmosphere is considered Immediate Dangerous to Life and Health (IDLH). Anytime a flammable reading is picked up by the monitor it is indicating the potential presence of a flammable/explosive atmosphere and members must wear structural firefighting protective clothing (SFPC) or Hazmat flash protection

and an SCBA. Incident Command should attempt to determine the reason for the increase in flammable vapors.

4.3.2 Any reading on the LEL sensor is an indication that “Something” flammable is in the atmosphere.

4.4 CARBON MONOXIDE (CO) ALARMS

4.4.1 Carbon monoxide is a colorless, odorless, and tasteless gas that is slightly less dense than air. The CO alarm point is 35ppm. Upon alarm members must don supplied air respirators to continue to work in the area. Incident Command should attempt to determine the reason for the increase of CO. Remember other common chemicals such as Hydrogen, Argon and/or Ethylene can cause false and/or inaccurate readings on CO sensor.

4.4.2 On Carbon Monoxide alarms continue to follow SOP 02-03-09.

4.4.3 Any reading on the CO sensor is an indication that “Something” abnormal is in the atmosphere.

4.5 HYDROGEN SULFIDE (H₂S) ALARMS

4.5.1 Any organic chemical that is decaying can produce hydrogen sulfide (e.g. hydrocarbons, leaves, animal and human bodies). Hydrogen Sulfide may have a “rotten egg” odor, it is also highly flammable. The alarm point is 10ppm. Upon alarm members must wear structural firefighting protective clothing (SFPC) or Hazmat flash protection and an SCBA. Incident Command should attempt to determine the reason for the increase. Other chemicals might give readings on H₂S sensors.

4.5.2 Any reading on the H₂S sensor is an indication that “Something” abnormal is in the atmosphere.

4.6 HYDROGEN CYANIDE (HCN) ALARMS

4.6.1 Hydrogen cyanide is produced when ordinary materials such as wool, silk, cotton, nylon, plastics, polymers, foam, melamine, polyacrylonitriles, and synthetic rubber burn. HCN is extremely flammable and has the potential to explode when exposed to heat.

4.6.2 Hydrogen cyanide can enter the body by absorption, inhalation or ingestion, and targets the heart and brain. HCN is 35 times more toxic than CO, and is a suspected carcinogen. It is capable of rapidly killing a human being by blocking cells from processing oxygen properly.

4.6.3 The low alarm set point is 4.7ppm. Upon alarm members must wear structural firefighting protective clothing (SFPC) or Hazmat flash protection and an SCBA. Incident Command should attempt to determine the source of the

alarm. As with the CO sensor other chemicals might give false and/or inaccurate readings on HCN sensor.

4.6.4 Any reading on the HCN sensor is an indication that “Something” abnormal is in the atmosphere.

5. Air Pumps:

5.1 An “Air Pump” will be included with each monitor being assigned to a Rescue and Hazmat Companies. The pump can be attached when needed to assist in the evaluation of confined space hazards. The pump shall remain with these units and can be operated with or without the extension tubing. Remember that the use of tubing increases the response time of the instrument.

5.2 Rescue and Hazmat companies should use the P-400 with the peak settings turned on and cleared before use in confined space incidents.

6. Repair and Calibration:

6.1 Any unit found to be defective or in need of repair shall contact the Equipment Maintenance Technician for evaluation and disposition (75252).

6.2 The Equipment Maintenance Technician will visit each station to perform needed calibration and preventative maintenance.

6.3 At no time are the monitor’s alarm settings to be changed by unauthorized personnel.

6.4 Station 4 personnel can be called at any time for questions about monitor use and or hazardous atmospheres. Consider requesting a Hazmat response anytime the monitor alarms and no reasonable cause can be determined.

6.5 Members should review SOP 03-03-02 for Hazmat responses.

COLUMBUS DIVISION OF FIRE

STANDARD OPERATION PROCEDURES

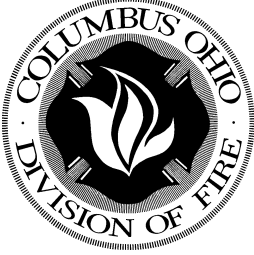
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	S.O.P. Number 02-01-01 Vol-CH-Cat.Sub	Approved <i>Kevin O'Connor</i> Fire Chief
		Issued: 07/01/1998
	Reviewed: 02/01/2016	Revised: 03/22/2016

Section 1 Purpose

- 1.1 The purpose of this procedure is to identify the method of personnel accountability at incidents.

Section 2 Hardware

2.1 Personal Accountability Tags (PAT)

- 2.1.1 Each firefighter and officer will be issued color-coded plastic tags (PAT) containing their name and ID number.

- (1) Firefighters - 4 yellow with black print
- (2) Lieutenants - 4 red with white print
- (3) Captains
 - a. 3 red with white print
 - b. 1 black with white print
- (4) Chief officers - 3 black with white print
- (5) Safety officers – 4 green with white print

- 2.1.1.1 PAT's will be attached to underside of the rear of the helmet brim when not on a passport.

- 2.1.2 Each company will be issued blank yellow tags (PAT) on which to write the names of non-uniformed and auxiliary riders.

2.2 Passports

- 2.2.1 Plastic cards approximately 3" X 4" with Velcro on front and rear.
- 2.2.2 Two passports are assigned to all engines, ladders, rescues, and medics.
- 2.2.3 One passport for most single person companies.
- 2.2.4 The passports will be attached to the passenger side dash with Velcro.
- 2.2.5 A Personal Accountability Tag (PAT) for each member of the crew shall be placed on/off each Passport whenever members move on or off the apparatus for any time frame.

- 2.2.5.1 The top name will always be the crew leader (i.e. company officer, I/C rescue, etc.).
- 2.2.5.2 The second name will be the driver. On Engines, Ladders and Rescues this nametag will be placed on the Passport upside down.
- 2.2.5.2.1 Upside down PAT's will indicate that the person might not actually be in the hazard zone.
- 2.2.5.3 On tiller ladders, the third name will be the tillerman. This name tag will be placed on the Passport upside down.
- 2.2.5.4 Only the name tags of members actually responding with the company shall be on the Passport.
- 2.2.5.5 All members shall be responsible for placing or removing their name tags as appropriate.
- 2.2.6 Crew leaders shall visually check the Passports following any change in personnel assigned to the crew ensure accuracy.
- 2.2.7 Crew leaders shall enter the name of any non-division person responding with their company on blank name tags and attach these name tags to the Passports.
- 2.3 Small Status Boards**
 - 2.3.1 Plastic boards approximately 12" X 8" with Velcro on front and rear with positions for eight Passports. (4 on the front and 4 on the rear)
 - 2.3.2 One Small Status Board is carried on all apparatus
 - 2.3.3 A Small Status Board should be used for accountability on small incidents.
 - 2.3.4 The Small Status Board should be mounted on the inside of the driver's door on engines and ladders.
- 2.4 Large Status Boards**
 - 2.4.1 Plastic boards approximately 12" X 24" with Velcro on front and rear with positions for 24 passports. (12 on the front and 12 on the rear)
 - 2.4.2 One Large Status Board is carried on each battalion chief vehicle.
 - 2.4.3 The Large Status Board should be used for accountability on larger incidents.

Section 3 Rules of Accountability

- 3.1 The Incident Commander shall be responsible for accountability on all incidents, but may delegate the responsibility within the incident command structure.
- 3.2 The Passport Accountability System shall be utilized any time that personnel are operating at an incident.

- 3.3 All crews shall work within the Incident Command System. Freelancing is not permitted.
- 3.4 All crews shall remain intact as much as possible.
- 3.4.1 Personnel must work in teams of at least two while in the interior “hazard zone.”
- 3.4.2 No one may enter, work in or leave an interior “hazard zone” alone.
- 3.4.2.1 A “hazard zone” is any area that requires a SCBA or in which a firefighter is at risk of becoming lost, trapped, or injured. This will include entering a structure to search for a fire, operating in close proximity to the structure during exterior operations, confined space or trench rescue, etc. Or any other situation deemed appropriate by the Incident Commander.
- 3.5 Passports must never enter the hazard zone.
- 3.6 Passports should be maintained at the Command Post or at another designated location outside of the hazard zone.
- 3.7 Passports should reflect all personnel operating at the incident.
- 3.8 Personnel not operating in the hazard zone must still be accounted for when a Personnel Accountability Report (PAR) is requested.
- 3.9 Crew leaders shall leave their Passports at the designated Accountability location prior to entering a hazard zone.
- 3.10 The first arriving vehicle to each side of the incident shall become the initial accountability location for that side of the incident. The identity and location of this vehicle shall be transmitted as part of the initial radio report.
- 3.11 There will be only one accountability location for each point of entry.
- 3.12 If the first vehicle is not an engine, the first engine to each side of the incident shall assume the responsibility of becoming the accountability location for that side of the incident.
- 3.12.1 The pump operator, if not accompanying their crew, shall retrieve the Small Status Board from the first arriving vehicle and maintain accountability for that side of the incident until relieved by a Division or Group Supervisor.
- 3.13 Any change of the Accountability location shall be announced over all talkgroups.

Section 4 Level I Accountability- Single Company Incidents

- 4.1 For single company incidents, the Passports shall remain on the apparatus and the driver will assume accountability responsibilities.

Section 5 Level II Accountability- Multiple Company Responses

- 5.1 All companies shall leave one Passport on their vehicle and place their second Passport on the Status Board at the designated accountability location prior to entering the hazard zone.
- 5.2 The first vehicle to each geographic side of the incident becomes the initial accountability location for all later arriving companies to that side of the incident.
- 5.3 As the incident escalates, Division and Group Supervisors shall assume the responsibility of collecting Passports and maintaining accountability for all crews under their control in the hazard zone.
- 5.4 If Division or Group Supervisors are operating within the hazard zone, Passports must remain outside the hazard zone with a designated accountability officer. The Division or Group Supervisor should assign someone this responsibility.

Section 6 Level III: High Rise Accountability

- 6.1 All companies shall bring both Passports and status board to the lobby.
- 6.2 There are 2 accountability locations in a high-rise incident:
 - (1) Lobby Control Accountability
 - (2) Forward Accountability
- 6.3 **Lobby Control Accountability**
 - 6.3.1 The first company to arrive at the lobby shall place their small status board in the lobby.
 - 6.3.2 The initial incident commander will designate who is in-charge of accountability.
 - 6.3.3 All companies that enter the lobby shall place a passport on the lobby accountability board.
 - 6.3.4 Chief Officers shall bring their large accountability boards to use as the incident escalates.
- 6.4 **Forward Accountability**
 - 6.4.1 Forward Accountability is located at least one floor below the hazard zone, and records personnel operating in the hazard zone.
 - 6.4.2 Forward accountability shall record the names of individual actually in the hazard zone.
 - 6.4.3 The hazard zone at a high-rise incident is defined as the fire floor and subsequent floors above the fire floor.

- 6.4.4** The second engine assigned to the Fire Attack Group shall bring their small status board to the forward accountability point near the standpipe hookup on the floor below the fire.
- 6.4.5** Any company advancing beyond the floor below the fire floor shall leave a Passport at the forward accountability location.

Section 7 Personnel Accountability Report (PAR)


- 7.1** A Personnel Accountability Report is a roll call of personnel assigned to the hazard zone.
- 7.2** For a crew leader, a “PAR” is a confirmation that members assigned to their crew have been visually or verbally accounted for.
- 7.3** For a Division or Group Supervisor, “PAR” is an accounting for all crew members of all companies in the hazard zone assigned to their division or group.
- 7.4** For the Incident Commander, “PAR” is an accounting for all personnel in the hazard zone.
- 7.5** When a Personnel Accountability Report is called for, each crew leader will account for all members of their company and notify the next level of supervision that they have “PAR”.
- 7.5.1** On small incidents, crew leaders will report “PAR” directly to the Incident Commander.
- 7.5.2** If Divisions or Groups have been established, crew leaders will report “PAR” to their Division or Group Supervisor. Division and Group Supervisors will report “PAR” to the Incident Commander once all companies assigned to them have reported “PAR”.
- 7.6** Crew leaders must account for all personnel who have name tags on the passport whether they are actually working directly with the crew leader or not.
- 7.7** The Incident Commander shall initiate a personnel accountability report for the following situations:
- (1) Any report of a missing or trapped firefighter.
 - (2) Any change from offensive to defensive modes.
 - (3) Any sudden hazardous event at the incident - flash over, backdraft, collapse, etc.
 - (4) At least every thirty minutes.
 - (5) At a report of Situation Contained.
 - (6) Any other time the Incident Commander or Safety Officer feels is necessary.

7.8 LOST, MISSING OR TRAPPED FIREFIGHTER

- 7.8.1** An absent member of any crew will automatically be assumed lost or trapped in the hazard zone.
- 7.8.2** Crew leaders must immediately report any absent members directly to the Incident Commander.
- 7.8.3** Upon receiving a report of a lost, missing or trapped firefighter the Incident Commander must initiate the following:
 - (1) Request the next greater alarm.
 - (2) A roll call (PAR) of all companies assigned in the hazard zone.
 - (3) Send the Rapid Intervention Team to the last reported working area of the lost firefighter to begin a search.
 - (4) Adjust on-scene strategies to a priority search and rescue effort.
 - (5) Move operating companies not involved in the rescue effort to the appropriate “*CHANGE*” talkgroup (SOP 01-02-02).

Section 8 Terminating the Passport System

- 8.1** Passport Accountability must be maintained through a report of Situation Contained, at which time a Personnel Accountability Report (PAR) for all crews must be obtained.
- 8.2** After the situation is contained, the Incident Commander will determine when to terminate Accountability, and will announce it on all talkgroups being utilized.
- 8.3** Upon release from the incident, crew leaders will ensure that Passports are returned to their vehicles and the Passport is accurate.

	Standard Operating Procedures	
	Subject: RIT – Rapid Interventions Team	
	S.O.P. Number 02-01-03 Vol-CH-Cat.Sub	Approved: <i>Kevin O'Connor</i> Fire Chief
		Issued: 01/01/1996
	Reviewed: 04/21/2016	Revised: 05/02/2016

Section 1 Purpose

- 1.1 The purpose of this procedure is to provide for the safety of firefighters by requiring a rapid intervention component any time firefighters are operating in an Immediately Dangerous to Life or Health (IDLH) atmosphere.

Section 2 General

- 2.1 In this procedure will require a **minimum of four firefighters** to be present prior to any entrance in an IDLH atmosphere.
- 2.2 be followed by all Division personnel prior to entry into any structure fire, as well as other emergency response operations in any IDLH, potential IDLH, or unknown atmosphere.
- 2.3 If firefighters are not initially present, some other activities that may be performed include: exterior or transitional attack, exposure protection, equipment setup, and water supply.

Section 3 Two-In/Two-Out

- 3.1 The “initial stages” refers to the tasks undertaken by the first arriving fire companies operating in the hazard zone.
- 3.1.1 In the “initial stages” of an incident where only a few companies are operating in the hazard zone, a minimum of four firefighters are required, consisting of at least two firefighters working as a team in the hazard zone, and at least two firefighters present outside the hazard zone for assistance or rescue of the firefighters in the hazard area (“Two-In/Two-Out”).
- 3.2 The standby members shall be responsible for maintaining a constant awareness of the number, location, function, time of entry, and identity of the members operating inside the hazard zone.
- 3.2.1 One of these members shall remain in radio, visual, voice, or signal line communication with the crew operating inside the hazard zone.
- 3.3 One of the standby members shall be permitted to perform other functions such as apparatus operator or Incident Commander.
- 3.4 The standby members shall be utilized to perform a rescue of the operating crew, or mitigate other life threatening situations if necessary.

- 3.5 If the standby members are utilized for any reason, the Incident Commander shall announce this on the B# FG talkgroup.
- 3.5.1 The Fire Alarm Office shall relay this message to all responding companies.
- 3.6 If the incident is not quickly stabilized, a Rapid Intervention Team (RIT) Group shall be established.
- 3.6.1 Initially, the RIT Group may be staffed by one company; it should be staffed by a minimum of two companies as soon as possible.
- 3.7 **Exception**
- 3.7.1 If initial attack personnel find a known life-hazard situation where immediate action could prevent the loss of life, deviation from the two-in/two-out policy is permitted.
- 3.7.2 This exception is for a known life hazard only, not for standard search and rescue activities. Any such deviations must be exceptions, and not standard practice.
- 3.7.3 Any deviation from the Two-In/Two-Out policy shall be reported to incoming companies by radio immediately. A thorough investigation and written report must be submitted in a timely manner to the Division Safety Officer.

Section 4 Rapid Intervention Team (RIT) Group

- 4.1 On all working incidents beyond the initial stages, at least one Rapid Intervention Team (RIT) Group shall be established and maintained by the Incident Commander. This shall include all incidents where an interior fire attack is made, or whenever an operation places personnel in a hazard zone.
- 4.2 The RIT Group shall be maintained at least until a "Situation Contained" is reported. After the situation is contained, the Incident Commander will determine when the RIT Group is no longer necessary.
- 4.3 If the RIT Group is utilized, the Incident Commander must immediately make arrangements to replace them. If on scene resources are not adequate to accomplish this, additional companies must be requested.
- 4.3.1 If a company assigned to the RIT Group is assigned other duties on the fireground, the Incident Commander shall ensure adequate companies are responding or available to establish a two company RIT Group.
- 4.4 On multiple alarms and complex incidents, more than one RIT Group may be appropriate. The Incident Commander shall determine the appropriate number of RIT Groups for the incident.
- 4.5 The initial RIT Group may consist of an Engine, Ladder, or Rescue company. It should be transitioned to at least two companies as soon as possible.
- 4.6 The RIT Group composition should be flexible and its structure shall be at the discretion of the Incident Commander based on the type and complexity of the incident.

- 4.7 The RIT Group should be made up of personnel who are not performing other fire ground functions.
- 4.8 The RIT Group shall be fully dressed and standing by with the appropriate equipment, ready for immediate deployment.
- 4.9 The standby location of the Rapid Intervention Team shall be at the discretion of the Incident Commander, but close to the Command Post is usually appropriate.
- 4.10 The RIT Group Supervisor should attempt a 360 of the structure, review personnel accountability, and function as the initial safety officer until relieved by SO-2.
- 4.11 The crew should stretch and charge an attack line to be deployed if necessary.
- 4.12 The Incident Commander may designate a RIT Group Supervisor. If none is designated, the senior ranking officer of the RIT Group shall assume this responsibility.
- 4.13 The location and assignment of the RIT Group shall be announced on the appropriate radio talkgroup by the Incident Commander when a Fixed Command is established.

Section 5 Equipment

- 5.1 The minimum equipment that should be assembled in the staging area shall be:

5.1.1 Residential Structures

- (1) 200' rope
- (2) Chain saw and circular saw with metal cutting blade
- (3) Attic ladder
- (4) RIT Pack
- (5) Two (2) Thermal Image Cameras
- (6) Hand tools
- (7) Charged hoseline



5.1.2 Commercial Structures

- (1) 200' search rope
- (2) Chain saw and circular saw with metal cutting blade
- (3) Two (2) Thermal Imaging Cameras
- (4) Hand tools, rabbit tool, battering ram
- (5) Stokes basket
- (6) RIT Pack
- (7) Charged hoseline

- 5.2 Powered equipment shall be started and brought to operating temperature while standing by.
- 5.3 This list is a minimum requirement and by no means is the only equipment that may be assembled. Additional equipment may be required depending on the situation.

Section 6 Use of the RIT Universal Air Connection (RIT UAC)

- 6.1 In some instances, members may have to replenish the air supply of a down firefighter. Air supply may be replenished using the RIT Pack.
- 6.2 The preferred method of air replenishment is the use of the high-pressure quick fill line (RIC UAC).
- 6.3 If this method is not feasible, or more than one firefighter is in need of air,, rescuers may choose to utilize the regulator from the low pressure side of the system to provide an emergency air supply (aka "Hot Swap").

	Standard Operating Procedures	
	Subject: Emergency Evacuation	
	S.O.P. Number 02-01-04 Vol-CH-Cat.Sub	Approved:  Fire Chief
		Issued: 07/01/1998
	Reviewed: 04/21/2016	Revised: 05/02/2016

Section 1 Purpose

1.1 The purpose of this procedure is to identify Emergency Evacuation procedures.

Section 2 General

- 2.1 The Emergency Evacuation Signal will be transmitted whenever ALL PERSONNEL are required to **IMMEDIATELY** leave the Hazard Zone due to personal safety.
- 2.1.1 When an Emergency Evacuation is initiated, personnel should not remain in the hazard zone to reposition lines or retrieve equipment.
- 2.2 Examples of reasons to use the Urgent message are, but not limited to:
- 1) Drastic change in fire conditions
 - 2) Collapse Potential
 - 3) Backdraft or Explosion Potential

Section 3 Emergency Signal on Radios

3.1 Follow Urgent or Mayday Communication SOP 01-02-04.

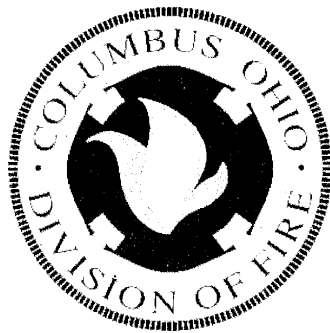
Section 4 Air Horn Blast


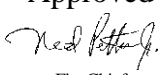
4.1 The Air Horns of all apparatus in proximity of the Hazard Zone will be activated for a period of **10 seconds**. This will be followed by **5 seconds** of silence and another blast of **10 seconds**.

Section 5 Accountability

5.1 A PAR will be conducted per SOP 02-01-01.

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	Standard Operating Procedures	
	Subject: Rehab Functions	
	S.O.P. Number 02-01-08 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page: Page 1 of 3	Effective Date: 07/01/1998
		Revised Date: 03/01/2006

I. **PURPOSE:** The purpose of this procedure is to identify functions and responsibilities of a rehab area at emergency incidents.

II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

III. General

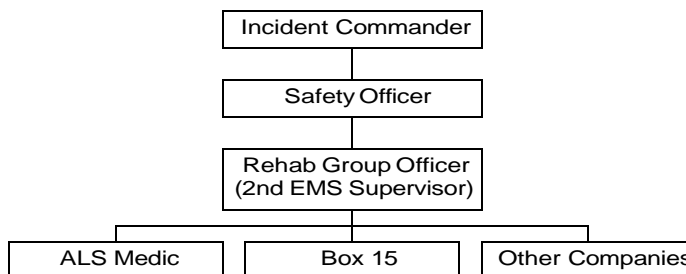
- A. Proper rehab of firefighters at an emergency incident allows for better efficiency and productivity, and above all, a higher degree of safety for firefighting forces.


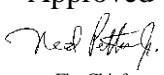
IV. Initiation

- A. A "Rehab Group" will be initiated under the following circumstances:
1. At the request of the Incident Commander
 2. At the request of the Safety Officer
 3. At all 2nd Alarm and Higher Incidents
 4. At all Working HazMat Incidents where an entry will be made.

V. Rehab Group

- A. Command/Staff
1. The Rehab Group will report directly to the Safety Officer or the Incident Commander in the absence of a Safety Officer.
 2. The Rehab Group will be directly supervised by the Second EMS Supervisor assigned to an incident or any member directed by the Incident Commander.
 3. At least one Transport vehicle with a crew of two medics will be assigned to rehab.
 4. Other companies may be assigned as the Incident Commander deems necessary.
 5. The Rehab Group Officer will work with the members of Box 15 in order to avoid duplication of efforts and increase rehab effectiveness.
 6. The ICS Structure would be as follows:




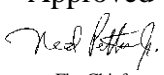
	Standard Operating Procedures	
	Subject: Rehab Functions	
	S.O.P. Number 02-01-08 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page: Page 2 of 3	Effective Date: 07/01/1998
		Revised Date: 03/01/2006

B. Location

1. Should be as free from the stresses of the incident as possible.
2. If it is cold or wet, the rehab should be warm or dry; if it is hot, rehab should be cool and moist.
3. Garages, nearby building lobbies and shaded areas make good rehab areas.
 - a) In high rise fires, the Rehab Group will be located on the appropriate floor below the fire per High Rise SOP's
 - b) COTA buses, school buses, or other commercial vehicles may be used if necessary.

C. Functions

1. Hydration
 - a) Drinking water shall be made available at the rehab group.
 - b) At least 8 oz. will be given to each member upon entering rehab.
 - c) Other drinks may include:
 - (1) Commercially prepared rehab drinks
 - (a) Gatorade, Sportade, etc.
 - (b) These will be mixed 50/50 with water
 - (2) Coffee, tea, or hot chocolate.
 - (3) Soft Drinks.
 - (4) These drinks will only be given after the initial 8 oz of water is consumed.
2. Nourishment
 - a) At all incidents longer than four (4) hours in length, or during the normal mealtime hours, food should be considered.
 - b) Foods that may be used are as follows:
 - (1) Broth or Soup
 - (a) These are much faster digested than solid foods
 - (2) Fruits
 - (a) These provide replacement of nutrients not available elsewhere.
 - (3) Sandwiches or snack.
 - (4) Fatty and/or salty foods should be avoided.
 - (5) Rotation of companies in order for them to return to quarters to eat is another option.
3. Rehab
 - a) Members shall be sent to rehab after:

	Standard Operating Procedures	
	Subject: Rehab Functions	
	S.O.P. Number 02-01-08 Vol-CH-Cat.Sub	Approved  Fire Chief
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		Revised Date: 03/01/2006

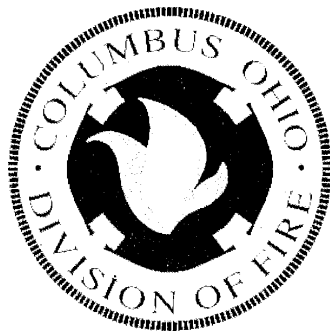
- (1) They have used two consecutive SCBA cylinders until the 50% yellow LED activates
 - (2) They have used 75% or greater of one SCBA cylinder (as indicated by activation of the Vibra-alert or the HUD's red LED)
 - (3) They have worked for forty-five minutes.
 - b) Members will stay in rehab until released by the rehab supervisor.
 - (1) Rest periods will be no less than ten minutes.
 - (2) No crew or member may leave rehab unless released by the rehab supervisor.
 - c) When members are released from rehab they may be reassigned or released as designated by the IC.
4. Medical Evaluation
- a) Medical personnel shall evaluate all members entering for rehab. The following items shall be documented:
 - (1) BP
 - (2) Pulse
 - (3) PAO₂ (Pulse Ox)
 - (4) Temperature
 - (5) EKG (if indicated)
 - (6) Other signs and symptoms noted by rehab staff
 - b) If medical treatment is provided, it shall be documented in an EMS incident report.



VI. Accountability

A. Passports

1. Will be turned in to the Rehab Staff upon entering.
2. Will be picked up upon release.

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	Standard Operating Procedures	
	Subject: Staging Levels	
	S.O.P. Number 02-02-01 Vol-CH-Cat.Sub	Approved  Fire Chief
		Issued: 07/01/1998
	Reviewed: 02/01/2015	Revised: 03/22/2016

Section 1 Purpose

- 1.1 The purpose of this procedure is to identify functions of “Staging”.

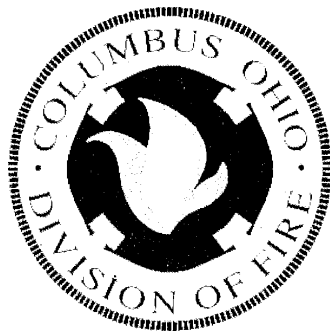
Section 2 General



- 2.1 The objective of the staging procedure is to provide a standard system of initial placement for responding apparatus, personnel, and equipment.
- 2.2 Effective utilization of this procedure:
- (1) Will prevent excessive apparatus congestion at the scene.
 - (2) Will allow time for the Incident Commander to evaluate conditions prior to assigning companies
 - (3) Places apparatus in an uncommitted location close to the immediate scene to facilitate more effective assignment by the Incident Commander
 - (4) Produces more effective communications by virtue of reducing radio traffic during the critical initial stages of fire operations.

Section 3 Staging Levels

- 3.1 Level I Staging applies to all multiple company responses on the First Alarm.
- 3.2 Level II Staging applies to greater alarm responses and large, complex-type incidents requiring an on-scene reserve of companies that will require a formal staging area.
- 3.2.1 Level II Staging includes a Staging area and the Staging Area Manager functions (SOP 02-02-06)

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	Standard Operating Procedures	
	Subject: Staging Level 1 - "A" Assignments	
	S.O.P. Number 02-02-02 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page: 1 of 2	Effective Date: 03/10/2004
		Revised Date:

- I. **PURPOSE:** The purpose of this procedure is to identify the response areas for first alarm companies at an "A" Assignment.
- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.
- III. **LEVEL I STAGING**
 - A. **ARRIVAL OF FIRST ENGINE**

The first Engine shall place itself in a position to use its hose line to the best of their ability.



Location of hydrants, obstructions, and hard surfaces may dictate other than ideal placement.
 - B. **ARRIVAL OF FIRST LADDER**

The first Ladder will generally take the front of the structure or a position that will be most suitable for the use of the aerial.

Obstructions such as overhead wires, trees, or unstable ground may require other than ideal placement.
 - C. **ARRIVAL OF SECOND ENGINE**

The second Engine will place itself at a hydrant in order to assist with water supply. If no water supply is needed, the second engine will move closer to the scene to be used should the first engine fail. The two Engines should be positioned so that supply is set up in series (either the engine at the hydrant pumping to the other on the scene, or a line laid from a hydrant to one of the engines on the scene who will then pump to the other engine on the scene), this procedure will create a backup should one engine fail.
 - D. **ARRIVAL OF FIRST RESCUE**

The first Rescue will generally place itself in a position as close to the Structure as possible without interfering with incoming companies.
 - E. **ARRIVAL OF BATTALION CHIEFS**

	Standard Operating Procedures	
	Subject: Staging Level 1 - "A" Assignments	
	S.O.P. Number 02-02-02 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page: 2 of 2	Effective Date: 03/10/2004
		Revised Date:

Battalion Chiefs will position themselves as close to the incident as possible without interfering with incoming companies.



F. ARRIVAL OF MEDICS

First Medic will be responsible for supporting the First Engine or First Ladder. They shall don all Full PPE in accordance with SOP 1-005 while working in the hazard zone. If victim care is needed upon arrival to the scene or at any time prior to the arrival of the second medic, the first medic will cease all other operations and assist the victims.

Second Medic will be responsible for victim care, rehab, and care of the firefighting crew.

G. OTHER COMPANIES

All other companies will stage their apparatus in a way so as to not impede any other companies or traffic, unless for safety purposes. Their apparatus will only be brought to the scene if equipment is needed the IC deems necessary.

	Standard Operating Procedures	
	Subject: Fire Response Assignment	
	S.O.P. Number 02-02-03 Vol-CH-Cat.Sub	Approved  Fire Chief
		Issued: 07/01/1998
	Reviewed: 02/01/2016	Revised: 03/22/2016

Section 1 Purpose

- 1.1 The purpose of this procedure is to identify assignments and placement for a Fire Response.

Section 2 Fire Response Assignment

- 2.1 The Fire Alarm Office will dispatch a 'Fire Response' to all reports of a fire in a structure.
 - 2.1.1 The Fire Response assignment will consist of (3) Engines, (2) Ladders, (1) Rescue, (1) Medic, (1) Battalion Chief
 - 2.1.2 All companies dispatched on a Fire Response shall initially respond in the "emergency" mode.
 - 2.1.2.1 The initial on-scene Incident Commander should consider downgrading the response mode for any company still responding if conditions warrant
- 2.2 The arrival sequence of companies will determine their Level I Staging responsibilities.

Section 3 Incident Command

- 3.1 It shall be mandatory for the first arriving company or division member to establish command, give the radio report, and direct incoming companies.
 - 3.1.1 The initial Incident Commander shall be responsible for developing and implementing the Incident Action Plan that will include either:
 - a) An Investigation Plan, or
 - b) A fire attack plan and a search plan
- 3.2 The command post ordinarily should be situated at the front or address side of the incident.
 - 3.2.1 The Incident Commander shall announce the location of the Command Post over the radio.
- 3.3 All companies shall bring their Passport to the designated accountability location and follow Level II Accountability procedures for multiple company responses (See SOP 02-01-01).

Section 4 Level 1 Staging: Nothing Showing/Investigation Mode

- 4.1** At single and double family residential structures the first engine and ladder should investigate the situation.
- 4.2** On all sprinklered buildings the first company to arrive shall send a person to locate and check the annunciator.
- 4.3** On large buildings where the floor is not designated and nothing is showing, the Incident Commander shall use, with the exception of the pump operator, the personnel on the first arriving engine company and the first arriving ladder company to search the inside of the building.
- 4.4** Companies shall conduct a reconnaissance of the building or incident scene for information.
 - 4.4.1** If smoke is encountered, the officer should direct teams of two people to search that area and move at least one firefighting company into position to fight fire when it is discovered.
- 4.5** Companies not assigned as part of the initial investigation shall stage in a place that provides the best position to deploy if assigned by the Incident Commander.
 - 4.5.1** The second engine company shall stage at hydrant with crew intact, and report their placement to Incident Command.

Section 5 Level 1 Staging: Smoke or Fire Showing

5.1 First Engine

- 5.1.1** The first engine is responsible for initiating fire attack
- 5.1.2** If fire or smoke is showing, and there is any doubt about the ability to control the situation with the engine's tank, or it will be some time before the next engine company will be able to lay a line, a supply line should be laid going in.
- 5.1.3** The first engine company should proceed to the area that will facilitate the quickest and most direct attack on the fire.
 - 5.1.3.1** Placement of the engine should consider ladder company access to the building.
- 5.1.4** On large buildings, if the floor is designated, the first engine company should go to the floor below and advance via the stairs to the fire floor. If the building is equipped with a standpipe system they shall take their standpipe kit and hose with them.
 - 5.1.4.1** If the fire is above the third floor and it is known the standpipe system will be used, the first arriving engine company may be used to lay lines to the standpipe connection.

5.2 First Ladder

- 5.2.1** The first ladder company should proceed to the scene and take a position that will best facilitate rescue, ventilation, roof access, and/or fire control.
- 5.2.2** The first ladder shall be responsible for rescue, ventilation, and to determine if the fire is extending.

5.3 Second Engine

- 5.3.4** Unless orders are received from the Incident Commander prior to or after arrival, the second engine company shall be responsible for:
 - (1) Establishing a water supply to the first engine and/or sprinkler and standpipe system.
 - (2) Establish a backup line

5.4 Second Ladder

- 5.4.1** The second arriving ladder company should take a position that will enable them to operate at the rear of the incident. This company should remain flexible so if the aerial is needed in other areas it will be able to respond with a minimum of delay.

5.5 Third Engine

- 5.5.1** The third arriving engine company will make up part of the Rapid Intervention Team (RIT) Group.
- 5.5.2** The company commander shall ensure their vehicle does not block access to the scene and are in position to use their equipment if necessary.
- 5.5.3** They shall assemble close to the command post in full PPE with SCBA and RIT equipment (SOP 02-01-03) and be ready for immediate deployment.
 - 5.5.3.1** The officer should attempt a 360 of the structure, review personnel accountability, monitor all talkgroups in use, and function as the initial safety officer until relieved by SO-2.
 - 5.5.3.2** The crew shall stretch and charge an attack line to be deployed if necessary.

5.6 Rescue Company

- 5.6.1** The rescue company shall be responsible for search and rescue, utilities, and other tasks as assigned by the Incident Commander.
- 5.6.2** Care should be taken that their apparatus does not block access to the incident scene or does not become blocked in at the scene.

5.7 Battalion Chief

- 5.7.1** The Battalion Chief shall assume command when arriving with the initial companies.
- 5.7.2** If the Battalion Chief has been preceded to the scene, upon arrival he/she shall conduct a transfer of command briefing with the officer being relieved

(SOP 01-03-08), followed by a *Status Report* transmitted on the appropriate talkgroup(s).

5.7.3 The Battalion Chief shall monitor “B# CFD FG” and “B# CFD IC” talkgroups

5.8 Medic

5.8.1 The medic vehicle and crew should, if possible, be located near the command post, and be prepared to care for injured personnel or citizens. They should remain flexible so that if needed in other areas they will be able to respond with a minimum of delay.

5.8.1.1 Care should be taken that their apparatus does not block access to the incident scene or does not become blocked in at the scene.

5.8.2 If no victims are present or expected, the first arriving medic may don full protective equipment and assist with firefighting duties as assigned by their company commander or the Incident Commander.

5.8.2.1 If assisting a fire company, they shall follow Accountability procedures(SOP 02-01-01) and report their intentions with the Incident Commander.

Section 6 Working Fire

6.1 Working Fire Assignment

6.1.1 Unless otherwise directed by the Incident Commander, the Fire Alarm Office will automatically dispatch an Engine, Ladder, Medic, Battalion Chief, EMS Supervisor, and Safety Officer to all working incidents.

6.1.2 The Incident Commander should conduct an ongoing needs assessment to determine if these, or other, resources will be necessary.

6.1.3 The Fire Alarm Office shall notify the Incident Commander of any company unavailable to respond (e.g. SO-2, Rescue).

6.2 Arrival of the Fourth Engine

6.2.1 Stage approximately 200 feet from incident or in a safe location

6.2.2 Await assignment by the Incident Commander.

6.3 Third Ladder

6.3.1 The third arriving ladder company will make up part of the Rapid Intervention Team (RIT) Group.

6.3.2 The Company Commander shall ensure that their vehicle does not block access to the scene and are in a position to use their equipment if necessary.

6.3.3 They shall assemble close to the command post in full PPE with SCBA and RIT equipment (SOP 02-01-03) and be ready for immediate deployment.

6.3.4 If a RIT company is assigned other duties on the fireground, the Incident Commander shall ensure adequate companies are responding or available to establish a two company RIT.

6.4 Second Medic

- 6.4.1 The second medic on the scene of a working fire shall standby for patient care.
- 6.4.2 The second medic shall bring all ALS equipment, backboard, and cot to a location near the Command Post and standby in a ready position.
- 6.4.3 The medic vehicle should be positioned so as not to impede access in to or out of the scene.

6.5 Second Battalion Chief

- 6.5.1 The second arriving Battalion Chief will report to the Incident Commander for assignment.
 - 6.5.1.1 The second Battalion Chief should generally take a position that allows him/her to see the opposite side of the structure as the Incident Commander.
- 6.5.2 At large or complex incidents, the Incident Commander should consider assigning the second Battalion Chief as a Division or Group Supervisor.
- 6.5.3 The second Battalion Chief shall monitor "B# FG" and "B# IC" talkgroups.

6.6 Arrival of the EMS Supervisor

- 6.6.1 Unless otherwise assigned, the EMS supervisor will standby with the second medic.
- 6.6.2 If needed, the EMS supervisor may be assigned as the EMS Group Supervisor.
 - 6.6.2.1 If an EMS Group is established, the "BN# EMS" talkgroup should be utilized.

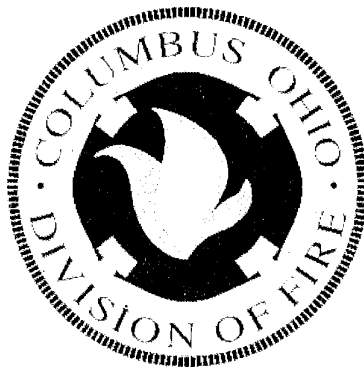
6.7 Arrival of the Safety Officer


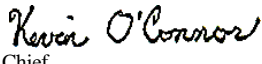
- 6.7.1 The Safety Officer shall monitor overall scene safety.
- 6.7.2 The Safety Officer shall monitor the "B# FG" and "B# IC" talkgroups.

Section 7 Additional Alarms

- 7.1 Additional alarms are called at the discretion of the on-scene Incident Commander
- 7.2 If the incident goes to a multiple alarm, the on-duty Deputy Chief (ES-2) shall be dispatched by the Fire Alarm Office.
 - 7.2.1 Upon arrival, the Deputy Chief shall assume command of the incident.
- 7.3 Level 2 Staging (SOP 02-02-05) will be an automatic procedure when dispatched to a multiple alarm.

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	Standard Operating Procedures	
	Subject: Fire Alarm Assignments	
	S.O.P. Number 02-02-04 Vol-CH-Cat.Sub	Approved  Fire Chief
		Issued: 07/31/2013
	Reviewed: 02/01/2016	Revised: 03/22/2016

Section 1 Purpose

- 1.1 The purpose of this procedure is to identify the response to an “Alarm” assignment.

Section 2 Fire Alarm Classifications

2.1 Fire Alarm “A” (FA)

- 2.1.1 Occupancies included in this category are: double and single family residence, small apartment buildings, strip malls, and small mercantile; and other occupancies not classified as *high life hazard*.

2.2 Fire Alarm “B” (FAB)

- 2.2.1 High life hazard occupancies including multi-family apartments, hospitals, hotels, nursing homes, big box stores, warehouses, large industrial/manufacturing facilities, industrial complexes, schools, churches.

- 2.2.2 A Fire Alarm “B” will be sent on all water flow alarms.

2.3 Fire Alarm “High Rise” (FAH)

- 2.3.1 Commercial and residential occupancies greater than six stories above ground.

2.4 Modified Alarm Response

- 2.4.1 A modified response based on potential limited resource availability.
- 2.4.2 Initiated by the Fire Alarm Office with the approval of the Emergency Services Deputy Chief (ES-2).
- 2.4.3 Modified Alarm Response applies to all occupancy types.
- 2.4.4 Assignment may be modified by the Fire Alarm Office or first-due company officer based upon additional information

Section 3 Fire Alarm Assignments

3.1 Fire Alarm “A” (FA)

3.1.1 (1) Engine and (1) Ladder.

3.2 Fire Alarm “B” (FAB)

3.2.1 (1) Engine, (1) Ladder, and (1) Battalion Chief.

3.3 Fire Alarm “High-Rise” (FAH)

3.3.1 (2) Engines, (1) Ladder, and (1) Battalion Chief.

3.4 Modified Alarm Response

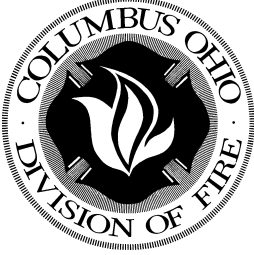
3.4.1 Closest appropriate company

3.4.2 Company responds on *Emergency*.

Section 4 Upgrading/Downgrading/Cancelling Alarm Assignments

4.1 After dispatch, alarm assignments can be upgraded to a fire response by the Fire Alarm Office or responding companies based on additional information received.

4.1.1 After dispatch, alarm assignments can be cancelled or downgraded to a single company response by the responding Battalion Chief (on “B” Alarms) or first in company officer (on “A” Alarms), based on additional information received from the Fire Alarm Office or information gained from a previous response to the same address.

	Standard Operating Procedures	
	Subject: Staging Level II	
	S.O.P. Number 02-02-05 Vol-CH-Cat.Sub	Approved <i>Kevin O'Connor</i> Fire Chief
		Issued: 07/01/1998
	Reviewed: 02/01/2016	Revised: 3/22/2016

Section 1 Purpose

- 1.1 The purpose of this procedure is to identify the response procedures for Level II Staging.

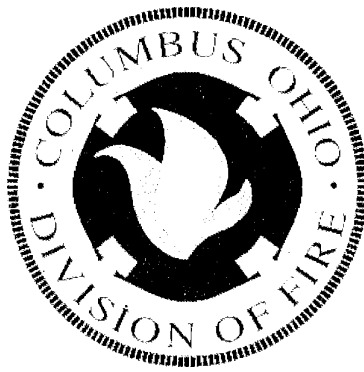
Section 2 General


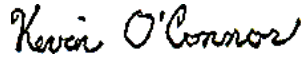
- 2.1 Level II Staging applies to greater alarm responses and large, complex-type incidents requiring an on-scene reserve of companies that will require a formal staging area.
- 2.1.1 The staging area should be away from the Command Post and from the emergency scene in order to provide adequate space for assembly and for safe and effective apparatus movement.
- 2.1.2 When the Incident Commander announces a formal staging area, all responding companies will report to and remain in the staging area until assigned a task by the Staging Area Manager.

Section 3 Level II Staging

- 3.1 Level II Staging will be an automatic procedure when dispatched to a multiple alarm incident.
- 3.2 The Incident Commander may designate a staging area and a Staging Area Manager who will be responsible for the activities outlined in this procedure. If this occurs the companies dispatched on the multiple alarm will respond to the designated staging area, report to the Staging Area Manager in person and be guided by his/her directions.
- 3.2.1 If a staging area is designated but no Staging Area Manager is assigned, the Fire Alarm Office will assign the first-due engine as the Staging Area Manager.
- 3.2.2 If no staging area or Staging Area Manager is designated, the Fire Alarm Office shall announce the Staging Area Manager, who will then designate the location of the staging area.
- 3.2.3 If the initial Staging Area Manager is a ladder or Mutual Aid company, the first arriving Columbus engine company shall assume the role of the Staging Area Manager. Mutual Aid command officers may be used as the Staging Area Manager at the discretion of the Incident Commander.
- 3.3 After the staging area is designated, the Fire Alarm Office will notify all future incoming companies to respond on the specific battalion Staging Talkgroup. (i.e. If the fire is assigned to "B1 FG" talkgroup, staging will be on the "B1 Staging" talkgroup).

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	Standard Operating Procedures	
	Subject: Staging Area Manager	
	S.O.P. Number 02-02-06 Vol-CH-Cat.Sub	Approved  Fire Chief
		Issued: 07/01/1998
	Reviewed: 02/01/2016	Revised: 03/22/2016

Section 1 Purpose

- 1.1 The purpose of this procedure is to identify the roles of the Staging Area Manager.

Section 2 General

- 2.1 When a formal staging area will be established, the first company commander to arrive at the approximate location will automatically become the Staging Area Manager.
- 2.1.1 The Staging Area Manager shall notify the Incident Commander of his/her arrival over the "B# IC" talkgroup, and the exact location of the staging area.
- 2.2 Due to the limited number of ladder companies, if the first arriving officer is in charge of a ladder company, he/she will transfer command of the staging area to the first arriving engine company officer.
- 2.3 The radio designation for the person in charge of staging area will be "Staging Area Manager."
- 2.3.1 Communications between the Staging Area Manager and the Incident Commander shall be conducted on the "B# IC" talkgroup
- 2.4 All responding companies will respond directly to the designated staging area, and report in person to the Staging Area Manager on the "B# Staging" talkgroup.
- 2.4.1 Companies will remain by their apparatus; crew intact; with warning lights off, unless warning lights are needed to protect the crew or apparatus.
- 2.5 All communications from companies dispatched on the multiple alarm from the time of dispatch until assigned a task on the fireground will take place on the "B# Staging" talkgroup.

Section 3 Staging Area Manager Role

- 3.1 When requested by the Incident Commander, the Staging Area Manager will assign companies to report to specific Divisions or Groups, telling them location, radio talkgroup, and supervisor.
- 3.1.1 The Staging Area Manager will advise the Incident Commander of the specific companies assigned. The Division or Group supervisor may then communicate directly with the company.
- 3.2 The Staging Area Manager will give the Incident Commander periodic reports of available companies in the staging area. If requested to do so by the Incident Commander, the Staging Area Manager may utilize the Staging Talkgroup to communicate directly with the Fire Alarm Office for additional resources.

Section 4 Staging Area Responsibilities

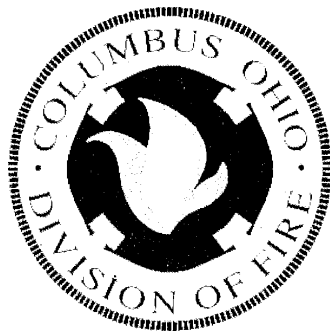
- 4.1 Coordinate with the police to block streets, intersections, and other access required for the staging area.
- 4.2 Assure that all apparatus is parked in an appropriate manner. The parking can be arranged to keep company types in specific areas in order to help the Staging Area Manager keep better track of companies. The diagonal, head-out, parking method is advised in order to keep companies out of the way and organized while allowing for response of vehicles out of the staging area when necessary
- 4.3 Maintain a list of companies available in the staging area and inventory all specialized equipment that might be required at the scene. This shall include Accountability for all staged resources.
- 4.4 Review with the Incident Commander what resources must be maintained in the staging area and coordinate the request for these resources with the Fire Alarm Office.
- 4.5 Assume a position that is visible and accessible to incoming and staged companies. This will be accomplished by leaving the emergency lights operating on his/her apparatus.
- 4.6 In some cases, the Staging Area Manager may have to indicate the best direction of response and routing for responding companies to get into the staging area.


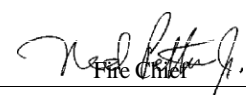
Section 5 Staging Area Resources

- 5.1 Unless otherwise instructed, the Staging Area Manager will advise the Incident Commander when the level of resources in the staging area is depleted to two engines and one ladder or less. The Incident Commander will make a decision whether or not to call for additional units or to call for an additional alarm.



- 5.2** The Incident Commander may instruct the Staging Area Manager to maintain a base level of resources until further advised. In such circumstances, the Staging Area Manager will communicate directly with the Fire Alarm Office to request additional units.
- 5.3** Medics and EMS Supervisors responding to incidents when Level II Staging has been established will be dispatched to the staging area. The Staging Area Manager will acknowledge the arrival of the medics with the Fire Alarm Office and will give instructions to the medic personnel as requested by the Incident Commander.
- 5.3.1** An EMS supervisor should assist the Staging Area Manager when necessary in organizing EMS personnel and vehicles.
- 5.4** A major medical emergency may require a separate staging area for medics. In such cases, the Staging Area Manager will so designate and relay this information to the Incident Commander and the Fire Alarm Office.

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	Standard Operating Procedures	
	Subject: Residence Fires - Single / Double	
	S.O.P. Number 02-03-01 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page: 1 of 2	Effective Date: 07/01/1998
		Revised Date: 03/10/2004

- I. **PURPOSE:** The purpose of this procedure is to identify the responsibilities of companies working at one or two family residential fires.
- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.
- III. **RESPONDING:**
 - A. Officer will develop a preliminary action plan for his/her company based on information available.
 - B. Officer will clearly assign duties that deviate from standard practice
 - C. Radios will be changed to appropriate talkgroup.
- IV. **ARRIVAL:**
 - A. The action plan for all fires should be based on the RECEO VS acronym as outlined below. These functions are to be performed in order of priority as below (except Ventilation and Salvage).
 1. **Rescue-** This will be the primary concern on all fires in residences. If persons are reported trapped or it is a possibility, hose crews should be positioned in order to protect occupants and crews performing rescue.
 2. **Exposure-** Protection of exposures, whether internal or external, shall be the next concern for the IC.
 3. **Confinement-** Containing the fire to an area or building shall be the next concern for the IC.
 4. **Extinguishment-** Total extinguishment of the involved fuels will be the next concern for the IC.
 5. **Overhaul-** Searching for hidden fire or rekindle possibilities will be the next concern for the IC.
 6. **Ventilation and Salvage-** These can be inserted and performed at any point in the order of priority above as deemed necessary by the IC based on the conditions present.

	Standard Operating Procedures	
	Subject: Residence Fires - Single / Double	
	S.O.P. Number 02-03-01 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page: 2 of 2	Effective Date: 07/01/1998
		Revised Date: 03/10/2004

V. OPERATIONS:

A. Fire Attack

1. Suppression devices will be determined by the officer in charge.

B. Backup Lines



1. Will be in place as soon as possible after an interior attack is initiated.

C. Supply Lines

1. Should be laid and charged whenever interior crews are expected to use more than 25% of the Vehicles Water Tank Capacity.
2. Supply Lines for Residential Fires should be 5" LDH.
3. 3" Supply lines can be used for the purpose of refilling the tank or to maintain a water supply for overhaul and mop-up operations.

D. Ground Ladders

1. Shall be place in service when any floor of the building is above ground level or when companies are working on the roof.

	Standard Operating Procedures	
	Subject: Transitional Fire Attack	
	S.O.P. Number 02-03-02 Vol-CH-Cat.Sub	Approved:  Fire Chief
		Issued: 05/02/2016
	Reviewed: 04/21/2016	Revised: 05/02/2016

Section 1 Purpose

- 1.1 The purpose of this SOP is to identify the procedure to be used when a transitional fire attack is determined to be appropriate.

Section 2 General

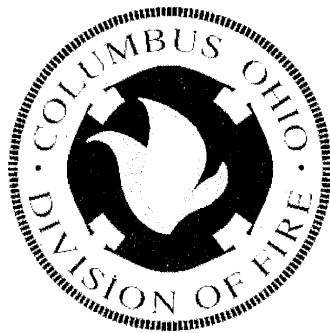
- 2.1 A transitional fire attack will be initiated on structure fires that have fire venting from openings that are *readily accessible* upon arrival.
- 2.2 The IC shall determine if flowing water through an opening is the *quickest* means of applying water to the fire.
- 2.3 The IC will announce over the assigned talk group when a transitional attack is being used.


Section 3 Transitional Fire Attack

3.1 Procedure

- (1) Direct a straight or solid stream at a high angle through the bottom half (air inlet) of the opening to deflect water off the ceiling of the fire compartment.
 - (2) Flow water long enough to darken down and cool the fire area.
 - (3) Do not rotate or whip the nozzle as this may impede the exit flow of hot gases from the top half of the window and cause a shift in the flow path.
- 3.2 If conditions permit, immediately following the knockdown, an interior advance to the seat of the fire (direct attack) should be conducted.
- 3.3 Consider keeping the exterior line in place in the event that a second *exterior* application of water is necessary.
- 3.4 If resources permit, consider deploying multiple lines simultaneously to allow a direct attack to commence in coordination with the transitional attack.

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	Standard Operating Procedures	
	Subject: Basement Fires	
	S.O.P. Number 02-03-03 Vol-CH-Cat.Sub	Approved: <div style="text-align: right;"><i>Kevin O'Connor</i></div> <small>Fire Chief</small>
		Issued: 05/02/2016
	Reviewed: 04/21/2016	Revised: 05/02/2016

Section 1 Purpose

- 1.1 The purpose of this procedure is to establish the operation procedures for for below grade fires.

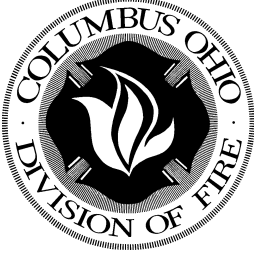
Section 2 General

- 2.1 Life safety and information obtained during the initial 360 survey shall be used to determine the presence of a basement fire and the appropriate tactics to be used.
- 2.1.1 If the approximate location of the fire is identified during the 360 survey, it shall be announced over the radio (B# FG) along with attack strategy being implemented.
- 2.1.2 **Example:**
 “All companies from E14, the fire is in the basement near the Charlie-Delta area; E14 will be applying water from the Bravo side basement window prior to advancing through the Alpha side entryway.”
- 2.2 Basement fires often quickly involve the floor system and may result in an early collapse of the floor system above the fire.
- 2.2.1 A thermal imaging camera may be helpful in determining the presence and location of a basement fire, but cannot be relied upon to determine structural integrity of the floor above the fire.
- 2.3 If heavy smoke or fire conditions exist upon arrival, implement tactics that do not place firefighters above the involved area of the basement prior to the application of water on the fire.
- 2.4 A charged hoseline must be in place prior to entry into the structure at any basement fire.

Section 3 Basement Fire Tactics

- 3.1 If a basement fire is suspected after the 360 survey, a Transitional Fire Attack (SOP 02-03-02) shall be attempted.
- 3.1.2 When possible, the transition line shall be maintained at the vent opening and ready to be placed back in service if necessary while a second attack line is stretched to the seat of the fire.

- 3.1.3** Firefighters should avoid operating directly over the fire area prior to the application of water on the fire.
- 3.2** If no fire is visible from the exterior and basement exterior access is available, the attack shall be initiated from the exterior basement access.
 - 3.2.1** When a basement exterior access is uncontrolled, ventilation from above should not be initiated until after 'water on the fire' is announced.
- 3.3** If no fire is visible upon arrival, and no exterior basement access is available, an interior attack from above may be initiated using closest access to basement stairs. Personnel should avoid working above the involved area.
- 3.4** Coordinated ventilation at basement fires is critical. Ventilating the basement from above when a lower level ventilation opening exists, creates a flow path to the upper opening and may result in a sudden increase in fire intensity.
 - 3.4.1** Opening or breaking of basement windows prior to 'water on the fire' being announced should only be done to perform a transitional fire attack.
- 3.5** If unable to access the basement from an exterior position, consider using a cellar nozzle, a piercing nozzle or cutting through the wall, bandboard, or first floor to apply water from the exterior.
- 3.6** Operating on the floor above the fire prior to exterior water application to the basement shall only occur in extreme situations.

	Standard Operating Procedures	
	Subject: High-Rise Response	
	S.O.P. Number 02-03-04 Vol-CH-Cat.Sub	Approved <i>Kevin O'Connor</i> Fire Chief
		Issued: 03/22/2016
	Reviewed: 02/01/2016	Revised: 03/22/2016

Section 1 Purpose

- 1.2** The purpose of this procedure is to identify the response to an alarm or a fire in a high-rise building.

Section 2 Fire Alarm

- 2.1.1** The response for a fire alarm shall be (2) Engines, (1) Ladder, and (1) Battalion Chief.

2.2 Level I Staging: Nothing Showing

- 2.2.1** The Investigation Group will consist of (1) Engine and (1) Ladder.

- 2.2.2** The second engine should stage at the fire department connection.

- 2.2.2.1** The crew shall report to the lobby with equipment and initiate Lobby Control.

- 2.2.2.2** The Battalion Chief shall assume incident command

2.3 Level I Staging: Smoke or Fire Showing

- 2.3.1** If smoke or fire is discovered, Incident Command shall upgrade the assignment to a *High-Rise Fire Assignment*.

- 2.3.2** The Investigation Group shall form the Fire Attack Group on the floor below the fire.

- 2.3.3** The second engine shall report to the Fire Attack Group on the floor below the fire.

- 2.3.3.1** The second engine operator shall coordinate with the first engine operator the water supply and series pumping to the fire department connection (see below).

Section 3 Fire Response

- 3.1.1** The response for a reported fire in a high rise shall be (4) Engines, (2) Ladders, (1) Rescue, (2) Battalion Chiefs, (1) Medic, and (1) EMS Supervisor.

3.2 Level I Staging: Report of a Fire in a High Rise

- 3.2.1** All companies shall bring both Passports and their Small Status Board to their reporting location and follow Level III Accountability procedures for High-Rise Incidents (See SOP 02-01-01).

3.2.2 First Engine

- 3.2.2.1** The crew should report to the lobby and establish the Fire Attack Group.

3.2.2.2 The first engine operator shall coordinate with the second engine operator the water supply and series pumping to the fire department connection.

3.2.2.2.1 The appropriate inlets of the fire department connection shall be connected with high-pressure hose.

3.2.2.2.2 If equipped with a two-stage pump, it shall be in the pressure mode.

3.2.2.2.3 If a fire department connection is not present or OOS, the engine operator shall establish an alternate supply to the building.

3.2.3 First Ladder

3.2.3.1 The interior crew shall join the Fire Attack Group.

3.2.3.2 The first ladder should be positioned where it can be best utilized.

3.2.4 Second Engine

3.2.4.1 The crew shall join the Fire Attack Group.

3.2.4.2 The second engine operator shall coordinate with the first engine operator the water supply and series pumping to the fire department connection.

3.2.4.2.1 The appropriate inlets of the fire department connection shall be connected with high-pressure hose.

3.2.4.2.2 If equipped with a two-stage pump, it shall be in the pressure mode.

3.2.4.2.3 If a fire department connection is not present or OOS, the engine operator shall establish an alternate supply to the building.

3.2.5 Third Engine

3.2.5.1 The third engine shall establish the Lobby Control/Building Systems Group

3.2.5.1.1 Locate initial Accountability and assume lobby control responsibilities.

3.2.5.1.2 Obtain a large status board for Lobby Accountability.

3.2.5.1.3 Lobby Control may expand as the incident expands.

3.2.6 Fourth Engine

3.2.6.1 The fourth engine should proceed to the floor below the fire and form the Rapid Intervention Team (RIT)

3.2.6.1.1 The crew should bring the following items:

(1) High Rise Hose Pack (150')

(2) RIT Pack

(3) 200' Rope

(4) Hand Tools

3.2.6.1.2 The RIT should expand as the incident expands.

3.2.7 Second Ladder and Rescue

- 3.2.7.1 The second ladder and rescue will become the Upper Search and Evacuation (USE) group.
- 3.2.7.2 The stairwells, the floor above the fire and the top floor will be the first floors to consider when searching.
- 3.2.7.3 The remainder of the floors will be searched systematically.

3.2.8 Medic

- 3.2.8.1 If no victims are present or expected, the first arriving medic may be utilized to assist the Lobby Control Group.

3.2.9 EMS Supervisor

- 3.2.9.1 The EMS Supervisor shall report to the Incident Commander and establish the Medical Branch.

3.2.10 Battalion Chiefs

- 3.2.10.1 The first battalion chief shall assume a fixed command.
 - 3.2.10.1.1 An exterior Command Post is desirable
- 3.2.10.2 The second battalion chief shall report to the Command Post with full PPE, SCBA, and a Large Status Board, and be prepared to operate in a forward area.
- 3.2.10.3 The High-Rise Response SOP is a Level I Staging guideline; the Incident Commander may deviate from this procedure in order to accomplish incident priorities.

Section 4 Working Fire Response

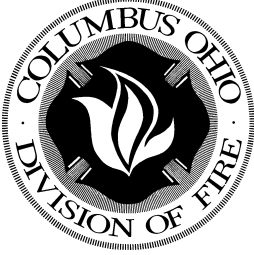
- 4.1 Unless otherwise directed by Incident Command, when a working fire in a high rise is confirmed, the Fire Alarm Office will automatically dispatch the following additional companies: (2) Engines, (2) Ladders, (1) Battalion Chief, (1) Medic, (1) EMS Supervisor, ES-2, ISU-19, Command 18, and SO-2.

4.2 Level I Staging: Working Fire Companies

- 4.2.1 Working Fire companies shall report to the Command Post for assignment based on the incident goals and objectives.

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	Standard Operating Procedures	
	Subject: High-Rise Command Functions	
	S.O.P. Number 02-03-04.01 Vol-CH-Cat.Sub	Approved <i>Kevin O'Connor</i> Fire Chief
		Issued: 03/22/2016
	Reviewed: 02/01/2016	Revised: 03/22/2016

Section 1 Purpose

- 1.3 The purpose of this procedure is to identify the responsibilities of command at a fire in a high-rise building.

Section 2 General

2.1 Initiating command

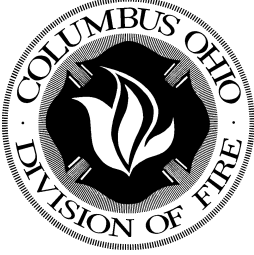
- 2.1.1 The first company officer on scene shall assume a fixed command until relieved by a chief officer.
- 2.1.1.1 He/she shall place a member in charge of their crew or give the remainder of their crew to a group supervisor.
- 2.1.1.2 Once relieved of command he/she can move up to join their crew or the Incident Commander may reassign them as needed.
- 2.1.2 An exterior Command Post is desirable.
- 2.1.2.1 Command 18 should be requested with a working fire.
- 2.1.3 A second alarm shall strongly be considered with a working fire.

Section 3 Command Responsibilities

- 3.1 The Incident Commander shall be responsible for the following actions:
- (1) Develop the incident action plan
 - (2) Determine the overall strategy
 - (3) Establish Goals and Objectives
 - (4) Provide status reports and benchmark completions
 - (5) Request appropriate resources
 - (6) Demobilize units after a situation contained.
 - (7) Overall incident safety
 - (8) Personnel accountability

Section 4 Command structure

- 4.1 The Incident Commander shall build a command structure to meet the complexity of the incident.
- 4.2 The Incident Commander shall designate Section Chiefs, Branch Directors, Division and Group Supervisors.
- 4.3 Emphasis shall be placed on staffing the Fire Attack Group, Lobby Control Group and Upper Search and Evacuation (USE) Group.
- 4.4 Based on the incident objectives, the Incident Commander should consider assigning the second battalion chief to supervise one of the Divisions or Groups.
- 4.5 Based on need and incident complexity, the Incident Commander should consider establishing the following components in the organizational structure at a high-rise fire:
 - 1) Fire Attack Group
 - 2) Lobby Control Group
 - 3) Systems Group
 - 4) Upper Search and Evacuation (USE) Group
 - 5) Rapid Intervention Team (RIT) Group
 - 6) Resource Group
 - 7) Medical Branch
 - 8) Ventilation Group
 - 9) Utilities/Salvage Group
 - 10) Stairwell Support Group
 - 11) Rehab Group
 - 12) Divisions
- 4.6 **Communications**
 - 4.6.1 A high priority should be placed on establishing communications with companies operating inside of the building.
 - 4.6.2 Communications should be established using the most efficient and effective means.
 - 4.6.3 Communications within the building should be established in this order of priority:
 - (1) Radios using TAC channels
 - (2) DIRECT A, B, and/or C.
 - (3) Building hand-held fire phones.
 - (4) Other means of communication.

	Standard Operating Procedures	
	Subject: High-Rise Fire Attack Group	
	S.O.P. Number 02-03-04.02 Vol-CH-Cat.Sub	Approved <i>Kevin O'Connor</i> Fire Chief
		Issued: 03/22/2016
	Reviewed: 02/01/2016	Revised: 03/22/2016

Section 1 Purpose

- 1.1 The purpose of this procedure is to identify the functions of the High-Rise Fire Attack Group


Section 2 General

- 2.1.1 The first two engines and the first ladder will be designated as the Fire Attack Group.
- 2.1.2 The Incident Commander will designate one of the engine company officers as the Fire Attack Group Supervisor.
- 2.1.3 The Fire Attack Group Supervisor assists with line advancement and communicates the ladder companies search progress to Incident Command.
- 2.2 The Fire Attack Group will determine the fire floor via the annunciator panel or recon.
- 2.3 The Fire Attack Group shall designate and announce the attack stairwell and the evacuation stairwell.
- 2.4 The Fire Attack Group should assemble and initiate the fire attack from the floor below the fire.
- 2.5 The objectives of the Fire Attack Group will be:
- (1) Place an attack line in service
 - (2) Rescue occupants near the seat of the fire
 - (3) Recon the fire areas
- 2.5.1 All activities of the fire attack group must support the first attack line. The success of the fire depends on the ability of the Fire Attack Group to extinguish the fire.
- 2.6 Each engine company shall bring the following equipment:
- (1) High Rise Pack consisting of:
 - a. 150' 2 ½ " hose.
 - b. 2 ½ " nozzle w/ 1 ¼ " to 1 1/8 " stacked tip

- (2) High Rise Kit consisting of:
 - a. Inline pressure gauge w/ elbow
 - b. 18" pipe wrench
 - c. Fittings and spanners
 - d. PRV adjustment rod and sockets
 - e. Door wedges
- 2.6.1 The second engine shall bring their Small Status Board and place it near the standpipe hookup on the floor below the fire for Forward Accountability.
- 2.7 The ladder company shall bring:
 - (1) Forcible entry tools; including a hydraulic forcible entry tool
 - (2) 200' rope
 - (3) Water Can
 - (4) Pike Poles

Section 3 Actions

- 3.1 The ladder company shall provide reconnaissance information, forcible entry and search and rescue starting in the fire area.
- 3.2 The engine companies shall work together to get one line in service. The following positions shall be created to assist in moving the attack line:
 - (1) **Nozzleman:** Operates nozzle
 - (2) **Fire Attack Group Supervisor:** Supervises and assists handline advancement
 - (3) **Backup Firefighter:** Moves hose from the fire floor stairwell to the fire area.
 - (4) **Door Firefighter:** Works in the stairwell between fire floor and floor below, and assists in moving hose up the stairwell.
 - (5) **Control Firefighter:** Monitors pressure on the in-line pressure gauge and moves hose from the floor below into the stairwell.
- 3.3 The attack line shall be connected at least one floor below the fire floor with in-line pressure gauge connected directly to the riser.
- 3.3.1 The hose line shall be flaked out on the floor below the fire floor with adequate water supply and pressure verified before moving into the fire area.
- 3.4 **Pressure Reducing Devices and Valves**
- 3.5 If a Pressure Reducing Valve (PRV) or Pressure Reducing Device (PRD) is on the standpipe outlet, the Fire Attack Group Supervisor shall be notified.
- 3.6 If the PRV is adjustable the Fire Attack Group Supervisor should consider increasing the setting if the flow is inadequate.
- 3.6.1 Incident Command shall be notified if a non-adjustable PRV is present.
- 3.7 PRD's shall be removed.

	Standard Operating Procedures	
	Subject: High-Rise Lobby Control/ Systems Group	
	S.O.P. Number 02-03-04.03 Vol-CH-Cat.Sub	Approved <i>Kevin O'Connor</i> FireChief
		Issued: 03/22/2016
	Reviewed: 02/01/2016	Revised: 03/22/2016

Section 1 Purpose

- 1.1 The purpose of this procedure is to identify the functions of the Lobby Control and Systems Group(s).

Section 2 General

- 2.1 Lobby Control will be assigned to the third engine and first medic to arrive.
- 2.1.1 The officer in charge of the third engine will become the Lobby Control Group Supervisor. As the incident expands the structure of Lobby Control may expand.
- 2.1.2 Systems Control will initially be part of Lobby Control.
- 2.1.2.1 A separate Systems Control Group may need to be established at some incidents.

Section 3 Actions

3.1 Lobby Control Functions:

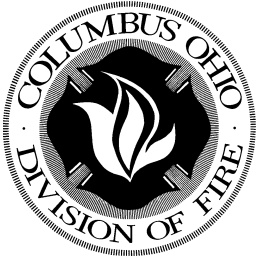
- (1) Assume control of Lobby Accountability.
 - a. The crew shall bring their small status board along with forms and pens/pencils.
 - b. A large accountability board shall be obtained.
- (2) Maintain an activity log.
 - a. Lobby Control establishes a control point to serve as a gateway to access other areas within the building.
 - b. All companies/equipment that enters the building shall filter through Lobby Control.
 - c. Lobby Control shall record the company designation and assignment for all companies entering the building. Consider using the form ICS 214 for this purpose.
- (3) Obtain elevator keys and stairwell keys
- (4) Recall elevators and locate stairwells

- (5) Assign firefighters to operate the elevator in fire service mode.
- (6) Locate the fire control station, annunciator and security desk.

3.2 Systems Control Functions:

3.2.1 Systems Control is responsible for evaluating and monitoring the functions of built in fire protection, life safety, environmental control, communications and elevator systems.

- (1) Contact the building engineer or building fire safety director.
- (2) Gain control of the building communication systems: public address system, hand held fire phones, building Walkie-talkies.
- (3) Assign firefighter to check the operation of the fire pump and report the pump discharge pressure to the IC.
- (4) Locate the elevator control room.
- (5) HVAC system: Evaluate the effectiveness of the heating, ventilation and air-conditioning system; smoke removal system; and stairwell protection.
- (6) Electrical system: Evaluate the building electrical system; emergency power; and security system.
- (7) Maintain an activity log (example: ICS 214).

	Standard Operating Procedures	
	Subject: High-Rise Upper Search and Evacuation (USE) Group	
	S.O.P. Number 02-03-04.04 Vol-CH-Cat.Sub	Approved Fire Ch <i>Kevin O'Connor</i>
		Issued: 03/22/2016
	Reviewed: 02/01/2016	Revised: 03/22/2016

Section 1 Purpose

- 1.1 The purpose of this procedure is to describe the functions of the high-rise Upper Search and Evacuation (USE) Group.


Section 2 General

- 2.1 The Upper Search and Evacuation Group shall be established at all working incidents in a high-rise building.

Section 3 Actions

- 3.1 The second ladder and first rescue will form the Upper Search and Evacuation (USE) Group. The complexity of the incident will determine the final number of crews operating within the USE Group.
- 3.1.1 The officer in-charge of the ladder will be the USE Group Supervisor, and will report directly to the Incident Commander.
- 3.1.2 Companies assigned to the USE Group shall bring both Passports and their Small Status Board to their reporting location and follow Level III Accountability procedures for High-Rise Incidents (See SOP 02-01-01).
- 3.1.3 Crews shall bring the following equipment: thermal imaging camera, forcible entry tools, rabbit tool, 200' rope, water cans.
- 3.2 The initial operating location of the USE Group will be dynamic. It shall adjust to the priorities and complexity of the incident, and based on coordination with the Fire Attack Group.
- 3.3 The USE Group Supervisor should communicate with the Fire Attack Group Supervisor and verify the Tactical Plan, including the verification of attack stairwell and evacuation stairwell(s).
- 3.4 The priority for the Primary search and evacuation should be:
- (1) Attack Stairwell
 - (2) Evacuation Stairwell
 - (3) The floor above the fire

- (4) The top floor
 - (5) Elevators
 - (6) Other areas
- 3.4.1** Emphasis should be made on the control of stairway doors, fire doors, and ventilation openings. Conditions in the attack stairwell should be evaluated as it is searched.
- 3.4.2** If the attack stairwell has a roof access door, opening or closing of this door shall be coordinated with the Fire Attack Group Supervisor.
- 3.4.3** All essential reports, findings, and fire extension conditions above the fire floor should be communicated to the Upper Search and Evacuation Group Supervisor.
- 3.4.4** Victims removed from hazard areas shall be taken to the Casualty Collection Point (CCP)
- 3.5 Occupant Evacuation Control**
- 3.5.1** It may not be necessary to remove occupants on all floors (especially in residential buildings), and self-initiated evacuation should be controlled to the extent possible.
- 3.5.2** Occupant evacuation control should be accomplished with the use of an in-house public address system or intercom.
- 3.5.2.1** Announcements should be made to all floors.
 - 3.5.2.2** An evacuation order shall be issued only to those floors in immediate danger, or those affected by smoke.
 - 3.5.2.3** If a protect-in-place strategy is decided, then this announcement should be communicated to the occupants in these areas.
- 3.5.3** Attack stairwells should not be used for evacuation.

	Standard Operating Procedures	
	Subject: High-Rise Resource Group	
	S.O.P. Number 02-03-04.05 Vol-CH-Cat.Sub	Approved <i>Kevin O'Connor</i> Fire Chief
		Issued: 03/22/2016
	Reviewed: 02/01/2016	Revised: 03/22/2016

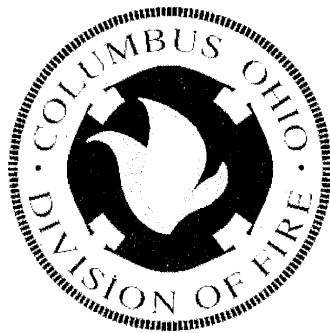
Section 1 Purpose


- 1.1 The purpose of this procedure is to identify High-Rise Resource Group Functions.

Section 2 General

- 2.1 The Resource Group shall establish a forward staging location for personnel and equipment.
- 2.2 The Resource Group shall be located at least two floors below the fire floor.
- 2.3 The Resource Group Supervisor shall keep a unit activity log (example: ICS 214).
- 2.4 The Resource Group Supervisor will report to the Incident Commander, or the Operations Section Chief if established.
- 2.5 The Incident Commander or Operations Section Chief shall determine the manpower levels that should be maintained by the Resource Group.
- 2.6 The Resource Group Supervisor shall determine the appropriate equipment levels to be maintained in the resource area.
- 2.6.1 Equipment that should be considered, but not limited to:
- (1) SCBA cylinders
 - (2) Hose and Standpipe Kits
 - (3) Hand tools
 - (4) Lights, electric cords, fans
 - (5) Search ropes
 - (6) RIT Packs

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	Standard Operating Procedures	
	Subject: High-Rise Stairwell Support Group	
	S.O.P. Number 02-03-04.06 Vol-CH-Cat.Sub	Approved <i>Kevin O'Connor</i> Fire Chief
		Issued: 03/22/2016
	Reviewed: 02/01/2016	Revised: 03/22/2016

Section 1 Purpose

- 1.1 The purpose of this procedure is to identify the functions of the high-rise Stairwell Support Group.

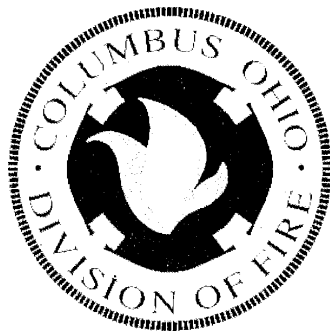
Section 2 General


- 2.1 The Stairwell Support Group is responsible for moving equipment from the lobby or Staging area to the Resource Group by using the stairwells.
- 2.2 The manpower required to implement the Stairwell Support Group depends upon the distance that equipment must be transported.

Section 3 Actions

- 3.1 The Incident Commander will assign companies to the Stairwell Support Group (SSG).
- 3.2 Stairwell Support will begin in the lobby and end on the resource floor.
 - 3.2.1 At least one company should be used to gather equipment.
 - 3.2.2 At least one company should be assigned on the resource floor to accept equipment.
 - 3.2.3 The Stairwell Support Group Supervisor should allocate at least one firefighter for every two floors to shuttle equipment from the Lobby to the Resource Group area.
- 3.3 Personnel assigned to this function may limit PPE to gloves, helmet, and street shoes provided they are not entering a hazardous area or atmosphere.
 - 3.3.1 Personnel assigned to the Stairwell Support Group should bring turnout gear, including SCBA, into the building and placed in an area near where they are working.
 - 3.3.2 Continuous atmospheric monitoring for carbon monoxide (CO) shall take place in any area where personnel are operating without an SCBA.
 - 3.3.3 Company Officers assigned to the Stairwell Support Group shall monitor personnel for fatigue and communicate needs to the Stairwell Support Group Supervisor.
 - 3.3.4 The Resource Group Supervisor will determine the equipment needed to be transported by the Stairwell Support Group.

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	Standard Operating Procedures	
	Subject: High-Rise Ventilation	
	S.O.P. Number 02-03-04.07 Vol-CH-Cat.Sub	Approved <i>Kevin O'Connor</i> Fire Chief
		Issued: 03/22/2016
	Reviewed: 02/01/2016	Revised: 03/22/2016

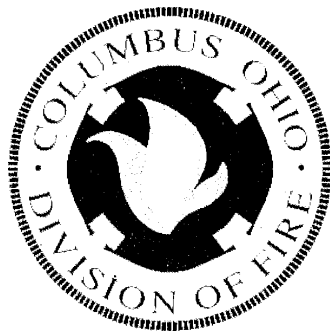
Section 1 Purpose

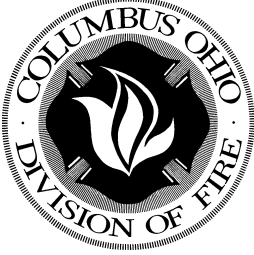
- 1.1 The purpose of this procedure is to identify considerations for high-rise Ventilation.

Section 2 General

- 2.1 Establishing the Ventilation Group should be considered at incidents requiring multiple resources to effect building ventilation.
- 2.2 Ventilation procedures will be implemented and evaluated by the Incident Commander based on the type of building, location of the fire, and information from personnel operating in the hazard zone.
- 2.3 Initial ventilation priority shall be given to coordinating the shut-down and/or operational control of the heating, ventilation, and air conditioning (HVAC) system.
- 2.3.1 A building engineer or maintenance personnel shall be utilized to achieve this objective.
- 2.4 Effective ventilation, specifically above the attack stairwell and in the evacuation stairwells, is dependent on the following factors:
- (1) Location of the fire and extent of smoke conditions
 - (2) Building and fire floor layout
 - (3) Wind velocity and direction
 - (4) Accessible horizontal and vertical openings (i.e. stairwell exterior openings and roof access).
 - (5) Smoke stratification and stack effect
 - (6) Carbon monoxide levels on upper floors
- 2.5 All ventilation shall be coordinated with fire attack. Uncoordinated ventilation may result in an undesirable flow path.
- 2.6 Breaking window glass on upper floors of a high-rise building can be extremely injurious to bystanders and firefighting personnel and should be avoided.
- 2.6.1 If breaking glass is necessary, it should be coordinated with Incident Command and safety precautions should be taken in the areas that will be affected by falling glass.

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	Standard Operating Procedures	
	Subject: High-Rise Rehab Group	
	S.O.P. Number 02-03-04.08 Vol-CH-Cat.Sub	Approved <i>Kevin O'Connor</i> Fire Chief
		Issued: 03/22/2016
	Reviewed: 02/01/2016	Revised: 03/22/2016

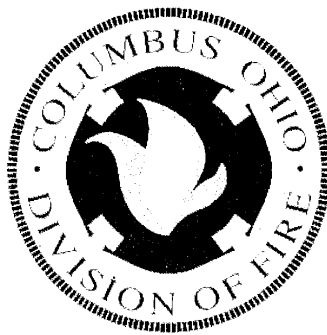
Section 1 Purpose


- 1.1 The purpose of this procedure is to identify the functions of the high-rise Rehab Group.

Section 2 General

- 2.1 The Rehab Group should be considered at any working high-rise incident where personnel are engaged in operations for more than one SCBA cylinder.
- 2.2 Unless otherwise assigned by the Incident Commander, the second EMS Supervisor should be assigned as the Rehab Group Supervisor.
- 2.3 The Rehab Group should be located at least 2 floors below the fire floor in close proximity to the Resource Group.
- 2.4 Crews shall follow the Rehab SOP (02-01-08)

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Standard Operating Procedures		
	Subject High-Rise Medical Group	
	S.O.P. Number 02-03-04.09 Vol-CH-Cat.Sub	Approved <i>Kevin O'Connor</i> Fire Chief
		Issued: 03/22/2016
	Reviewed: 02/01/2016	Revised: 03/22/2016

Section 1 Purpose

- 1.1 The purpose of this procedure is to identify the components of the high-rise Medical Group.

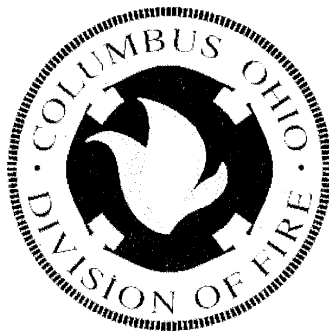
Section 2 General


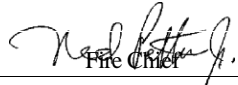
- 2.1 A Medical Group should be established at any high-rise incident where the medical triage, treatment, or transport needs exceed the span-of-control of the Incident Commander.
- 2.2 The Medical Group will be responsible for the triage, treatment, and transport of victims.
- 2.3 The Incident Commander shall designate the Medical Group Supervisor.
- 2.4 The Medical Group shall also coordinate the movement of patients from the Casualty Collection Point (CCP).

Section 3 Actions



- 3.1 Victims removed from upper floors shall be taken to a Casualty Collection Point (CCP).
- 3.2 The Casualty Collection Point shall be at least two floors below the fire, depending on the conditions.
- 3.3 Medics shall set up a triage and treatment area at the Casualty Collection Point.
- 3.4 The Medical Group Supervisor shall coordinate moving the patients from the Casualty Collection Point to the ground level medical area.
- 3.5 A separate triage and treatment area shall be set up at ground level.
 - 3.5.1 This could be either in the lobby, street level or in an adjacent building.
- 3.6 Victim transportation shall be coordinated at the ground level by the Transportation Group.

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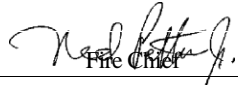


	Standard Operating Procedures	
	Subject: ALS Response	
	S.O.P. Number 02-03-05 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page: 1 of 2	Effective Date: 07/01/1998
		Revised Date:


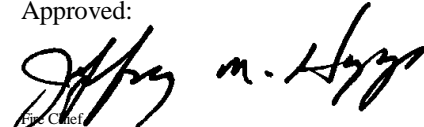
- I. **PURPOSE:** The purpose of this procedure is to identify responsibilities of companies responding to Advanced Life Support (ALS) Incidents.
- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.
- III. **Response:** (1) Engine, (1) Medic
 Runs which the FAO determines to be ALS runs will get a response of one Engine (or Rescue if closer) and one Medic.
- IV. **If the Medic arrives on the scene first,** the crew will proceed into the scene. Upon arrival of the engine, the paramedic(s) off of the engine and the officer in-charge of the engine will proceed into the scene. The remainder of the engine crew will be guided by the engine officer's orders. In general they should remain in an area near the Medic vehicle, monitor the radio and react to requests for additional equipment such as backboards, cots, suction, etc. The engine officer should monitor the radio to react to any requests by the medic crew and to give instructions to his crew.
- V. **If the engine arrives on the scene first,** the paramedic(s) will proceed into the scene along with a reasonable number of crew members--usually a total of three members is sufficient. This crew shall carry in the appropriate equipment using the information from the initial dispatch, suggestions from the paramedic, and directions from the officer. The driver should generally remain with the vehicle and monitor the talkgroup being used.
- VI. If an EMS Supervisor is on the scene, he or she will be responsible for patient care. If there is no EMS supervisor on scene, the paramedics will be in charge of all aspects of patient care. The engine company officer will be in charge of the scene.
- VII. Paramedics will use protocols, directives (both written and verbal), bulletins, and other pertinent Division of Fire information to make decisions and perform procedures based on sound medical care. The goal of any decisions or treatment shall be to do what is best for the patient.
- VIII. Based on the above criteria the Medic crew will do one or more of the following:
 - A. Treat the patient and transport to the nearest appropriate medical facility.
 Notify the facility.

	Standard Operating Procedures	
	Subject: ALS Response	
	S.O.P. Number 02-03-05 Vol-CH-Cat.Sub	Approved  Fire Chief
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		Revised Date:

- B. Treat and/or advise the patient that emergency transport to a medical facility is not necessary.
 - C. Cancel other companies responding to the scene, and assist the patient with transportation alternatives.
 - D. Determine the number and qualifications of individuals needed to assist in the Medic during transport to the hospital. These needs will be relayed to the engine company officer. The Medic crew will generally suggest to the engine company officer which personnel they need. The engine company officer should make every effort to work with the Medic crew and comply with their requests. In unusual circumstances the engine company officer may elect not to give up a particular individual for a variety of reasons. In these rare cases, he or she shall inform the Medic crew that they will get another individual with the same qualifications. In no case will the level of qualification be less than what was requested as long those personnel are available
 - E. When deciding which member or members of the ALS engine crew should go with the medic, several considerations need to be taken into account. The goal in this decision should be to keep the engine in service as an ALS vehicle. The least number of personnel which can effectively perform the job required should be used. In most cases these will be EMT-B's. Only in rare circumstances should a paramedic be pulled off of the engine. As always, patient care takes precedence over any manpower considerations.
- IX. If the ALS engine or any other qualified first responder is first on the scene they will do one or more of the following:
- A. Begin treatment of the patient and advise the incoming medic of the situation if necessary. Assist the medic crew when they arrive.
 - B. Treat and/or advise the patient that emergency transport of the patient is not necessary. Cancel the other incoming companies.
 - C. Assist the patient with other transport alternatives.
- X. Firefighters with EMT-P certification (Paramedics), or the EMS supervisor on the scene will be in charge of, and responsible for, all aspects of patient care. The engine company officer will be in charge of the scene.

	Standard Operating Procedures	
	Subject: BLS Response	
	S.O.P. Number 02-03-06 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page: 1 of 1	Effective Date: 07/01/1998
		Revised Date:

- I. **PURPOSE:** The purpose of this procedure is to identify procedures for companies responding to Basic Life Support (BLS) Incidents
- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.
- III. **RESPONSE: (1) Medic**
Runs that the Fire Alarm Office (FAO) determines to be BLS runs will get a response of one Medic. Paramedics will use protocols, directives (both written and verbal), bulletins, and any other pertinent division of fire information to make the following decisions based on sound medical care. The goal of this decision-making process shall be to do what is best for the patient as well as the citizens of Columbus as a whole.
- IV. Based on the above criteria, the Medic crew will do one or more of the following:
 - A. Treat the patient and transport to the nearest appropriate medical facility.
 - B. Call other vehicles for assistance while treating the patient.
 - C. Treat and advise the patient that emergency transport to a medical facility is not necessary.
 - D. Cancel any other unnecessary incoming companies.
 - E. Make other decisions based on sound medical care.
 - F. An engine or rescue will be sent as a First Responder by the FAO if the expected arrival time of the Medic is delayed. The FAO will also dispatch a First Responder Engine or Rescue at the request of the responding Medic.

	Standard Operating Procedures	
	Subject: Water Rescue Incidents	
	S.O.P. Number 02-03-07 Vol-CH-Cat.Sub	Approved:  <small>Fire Chief</small>
		Issued: 07-01-1998
	Reviewed: 02/10/2021	Revised: 03/12/2021

1.0 Administration

1.1 Purpose: The purpose of this procedure is to identify functions of companies to WATER RESCUE incidents. Rescue Technicians may function to their respective level of training as it relates to NFPA1670 unless otherwise noted. Non-rescue technicians will be limited to shore based rescue operations only, unless it is critical to the operation.

1.2 Responsibility: It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures

2.0 Definitions

2.1 Delta-P- One of the most dangerous hazards to rescuers are known as "Delta P" hazards. Delta P, or differential pressure, presents a unique and potentially fatal hazard to rescuers. The differential pressures occur when two bodies of water intersect, each with a different water level, such as the water levels at a dam, sewer system, or culvert drain.

2.2 Flood Water- Any area or body of water in an area that does not normally hold water. Examples are streets, neighborhoods, parking lots, underpasses, etc.

2.3 Moving Water- Defined in NFPA 1670 as water moving at a rate greater than 1 knot. 1 knot is equal to 1.15 mph or 1.85 km/hr.

2.2 Reach, Throw, Row, Go- The four sequential steps in water rescue with progressively more risk to the rescuer. Specifically, a "go" rescue involves physically entering the medium (e.g., in the water or on the ice). NFPA 1670 3.3.104.

2.4 Static Water- Water that consist of non-moving bodies of water. Examples are ponds, lakes, floods and reservoirs.

3.0 Response

3.1 A water incident shall be determined by the Fire Alarm Office based upon caller information. Water incidents may include the following, but is not limited to boat responses, swift water rescue, jumper over water, etc.

4.0 Boat Operations

4.1 In moving water, the boat crew will consist of two rescue technicians. If it is a moving water operation, preference will be given to rescue technicians trained to the water rescue technician level. The boat crew will not exceed 2 rescue technicians, unless it can be reasonably explained that it is critical to the operation. In static water (LAKES, PONDS, FLOODS, and RESERVOIRS) the boat crew size can be increased to accommodate DART/Dive operations and or transportation of personnel determined by the I/C Rescue assigned to boat operations.

4.2 While DART divers can dive from inflatable watercraft, offshore dive operations utilize the Connector boats for best practice. Consider calling a connector boat if timelines allow early into the incident.

4.3 Conversely, Connector boats are not suited for fast moving water or launching or loading in remote locations by hand. Consider the need for inflatables or “Jon” boats. The I/C rescue can advise via radio if other watercraft are better suited for the type of water rescue. Best choices are **Inflatable, Jon Boat or Connectors**.

5.0 Personal Protective Equipment

5.1 Rescue technicians operating in or on the water shall wear Type 5 PFD equipped with cutting tool, water rescue helmet, safety glasses, gloves, dry suit, boots, throw bag, and chemical light stick for night time identification.

5.2 If a static body of water has ice in or on it, an ice suit, PFD and helmet shall be worn. ICE Suits shall not be used in moving water or for wading rescues.

5.3 Shore based personnel operating within 15' of the water, shall wear a PFD, helmet, safety glasses, gloves and be equipped with a throw bag.

5.4 During cold weather, a Coast Guard approved float coat may be used.

5.5 DO NOT WEAR TURNOUT GEAR ON WATER RESPONSE UNLESS IT IS NECESSARY FOR PROTECTION FROM COLD WEATHER!

6.0 Types of Incidents

6.1 STATIC WATER

6.1.1 First arriving companies should conduct a scene size up and coordinate all incoming companies.

6.1.2 In case of flood incidents, consider evacuation and shelter in place versus rescue until needed resources arrive.

6.1.3 If victims are visible and needing immediate rescue, members may enact a rescue plan based on **Reach, Throw, Row, and Go** to the level of their training and available PPE/equipment. Go rescue techniques will only be performed by rescue technicians who have been trained to the swift water technician level according to NFPA 1670.

6.1.4 If victims are not visible, witnesses should be held on scene. Separate and interview them regarding victim locations, names, or other information.

6.1.5 Once DART/Dive operation enacted, all other operations in the area will cease. All work conducted in the area will be coordinated with the DART/Dive supervisor and the Incident Commander.

6.2 MOVING WATER

6.2.1 First arriving companies should conduct a scene size up and coordinate all incoming companies

6.2.2 In case of flash-flood incidents, consider evacuation and shelter in place versus rescue until needed resources arrive.

6.2.3 If victims are visible members may enact a rescue plan based on Reach, Throw, Row, and Go to the level of their training and available PPE/equipment. Go rescue techniques will only be performed by rescue technicians who have been trained to the swift water technician level according to NFPA 1670.

6.2.4 If victims are not visible, witnesses should be held on scene. Separate and interview them regarding victim locations, names, or other information.

6.2.5 If a DART/Dive operation is enacted all other operations in the area will cease. All work conducted in the area will be coordinated with the DART/Dive supervisor and the Incident Commander.

6.2.6 When operations are underway in or on moving water, safety precautions will be utilized and shall include downstream safety personnel with throw bags and upstream spotters with radios. A safety boat staffed and operational in the water and/or tensioned diagonal can be added if necessary.

6.2.7 Go rescue techniques will only be performed by rescue technicians who have been trained to the swift water technician level according to NFPA 1670. If a GO rescue is utilized, a tag line will be attached to the swimmers Type 5 PFD attachment ring with a **LOCKING** carabiner or directly tied to the ring. Non-Locking carabiners will **NOT** be used. It is **NOT** acceptable to attach a rope to anyone in water rescue ops by any other means. The tag line must be manned at all times.

6.3 ICE

6.3.1 First arriving companies should conduct a scene size up and coordinate all incoming companies.

6.3.2 If victims are visible, members may enact a rescue plan based on Reach, Throw, Row and Go to the level of their training and available PPE/equipment.

6.3.3 If victims are not visible, witnesses should be held on scene. Separate and interview them regarding victim locations, names, or other information.

6.3.4 If a DART/Dive operation is enacted, all other operations in the area will cease. All work conducted in the area will be coordinated with the DART/Dive supervisor and the Incident Commander.

6.3.5 If a rescuer enters the water in Ice rescue PPE, a tag line will be attached to the Sternal attachment point on the ice suit and must be manned at all times.

6.4 Flood Water

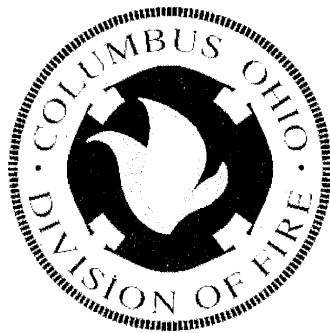
6.4.1 In case of flood evacuations, consider evacuation and shelter in place versus rescue until needed resources arrive. (In peril vs. uncomfortable)


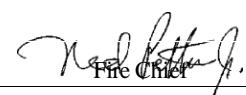
6.4.2 If wading rescues are utilized, rescuers should identify and avoid drain culverts, storm drains, open manholes and any hazard where Delta-P conditions could exist. At least one crew member should utilize a probe pole to sound the terrain immediately in front of the traveled route.

6.4.3 If evacuating multiple residents, an attempt should be made by the IC to obtain names and addresses of evacuees.



6.4.4 Rescuers should give consideration to avoiding or controlling utility and gaseous hazards such as natural gas, propane, CO and electrical energy from both normal power grids and home generators.

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	Standard Operating Procedures	
	Subject: Bomb Squad Response	
	S.O.P. Number 02-03-08 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page: 1 of 2	Effective Date: 07/01/1998
		Revised Date:

- I. **PURPOSE:** The purpose of this procedure is to identify actions to be taken at suspected explosive incidents to allow for the safety of members.
- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.
- III. **Definition**
Report of a possible explosive device and/or package
- IV. **Arrival of First Company**
 - A. Set up Incident Command at least 300 feet from the location of the suspected device, preferably behind shielding, such as a building, bridge, or wall.
 - B. Give a radio report and direct incoming companies
 - C. Do not touch, move, or disturb the suspected device.
 - D. Evacuate the area
 - E. Setup a hazard zone perimeter of at least 300 feet. CPD can be utilized to secure the area.
 - F. Support the Bomb Squad
- V. **Engine Company**
Shall be in position to lay hose lines for exposures and protection of personnel at the direction of the Incident Commander
- VI. **Medic**
 - A. Shall be dedicated to the EMS needs of the Bomb Squad only
 - B. Additional EMS resources shall be determined and requested by the Incident Commander
- VII. **Precautions**
 - A. Only Bomb Squad personnel and those requested by BS supervisor or Senior Technician shall be allowed to enter the hazard zone.

	Standard Operating Procedures	
	Subject: Bomb Squad Response	
	S.O.P. Number 02-03-08 Vol-CH-Cat.Sub	Approved  Fire Chief
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B. No pagers, radios, or cellular phones are to be permitted in the hazard zone.

C. Firefighters are not to be used in the search of a suspected device.

VIII. Media Information

A. The Battalion Chief in charge of the scene, or the PIO, will be responsible to provide media with appropriate information.

B. All information regarding the device shall be verified through the Bomb Squad Supervisor or the Senior Bomb Squad Technician.

IX. Bomb Squad Information


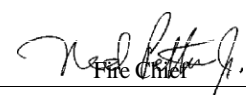
If available, the following information shall be obtained and given to the Bomb Squad upon their arrival.

A. Exact location of the suspected device



B. Description of the suspected device

C. Site or Floor Layout



D. Location and number of persons who have not been evacuated.

	Standard Operating Procedures	
	Subject: Carbon Monoxide Alarms	
	S.O.P. Number 02-03-09 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page: 1 of 3	Effective Date: 02/01/1998
		Revised Date: 07/01/1998

- I. **PURPOSE:** The purpose of this procedure is to identify activities in the response to Carbon Monoxide Alarms.
- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.
- III. **RESPONSE**
 The FAO will try to determine if an activated CO alarm includes symptomatic victims.
 - A. If symptomatic, an appropriate medical response and the closest Columbus ladder company will be dispatched on emergency.
 - B. If no symptoms, the closest Columbus Ladder and Rescue Company will be dispatched on a service run.
- IV. **INVESTIGATION**
 - A. Medical aid shall be rendered if necessary.
 - B. CO Readings:
 1. First reading shall be taken outside, at least 10 feet away from the structure and any known source of CO such as vehicle exhausts, etc. This reading shall be recorded.
 2. Second reading should be taken just inside the structure.
 3. Monitor CO Detector while checking all suspicious areas and record. If at any time CO readings rise above safe levels (35 ppm or greater) leave structure and return wearing and operating SCBA.
 - C. An attempt should be made to find the source of the CO.
 1. Repairs shall be left to the responsibility of the property owner.
 2. Turn thermostat up to get furnace to start operating.
 - a) If called to a check a specific room, normally the child's, go to that room and check air register.
 - b) Explain to resident that all rooms would get same readings from ductwork if the furnace is the source.
 3. Turn hot water tank heat setting up so hot water tank will begin operating. **After checking for CO, return to original setting.** You may have to turn on hot water in sink to get tank to begin heating.

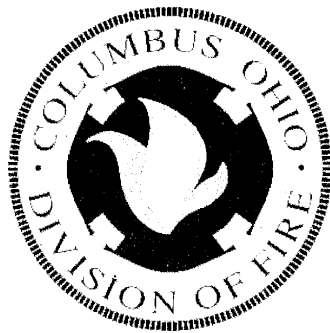
	Standard Operating Procedures	
	Subject: Carbon Monoxide Alarms	
	S.O.P. Number 02-03-09 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page: 2 of 3	Effective Date: 02/01/1998
		Revised Date: 07/01/1998


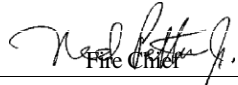
4. If a gas appliance is suspected, shut the gas off to the appliance, ventilate the area and recheck. Any time gas is shut off, the Gas Company shall be notified.
 5. In multi-family dwellings, if the source of CO cannot be found in the occupancy, attempt to check surrounding occupancies.
- D. If the difference between any inside reading and the outside reading is Less than 15 PPM.
1. Advise the occupant that the instruments have detected a level of CO that is not ordinarily considered dangerous to healthy adults.
 2. Advise the occupant of symptoms of CO poisoning and to call 911 if symptoms present themselves or the CO detector reactivates.
 - a) Early warning signs of CO poisoning are headaches, nausea, dizziness, shortness of breath and confusion.
- E. If the difference between any inside reading and the outside reading is Greater than 15 PPM but Less than 35 PPM.
1. Advise the occupant that the instrument has detected a level that is above normal and may be dangerous.
 2. Attempt to find and eliminate the source of CO.
 3. Ventilate the area until CO readings are less than 15 PPM above the outside reading.
 4. Advise the occupants that they may reoccupy the premises at their discretion.
- F. If the difference between any inside reading and the outside reading is Greater than 35 PPM
1. Advise the occupant that the instrument detected a dangerous level of CO.
 2. Advise the occupant to leave the premises immediately.
 3. Attempt to find and eliminate the source of CO.
 4. Do not allow occupant reentry until the source of CO has been found and eliminated and CO level is below 35 PPM.
- G. Under all circumstances, advise the occupant to check the CO alarm according to manufacturer's recommendations and to call 911 if the alarm reactivates or if symptoms become present.
1. Never indicate that the detector may have malfunctioned.
 2. Never guarantee the safety of the premises.
 3. Never use gas powered fans to ventilate.

	Standard Operating Procedures	
	Subject: Carbon Monoxide Alarms	
	S.O.P. Number 02-03-09 Vol-CH-Cat.Sub	Approved  Fire Chief
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- H. Gas Company
1. The Gas Company shall be requested anytime the CO level is above normal and a gas appliance is suspected.
 2. Under NO circumstances should repairs to gas appliances be attempted by Fire Division Personnel.
- V. FORM FP-356 SHALL BE COMPLETED ON ALL CO INCIDENTS AND THE PINK COPY LEFT FOR BUILDING OCCUPANT/OWNER, WHITE COPY ATTACHED TO WHITE NFIRS-1, YELLOW ATTACHED TO YELLOW NIFRS-1

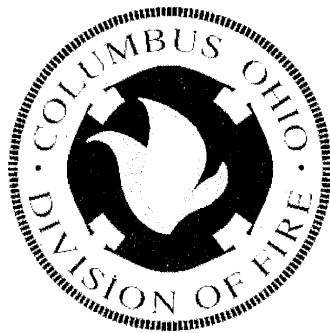
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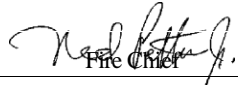


	Standard Operating Procedures	
	Subject: Dumpster Fires	
	S.O.P. Number 02-03-10 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page: 1 of 1	Effective Date: 07/01/1998
		Revised Date:

- I. **PURPOSE:** The purpose of this procedure is to identify responsibilities of companies responding to dumpster fires.
- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.
- III. The first arriving unit shall:
 - A. Establish Command
 - B. Size up the situation
 - C. Give an initial radio report appropriate for the conditions found.
 - D. Allocate resources.
- IV. Apparatus shall be positioned as follows:
 - A. A minimum of 50 feet from the fire.
 - B. Upwind and uphill if applicable.
 - C. With pump panel away from the fire.
- V. The pump operator shall be responsible for setting up the apparatus and providing an adequate and uninterrupted supply of water for the fire attack.
- VI. All personnel, including the pump operator, shall wear full PPE.
- VII. In addition to full protective gear, all personnel (minimum of 2) working around and/or combating the fire shall wear self-contained breathing apparatus (SCBA). SCBA'S shall remain worn during overhaul operations.

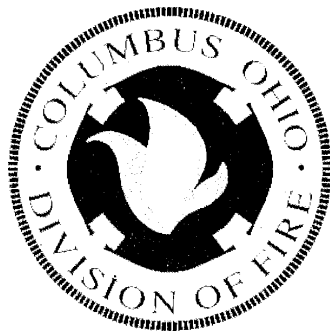
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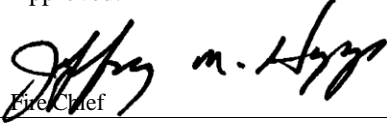


	Standard Operating Procedures	
	Subject: Elevator Use During Fires	
	S.O.P. Number 02-03-11 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page: 1 of 1	Effective Date: 07/01/1998
		Revised Date:

- I. **PURPOSE:** The purpose of this procedure is to develop safe operating practices of elevators during fire operations.
- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.
- III. **GENERAL:**
Elevator systems are very vulnerable and extreme caution should be used to determine if they are safe for use. If in doubt, use the stairs.
- IV. Do not use elevators if:
 - A. The fire is on the fifth floor or below
 - B. You are not dressed in full PPE per SOP 1-004, including SCBA
 - C. You do not have a radio, forcible entry tool, and Fire Service Key
 - D. The elevator is not in Fire Service Mode
 - E. Smoke or Water is visible in the shaftway
 - F. The elevator operates erratically
 - G. With more than 6 members. This prevents overloading
- V. Do not use a bank of elevators that serves the fire floor if another bank terminates within five floors of the fire floor.
- VI. Avoid service elevators initially as many fires originate in the trash accumulated in the service elevator lobby.
- VII. Before using an elevator:
 - A. Familiarize yourself with the floor plan and location of the stairways, you may find floor plans in each lobby area
 - B. Notify lobby control of company designations, elevator selection and destination.
- VIII. Do not allow your elevator to be operated by anyone outside of the car
For example: OSU commonly operates the car for you from within the dorm lobby. This is unacceptable.

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	Standard Operating Procedures	
	Subject: Fuel Spills – Small HazMat Spills	
	S.O.P. Number 02-03-12 Vol-CH-Cat.Sub	Approved:  Fire Chief
		Issued: 07/01/1998
	Reviewed: 03/08/2021	Revised: 03/08/2021

Section 1 Administration

1.1 PURPOSE: The purpose of this document is to provide a guideline for the mitigation of spills of common fluids (gasoline, motor oil, transmission fluid, anti-freeze, hydraulic oil, diesel fuel, etc.) **in quantities less than 25 gallons, that do not** enter a waterway, body of water, drainage ditch, or storm sewer.

1.2 RESPONSIBILITY: It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

Section 2 Small Spill Mitigation (less than 25 gallons)

2.1 Flushing of vehicle fluids shall no longer be performed except in the instances of life safety of either the patients or the rescuers.

2.2 Spills of common fluids (gasoline, motor oil, transmission fluid, anti-freeze, hydraulic oil, diesel fuel, etc.) in quantities **less than 25 gallons**, that do not enter a waterway, including a storm sewer, may be handled in the following manner.

2.2.1 Confine the fluid using standard dam and dike techniques using available materials

2.2.2 Use an absorbent to soak up the product, **DO NOT FLUSH WITH WATER**. The residue is not a hazardous material and may be disposed of as any solid waste.

2.2.3 For trailing spills in the roadway, use absorbent to soak up the product, and let the traffic disperse the absorbent. Be aware that the road may be slippery and appropriate action may be needed. The Street department can assist with this.

2.2.3.1 Oil-Dry, Dry sand, and Cellulose Absorbents are all good for this type of incident

2.2.4 At a Vehicle Accident, the wrecker driver is responsible for cleaning up the debris, including the absorbent.

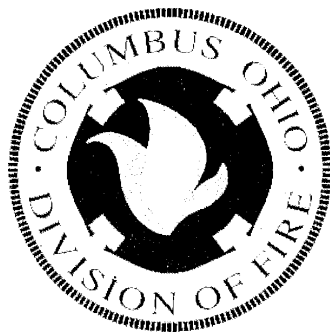
Section 3 Other Spill Mitigation (more than 25 gallons)


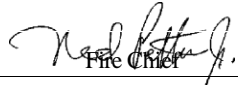
3.1 **Spills of over 25 gallons, or of any quantity that enters a waterway, any body of water, drainage ditch, or storm sewer,** require the immediate notification of the **Ohio EPA (1-800-282-9378)** and **Franklin County EMA (614-469-9700)**. Clean up will be under their direction.

3.2 Releases from underground Storage Tanks also require the notification of the **Bureau of Underground Storage Tanks (1-800-686-2878)**.

3.3 Clean-up of all materials is the responsibility of the owner of the released product.

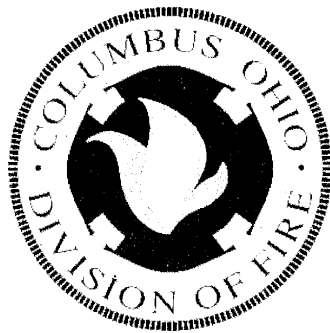
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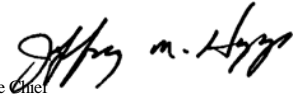


	Standard Operating Procedures	
	Subject: Gas Leak Response	
	S.O.P. Number 02-03-13 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page: 1 of 1	Effective Date: 07/01/1998
		Revised Date:

- I. **PURPOSE:** The purpose of this procedure is to identify response procedures for first alarm companies to a report of an odor of natural gas or propane.
- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.
- III. **ARRIVAL OF BATTALION CHIEF**
 If first to arrive on the scene, the Battalion Chief shall set up Incident Command at least 200' upwind from the suspected leak.
- IV. **ARRIVAL OF FIRST ENGINE AND LADDER COMPANIES**
 - A. If first to arrive on the scene, the engine or ladder company officer shall set up Incident Command a safe distance upwind from the incident. A staging area should be given for other incoming companies.
 - B. The initial investigation of a gas leak will be done by at least two firefighters in full protective gear including SCBA'S. The investigating firefighters shall have a walkie talkie. Handlines should be laid for firefighter protection. The Incident Commander shall determine the total number of personnel and companies that will be involved in this investigation.
 - C. If a representative of the Gas Company is required at the scene, the Incident Commander will need to notify the Fire Alarm Office.
 - D. If the gas needs to be shut off to a defective appliance, the in-line shut off valve is to be utilized thus avoiding shutting off the gas supply to the whole building at the main meter.
 - E. Be aware of possible ignition sources, such as pilot lights, light switches, and telephones.
- V. The Medic dispatched on Gas Leaks responses will be utilized for EMS standby .
- VI. **ARRIVAL OF REMAINING COMPANIES**
 All remaining companies are to stage at least 200' upwind from the incident and notify the Incident Commander of their location.

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	Standard Operating Procedures	
	Subject: Vehicle Accident Response	
	S.O.P. Number 02-03-14 Vol-CH-Cat.Sub	Approved  Interim Fire Chief
		Issued: 07/01/1998
	Reviewed: 06/10/2020	Revised: 06/12/2020

Section 1 Administration

1.1 Purpose: The purpose of this procedure is to identify responsibilities of companies responding to vehicle accidents.

Section 2 Actions

2.1 Vehicle accidents will generally be classified as one of the following;

2.1.1 Vehicle Accident with Injury

2.1.1.1 Assignment will be 1 Engine, 1 Medic

2.1.2 Vehicle Accident with possible entrapment or High Risk

2.1.2.1 Assignment will be 1 Engine, 1 Extrication company, 1 Medic, 1 EMS Officer, 1 Rescue (CFD)

2.1.2.2 High risk incidents may include, but not be limited to, accidents involving elevation change of more than 15 feet, high speed, multiple victims, heavy vehicles, etc.

2.2 Extrication companies will be any company that carries extrication tools and is trained to use them. Extrication companies may be any apparatus type included in the CAD.

Section 3 Upgrading the Assignment

3.1 Any extrication requiring multiple hydraulic rescue tools to be operated simultaneously will be upgraded to a high risk incident immediately.

3.2 Any extrication requiring the use of stabilization equipment exclusive of step chocks will be upgraded to a high risk incident immediately.

3.3 Whenever three or more medic vehicles are assigned, the FAO will dispatch EMS-10.

Section 4 Operations

4.1 Incident command will be established on all auto accident responses and all personnel will operate under the principals of the incident command system consistent with SOP 01-03-01.

The 1st arriving officer will assume command by giving a brief descriptive radio report. The officer will then size-up the scene to determine resource needs and perform the following:

Declare a working incident

Request additional specific resources (additional Medics, CPD, Electric Co, Etc.)

Declare a situation contained with only the needed resources tied up. This informs resources still responding to cancel their response and return to service.

Radio report examples:

*E3 on scene, Lt. Smith has I-71 Command. This accident is south bound south of Greenlawn Ave. We have two cars involved, heavy damage to both vehicles, stand-by for further information. Columbus Fire I-71 Command, make this a working extrication and add two additional Medics for a total of three, **or***

*Columbus Fire I-71 Command, send one additional Medic for a total of two, **we have a situation contained**, tie up Engine 3, Medic 3, and the 2nd Medic.*

4.2 Equipment arriving before the rescue or extrication company will leave ample space for them to get into the scene and work from the vehicle.

4.3 Medical Operations will be per SOP 02-03-05, ALS Response. Upon arrival, the EMS field supervisor will be in-charge of all aspects of patient care.

4.4 Incident command will be established on all incidents consistent with SOP 01-03-04.

4.5 Engine company responsibilities and duties at the scene include.

4.5.1 All fire personnel not in turnout gear shall wear reflective vest when operating on the roadway.

4.5.2 Protection of all fire and civilian personnel at the scene. This may initially require the use of the apparatus and/or flares to block the accident lane and create a safety lane on each side of the accident lane, when necessary.

4.5.3 Extending hose lines and/or extinguishers to the scene for fire protection as needed.

4.5.4 Having at least two personnel in full PPE per 01-04-01.

4.5.5 Searching the scene for additional victims.

4.5.6 Supporting medic and rescue operations as needed.

4.5.7 Requesting the FAO to notify law enforcement immediately when it is necessary to entirely close a major roadway.

4.5.8 Restoring full or partial traffic movement as soon as safely possible. Vehicles involved in an accident, including those with minor injuries, may be moved as necessary to restore or improve traffic flow. In some cases, this may be prior to the arrival of the law enforcement officers.

4.5.9 Other actions as necessary

4.6 Rescue and/or extrication company responsibilities and duties at the scene include:


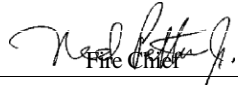
4.6.1 Determining the victim's survivability.

4.6.2 Securing the rescue area, including stabilization of all vehicles.


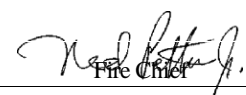
4.6.3 Containing or stopping a fuel release.

4.6.4 Packaging, treatment, and protection of the victim prior to extrication. The in-charge rescue, most senior, or highest ranking rescue technician shall be responsible for directing extrication operations.

4.6.5 Other actions as necessary.


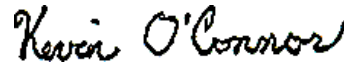
	Standard Operating Procedures	
	Subject: Vehicle Fire	
	S.O.P. Number 02-03-15 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page: 1 of 2	Effective Date: 07/01/1998
		Revised Date:

- I. **PURPOSE:** The purpose of this procedure is to identify responsibilities for companies responding to car fires
- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.
- III. The first arriving unit shall:
 - A. Establish command
 - B. Size up the situation
 - C. Give an initial radio report appropriate for conditions found.
 - D. Allocate resources
- IV. Apparatus shall be positioned as follows:
 - A. A minimum of 50 feet from the fire.
 - B. Upwind and uphill if applicable.
 - C. In front of the vehicle if possible.
 - D. With pump panel away from the fire if possible.
- V. The pump operator shall be responsible for setting up the apparatus and providing an adequate and uninterrupted supply of water for the fire attack.
 - A. All personnel, including the pump operator, shall wear full PPE
 - B. In addition to full protective gear, all personnel (minimum of 2) working around and/or combating the fire shall wear self-contained breathing apparatus (SCBA). SCBA'S shall remain worn during overhaul operations.
 - C. The initial attack line shall be 1 1/2" or larger. The size and number of attack lines shall be determined by the officer in charge depending on the vehicle size and fire conditions.
 - D. An additional line of equal or greater size than the largest line being used must be available for backup and the protection of firefighting personnel.
 - E. Prior to attacking a fire involving a truck or commercial vehicle, any contents involved in the fire must be identified to determine the potential

	Standard Operating Procedures	
	Subject: Vehicle Fire	
	S.O.P. Number 02-03-15 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page: 2 of 2	Effective Date: 07/01/1998
		Revised Date:

hazard. Consult the appropriate publication to determine the tactics to be used for the material present. Initiate hazardous materials procedures and call for a HazMat response if appropriate.

- F. Whenever the engine compartment and/or the electrical system of a vehicle is involved in fire or it is airbag equipped, all batteries must be disconnected prior to leaving the scene. When disconnecting a battery, always disconnect the NEGATIVE terminal first.
 - G. All fuel leaks must be stopped and the SOP for Small spills must be followed prior to leaving the scene.
 - H. All vehicles involved in fire must be thoroughly overhauled and the cause of the fire determined.
- If arson is suspected, request a Battalion Chief to respond. Battalion Chiefs shall request an Arson Investigator if in their opinion, arson was involved.
- VI. Personnel should be aware of the following hazards associated with vehicle fires.
- A. fuel tank rupture or leaks
 - B. battery explosions
 - C. hydraulic/pneumatic cylinder rupture
 - D. air bags
 - E. magnesium wheels or aluminum body components
 - F. other composite body materials
 - G. LPG fuel
 - H. unknown hazards in storage areas
 - I. refrigeration systems
 - J. split-rim failure
 - K. compressed gas cylinders
- VII. **NOTE:** Abandoned vehicles may be associated with drug trafficking and have been found to have weapons, explosives, flammable liquids and other hazards on-board.

	Standard Operating Procedures	
	Subject: Vacant Premises and Response	
	S.O.P. Number 02-03-16 Vol-CH-Cat.Sub	Approved:  Fire Chief
		Issued: 09/01/2011
	Reviewed: 05/01/2020	Revised: 05/1/2020

Section 1 Administration

1.1 Purpose: To provide guidance regarding strategy and tactics at occupancies that are identified as vacant premises.

1.2 Responsibility: It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

Section 2 Intent

2.1 It is the intent of this policy to establish procedures to minimize the possibility of serious injury or death in vacant premises through appropriate risk assessment. While the intent of this policy is to offer guidance and a standardized response involving vacant premises with emphasis on safety, the Incident Commander is granted flexibility in the application of the SOP due to circumstances that may be unique to a given incident.

Section 3 Definition

- 3.1** A vacant premise is defined as:
- 3.2** Temporarily unoccupied buildings, structures, premises or portions thereof, including tenant spaces
- 3.3** Buildings, structures and premises for which an owner cannot be identified or located are considered Abandoned Premises. An Abandoned Premise is a type of Vacant Premise.

Section 4 Attack Precautions

4.1 Initial arriving companies, who observe and identify a working fire in a vacant premise, will notify the FAO and the incident commander of this information upon arrival. Prior to the initiation of an interior attack in a vacant premise with no civilian life safety threat(s), personnel must psychologically adjust to a "NO RUSH" approach, as the greatest life hazard is that of the fire personnel who are entering the premise. In this instance, a slower and more cautious approach to conducting operations is appropriate. More time than usual should be devoted to the size-up of vacant premises.

4.2 The structural stability of the vacant premise or parts of the building will be the most important aspect in determining the initial attack strategy, either offensive or defensive.

4.3 Vacant premises promote the rapid spread of fire, both vertically and horizontally. Doors, windows, and partitions which all normally restrict the spread of flames are often times missing. In addition, possible collapse and extension to exposures requires the rapid application of water to achieve timely fire control and extinguishment.

4.4 The I/C should attempt to minimize the number of personnel in the hazard zone at all times based upon the hazard profile for any given incident.

Section 5 Possible hazards to consider for vacant premises

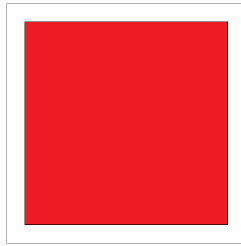
- Structure may already be in imminent danger of collapse
- Damage from previous fires
- Holes in floors
- Missing or weakened stairs, stair treads, and railings
- Unstable front or rear porches, stairs or fire escapes
- Holes in roof, open, missing or broken skylights
- Open and/or unprotected vertical and/or horizontal voids
- Breached or missing fire walls
- Weakened parapets
- Sagging floors, roofs and or roof beams
- Missing girders and or floor beams
- Missing and/or eccentrically loaded columns
- Structurally significant cracks in masonry walls
- Unusually heavy water load on roof due to poor drainage
- Structure may have "CONDEMNED" signs displayed

Section 6 Marking system for vacant premises

6.1 Any vacant or abandoned buildings or structures determined to be unsafe relating to structural or interior hazards shall be marked according to the conditions encountered. The identification marking of such premises will be accomplished by using placards with a minimum size of 24"x 24" with a red background, white reflective stripes and a white reflective border. Identification placards will be located on the front of the structure and be visible from the street. Additional placards shall be applied to the side of each entrance to the structure and on penthouses. Placards shall bear the date of their application to the building and the date of the most recent inspection.

6.2 For the purpose of this policy, premises meeting the criteria to be defined as vacant shall have one of the following classifications:

- A. This symbol shall mean that the structure had normal structural conditions at the time of marking.



- B. This symbol shall mean that structural or interior hazards exist and interior fire-fighting or rescue operations should be conducted with extreme caution.



If offensive operations are undertaken in a vacant premise that has the symbol containing one diagonal hash, the following actions should be considered:

- Ventilation shall be coordinated with the fire attack
- Two means of egress shall be maintained on every floor of the structure
- Identified hazards shall be communicated to all personnel on the scene
- Minimal personnel should be utilized for fire control efforts within the structure

*** It is important to remember that a premise identified with one diagonal hash can, over time, deteriorate and become more dangerous. ***

- C. This symbol shall mean that structural or interior hazards exist to a degree that consideration should be given to limit firefighting to exterior operations only, with entry only occurring for known life hazards.

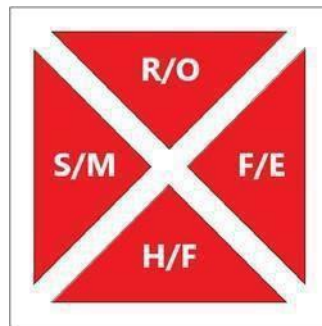


Section 7 Vacant marker hazard identification symbols

7.1 The following symbols shall be used to designate known hazards on the vacant building marker:

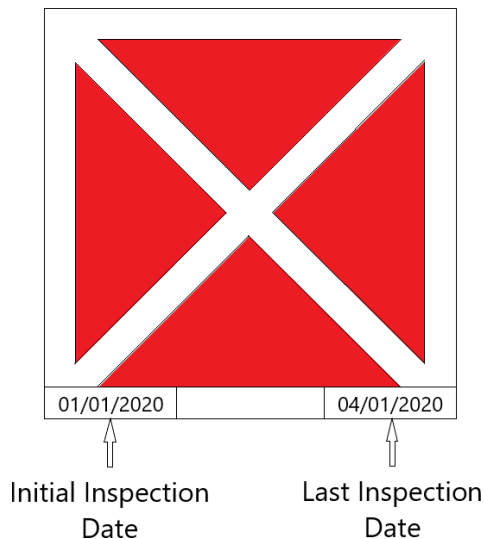
R/O – Roof Open
S/M – Stairs, Steps or Landing Missing
F/E – Avoid Fire Escapes
H/F – Holes in Floor

An example of the hazard symbols used with the marking system are provided below:



R/O or Roof Open will always be located in the upper quadrant.
H/F or Holes in Floor will always be located in the lower quadrant.
S/M or Stairs, Steps or Landing Missing will always be located in the left quadrant.
F/E or Avoid Fire Escapes will always be located in the right quadrant.

Markings will be placed on the placard that will indicate the date the building was initially inspected on the bottom left side, and the last time the building was inspected on the bottom right side.



Section 8 Safety

8.1 The life safety hazard at a vacant premise is almost solely that of members of the Division of Fire.

8.1.2 At all times, operations are to be conducted in a disciplined and planned manner with emphasis on the safety of operating personnel.


8.1.3 Because vacant premises tend to have low victim potential, they should be searched within the limits of safety using a reasonable number of personnel after premise conditions and size-up have been evaluated.

8.1.4 The intent of this SOP is to minimize the total risk and exposure of fire personnel in response to vacant premises on-scene operations.

8.1.5 Initial arriving companies, who observe and identify a vacant premise, will notify the FAO and the incident commander upon arrival that the premise is vacant.

8.1.6 Premises identified in this manner may require defensive firefighting tactics and the protection of exposures only, with an emphasis on minimizing risk to firefighting personnel.

8.1.7 Unmarked vacant premises shall be approached with the same degree of extreme caution as marked structures.

	Standard Operating Procedures	
	Subject: Electrical Emergencies	
	S.O.P. Number 02-03-17 Vol-CH-Cat.Sub	Approved: <i>Kevin O'Connor</i> Fire Chief
		Issued: 02/26/2017
	Reviewed: 01/31/2017	Revised: 01/31/2017

Section 1 Administration

1.1 Purpose: The purpose of this procedure is to provide basic knowledge to assist members when responding to electrical emergencies and establish **basic guidelines and procedures** in the handling of incidents involving electrical hazards.

1.2 Responsibility: It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

Section 2 Overview

2.1 An electrical emergency is present where an incident or fire involves any energized electrical equipment or facility with an immediate threat to life or property due to fire, damage, or malfunction.

Section 3 General

3.1 The safest and most preferred method in which electrical emergencies can be handled is to have the electricity shut off by qualified utility company personnel before attempting to extinguish fire, rescue a victim, or come in contact with energized electrical equipment.

3.2 ALL electrical wires and equipment shall be considered energized and dangerous. Any victims, vehicles, structures, etc. in contact with electrical equipment should also be considered energized.

3.3 If no life hazard exists, identify/evacuate hazard zone and protect exposures from a safe distance while awaiting utility company arrival.

3.4 If an immediate life hazard exists and utility personnel are not on the scene, a thorough risk assessment should be conducted prior to attempting any rescue.

3.5 When a life hazard exists or a structure is threatened as a result of an electrical emergency, consideration should be given to upgrading the assignment to include a Battalion Chief if not already assigned.

3.6 When dealing with electrical distribution equipment (i.e. transmission lines, transformers, etc.), be aware of "reclosers." They are similar to a circuit breaker in that they open the circuit when a fault is detected, but unlike a typical breaker it will reclose the circuit after a predetermined amount of time. It can repeat this cycle several times before it locks itself open. This is one of many reasons not

make contact with a wire because it is nearly impossible for us to determine that the wire is de-energized or that it will stay that way.

3.7 Keep aerial devices and ground ladders a minimum of 10' from all overhead wires.

3.8 CO2 or dry chemical extinguishers should be used for small electrical fires if extinguishment must be performed prior to utility company arrival.

3.9 If, as a last resort, water must be used, it should be delivered in the form of a 30 degree fog pattern with at least 100 psi nozzle pressure from as great a distance as possible. Refer to 3.4 above when making this determination.

3.10 Water should typically only be used in this manner to protect exposures. Be aware of water runoff and keep personnel at a safe distance. Do not attempt to extinguish transformer fires until power is confirmed off by utility company.

3.11 If an apparatus comes in contact with live wires remain in or on apparatus if possible. If necessary, jump from vehicle, feet together, making sure not to touch vehicle and ground at same time. Then shuffle with feet close together to a safe area (approx. 30 feet away).

3.12 Service wires should only be cut by properly trained personnel using only the approved equipment.

3.13 The cutting of "Drip Loops" should only be attempted at 1 and 2 family residential structures due to the higher voltages present at multi-family and commercial structures. This procedure shall be performed by CFD Rescue or Ladder personnel in required PPE (turnout gear and lineman's gloves) after all other attempts to control power have failed. (e.g., individual breaker/fuse, main breaker at panel)

3.14 When requesting a utility company, provide all visible information from the pole or equipment to the FAO. Be aware that many poles in Columbus are shared by AEP and Columbus Power. Therefore, it may be necessary for both utility companies to respond.

3.15 When dealing with solar panels, be aware that shutting down power to building/equipment supplied by solar power, the panels themselves remain energized and caution must be used when working around this equipment.

3.16 Be aware that shutting down the main power may trigger backup power sources, such as generators and battery rooms, which could re-energize equipment.

3.17 Electrical PPE and equipment:

- TAC Sticks- Engines, Ladders and Rescues.
- Polypropylene Rope- Engines, Ladders and Rescues. Should be stored in a sealed bag and shall be considered a single use life safety rope. (exchange if opened)
- Lineman's Gloves- Ladders and Rescues. Leather outer with rubber liner shall be stored in sealed bag and shall be tested twice a year scheduled by Tools and Equipment. (exchange if opened)
- Hot Stick Cable Cutter- Ladders and Rescues. Should be stored in canvas bag and shall be tested every other year scheduled by Tools and Equipment.

- Telescoping Hot Stick Hook- Rescues. Should be stored in protective tube or canvas bag and shall be tested every other year scheduled by Tools and Equipment.
- Electrical Helmet with Flash Protection- Rescues.
- Dielectric Boot Covers- Rescues.

Section 4 Operations

4.1 The following emergency types provide direction for handling specific incidents. The items contained within are not all-inclusive. Many of the items in Section 3 will also be applicable, but not specifically mentioned in each incident type.

4.2 Wires Down

4.2.1 Enter scene with caution, performing initial scene size up from apparatus cab.

4.2.2 Avoid placing personnel or apparatus under wires or equipment.

4.2.3 Identify/evacuate the hazard zone of all bystanders, personnel and, apparatus (at least one unbroken span between poles on either side of break, preferably on other side of street out from under potentially involved equipment).

4.2.4 Attempt to determine utility provider. May have to use adjacent pole to avoid hazard.

4.2.5 Request utility provider and ETA from FAO.

4.2.6 Utilize “TAC Stick” to check surrounding area for energized fences, structures, autos, etc.

4.2.7 Use scene tape and/or flares to mark hazard zone perimeter.

4.2.8 If available, CPD can be left in charge of scene where CFD resources are no longer needed (e.g. no obvious hazards present).

4.2.9 Do not leave a hazardous scene unattended.

4.2.10 During storm conditions, an alternate approach may be implemented by Emergency Services Deputy Chief dependent on resources available.

4.2.11 If wires, utility pole, light pole, or illuminated signs are down and in contact with a vehicle and a viable victim is present, have victims remain in vehicle until power is cut off by utility company, if possible. Do not allow personnel to touch victim and/or vehicle that is in contact with energized equipment.

4.2.12 If immediate lifesaving intervention is required and to be performed, a downed wire on a vehicle, person, structure would be most safely handled by CFD Rescue personnel using a fully extended telescoping hot stick with required PPE (turnout gear, lineman’s gloves, boot covers). Referto 3.4 when making this determination.

4.2.13 If immediate lifesaving intervention is required and a telescoping hot stick is not available, a polypropylene rope as described in 3.15 may be the safest option. This would be accomplished by first throwing a length of rope **UNDER THE WIRE** to a second FF on the opposite side. The second FF then tosses the rope back over the top of wire to first FF who then pulls both ends of rope to

move wire off of vehicle, victim, or structure. Place as much distance as possible between yourself and the wire when moving it. Any member involved in this procedure shall be in full turnout gear with Lineman's Gloves. Refer to 3.4 when making this determination.

4.3 Pole Fire/Pole Transformer Fire

4.3.1 Identify/evacuate the hazard zone of all bystanders, personnel and apparatus (2 poles away from affected pole).

4.3.2 Extinguishment efforts should be avoided until utility company confirms power is off. However, having a charged hose line available as exposure protection from a safe distance should be the primary focus.

4.3.3 Be aware of the possibility of a transformer fire causing an overcurrent situation to the area or an explosion that could affect exposures.

4.4 Substation Fire

4.4.1 Set up upwind and uphill; establish a safe perimeter, protect exposures.

4.4.2 Do not enter or discharge extinguishing agents into substation. Equipment is high voltage and extremely hazardous.

4.4.3 After approval from utility company to enter is obtained, extinguishment can take place with the minimum personnel and equipment necessary to safely perform job.

4.4.4 Much of this equipment contains large amounts of oil for cooling, a Class B foam may be appropriate for extinguishment. Even though most equipment with oil containing PCB's has been removed from service, **ALL** oil should be presumed contaminated with PCB's until proven otherwise.

4.5 Underground Vault/Vault Room Fire

4.5.1 Approach from and set up upwind and uphill, establish a safe perimeter, protect exposures and consult utility company.

4.5.2 Life safety rescue should not be attempted.

4.5.3 Stay clear of vault covers, metal grating and manholes.


4.5.4 Request electric company. Specify to FAO that a vault is involved.

4.5.5 Check adjacent exposures for involvement (vapors, fire, smoke, CO) and evacuate as necessary.

4.5.6 These emergencies shall be considered confined space incidents and shall be handled as if they are oxygen deficient or explosive atmospheres.

4.5.7 Do not enter or attempt extinguishment until go ahead is given from utility company.

4.4.8 If go ahead is given by utility company to flow water, the preferable method is laying an open butt 3" line near the opening. Then securing it by tying off or laying a heavy object over the hose and finally removing all personnel from line before slowly opening discharge and allowing water to flow into and flood the area.

	Standard Operating Procedures	
	Subject: Rapid Key Entry System	
	S.O.P. Number 02-03-18 Vol-CH-Cat.Sub	Approved: <i>Chin Blain</i> <small>Acting Fire Chief</small>
		Issued: 06/16/2017
	Reviewed: 12/2/2019	Revised: 12/2/2019

Section 1 Administration

1.1 PURPOSE: This standard operating guideline is intended to establish guidelines for providing rapid, non-destructive entry into certain structures, while providing maximum security for property owners.

1.2 Rapid Key Entry Program Definitions

1.2.1 Rapid Key Entry System- A series of security entry devices that are opened with a key. This allows the Division of Fire quick access with no damage to the property.

1.2.2 Key Secure- The unit that is installed on the fire apparatus that holds the keys in a locked state until needed. The firefighter's individual PIN is needed to release the keys for use.

1.2.3 Mechanical Key- The hard cut, traditional key.

1.2.4 Electronic Key- Key featuring three (3) digits, #1, #2, and #3. After removing the electronic key from the Key Secure, enter the division's key security code immediately prior to inserting the electronic key into the building's Key Box. The security code will not be published in this SOP for security reasons.

1.2.5 Key Box- The box at the building that the building's keys are safely stored in until needed. They include elevator and entry boxes.

1.2.6 Other entry items used for the system are padlocks, key switches, power shut down boxes and cabinets. Anyone wishing to order these items should contact the FPB.

Section 2 Procedures

2.1 Mobile Data Computers

2.1.1 In the remarks on the MDC, there will be a notation that the address has Rapid Key Entry System. Further information will be accessed by pushing the hazards button.

2.2 Storage

2.2.1 The Officer is ultimately responsible for security of the keys in the Key Secure Unit on the apparatus.

2.2.2 The electronic and mechanical keys shall be secured in the Key Secure. The keys are not to be removed and left unsecured.

2.2.3 If you are changing over to a reserve apparatus and it has a Key Secure, transfer the keys. If there is not a Key Secure on the reserve apparatus, keep your keys secured in your original apparatus key secure.

2.2.4 The Keys shall be returned to the vehicle Key Secure Unit after each use and re-secured.

2.3 Usage

2.3.1 The Rapid Key Entry System shall only be utilized for official department emergency operations, where waiting for a key holder is not advisable as determined by the Incident Commander.

2.3.2 Buildings utilizing the Rapid Key Entry System should have a red sticker on the entry door indicating a key box is available for use for entry.

2.3.3 The Rapid Key Entry System shall **not** be used to access occupancies for non-emergency duties such as building inspections and/or familiarity inspections, even if given permission by the responsible party unless the responsible party accompanies CFD personnel.

2.3.4 At no time shall the Rapid Key Entry System be used to gain access to occupancy due to lock-out.

2.3.5 When the key box is opened, the number of set(s) of keys shall be noted, and keys to the occupancy retrieved. The Officer shall be responsible for the security of the key box during its use. Do not leave the entry key box open or unsecured at any time.

2.3.6 The Incident Commander shall be responsible for ensuring that all occupancy keys are returned to the key box, and it is secured before leaving the site.

2.3.7 Keys from the key box are not to be permanently removed or copied.

2.3.8 The member completing the fire or EMS report will document in the narrative that the key box was used for entry.

2.3.9 The key secure unit will “lock out” for five (5) minutes after five (5) invalid PIN attempts. If your PIN does not work after two (2) attempts, have someone else enter their PIN to release the key. This will prevent a “lock out” from occurring.

2.3.10 When the key secure is “locked out,” the light display behind the number keypad will continuously flash for five (5) minutes. No entries can be made till the lock out ends. This is for security reasons.

2.3.11 Any issues with the key secure unit or questions with the Rapid Key Entry System, contact the FPB.

2.3.12 If a civilian contacts a station for access to the Knox Box to update keys, have them contact the FPB. **For accountability reasons, ES Companies are not to gain access to Knox boxes for non-emergency means or lock up a new box.**

2.3.13 If a key switch is used to open a gate or for door access, it must be placed back into normal operation mode prior to leaving the site.

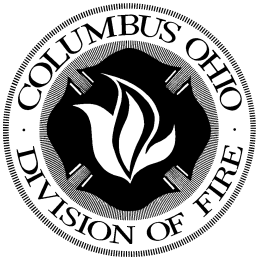
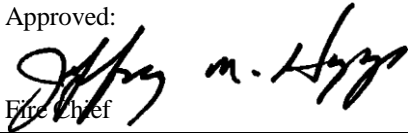
2.3.14 If at any time the key secure is locked up and not responding, press and hold the arrow key for ten (10) seconds. This will reset the key secure.

2.4 Missing Key

2.4.1 Upon discovery of a missing Key, ES-2 shall be notified immediately, who will notify the Assistant Chief of the Fire Prevention Bureau. All required documentation regarding missing division equipment shall be completed and forwarded through channels.

2.5 Mutual Aid Entry For Key boxes

2.5.1 The Division has agreements with Mutual Aid Departments to allow joint entry into key boxes. A current list is kept on the Division webpage. The link is called **Knox Joint Entry** and is found under the Division Information section. This list is updated as needed.

	Standard Operating Procedures	
	Subject: Elevator Rescue Operations	
	S.O.P. Number 02-03-19 Vol-CH-Cat.Sub	Approved:  Fire Chief
		Issued: 12/7/2022
	Reviewed:	Revised:

1 Administration

1.1 Purpose: The purpose of this procedure is to provide practical and safe incident's involving elevators.

1.2 Responsibility: It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

2 General

2.0 The number and variety of elevators being installed across the city has increased over the years. Due to the expansive technology and increased response to incidents involving elevators, this procedure has been created. Extreme caution and the safety of all persons shall be the highest priority on all incidents.

2.1 SOP's to Reference

02-03-21 Lockout / Tagout SOP

03-05-05 Rope Rescue SOP

2.2 Response: Initial dispatch involving an elevator entrapment will receive (1) Engine, (1) Ladder, (1) Heavy Rescue*, RS-10.

2.2.1 *A township Heavy Rescue may be used, but, a CFD Heavy Rescue will always respond.

2.2.2 The response may be upgraded to a Rescue Response by the Fire Alarm Office or responding companies if additional information is available.

2.2.3 In the event on scene companies upgrade the incident to a "working incident", consider upgrading to a "Rescue Response" depending on the extent of the incident.

2.2.4 The highest ranking officer on the scene will be the incident commander.

2.3 Apparatus Responsibilities

2.3.1 First Arriving Apparatus

- 2.3.1.1** Give initial size-up, establish command, establish accountability and direct all incoming companies.
- 2.3.1.2** Investigate and gather the following information: (tasks may be delegated)
 - 2.3.1.3** Location and number of persons trapped.
 - 2.3.2.4** Medical needs (if any) of persons trapped. If medical needs are identified, request an appropriate EMS response.
 - 2.3.1.5** Description of events that led to the entrapment.
 - 2.3.1.6** Confirm elevator technician has been notified and determine ETA. If the total time of entrapment and ETA of technician is less than (1) hour, with no medical needs noted, consider waiting for the elevator technician.
 - 2.3.1.6.1** If an elevator technician has not been notified, consider requesting one through the following methods:
 - The property manager.
 - Use the elevator phone or call button by the occupant.
 - Call the FAO and give the name of the company and a phone number if available.
 - 2.3.1.7** Identify type of elevator involved (hydraulic, traction, MRL etc).
Consider use of the State of Ohio Elevator Database for elevator information. <https://icsearch.com.ohio.gov/Elevator>
 - 2.3.1.8** Identify location of control room or main power disconnect.
Consider assistance from building supervisor or maintenance to find the above location.
 - 2.3.1.9** Locate all potential keys that may be required for extrication (hoist-way door keys, fire service keys, control room keys etc.)
 - 2.3.1.10** Consider all appropriate tools for forcible entry and extrication.

2.3.2 Engine Company

- 2.3.2.1** If first to arrive, follow “first arriving apparatus” guideline.
- 2.3.2.2** If an entrapment is confirmed, send at least (1) member to the elevator control room or main power disconnect to prepare for lockout / tagout procedures. Preference shall be given to members with working knowledge of elevators. Member shall have a radio and monitor the assigned talk group.

- 2.3.2.3 If keys are not available to the control room, consider forcible entry with appropriate tools.

2.3.3 Ladder Company

- 2.3.3.1 If first to arrive, follow “first arriving apparatus” guideline.
- 2.3.3.2 Assign crew to work with the rescue company / RS-10 and report to the floor in which the occupants are trapped.
- 2.3.3.3 Assure all appropriate equipment (Irons, pike poles etc.) and keys are taken.

2.3.4 Rescue Company

- 2.3.4.1 If first to arrive, follow “first arriving apparatus” guideline.
- 2.3.4.2 Report to the floor in which occupants are trapped. Work under the direct supervision of RS-10 in coordination with the ladder company and elevator technician (if on scene).
- 2.3.4.3 Assure all appropriate equipment and keys are taken.

2.3.5 RS-10

- 2.3.5.1 If first to arrive, follow “first arriving apparatus” guidelines.
- 2.3.5.2 Reports directly to the incident commander
- 2.3.5.3 Establish the Rescue Group (forward operations) and report to the floor in which occupants are trapped.
- 2.3.5.4 Establish an operation plan in coordination with rescue and ladder crews through coordination with incident commander. Also coordinate with the elevator technician if on scene.

2.3.6 All Additional companies

- 2.3.6.1 Will be directed as needed by the incident commander.

3 Operations

3.1 Non-Technical Extrication

- 3.1.1 Assure all above procedures are complete. The following steps shall be completed in this order.
- 3.1.2 Communicate with occupants to assure the elevator door is in the closed position.
- 3.1.3 Assure all hoist-way doors are in the closed position.
- 3.1.4 Have occupants confirm that the emergency stop has **not** been activated.
- 3.1.5 Have occupants press and hold the (door open) button.
- 3.1.6 Attempt to call the elevator to the floor in which it is stalled or back to the lobby.

- 3.1.7 Attempt a Fire Service Phase 1 recall.
- 3.1.8 If the above steps do not work, the Incident Commander shall order the power (with the exception of the lights to avoid panic) to the elevator in question to be temporarily shut down for at least 30 seconds in an attempt to “hard reset” the elevator. Turning the power back on for the “hard reset” procedure shall only be performed by the order of the incident commander and shall only be attempted (1) time. In the event this procedure does not remedy the situation, shut down the power to the elevator (with the exception of the lights, if possible) and perform lockout / tagout procedures. **Refer to the lockout / tagout SOP.**
- 3.1.9 At no point will any member assume that the power is off to an elevator. Consider alternate energy sources. Lockout / Tagout procedures shall be performed prior to any attempt to **manually** extricate an occupant from an elevator.

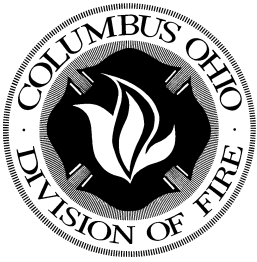
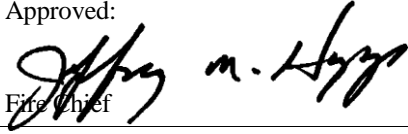
3.2 Manual Extrication

- 3.2.1 In the event the above procedures were unsuccessful and lockout / tagout procedures are in place, a manual extraction may be performed.
- 3.2.2 Identify the keyhole location within the hoist-way door. If there is not a keyhole at the hoist-way door in question, send a representative to the hoist-way doors above or below until a keyhole is found. Create a template of the existing keyhole and mark the hoist-way door in question to drill your own keyhole.
- 3.2.3 Once the hoist-way door is open, size up the situation. If the elevator is more than 2 feet above or below the landing, or brake slippage is a concern, the elevator shall be mechanically secured **unless section 3.2.4 applies**. The procedure to manually secure the elevator shall be performed by the Rescues only. Only trained rescue technicians may enter an elevator shaft. Refer to SOP 03-05-05.
- 3.2.4 If the elevator in 3.2.3 is hydraulic or MRL, the use of the hydraulic bleeder valve or MRL keys may be used if conditions warrant to move the car to the nearest landing. This decision shall be made by the incident commander in consultation with RS-10, rescue crews and the elevator technician (if on scene). The member performing this procedure shall have a thorough knowledge of this procedure and must have a portable radio in direct contact with the incident commander. This procedure shall be done with the elevator car door in the closed position.
- 3.2.5 In the event the elevator is unable to be lowered, assure the gap between the elevator and the landing is blocked to prevent occupants and/or rescuers from becoming caught or falling between the two.

3.3 Shaft-way Rescue (through the hatch)

- 3.3.1 An elevator shaft-way rescue shall only be performed by trained rescue technicians. Refer to SOP 03-05-05. Consider setting up rope operations 2 floors above the elevator in question. Have medics standing by at the first floor located above the elevator for patient care if needed.

- 3.3.2** Extreme caution shall be used when entering the shaft-way. All power to adjoining elevators shall be locked out prior to entry.
- 3.3.3** Many elevators are being built with battery units within the shaft or on top of the elevator. Extreme caution shall be used around all backup power sources within these units.
- 3.3.4** Any occupant being removed from the elevator in a shaft-way rescue shall be secured with a rescue harness and separate safety line.

	Standard Operating Procedures	
	Subject: Tunnel Rescue Procedures	
	S.O.P. Number 02-03-20 Vol-CH-Cat.Sub	Approved:  Fire Chief
		Issued: 12/7/2022
	Reviewed:	Revised:

1.0 Administration

1.1 Purpose: Procedures for Tunnel Rescue. This document is for the Lower Olentangy Tunnel (LOT) project located at 1089 Olentangy River Rd (Gowdy Field) and 287 Spruce St. This protocol will be used for all future and past tunnel projects. Granite Construction currently owns the equipment and the equipment will be maintained on site at 1089 Olentangy River Rd (Gowdy Field). The Columbus Division of Fire will act as an Emergency Response Tunnel Team when requested, and will have full operational control of the incident with the assistance of Granite Construction.

1.2 Responsibility: It shall be the responsibility of each member to know, understand and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures to implement and enforce the use of these procedures.

2.0 Definitions:

Masked Incident – Any incident involving flooding, explosion, Cave-ins, IDLH or toxic environments.

NO Mask Incident – Any incident that does not create an IDLH environment and proper ventilation is still being performed.

3.0 Procedures

3.1 It shall be the responsibility of the Fire Alarm Office to gain accurate information to the exact nature and location of the incident.

3.2 It will be the responsibility of RS-10 to determine how many Tunnel Rescue Team members are on duty each day and their locations.

3.3 Weekly Checks:

3.3.1 BIO PAK 240R (SCBA) will be checked weekly on Wednesdays by tunnel rescue team members. The schedule will be maintained by RS-10's for their respective units. If maintenance is required on the

BIO PAK 240R's after weekly checks or an incident, email one of the benchman certified members and CC RS-1.

3.4 All members shall review the following SOPs and documents.

- 01-05-01 (Post Incident Safety Review)
- 01-07-03 (P-400 Multi Gas Meter)
- 02-01-01 (Accountability)
- 02-02-05 (Level 2 Staging)
- 03-05-04 (Confined Space Rescue)
- 02-03-21 (Lockout/Tagout)
- ES-223 (Confined Space Entry Form)

4 Minimum Training & Certification Requirements

4.1 All entry into the tunnel will require a Tunnel Rescue Certification.

4.2 Yearly Recertification Requirements

4.2.1 8 hours of Tunnel Rescue recertification.

4.2.2 Maintain Level 3 fitness

4.2.3 Pass annual mask fit test for SCBA and Rebreather.

5.0 Response for a Tunnel Incident

5.1 The Columbus Division of Fire will not have access to the re-breathers outside of the Lower Olentangy Tunnel.

5.2 1089 Olentangy River Rd & 287 Spruce St.

5.2.1 Incidents above ground will receive an appropriate response.

5.2.2 All Incidents below ground will receive a Tunnel Rescue Response.

5.2.3 1 E, 1 L, 3 R, 1 M, HazMat 4(E, M, R, HZ4, Decon 4), 1 RSU, RS-10, 1 EMSO, 1 BN, SO2.

5.2.4 All working incidents will be upgraded as determined by the Incident Commander depending on the extent of the emergency and number of Tunnel Rescue Team Members on scene. Consider requesting a second RSU on any working incident. ES-1, ES-2, ES-3, RS-1, SO-1 and the PIO will be notified of all working Tunnel Incidents.

5.2.5 A working Tunnel Rescue Incident will be aired over all station PA's. All tunnel rescue members not currently assigned to the incident shall monitor the fire ground and I/C channel. Tunnel rescue team members may be requested by the order of the incident commander in coordination with the Tunnel Branch Officer.

5.2.6 Depending on the number of Tunnel Team Members on duty, a Class I Call-in may be necessary. This should be identified at the beginning of each shift by RS-10 and passed up the chain of command to ES-2 no later than 0900 each day.

5.3 Incidents above ground.

5.3.1 Act in accordance with current SOP's and work with the granite construction company.

5.4 Incidents below ground.

5.4.1 First arriving company

5.4.1.1 **Do Not Enter** the construction site without an escort.

5.4.1.2 Give initial size up.

5.4.1.3 Establish Command.

5.4.1.4 Initiate Level III accountability (SOP 02-01-01) of all fire companies prior to anyone entering the construction site.

5.4.1.5 Make contact with the construction company and determine the extent of the emergency.

5.4.1.6 Determine if this will be a **Mask (IDLH environment)** or **No Mask** incident through communications with the construction crew.

5.4.1.7 Direct incoming companies.

5.4.1.8 Request and take pictures of the construction company accountability board and work with the construction crew on performing a PAR with their crews.

5.4.1.9 Establish a Level II staging location (Station 25 for the Lower Olentangy Tunnel, Gowdy Field Location). Refer to SOP 02-02-05. Alternate sites may be established no closer than 300' from the site.

5.4.2 Rescue's (specifically Tunnel Rescue Team Members)

5.4.2.1 Coordinate with the construction companies rescue crew.

5.4.2.2 Develop a cache of equipment for rescue based on information received. **Masked incidents will require all equipment to be intrinsically safe.**

5.4.3 First Battalion Chief

5.4.3.1 Take command of the entire incident and direct companies.

5.4.3.2 Communicate and coordinate with highest ranking member from the construction team.

5.4.3.3 Consider establishing the command post inside the trailer that has communications to the tunnel.

5.4.3.4 Request all utilities on a working incident, i.e. Gas, Electric, Water, Sewer and drains.

5.4.3.5 On a working incident involving a collapse, close down all roads and traffic that cross over the tunnel to reduce vibration and the possibility of additional collapse.

5.4.3.5.1 Consider requesting a no-fly zone above the site.

5.4.3.5.2 Review checklist.

5.4.4 RS-10 or RS-1 if on scene.

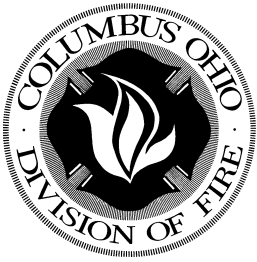
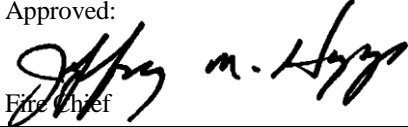
5.4.4.1 Face to face with Incident commander and establish the Tunnel Branch Officer position and maintain forward accountability.

- 5.4.4.2 Request air monitoring and anemometer records for the past 30 days prior to any entry.
- 5.4.4.3 Assign 1 member on the surface to continuously monitor the air monitor readings with any tunnel entry. Each entry team shall also have 1 member assigned the recorder position.
- 5.4.4.4 Assure all forms are distributed and filled out appropriately.
- 5.4.5 **EMSO**
- 5.4.5.1 Establish EMS Branch
- 5.4.5.2 Establish and oversee Rehab
- 5.4.6 **Engine or ladder**
- 5.4.6.1 Assure lock out, tag out procedures (or equivalent) are performed and maintained on any **masked** incident, or any other incident where power is shut down. Coordinate with on site electrician.
- 5.4.7 **Decon 4**
- 5.4.7.1 Set up and establish a Decon corridor if needed.
- 5.4.7.2 Follow Decon flow charts.
- 5.4.8 **All other companies**
- 5.4.8.1 Level II stage (SOP 02-02-05) at Station 25 unless an alternate staging location is determined.
- 5.4.8.2 Assist operations as determined by the Incident Commander.
- 5.4.8.3 Tunnel Team members will coordinate with their officers and report to the Tunnel Branch Officer.
- 6.0 **Staffing on Masked incident.**
- 6.1 Initial rescue team will consist of 5 Tunnel Rescue Technicians with a minimum of 1 being a paramedic. The entry team leader will be identified by the Incident Commander. This may be by rank or experience level.
- 6.1.1 All members, prior to entry and when exiting the tunnel, will have vitals and EKG taken.
- 6.1.2 Primary entry team will coordinate with the on-site rescue team/construction crew to perform rescue.
- 6.1.3 Determine type of incident and specialized equipment needed (**intrinsically Safe**).
- 6.1.4 Each member will have (1), 4 hour SCBA. 1 additional 4 hour SCBA will be carried with the entry team for emergency/rescue use for a total of 6 SCBA.
- 6.1.5 Each SCBA will be completely tested prior to use in the tunnel and members will assure all oxygen cylinders are full (3,000psi). Refer to flow charts.
- 6.1.6 Standby rescue team will consist of 5 Tunnel Rescue Technicians with a minimum of 1 being a paramedic. The standby team leader will be identified by the Incident Commander. This may be by rank or experience level.

- 6.1.7 Each member will have 1, 4 hour SCBA. 1 additional 4 hour SCBA will be carried with the standby team for emergency use for a total of 6 SCBA.
- 6.1.8 Each SCBA will be completely tested prior to use in the tunnel and members will assure all oxygen cylinders are full (3,000psi). Refer to flow charts.
- 6.1.9 Standby crew will be 90% ready, and a standby location will be established in close proximity to the collar. Consider a temperature controlled location out of the elements.
- 6.2 **Staffing on No Mask incident.**
- 6.2.1 Initial rescue team will consist of an appropriate number of Tunnel Rescue Technicians, a minimum of 1 shall be a paramedic.
- 6.2.2 Initial rescue team will collect enough personal escape bottles and proceed into the tunnel.
- 6.2.3 The standby rescue team will consist of 5 tunnel rescue technicians 90% ready with a minimum of 1 being a paramedic.
- 7.0 **Operations.**
- 7.1 All members entering below grade into the tunnel for any incident shall be Tunnel Rescue certified. If an SCBA is required, it must be full (3,000 psi).
- 7.1.1 All power to the tunnel shall be locked out and tagged out (or equivalent) prior to entry into the tunnel on a **Mask** incident except for the power to the ventilation system. Power to ventilation may be reversed in coordination with onsite construction crew. Power may remain on in a **No Mask** incident. Coordination shall be made with the construction crew to maintain the lock out / tag out procedure if needed.
- 7.1.2 Entry into the tunnel will only be initiated if the Incident Commander, Tunnel Branch Officer, and the Tunnel Rescue Team members determine entry can be performed safely.
- 7.1.3 The Division of Fire "Confined Space Rescue Permit" form ES-223 shall be completed by a designated member for any entry into the tunnel.
- 7.1.4 All entry will occur with continuous air monitoring in place throughout the incident. A minimum of **3** multi-gas meters will be required on all entry within the tunnel. One team member will be assigned the "recorder" position. Readings will be recorded frequently. All readings will be performed in the same sequence for every check.
- 7.1.5 Elevated atmospheric readings (by interior crews or member monitoring readings from the surface) at any time will require additional protection and the incident to be upgrade to a **masked** incident. Masked incidents will require flash protection. Refer to SOP (01-07-03) and (02-03-09).

- 7.1.6 Members shall not make entry into the tunnel if there is a fire. BIO PAK 240R's are not rated for firefighting operations.
- 7.1.7 All **masked** incidents will use the 40/60 rule. 40% in, 60% out. Entry will be limited to 1 hour 42 minutes **or** once the first SCBA on the team reaches 1,800 psi. At this point, all members will begin their exit from the tunnel. Verify time on P-400 prior to entry.
- 7.1.8 Any incident involving flooding will be a **masked** incident. At any point water levels rise to the level of your knees, all members must evacuate the tunnel.
- 7.1.9 Level III accountability will be in effect on all tunnel incidents.
- 7.1.10 All deceased victims will be brought to the shaft area and all will be removed at the same time.
- 7.1.11 In the event of a **mayday**.
 - 7.1.11.1 The standby crew will be activated immediately.
 - 7.1.11.2 All additional Tunnel Team members in the city will respond to the incident.
 - 7.1.11.3 In the event more members are needed, the Class -1 call in will be initiated.
 - 7.1.11.4 Any mayday incident will initiate ES-1, ES-2, ES-3 and RS-1 to respond if not already on scene.
- 8.0 **Communications.**
 - 8.1 On **No Mask** Incidents, power may be maintained within the tunnel and radios, cell phones and mine phones may be accessible. Determination shall be made prior to entry on which system will be used. One member on the surface will monitor the mine phone system at all times.
 - 8.2 On **Mask** Incidents, communications will not be available. A strict time schedule shall be followed.
- 9.0 **Conclusion of Incident.**
 - 9.1 All members exiting the tunnel will decon and report to Rehab for evaluation. (02-01-08). A member who has made entry into the tunnel on a masked incident will not be allowed to re-enter the tunnel for a minimum of 6 hours. If the incident is prolonged, consider a class-1 call-in of required tunnel team members.
 - 9.2 Establish PAR on the incident scene
 - 9.3 All tunnel equipment will be returned to an operational state of readiness and returned to service.
 - 9.4 Assure that the scene is secured and turned over to the responsible party.
 - 9.5 After the incident, all members will meet and critique the incident. All Tunnel Team Members active in the incident will write an RT-154 describing what they did on the incident and send them through the rescue chain of command to RS-1.

- 9.6** If the incident occurred outside of the LOT, a rescue will be responsible for returning the equipment to the LOT trailer.
- 9.7** Assure all NFIRS reports are complete and submit a copy of the ES-223 through the Rescue chain of command to ES-1.

	Standard Operating Procedures	
	Subject: Lockout / Tagout Procedures	
	S.O.P. Number 02-03-21 Vol-CH-Cat.Sub	Approved:  Fire Chief
		Issued: 12/7/2022
	Reviewed:	Revised:

1 Administration

1.1 Purpose: To control the hazardous energy of machines, equipment and utilities during an emergency incident in which the unexpected start of and/or activation could cause injury to victims and/or rescuers.

1.2 Responsibility: It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

2 Definitions

Energy Sources – Electric, Hydraulic, Mechanical, Pneumatic, Chemical, Thermal or other energy, which if not controlled could create a hazardous condition.

Hazard – Any device, machine or incident that creates a life safety factor that, if not controlled, could exacerbate the incident or potentially harm the patient and responders.

Safe Condition Check (Verification of De-energization) – The inspection or test of a system or component, performed by the appropriate personnel to ensure that the hazardous energy or materials are controlled to prevent injury or accident.

3 Procedures

3.1 Procedures for shutdown. Refer to (OSHA 29 CFR 1910.147)

3.1.1 Consult with company / contractor to determine all energy sources and proper procedures for removal of energy sources along with expert consultation on said hazard. Consider detrimental effects of removing energy source.

3.1.2 Disconnect or isolate the hazard from the energy source(s). Assure proper PPE and procedure when removing energy source as determined by NFPA 70. (Full fire gear for flash protection, facing away from the energy source).

3.1.3 Assure one (1) member with a radio remains at the energy source to maintain lockout procedures. This procedure will typically be controlled by the

Engine crew, however, alternate crews may be used at the discretion of the Incident Commander.

3.1.3.1 Coordinate lockout / tagout procedures with facility staff / workers.

3.1.3.2 If more than one (1) energy source, assure one (1) member with a radio maintains lockout procedures at each location. Consider alternate energy sources such as; generators, solar panels, batteries, hydraulics, compressed air or gas, etc.

3.1.4 If a lockout / tagout kit is available, the devices may be used, however, a member with a radio will remain at each energy source.

3.1.4.1 All lockout / tagout devices, if used, must be used in accordance with manufacturer's recommendations.

3.1.4.2 The use of a facilities lockout / tagout device is appropriate as long as the Division of Fire maintains complete control of the device.

3.1.4.3 Once lockout / tagout (or equivalent) has been performed, this shall be aired over the radio to the incident commander.

3.1.5 Release, restrain, or otherwise render safe all potential stored or residual energy. If the possibility exists for re-accumulation of hazardous energy, assure one (1) member with a radio is assigned to regularly verify that such energy has not accumulated to hazardous levels.

3.1.6 Perform and verify a "Safe Condition Check" prior to entering the hazard zone.

3.2 Procedures for releasing the system to the proper authority.


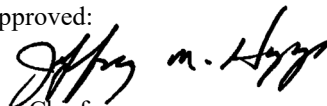
3.2.1 Assure the incident is contained and all victims and rescuers are out of the hazard zone. The Fire Department will maintain complete control of the incident until this is complete.

3.2.2 Communicate and coordinate the exchange of control with the proper authority (facility personnel, maintenance technician).

3.2.2.1 In the event the proper authority is not on the scene. Assure the power remains off to the hazard and an out of service tag will be left on the power source. If a tag is not available, mark the hazard out of service with scene tape.

Do Not leave locks on devices when clearing the scene.

Consider requesting prevention 18 or OSHA representatives for violations.

	Standard Operating Procedures	
	Subject: Fire Watch Storm	
	S.O.P. Number 02-03-22 Vol-CH-Cat.Sub	Approved:  Fire Chief
		Issued: 12-18-2023
	Reviewed:	Revised:

Section 1 Purpose

- 1.1 The purpose of this procedure is to identify the process in the event Prevention 18(P18) becomes overwhelmed with fire systems out of service calls due to an extreme weather situation or major power outage.


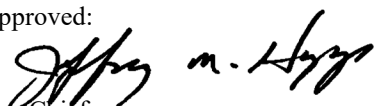
Section 2 Process

- 2.1 P18 will communicate through the FPB Chain of Command (COC) to implement Fire Watch Storm.
- 2.2. FPB OIC or P18 will inform ES2 that Fire Watch Storm is being implemented.
- 2.3 Once Fire Watch Storm has been implemented, if a company officer determines a fire suppression/alarm system is impaired, then the company officer or IC shall complete the following:
- Attempt to notify the key holder or responsible party for the property that the building will need to be on fire watch.
 - If a responsible party is on scene, complete the Emergency Impairment Fire Watch Order, leave a copy with the responsible party and send a copy to FPB.
 - If a responsible party is not on scene, complete the Emergency Impairment Fire Watch Order, write N/A on the occupant signature line, and post a copy in a conspicuous area such as the front door or the main entrance. If possible, post the paperwork in a location protected from the elements/weather. Send the top copy to FPB.
 - When back in quarters, fill out the FP-320 Fire Watch Storm form and hit submit. This will send it to FAO@columbus.gov .
 - The person responsible for the NIFRS report shall document the fire watch details on the NFIRS report.

- CFD officers should use discretion based on the building demographics. Is the building occupied? Are the residents ambulatory? Is the property a high hazard building? If there is a question of appropriateness for fire watch then pass concerns up the chain of command.
- 2.4** The FAO will enter the property information on the Fire Watch Storm record template (located in the common shares folder). Additional alarms to properties on this list shall require an ES response, however the response may be downgraded to a single company response. The ES Company may respond signal X.
- 2.5** The FAO Lt. will email the list to CFDFireReferral@columbus.gov at 0800 and 2000 to maintain a current list.
- 2.6** P18 or FPB personnel will follow up with the appropriate fire watch oversight and proper documentation.

Section 3 Demobilization

- 3.1** Demobilization of Fire Watch Storm will occur with consultation between P18, FPB COC, and ES Command Staff.
- 3.1.1** The Fire Watch Storm Process shall not be implemented as a measure of convenience, rather it may be implemented to ensure properties are appropriately placed on fire watch should their fire suppression or fire alarm system be compromised due to an extreme weather event or major power outage. These orders for fire watch must be in compliance with Ohio Fire Code Section 901.7.

	Standard Operating Procedures	
	Subject: Fire Alarm Investigation Procedures	
	S.O.P. Number 02-03-23 Vol-CH-Cat.Sub	Approved:  Fire Chief
		Issued: 2/01/2024
	Reviewed:	Revised:

Section 1 Purpose

- 1.1 The purpose of this procedure is to describe the actions taken when responding to a fire alarm.

Section 2 General

2.1 Alarm Panel General Controls:

- **Acknowledge-** Silences the audible alarm at the Fire Alarm Control Panel (FACU) only.
- **Silence-** Silences the notification devices in the building, i.e., horn alarm.
 - Note* If a building is actively being evacuated, do not silence the alarm until crews can ensure no hazards are present. The notification devices are designed to continually run to get all occupants out safely.
- **Reset-** Resets the fire alarm system. This should not be done until an investigation by CFD personnel occurs, preferably by a person responsible for the occupancy.

Section 3 Actions

- 3.1 Upon arrival, perform an on-scene radio report as outlined in SOP 01-02-03.
- 3.2. After completing a 360°, attempt to gain access to the building. If the building is locked, attempt to contact a building representative on site, request a key holder, or utilize the building's Knox Box key if present.
- 3.3 Upon entry, send crews to locate the main FACU and determine what initiating device triggered the alarm.
- 3.4 Investigate the activated initiating device *prior* to attempting to reset the alarm system.

- 3.5** Mitigate any hazards in the affected area and reset any initiating devices (i.e., ventilate smoke or reset the fire alarm pull station).
- 3.6** Once the area is cleared and thoroughly investigated, attempt a reset at the main FACU.
- 3.7** After the Fire Alarm Activation investigation is complete. The Fire Company Officer(s) may assist the responsible person at the occupancy in resetting the alarm. The CFD Officer may attempt a reset if a responsible person is not on the scene.
- 3.8** If unable to reset the FACU, contact Prevention 18. Do not place the system in "test". If a fire suppression/detection system is non-operational contact Prevention 18 for assistance.
- 3.9** If a wet or dry system activates, contact Prevention 18 for assistance and guidance. Do not attempt to reset the entire system on your own.
- 3.10** If an alarm system is not functioning correctly, in addition to Prevention 18, instruct the building owners to contact their alarm service provider.
- 3.11** After the incident, thoroughly document the incident in the appropriate fire reporting software.

COLUMBUS DIVISION OF FIRE STANDARD OPERATION PROCEDURES


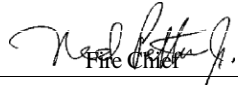
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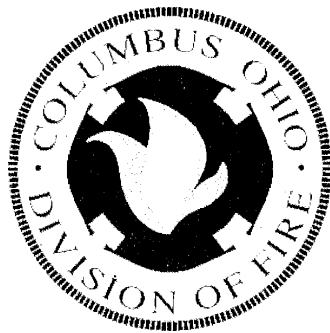
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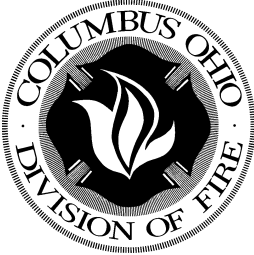
	Standard Operating Procedures	
	Subject: Bomb Squad Operations – Table of Contents	
	S.O.P. Number 03-01-01 Vol-CH-Cat.Sub	Approved  Neil P. J. [unclear] Fire Chief
	Page: 1 of 1	Effective Date: 07/01/1998
		Revised Date: 03/10/2004

- I. **PURPOSE:** The purpose of this procedure is to provide a Table of Contents of the Standard Operating Procedures utilized by members of the Bomb Squad. Certain information is confidential and will be restricted to personnel on a need to know basis.
- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.
- III. The following is the Table of Contents of the Bomb Squad's Standard Operating Procedures:

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03-01-02	Administration	
03-01-03	Safety	RESTRICTED INFORMATION
03-01-04	Bomb Threats	RESTRICTED INFORMATION
03-01-05	Essential Equipment	RESTRICTED INFORMATION
03-01-06	Operations	RESTRICTED INFORMATION
03-01-06.01	Range Safety	RESTRICTED INFORMATION
03-01-06.02	Basic Demo- non-electric	RESTRICTED INFORMATION
03-01-06.03	Basic Demo- electric	RESTRICTED INFORMATION
03-01-06.04	Suspicious Package	RESTRICTED INFORMATION
03-01-06.05	Remote Control Devices	RESTRICTED INFORMATION
03-01-06.06	Commercial Explosives	RESTRICTED INFORMATION
03-01-06.07	Military Ordinance	RESTRICTED INFORMATION
03-01-06.08	Clandestine Drug Labs	RESTRICTED INFORMATION
03-01-07	Disposal Operations	RESTRICTED INFORMATION
03-01-08	Transportation	RESTRICTED INFORMATION
03-01-09	Reporting Procedures	RESTRICTED INFORMATION
03-01-10	Post Blast Investigation	
03-01-11	Response	
03-01-12	Job Descriptions of Bomb Squad Supervisors	

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	Standard Operating Procedures	
	Subject: Bomb Squad Administration	
	S.O.P. Number 03-01-02 Vol-CH-Cat.Sub	Approved <i>Kevin O'Connor</i> Fire Chief
		Issued: 07/01/1998
	Reviewed: 03/10/2017	Revised: 04/01/2017

Section 1 Administration

1.1. PURPOSE: The purpose of this procedure is to identify the role of the Bomb Squad, the selection of members and the training requirements.

Section 2 General

2.1 DUTIES: The Bomb Squad Standard Operating Procedures provide general procedures for safe operation of the Division of Fire Bomb Squad Unit and its response to hazardous devices and explosive emergencies. The Bomb Squad's duties include the following but it is not an inclusive list.

2.2 Investigate, render safe and/or dispose of suspected hazardous devices, incendiary devices, explosives, explosive materials, pyrotechnics and ammunition.

2.3 Coordinate with other local, state, and federal partners to investigate, perform diagnostics and potential render safe operations in chemical, biological, radiological, nuclear, and explosive (CBRNE) events.

2.4 Provide legal, safe transportation and disposal of explosives and other items as listed above.

2.5 Assist Fire Investigations Unit with bombing crime scene investigations.

2.6 Collect and preserve evidence.

2.7 Prepare and provide courtroom testimony.

2.8 Store, maintain and inventory Bomb Squad equipment and explosives.

2.9 Provide technical support to special operations as determined by the Fire Chief.

2.10 Provide dignitary protection (VIP) as determined by the Fire Chief.

2.11 Prepare and participate in explosive related training programs.

2.12 Maintain and be familiar with a library of FBI technical and intelligence publications, NBSCAB Bomb Tech Wiki, Federal Explosives Laws and Regulations, and other explosive related materials.

2.13 Maintain professional and training liaison with other Bomb Squads, explosive detection canine units, special weapons and tactics (SWAT) units, military EOD units, as well as local, state, and federal agencies.

2.14 Compile and report technical data on explosive devices and incidents to the Bomb and Arson Tracking System (BATS).

2.15 Develop emergency response plans for bomb threats and explosive related incidents.

2.16 Develop and promulgate bomb threat awareness and safety programs for public and private organizations.

2.17 Report found or recovered military ordnance to military EOD units.

Section 3 Chain of Command

3.1 The Columbus Division of Fire Chain-of-Command shall prevail.

EXCEPTIONS:

- Incident commander shall control the scene of operations with any assistance and information necessary from the Bomb Squad unit. However, the ultimate disposition of the suspicious/hazardous device or item encountered and tactics employed in the render safe operation of the suspicious/hazardous device or item at the scene shall rest with the senior Bomb Squad Technician as established by the Hazardous Devices School graduation. The Bomb Squad Commander or his designee shall be responsible for the conduct of the Bomb Squad unit.
- Control of all operations at incidents outside the City of Columbus shall be guided by any existing written mutual aid agreement. When no written agreement exists then the ranking Columbus Fire Division official shall be in charge of approving scene operations. However, the ultimate disposition of the suspicious/hazardous device or item at the scene shall remain with the senior technician, as established by Hazardous Devices School graduation. The Bomb Squad Commander or his designee shall assume responsibility for the conduct of the Bomb Squad unit.

Section 4 Personnel Selection

4.1. PERSONNEL SELECTION – A candidate for the Bomb Squad must:

4.2 Have a minimum of three (3) years fulltime experience in a public safety department.

4.3 Have five (5) years retainability within the Columbus Fire Division.

4.4 Be a willing volunteer to engage in basic bomb technician training, including six (6) week basic training at the FBI Hazardous Devices School. Attendance to the course will be at the direction of the Fire Chief.

4.5 Be recommended to the Fire Chief by the Selection Review Panel. The members of the Selection Review Panel include the Bomb Squad Commander and the three (3) Bomb Squad Supervisors.

4.6 The recommendation of the Selection Review Panel shall be contingent upon past and present work performance as well as the following:

- Be or are willing to become a Rescue Technician.

- Be or are willing to become a Hazardous Materials Technician per 29 Code of Federal Regulations (CFR), section 1910.120(q) (6) (iii), Emergency Responder to Hazardous Materials Technician for CBRNE Incidents. Training that meets the National Fire Protection Association (NFPA) 472 standards will also satisfy this requirement
- Individuals assigned to the Bomb Squad Station will be given preference.

4.7 Meet FBI Bomb Data Center application requirements i.e. physical examination, arrest check, etc. Applicant must meet all eligibility requirements for an FBI "Secret" Level clearance.

Section 5 Training

5.1. On-the-Job Training

- The trainee must remain active within the Bomb Squad in order to be selected to attend the Hazardous Devices School (HDS). Inactive members may be removed at the discretion of the Bomb Squad Commander.
- The Bomb Squad Commander shall, from the list of eligible candidates, recommend to the Fire Chief trainees to attend HDS.

5.2 Technician Training: Initial Bomb Technician training

- The bomb squad member will satisfactorily complete the FBI Hazardous Device School (HDS).
- The bomb squad member will complete an on-the-job training program and yearly proficiency evaluations under the supervision of experienced technicians and the Bomb Squad Supervisors.

5.3 Continuing Education

- It shall be mandatory that each technician will participate in a minimum of forty (40) hours of explosive related training annually to include the safe use of live explosive through practical applications. The time spent on bomb runs can be counted as part of this requirement.
- Complete 16 hours minimum practical exercise/training (monthly) within the department.
- Each technician must attend the forty (40) hour HDS Recertification Course every three (3) years or as soon as the HDS Recertification Course schedule allows.
- Each technician must show proficiency with the following safety equipment each year: The portable X-Ray machine (X-Ray procedures and developing film), Nutrex and other disrupters, the Bomb Suits, and the Robot.
- Members not able to meet these requirements due to unusual circumstances shall have the opportunity to make up these hours at the discretion and direction of the Bomb Squad Supervisor.
- Documentation of all training will be the responsibility of the Unit Supervisors. Training records will be kept on file in the Training Bureau.

5.4 Advanced / Additional Training

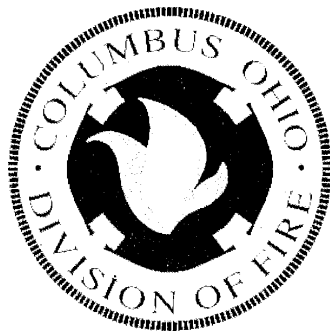
- Each technician shall maintain a membership in International Association of Bomb Technicians and Investigators (IABTI) to stay current with trends and changes in the bomb community.
- Each technician may participate in advanced training courses including the FBI Investigators Course, the Bureau of Alcohol, Tobacco and Firearms Investigators Course, IABTI conferences, and other classes.



Section 6 Certifications

6.1 Certification and Retention

- Each bomb technician must comply with the minimum training, physical and operational requirements to maintain active duty status. Failure to comply with minimum requirements may result in suspension from operational status and may result in dismissal from the Bomb Squad.
- Failure to comply with these minimum standards may result in the bomb technician being put on probation. The bomb technician must make clear and sincere efforts to remedy deficiencies. Documentation of efforts shall be made.
- Non-compliance with the minimum training standards and safety violations may result in disciplinary actions. These disciplinary actions range from an oral reprimand to dismissal from the Bomb Squad. Disciplinary action will be decided by the Fire Chief.
- Bomb Squad members must work a reasonable and comparable amount of Special Events at the approved Division of Fire Special Duty pay rate as appropriate for their rank annually.

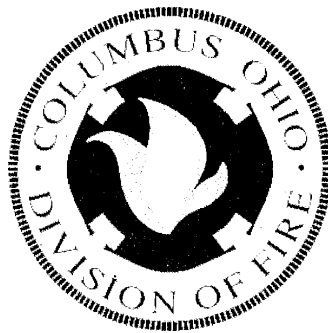
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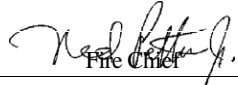


	Standard Operating Procedures	
	Subject: Bomb Squad Safety	
	S.O.P. Number 03-01-03 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page: 1 of 1	Effective Date: 07/01/1998
		Revised Date:

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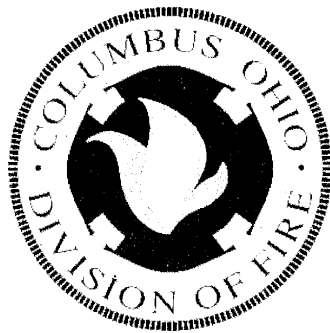
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	Standard Operating Procedures	
	Subject: Bomb Threats	
	S.O.P. Number 03-01-04 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page: 1 of 1	Effective Date: 07/01/1998
		Revised Date:

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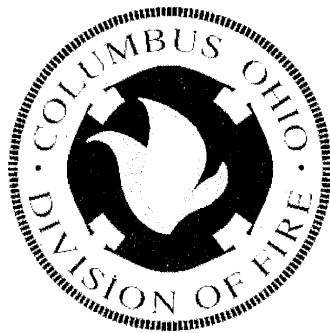
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	Standard Operating Procedures	
	Subject: Bomb Squad Essential Equipment Use	
	S.O.P. Number 03-01-05 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page: 1 of 1	Effective Date: 07/01/1998
		Revised Date:

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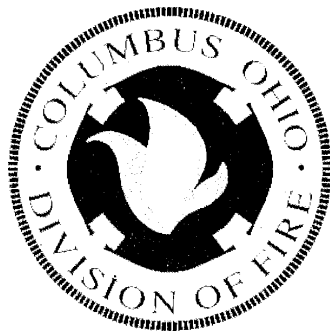
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	Standard Operating Procedures	
	Subject: Bomb Squad Operations	
	S.O.P. Number 03-01-06 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page: 1 of 1	Effective Date: 07/01/1998
		Revised Date:

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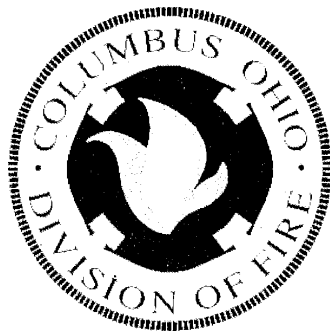
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	Standard Operating Procedures	
	Subject: Bomb Squad Disposal Operations	
	S.O.P. Number 03-01-07 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page: 1 of 1	Effective Date: 07/01/1998
		Revised Date:

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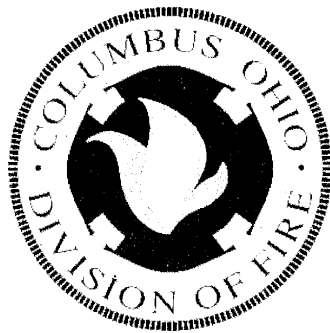
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	Standard Operating Procedures	
	Subject: Bomb Squad Transportation of Explosives	
	S.O.P. Number 03-01-08 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page: 1 of 1	Effective Date: 07/01/1998
		Revised Date:

RESTRICTED INFORMATION

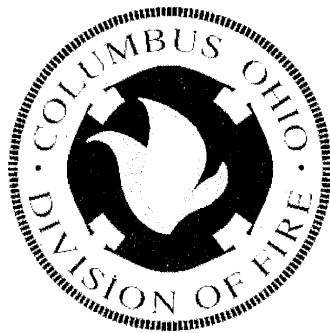
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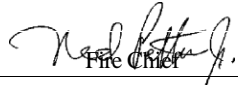


	Standard Operating Procedures	
	Subject: Bomb Squad Reporting Procedures	
	S.O.P. Number 03-01-09 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page: 1 of 1	Effective Date: 07/01/1998
		Revised Date:

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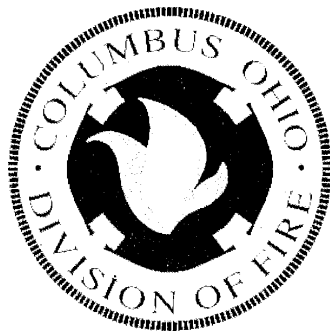
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	Standard Operating Procedures	
	Subject: Post Blast Investigation	
	S.O.P. Number 03-01-10 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page: 1 of 1	Effective Date: 07/01/1998
		Revised Date:

- I. **PURPOSE:** The purpose of this procedure is to identify who is responsible for the investigation of post blast incidents.
- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.
- III. It shall be the responsibility of the Division of Fire Arson Investigation Unit to conduct all post blast investigations. The Arson Investigator will be in charge of the investigation.

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	Standard Operating Procedures	
	Subject: Bomb Squad Response Request	
	S.O.P. Number 03-01-11 Vol-CH-Cat.Sub	Approved Fire Chief <i>Jeffrey M. Hayes</i>
		Issued: 07/01/1998
	Reviewed: 7/10/2020	Revised: 08/10/2020

SECTION 1: ADMINISTRATION

1.1 PURPOSE: This procedure identifies requests for the Division of Fire's Bomb Squad.

1.2 RESPONSIBILITY: It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

SECTION 2: RESPONSE

2.1 Requests for the Bomb Squad

2.1.1 Shall be made directly to the Fire Alarm Office (FAO). The FAO will obtain all the necessary information, such as:

2.1.1.1 Type a device

2.1.1.2 Location

2.1.1.3 Circumstances concerning the request

All this information will be passed on to the proper level or Chief having the authority to give the FAO approval to dispatch the Bomb Squad. This information will also be passed on to the on-duty supervisor and technicians likely to be dispatched so they can begin making preparations in anticipation of being dispatched.

2.2 Require Approval Authority:

2.2.1 All requests for a Bomb Squad response within Franklin County must be approved by ES-2.

2.2.2 All requests for a Bomb Squad response outside Franklin County must be approved by the Fire Chief. If the Fire Chief is unavailable, contact the Executive Officer for approval. If both the Fire Chief and Executive Officer are unavailable then contact ES-1. If none of the above are available, the approval reverts back to ES-2

Once the approval for the response of the Bomb Squad is received by the FAO, they will contact ES-2 and report exactly who will be responding.

The Fire Chief shall be notified by the FAO whenever the Bomb Squad is dispatched.

2.3 Assignment Within the City Limits

- 2.3.1** The standard assignment to be dispatched with every bomb response within the City of Columbus shall be:
- 2.3.2** Three Certified Bomb Technicians. If a third technician requires overtime, a minimum of two technicians can respond and determine if the third technician is needed. (Bomb Squad Trainees should respond whenever possible)
- 2.3.3** The on-duty Bomb Squad Supervisor. Manpower permitting.
- 2.3.4** One Engine
- 2.3.5** One Rescue
- 2.3.6** One Medic
- 2.3.7** One Battalion Chief

The highest-ranking Division member on the scene will always be the Incident Commander. However, the Bomb Squad Supervisor or senior Bomb Technician on the scene shall have the right to request additional help as needed through the Incident Commander.

2.4 Assignment Outside the City Limits

- 2.4.1** The standard assignment to be dispatched with every bomb response outside the City of Columbus shall be:
- 2.4.2** Three Certified Bomb Technicians (Bomb Squad Trainees should respond whenever possible)
- 2.4.3** The on-duty Bomb Squad Supervisor

SECTION 3: PIO Notification

3.1 The Fire Alarm Office shall notify the Division's Public Information Officer (PIO), day or night, immediately after the incident, or as soon as the senior technician gives the Incident Commander correct information that can be released at that time.

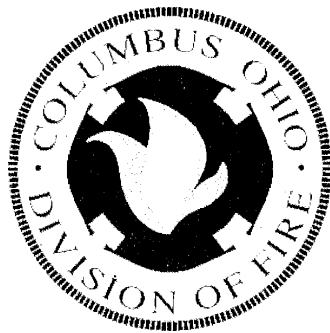
Once the PIO has been notified by the FAO all calls received from the news media shall be referred to the PIO. Until the PIO has been notified all calls from the news media shall be handled with courtesy by stating:

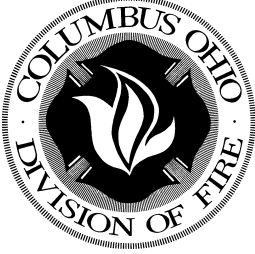
"At this time, we cannot release an information pertaining to the Bomb Squad response."

SECTION 4: Public Outreach

4.1 All lectures, training talks, or presentations by Bomb Squad members to the public and/or to private industry shall be scheduled through the Bomb Squad Commander and forwarded to the Public Outreach Office. On-duty personnel will conduct these tasks and they shall wear the division uniform.

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	Standard Operating Procedures	
	Subject: CFD BioWatch Responsibilities	
	S.O.P. Number 03-02-01 Vol-CH-Cat.Sub	Approved <i>Neal Pottier Jr.</i> Fire Chief
	Page 1 of 2	Effective Date: 04/01/2011
		Revised Date:

BioWatch SOP

- I. **PURPOSE:** To establish guidelines for Columbus Fire's participation in a BioWatch Actionable Result (BAR). These procedures are to be considered sensitive and not released to the public.
- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

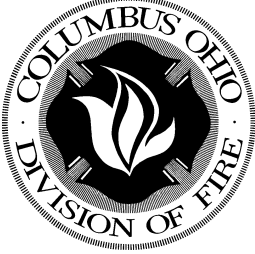
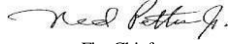
III. **DEFINITIONS :**

BioWatch – BioWatch is a federally-managed, locally-operated, nationwide bio-surveillance system designed to detect the intentional release of select aerosolized biological agents. The program operates in more than 30 high threat metropolitan areas across the country and is utilized to support National Special Security Events like the Super Bowl, national party conventions, and the Presidential Inauguration.

BAR – BioWatch Actionable Result. This means one of the BioWatch detectors has detected the DNA of one of the detectible substances. A BAR does not necessarily indicate a terrorist or man-made release. A BAR requires a response by the local BioWatch Steering committee to verify the initial test result.

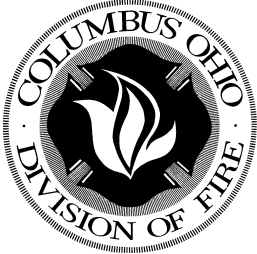

CMMRS – Columbus Metropolitan Medical Response System.

- IV. **INTRODUCTION AND BACKGROUND:** Columbus Fire participates in the CMMRS BioWatch steering committee. HazMat 1 and the Special Operations Deputy Chief are part of the BioWatch Steering Committee and Response Plan. BioWatch uses 10 detectors and tests for 5 different agents in the central Ohio area. 7 of the 10 detectors for central Ohio are located at CFD fire stations. The location of each detector is considered **FOR OFFICIAL USE ONLY (FOUO)** is not to be published or shared with anyone without an official need to know. Each detector is visited on a daily basis by Ohio EPA.

	Standard Operating Procedures	
	Subject: CFD BioWatch Responsibilities	
	S.O.P. Number 03-02-01 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page 2 of 2	Effective Date: 04/01/2011
		Revised Date:

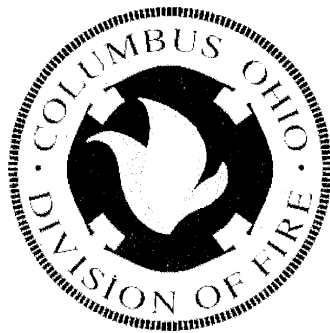
BioWatch SOP



- V. **BAR NOTIFICATION:** Upon notification to the BioWatch public health officer of a BAR, the public health officer will call the FAO and ask to talk with ES-2. ES-2 will be told the location of the BAR detector. ES-2 can then contact HazMat1 at 774 0550 and/or the Special Operations Chief for additional details. Due to the testing procedures that take place, the notification of a BAR usually happens in the evening.
- VI. **ES-2 RESPONSIBILITIES:** If a BAR is received for one of the detectors located at a CFD fire station then ES-2, HazMat1 and/or The Special Operations Deputy Chief will contact that fire station and explain to the Officer In-Charge what can be expected to occur at that sensor in the next few hours. Any questions can then be directed to HazMat1 and/or The Special Operations Deputy Chief. If a BAR is received for a detector not on CFD property then ES-2 has no other responsibilities.
- VII. **BAR ACTIVITIES:** The BioWatch detector that tested positive will be visited by an Ohio EPA Sampling team. The team will wear level C protective clothing and retrieve additional samples from the unit and adjacent areas. These additional samples will be further tested by the Ohio Department of Health to verify the initial results. The BioWatch advisory committee meets on a conference call to determine local response actions.
- VIII. **CONFIRMATION OF A BAR:** If a BAR is confirmed, then steps will be taken by Columbus Public Health to give prophylaxis to all firefighters and their immediate family members that worked at that station for at least 48 hours prior to the BAR. The BioWatch advisory committee will determine, with assistance from local, state, and federal partners, any additional requirements for the protection of our personnel and the public health.

	Standard Operating Procedures	
	Subject: CFD Threat Level Staging	
	S.O.P. Number 03-02-02 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page: 1 of 1	Effective Date: 04/01/2011
		Revised Date:


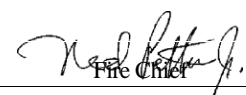
- I. **PURPOSE:** To establish guidelines for Threat Level Staging. These procedures are to be considered sensitive and not released to the public.
- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division officers to train their subordinates in the proper application of this procedure and to implement and enforce the use of this procedures.
- III. **INTRODUCTION AND BACKGROUND:** Columbus Fire uses traditional staging of equipment on gas leaks (SOP 02-03-13), multiple alarm fires (SOP 02-02-06), HazMat incidents (SOP 03-03-02), etc. The purpose of traditional staging is to allow the first in company or incident commander time to investigate an incident, determine the additional needs of that incident and how best to deploy companies. Traditional staging has all companies staging in one given area. Threat Level Staging is designed to eliminate the potential that a secondary device could be deployed and take out multiple companies. Threat Level Staging is to be used on any incident where a threat of violence to firefighters is perceived by the FAO or the initial company or companies responding to or on the scene.
- IV. **THREAT LEVEL STAGING:** Threat Level Staging is a response mode where companies will stage in various locations instead of in one announced location. Upon notification that Threat Level Staging should be utilized, all companies responding to the scene should pull to the side of the road or pick another convenient area no closer than ¼ mile from the incident, stop, and maintain staging there. They should announce that they are threat level staged. Companies should stage in a variety of locations but not within 100 yards of another responding company.
- V. **USES OF THREAT LEVEL STAGING:** Threat Level Staging should be utilized whenever a threat is known (pre-planning or intelligence that gives us reason to believe that firefighters could be endangered), for reports of known terrorist incidents, and/or explosions in large venues (i.e. Red, White and Boom, Nationwide Arena, malls etc.).

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	Standard Operating Procedures	
	Subject: HazMat / Bomb Squad Medical Evaluation	
	S.O.P. Number 03-03-01 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page: 1 of 2	Effective Date: 06/06/2001
		Revised Date: 07/06/2005

- I. **PURPOSE:** To summarize the various medical examinations and processes members of the Columbus Division of Fire HazMat Team and Bomb Squad personnel may undergo.
- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.
- III. **MEDICAL EVALUATIONS:**
 - A. **Pre-placement Examinations:** Any Division member wishing to participate on either the Division HazMat and/or the Division Bomb Squad must complete a pre-placement medical evaluation prior to acceptance.
 1. Evaluations will be scheduled by the Division and performed by the specified medical/health care provider.
 2. Evaluations will determine candidate's medical fitness and baseline.
 - B. **Periodic Medical Evaluations:** Once a Division member has been accepted for either the HazMat Team and/or Bomb Squad, they must undergo periodic medical evaluations.
 1. Evaluations are scheduled by the Division and are performed at the specified medical/health care provider.
 2. Evaluations monitors members' medical fitness for continued participation.
 3. Provides additional baseline information.
 - C. **Emergency Treatment Post Exposure:** Division members of the HazMat Team and/or Bomb Squad who have experienced a significant exposure, illness, or injury during or following an incident, should be transported to the specified medical/health care provider, once on-site treatment is completed. Prior to members arrival, it would be beneficial (but not essential), if the following information could be transmitted to the emergency room.
 1. Number of personnel being sent
 2. Probable chemical or agent involved
 3. Method of exposure – dermal; inhalation; blast; burn

	Standard Operating Procedures	
	Subject: HazMat / Bomb Squad Medical Evaluation	
	S.O.P. Number 03-03-01 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page: 2 of 2	Effective Date: 06/06/2001
		Revised Date: 07/06/2005


4. Current complaints and symptoms
5. Most recent vital signs, including mental status
6. Treatment provided prior to transport

D. Follow-up Occupational Exposure Evaluations: All exposures requiring medical evaluation will be seen at the specified medical/health care provider within 72 hours of request or following emergency room visit in order to:


1. Determine the firefighter's status regarding symptoms, findings, and exposure.
2. Follow-up on studies performed in the emergency room.
3. Discuss the toxicology of the exposure and possible future effects.
4. Plan further evaluation, treatment and/or consultation as necessary.
5. Answer any question from the firefighter.
6. Provide information and documentation as necessary to support the firefighter in any worker's compensation or disability issue.

IV. QUALITY ASSURANCE:

Annually, the HazMat and Bomb Squad supervisors should review the prior year exposures and results to determine that the procedure is appropriate, evaluate the efficacy of the surveillance program, and identify any areas that may need improvement.

	Standard Operating Procedures	
	Subject: HazMat Action Plan	
	S.O.P. Number 03-03-02 Vol-CH-Cat.Sub	Approved <i>Warren R Cox</i> Acting Fire Chief
	Page: 1 of 5	Effective Date: 06/06/2001
		Revised Date: 03/01/2007


- I. **PURPOSE:** The purpose of this procedure is to provide guidelines for a safe response by the Columbus Division of Fire to a hazardous materials incident.
- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.
- III. **RESPONDERS:** Columbus Division of Fire members will respond in these capacities, as determined by their level of training:
 - A. **First Responder Operations Level:** All Columbus Division of Fire personnel are trained to a minimum of First Responder Operations Level. Operations level personnel are expected to take defensive actions, without trying to stop the release, for the purpose of protecting persons, property, and the environment. Their function is to contain the release from a safe distance, keep it from spreading, and protect exposures. The standard assignment for a HazMat Incident will include 3 engines; 2 ladders; 1 rescue; 2 battalion chiefs; 1 medic; 1 EMS coordinator; air supply; SO-2; and HazMat 4 (rescue, medic, HazMat,)
 1. **First Arriving Unit:** Establishes the basic incident command structure upon which safe operations are founded. Actions should include:
 - a. **Response:**
 - 1) Always approach from upwind and uphill if possible. Do not drive through vapor clouds. Avoid rushing in before sizing-up the situation. What is at risk? Life, property, or environment?
 - 2) Determine and announce a safe staging area for all other responding units. Avoid staging too close to the hazard.
 - b. **Isolation of the Scene:**
 - 1) Isolate the hazard and deny entry of unprotected personnel into the hazard area. Avoid exposure to all chemicals and vapors.

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- 2) Perform rescue of victims while wearing full structural firefighting protective clothing. Do not enter visible vapor clouds for rescue purposes. Turnout gear is not chemical protective clothing. The use of turnout gear (SFPC) into a hazardous atmosphere should be limited to a “quick in-and-out” to execute only a life-saving rescue.
- 3) Perform “emergency decon” while wearing turnouts by flushing victims and rescuers with water and removing their outer layer of clothing.

c. Evaluation of the Scene:

- 1) Gather information from any and all possible sources, including: placards; MSDS sheets; occupancy; container shape, color, markings, etc.
- 2) Determine what chemical(s) is (are) involved.
- 3) Consult the Emergency Response Guidebook for “Initial Isolation” and/or “Evacuation Distances.”
- 4) Determine what resources are needed, and direct their placement.
- 5) Separate contaminated and decontaminated individuals, including rescuers, until evaluation by the HazMat team or EMS.
- 6) Take protective action:
 - a) Evacuation: This is the best protective action, if time permits. Consider evacuation if flammable vapors (massive fire and/or explosion) or long-term vapors are present.
 - b) Shelter-in-place: When evacuation isn’t an option due to greater risk to accomplish or lack of time. The following situations may justify shelter-in-place: Short-term incidents; short-term vapor clouds; greater hazard to move people; impractical to move.


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- d. Mitigation of the spill: Perform “Operation’s Level” defensive actions to control, confine, or contain the product. Keep the product out of the sewers, storm-drains, or waterways. The following defensive actions should be considered:
 - 1) Damming- overflow or underflow.
 - 2) Diking- to retain fluids.
 - 3) Diversion- to redirect fluids to a more desirable location.
 - 4) Absorption.
 - 5) Removal of all ignition sources.
 - 6) Application of Firefighting Foam to reduce vapors.
 - 7) Water streams to cool containers.
 - 8) Withdrawal: For possible BLEVE or explosions.
2. Remaining assigned companies: Report to Staging for direction:
 - a. Engines and ladders prepare to assist as needed.
 - b. Rescue prepares to assist the hazardous materials branch officer with entry and back-up duties.
 - c. Medic and EMS coordinator prepare to treat decontaminated patients.
- B. On-scene incident commander: Assumes control of the incident. Must possess minimum training at the first responder operations level with additional knowledge of state, local, and federal response plans. (First arriving battalion chief)
 1. If the B/C is preceded to the scene, he/she will establish communications with the incident commander and prepare to formally assume command of the incident by announcing via radio his identification and the location of the new command post.
 2. On “working incidents,” the B/C will ensure that the Health Department, Ohio EPA, and Franklin County EMA have been

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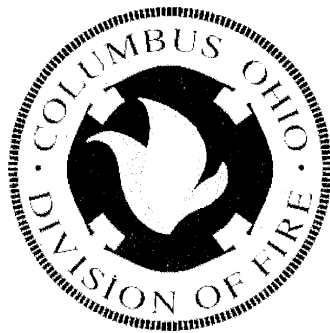
notified. Other considerations would be Sewers and Drains, and the Street Department.


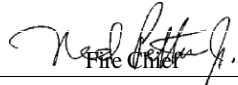
- C. Hazardous Materials Technician: HazMat techs respond to a hazardous materials incident in an offensive manner for the purpose of stopping the release. Upon the arrival of HazMat 4, the officer will:
1. Report to, and obtain briefing from, the incident commander. The officer of HazMat 4 will normally become the hazardous materials branch officer.
 2. Size-up the HazMat site, insuring that the on-scene units have not become dangerously close to the hazard and that they have not become contaminated.
 3. Ensure the following zones are established:
 - a. Hot Zone: Only entry and back-up crews may enter.
 - b. Warm Zone: The decontamination corridor. This area is only for those in direct support of the entry and back-up crews.
 - c. Cold Zone: The staging area where personal protective clothing is not needed.
 4. The positions identified in the Hazmat Staffing SOP, will be assigned to HazMat techs, under the direction of the hazardous materials branch officer:
 - a. Lead tender/timer.
 - b. Research officer and assistant officer
 - c. Decon officer.
 - d. HazMat EMS.
 - e. Entry and back-up teams.
 - f. HazMat safety officer.
- IV. INCIDENT TERMINATION: At conclusion of successful mitigation of hazard:
- A. Have the responsible party, or the EPA, contact a clean-up contractor.

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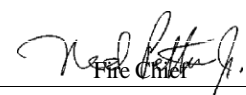
- B. Debriefing: All personnel should be informed of the materials that were involved and what the health hazards are, the symptoms of exposure, and when and where they should receive treatment.
- C. Gather information for reports:
 - 1. The first assigned battalion chief will assure the NFIRS-1 report is completed.
 - 2. HazMat officer will complete NFIRS-HMI when HazMat 4 is on the scene. Will also collect and submit cost recovery information.
 - 3. Critique: How can operations be improved and made safer?

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- I. **PURPOSE:** To provide general explanations of the various components, staffing, and training of the Columbus Division of Fire Hazardous Materials Team that meets OSHA 29 CFR 1910.120 "Hazardous Waste Operations and Emergency Response" regulations, as well as addresses NFPA 471, 472, and 473.
- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.
- III. **COMPONENTS OF THE HAZARDOUS MATERIALS TEAM:**
 - A. **Personnel:**
 1. **Qualifications and training:**
 - a. All personnel comprising the "HazMat Team" must be journeymen and hazardous materials technicians with current HazMat physicals. They may be assigned anywhere in the Division. (Members interested in becoming HazMat techs shall write a letter to the captain at Station 4 requesting the appropriate 36 hours of training meeting OSHA 1910.120 (q)(6)(iii). If accepted, they also must receive a minimum of 8 hours of refresher annually).
 - b. Members assigned to the Station 4 HazMat team must have the same qualifications and must receive 36 hours of refresher annually leading to attaining NFPA Standard 472, Chapter 4: "Competencies for the Hazardous Materials Technician."
 - c. Paramedics assigned to Station 4 will attend the National Fire Academy course titled "Advanced Life Support Response to Hazardous Materials Incidents", or similar courses aimed at attaining NFPA 473 standards.
 - d. HazMat technician officers assigned to Station 4 will attend courses aimed at attaining NFPA Standard 472, Chapter 7: "Competencies for the Hazardous Materials Branch Officer."

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- e. HazMat technician officers not assigned to Station 4 shall attend training aimed at attaining NFPA Standard 472, Chapter 8: "Competencies for the Hazardous Materials Branch Safety Officer."
2. Job descriptions and minimum daily staffing positions (10) at Station 4 (All personnel are HazMat technicians).
 - a. Hazardous Materials Branch Officer (1): The officer (or FF tech working out of class for a maximum of 4 hours) of HazMat 4, under the direction of the incident commander, is responsible for:
 - 1) The coordination of the HazMat branch, and the assignment of personnel roles within that branch.
 - 2) Safe entry and operations within the hot and warm zones.
 - 3) Determining the safest level of chemical protective clothing ensembles to be used in the various zones.
 - 4) Recommendations to the incident commander for the safe mitigation of the incident.
 - b. Lead tender/timer (1): Under the direction of the HazMat branch officer, is responsible for:
 - 1) Following the lead tender/timer checklist and current "dress-out" procedures.
 - 2) Proper set-up of the dress-out area.
 - 3) Assigning other companies' personnel to serve as tenders for entry and back-up teams.
 - 4) Dressing-out entry and back-up teams in the recommended chemical protective clothing ensemble.
 - c. Decon coordinator (1): Under the direction of the HazMat branch officer, is responsible for:

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- 1) Coordination of the decon group and directing additional personnel in the decontamination of the entry and back-up teams.
 - 2) Set-up of the decon area.
 - 3) Assuring the decon group is wearing the recommended chemical protective clothing ensemble.
 - 4) Assisting in decontaminating the entry teams.
- d. Research Officer (2): Under the direction of the HazMat branch officer, is responsible for:
- 1) Following the research checklist.
 - 2) Identification of the hazardous properties of the chemical(s) involved by being able to access information from both hard copy and electronic information reference sources.
 - 3) Notification of outside agencies needed for assistance.
 - 4) Connection to internet for electronic research abilities
- e. Entry team (2 members): Under the direction of the HazMat branch officer, shall be responsible for the safe entry into the hot zone for the purpose of identifying and mitigating the HazMat incident.
- f. Back-up team (2 members): Under the direction of the HazMat branch officer, shall be responsible for the safe and expedient rescue of downed entry team members.
- g. HazMat EMS officer (1): Under the direction of the HazMat branch officer, is responsible for:
- 1) Following the EMS checklist and the “Emergency Treatment Post Exposure” section of the Protocol for Medical Evaluations for Members of the HazMat and Bomb Squads.

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- 2) Pre-entry and post-entry evaluations.
- 3) Treatment of HazMat techs exposed to hazardous chemicals.



* HazMat safety officer (Not a Station 4 minimum staffing position): Under the direction of SO-2, and following the safety officer's checklist, is responsible for ensuring the safety of the personnel in the hazardous materials branch. In some instances, he/she may accompany the entry team to maintain safe operations within the hot and warm zones.

B. Billing:

1. The HazMat branch officer shall be responsible for submitting an itemized bill to the CFD Business Office within ten business days for any billable HazMat incident.
2. The Division of Fire will follow the current procedures on "Cost Recovery" as outlined by the Franklin County EMA.
 - a. The Division of Fire shall bill for any and all supplies used and equipment destroyed on a HazMat incident.
 - b. The Division of Fire may bill for any overtime personnel required to mitigate the HazMat incident.
 - c. The Division of Fire will bill for on-duty personnel when the time on-scene exceeds two hours.

C. Equipment:

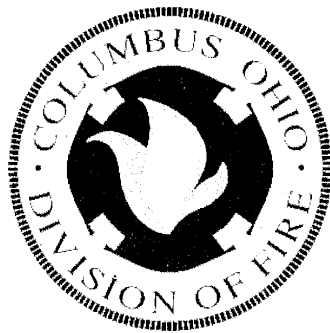
1. Supplies: The captain at Station 4 shall be responsible for the ordering and replacement of all equipment and supplies assigned to HazMat 4.
2. Air monitors: The captain at Station 4 shall be responsible for all air monitors assigned to HazMat 4.
 - a. Station 4 personnel shall calibrate their air monitors at least monthly.
 - b. All use of air monitors shall be logged on the Air Monitoring Log assigned to each air monitor at Station 4.


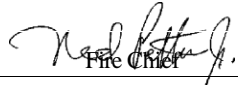
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- c. All personnel using air monitors in potentially hazardous atmospheres must understand their proper use and limitations.

IV. CHAIN OF COMMAND: The Columbus Division of Fire chain of command shall prevail until such time that the incident is contained and control of the scene is turned over to another agency. The officer in charge of HazMat 4 shall report to the incident commander and obtain a briefing. On working incidents, he/she will normally become the hazardous materials branch officer.

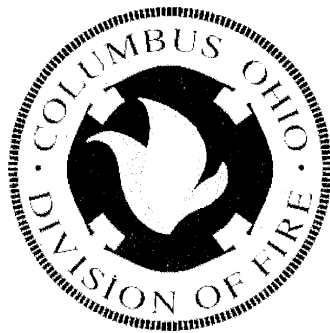
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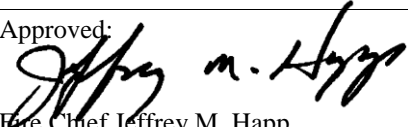


	Standard Operating Procedures	
	Subject: HazMat - EMS at HazMat Incidents	
	S.O.P. Number 03-03-04 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page: 1 of 1	Effective Date: 07/01/1998
		Revised Date:

- I. **PURPOSE:** The purpose of this procedure is to identify EMS functions at HazMat Incidents.
- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.
- III. **RESPONSE:** (2) Medics (1) EMS Field Supervisor
 - A. Medics
 1. One medic will be retained primarily for victim care.
 2. One medic will be retained primarily for HazMat Team Care.
 - a) The HazMat team cannot function without appropriate EMS Standing by, therefore, this will be a priority.
 - B. EMS Supervisor
 1. Will report to Command Post and will be responsible for:
 - a) Determining the needed EMS resources including physicians, medics, etc.
 - b) Relaying patient information to medic crews
 - c) Working with HazMat personnel to determine appropriate personnel protection and decontamination procedures for medics and their vehicles.
- IV. All EMS units will only work in the "Cold Zone"

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	Standard Operating Procedures	
	Subject: Radiation Monitor	
	S.O.P. Number 03-03-05 Vol-CH-Cat.Sub	Approved:  Fire Chief Jeffrey M. Happ
		Issued: 07/08/2004
	Reviewed: 04/01/2011	Revised: 04/01/2022

1 Administration

1.1 Purpose: Use of the Canberra Drover UDR-13BR Radiation Monitor.

1.2 Responsibility: It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

2 Procedures

2.1 Placement and Operation

2.1.1 The UDR-13BR radiation unit shall be placed in the cab of all engine, ladder, and rescue companies. Upon declaration of an "orange" or "red" terrorism threat level, they will be placed on the waist strap of the in-charge position SCBA. The unit should also be utilized on any report of or actual explosion.

2.1.1.1 The unit will normally be carried in the sleep mode this will allow the unit to "wake up" every 5 minutes, vibrate, and give a current rate reading, then return immediately to sleep mode. Batteries will last approximately 1500 hours (two months) in this mode.

2.1.1.2 Personnel can change batteries by replacing the four (4) AAA batteries in the unit.

2.1.1.3 Each day, the officer or in-charge person will verify that the unit is in the sleep mode. A unit that is found running in the "ON" position can be placed back in "OFF" button simultaneously until "SLP" appears, then release, and the unit should go back into the sleep mode.

2.2 Activation

2.2.1 The unit should be taken out of the sleep mode by pressing the "ON/OFF" button for any suspicious incident, i.e. an explosion, the presence of radioactive placards or labels or concerns that the incident might involve terrorism. This will give full time detection of radiation levels on the scene.

2.2.2 After the situation is contained and the scene has been evaluated, return the unit to the sleep mode.

2.3 "RATE" Alarm Procedure

2.3.1 The "RATE" alarm is set to alarm when radiation rates exceed 10 milli-Rad per hour (10 mR/hr). When a "RATE" alarm is sounded, all crews will immediately cease all non-essential or non-life saving activities and back out from the area until the alarm stops. No activity will take place in an area where a rate alarm is sounding with the exception of rescuing viable victims.

2.3.2 Under certain circumstances, people and/or animals who have recently received radioactive medications and/or tests will set off the rate alarm of the UDR-13BR. If appropriate, interview anyone involved with the scene to verify that this is not the cause of the alarm.

2.4 "DOSE" Alarm Procedure



2.4.1 The "dose" alarm is set to alarm when the total dosage of radiation that the unit receives exceeds one (1) rem. Under normal conditions the "dose" alarm will never be exceeded without the "rate" alarm sounding first. The total "dose" is accumulative in the unit from the minute it is first turned on until it is reset. The Office of Research and Development will reset the dose level in the first quarter of the year.

2.4.2 Contact HazMat 4 for instructions immediately whenever a dose alarm is activated on just one unit at a scene.

2.4.3 If multiple units are giving a dose alarm, all crews will immediately cease all non-essential or lifesaving activities and back out from the area until the rate drops below 1mR/hr. Incident commanders will establish an evacuation perimeter around the site, and attempt to investigate the cause of the radiation and/or alarm. Consult the Emergency Response Guidebook for appropriate isolation distances. If no legitimate reasons can be determined for the presence of radiation, a HazMat response will be requested. (The HazMat branch officer will assist in determining the origin and, if needed, contact the appropriate radiation responders at the state and/or federal level.)

2.5 Repair and Calibration

2.5.1 All units found to be defective or in need of repair shall contact the Logistics Center at extension 75480 for evaluation and disposition. The Logistics Center will check calibration once every 18 months. Those that are out of calibration will be sent to a facility to be recalibrated.

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		Revised Date:

- I. **PURPOSE:** Response to Biological Detection System (BDS) alarms at 2323 Citygate Dr.

These procedures are to be considered sensitive and not released to the public.

- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

III. **DEFINITIONS :**

BDS- Biological Detection System – a system in place on mail sorting equipment to detect the presence of harmful contaminants, currently anthrax.



USPS PEMS – Postal Emergency Management System. The organizational system used by the Postal Service in responding to emergencies within their facilities.

P&DF – Mail Processing and Distribution Facility.

VMF – Vehicle Maintenance Facility. Building located at the rear of the Processing and Distribution Facility that will serve as the on-site decontamination area.

- IV. **INTRODUCTION AND BACKGROUND:** The United States Postal Facility at 2323 Citygate Dr. has installed a Biological Detection System (BDS). This system alarms once it has detected the possible presence of a biological agent in its mail sorter. When the system alarms, postal procedures call for notification and response from Columbus Fire, Police and Health Departments. The postal facility will be secured, partially evacuated and employees will be sheltered in certain areas to be tracked, decontaminated, and processed. The Columbus Division of Fire will be the initial command agency for this response until the site is handed off to United States Postal Inspectors. Pre-planning and use of the unified command system with postal authorities, Columbus Police and Columbus Health is critical for an effective response.

- V. **ALARM NOTIFICATION:** Per postal SOPs, for a BDS alarm their personnel will notify Columbus Fire that “a Biological Detection System alarm has been received at the postal facility at 2323 Citygate Dr”. the following phone calls will

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also be made by postal officials to verify that the correct information has been received and dispatched

- A. Columbus Fire Station 4 (614) 221 3132 ext 4404
- B. Columbus Fire ES-2 (614) 221 3132 ext 4450 or (614) 554 9007
- C. Columbus Fire Battalion 6 (614) 221 3132 ext 4456 or (614) 554 8994
- D. Columbus Fire HazMat 1 (614) 774 0550

VI. FIRE ALARM OFFICE DISPATCH OF COMPANIES: Upon receipt of a Biological Detection System alarm, the alarm office shall announce the alarm by stating “We have a Biological Detection Alarm at 2323 Citygate Dr.” and dispatch the following equipment (A.) as well as notify the appropriate agencies and personnel (B. through F.);

- A. 1 engine, 1 ladder, 1 medic, 1 battalion chief, HazMat 4 (engine, medic, rescue, HazMat, and decon) and SO2
- B. Columbus Police
- C. Columbus Health Department
- D. Columbus Fire Public Information Officer
- E. Franklin County Emergency Management Agency
- F. Put out a page to the “bomb squad group”



Regular communications procedures shall be used.

VII. ARRIVAL OF THE ENGINE

- A. Establish “command” if not already established.
- B. Enter by the North Gate and report to the Vehicle Maintenance Facility, (VMF) in the rear to coordinate decontamination activities.
- C. Establish the “VMF division” and maintain radio contact with command.

VIII. ARRIVAL OF THE LADDER

- A. Establish a command post located at the main entrance on the Southeast side of building.
- B. Contact USPS PEMS to verify type of alarm and ascertain if any special needs are required.
- C. Report to VMF division to assist with decontamination activities once relieved of command.

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- D. Take charge of “VMF division” if appropriate and maintain radio contact with command.

IX. ARRIVAL OF THE BATTALION CHIEF


- A. Establish a command post located at the main entrance on the Southeast side of building if not already done
- B. Contact USPS PEMS to verify type of alarm and ascertain if any special needs are required. Establish “unified command” with USPS PEMS and CPD on channel “9 City 1” or other designated channel.
- C. Establish an “ALL CLEAR” with help from PEMS.
- D. Determine if additional resources are needed.
- E. Verify that facility is secured.
- F. Coordinate activities with CPD.
- G. Coordinate activities with Columbus Health Dept.
- H. Establish “HazMat branch” upon arrival of HazMat 4.
- I. Coordinate activities with Division PIO and/or media.
 - 1. A joint media area will be established by CPD.
- J. If CPD has a command van on scene, then either reestablish the command post in this vehicle or send a fire representative to this vehicle to coordinate activities with CPD.

X. ARRIVAL OF THE MEDIC

- A. Report to incident commander.
- B. Be prepared to establish triage or treatment areas, if needed.

XI. ARRIVAL OF HAZMAT 4

- A. Brief with the incident commander
- B. Establish the HazMat branch location in the rear “truck yard”.
- C. Determine the HazMat branch positions and send sheet info to IC.
- D. Verify that Columbus Health and Franklin County EMA have been notified.
- E. Verify that Group 3 employees are being properly decontaminated.
- F. Verify that Group 2 employees are being properly decontaminated.

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- G. Coordinate the entry of postal inspectors and provide back-up teams and technical decontamination for their entry, if needed.

XII. ARRIVAL OF SO2


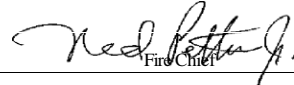
- A. Brief with the incident commander.
B. Perform standard safety activities.

XIII. ARRIVAL OF THE DIVISION PIO

- A. Brief with the incident commander.
B. Brief with postal officials and CPD's PIO to verify statements to be made to the media.
C. Hold media briefing as soon as possible.

XIV. TERMINATION OF FIRE DIVISION INCIDENT COMMAND

- A. Columbus Division of Fire will remain in-charge of this incident until the United States Postal Inspectors have made entry, retrieved the test canister for testing by the Ohio Department of Health, and have accepted control of the building.

	Standard Operating Procedures	
	Subject: HazMat Mutual Aid Response	
	S.O.P. Number 03-03-07 Vol-CH-Cat.Sub	Approved 
	Page 1 of 2	Effective Date: 08/01/2008
		Revised Date:

- I. **PURPOSE:** Mutual Aid HazMat team responses outside of Franklin County. These procedures are to be **considered sensitive and not released to the public.**

- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

- III. **INTRODUCTION AND BACKGROUND:** HazMat 4 is considered a Type I HazMat team by State of Ohio standards. The City of Columbus has agreed that these assets can be used regionally for mutual aid responses.


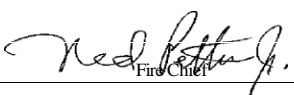
 The HazMat Team is equipped with a primary vehicle, HazMat 4 (HZ4) and a second vehicle similarly equipped, HazMat Support Unit 4 (HSU4). These vehicles can be used in tandem at one large incident or separate at two different incidents.

- IV. **MUTUAL AID REQUEST:** The Fire Alarm Office will be the initial contact for all HazMat mutual aid requests. Upon receipt of a request for a HazMat team mutual aid response the FAO will obtain a contact number for the Incident Commander/dispatch center requesting the mutual aid, or connect them directly to Station 4. The FAO will inform the Incident Commander/dispatch center that HZ4 will contact them directly. The FAO will then contact the HazMat officer at Station 4 with the contact information.

 The HazMat officer at Station 4 will gather information on the request, such as location and type of incident. He/she will determine the urgency of the needed response and possible duration of the response. The HazMat officer will then contact ES-2 with recommendations on the appropriate response and/or for permission to respond.

 The HazMat officer will again contact the Incident Commander/dispatch center with the answer from ES-2 on if and how the HazMat team will respond. At this point the HazMat officer will determine which MARCS radio communications channel will be utilized for contact as the team approaches the area. Directions to the affected area will also be determined.

- V. **RESPONSE OPTIONS:** Upon receipt of a request for mutual aid the HazMat officer shall determine the best response option from the following:
 - A. Option 1; an immediate emergency response to include HZ4, Medic 4 and Rescue 4. This should be limited to responses in which response time is critical and the length of time needed will be limited (less then 12 hours).



	Standard Operating Procedures	
	Subject: HazMat Mutual Aid Response	
	S.O.P. Number 03-03-07 Vol-CH-Cat.Sub	Approved  <small>Fire Chief</small>
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		Revised Date:

HSU4 will remain behind to be staffed by other on-duty HazMat techs or by special called off-duty Station 4 HazMat techs. One HazMat officer and three HazMat firefighters will be moved up to station 4 or called in. ES-2 will determine if a call in is needed.

- B. Option 2; a delayed response in which off-duty crews (preference will be given to Station 4 assigned personnel) will be called in to staff HZ4 and Medic 4 (one HazMat officer and nine HazMat firefighters). This response should be able to leave Station 4 within one hour from the request. An offer to contact off-duty HazMat technicians for ES-2 will be made by the HazMat officer. Personnel responding must be capable of remaining on the mutual aid scene for a maximum of 24 hours. This response would be used any time that a concern that a second incident is likely and/or the duration of the response could be greater than 12 hours. The HazMat Support Unit would be left behind to be staffed by the on-duty crew.

VI. HAZMAT TEAM MUTUAL AID RESPONSES SOP

- A. HazMat 4 will follow the standard HazMat team SOP (SOP# 03-03-02) while operating at any mutual aid response.
- B. The HazMat officer must collect information on how and who to bill for the incident from the Incident Commander prior to leaving the scene.
- C. Regular and timely updates to Columbus Fire (ES-2, Special Ops 1, and/or HazMat 1) should be made by the HazMat officer.

	Standard Operating Procedures	
	Subject: Radiological Emergency	
	S.O.P. Number 03-03-09 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page 1 of 6	Effective Date: 01/15/2009
		Revised Date:

- I. **PURPOSE:** The purpose of this procedure is to provide guidelines for a safe response to a suspected radiological event by first responders.
- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

III. **PROCEDURE:**

A. RESPONDER LEVELS

FIRST RESPONDER OPERATIONS LEVEL: Firefighters will be trained at the minimum to the First Responder Operations Level. Operations level personnel are expected to take **defensive** actions without trying to stop the release, for the purpose of protecting persons, property, and the environment. Their function is to contain the release from a safe distance, keep it from spreading, and protect exposures.

HAZARDOUS MATERIALS TECHNICIAN: All HazMat team personnel will be trained to the Hazardous Materials Technician Level. HazMat Technicians respond to a hazardous materials incident in an **offensive** manner for the purpose of stopping the release.



ON-SCENE INCIDENT COMMANDER: Assumes control of the incident beyond the first responder awareness level. This individual must have minimum training at the first responder operations level with additional knowledge of state, local, and federal response plans.

B. LEVEL I STAGING FOR A RADIOLOGICAL EVENT

FIRST ARRIVING UNIT

1. Response

Approach from upwind and uphill if possible. Do not drive through vapor or dust clouds. Avoid rushing in before sizing-up the situation. Determine if the risk is life, property, or environment?

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Establish command. Determine and announce a safe staging area (minimum of 1/4 mile away, approximately 2.5 city blocks) for all other responding units. Avoid staging too close to the hazard.

2. Isolate the scene.

Isolate the hazard and deny entry of unprotected personnel into the hazard area. Avoid exposure to all chemicals and vapors.

Perform rescue of victims while wearing full structural firefighting protective clothing (SFPC). **DO NOT** enter visible vapor/dust clouds for rescue purposes. The use of SFPC into a hazardous atmosphere should be limited to a “**quick in-and-out**” to execute **only a life-saving rescue**. Additional personnel should not enter the hazard area without being ordered to do so, if help is needed for rescue, request assistance through the incident commander.

Responders shall wear full structural firefighting protective clothing while performing “emergency decontamination” procedures. Victims and rescuers will be decontaminated, before removing their outer layer of clothing.



Time in the “Hot Zone” for rescue should be limited to the use of one SCBA air bottle. After using the initial air bottle, the rescuer shall exit the “Hot Zone” area, be decontaminated, and evaluated by EMS.

3. Evaluate the scene.

Initially a 330’ minimum hot zone around suspected device or area shall be secured if no radiation meters are present on the scene. This information can be found in the Emergency Response Guidebook (guide 163) for “Initial Isolation” and/or “Evacuation Distances” for radiological incidents.

If the Canberra UDR-13 radiation pagers are available, turn them on and use them in the “rate mode” to establish a hot zone perimeter at the 1000mR (1R)/hr point. The command post can be established in any area with less than 10mR/hr.

If the 715 survey meter is available, it can be used just like the Canberra UDR -13. Turn it on and use it to establish a hot zone perimeter at the

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1000mR (1R)/hr point. The command post can be established in any area with less than 10mR/hr.

Gather information from:

- Occupancy
- Container shape
- Markings or colors
- Placards or labels
- Shipping papers
- MSDS sheets
- Victim signs and symptoms

Try to determine the hazard(s) involved.

Determine what resources are needed and direct their placement.

Separate decontaminated rescuers and victims for triage, treatment, and transportation by EMS units and/or the Hazmat team.

Take protective action.

Evacuation may be the best protective action if there is enough time.

Consider evacuation when the following are present:

- Flammable vapors presence (massive fire or explosion)
- Long-term vapor presence



The following situations may justify sheltering in-place:

- Short-duration incidents
- Short-term vapor clouds
- Greater hazard to attempt to move people
- Impractical to move people

4. Mitigation

Perform "operation level" **defensive** actions to control, contain, or confine the product. Keep the product out of the sewer, storm-drains, and waterways. The following defensive actions should be considered:

- Damming- (overflow or under flow)
- Diking to retain liquids

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- Diversion to redirect liquids to a more desirable location
- Absorption
- Removal of all ignition sources

C. INCIDENT COMMANDER

For “WORKING RADIOLOGICAL INCIDENTS” ensure that the following organizations are notified:

Hospital Incident Liaison (the HIL)
Ohio Department of Health – Radiation Protection
Franklin County Emergency Management & Homeland Security
Central Ohio Poison Control
Ohio EPA
Columbus Public Health/Franklin County Board of Health

Be advised, the Columbus Fire Alarm Office can activate their Radiation Incident Notification Group to notify hospitals in Franklin County as well as the organizations listed above that a radiological event is in progress.

Other considerations for notification include:

Sewers & Drains and Streets Departments.
52nd Civil Support Team – WMD
FBI, if it is a suspected terrorism incident.

Consider the declaration of a Medical Emergency if more than 5 victims are involved.

D. REMAINING ENGINES AND/OR LADDERS



Follow standard staging procedures from a designated “safe” area.

E. RESCUE COMPANY

Report to the staging area and be prepared to assist the hazardous materials branch officer with entry and back-up duties.

F. MEDIC TRANSPORT UNIT AND EMS OFFICER

Report to the staging area and be prepared to triage, treat and transport decontaminated victims.

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Ensure that hospitals have been notified to expect victims of a radiological event. Include, if possible, the type of radiological hazard, number of victims, the extent of on-scene decontamination, and the estimated time of arrival.

G. ARRIVAL OF HAZMAT TEAM/ BOMB SQUAD

The officer of the Hazmat/Bomb Squad will report to and obtain briefing from the Incident Commander.

Besides utilizing the standard operating procedures of the HazMat team and/or the Bomb Squad consider the following:

Using the UDR-13 pagers or the 715 Survey meter set-up (or verify) that proper zones have been established:



Hot Zone: perimeter at 1000mR (1R)/hr

Warm Zone: the decontamination corridor. This area is only for those in direct support of the entry and back-up teams.

Cold Zone: The Command Post established at an area of a level less than 10 mR/hr.

While completing a contamination survey inside hot zone:

- Wear Level B or Level C PPE as appropriate
- Use Dosimeter's to monitor dose rate of all entry team members
- Maximum dose 5000mrem
- Check dosimeters every 15 minutes
- Document each entry team member's received dose
- Calculate entry time and/or time remaining based on "dose rate" (1000mR(1R)/hr for 5 hours = 5000mrem dose)
- Use Contamination monitor (LUDLUM MODEL 3 SURVEY METER with MODEL 44-9 PANCAKE DETECTOR) to identify contamination and "Hot Spots" (concentrated contamination)
- Start on x100 scale - move to lower scales until readings are seen
- Use a sweeping motion, < 2 inches from ground or individual, moving across at less than 4 inches per second
- Identify areas of contamination in units of CPM (Counts per Minute)

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- Use audio to help guide to highest readings (if desired)
- Read the instrument dial. Multiply the highest value by the instrument setting (x1, x10, x100) (Example: 2000 CPM on x10 setting = 20,000 CPM)
- Document Dose Rate and Contamination survey results on a simple diagram showing landmarks, readings, and distances

Radioactive material Identification

If the instrumentation is available, use the Isotope Identi-Finder to establish isotope. Inform all previously notified agencies and the Incident Commander of results.

H. TERMINATING THE INCIDENT

Gather information for reports and documentation.


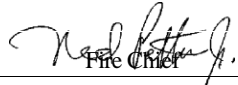
Document all responders and the amount of time estimated that they spent in the Hot Zone.

During the debriefing, all personnel should be informed of the material(s) that were involved and what the health hazards are, the symptoms of exposure, and when and where they should receive treatment.

Critique the incident

I. REFERENCES

- 2008 Emergency Response Guidebook; U.S. Department of Transportation
- Handbook for Responding to a Radiological Dispersal Device, September 2006; Conference of Radiation Control Program Directors, Inc.
- Key Elements of Preparing Emergency Responders for Nuclear and Radiological Terrorism (Commentary No. 19), December 2005; National Council on Radiation Protection and Measurements

	Standard Operating Procedures	
	Subject: Police and Fire Ranks	
	S.O.P. Number 03-04-01 Vol-CH-Cat.Sub	Approved  Fire Chief
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		Revised Date: 02/01/1999

- I. **PURPOSE:** The purpose of this procedure is to identify rank structures within the Divisions of Police and Fire for use at joint emergency scenes.
- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.
- III. **Introduction:** In order to better coordinate efforts between the Division of Police and Division of Fire at scenes of joint operations, an understanding of the rank structure within both Divisions is necessary. Joint operations will be handled more expediently and efficiently if members of both Divisions can readily identify the ranking personnel on the scene. It is not necessary that the various duties and responsibilities of the various ranks within a given Division be known by all members of the other, it is only necessary that command and/or supervisory personnel at scenes of joint operations be recognizable to all Department of Public Safety personnel who are present.

It is for this reason that the following information is being presented to all members of the Divisions of Police and Fire. The rank structure for each Division is listed in increasing level of authority. Additionally, a description of appropriate rank insignia and/or uniform appointments are presented.

IV. **Ranks Within the Division of Police**

All Supervisors within the Division of Police wear gold breast and hat badges that display their rank. The chin strap of a police supervisor's hat is gold.



A. There are five (5) supervisory ranks within the Division of Police.

1. **Sergeant**

Sergeants within the Division of Police are comparable to Lieutenants within the Division of Fire. Insignia for the rank of Police Sergeant are chevrons that are displayed on their shirt collars and on the sleeves of their jacket or coat.

2. **Lieutenant**

Lieutenants within the Division of Police are comparable to Captains within the Division of Fire. Insignia for the rank of Police Lieutenant are single silver bars embroidered on cloth shoulder boards that are worn on the epaulets of the uniform shirt. Single

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metal bars are pinned to the epaulets of the uniform coat. Coats worn by Police Lieutenants may display a single 1/2 inch wide gold silk braid on both sleeves, 2 1/2 inches from the cuffs.

3. **Commander**


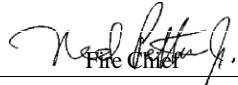
A Commander within the Division of Police is comparable to a Battalion Chief within the Division of Fire. Insignia for the rank of Police Commander are single silver oak leaves embroidered on cloth shoulder boards that are worn on the epaulets of the uniform shirt. Single metal oak leaves are pinned to the epaulets of the uniform coat. Coats worn by Police Commanders may display three single 1/2 inch wide gold silk braids on both sleeves, 2 1/2 inches from the cuffs. The visor of a Police Commander's uniform hat displays a gold gilt spray design.

4. **Deputy Chief of Police**

Deputy Chiefs within the Division of Police are comparable to Assistant Chiefs within the Division of Fire. Insignia for the rank of Police Deputy Chief are two silver stars embroidered on cloth shoulder boards that are worn on the epaulets of the uniform shirt. Two metal stars are pinned to the epaulets of the uniform coat. Coats worn by Police Deputy Chiefs may display a single 2 inch wide gold silk "Dure Lace" braid on both sleeves, 2 1/2 inches from the cuffs. The visor of a Police Deputy Chief's hat displays a gold gilt spray design.

5. **Chief of Police**

The Chief of Police is comparable to the Fire Chief. Insignia for the rank of Chief of Police are four silver stars embroidered on cloth shoulder boards that are worn on the epaulets of the uniform shirt. When the uniform coat is worn, four metal silver stars are pinned to the epaulets of the coat. The coat worn by the Chief of Police may display a single 2 inch wide gold silk "Dure Lace" braid on both sleeves, 2 1/2 inches from the cuffs. The visor and the frame band of the hat worn by the Chief of Police displays a gold gilt spray design.

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V. Ranks Within the Division of Fire

All supervisors within the Division of Fire possess gold breast and hat badges that display their rank. Battalion Chiefs, Captains and Lieutenants do not normally wear breast badges while on duty. Instead, Battalion Chiefs, Lieutenants and Captains wear Navy Blue shirts with their ranks and names embroidered on them in the left chest area with collar rank insignias. Dress hats and coats are only worn by Division of Fire personnel for ceremonial purposes.

A. There are six (6) supervisory ranks within the Division of Fire.

1. Lieutenant


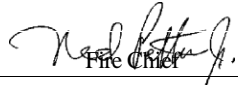
A Lieutenant within the Division of Fire is comparable to a Sergeant within the Division of Police. A Fire Lieutenant's badge and helmet shield displays a single standing bugle. Helmets worn by Fire Lieutenants are red and may display a single white horizontal stripe on the back. Normally, at the scene of a fire or a medical emergency a Lieutenant will be wearing a Navy Blue shirt that has their rank and name embroidered on the left chest area with collar rank insignia of one standing bugle. An EMS Lieutenant will be wearing the same.

2. Captain

A Captain within the Division of Fire is comparable to a Lieutenant within the Division of Police. A Fire Captain's badge and helmet shield displays two standing bugles. Helmets worn by Fire Captains are red and may display two white horizontal stripes on the back. Normally, at the scene of a fire or a medical emergency, a Captain will be wearing a Navy Blue shirt that has their rank and name embroidered on the left chest area with collar rank insignia of two standing bugles. An EMS Captain will be wearing the same.

3. Battalion Chief

A Battalion Chief within the Division of Fire is comparable to a Commander within the Division of Police. A Battalion Chief's badge and helmet shield depict two (2) crossed bugles. Helmets will be white and shirts will be Navy Blue with collar insignia of two crossed bugles. Normally, the turnout coat worn by a Battalion Chief will be white.

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4. **Deputy Chief**



The rank of Deputy Chief within the Division of Fire falls between the ranks of Commander and Deputy Chief within the Division of Police. A Deputy Chief's badge and helmet shield depict three (3) crossed bugles. Helmets worn by Deputy Chiefs are white. Shirts will be Navy Blue with collar insignia of three crossed bugles. Normally, the turnout coat worn by a Deputy Chief will be white.

5. **Assistant Chief**

An Assistant Chief within the Division of Fire is comparable to a Deputy Chief within the Division of Police. An Assistant Chief's badge and helmet shield depict four (4) crossed bugles. Helmets worn by Assistant Chiefs are white. Shirts will be white with collar insignia or shoulder boards of four crossed bugles. Normally, the turnout coat worn by an Assistant Chief will be white.

6. **Fire Chief**

The Fire Chief is comparable to the Chief of Police. The Fire Chief's badge and helmet shield depict five (5) crossed bugles. The Helmet will be white and the shirt worn by the Fire Chief will be white with collar insignia or shoulder boards of five crossed bugles. Normally, the turnout coat worn by the Fire Chief will be white.

	Standard Operating Procedures	
	Subject: Police and Fire Joint Operational Incidents	
	S.O.P. Number 03-04-02 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page 1 of 14	Revised Date: 05/25/2013
	Effective Date: 06/15/1996	Reviewed Date:

Section 1 Administration

1.1 Purpose: The purpose of this procedure is to identify operational responsibilities of Police and Fire Personnel at joint emergency incidents.

1.2 Responsibility: It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

1.3 Introduction: It is not uncommon to have members of the Columbus Division of Police and the Division of Fire respond to the same operational scene. There are a wide variety of circumstances that require the expertise of the personnel from both Divisions. This directive will identify various types of joint operational scenes, and describe in general terms the duties, responsibilities and procedures of police and fire personnel at those scenes.

Section 2 Fire/Emergency Medical Scenes

2.1 Operational control of a fire or a medical emergency scene rests with the Division of Fire. Support services by the Division of Police are to be provided as needed.

2.2 Police Personnel

2.2.1 Provide support services (traffic control, crowd control, etc.) to the Division of Fire as requested by ranking on scene Division of Fire personnel or as directed by a police supervisor.

2.3 Ranking police official at the scene or precinct sergeant

2.3.1 Seek out and communicate with the ranking Fire official at the scene in order to determine what, if any, support needs to be provided.

2.3.2 Communication can either be in person or via the Police-Fire talkgroup of the 800MHz radio system. If opting to speak with the Division of Fire over the Police-Fire talkgroup, it may be necessary to have the police communications

center contact the fire alarm office and make a specific request that the desired personnel from the Division of Fire switch to the talkgroup.

2.4 Fire Personnel

2.4.1 Take immediate necessary action to preserve life, minimize property damage, and contain the situation.

2.5 Ranking fire official at the scene

2.5.1 Communicate or cause to be communicated to the ranking police official at the scene, or his/her designee, the needs of the Division of Fire.

2.5.2 Communication can either be in person or via the Police-Fire talkgroup. If opting to speak with the Division of Police over the Police-Fire talkgroup it may be necessary to have the fire alarm office contact the police communications center and make a specific request that the desired police personnel switch to the talkgroup.

Section 3 Crime Scene/EMS

3.1 The scene of a crime that involves a medical emergency can tax the professionalism of police and fire personnel like no other. The considerations and concerns of the two separate divisions at scenes of this nature are often at odds. Cooperation between police and fire personnel is essential at these types of joint operations. Without cooperation, lives may be needlessly lost and/or dangerous criminals may remain free.

3.2 Operational control of the crime scene rests with the Division of Police. Operational control of the medical emergency rests with the Division of Fire. By its very nature, the medical emergency will initially take precedence over crime scene considerations. Police personnel will not, in any way, hamper the efforts of fire personnel involved in a medical emergency. Likewise, while carrying out their procedures, fire personnel shall make a conscientious attempt not to disturb or contaminate the crime scene any more than absolutely necessary. Once the victim(s) of the medical emergency are stabilized and the medical emergency ceases to exist, as determined by the Fire Incident Commander, operational control of the scene will be relinquished by the Division of Fire to the Division of Police. It is essential that the highest ranking representatives of each division develop, demonstrate and maintain the highest degree of professionalism and cooperation.

3.3 Normally, the highest ranking police official at a crime scene will be a sergeant. The highest ranking fire official at the scene will be a battalion chief. It will be the joint responsibility of these individuals to ensure that the Emergency Medical Services (EMS) personnel are permitted to carry out their responsibilities and that they do so in such a manner as to minimize contamination of the crime scene.

3.4 Police Personnel

3.4.1 It is the duty of the first police officer on the scene to accomplish the following tasks in the following order:

3.4.1.1 Administer lifesaving care to injured persons if capable.

3.4.1.2 Apprehend the perpetrator.

3.4.1.3 Identify, retain and isolate witnesses.

3.4.1.4 Contain the scene, establishing a single point of entry. Direct anyone who has a legitimate need to enter the scene to the established single point of entry.

3.4.1.5 Request the presence of a police supervisor.

3.4.1.6 Do not allow any unauthorized personnel to enter the scene regardless of their rank or position.

3.4.1.7 Do not reenter the scene, unless directed by the officer in charge of the investigation.

3.4.2 An officer may deviate from this response if the situation warrants. For example, if Division of Fire personnel are on the scene, the officer would not become involved in the care of injured persons.

3.4.3 If, after securing the scene, the officer determines that Division of Fire personnel are needed, the officer will so advise on both the main police talkgroup and the Police-Fire talkgroup.

3.4.3.1 If there is any possibility, no matter how slight, that the victim's life can be saved, the scene will be considered a medical emergency. The officer will summon Division of Fire personnel to the scene. Police personnel will advise fire personnel of the general nature and cause of the victim's injuries. The minimum number of EMS personnel necessary to address the medical emergency, as determined by a fire supervisor, shall be allowed access into the immediate crime scene to administer life saving treatment.

3.4.3.2 In the case of a decapitated or decomposing body, the scene will be considered to be a crime scene, and the officer will cancel the Division of Fire and notify the appropriate Investigative Subdivision personnel. Fire personnel may only be cancelled prior to their arrival on the scene. Police supervisory and/or investigative personnel will determine what specialized personnel will be needed as the processing of the scene progresses, including those needed to formally pronounce death, and when they will be allowed access to the scene.

3.4.4 It will be the responsibility of the highest ranking police official to make contact with the highest ranking fire official at the scene and to act as a liaison between EMS personnel and the police. With the highest ranking fire official at the scene, the highest ranking police official will ensure that EMS personnel are

permitted to carry out their responsibilities and that they do not unnecessarily contaminate or disturb the crime scene.

3.4.5 Notwithstanding the importance of crime scene preservation, the welfare of the victim and the safety of Division of Fire personnel will be of primary concern to Division of Police personnel at the scene of any crime that involves a medical emergency. Fire personnel may request that police personnel move an object that is located in the scene for reasons of safety or to enable them to carry out their duties. Moving any objects in the crime scene shall be considered a last resort. The preferred course of action will be to stand guard over the item until the scene is processed by Investigative Subdivision personnel. If it becomes necessary to move anything in the scene, the movement will be reported to the investigating detective as soon as possible.

3.4.6 Once Division of Fire personnel have left the crime scene they shall not be allowed to reenter the scene without the approval of the police official in charge.

3.4.7 A crime scene log will be initiated by police personnel and will include the names of all individuals, including Division of Fire personnel, who entered the scene, along with a brief explanation of their reason for entering the scene.

3.5 Fire Personnel

3.5.1 Division of Fire personnel may respond to, and rendezvous at, a nearby location when there is an indication that a crime has been or is being committed. This will allow police personnel to arrive first and secure the scene. Fire personnel may respond directly to the scene prior to police arrival when fire personnel have reason to believe that they can do so safely.

3.5.1.1 Once notified that the scene is secured and that a medical emergency exists, fire personnel will proceed to the scene and make contact with the ranking police official on the scene, or his designee.

3.5.1.2 If notified that no medical emergency exists, fire personnel may clear the area and return to service.

3.5.2 If advised that a victim in the scene requires medical treatment, the minimum number of EMS personnel necessary to address the medical emergency, as determined by a fire supervisor, will enter the scene and institute life saving procedures.

3.5.3 It will be the joint responsibility of the highest ranking representatives of both Divisions to seek out and communicate with each other. With the highest ranking police official at the scene, the highest ranking fire official will ensure that EMS personnel are permitted to carry out their responsibilities and that they do so without unnecessarily contaminating or disturbing the crime scene. While performing their duties, Division of Fire personnel shall make a conscientious effort to not disturb or contaminate the crime scene any more than absolutely necessary.

3.5.4 Evidentiary Considerations

3.5.4.1 Each and every item located in a crime scene, whether or not it was used in the commission of a crime, is considered to be evidence. This includes items that are normally within the perimeter of the crime scene, as well as items that were brought in from elsewhere.

3.5.4.2 Upon leaving a crime scene, Division of Fire personnel are not to clean up after themselves, except that hazardous materials such as needles or other items that have contacted body fluids may be collected for disposal provided the hazardous material has not become intermingled with evidence. Fire personnel are to notify police of material placed at the scene by fire personnel.

3.5.4.3 All Division of Fire personnel needing to enter and exit the scene will enter and exit at a single point, when, in the judgment of the fire official in charge, this can be done without compromising or delaying patient care. Ideally, police personnel will be at the scene prior to fire personnel and will have already established the point of entry/exit. However, if fire personnel arrive first, they will select a single point of entry and advise police personnel of the location of that point. If possible, the point selected should not be the point obviously used by any criminal suspect.

3.5.4.4 Fire personnel will not move firearms or other weapons unless it is absolutely necessary to do so for reasons of safety or so that lifesaving procedures can be carried out. For example, a gun must be taken from a living victim before the victim is transported to the hospital. If time permits, police should move the gun. It should be remembered that guns do not fire by themselves. A gun is safer lying on the floor than it is while being picked up and moved. Keep in mind that the scene is secure, and the only people in the scene are police and fire personnel, along with the injured victim.

3.5.4.4.1 If there is a gun or other weapon in the scene, advise a police officer. The officer will decide whether or not the weapon will be moved or guarded. Be aware that officers have been instructed to move items, including weapons, only as a last resort.

3.5.4.4.2 If no officer is available and fire personnel feel that the weapon must be moved then the following guidelines are to be followed:

3.5.4.4.2.1 If possible, mark the weapon's location prior to moving it and notify the ranking police official at the scene as soon as possible.

3.5.4.4.2.2 Handle the weapon in such a way as to preserve evidence. Wear gloves if possible. Handle only rough surfaces, such as serrated grips on a firearm. Touch as little of the surface as possible and handle the object by touching areas not normally touched when the object is normally handled.

3.5.4.4.2.3 Do not wipe blood from weapons.

3.5.4.4.2.4 Do not pick a gun up by sticking any object through the trigger guard or down the barrel.

3.5.4.4.2.5 Do not activate or deactivate a safety lever on a semi-automatic firearm. There have been documented cases of semi-automatic firearms being converted to fully automatic. When the position of the safety lever on some of these weapons is changed, the gun automatically begins firing and will not stop until it is out of ammunition.

3.5.4.4.2.6 Do not unload any firearms.

3.5.4.4.2.7 The firefighter who moved the weapon, or any other object, will provide his/her name and assignment to Police, and will specifically advise that he/she handled the object. It may be necessary to subpoena the firefighter to testify in subsequent court proceedings.

Section 4 Traffic Accident with Injuries

4.1 As is the case with crime scenes that involve medical emergencies, operational control of the medical emergency arising out of a traffic accident rests with the Division of Fire until relinquished to the Division of Police. The medical emergency will take precedence over evidentiary concerns. It will be the joint responsibility of the highest ranking representatives of both divisions to seek out and communicate with each other so that EMS personnel are permitted to carry out their responsibilities and that they do so in such a manner as to minimize contamination of the accident scene.

4.2 Police Personnel

4.2.1 The role of police at the scene of any traffic accident is to determine the severity of the accident, to request any necessary emergency medical services, to preserve the scene of an accident resulting in severe injury or death, to conduct an investigation into the accident, and to reestablish traffic flow.

4.2.2 When Division of Fire personnel respond to the scene of a traffic accident involving injuries, the safety of Fire personnel and the injured will be the primary objectives. To address these objectives, the fire Incident Commander may choose to have fire vehicles block one or more lanes of traffic. The Fire Incident Commander will then delegate traffic control duties to police personnel and reestablishing traffic flow will become a secondary objective. The Fire Incident Commander will determine when fire vehicles will be moved and when partial or total traffic flow can be safely established. The Fire Incident Commander shall be mindful that once medical treatment and transport of victims is complete, restoring traffic flow should be a priority. This may include fire rescue apparatus moving off of the roadway or to another location to complete re-loading their equipment into their apparatus.

4.2.3 The Police officer who is assigned to complete the accident report, or hold the scene in the event of an accident that results in severe injury or death will be responsible for obtaining from fire personnel as much information about the Division of Fire's activities at the accident scene as possible. Fire personnel will advise police personnel of any major alterations to the accident scene, such as damage to vehicles as the result extricating victims, repositioning of vehicles, etc.

4.3 Fire Personnel

4.3.1 Fire personnel may be requested to neutralize a hazard, such as oil or diesel fuel in the roadway. Fire personnel will provide this type of service if requested, as permitted by law.

4.3.2 Occasionally, the police personnel request that fire personnel provide lighting at the scenes of accidents. Unless a hazardous situation exists, fire apparatus will not normally be used for this purpose.

4.3.3 Fire personnel will respond, on emergency, to any report of a traffic accident involving injuries. With patient care and the safety of Division of Fire personnel as their primary objectives, fire personnel will handle the incident with consideration for the contamination of a possible crime scene. Relevant facts and any significant statements made by citizens at the scene will be properly recorded on the EMS report.

4.3.4 Fire personnel will provide information about the condition of the scene upon their arrival, including the position of the vehicles; the identity of any possible witnesses to the accident who are known to them; any statements made by any of the parties involved in, or witnesses to, the accident; any alterations made to the scene, such as damage to vehicles as the result of extricating victims; the call numbers of the responding units; the name of the individuals treated or transported; and the facility to which victims were transported.

4.3.5 When there is a strong possibility that the accident will result in a fatality, Division of Fire personnel are not to clean up after themselves, except hazardous materials such as needles or other items that have contacted body fluids may be collected for disposal provided the hazardous material has not become intermingled with evidence. Notify police of the material that was placed in the scene by fire personnel.

4.3.6 As soon as practical, fire personnel will advise police personnel of the victim's condition. Of primary concern to police is the risk of death to a victim. A traffic fatality requires that the scene be held and that the accident be investigated by Accident Investigation Unit detectives. Fire personnel will also provide the names of all persons treated or transported by them, as well as the apparatus number of the EMS unit that provided treatment or transportation, and the name of the facility to which the victims were transported.

Section 5 Bomb Scene

Note: Police and fire personnel at a bomb scene will confer at the field command post, staging area, or evacuation area to coordinate their response.

5.1. Police Communications Center Personnel

5.1.1 Upon receiving information that an explosive device may be located in a motor vehicle:

5.1.1.1 Dispatch a patrol sergeant and an officer to the scene.

5.1.1.2 Notify the fire alarm office and ask the Division of Fire to alert the bomb squad.

5.1.1.3 Notify the Special Services Bureau, Homeland Security Section, Criminal Information Unit (CIU) designee.

5.1.2 Upon receiving information that a suspected explosive device has actually been found at any location:

5.1.2.1 Dispatch a patrol sergeant and the district cruiser to the scene.

5.1.2.2 Notify the fire alarm office and request that the Division of Fire's bomb squad respond.

5.1.2.3 Notify the Special Services Bureau, SWAT Section Lieutenant or designee, and the CIU designee.

5.1.3 Upon receiving information about a bomb threat, dispatch a patrol sergeant and an officer to the incident.

5.2 Police Personnel Responding to the Scene

5.2.1 Do not operate, or allow to be operated, electronic devices within the perimeter as required by the Homeland Security Bomb Threat Stand-off card, as determined by the threat. Such devices include, but are not limited to, vehicle or portable radios, beacons, MDCs, pagers, and cellular telephones. Any device that sends or receives a signal could possibly trigger an electronic detonation device. Refer to the Evacuation cards in Section X.

5.2.2 Secure the target area.

5.2.3 Columbus Fire Bomb Squad canine(s) may be requested to assist in the search of a bomb threat situation. Advise Communications Bureau personnel to notify the Division of Fire of request.

5.2.4 Advise communications center personnel to notify the Division of Fire of any hazardous materials or military ordnance at the scene.

5.2.5 In a bomb threat situation where nothing has been found, leave the decision to evacuate a school or other building to the manager, supervisor or owner of the facility. However, in an evacuation, assist in moving occupants to an area of safety.

5.2.6 Leave the search of a motor vehicle to the bomb squad. Otherwise conduct a search for suspicious packages or devices only in areas accessible to the public.

5.2.6.1 Ask employees of residents who are familiar with the premises to help conduct the search, particularly in areas not accessible to the public.

5.2.6.2 If it is necessary to search a school, request that school employees help conduct the search. Should they refuse, the responding sergeant is to notify the School Investigative Unit and request assistance with the search.

5.2.6.3 If the location of the bomb is not given, begin by searching a building's exterior and work inward, from the bottom to the top. Vehicles should be examined from the exterior only, do not open vehicle doors or stand on running boards, etc. which might disturb the vehicle.

5.2.6.4 Advise persons responsible for the premises to leave windows and doors open to minimize potential structural damage.

5.2.7 If a bomb threat was made, but no explosive device is found, complete an incident report. Forward a copy to the Bomb Squad Commander.

5.2.8 If a suspected explosive device is found:

5.2.8.1 Do not touch or move the device.

5.2.8.2 Evacuate the area.

5.2.8.3 Notify the Division of Fire. Turn over operational control of the scene to fire personnel until the device is rendered safe.

5.2.8.4 Notify the SWAT Section Lieutenant or designee and the CIU designee. If there appears to be a terrorist connection, also advise the Terrorist Early Warning (TEW) Unit.

Note: The on-scene Patrol Incident Commander, in consultation with the Bomb Squad leader, will initiate SWAT reporting to the scene as necessary.

5.2.8.5 Establish a safety perimeter of at least the perimeter as required by the Homeland Security Bomb Threat Stand-off card, as determined by the threat. Refer to the Evacuation Cards in Section X.

5.2.8.6 Keep all persons out of the line of sight of the explosive device, away from glass and other flying debris that could be propelled by an explosion.

5.2.8.7 Provide support services, such as traffic control, crowd control, or evacuation, as needed and requested by the Division of Fire

5.2.8.8 Complete an incident report.

5.2.8.9 Leave explosive materials in the custody of the bomb squad. Do not take explosives to the Property Control Unit.

5.2.9 If there is an explosion that results in a fire or medical emergency:

5.2.9.1 Obtain medical assistance for injured persons, and render first aid when possible until appropriate assistance arrives.

5.2.9.2 Notify the Division of Fire and turn operational control of the scene over to fire personnel until the fire is extinguished or the medical emergency is stabilized.

5.2.9.3 Notify the SWAT Section Lieutenant or designee and the CIU designee.

5.2.9.4 Establish a safety perimeter in all directions based on the Homeland Security Bomb Threat Stand-off card, as determined by the threat. The perimeter needs to expand beyond the furthest piece of evidence (blast fragments) and will move as the situation dictates. Refer to the Evacuation Cards in Section X.

5.2.9.5 Secure the crime scene and guard it until relieved by the supervisor or investigator in charge.

5.2.9.6 Provide support services such as assisting in the search for secondary explosive devices, as requested by the Division of Fire.

5.2.9.7 Complete an incident report.

5.2.10 With the exception of fire investigation (when no other crime is involved), the subsequent criminal investigation of the incident will be under the control of the Division of Police in cooperation with the Division of Fire and any other agency that has jurisdiction. Fire investigation (when no other crime is involved) will be the responsibility of the Division of Fire with the cooperation of the Division of Police.

5.3 Fire Personnel

5.3.1 Division of Fire personnel will only be dispatched to a bomb call:

5.3.1.1 If a suspected explosive device is found;

5.3.1.2 If a suspected explosive device is found in, or reported to be in, a motor vehicle; or

5.3.1.3 If there is an explosion, fire, or medical emergency.

5.3.2 If a suspected explosive device is found, or if there is an explosion, Division of Fire will assume operational control of the scene until the device is rendered safe, the fire extinguished, or the medical emergency is stabilized.

5.3.3 The Division of Fire will be responsible for the investigation of arson and related offenses.

5.3.4 If the incident involves a crime other than only arson and related offenses, such as homicide, the Division of Fire will cooperate with the Division of Police and/or any other organization with jurisdiction during any subsequent criminal investigation of the incident. The organization investigating the more significant offense will be the primary investigative unit, unless agreed to by Division of Police detectives and Division of Fire investigators.

Section 6 Drowning Scenes

6.1 Types of drowning scenes:

6.1.1 Rescue scenes exist when there is a possibility, no matter how slight, that the victim's life can be saved. Rescue scenes are under the operational control of the Division of Fire. In a cold water drowning, the drowning victim(s) may be viable for sixty minutes or more.

6.1.2 Recovery scenes exist when there is obviously no possibility that the victim's life can be saved. Recovery scenes are under the operational control of the Division of Police.

6.1.3 Undetermined scenes, at which the type of scene is not readily apparent, which will be considered rescue scenes under the operational control of the Division of Fire

6.2 Police Personnel

6.2.1 Upon notification of a possible drowning, the police communications center will notify the fire alarm office so that appropriate rescue equipment can be dispatched.

6.2.2 Assume operational control of recovery scenes.

6.2.3 Provide support services to the Division of Fire at rescue scenes.

6.3 Fire Personnel

6.3.1 Upon notification of a possible drowning through a source other than the Division of Police, notify the police communications center.

6.3.2 Assume operational control of rescue scenes.

6.3.3 Provide support services to the Division of Police at recovery scenes.

Section 7 Potential Suicide by Jumping

NOTE: Upon receiving a report of a potential suicide by jumping, the police communications center will notify the fire alarm office for informational purposes.

7.1 Police Personnel

7.1.1 Assume operational control of the scene, following established police procedure.

7.2 Fire Personnel

7.2.1 EMS personnel should respond to a location close to, but not in sight of, the scene and stand by at that location until advised that the victim is in need of emergency medical treatment or that the risk of harm to the victim no longer exists.

7.2.2 Fire personnel will provide support services as requested by police.

Section 8 Forced Entry

8.1 It often becomes necessary for members of the Division of Police or the Division of Fire to force entry into a structure so that they can carry out their duties. Occasionally, members of one division depend on members of the other to assist in these situations. When such assistance is requested it will be given.

8.2 Police personnel can assist fire personnel at forced entry situations by:

8.2.1 Responding prior to the actual entry to provide security for firefighters.

8.2.2 Taking custody of high value items left unsecured by the forced entry and placing them in the Property Control Unit.

8.2.3 Completing an incident report if the circumstances dictate.

8.2.4 Police personnel will not force entry at an obvious medical or fire emergency if fire personnel are already at the scene unless some other exigent circumstance exists.

8.3 Fire personnel can assist police personnel at forced entry situations by:

8.3.1 Providing equipment, such as ladders, at scenes where the use of the equipment will minimize or eliminate damage to the structure into which entry

must be forced. However, fire personnel will not force entry, place ladders, etc. if a criminal suspect is believed to be in the structure.

8.3.2 Securing the structure with plastic, or any other material that is available, so that the structure into which entry was forced will be left as secure as possible.

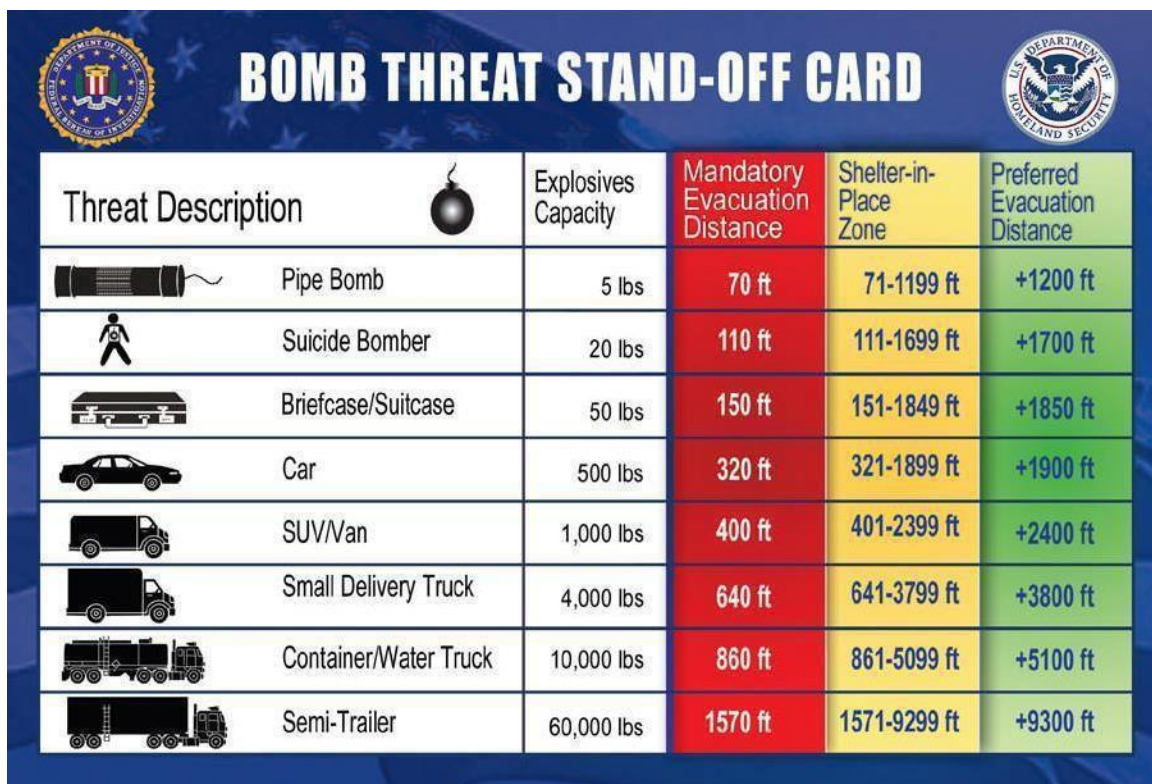









Section 9 SWAT Response

9.1 The Division of Police SWAT Section and the Division of Fire have worked out procedures for a "SWAT Response." The SWAT Response will be initiated by the SWAT Section when a SWAT mission carries a high potential for violence and lifesaving medical attention might be immediately needed, such as dynamic entries or hostage/barricade situations.

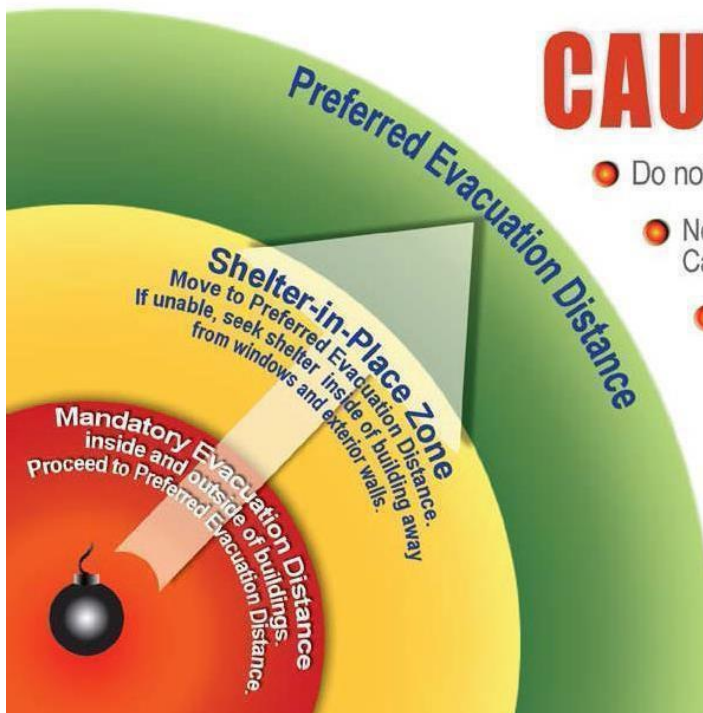
9.2 The involvement of fire personnel in a SWAT response, or for that matter any situation involving the Division of Police, will be confined to the established mission of the Division of Fire.

Section 10 Evacuation Charts

10.1 Evacuation distances based on situation found:

 The chart is titled "BOMB THREAT STAND-OFF CARD" in large white letters on a blue background. It features two circular logos: the FBI Seal on the left and the U.S. Department of Homeland Security Seal on the right. The chart is a table with six columns: Threat Description, Explosives Capacity, Mandatory Evacuation Distance, Shelter-in-Place Zone, and Preferred Evacuation Distance. Each row represents a different type of threat, from a pipe bomb to a semi-trailer. The distances are color-coded: red for mandatory evacuation, yellow for shelter-in-place, and green for preferred evacuation.					
Threat Description		Explosives Capacity	Mandatory Evacuation Distance	Shelter-in-Place Zone	Preferred Evacuation Distance
 Pipe Bomb		5 lbs	70 ft	71-1199 ft	+1200 ft
 Suicide Bomber		20 lbs	110 ft	111-1699 ft	+1700 ft
 Briefcase/Suitcase		50 lbs	150 ft	151-1849 ft	+1850 ft
 Car		500 lbs	320 ft	321-1899 ft	+1900 ft
 SUV/Van		1,000 lbs	400 ft	401-2399 ft	+2400 ft
 Small Delivery Truck		4,000 lbs	640 ft	641-3799 ft	+3800 ft
 Container/Water Truck		10,000 lbs	860 ft	861-5099 ft	+5100 ft
 Semi-Trailer		60,000 lbs	1570 ft	1571-9299 ft	+9300 ft


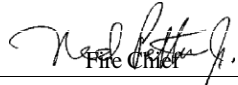
10.2 Definitions of terms used on chart



CAUTION!

- Do not touch suspicious item
- Notify proper Authorities - Call 911
- Ensure all witnesses are available to brief 1st responders
- Recommended stand-off data should be used in conjunction with your emergency evacuation plan

Sources: Department of Homeland Security, Office for Bombing Prevention, Arlington, VA
FBI, Bomb Data Center, Quantico, VA
Technical Support Working Group, Arlington, VA

	Standard Operating Procedures	
	Subject: Police and Fire Roles at Disaster Scenes	
	S.O.P. Number 03-04-03 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page: 1 of 4	Effective Date: 06/15/1996
		Revised Date: 11/30/2001

- I. **PURPOSE:** The purpose of this procedure is to identify roles of Division of Police and Fire personnel at disaster scenes.
- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.
- III. **INTRODUCTION:** Both the Division of Police and the Division of Fire have their own established directives and policies that govern their procedures at various types of disaster scenes. The purpose of this directive is to fix responsibility for operational control over the various types of disaster scenes and to describe in very general terms the responsibilities of each Division so that those responsibilities can be understood by the other.

IV. **Natural Disasters**



Natural disasters are catastrophic acts of nature that cause or have the potential to cause severe damage to, or loss of, life and/or property. Examples of natural disasters include hurricanes, tornadoes, flooding, earthquakes, or severe rain or snowstorms that result in widespread loss of electric and/or phone service and/or road closures.

Operational control of a "Point Event," i.e., small area natural disaster scene, will rest with the Division of Fire. If the natural disaster constitutes a "Wide Area Emergency," the Mayor of the City of Columbus may elect to assume the role of Incident Commander as recommended by the Franklin County Emergency Management Agency.

If the Mayor elects to be the Incident Commander, the Divisions of Police and Fire will provide support services as requested. If the Mayor declines the role of Incident Commander, operational control of the scene reverts back to the Division of Fire. The Division of Police will provide support services to the Division of Fire as requested.

A. **Police Personnel**

1. Provide support services as requested by the Incident Commander, whether the Incident Commander is the Mayor or a ranking Division of Fire official.

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2. The primary mission of the Division of Police is to establish and maintain emergency response routes for emergency vehicles to enter and exit the affected area.
3. The secondary mission of the Division of Police includes evacuations, traffic control, and security for the outer and inner perimeter.

B. Fire Personnel

1. In the event that the Mayor elects to be the Incident Commander, provide support services as requested.
2. In the event that the Mayor declines the role of Incident Commander, assume operational control of the incident.
3. Properly address the disaster as prescribed by established Division of Fire procedure.

V. Man-Made Disasters


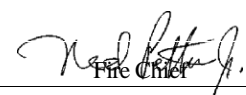
Man-made disasters are intentional or accidental acts that result in or have the potential to result in severe damage to, or loss of, life and/or property. Examples of man-made disasters include train derailments, airplane crashes, explosions, gas leaks, hazardous material incidents, terrorist activity, civil disobedience, and civil disorder.

In accordance with Columbus City Code 1921.02, the Division of Fire will assume operational control of man-made disaster scenes that result from: train derailments; airplane crashes; explosions (accidental or deliberate); gas leaks; hazardous material incidents; and terrorist activity involving chemical, biological, or explosive weapons.

The Division of Police will assume operational control of man-made disaster scenes that result from civil disobedience, civil disorder, and terrorist activity that does not involve chemical, biological, or explosive weapons.



A. Police Personnel

1. Assume operational control over disaster scenes created due to civil disobedience or disorder; or a terrorist incident that does not involve chemical, biological, or explosive weapons.


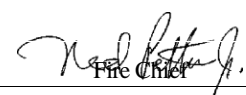
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- a) Take immediate action as prescribed by established Police directives and policies to restore order to the affected area, minimize risk of damage to and/or loss of property, injury, and loss of life.
 - b) When requesting support services of the Division of Fire, immediately cause the Fire dispatcher to be alerted to any potential hazards. Some examples are:
 - (1) Reports of snipers.
 - (2) Blocked response routes.
 - (3) Use of chemical agents for riot control.
2. Provide support services to the Division of Fire during disaster scenes created due to reasons other than civil disobedience, civil disorder or terrorist incidents that do not involve chemical, biological or explosive weapons.
- a) The primary mission of the Division of Police at the scene of a hazardous material incident or terrorist incident involving a chemical, biological, or explosive weapon is to isolate the scene from vehicular and pedestrian traffic and to conduct evacuations if properly equipped and requested by the Division of Fire.
 - b) The primary mission of the Division of Police at the scene of a man-made disaster, except for a hazardous material incident or terrorist incident involving a chemical, biological, or explosive weapon, is to establish and maintain emergency response routes for emergency vehicles.
 - c) The secondary mission of the Division of Police at the scene of a man-made disaster includes evacuations (if requested by the Division of Fire), traffic control, and isolating the outer and inner perimeter from unauthorized personnel.

B. Fire Personnel

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1. Assume operational control over man-made disaster scenes that are the result of train derailments; airplane crashes; explosions (accidental or deliberate); gas leaks; hazardous materials incidents; and terrorist activities involving chemical, biological, or explosive weapons.
 - a) Properly address the disaster as prescribed by established Division of Fire procedure.
 - b) First responders shall immediately cause the Police dispatcher to be alerted to information vital to the safety of police personnel providing support services. Bear in mind that police personnel are not equipped to allow for any degree of exposure to chemical or biological agents. Some examples of vital information are:
 - (1) Specific identification of chemicals at incidents involving hazardous materials.
 - (2) Safe perimeter boundaries.
 - (3) Danger of explosion.
 - (4) Specific equipment needs.
2. Provide support services as requested by the Division of Police when the disaster is the result of civil disobedience or disorder.

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	Subject: Police and Fire Radio Talkgroup	
	S.O.P. Number 03-04-04 Vol-CH-Cat.Sub	Approved  Fire Chief
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		Revised Date: 02/01/1999

- I. **PURPOSE:** The purpose of this procedure is to identify the proper use of the Police-Fire Talkgroup by Police and Fire Personnel
- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.
- III. **INTRODUCTION:** Police and Fire personnel who are assigned to the same operational scene should directly communicate with each other over the Police-Fire talkgroup of the 800 MHz radio system. Direct communication eliminates the delays and confusion that are often created by having communications relayed through a dispatcher. Unfortunately, staffing does not allow either the Police Radio Room or the Fire Alarm Office to continually monitor the Police-Fire talkgroup. Therefore, unless actually assigned to a joint operational run, members of one Division wanting to talk to the other will have to make a specific request through their communications center to have the other Division switch to the talkgroup.

IV. **Procedures**

A. **Police Personnel**



1. Preface transmissions on the Police-Fire Talkgroup with "CPD (your call number) to CFD (either unit number or location of the run).

Examples: CPD S-2 to CFD unit responding to Karl and Ferris, or CPD 40 to CFD Squad 8
2. The Police supervisor, or the senior officer, responding to any run to which Fire personnel have been dispatched to "stand by" will use the Police-Fire talkgroup to either summon the Fire personnel to the scene or to cancel them.

B. **Fire Personnel**

1. Preface transmissions with "CFD (your unit number) to CPD (either unit number or location of the run)".

Examples: CFD Squad 8 to CPD S-4, or CFD Ladder 24 to CPD units responding to 900 Morse Rd.

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2. Fire units that are dispatched to any run with the Police will monitor the Police-Fire talkgroup. If the Fire units are to “stand by” while Police secure a scene, an officer will broadcast instructions to the waiting Fire units over the Police-Fire talkgroup either to proceed into the scene or to cancel. Fire personnel will acknowledge receipt of the instructions.



Standard Operating Procedures

Subject: Police Radio Talk.groups

S.O.P. Number

03-04-04.00

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Fire Chief

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Effective Date: 01/01/2009

Revised Date:

A. **PURPOSE:** To establish procedures for using the Columbus Police talkgroups.

II. **TY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

III.

A. d, monitor 8-P/F , 8- EMS or assigned Fire talk.group on #1 portable radio and monitor the assigned police talk.group on the #2 portable radio. Mark your status on the fire talkgroup and MDC as normal. The FAO will obtain the proper police talk.group and put it into the remarks on the MDC.

B. radio transmissions to the police dispatcher with **"COLUMBUS FIRE EMS #"** this will clearly identify the "FIRE UNIT" and keep from being confused with police units such as S-#.

C. ending verbally with the #2 portable radio on the assigned police talk.group when responding with police. "COLUMBUS FIRE EMS 15 RESPONDING TO 121 S. HAGUE ON THE SHOOTING. WE WILL STANDBY AT BROAD AND HARRIS".

D. traffic on the police talk.group to a minimum. Use only when assigned to runs with police or if it is necessary to transmit an emergency message to CPD. Listen to see if talk.group is clear before transmitting. They may ask to "HOLD THE AIR" to keep the channel open for a priority run such as an active chase or a 10-3 officer in trouble . Police units do not change channels after a run is dispatched the way 10-FIRE is used. The patrol channel is used for a zone or area of the city that is made up of several precincts, similar to the Division of Fire Battalions.

E. ion of Fire will not be required to use the police 10-codes. However, it would be to our advantage to become familiar with 10-codes for runs that the Division of Fire responds to on a regular basis. There will be a copy of the 10 codes in the EMS vehicle.

F. to a " POLICE STANDBY" on NTAC-1 Talk.group (narcotic tactical team) mark responding to the " staging location" and when EMS is in position, **DO NOT** give your location on the air. If EMS



Standard Operating Procedures

Subject: Police Radio Talk.groups

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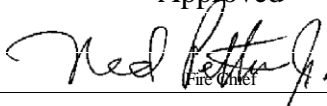
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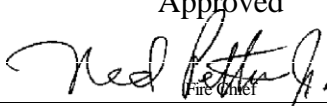
is needed the NTAC commander will contact the EMS supervisor on NTAC 1 and give the location to respond to.

G. onding to a "POLICE STANDBY" on SWAT Talk.group (swat team). Do not mark responding. Respond to the location on the MDC and repo11 to the command post in person unless directed otherwise by the Swat Team. Monitor the SWAT Talk.group for instrctions but most communication will still be done face to face.

H. talk.group can used to contact ODOT First Response Team. This may be useful to help shut down lanes on the freeway, move disabled vehicles or standby at non injury accidents so we may put fire units back in service sooner.

	Standard Operating Procedures	
	Subject: Police Radio Talkgroups	
	S.O.P. Number 03-04-04.01 Vol-CH-Cat.Sub	Approved  <small>Fire Chief</small>
	Page 1 of 2	Effective Date: 01/01/2009
	Revised Date:	


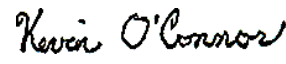
- I. **PURPOSE:** To establish procedures for using the Columbus Police talkgroups.
- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.
- III. **PROCEDURE:**
 - A. When dispatched, monitor 8-P/F , 8-EMS or assigned Fire talkgroup on #1 portable radio and monitor the assigned police talkgroup on the #2 portable radio. Mark your status on the fire talkgroup and MDC as normal. The FAO will obtain the proper police talkgroup and put it into theremarks on the MDC.
 - B. Begin all radio transmissions to the police dispatcher with “**COLUMBUS FIRE EMS #**” this will clearly identify the “FIRE UNIT” and keep from being confused with police units such as S-#.
 - C. Mark responding verbally with the #2 portable radio on the assigned police talkgroup when responding with police. “**COLUMBUS FIRE EMS 15 RESPONDING TO 121 S. HAGUE ON THE SHOOTING. WE WILL STANDBY AT BROAD AND HARRIS**”.
 - D. Keep radio traffic on the police talkgroup to a minimum. Use only when assigned to runs with police or if it is necessary to transmit an emergency message to CPD. Listen to see if talkgroup is clear before transmitting. They may ask to “**HOLD THE AIR**” to keep the channel open for apriority run such as an active chase or a 10-3 officer in trouble. Police units do not change channels after a run is dispatched the way 10-FIRE is used. The patrol channel is used for a zone or area of the city that is made up of several precincts, similar to the Division of Fire Battalions.
 - E. The Division of Fire will not be required to use the police 10-codes. However, it would be to our advantage to become familiar with 10-codes for runs that the Division of Fire responds to on a regular basis. There will be a copy of the 10 codes in the EMS vehicle.
 - F. When responding to a “**POLICE STANDBY**” on NTAC-1 Talkgroup (narcotic tactical team) mark responding to the” staging location” and when EMS is in position, **DO NOT** give your location on the air. If EMS

	Standard Operating Procedures	
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is needed the NTAC commander will contact the EMS supervisor on NTAC 1 and give the location to respond to.

- G. When responding to a “POLICE STANDBY” on SWAT Talkgroup (swat team). Do not mark responding. Respond to the location on the MDC and report to the command post in person unless directed otherwise by the Swat Team. Monitor the SWAT Talkgroup for instructions, but most communication will still be done face to face.

- H. TRAFFIC 1 talkgroup can used to contact ODOT First Response Team. This may be useful to help shut down lanes on the freeway, move disabled vehicles or standby at non injury accidents so we may put fire units back in service sooner.

	Standard Operating Procedures	
	Subject: Active Violence Incident (AVI) Response	
	S.O.P. Number 03-04-05 Vol-CH-Cat.Sub	Approved:  Fire Chief
		Issued: 01/25/2017
	Reviewed: 01/15/2017	Revised:

Section 1 Administration

1.1 Purpose: The purpose of this procedure is to define and establish guidelines for a coordinated response with law enforcement (LE) to minimize casualties by providing rapid point of wounding medical care during an Active Violence Incident (AVI) response. The information in this procedure applies to dynamic incidents, wherein the suspect(s) is (are) believed to still be on scene and not in police custody. The SOP is intended to serve as a guideline and is in no way intended to be all-inclusive or restrict the decisions of the fire department command officers.

*****These procedures are to be considered sensitive and not released to the public.*****

1.2 Responsibility: It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train subordinates in the proper application of these procedures and to implement and enforce the use of these procedures. It shall also be the responsibility of the Division Officers to collaboratively work together to train and execute the response of this SOP with members of the Division of Police.

Section 2 Background / Situation

2.1 Hostile and violent situations have increased domestically and are becoming more frequent. Incidents include, but are not limited to, large-scale mass shootings, workplace violence, school shootings, and terrorist activities. These events differ greatly from routine incidents due to an increase in safety requirements and the necessity of a unified command structure for incident mitigation and coordination of resources. The goal of this SOP is to better prepare the fire service by jointly working with LE to plan, train, exercise, and respond in a manner that will save the maximum number of lives.

Section 3 Definitions

2.1 Active Violence Incidents (AVI)- An incident where any armed person(s) has used or is using deadly physical force on other persons in public, and continues to do so while having unrestricted access to additional victims, this incident may also include explosive and chemical munitions.

2.2 Active aggressor/situation- An individual or individuals actively engaged in killing or attempting to kill people, or presenting the threat of serious physical harm in a confined or populated area.

2.3 Contact Team – one or more LE officers whose primary mission is to locate, distract and stop the person(s) responsible for the situation.

2.4 Casualty Collection Point (CCP) - Depending on the size and location of the incident, injured victims may need to be collected at a designed area of refuge inside the Warm Zone, that is secured by LE, before being removed to the cold zone (treatment / transport area). CCP is the primary location to temporarily collect casualties, provide rapid trauma evaluation and initiate treatment of critical injuries. The CCP will be determined by the Extrication Group Supervisor, secured by LE, and relayed to Unified Command. Only Extrication Group members and RTF members will operate in the CCP.

2.5 Cold (Secured) Zone - Area where personnel do not reasonably anticipate a significant danger or threat either by geography or after a location has been secured by LE and cleared by the Bomb Squad. The Cold Zone is the appropriate location for triaging and treatment of patients, staging equipment, and command functions.

2.6 Concealment - an object that hides your body from observation, but does not provide protection from small arms fire.

2.7 Cover - Concealment that will stop bullets, shrapnel, fragments, or other projectiles. Examples of cover include a stone or concrete wall.

2.8 Extrication Group-(EMS Admin. Protocol MME Pg. 24) the Extrication Group will operate in the Casualty Collection Point (CCP) and supervise the RTF.

2.9 Evacuation - The act of a person removing themselves, without the physical assistance of responders from the structure or from immediate danger.

2.10 Hot (Direct Threat) Zone - Area wherein ***a direct and immediate threat exists***. The Hot Zone includes any area within the direct line of fire where a threat may be located or can move to, including unsearched areas where a threat may be present. Fire personnel shall avoid operating in the Hot Zone.

2.11 Point of Wounding Care (POW) – Rapid medical care provided to an individual as close to the time of injury.

2.12 Rescue Task Force (RTF) - A team deployed to provide POW care to victims in the Warm Zone during an AVI. RTF will consist of two fire department personnel wearing ballistic protective equipment paired with at least two LE officers providing force protection. The RTF objective is to rapidly triage, treat, and extricate wounded occupants to the CCP based on Tactical Emergency Casualty Care guidelines (TECC) operating in the warm zone.

2.13 Tactical Emergency Casualty Care (TECC) - High-threat pre-hospital trauma guidelines in which operational scenarios and relative threat levels drive clinical interventions. The three phases of TECC are (1) Direct Threat Care/ Care under Fire, (2) Indirect Threat Care / Tactical Field Care, and (3) Evacuation / Tactical Evacuation (TACEVAC). Phases are dynamic, occasionally overlapping, and rarely linear. It is of utmost importance to recognize that the threat zones are situational, not geographical.

3.15 Warm (Indirect Threat) Zone - Area wherein ***a potential threat exists, but the threat may not be direct or immediate***. Area where LE has completed a

rapid primary search but there is a potential hostile threat due to suspect(s) not in custody or other potential dangers. **Fire personnel will only operate in the Warm Zone wearing ballistic vest and with LE force protection.**

Section 4 Active Violence Incident Response

4.1 Dispatch to a Violence Incident will initially consist of the normal response to a Crime/EMS Incident per Section 3 of Police and Fire Joint Operational Incidents (SOP 03-04-02).

4.1.1 Response: (1) EMS Field Supervisor (EMSO), and (2) Medic Vehicles.

4.2 Once it has been determined that the incident is an AVI (Active Violence Incident) with multiple victims, the incident shall be upgraded to an AVI response.

4.2.1 Active Violence Response: 3E, 2L, 1R, 5M, EMS10, 2EMSO, 2BC, 1DC, SO2, BS1, BS2.

Section 5 Command Responsibilities

5.1 First arriving company shall establish a Unified Command with LE.

5.1.1 A fixed command is preferred, this will allow for better transfer of command.

5.2 The IC shall establish a staging area for responding companies. SOP 02-02-05, all remaining companies shall report to the staging area, except the first Chief Officer shall report immediately to the Command Post.

5.3 The IC shall determine if a Rescue Task Force (RTF) is needed.

5.3.1 RTF actions are outlined in Section 6 of this SOP.

5.4 The IC shall establish Extrication Group.

5.4.1 The Extrication Group supervisor in consult with the RTF(s) shall determine whether a CCP should be established in the Warm Zone or if it is safe to extricate victims to the cold zone.

5.4.2 The Extrication Group Supervisor shall supervise and coordinate with the RTF(s).

5.4.3 The Extrication Group shall determine the number of RTF(s) needed based on the conditions.

5.5 The IC shall assign a Medical Branch Director. (EMS Admin. Protocol Pg. 22-28)

5.5.1 Medical Branch shall establish Triage, Treatment and Transport. (EMS Admin. Protocol Pg. 22-28)

Section 6 Extrication Group Responsibilities

6.1 The IC shall designate an Extrication Group Supervisor. The duties are listed in Columbus Administrative Protocol, Extrication Group Responsibilities.

6.2 In addition to common duties the Extrication Group Supervisor shall:

- Enter the warm zone only with LE protection and appropriate PPE.
- Identify the location of the CCP
- Supervise and coordinate with the RTF (s).
- Request resources through command

- If the CCP is in the Warm Zone ensure all personnel wear appropriate PPE.
- Assign personnel to provide TECC to patients.
- Coordinate moving patients from the CCP to Triage in the Cold Zone.
- Coordinate with LE and RTF to obtain a Primary All Clear.

6.3 Procedures to Establish a Rescue Task Force RTF

6.3.1 RTF Team shall consist of two fire department personnel wearing ballistic protective equipment paired with at least two LE officers providing force protection.

6.3.2 The LE role is one of security and movement of the team only. LE will not assist in lifting, carrying, or treatment of any patient.

6.3.3 One LE officer will have 180-degree front security and the other will have 180 degree rear security.

6.3.4 The front LE officer will communicate with the LE IC in the Unified Command to determine all movements in the warm zone.

6.3.5 RTF shall deploy into the warm zone and provide POW care to victims. At no time should the RTF enter the Hot Zone.

6.3.6 Discipline must be maintained and RTF members must be prepared to move quickly and deliberately while maintain a high level of alertness to surroundings.

6.3.7 RTF shall carry a modified configuration of equipment that can treat up to 16 patients, 8 patients per EMS member.

6.3.8 Patients will be treated as they are assessed and will be advised to either self-evacuate to safe areas or left in place for removal at a later time.

6.3.9 Code 1 patients are to be left in place.

6.3.10 RTF must consult with the Extrication Group Supervisor to make a decision based on the number of casualties if a CCP should be located in the warm zone.

6.3.11 RTF and CCP treatment goals are based on the TECC guidelines.

6.3.12 RTF will treat as many patients as possible, until they run out of equipment to use, or all accessible victims have been treated.

6.3.13 At that point RTF will start to remove injured persons to a CCP if formed or to a location outside the warm zone.

Section 7 Tactical Emergency Casualty Care (TECC)

7.1 The TECC guidelines are the civilian counterpart to the U.S. Military's Tactical Combat Casualty Care (TCCC) guidelines and shall be used by the RTF.

7.2 The goal of TECC is the critical execution of the right interventions at the right time.

7.2.1 Basic hemorrhage control using tourniquets is the only approved treatment.


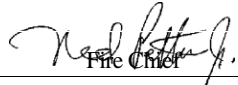
7.2.2 **Fire department personnel should not be located in the hot zone and should safely withdrawal using cover to exit the environment.**

7.2.3 TECC - care is typically limited to the following:

- Hemorrhage control: tourniquets and pressure dressings
- Vented occlusive dressing for penetrating chest trauma.
- Nasopharyngeal airways for basic airway obstruction

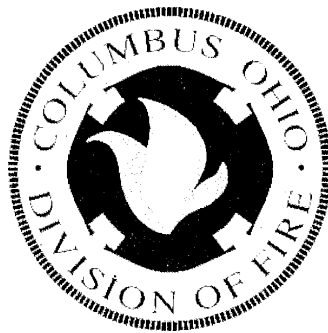
Section 8 Job Duties


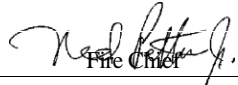
- INCIDENT COMMANDER (IC)
 - Supervise Groups and Branches
 - Establish unified command with police
 - Designate staging area
 - Deploy resources from staging
 - Continuously evaluate scene safety
 - Request resources
 - AVI (Active Violence Incident)
- EXTRICATION GROUP (Ballistic PPE)
 - Operate in the “warm zone” under police protection
 - Establish a Casualty Collection Point (CCP)
 - Supervise/communicate Rescue Task Force (RTF)
 - Perform initial triage
 - Coordinate delivery of TECC (Bleeding control) at the CCP
 - Coordinate moving priority patients to treatment area in cold zone
- RESCUE TASK FORCE (RTF)
 - Team up with police
 - Wear ballistic PPE
 - Operate in warm zone provide TECC to victims
 - Move patients to CCP
- STAGING
 - Establish a safe staging area
 - Separate EMS and Fire companies
- FIRE BRANCH
 - Prepare and/or mitigate Fire problems if it exists.
- MEDICAL BRANCH
 - Communicate with command for resources
 - Deploy resources within the triage, treatment, transport groups
 - Establish Triage, Treatment, Transport groups
 - Triage
 - Quick assessment
 - 1 or 2 people
 - Treatment
 - Priority 1, 2, 3 areas
 - Focus on TECC (bleeding control)
 - Transport
 - Assign patients to transport vehicles
 - Communicate with hospitals

	Standard Operating Procedures	
	Subject: Rescue Technician Status	
	S.O.P. Number 03-05-01 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page: 1 of 1	Effective Date: 06/26/2001
		Revised Date:

- I. **PURPOSE:** The purpose of this procedure is to identify and define the requirements of Rescue Technician Status.
- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.
- III. The Division shall maintain a number of personnel qualified as Rescue Technicians. The Fire Chief shall identify this number.
- IV. The Bureau of Training shall be responsible for training Rescue Technicians as needed.
- V. To obtain and retain the status of Rescue Technician:
 - A. Members shall satisfactorily complete the Rescue Training Program in its entirety.
 - B. Members shall complete no less than 75% of scheduled continuing education as determined by the Rescue Coordinator.
- VI. Upon successful completion:
 - A. Personnel records will be updated to reflect Rescue Technician Status.
 - B. Members will be issued Blue Reflective Markings for their Fire Helmet.
 1. These will be always maintained in a visible condition to enable incident commanders to readily identify Rescue Technicians at large incidents.
 2. No other member may wear blue reflective marking on the Fire Helmets.
 - C. If issued a Blue Rescue Helmet, Rescue Technicians shall consider this part of their Turnout Gear and carry it with them at all times while on duty.
- VII. To voluntarily terminate Rescue Technician status, the member shall submit an RT-154 through channels in accordance with division forms policy.
- VIII. Any member who wishes to reinstate their Rescue Technician status must follow the same procedure as new candidates.

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	Standard Operating Procedures	
	Subject: Extrication and Technical Rescue	
	S.O.P. Number 03-05-02 Vol-CH-Cat.Sub	Approved  The Chief
	Page: 1 of 2	Effective Date: 06/26/2001
		Revised Date:


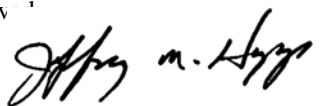
- I. **PURPOSE:** The purpose of this procedure is to identify responses to extrication and technical rescue incidents.

- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

- III. **IMPLEMENTATION:** IFSTA makes a definite distinction between rescue and extrication. Extrication incidents involve the removal and treatment of victims who are trapped by some type of man-made machinery or equipment. Rescue incidents involve the removal and treatment of victims from situations involving natural elements, structural collapse, elevation differences or any other situation not considered to be an extrication incident.
 - A. Responses:
 1. Extrication Incidents (Vehicle Extrications, Machinery Extrications, etc.)
 - (1) Engine (1) EMS Supervisor (1) Medic (1) Rescue*
 - (1) Bn. Chief
 - * If the closest rescue is not a Columbus Rescue, one will be sent.
 2. Technical Rescue Incidents (Confined Space, Trench Collapse, Rope Rescue, etc.)
 - (1) Engine (1) EMS Supervisor (1) Medic (2) Rescues*
 - (1) Bn. Chief
 - * If one of the rescues is not a Columbus Rescue, one will be sent.
 3. Structural Collapse Rescue
 - (2) Engines (2) Ladders* (2) EMS Supervisors (2) Medics
 - (2) Rescues* (2) Bn. Chiefs (1) Collapse Trailer (1) Air Supply
 - * One of the Ladder Companies must be L-1, L-13, or L-15.
 - * If one of the Rescues is not a Columbus Rescue, one will be sent.
 - B. Working Incidents:

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	Subject: Extrication and Technical Rescue	
	S.O.P. Number 03-05-02 Vol-CH-Cat.Sub	Approved  Fire Chief
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		Revised Date:

1. The Incident Commander shall notify the FAO of Working Rescue Incidents.
2. Columbus Rescue Companies may only be cancelled enroute if the extrication or rescue of the victim(s) has been completed.
3. On all working Rescue Incidents, an additional Columbus Rescue shall be sent to the scene to coordinate RIC activities for the initial responding rescue teams.
4. Working Structural Collapse Incidents:
 - a) The FAO will notify ES-2
 - b) An additional Engine and another of the specially equipped Ladders 1, 13 or 15 will be assigned
 - c) The FAO will send an Engine Company to pick up a Lumber Load from the appropriate emergency lumber supplier.
A Lumber Load shall consist of:
 - 1) Fifty (50) 4" X 4" by 16 foot CCA
 - 2) Fifty (50) 2" X 6" by 16 foot SPF
 - 3) Twenty (20) 2" X 4" by 16 foot SPF
 - 4) Ten (10) ¾" thick sheets of 4' X 8' Plywood
 - d) Only Rescue Technicians may enter the Collapse Zone to perform shoring, victim removal, and structural triage.
 - e) "Building One" will be notified and may enter the Collapse Zone to evaluate structure integrity.

	Standard Operating Procedures	
	Subject: Confined Space Rescue / Special Operations	
	S.O.P. Number 03-05-04 Vol-CH-Cat.Sub	Approved:  Fire Chief
		Issued: 08/10/2020
	Reviewed:	Revised:

Section 1 Administration

1.1 Purpose To establish standard guidelines for incidents involving confined space rescue.

1.2 Scope The procedures below shall apply to all Division of Fire personnel while on-duty and involved with confined space rescue incidents.

1.3 Responsibility It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

Section 2 Permit Required and Definition

2.1 The basis for all confined space rescue operations is OSHA Regulations Standard 29 CFR 1910.146 Permit-Required Confined Spaces regulating entry into confined spaces for general industry and the rescue service. (See Section 5 Permit and Approval below, and CFD Confined Space Rescue Permit elsewhere.)

2.2 For the purpose of emergency response, a confined space is defined as: A space large enough for personnel to physically enter; and a space with limited entry and egress; and a space not designed for continuous employee occupancy.

2.3 The atmosphere within a confined space shall be considered hazardous until proven otherwise.

Section 3 Command, Initial Actions and Further Assessment

3.1 Establish Command

3.1.1 Follow current Columbus Fire Standard Operating Procedures.

3.1.2 Determine if this will be a RESCUE or RECOVERY.

3.1.3 Identify and communicate the hazards, critical factors and needs.

3.1.4 Isolate immediate hazard areas, secure the scene, and deny entry for all non-rescue personnel.

3.2 Initial Actions

3.2.1 Initial Engine, Ladder, and Medic companies SHALL NOT enter a confined space as they are not usually equipped to safely do so; however **non-entry** retrieval of victims is permitted if it is safe to do so.

3.2.1.1 If possible establish communications with the victim(s) and determine if a non-entry retrieval can be made. Non-entry retrieval may include actions such as passing a ladder or other items in to a space to provide a means of self-egress for conscious persons, operating with caution a retrieval system already in place, utilizing a pike pole or other means to drag a person to safety, etc.

3.2.2 Companies who arrive first at a confined space incident shall recon the area without making entry into the confined space, in full turnout gear, breathing from SCBA and using multi-gas monitors. Companies should make note of multi-gas monitor readings.

3.2.3 Secure a witness or responsible party to assist in gathering information to determine exactly what happened. If no witnesses are present, personnel may have to look for clues on the scene to determine what is likely to have happened.

3.2.4 If a confined space entry is indicated establish control zone perimeters:

Hot Zone – Rescue Team Members only

Warm Zone – Rescue Team and Attendants

Cold Zone – EMS, Safety, Command, Support personnel

3.3 Further Assessment

3.3.1 Secure the existing Confined Space Entry Permit, and any other relevant information including diagrams for entry and egress locations.

3.3.2 Determine what products and materials may be present and conduct hazard assessments.

3.3.3 Identify other potential hazards including engulfment, entanglement, etc.

3.3.4 Ensure adequate EMS for victims and personnel.

3.3.5 Determine potential need for decontamination.

3.3.6 Assess on-scene capabilities and request additional resources as needed.

Section 4 Planning and Preparations

4.1 Atmospheric Monitoring

4.1.1 Determine what atmospheric hazards might be present by testing for oxygen level, flammability, and toxicity using a multi-gas monitor or other suitable equipment.

4.1.2 Atmospheric monitoring shall be done prior to and throughout all entry operations. All readings shall be communicated to the Rescue Team Leader and recorded on the Rescue Permit at least every 5 minutes.

4.1.3 Readings must be obtained by personnel with a thorough knowledge of atmospheric monitoring.

4.1.4 Preference should be given to the monitors from Rescue and Hazmat companies, which have a peak hold setting as well as a pump and extension tubing for sampling at a distance.

4.1.5 The hazards identified and the results of atmospheric testing will determine if entry can be made and the proper level of PPE to be worn by rescuers.

4.1.6 The rescuers should not enter a known flammable atmosphere. If a flammable atmosphere is detected at any time, the rescuers shall exit the space as soon as possible.

4.1.6.1 A flammable atmosphere is defined as any atmosphere that contains 10% or more of the Lower Explosive Limit (LEL) for any substance.

4.2 Ventilation

4.2.1 Consider appropriate ventilation for incident; positive and/or negative pressure, entry and/or exhaust, and their affects to the scene and atmosphere.

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4.2.2 Always ventilate the confined space; unless flammable gases are detected and doing so would potentially increase the hazards.

4.2.3 Provide for ventilation to the general area if necessary.

4.3 Additional Preparations

4.3.1 Ensure the structural stability of the confined space and surrounding area.

4.3.2 Implement Lock-Out / Tag-Out procedures, if applicable.

4.3.3 If any product is in or flowing into the confined space it shall be secured via blanking and blinding if possible.

4.4 Planning for Rescue Entry

4.4.1 Review conditions and information. Determine if there is a justifiable need to proceed with entry and rescue operations.

4.4.2 Reevaluate initially established control zones, and adjust as needed.

4.4.3 In conjunction with qualified rescue personnel develop a detailed plan of rescue operations.

4.4.5 All entry operations shall be conducted under the direction of a Company Officer and/or In-Charge Rescue personnel.

4.4.6 Assign and verify key rescue operations personnel including Safety Officer(s), Rescue Team Leader(s), Entry Team members, Backup Team members, Attendants, and supporting personnel as needed.

4.4.7 The rescue plan shall be discussed so that all involved personnel are aware of the plan, the hazards, and means of communication.

4.4.8 Assign and communicate tasks and areas of responsibility to all involved personnel.

4.4.9 The Safety Officer and Rescue Team Leader shall make sure all Entry and Backup Team personnel have appropriate PPE, and that equipment and personnel are checked prior to entry.

Section 5 Permit and Approval

5.1 The Division of Fire form “Confined Space Rescue Permit” form ES-223 shall be completed by the Rescue Team Leader prior to entry in to a confined space; with the Atmospheric Monitoring portion of the Permit filled out at five minute intervals.

5.2 The Confined Space Rescue Permit is used to record incident information including location, hazard assessment, assignments, pre-entry checklist, ventilation plan, communication plan, and atmospheric monitoring.

5.4 The Safety Officer shall be responsible for seeing that the Confined Space Rescue Permit is followed.

5.5 Once approved, each permit is only valid for one hour. If more than one hour elapses, all plans and information must be reviewed, updated and reapproved.

Section 6 Entry Equipment

Entry equipment includes, but is not limited to:

6.1 A retrieval system with a back-up system shall be readied and in place. This may include a vertical or horizontal haul system constructed of ropes, pulleys, and other hardware, with a minimum of a 2:1 mechanical advantage. Entry shall not be made unless a means to retrieve rescuers is established.

6.2 Any entrant entering the space shall wear a class III harness, with a tag line of 1/2” life safety rope, secured to the dorsal attachment point on the harness, or at another point which presents a profile small enough for the successful removal of the entrant. Wristlets may be used if they are the safest and most effective alternative.

6.3 Personal Protective Equipment (PPE) shall include, at a minimum, helmet, gloves, proper footwear, goggles, Nomex or PBI clothing or jumpsuit or turnout gear as appropriate. Additional PPE may be indicated by the hazard and atmospheric assessment.

6.4 Supplied Air Breathing Apparatus (SABA) or Self-Contained Breathing Apparatus (SCBA) shall be utilized by all entry and back-up personnel, unless normal atmospheric conditions can be confirmed throughout the confined space. SABA is the breathing apparatus of choice. Any airline that is used must be purged for 1 minute prior to users going on air.

6.5 If SCBA must be used, personnel shall maintain line of sight and exit the confined space prior to low air alarm activation.

6.6 If any portion of a Self-Contained Breathing Apparatus (SCBA) must be removed to enter or access a part of the confined space, Supplied Air Breathing Apparatus (SABA) shall be used instead of SCBA.

6.7 Electronic communication equipment used by personnel to enter the confined space shall be intrinsically safe. If this equipment is not available, entry personnel may use a tag-line for communication or a message relay person.

- 6.8** Intrinsically safe lighting equipment shall be required for entry personnel. If this equipment is not available, entry personnel may use chemical light sticks.
- 6.9** An additional multi-gas air monitoring device that monitors oxygen levels, flammability, and toxicity for the entry team.

Section 7 Entry, Exit and Termination

7.1 Entry


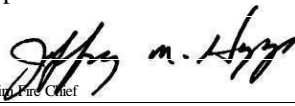
- 7.1.1** The Incident Commander, Safety Officer, and all members of the Rescue Teams must agree that conditions are safe to proceed before Entry is initiated.
- 7.1.2** During Entry Operations the Rescue Team Leader shall closely monitor conditions and personnel involved in the rescue and keep the Incident Commander or other supervisor as assigned, informed of conditions, progress and any concerns.

7.2 Upon Exit

- 7.2.1** Immediately after egress, victim(s) care, with all treatment information, should be transferred from the Rescue Team to EMS.
- 7.2.2** Ensure the safety/accountability of all personnel.
- 7.2.3** All victim(s) shall be decontaminated as needed before transport.
- 7.2.4** Personnel shall be decontaminated as needed.
- 7.2.5** All personnel who entered the confined space and any others showing signs of stress shall be medically evaluated by EMS before returning to service.
- 7.2.6** In case of a fatality, consider leaving everything in place until cleared by investigators.
- 7.2.7** Consider the potential risks involved and as appropriate remove tools and equipment used in the rescue/recovery, decontaminate as needed and return to proper apparatus.

7.3 Terminating the Incident

- 7.3.1** Consider and take appropriate actions regarding the emotional state, mental health and religious needs of victim's family, co-workers, emergency responders, and affected community.
- 7.3.2** Consider a Post Incident Critique
- 7.3.4** Ensure that the scene is secure.
- 7.3.5** Turn the scene over to the responsible party.
- 7.3.6** Upload the Confined Space Rescue Entry permit, Form ES-223 and attach to the NFIRS report or submit a copy to ES1.

	Standard Operating Procedures	
	Subject: Rope Rescue / Special Operations	
	S.O.P. Number 03-05-05 Vol-CH-Cat.Sub	Approved:  <small>Interim Fire Chief</small>
		Issued: 02/03/2021
	Reviewed:	Revised:

Section 1 Administration

1.1 Purpose To establish guidelines for incidents involving rope rescue.

1.2 Responsibility It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

Section 2 Definitions and Standards

2.1 Definitions

2.1.1 Rope Rescue is defined as any rescue effort that requires rope, rigging, and/or rope rescue equipment to safely gain access to and remove patients from hazardous geographic areas with limited access; such as in or around water, various buildings, towers and other structures, construction sites and other areas.

2.1.2 Rope rescues are divided into two general categories: Non-Technical and Technical.

2.1.2.1 Non-Technical Evacuations are those of less than 40° inclination; utilizing a single-rope belay, with the majority of weight on the ground. Involves less risk.

2.1.2.2 Technical Evacuations are considered those from 40° to 90°; utilizing a two-rope system, with the majority of weight on the rope. A much greater risk.

2.2 Standards National Fire Protection Association (NFPA) standards shall provide the basis for all CFD Rope Rescue training & tactics as applicable.

Section 3 Command, Size-Up and Initial Actions

3.1 Establish Command

3.1.1 Follow current Columbus Fire Standard Operating Procedures.

3.1.2 Initiate Command and conduct Size-Up.

3.1.3 Identify and communicate hazards, critical factors and needs.

3.1.4 Establish control perimeters; Hot, Warm, and Cold zones.

3.1.5 Conduct Initial Actions as may be done safely.

3.2 Size-Up

3.2.1 Secure witnesses and/or responsible party.

3.2.2 Determine location, number, and condition of victims.

3.2.3 Determine and make clear if operating in **rescue** or **recovery** mode.

3.2.4 Request utility company(s) to respond as needed.

3.2.5 Attempt to make contact with the victim(s) and evaluate their level of consciousness and medical condition(s).

3.2.6 Assess on-scene capabilities. Determine the need for and request additional and/or outside resources as needed.

3.3 Initial Actions

3.3.1 Address all hazards as able.

3.3.2 Initial attempts can be made to access victims from a position of safety that does not include fall hazards.

3.3.3 Personnel working within six feet (6') of an edge or climbing a non-fire-service ladder for access above or below grade will utilize travel restriction or fall protection equipment/systems as appropriate.

3.3.4 Make an effort to prevent the victim(s) from falling any further. If the victim is conscious this may be completed by simply lowering a rope that can be attached easily to them or their system.

3.3.4.1 Take up the slack and connect stabilization rope(s) to the most secure anchor point available.

3.3.5 Clear the general area, make it as safe and approachable as possible.

3.3.6 Stand by for the arrival of sufficiently trained and equipped personnel.

Section 4 Planning and Preparations

4.1 Planning for Rescue Operations

4.1.1 Assess and address utility company and other hazards.

4.1.1.1 Have a representative from all involved utility and hazard related companies present if possible.

4.1.2 Establish and clearly identify "Rigging Master", "Rigging Safety Officer", and "Rescue Team Supervisor" positions.

4.1.2.1 The most qualified and experienced rope rescue level certified team members shall be designated the Rigging Master and Rigging Safety Officer.

4.1.3 Develop a rescue plan and a back-up plan.

4.1.4 Select optimum routes for rescue access and egress.

4.1.5 Identify proper Personal Protective Equipment (PPE).

4.1.6 Identify and stage equipment.

Section 5 Equipment

5.1 All rope rescue operations considered technical evacuations shall utilize a dual rope technique (main line and belay line). This will be accomplished with two MPD's in a twin tensioned or mirrored system.

5.1.1 All rope rescue operations shall use 1/2 (12.5mm) inch diameter rope for the main line and belay line.

5.1.2 The main line and belay lines for technical evacuations shall run through an approved "Multi-Purpose Device" (MPD) with the exception of confined space entries as defined in **5.4**

5.1.3 The main line and belay line will be attached to independent, "bombproof" anchor systems.

5.2 Edge protection shall be utilized where needed to help protect against abrasion and cutting where the rope is in contact with abrasive surfaces, corners and edges. Edge protection is a key factor in rope rescue safety.

5.3 Rope rescue operations considered non-technical shall utilize a minimum of one rope as a belay line.

5.3.1 The line/s for non-technical evacuations shall be run through an approved "Multi-Purpose Device" (MPD) or a PETZL ASAP or a PETZL ID.

5.4 For technical evacuations from confined spaces working from an Artificial high directional (AHD) a CMC CSR2 may be used as the main line and a belay line 1/2(12.5mm) inch may be run through a PETZL ASAP.

5.5 For the purposes of gaining access to an area , ascending or descending will utilize dual 1/2 (12.5mm) inch ropes (main line and belay line). The ropes shall be run through a PETZL ID and a PETZL ASAP.

This is not permitted for confined space entry or for performing any work while on the main and belay lines.

Section 6 Rope Rescue Operations

6.1 All non-essential personnel shall stay out of the rigging and operations areas.

6.2 The Incident Commander, Safety Officer, and all members of the Rope Rescue Team(s) must agree that conditions are safe to proceed before a rope rescue is initiated.

6.3 All stages of the rescue operations shall be communicated to the Rescue Team Supervisor for logging of times, benchmarks and coordination.


6.4 The Rescue Team Supervisor shall closely monitor conditions and personnel involved in the rope rescue and keep the Incident Commander or other supervisor as assigned, informed of conditions, progress and any concerns.

6.5 Rescuers shall determine and utilize the best patient packaging option.

6.6 Upon completion of the rescue transfer patient(s) to EMS personnel.

Section 7 Terminating the Incident

- 7.1** Upon completion of the rescue, ensure all personnel are safe and accounted for.
- 7.2** Recover and secure all ropes and equipment as appropriate.
- 7.3** Review operations and conduct a post incident critique.
- 7.4** Secure the scene. If possible have responsible party secure entry points to assure no additional entry.
- 7.5** Return companies to service.
- 7.6** In-Charge Rescue personnel are to complete the incident report rescue section.
- 7.7** An After Action Report shall be completed for such event by the Incident Commander or designee from the incident.

	Standard Operating Procedures	
	Subject: Civil Disturbances / Task Force Operations	
	S.O.P. Number 03-06-01 Vol-CH-Cat. Sub	Approved: <i>Kevin O'Connor</i> Fire Chief
		Issued: 01/12/2000
	Reviewed: 11/02/2016	Revised: 11/30/2016

Section 1 Purpose

1.1 This procedure was developed to provide basic operating guidelines for the CFD personnel responding to a civil disturbance. This includes all Task Force Operations.

Section 2 Responsibility

2.1 During a period of civil disturbances the role of the Columbus Division of Fire does not change. The Columbus Division of Fire is responsible for providing fire protection and emergency medical care to the citizens. It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

Section 3 Response to Incidents

3.1 Administration Staff

- a) As soon as a civil disturbance or the potential for one exists and it is decided that the City of Columbus Emergency Operations Center (EOC) will be staffed, the Fire Chief or his directed alternate will report. All Assistant Chiefs (with the exception of ES-1) will report to the Department Operation Center (DOC) and follow procedures set forth in the Division of Fire Disaster Plan. ES-1 will report to the incident or area command post. All other Administrative Staff report as directed in the Division of Fire Disaster Plan.

3.2 Command Staff

- a) All Battalion Chiefs will be notified of the affected areas by the FAO.
- b) All Battalion Chiefs should be assigned a driver/aide.

3.3 Company Assignments to Incidents

- a) Once trouble areas are identified by the police, or by fire companies in the area, the following actions may be taken.
 - 1) Area command will be established by direction of ES-2.
 - 2) Single company response in trouble areas will be stopped.
 - 3) Task Force response procedures will go in effect.

Section 4 Actions in Major Disturbance Areas

4.1 As a civil disturbance escalates, the need to change from traditional fire suppression strategies will be required. If areas become too hostile, fire personnel and apparatus will be withdrawn from the fire stations in those areas, to staging areas in safe locations. Task Forces will be assembled and will be dispatched from designated staging areas.

4.2 Task Force Operations

4.2.1 Task Forces shall be assembled with equipment and personnel from CFD and CPD. The specific make up of Task Force Teams shall be determined by the type of incident. However, these guidelines should be followed:

1) Fire Suppression Task Force

- a) (1) Fire Department Battalion Chief with driver/aide
- b) (2) Engines
- c) (1) Ladder
- d) (1) CPD Cruiser or wagon

2) EMS Task Force

- a) (2) EMS Transport Medics with additional 3rd man added for manpower to each Transport Medic
- b) (1) EMS Officer (Lt. or Capt.) and/or Battalion Chief with driver/aide
- c) (1) CPD Cruiser or wagon

4.2.3 Task Forces shall be identified by the battalion chief or EMS officer number i.e., a Task Force led by Battalion 3 will be called "Task Force 3" or a Task force led by EMS 13 will be designated "Task Force 13"

4.2.4 Task Force units will be used within the incident boundaries only. They will not be used to respond to incidents outside this defined area.

4.2.5 When actively engaged in firefighting and/or EMS activities, and supplemental forces are available, Task Force units should be rotated from active to standby at periods of time determined by the Area Command.

4.2.6 Unless instructed to do otherwise, Task Force units operating should utilize the most direct route to the incident using the perimeter of the incident scene boundaries whenever possible. Do not respond through known hostile areas.

4.2.7 CFD units brought in from outside the area should be paired with local units. This will help those not familiar with the area and have access to knowledge that could affect operations and safety. Automatic/Mutual Aid companies will not be part of a Task Force Team within a disaster or civil disturbance area.

4.2.8 Basic Task Force personnel and equipment may be supplemented by additional personnel and apparatus or equipment, depending upon the resources that have been deemed as necessary to deal effectively with the existing situation (*i.e., heavy-duty road clearing vehicles, military or additional police escorts, water tank apparatus, etc.*)

4.2.9 Task Force Locations

- a) Task Forces will be assembled in staging areas outside the trouble area boundaries.
- b) There may be more than one staging area, if the incident boundaries are significant. The staging area(s) will be located preferably in close proximity to the Area Command Post.

4.2.10 Dispatching Task Forces

- a) The FAO shall notify the Area Command via radio of the type and location of the fire or incident.
- b) The Area Command will notify the Staging Area Manager who will deploy the appropriate Task Force to the incident.

4.2.11 Task Force Support

- a) If and when available, CPD will be assigned to escort task forces into incident scenes.
- b) Logistical support for the task forces shall be provided at the staging area(s), i.e. fuel, air bottles, food, toilet facilities, etc.
- c) A minimum of (1) Rescue Company will be held at each staging area to be utilized for the purposes as Rapid Intervention (10-3 or Maydays), additional manpower, or take the place of a ladder company when that resource is depleted

4.3 Abandoning Areas

4.3.1 The Fire Chief or Area Command shall make the decision on whether fire personnel and equipment will be pulled out of an area. Factors involved in this decision include police action.

- a) Is the Police Department pulling out?
- b) Is violence being directed toward the Fire Personnel or apparatus?
- c) Even though the police are in the area, is there enough control?

Section 5 Personnel Safety

5.1 During periods of civil disturbance, members shall take all necessary precautions to protect themselves.

5.1.1 All members (including drivers) shall follow these guidelines:

- a) Fire company personnel shall wear turnout gear to, during, and upon returning from incidents.
- b) EMS personnel shall wear Ballistic Vests at all times when operating within the civil unrest areas
- c) Helmets shall be worn upon exiting apparatus by fire and EMS personnel.
- d) Members shall conduct themselves in a manner that will not result in a hostile confrontation.
- e) Do not use hose streams or tools as weapons.

EXCEPTION: As a last ditch defense while making an escape and firefighters lives are being threatened.

5.1.2 Response Safety

- a) Keep all windows rolled up.
- b) Emergency warning lights should be kept on at all times when serving in an affected area. This will help locate companies calling for emergency assistance.
- c) Hose beds are to remain covered at all times.
- d) Fire extinguishers shall be kept with members inside cab when responding to, or returning from calls. These are to be used in the event the apparatus is fire bombed.
- e) Place all tools and equipment carried on the outside of apparatus in compartments or under cover.
- f) Size-up the area that you are responding into. **Be alert for traps or ambushes.**
- g) Back into dead end streets.

5.1.3 Fire Ground Safety

- a) Scenes should be approached with attention to emergency exit in case evacuation of area is ordered.
- b) Park apparatus in a manner that will provide as much personnel protection on the scene as possible. Keep all vehicles close to each other.
- c) **DO NOT** park pumpers a block away from the fire, with only one member attending it. If possible, conduct forward lays only, pumping in series with both engines placed in close proximity to each other.
- d) **DO NOT** leave members by themselves to catch hydrants away from the apparatus.
- e) No member shall be positioned at the tip of aerial ladders. Personnel are permitted to be in Tower Buckets.
- f) Abandoning an incident scene:
 - 1) The Incident Commander has the authority to abandon a fire scene if they feel the safety of members are jeopardized or are in imminent danger.
 - 2) All members shall pickup equipment and leave the scene as quickly as possible.
 - 3) All members and apparatus shall leave at the same time.

Section 6 Fire Fighting Operations

6.1 Changes in Tactics

6.1.1 Fire incidents shall have task force assignments dispatched in the following order of priority:

- a) Occupied dwellings or buildings with immediate hazard to life.
- b) Vacant buildings with occupied exposure buildings.
- c) Multiple buildings on fire.
- d) Vital public utilities, i.e., Columbia Gas facilities, Electric substations, telephone switching buildings, etc....
- e) Response to the following incidents may be reduced, or stopped in the **TROUBLE AREAS ONLY**.
 - 1) Fully involved buildings with no exposure problems.
 - 2) Garages with no exposures
 - 3) Vehicle fires
 - 4) Dumpsters, grass, or rubbish

6.1.2 During periods of civil disturbance consideration must be given to changing fire suppression tactics.

- a) Quick knock down of fires is paramount.
 - 1) Use of aerial ladders, and/or deck guns as much as possible.
- b) Overhaul shall be non-existent or kept to a minimum.
- c) Do not reload hose.
 - 1) Roll hose lines or throw them on the hose bed and leave the area as soon as possible.
 - 2) When companies arrive in safe areas, staging or fire stations, reloading the hose beds will take place.
- d) Fire investigations **WILL NOT** be conducted within hostile area boundaries.

6.2 Terminology

6.2.1 In addition to the standard terminology the following terms will help maintain accurate communications.

- a) **Firefighter shot-** A firefighter has been hit by gun fire.
- b) **Firefighter injured as a result of-** A firefighter has been injured due to something other than gun fire. A description of the injury and its cause shall be given.
- c) **Company under fire-** The reporting company is being shot at.
- d) **Shots being fired in the area-** self-explanatory.

Section 7 Integrated Task Force Operations

7.1 Multiple Agency and Command Structure

7.1.1 When setting up the command structure for dealing with a civil disturbance, the use of “unified command” concept allows for joint management of the entire situation by the leaders of each of the agencies involved. During a civil disturbance, agencies will be faced with many different types of emergency situations. By utilizing unified command, there will be no disputes as to which agency is in charge. The different agencies will be operating as one.

7.1.2 The Incident Command System will be utilized for Area and Incident Operations

7.1.3 The Incident Area Command Post designation will be the fire station (district) number where the Incident Area Command Post is located, i.e. The Area Command set up at E. 12th and N. High St. will be called **“Area 7”**. When a working incident is declared within the Area Command, the designation will be **“Command”** followed by the Task Force Number. For instance, Task Force 3 is functioning at a working fire on Chittenden Ave. The incident will be designated as **“Command 3”**. “Command 3” will report to “Area 7”.

7.2 Task Force Staging Areas

7.2.1 When a civil disturbance escalates to violence in a wide area and cannot be controlled by the available number of law enforcement personnel, staging procedures shall be established. Police, Fire, EMS, and other essential agencies shall deploy personnel and apparatus to designated staging areas.

7.2.2 Company officers from CFD and Patrol officers from CPD shall report to the Staging group supervisor. The initial Staging group supervisor(s) will be appointed by the Area Incident Commander then when available, all staging responsibilities will become the responsibility of the Administrative Investigations Unit.

The Staging Area(s) will operate as follows:

- a) Assemble task forces in accordance with established department guidelines (SOP's) and follow the guidelines set forth in the Division Disaster Plan
- b) The Staging group supervisor shall evaluate the incident information provided by the Area Command Post and deploy the task force accordingly.

7.4 Response

7.4.1 All units shall respond in convoy fashion. Convoys shall be set up as follows:

- a) CPD cruiser or wagon in front
- b) Battalion Chief and/or EMS Officer
- c) Fire and/or EMS apparatus
- d) Additional CPD unit (if available)

1) TEAMS SHOULD STAY TOGETHER AT ALL TIMES

7.5 Operations

7.5.1 No matter what type of incident, time is a critical factor. Utilize emergency procedures and protocols based upon departmental procedures.

a) Once on the scene the police shall secure the area as best as they can. Access to the roofs of nearby buildings can be gained by using fire division aerial ladders.

1) Police Task Force personnel will be responsible for perimeter security and the overall security for fire and EMS personnel resulting from a civil disobedience.

b) Fire and/or EMS personnel shall expedite their operations.

1) EMS shall place patients into Medics as quickly as possible, provide treatment and move out of the area.

c) EMS Task Force shall stay together.

1) When the Medics transport the patient(s), all police and fire will depart with the Medic.

2) Patients will be transported to designated casualty collection points UNLESS the EMS officer in-charge determines that immediate hospital care is required.

3) Casualty collection points are established under EMS procedures, outside the trouble areas and away from the staging area.

4) These areas will have triage and treatment capabilities.

d) The ranking fire and police officers at the scene will stay together for both communications and scene supervision.

e) Fire Task Forces will go in together and come out together with the following exceptions:

1) If there is a critically injured individual (a civilian or task force member) that requires immediate transport, the Transport Medic and one (1) police unit will leave together.

2) The remaining EMS and Police units will return to the staging area and either be reassigned to a new Task Force by the Staging Area Manager or wait until the original medic and police unit return to staging.



7.6 Safety

7.6.1 ALL COMPANIES THAT ENTER TOGETHER WILL LEAVE TOGETHER.

7.6.2 CPD UNITS **WILL NOT** LEAVE FIRE AND EMS UNITS AT AN INCIDENT SITE.

7.6.3 IF IT IS DETERMINED BY THE TASK FORCE CHIEF or EMS OFFICER THAT THE AREA MUST BE ABANDONED:

- a) The police, fire, and EMS officers will announce this over their radios and assure the Area Command is informed.
- b) The drivers of the fire apparatus will sound their air horns for a period of **10 seconds**. This will be followed by **5 seconds** of silence and another blast of **10 seconds**.
- c) All personnel will report to their company officer or EMS officer in preparation for a PAR to be conducted by the Task Force Chief.
- d) After PAR is confirmed, evacuate and leave immediately.

	Standard Operating Procedures	
	Subject: Area Command	
	S.O.P. Number 03-06-02 Vol-CH-Cat.Sub	Approved:  Fire Chief
		Issued: 02/26/2017
	Reviewed: 11/15/16	Revised: 11/15/16

Section 1 Administration

1.1 PURPOSE: Area Commands are particularly beneficial to incidents that are typically not site specific, are not immediately identifiable, are geographically dispersed, and evolve over longer periods of time (e.g., public health emergencies, earthquakes, tornadoes, civil disturbances). Incidents such as these, as well as acts of biological, chemical, radiological, and nuclear terrorism, require a coordinated intergovernmental, nongovernmental, and private-sector response, with large-scale coordination typically conducted at a higher jurisdictional level. Area Command is also used when a number of incidents of the same type in the same area are competing for the same resources, such as multiple hazardous material spills or fires.

1.2 RESPONSIBILITY: It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

Section 2 General

2.1 When should Area Command be initiated?



- A. Area command should be initiated when several incidents within close proximity are using similar and limited critical resources. An example would be multiple dumpster fires in the OSU campus region or a civil disturbance concentrated in one or several areas of the city.
- B. Difficulties are encountered with inter-incident resource allocation and coordination
- C. When coordination and delivery of critical resources becomes difficult to manage from a remote location (agency EOC or FAO)

2.2 Who will establish an Area Command?

- A. Area command can be established by a CFD Battalion Chief upon approval of the on duty Deputy Chief.
- B. Once established the Area Commander will allocate the resources necessary to deal with the event. This will be coordinated by establishing a talkgroup directly with the FAO that disseminates the information directly to the Area Commander.

2.3 How will resources be managed?

- A.** The Area Commander will assign resources to a talkgroup and monitor their progress and assign the resource to another incident within his/her command area when that resource becomes available.
- B.** Once resources are assigned to Area Command, they will remain under its control until demobilized.
- C.** When necessary the Area Commander can create division or group supervisors to maintain span of control.
- D.** The Area Commander will coordinate the demobilization of all assigned resources.

	Standard Operating Procedures	
	Subject: Venue/Event Command	
	S.O.P. Number 03-06-03 Vol-CH-Cat.Sub	Approved:  Fire Chief
		Issued: 02/26/2017
	Reviewed: 03/01/2017	Revised: 03/13/2017

Section 1 Administration

1.1 PURPOSE: The Columbus Division of Fire is committed to providing pre-determined resources for all large venues/events occurring within the City of Columbus throughout the year. Significant events include: OSU sporting events, Red, White, and Boom, Marathons, and POTUS visits. In order to provide the proper span-of-control as well as coordination with on-duty resources, the Division has set the standard for the command levels for all events based on the number of spectators/participants at each event and the threat level at the time of the event. The higher the participant and threat level the higher the command level will be present.

1.2 RESPONSIBILITY: It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

Section 2 Command Levels


2.1 Level 1- Any Venue with an expected attendance over 150,000 participants or a venue with a known high risk assessment will be commanded by a minimum of a Deputy Chief with an Assistant Chief or Fire Chief available to respond with a 30 minute maximum ETA

2.2 Level 2- Any Venue with an expected attendance between 25,000 and 150,000 participants or a known moderate level risk assessment will be commanded by a minimum of a Battalion Chief with a Deputy Chief available to respond with a 15 minute maximum ETA


2.3 Level 3- Any Venue with an expected attendance of less than 25,000 participants with a low or minimal threat level assessment will be commanded by a Company Officer with a Battalion Chief available to respond with a 15 minute maximum ETA

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	Standard Operating Procedures	
	Subject: Evidence Room Procedures	
	S.O.P. Number 03-07-01 Vol-CH-Cat.Sub	Approved <i>Warren R Cox</i> Acting Fire Chief
	Page: Page 1 of 3	Effective Date: 03/01/2007
		Revised Date:

- I. **PURPOSE:** To implement evidence room procedures for the collection, analysis, and destruction of evidence collected at fire scenes.
- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.
- III. **ACTION.** Only qualified personnel assigned to the fire investigations unit shall collect evidence and submit it to the fire investigations evidence room.
 - A. Evidence requiring transport to CPD lab or State Fire Marshal lab for testing should be placed in bin X with the appropriate paperwork attached. Evidence cannot be sent for testing without **ALL** paperwork completed.
 - B. All evidence **MUST** have a completed evidence sticker on it.
 - C. The property numbers assigned to each piece of evidence shall only be administered by the evidence technician or qualified trained substitute.
 - D. Evidence technician will transport evidence on a weekly basis unless otherwise needed.
 - E. All new evidence not being sent for analysis is to be stored in the appropriate investigator assigned bin.
 - F. Evidence returned from CPD lab or State Fire Marshal lab is to be placed on shelf V. The evidence technician will log and shelf the evidence.
 - G. Submittal and return receipts generated by the CPD Lab and the State Fire Marshal Lab pertaining to evidence will be placed in the appropriate investigator's mailbox.
 - H. Any movement of evidence **MUST** have a chain-of-custody label attached.

	Standard Operating Procedures	
	Subject: Evidence Room Procedures	
	S.O.P. Number 03-07-01 Vol-CH-Cat.Sub	Approved <i>Warren R Cox</i> Acting Fire Chief
	Page: Page 2 of 3	Effective Date: 03/01/2007
		Revised Date:

IV. **DESTRUCTION PROCEDURES.** The following guidelines should be followed when destroying evidence. The statute of limitations can be found in the Ohio Revised Code Section 2901.13.

Aggravated arson resulting in a fatality:

No arrest:	No limitation
Court Trial:	Seven years from date of judgment
Plea:	Three years from date of judgment entry of conviction, unless appeal or post-conviction remedies remain pending

Aggravated arson resulting in serious injury:

No arrest:	Twenty years
Court Trial:	Seven years from date of judgment
Plea:	Three years from date of judgment entry of conviction, unless appeal or post-conviction remedies remain pending

Aggravated arson resulting in no injury:

No arrest:	Seven years
Court Trial:	Seven years from date of judgment
Plea:	Three years from date of judgment entry of conviction, unless appeal or post-conviction remedies remain pending

Arson:



No arrest:	Three years
Court Trial:	Seven years from date of judgment
Plea:	Three years from date of judgment entry of conviction, unless appeal or post-conviction remedies remain pending

Other first degree and second degree felonies:

No arrest:	Three years
Court Trial:	Seven years from date of judgment
Plea:	Three years from date of judgment entry of conviction, unless appeal or post-conviction remedies remain pending

Third, fourth, or fifth degree felonies:

No arrest:	Three years
Court Trial:	Five years from date of judgment
Plea:	Two years from date of judgment entry of conviction, unless appeal or post-conviction remedies remain pending

	Standard Operating Procedures	
	Subject: Evidence Room Procedures	
	S.O.P. Number 03-07-01 Vol-CH-Cat.Sub	Approved  Acting Fire Chief
	Page: Page 3 of 3	Effective Date: 03/01/2007
		Revised Date:

All misdemeanors:

No arrest:	Three years
Court Trial:	One year from date of judgment entry of conviction unless appeal or post-conviction remedies still pending
Plea:	One year from date of judgment entry of conviction unless appeal or post-conviction remedies still pending

Undetermined fires:

Three years

Accidental fires:

At the discretion of the assigned Investigator

Every reasonable effort should be made to return property to the property's rightful owner when that property has more than *de minimis* value. If destruction is indicated, it may be necessary to obtain a court order deeming the property abandoned before destroying such property.

Any evidence used as an exhibit in a court trial **MUST** have court approval before destruction of said evidence.

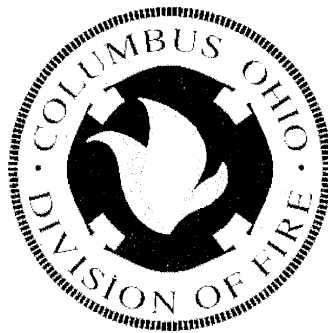
The level of offense for determining where a case fits within the above categories is determined by the highest-level office of conviction, not the level of offense charged.


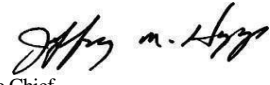
For cases resulting in complete acquittals, property can be destroyed after one year, unless the case remains open for related co-defendants or unless case is deemed unsolved by county prosecutor.

Cases that have been filed but not terminated by conviction, acquittal, or nolle shall remain open and the property in such cases shall not be destroyed.

If post-conviction or appellate remedies are pending at the scheduled time for destruction in a plea case, then the property should not be destroyed and the cases thereafter should be treated as a "trial" case.

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	Standard Operating Procedures	
	Subject: Fire Investigator Law Enforcement Authority	
	S.O.P. Number 03-07-03 Vol-CH-Cat.Sub	Approved:  Interim Fire Chief
		Issued: 03/21/2013
	Reviewed: 06/11/2020	Revised: 08/15/2020

Section 1 Administration

1.1 Purpose: The purpose of this procedure is to describe the legal authority of Fire Investigators qualified as law enforcement officers.

1.2 Responsibility: It shall be the responsibility of each investigator to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Fire Investigator Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

Section 2 Legal Authority

2.1 Fire Investigators are those firefighters who are members of the Bureau of Fire Prevention or members of another Bureau, but who are assigned by the Fire Chief to conduct investigations and are thus under the direction of the Chief of the Bureau of Fire Prevention.

2.2. Fire Investigators are law enforcement officers who are directed to enforce laws regarding arson and other related crimes.


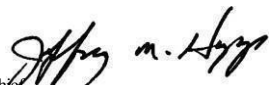
2.3 The Fire Chief or his designee shall investigate the cause, origin and circumstances of every fire, hazmat incident, or explosion occurring in the City of Columbus, or outside the City of Columbus pursuant to mutual aid and/or automatic response agreements.

2.4 Arson and some related crimes are specifically enumerated in Chapter 2909 of the Ohio Revised Code. Investigators have the authority to exercise police power with respect to any other types of crimes when related to a Fire, Hazmat, or Explosives related incident in which they were requested or assigned to investigate.

2.5 When operating outside of the City of Columbus at the request of another jurisdiction, Fire Investigators as law enforcement officers, have the same authority to enforce laws as when acting within the territory of their regular employment.

2.6 As permitted by the Chief of the Division of Fire and as law enforcement officers as defined in the Ohio Revised Code, Fire Investigators are authorized to carry a Division issued firearm either openly or concealed while in the scope of the Investigator's duties.

2.7 When performing duties related to arson and related crimes, Fire Investigators shall adhere to the Use of Force; Firearms Regulations; and Discharged Firearms standard operating procedures, which regulate the manner in which limited police powers may be exercised.

	Standard Operating Procedures	
	Subject: Discharged Firearms	
	S.O.P. Number 03-07-04 Vol-CH-Cat.Sub	Approved:  Interim Fire Chief
		Issued: 03/21/2013
	Reviewed: 06/11/2020	Revised: 08/15/2020

Section 1 Administration

1.1 Purpose: To establish procedures for all authorized Fire Investigators involved in incidents of Division issued discharged firearms on or off-duty.

1.2 Responsibility: It shall be the responsibility of each Fire Investigator to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Fire Investigator supervisors to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

Section 2 Policy Statements

2.1 Fire Investigators shall report all incidents of discharged Division issued firearms, which occur on or off-duty, other than those occurring in the course of training, testing, or legal recreational purposes.

2.2 Personnel shall protect the scene as any other serious crime scene. Only personnel assigned to investigate a police-involved shooting shall be permitted within the protected area of the shooting scene. Security of the scene will be turned over to Columbus Police personnel at the first reasonable opportunity.

2.3 Chief of Police will request an independent agency to conduct a criminal investigation of the following incidents:

2.3.1 The discharge of a firearm by Fire Investigator(s) that results in human injury or death, excluding the unintentional discharge by sworn personnel in which non-life threatening injury is caused to said personnel.

2.3.2 Any use of force resulting in the death of a human or injuries likely to cause the death of a human.

2.3.3 The death of or life-threatening injury to a person while being taken into custody, while in custody, or while being detained by a Fire investigator.

2.3.4 The use or attempted use of a stopping tactic, or an investigator-involved vehicular pursuit, which results in a fatality or injuries likely to cause death.

2.4 The Columbus Police Critical Incident Response Team (CIRT) should investigate the following incidents:

2.4.1 The intended discharge of a firearm by Fire Investigator(s) that does not strike any person when the discharge:

2.4.1.1 Was intentionally directed at a person, or

2.4.1.2 While not intentionally directed at a person, could be reasonably construed as such.

2.4.2 The unintentional discharge of a firearm by Fire Investigator(s) that does not strike any person when the discharge occurred during a confrontation with a suspect and could be reasonably construed as being directed at the suspect.

2.4.3 Any incident in which Fire Investigator(s) sustain serious physical harm or death at the hands of another.

2.4.4 Any other significant or violent Fire Investigator(s) related incidents that fall under the purview of a police action as decided by the Columbus Division of Fire, Fire Marshal or Fire Chief.

2.5 A member of the CPD Firearms/Police-Involved Death Review Board shall respond to any Fire Investigator(s) action resulting in death or when the CIRT has been activated, or an independent agency has been requested.

2.6 Incidents involving serious physical harm or death shall be handled in one of the following manners:

2.6.1 For incidents involving death in the City of Columbus, an independent agency shall conduct a criminal investigation and the investigative packet shall be forwarded to the county prosecutor in the county in which the incident occurred. The prosecutor shall determine if the case will be presented to the Grand Jury.

2.6.2 For incidents involving serious physical harm not likely to cause death, in the City of Columbus, CPD CIRT shall conduct a criminal investigation and if criminal charges will be filed, the investigative packet shall be forwarded to the county prosecutor in the county in which the incident occurred. That prosecutor shall determine if the case will be presented to a Grand Jury.

2.6.3 For incidents involving serious physical harm or death outside the City of Columbus, the law enforcement agency in whose jurisdiction the incident occurred shall conduct the criminal investigation and their individual policies shall dictate any subsequent review, unless other arrangements are made between an independent agency and the other jurisdiction at the time of the incident.

2.7 When CIRT is conducting a criminal investigation concerning Fire Investigator(s) involved in a use of firearms incident, and evidence exists that personnel are under the influence of alcohol or drugs, the CIRT supervisor shall request consent to retrieve body fluids for laboratory analysis or shall obtain a search warrant if probable cause exists.

2.8 When reasonable suspicion is present that a Fire Investigator involved in a non-criminal use of firearms incident may be under the influence of alcohol or drugs, the investigating supervisor shall contact the Human Resource Manager or designee to proceed with reasonable suspicion testing as outlined in the applicable collective bargaining agreement.

2.9 Any statements or evidence obtained as a result of an **order to comply** with questioning during an administrative investigation **cannot** be shared with or used in any criminal investigation or proceeding involving the personnel ordered to answer questions.

2.10 When a firearm is unintentionally discharged on a Division of Police firing range and there are no resulting injuries, Ordnance Unit personnel shall determine the appropriate course of action.

2.11 Use of Firearm Against Dangerous Animals

2.11.1 Sworn personnel being threatened or attacked by a dangerous animal should attempt to use trained techniques and/or intermediate weapons before using a firearm to protect themselves or another person. If these attempts fail to halt the animal's attack, and when left with no alternative other than to use a firearm, sworn personnel should determine whether the backstop is able to control and contain any projectiles that may not find their intended mark or that may ricochet. Consider the presence of individuals and their actions relative to the proximity of the dangerous animal. Grassy and/or dirt areas are the preferred location for a backstop.

2.11.2 Sworn personnel shall not fire or deploy a weapon at a dangerous animal unless the animal poses an imminent threat to personnel or others, use of the weapon is reasonable, and the risk to human life is minimized.

2.11.3 Sworn personnel shall not use a firearm to prevent or disrupt an animal attacking another animal.

Note: Pets are deemed to be property, and a firearm is not to be used to protect property.

2.12 All firearm discharges shall be reported consistent with Division policies. Involved personnel shall notify a Division supervisor in the following descending order:

2.12.1 Their immediate supervisor (FEIU Captain or Lieutenant), or

2.12.2 Another FEIU investigations supervisor within their chain of command, or

2.12.3 Another CFD Law Enforcement Supervisor (ex. Bomb Squad Captain), or

2.12.4 The Fire Alarm Office, who will notify the closest on-duty Battalion Chief.

Section 3 Procedures

NOTE: For firearm discharges by Investigations Supervisors, another CFD Law Enforcement Supervisor shall investigate, review and sign. (ex: Investigations Captain or Lieutenant, Bomb Squad Captain)

3.1 Discharged Firearm Resulting in No Injury/Death.

3.1.1 Involved Fire Investigator

3.1.1.1 Immediately notify, or cause notification of your immediate supervisor or another supervisor within your chain of command.

3.1.1.2 Call for a CPD officer to complete a police incident report.

3.1.1.3 Complete a Discharged Firearm Report and forward it to your immediate supervisor by the end of your shift or by the beginning of your next shift if the incident occurred outside of assigned duty hours. If your immediate supervisor is unavailable, forward the report to another supervisor within your chain of command.

3.1.2 Investigating Supervisor

3.1.2.1 Investigate the circumstances surrounding the incident, compile an investigation summary, review and sign the Discharged Firearm Report, and forward the investigation summary, Discharged Firearm Report, and a copy of the police report through the chain of command to the Fire Chief.

32 Discharged Firearm for the Humane Destruction of a Seriously Injured Animal.

3.2.1 Involved Fire Investigator

3.2.1.1 Immediately notify, or cause notification of your immediate supervisor or another supervisor within your chain of command.

3.2.1.2 Call for a CPD officer to complete a police incident report.

3.2.1.3 Complete a Discharged Firearm Report and forward it to your immediate supervisor by the end of your shift or by the beginning of your next shift if the incident occurred outside of assigned duty hours. If your immediate supervisor is unavailable, forward the report to another supervisor within your chain of command.

3.2.2 Investigating Supervisor

3.2.2.1 Investigate the circumstances surrounding the incident, compile an investigation summary, review and sign the Discharged Firearm Report, and forward the investigation summary, Discharged Firearm Report, and a copy of the police report through the chain of command to the Fire Chief.

3.2.3 Administration Bureau Assistant Chief

3.2.3.1 Confirm findings and submit to the Fire Chief.

3.2.3.2 Cause the involved Fire Investigator to be notified of the final determination.

3.2.3.3 Maintain the complete original Discharged Firearm Incident Report.

33 Discharged firearm against a dangerous animal, unintentional discharge by Fire Investigator(s) resulting in a non-Life threatening injury to themselves, or unintentional discharges not investigated by CIRT or an independent agency.

3.3.1 Investigating Supervisor shall:

3.3.1.1 Request the assistance of the on-duty CPD Zone Lieutenant to conduct a joint Fire-Police administrative investigation of the incident.

3.3.1.2 Complete the Discharged Firearm Report and assure accurate completion of the entire investigative packet.

3.3.1.3 Email Discharged Firearm Report to the CPD Firearms/Police-Involved Death Review Board's Chairperson and the Recording Secretary by the end of the tour of duty. This shall serve as notification of the incident.

3.3.1.4 Forward three copies of the original investigative packet through the Fire Prevention Bureau chain of command before submission from the Assistant Chief of Fire Prevention to the CPD chain of command.

Note: The purpose of routing the investigative packet through both chains of command is to review the investigation for completeness. No recommendations should be made by the investigating supervisor or the chains of command until the incident has been reviewed by the CPD Firearms/Police-Involved Death Review Board.

3.4 Discharged Firearm Resulting in Human Injury/Death.

3.4.1 Involved Fire Investigator

3.4.1.1 Cause any needed medical aid to be rendered.

3.4.1.2 Immediately cause Division of Police Communications Bureau personnel to be notified.

3.4.1.2 Immediately notify, or cause notification of your immediate Supervisor.

3.4.1.3 Secure the suspect and the scene.

3.4.2 Division of Police Communications Bureau

3.4.2.1 Dispatch personnel to render assistance and/or to secure the scene as necessary.

3.4.2.2 Follow current Division of Police notification procedures as required by the Emergency Notification Guide, including notification to the FAO that a Fire Investigator is involved. The FAO will notify ES-2 of the incident.

3.4.3 Division of Police Officer Support Team

3.4.3.1 Provide the Fire Investigator with any assistance, information, or other support as needed or requested.

Note: Officer Support Team members are subject to being subpoenaed to attend legal proceedings and testify to what they are told by the involved Fire Investigator(s). Therefore, Fire Investigators are cautioned not to discuss the incident with the Officer Support Team member.

3.4.4 Division of Police Critical Incident Response Team(CIRT)

3.4.4.1 Conduct a criminal investigation, when assigned.

3.4.4.2 Advise the involved Fire Investigator(s) of their constitutional rights, when appropriate.

Note: The involved Fire Investigator(s) may invoke their constitutional rights at any time during the criminal investigation.

3.4.4.3 Complete a Discharged Firearm Report.

3.4.4.3.1 Email the Discharged Firearm Report to the CPD Firearms/Police-Involved Death Review Board's Chairperson and the Recording Secretary.

3.4.4.3.2 Include a copy in each investigative packet.

3.4.4.4 Forward the completed investigative packet as follows:

3.4.4.4.1 The original to the Homicide Unit

3.4.4.4.2 Three copies to the CPD Firearms/Police-Involved Death Review Board's Chairperson.

3.4.4.4.3 One copy to the county prosecutor

*If the suspect in a non-fatal case is not charged criminally, no copy will be sent; however, the case will be reviewed with the legal advisor and/or the Prosecutor's Office.

3.4.5 Division of Fire Administrative Investigation Unit

3.4.5.1 Conduct a concurrent administrative investigation when directed

Note: Fire Investigator(s) who are the focus of a criminal investigation may invoke their constitutional rights. This does not apply if the investigation is strictly administrative. Garrity laws **do apply** in criminal investigations.

3.4.5.2 Forward a copy of the completed investigation to the Prevention Bureau Assistant Chief.

35 Post Investigation Review

3.5.1 Firearms/Police-Involved Death Review Board

3.5.1.1 Review all information concerning the incident

3.5.1.2 Determine whether the discharge was within Division of Police Policy. Render a finding in accordance with the Firearms/Police-Involved Death Review Board SOP.

3.5.1.3 Prepare and forward a summary of the findings together with the

original investigative packet through the involved Fire Investigator's chain of command to the Prevention Bureau Assistant Chief.

Note: If there is a dissenting opinion between the Firearms/Police-Involved Death Review Board members, the dissenting member will include a letter of finding with the investigative packet through the involved Fire Investigator's chain of command to the Chiefs of Police and Fire.

3.5.2 Chain of Command

3.5.2.1 Review the investigative packet

3.5.2.2 Render a finding in one of the following:

- (A) Intentional and in violation of policy
- (B) Intentional and not in violation of policy
- (C) Unintentional and in violation of policy
- (D) Unintentional and not in violation of policy

3.5.2.3 When appropriate, make recommendations regarding necessary corrective action.

3.5.3 Prevention Bureau Assistant Chief

3.5.3.1 Review the investigative packet and render a finding in accordance with options listed in 3.5.2.2

Note: If the recommendation of the Prevention Bureau Assistant Chief is in disagreement with the finding of the Firearms/Police-Involved Death Review Board, forward the investigative packet to the Chiefs of Police and Fire for evaluation and review.

3.5.3.2 If the discharge of the firearm was intentional and not in violation of policy, or unintentional and not in violation of policy:

3.5.3.2.1 Cause the involved personnel to be notified of the final determination.

3.5.3.2.2 Forward the investigative packet through the Firearms/Police-Involved Death Review Board Chairperson to the Administration Bureau Assistant Chief to be filed.

3.5.3.3 If the discharge of the firearm was intentional and in violation of policy, or unintentional and in violation of policy, forward the investigative packet to the Administration Bureau Assistant Chief for review and determination of discipline.

3.5.4 Administration Bureau Assistant Chief

3.5.4.1 If the investigative findings were that the firearm discharge was intentional and not in violation of policy, or unintentional and not in violation of policy:

3.5.4.1.1 Receive the packet from the FPB Assistant Chief, confirm the findings, and submit the report to the Fire Chief.

3.5.4.1.2 Record the information in the involved Fire Investigator's file.

3.5.4.1.3 Maintain a copy of the Division of Police investigative packet

3.5.4.1.4 Notify the Division of Police of case completion.

3.5.4.2 If the investigative findings were that the firearm discharge was intentional and in violation of policy, or unintentional and in violation of policy, determine if progressive discipline should be followed or if a deviation from progressive discipline is appropriate.

3.5.4.2.1 If recommending a deviation from progressive discipline, forward the packet to the Administrative Investigation Unit for review, then to the Fire Chief.


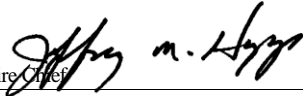
3.5.4.2.2 If the discipline does not warrant deviation from progressive discipline, forward the packet to the Prevention Bureau Assistant Chief for issuance of discipline. Then forward to the Firearms/Police-Involved Death Review Board.

3.5.5 Fire Chief

3.5.5.1 Make a final determination if there are dissenting opinions between the Firearms/Police-Involved Death Review Board and the involved Fire Investigator's Assistant Chief.

3.5.5.2 Make a final determination on any request to deviate from progressive discipline.

3.5.5.3 Cause the involved Fire Investigator to be notified of the final determination.

	Standard Operating Procedures	
	Subject: Use of Force	
	S.O.P. Number 03-07-05 Vol-CH-Cat.Sub	Approved:  Interim Fire Chief
		Issued: 03/21/2013
	Reviewed: 06/11/2020	Revised: 08/15/2020

Section 1 Administration

1.1 Purpose: To establish procedures for all Fire Investigators involved in Use of Force incidents.

1.2 Responsibility: It shall be the responsibility of each Fire Investigator to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all investigation supervisors to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

Section 2 Definitions

2.1 Use of Force: The exertion of energy or the actions of personnel in the performance of their duties used to direct or control another's movements or actions. A use of force may be implemented to control resistive or aggressive behavior toward the involved personnel, other personnel, third parties, or property. **(See Action-Response Use of Force Continuum attached).**

2.2 Use of Force Levels of Control: A progression of techniques used to control a suspect's actions. Levels of control used by Fire Investigators are:

2.2.1 Level 0: Investigator presence, verbal and non-verbal commands, searching, handcuffing, and multiple baton rounds as diversions.

2.2.2 Level 1: Empty hand control, pressure points, grounding techniques, and joint manipulations.

2.2.3 Level 2: Use of chemical spray.

2.2.4 Level 3: Use of electronic device. (Not within current Division of Fire capabilities.)

2.2.5 Level 4: Hard empty hand control (strike/punch/kick).

2.2.6 Level 5: Use of impact weapon (baton/flashlight).

2.2.7 Level 6: Police K-9 bite. (Not within current Division of Fire capabilities.)

2.2.8 Level 7: Less lethal weapons. (multiple baton rounds)

2.2.9 Level 8: Deadly Force

2.3 Deadly Force - Any force which carries a substantial risk that it will proximately result in the death of any person.

2.4 Injury – For the purposes of this SOP, injuries are classified as:

2.4.1 Minor Injury – An injury that does not require transport to a medical facility.

2.4.2 Serious Injury – An injury that requires transport to a medical facility for treatment.

Note: An injury may still be classified as minor even if the suspect desires to be seen at a medical facility, or even if the suspect is refused at the jail. Refusal at the county jail does not require a Use of Force – Injury to Prisoner administrative investigation.

Section 3 Policy Statements

3.1 General

3.1.1 Investigators shall attempt to de-escalate a situation by using trained techniques, such as building rapport, communication skills, maintaining a safe distance, utilizing a barrier, etc., when it is safe to do so.

3.1.2 It is well established that Law Enforcement Officers may use force to effect an arrest, to defend themselves, or to defend others. A Fire Investigator should not desist from any official duty merely because resistance is offered.

3.1.3 Fire Investigators shall not use more force than is reasonable in a particular incident. Factors to be considered when determining the reasonableness of a use of force are include:

3.1.3.1 The severity of the crime at issue.

3.1.3.2 Whether the suspect poses an immediate threat to the safety of the Fire Investigator or others.

3.1.3.3 Whether the suspect is actively resisting arrest.

3.1.3.4 Whether the suspect is attempting to evade arrest byflight.

3.1.4 Fire Investigators who witness another Fire Investigator utilize force which is unlawful, excessive, or violates Division policy shall intervene to stop the Fire Investigator's actions.

3.1.5 Fire Investigators shall use their training to guide them through a use of force incident. The preferred response to resistance and aggression is a trained technique. However, during a situation involving the infliction or threatened infliction of serious physical harm, the use of an untrained response may be reasonable to end the threat and survive the encounter. The proper exertion of physical force used to control persons shall be consistent with Division policy.

3.1.5.1 Chokeholds and neck restraints are prohibited. These untrained techniques are considered a deadly use of force and shall only be used in a life threatening situation and deadly force is justified.

3.1.5.2 When attempting to control a grounded suspect, any pressure used shall be placed on the shoulder or the middle of the back, not intentionally on the neck. If at any time during the struggle pressure is unintentionally placed on the neck, officers shall readjust their positioning. Once the suspect is handcuffed and compliant, Fire Investigators shall place the individual in an upright position as soon as it is safe to do so.

3.1.6 All uses of force shall be reported consistent with Division policies. Involved personnel shall notify a Division supervisor in the following descending order:

3.1.6.1 The immediate supervisor, or

3.1.6.2 Another Investigations Unit supervisor within the investigator's chain of command, or

3.1.6.3 Another CFD Law Enforcement supervisor (ex. Bomb Squad Captain), or:

3.1.6.4 The Fire Alarm Office, who will notify the closest on-duty Battalion Chief who will conduct the investigation or will contact the involved chain of command to conduct the investigation.

3.1.7 All Division Fire Investigation personnel shall receive annual in-service training in the Division's use of force policy.

3.1.8 Uses of force classified as Level 1-7 shall be investigated by Division Investigations Unit supervisors, unless preliminary information indicates the potential for criminal charges. Those classified as potentially criminal shall first be investigated by the Division of Police (or police agency in whose jurisdiction the incident occurred) following regular procedures for the offense, followed by a Division administrative investigation if necessary. All action-responses to resistance/aggression classified as Level 8, shall be investigated by the procedures stipulated under Section 4.4 of this S.O.P. and the current Memorandum of Understanding.

Note: The involved Fire Investigator may invoke their constitutional rights at any time during a criminal investigation. This does not apply if the investigation is strictly administrative in nature. Information compelled from the focus employee in an administrative investigation shall not be shared with, or in any manner released to, any unit conducting a criminal investigation, except as pursuant to the Ohio Public Records Act.

3.1.8.1 Investigations supervisors conducting use of force investigations shall photograph involved persons injuries, or lack thereof.

3.1.8.2 Investigations supervisors who participate in or order a use of force shall not conduct any subsequent investigation.

3.1.8.3 When an Investigations supervisor is prohibited from conducting a use of force investigation, another Investigations supervisor, Division Safety Officer or Battalion Chief will conduct the investigation.

3.2 Deadly Force

3.2.1 Fire Investigators may use deadly force when the involved personnel have

reason to believe the response is objectively reasonable to protect themselves or others from the imminent threat of death or serious physical harm.

3.2.2 Fire Investigators may use deadly force upon a human being to prevent escape when there is probable cause to believe that the suspect poses an immediate threat of serious physical harm to himself, herself, or others.

3.2.3 Fire Investigators should avoid intentionally positioning themselves in the direct path of a moving vehicle.

3.2.3.1 Fire Investigators in the direct path of a moving vehicle should attempt to take evasive action to avoid being struck by the vehicle.

3.2.3.2 Fire Investigators may only fire a weapon at the driver or occupant of a moving vehicle, or from a moving vehicle, only when there is an articulable, reasonable belief that the subject poses an immediate threat of death or serious physical harm to himself, herself, or others. If reasonable, Fire Investigators should give a verbal warning of the intention to use deadly force.

3.2.4 While Fire Investigators have an affirmative duty to use that degree of force reasonable to protect human life, the use of deadly force is not reasonable merely to protect property interests. Only under circumstances where it is reasonable to believe an infliction, or threatened infliction, of serious physical harm to human life exists is the use of deadly force justified.

3.2.5 The use of deadly force by Fire Investigators should not create a danger to the public that outweighs the benefits of its use.

3.2.6 Fire Investigators shall not fire a warning shot unless there is justification to use deadly force and they should ensure that:

3.2.6.1 There are no bystanders in the line of fire or who could move into the line of fire; and

3.2.6.2 The backstop is reasonably likely to contain or stop the discharged bullet.

3.2.7 Facts unknown to Fire Investigators at the time deadly force is used cannot be considered in determining whether the involved personnel acted in conformity with this policy.

3.2.8 Investigations of uses of force resulting in death shall be forwarded to the county prosecutor in the county in which the incident occurred. That prosecutor will determine if the case will be presented to a Grand Jury.

Section 4 Procedures

4.1 Level of Control 1 with no injury

4.1.1 Involved Fire Investigator

4.1.1.1 Immediately notify, or cause notification of, your immediate supervisor.

4.1.1.2 Complete a Use of Force Report and forward it to your immediate supervisor by the end of your shift, or by the beginning of your next shift if the incident occurred outside of assigned duty hours. If your immediate supervisor is unavailable, forward the report to another supervisor within your chain of command.

4.1.2 Investigating Supervisor

4.1.2.1 Review and sign the Use of Force Report

4.1.2.2 Forward a copy of the report through the involved Fire Investigator's chain of command to the Fire Chief.

4.2 Level of Control 0-1 with a complaint of an injury, minor injury, or serious injury caused by the response.

4.2.1 Involved Fire Investigator

4.2.1.1 Cause any needed medical aid to be rendered.

4.2.1.2 Immediately notify, or cause notification of your Division supervisor.

4.2.1.3 Complete a Use of Force Report and give it to the investigating supervisor.

4.2.2 Investigating Supervisor

4.2.2.1 Review and sign the Use of Force Report

4.2.2.2 Complete the Minor Injury Report and attach a copy of the Arrest Information Form U-10.100 if applicable, and any photographs taken.

Note: If serious injury, complete an Injury to Prisoner Investigation form.

4.2.2.3 Forward a copy of the report through the involved Fire Investigator's chain of command to the Fire Chief.

4.3 Level of Control 2-7

4.3.1 Involved Fire Investigator

4.3.1.1 Cause any needed medical aid to be rendered.

4.3.1.2 Immediately notify, or cause notification of your immediate supervisor.

4.3.1.3 Complete a Use of Force Report and give it to the investigating supervisor.

4.3.2 Investigating Supervisor

4.3.2.1 Conduct an investigation following Division policies. Review and sign the Use of Force Report.

4.3.2.2 If not the involved Fire Investigator's immediate supervisor, forward a copy of the report to the immediate supervisor.

4.3.2.3 If the subject is being arrested or issued a summons:

4.3.2.3.1 Ensure that the arresting personnel include the facts necessitating

the use of chemical spray and details of any decontamination/treatment rendered in the narrative section of the Arrest Information form.

4.3.2.3.2 Include a brief statement indicating justification for the use of chemical spray, the effectiveness of the chemical spray, and details of any decontamination process and treatment rendered on the Use of Force Report.

4.3.2.3.3 Ensure that an "X" is placed in both the "Chemical Spray" box on the top left corner and the "Use of Force" box on the top right corner on the front of the Arrest Information form.

4.3.2.3.4 Complete the Minor Injury Report and attach a copy of the Arrest Information Form U-10.100, and any photographstaken.

4.3.2.3.5 Forward a copy through the involved Fire Investigator's chain of command to the Fire Chief.

4.3.2.4 If no arrest is made:

4.3.2.4.1 Complete the Use of Force Report and make any investigation notes on the back of the form. Complete the Minor Injury Report and determine if the use of force was within Division policy. Compile all forms and any photographs taken.

4.3.2.4.2 If the use of force may result in charges filed against the Fire Investigator call for a Division of Police Assault/Homicide Section Supervisor (or police agency whose jurisdiction the incident occurred) to initiate an investigation by an independent agency.

4.3.2.4.3 Forward a copy through the involved Fire Investigator's chain of command to the Fire Chief.

4.3.3 Administration Bureau

4.3.3.1 Record the incident in the involved Fire Investigator's file.

4.3.3.2 Maintain the original Use of Force Report

4.3.3.3 Cause the involved Fire Investigator to be notified of the final determination.

4.4 Level of Control 8 – Use of Force Resulting in Death or Serious Physical Harm likely to cause Death

Note: If the use of force involves the discharge of a firearm, follow the procedures set forth in SOP 03-07-04 Discharged Firearms.

4.4.1 Involved Fire Investigator

4.4.1.1 Cause any needed medical aid to be rendered.

4.4.1.2 Immediately cause Division of Police Communications Bureau personnel to be notified.

4.4.1.3 Immediately notify or cause notification of your immediate supervisor.

4.4.1.4 Secure the scene.

4.4.2 Division of Police Communications Bureau

4.4.2.1 Will dispatch personnel to render assistance or to secure the scene.

4.4.2.2 Follow current Division of Police notification procedures as required by the Emergency Notification Guide, including notification to the FAO that a Division Fire Investigator is involved. The FAO will notify ~~ES-2~~ the fire chain of command of the incident.

Note: The Investigative Duty Desk will contact an on-duty Assault/Homicide Section supervisor, who will then notify the independent investigating agency and will function as the liaison to that agency during the investigation.

4.4.2.3 The Captain of the FEIU and the A/C of Fire Prevention will be the Fire Department liaisons to the independent investigating agency.

4.4.3 Division of Police Officer Support Team

4.4.3.1 A Division of Police Officer Support Team member will be assigned to the involved Fire Investigator.

4.4.3.2 Provide the involved Fire Investigator with any assistance, information, or other support they may desire.

Note: Officer Support Team members are subject to being subpoenaed to attend legal proceedings and testify to what they are told by the involved Fire Investigator. Therefore, the involved investigator is cautioned not to discuss the incident with the Officer Support Team member.

4.4.4 Division of Police Critical Incident Response Team (CIRT)

4.4.4.1 Assigned to the incident to conduct a criminal investigation.

4.4.4.2 Advise Fire Investigators who are the focus of the investigation of their constitutional rights when appropriate.

Note: The involved Fire Investigator may invoke their constitutional rights at any time during the criminal investigation.

4.4.4.3 Complete, file, and forward an investigative packet following current Division of Police procedures.

4.4.5 Division of Police Firearms/Police-Involved Death Review Board

4.4.5.1 Review all information concerning the incident.

4.4.5.2 Determine whether the Fire Investigator's action was within Fire Division policy.

4.4.5.3 Prepare and forward a summary of the findings, together with a copy of the investigative packet, the Use of Force Report and the Data Processing Worksheet to the Administration Bureau Assistant Chief.

Note: If there is a dissenting opinion between the Firearms/Police-Involved Death Review

Board members, the dissenting member will include a letter of finding with the investigative packet

4.4.6 Administration Bureau Assistant Chief

4.4.6.1 Receive the investigative packet from the Division of Police Firearms/Police- Involved Death Review Board.

4.4.6.2 Confirm findings for Level of Control 8 and submit to the Fire Chief.

4.4.6.3 Cause the involved Fire Investigator to be notified of the final determination.

4.4.6.4 Record the information in the involved Fire Investigator's file.

4.4.6.5 Maintain a copy of the Division of Police investigative packet.

4.4.6.6 Notify Division of Police Internal Affairs Bureau of case completion.


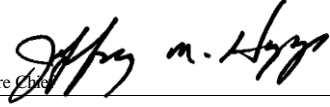
ACTION – RESPONSE

USE OF FORCE CONTINUUM

IMPORTANT – The list of officer responses is **NOT** intended to be in any specific order, but reflects on the amount of resistance encountered. The officer will choose the necessary response to gain control of the situation based on departmental policy, his/her physical capabilities, perception, training, and experience.

Weapons Used Against Officer Attempting to Disarm Officer Life-Threatening Weaponless Assaults	Deadly Force	OFFICER-SUBJECT FACTORS 1. AGE 2. SEX 3. SIZE 4. SKILL LEVEL 5. MULTIPLE SUBJECTS/ OFFICERS 6. RELATIVE STRENGTH
Striking or Kicking Officer	Baton Techniques	
Wrestling with Officer Pushing Officer	Striking, Punching, Kicking Striking Muscle Groups, Baton Restraints, Electrical Devices	
Pulling Away from Officer Refusing to Move – Dead Weight	Chemical Mace Take Downs, Joint Manipulations, or Pressure Points	
Not Responding to Commands Verbal or Physical Danger Cues	Balance Displacement, Escort Position Assistance from other Officers, Verbal Physical Commands, Officer Presence	
Individuals Actions	Officer's Responses	SPECIAL CIRCUMSTANCES 1. CLOSENESS OF A WEAPON 2. INJURY OR EXHAUSTION 3. BEING ON THE GROUND 4. DISTANCE FROM SUBJECT 5. SPECIAL KNOWLEDGE 6. AVAILABILITY OF OTHER OPTIONS 7. SUBJECT HANDCUFFED

Continuum of Arrest: Control - Handcuff - Search - Evaluate - Transport

	Standard Operating Procedures	
	Subject: Firearms Regulations	
	S.O.P. Number 03-07-06 Vol-CH-Cat.Sub	Approved:  Interim Fire Chief
		Issued: 03/21/2013
	Reviewed: 06/11/2020	Revised: 08/15/2020

Section 1 Administration

1.1 Purpose: To establish procedures for Fire Investigators authorized to carry firearms.

1.2 Responsibility: It shall be the responsibility of each Fire Investigator to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Fire Investigator supervisors to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

Section 2 Definitions

2.1 Primary Service Firearm

2.1.1 The Division-issued Smith & Wesson model M&P 2.0 9mm full-size auto pistol.

2.2 Alternate Firearm

2.2.1 A Division-issued or privately-owned firearm authorized for carrying instead of the primary service firearm, provided applicable Division of Police qualification standards are met. A list of approved firearms is available at the Police Ordnance Unit.

2.2.2 The Division-issued Smith and Wesson model M&P 2.0 9mm compact auto pistol is an authorized alternate firearm.

2.2.3 The Division-issued Remington 870 shotgun may also be carried if the annual Division of Police qualification standards are met.

2.3 Off-Duty

2.3.1 The period of time an investigator is not in on-duty or paid status.

2.4 Off-duty/Back-up Firearm

2.4.1 A Division-issued or privately-owned firearm authorized for carrying during non-work hours or in addition to the primary service firearm/approved alternate firearm during work hours, provided applicable Division of Police qualification standards are met. A list of approved firearms is available at the Police Ordnance

Unit.

Section 3 Policy Statements

Division issued firearms shall be kept in a safe condition and secured from unauthorized access, misuse, or theft at all times.

3.1 The Fire Chief will designate Fire Investigators authorized to be issued a Division firearm, or to possess and use a firearm or any other type of force while on-duty. An authorized list will be periodically reviewed and updated at least annually for any change in status.

3.2 Assigned Fire Investigators, without authorization to carry a firearm prior to June of 2012, shall be required to complete and pass the Peace Officer Basic Training requirements as set forth by the Ohio Peace Officer Training Commission through the Columbus Division of Police Training Academy.

3.2.1 Fire Investigators authorized to carry a firearm must successfully complete any training requirement designated by the Fire Chief, including annual refresher training.

3.3 Fire Investigators shall annually meet Division of Police qualification standards with any firearm they intend to carry while on-duty or off-duty. This does not apply to personal rifles, shotguns, and/or handguns used for recreation purposes.

3.3.1 Fire Investigators shall annually meet all Division of Police qualification standards with all Division of Fire issued firearms.

3.3.2 For Division issued firearms, Fire Investigators shall be allotted a monthly maximum of 100 practice rounds provided by the City.

3.3.3 Only Division of Police Ordnance Unit personnel may repair or alter any issued firearm.

3.3.4 Testing, evaluating, and any required “breaking in” of all firearms, chemical agents, intermediate weapons, and any accessory to these weapon systems are to be conducted under supervision by the appropriate Division of Police Training Bureau personnel.

3.4 Fire Investigators shall use Division-approved weapons only when reasonable and within policy.

3.5 Fire Investigators shall not use any weapon for a retaliatory or punitive purpose.

3.5.1 All confrontations between Fire Investigators and suspects where a firearm is deployed, with intent to use, must be reported in writing to the immediate supervisor and forwarded through the chain of command to the Fire Chief. This documentation is required in all such circumstances, regardless of whether an action-response to resistance/aggression investigation is required.

3.6 Fire Investigators should not fire or deploy a weapon at a dangerous animal

unless the animal poses an immediate threat to personnel or others, use of the weapon is reasonable, and the risk to human life is minimized.

3.7 Fire investigators being threatened or attacked by a dangerous animal should attempt to use trained techniques and/or intermediate weapons before using a firearm to protect themselves or another person. If these attempts fail to halt the animal's attack, and when left with no alternative other than to use a firearm, sworn personnel should determine whether the backstop is able to control and contain any projectiles that may not find their intended mark or that may ricochet. Consider the presence of individuals and their actions relative to the proximity of the dangerous animal. Grassy and/or dirt areas are the preferred location for a backstop.

3.8 Fire Investigators shall not use a firearm to prevent or disrupt an animal attacking another animal.

3.9 Pets are deemed to be property, and a firearm is not to be used to protect property.

3.10 Fire Investigators should not fire or deploy a weapon to kill a diseased or injured animal unless its destruction is reasonable and humane.

3.11 Fire Investigators shall not carry personally-owned shotguns or rifles on-duty.

3.12 Carrying Loaded Firearms

3.12.1 Fire Investigators shall carry a loaded, authorized firearm at all times with the following exceptions:

- 1) When it would be a violation of law.
- 2) Within a court building or courtroom when attending court on any personal/private matter unless prior approval is obtained from the Judge, magistrate, or Jury Commissioner (if on jury duty).
- 3) When it would be impractical.
- 4) When ordered not to by a competent authority, such as a court, or not permitted to by Division Policy or restrictions.

3.12.2 Off-duty Fire Investigators are not required to carry a firearm.

3.12.2.1 Off-duty Fire Investigators carrying an authorized firearm shall have it within their immediate control unless it would be a violation of law or this policy.

3.12.2.2 Fire investigators shall carry off-duty firearm(s) authorized for carry in a concealed manner.

3.12.2.3 Obtaining Authorization to Carry an Alternate and/or Off-duty Firearm

Fire Investigator:

- 1) Complete a Firearms Qualifications form, S-70.102, listing the information specific to the firearm. Forms are available from the Ordnance Unit.
- 2) Submit the firearm to Ordnance Unit personnel for inspection.
- 3) Qualify with the firearm on the OPOTA pistol qualification course.

Ordnance Unit & Investigations Supervisor:

- 1) Issue authorization for an approved firearm as appropriate.
- 2) Maintain a list of personnel who have qualified with an alternate and/or off-duty firearm and the specific type of firearm.

Note: Justification for not carrying a firearm while on duty shall be required.

3.12.3 When required or authorized to carry a firearm, Fire Investigators shall carry and use only those firearms and ammunitions that have been approved by the Chief of Police, and with which they have satisfied the qualification standards established by the Division of Police and the Ohio Peace Officers Training Commission.

3.12.4 Fire Investigators shall carry only the Division issued firearms while on-duty, unless otherwise approved by the Fire Chief.

3.12.5 All Fire Investigators authorized to carry a firearm shall also carry their Division issued badge, law enforcement identification credentials, issued authorized firearm, spare magazine with issued duty ammunition, and handcuffs at all times while on-duty.

3.12.6 When not wearing a Division issued uniform, the Division issued badge shall be worn so that it is visible in the center of the chest, or concealed as necessary. When wearing the ballistic vest, the badge shall be clipped to the front outside of the ballistic vest, or worn on a neck chain outside of the ballistic vest.

3.12.7 Fire Investigators shall return all issued firearms to their immediate supervisor when they depart the unit, relinquish the firearm for any reason, or are otherwise ordered.

3.12.8 Carrying or using a firearm while under the influence of alcohol or drugs is a violation of law.

3.12.9 Fire Investigators may use an approved rail-mounted light and holster for Division issued pistols, upon training and qualification conducted by Division of Police Ordnance Unit personnel.

3.12.10 Shotgun

3.12.10.1 Fire Investigators shall annually complete a familiarization class and qualification with the shotgun.

3.12.10.2 Only Fire Investigators who have successfully completed

annual qualification training with the shotgun shall be permitted to carry one.

3.12.10.3 Fire Investigators who have not qualified with a shotgun shall not deploy, carry, or use the shotgun except under the most critical circumstances.

3.10 Failure to Qualify with a Firearm

3.10.1 Failure to qualify with the primary service firearm by satisfying the firearms qualification standards as established by the State of Ohio:

3101.1 Fire Investigators who fail to qualify with the primary service firearm in three attempts during the first qualification session of each required course/phase shall receive a written order under the authority of the Fire Chief from their immediate supervisor to:

- (A) Surrender all Division issued firearms.
- (B) Mark out-of-service with the Fire Alarm Office.
- (C) Not to take any law enforcement action, on or off-duty (may work in the Fire Investigation offices).
- (D) Not carry any firearm on or off-duty.
- (E) Notify their supervisor of the date of their next qualification session.

3101.2 Failure to Qualify with an Approved Alternate and/or Off-duty Firearm

(A) Sworn personnel who fail to qualify in three attempts during the first qualification session with the approved firearm are prohibited from carrying the firearm until qualifications are met.

(B) Sworn personnel who fail to qualify with their approved firearm shall surrender the firearm to Ordnance Unit personnel if the firearm is City- owned.

(C) Sworn personnel shall be allowed a total of three qualification attempts per day during normal Ordnance Unit hours until qualifications are met.

Note: If the Fire Investigator is asked, by Ordnance Unit personnel, to sign a written order from the Chief of Police explaining the restrictions of their service, they are to comply.

3.10.2 Fire Investigators shall be allowed a total of three qualification sessions of three attempts each. Personnel failing to qualify by the completion of these sessions shall receive a written order advising them that they have seven days in which to qualify on their own time. Failure to qualify during that

time shall be cause for disciplinary action and/or adjustment of work assignment, as determined by the Fire Chief.

3.10.3 Fire Investigators who fail to qualify in three attempts during the first qualification session shall be provided remedial training prior to any further attempts to qualify. This training can range from verbal instruction up to and including regimented firing of the qualification course. The contents of the remedial training will be at the discretion of the Ordnance Unit personnel based on the needs of the involved Fire Investigator. Fire Investigators that have failed to qualify by the conclusion of the first session will be scheduled to attend firearm technical skills development.

3.10.4 Fire Investigators who fail to qualify with the Division issued alternate firearm or shotgun must surrender the firearm to their immediate supervisor.

3.10.5 The supervisor shall place a copy of the written order in the Fire Investigator's firearms file and forward the original written order through the investigator's chain of command to the Fire Chief.

3.10.6 Investigators shall be given the opportunity to qualify up to three approved alternate or off-duty firearms. An annual maximum of 450 rounds shall be provided by the City for the purpose of qualifying with those approved firearms. Once personnel have qualified, no more rounds shall be allocated for that firearm.

3.11 Carrying Firearms Aboard Aircraft and into Secured Areas in Airports

3.11.1 The carrying of Division issued firearms aboard aircraft and into secured areas of airports will follow the policies and procedures as set forth by local, state and federal regulations.

3.11.2 Fire investigators shall not carry a firearm on their person into secured areas of airports or aboard an aircraft.

3.12 Carrying Firearms While Off-Duty

3.12.1 Fire investigators, while on-duty or off-duty, shall only enforce arson and arson related crimes.

3.12.2 The responsibility for a safe response **is shared by all parties** in situations involving fire investigators encountering an individual claiming to be an off-duty, undercover, or a plain-clothed law enforcement officer. The challenging personnel have a responsibility to use reasonable tactics and sound judgment in approaching the situation, whereas the challenged individual has the responsibility for a safe response to the challenge.

Section 4 Procedures

4.1 Firearms Qualifications

4.1.1 Division of Police Ordnance Unit

4.1.1.1 Formulate firearms training and qualification standards.

4.1.1.2 Advise Investigations Unit supervisor of firearms training and qualification schedules.

4.1.2 Investigation Supervisor

4.1.2.1 Ensure all Fire Investigators under your command are scheduled for each phase of qualification.

4.1.2.2 After each phase, review the circumstances of each individual who has failed to successfully complete the particular phase.

4.1.2.3 Ensure appropriate remedial training and follow procedures for failure to qualify.

4.1.2.4 Notify the Bureau Head of the schedule and results of the qualification process.

4.1.3 Fire Investigators

4.1.3.1 Attend firearms qualification phases as scheduled.

4.1.3.1.1 If there is a legitimate conflict preventing attendance, advise the unit supervisor who approved the schedule.

4.1.3.1.2 If there is no legitimate reason for failing to appear at the scheduled time, reschedule qualification times on your own time within 30 calendar days.

4.1.3.1.3 Failure to qualify when one is physically able, may result in discipline, including surrender of Division issued firearms and reassignment of work duties.

4.2 Obtaining Temporary/Replacement Firearms

4.2.1 Contact the immediate supervisor to schedule a time for the issuance of a temporary firearm.

4.2.2 Immediately return the temporary firearm to the immediate supervisor when the primary Division issued firearm is returned.

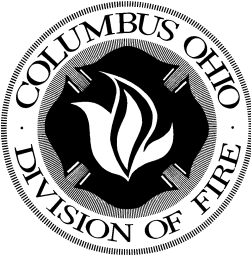
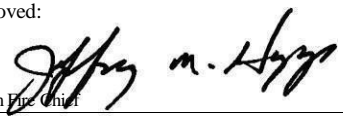
4.3 Loss or theft of a Division issued firearm or other law enforcement equipment will be immediately communicated to the immediate supervisor and through the chain of command to the Fire Chief. An RT-154 must be completed documenting the details surrounding the lost or stolen firearm and sent to the Fire Chief by the first work day following the incident. A police report shall also be filed.

4.4 The Fire Chief will designate a Firearms Officer who shall maintain current records of all Fire Investigators authorized to carry firearms, as well as inventory and maintenance records of all weapons pursuant to this policy.

4.5 Fire Investigators shall wear the Division issued ballistic vest when serving arrest warrants, search warrants, are armed in a Division uniform, or when

designated by the immediate supervisor.

4.5.1 Planned high-risk warrant, surveillance, or other activity will require notification to the local law enforcement agency having jurisdiction prior to the scheduled event. Whenever possible, any required dynamic entry to support an investigation is to be coordinated and performed with the appropriate supporting agency tactical team.

	Standard Operating Procedures	
	Subject: Representation by City Attorney	
	S.O.P. Number 03-07-07 Vol-CH-Cat.Sub	Approved:  <small>Interim Fire Chief</small>
		Issued: 08/15/2020
	Reviewed:	Revised:

Section 1 Administration

1.1 Purpose: To define procedures for all Fire Investigators involved in Use of Force incidents to request representation of the Columbus City Attorney.

1.2 Responsibility: It shall be the responsibility of each Fire Investigator to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all investigation supervisors to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

Section 2 Policy Statements

2.1 Defense will be provided by the Columbus City Attorney's Office for an employee in any civil action to recover damages for injury, death, or loss to persons or property allegedly caused by an act or omission of the employee, provided the act or omission occurred or is alleged to have occurred while the employee was acting in good faith and not manifestly outside the scope of the employee's employment or official responsibilities.

2.2 In order for the City Attorney's Office to provide representation, a written request must be received from the involved personnel.

2.3 Personnel who are represented by the City Attorney's Office may also retain private legal counsel to assist in defending a civil or criminal action. Private legal counsel will be at the involved personnel's personal expense.

Section 3 Procedures

3.1 Division Personnel Named as a Defendant in a Civil Action Should:

3.1.1 Immediately provide written notification directly to the City Attorney for the Fire department (Michael Halloran).

3.1.1.1 Refer to the lawsuit by name for example, "Smith v. City".

3.1.1.2 Attach a copy of all papers served, including envelopes within which any legal papers were contained.

3.1.1.3 If desired, request City Attorney representation, and agree to assist the City Attorney.

3.1.1.4 Advise if private legal counsel will also be retained.

3.1.1.5 Include the best time during normal business hours to be contacted in the event additional information is needed.

3.2 City Attorney for the Fire Department.

3.2.1 Notify the City Attorney's Office and the Fire Chief of all lawsuits involving Division personnel.

3.2.2 Immediately notify personnel who will not be represented by the City Attorney's office. Personnel may assume City Attorney representation unless notified otherwise.

3.2.3 Upon request, provide the Fire Chief with the appropriate information concerning Division or employee-related lawsuits.

Columbus Police Division Directive	EFFECTIVE Jun. 30, 2013	NUMBER 2.06
	REVISED Jul. 12, 2020	TOTAL PAGES 4
Memorandum of Understanding Between the City of Columbus Division of Police and Division of Fire		



Cross Reference: 2.02

This Memorandum of Understanding documents the agreement between the Columbus Division of Police (CPD) and the Division of Fire (CFD) for the cooperative efforts to be utilized to address the following circumstances:

- Involvement of an authorized Fire Investigator in a use of force incident **resulting in death or injuries likely to cause death.**
- Involvement of an authorized Fire Investigator in a firearm discharge.
- Ancillary issues related to lesser uses of force and arrests made by authorized Fire Investigators and subsequent transport procedures.
- Future training and qualifications of authorized Fire Investigators related to uses of force and use of firearms.
- Responsibility of care and costs associated with ammunition and firearms issued to authorized Fire Investigators.

Regarding **the** response to an authorized Fire Investigator's use of force **resulting in death or injuries likely to cause death** during the course of duty, the parties agree to the following:

- CPD **shall make a referral to an independent agency** following CPD directives and standard operating procedures.
- CPD will cause a member of the CPD Police Officer Support Team to respond following CPD directives and standard operating procedures.
- The investigation is a criminal investigation.
- The completed investigative package will become the basis for the possible criminal review by a Grand Jury or Prosecutor's Office and the administrative review process for CFD unless additional administrative investigation is necessary.
- Should additional administrative investigation/interviews be required beyond that contained within the **criminal** investigation, the responsibility will fall upon CFD supervision. CPD agrees to provide further assistance/guidance to CFD supervisors conducting any additional administrative investigation.
- CFD supervisors will assume administrative investigative responsibility for all uses of force utilized by CFD personnel **that do not cause death or a life-threatening injury** (levels 0-7).

- At the beginning of each year and any time during the year a change occurs, CFD will provide the CPD Training Bureau Commander and **Major Crimes Bureau** Commander an up-to-date list of Fire Investigators and/or assignments authorized to utilize firearms/uses of force/deadly force in the course of duty as approved by the Director of Public Safety. CPD will not be utilized nor be involved in an administrative review for CFD personnel not on the authorized list.
- Upon the completion of a **criminal** investigation involving an authorized Fire Investigator, the investigation will be assigned to the CPD Firearms/Police-Involved Death Review Board for an administrative recommendation as to whether the involved use of force was within CFD policy.
- CFD's use of force policy will closely mirror CPD's use of force policy, and standards of administrative review will be the same.
- CPD Firearms/Police-Involved Death Review Board will provide a policy-finding recommendation letter(s) following CPD directives and standard operating procedures. This "findings" recommendation letter will be forwarded to CFD along with a copy of the completed investigation. The Fire Chief will make the final administrative determination regarding whether the action was within policy.
- **The independent agency** will maintain possession of any original documents related to the criminal investigation and CFD will maintain any original documents that are purely administrative in nature.
- If the involved investigation occurs in a jurisdiction outside that of CPD the investigation will be forwarded for review **to** the CPD Firearms/Police-Involved Death Review Board. Any additional administrative investigation will be conducted by CFD.

Regarding the response to the death of a person in the custody of an authorized Fire Investigator, the parties agree to the following:

- ***CPD shall make a referral to an independent agency following CPD directives and standard operating procedures.***

Regarding **the** response to **all other discharges of a** firearm by CFD personnel, the parties agree to the following:

- ***Any discharge of a firearm that does not meet the requirement of a referral to the independent agency will be referred to CPD investigative personnel.***
- The above-referenced administrative protocols do not apply unless a criminal investigation or response **by CPD investigative personnel** would be appropriate. A CFD supervisor will assume administrative investigative responsibility of all such discharges.

Regarding transports for suspects arrested by **an authorized** Fire Investigator, the parties agree to the following:

- CPD will provide the primary method of transport of persons seized by authorized Fire Investigators.
- No CPD personnel will be assigned to a prisoner transport until an authorized Fire Investigative supervisor and a CPD supervisor have reviewed the arrest report and verified probable cause and lawful authority for the arrest.
- At least one Fire Investigator will accompany the transporting CPD personnel throughout the duration of the transport process to include transport to a medical facility, processing through the CPD Identification Section, and acceptance of the suspect(s) at the appropriate slating facility (or release upon summons).
- Decisions to conduct "prisoner guard duty" and to assign sufficient CFD personnel for a sick/injured prisoner will rest with CFD. CPD agrees to evaluate the use of CPD personnel for exceptional circumstances on a case-by-case basis.

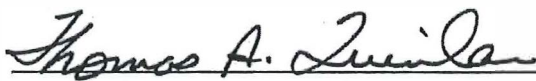
Regarding relevant training and qualifications, the parties agree to the following:


- Both CPD and CFD will identify specific liaison personnel to be responsible for communicating, coordinating, and scheduling CFD training needs/opportunities.
- CPD will invite all authorized Fire Investigators to attend all annual firearm qualification sessions scheduled for CPD sworn personnel. CFD supervision will determine which optional training courses/qualifications offered by the CPD will be attended by Fire Investigators.
- CPD will invite all authorized Fire Investigators to attend all annual use of force and Defensive Tactics Unit (DTU) training/qualification sessions.
- CPD will invite all authorized Fire Investigators to attend any additional training provided to CPD personnel relative to use of force, defensive tactics, firearms, or legal updates (if applicable).
- CFD will be responsible for the development of annual training specific to **the** authority of Fire Investigators to engage in investigative duties.
- CFD will assume responsibility for maintenance of training/qualification records for all **CFD** personnel. CPD will provide Fire Investigators any and all documentation needed for training records. However, CPD Training Bureau will also maintain copies of relevant training/qualification records for CFD personnel.


Regarding cost and care of firearms, ammunition, and supplies, the parties agree to the following:

- All costs associated with the purchase/issuance of weapons, ammunition, and supplies related to Fire Investigators will be assumed by CFD.
- CFD will be responsible for maintaining its own ammunition armory.
- CFD personnel reporting to the CPD Ordnance Unit for firearms training or qualifications will report with sufficient ammunition to complete all possible firing for that date (to include up to three attempted qualifications).
- **The** CPD Ordnance Unit will be the sole location for having repairs or alterations performed upon CFD-owned/issued firearms.
- CFD will designate personnel responsible for inventorying/disseminating CFD-owned weapons, ammunition, and supplies.
- CFD will not issue firearms or ammunition other than those approved for use by the CPD Ordnance Unit, the Safety Director, and Fire Chief. This is to avoid CFD switching to a weapon(s) or ammunition in the future that the CPD Ordnance Unit is not prepared to deal with/work on.

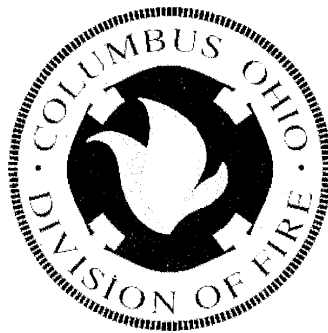
Agreed and Accepted by the following parties:


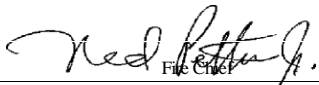
 7/7/2020
Thomas A. Quinlan Date
Chief of Police

 7/7/2020
Jeff Happ Date
Interim Fire Chief

 7/8/2020
Ned Pettus, Jr., Ph.D. Date
Director of Public Safety

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	Standard Operating Procedures	
	Subject: Dive and Rescue Team (DART) Standards and Certifications	
	S.O.P. Number 03-08-01 Vol-CH-Cat.Sub	Approved  <small>File Clerk</small>
	Page 1 of 2	Effective Date: 12/01/2009
		Revised Date:


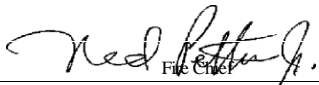
- I. **PURPOSE:** The purpose of this procedure is to explain the standards and certifications the Columbus Division of Fire Dive and Rescue Team (DART) will operate within.
- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.
- III. **PROCEDURES:**

A. Minimum Training Requirements

1. The DART team will train and operate under the training and safety standards for Public Safety Diver Training, as issued under the Public Safety Divers Association. All divers operating as a Public Safety Diver for the team will be trained to the PSD level one certification or equivalent.
2. This training level requires
 - a) Completion of the International Association of Dive Rescue Specialist (IADRS) swim test
 - b) Recreational advanced open water card by a national agency
 - c) Successful completion of the PSDA level one course or equivalent.

B. Yearly Recertification Requirements

1. Each DART dive team member will keep and maintain a logbook of each dive completed.
2. Each DART level one public safety diver will be required to meet the recertification requirements for the Level One card by November of each calendar year.
3. Each diver must complete
 - a) IADRS swim test, per NFPA 1006 standards
 - b) 16 hours of continuing education credit


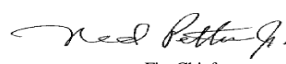
	Standard Operating Procedures	
	Subject: Dive and Rescue Team (DART) Standards and Certifications	
	S.O.P. Number 03-08-01 Vol-CH-Cat.Sub	Approved  <small>File Clerk</small>
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- c) (6) fully dressed public safety dives
- d) Yearly medical evaluation per the Recreational Scuba Training Council (RSTC) standards.

- 4. Continuing Education Credits can be in water training, lecture, or other training approved by the DART Commander.

C. Lack of Continuing Education Credits

- 1. It is the responsibility of each diver to ensure the needed continuing education credits are completed to renew. Members not meeting these requirements, by October first of each year, will be placed in a non-diving capacity until the requirements are met.
- 2. If these requirements are not met within a reasonable period of time, the diver may be removed from the DART roster. Divers on sick leave, injury leave, or military leave will not be subject to these requirements until they return to active duty within the Division of Fire.

	Standard Operating Procedures	
	Subject: Dive Gear	
	S.O.P. Number 03-08-02 Vol-CH-Cat.Sub	Approved  Fire Chief
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I. **PURPOSE:** To explain the proper equipment needs of the DART team so that each diver is properly protected from contaminated water, communication is provided, and thermal protection is adequate.

II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

III. DIVE EQUIPMENT


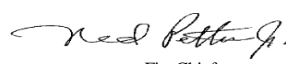
A. Minimum team equipment, to be worn on all submersions

1. AGA mask
2. Drysuit
3. (2) Cutting tools, with a knife optional if properly stowed.
4. Team BCD w/ weight harness if needed
5. 80 Cubic Ft. Steel SCUBA tank


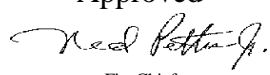
B. Other equipment, such as the communication system or ropes and harnesses, may be omitted if deemed OK by the Dive supervisor. Recreational equipment may be used if within the scope of the training. Recreational gear is usually shunned, but some evolutions may require it.

C. ANY rescue operation will commence with the diver wearing-

1. AGA mask, with communication system in place
2. Drysuit- Under 60 degree water insulation mandatory, over 80 degree water insulation optional or restricted
3. Fins
4. Team BCD w/weight harness if needed
5. 80 Cubic Ft. Steel SCUBA tank
6. Pony bottle
7. (2) Cutting tools
8. Body harness attached to a proper tender line

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- D. Any rescue operation will commence with the tender wearing-
1. At least a PFD or float coat
 2. Dressed for the weather (hot/cold)
 3. Tenders will have in their control-
 - tender report
 - pens
 - clipboard
 - timing device
 4. Necklace style tug card and tender checklist

	Standard Operating Procedures	
	Subject: Dive Safety	
	S.O.P. Number 03-08-03 Vol-CH-Cat.Sub	Approved  Fire Chief
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I. **PURPOSE:** To detail the requirements to provide safe training and operational environments for each member of the DART team, including shore support personnel.

II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all DART Dive Supervisors to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

III. **PROCEDURES:**



A. **TRAINING RATIOS:**

The PSDA allows for the following student to instructor ratios.

1. Classroom, 30/1
2. Confined water/pool sessions, 8/1
3. Water with 20ft. or more visibility, 4/1
4. No visibility, 2/1


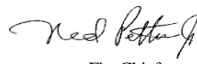
B. **TRAINING SAFETY**

1. All open water training evolutions will be done with a backup diver dressed and ready to respond, or each diver has a dive partner in close proximity at all times, and communication between the partners is maintained.
2. All shore personnel shall wear a PFD while within 15' of the water's edge.
3. Dive Supervisors overseeing the training shall also have the following equipment ready at all time in a close proximity to the diver entry point.
 - a) Oxygen equipment
 - b) Throw bags or retrieval equipment
 - c) Whistles or warning horns

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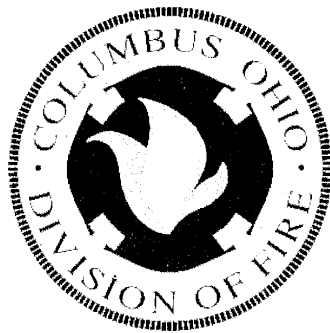
4. In the event of a training accident, all other dives shall be aborted until the hazard or accident has been mitigated.


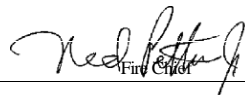
5. Dive physiology presents the possibility of specialized treatments, such as recompression chamber treatment. Dive supervisors will contact the Diver's Alert Network (DAN) upon recognition of any barotraumas related injury, and be guided by Division EMS protocol and DAN recommendation.

	Standard Operating Procedures	
	Subject: Dive Supervisor Responsibilities	
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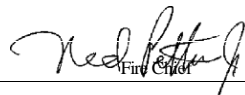
- I. **PURPOSE:** To explain and detail the responsibilities of a Dive Supervisor.
- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.
- III. **DIVE SUPERVISOR DUTIES AND RESPONSIBILITIES**
- A. Dive Supervisor Responsibilities on DART runs
1. Deem the appropriate scene search measures, giving consideration to water conditions, scene safety, victim timeline, and diver staffing.
 2. Controls the operational parameters of the dive, but operates and reports to the Incident Commander on scene.
 3. Acts as the DART liaison to the Columbus Police Underwater Search and Recovery Unit (USRU), and provide information to USRU, both in person and over the proper radio channels.
 4. Ensure that all divers are satisfactorily rehabilitated post dive, and that all equipment is returned to an operational state.
- B. Day to day Dive Supervisor Responsibilities
1. Supervise and ensure training evolutions are completed each month as set by the Dive Commander.
 - a) Coordinate with each Battalion Chief or ES2 to enable DART training, with staffing concerns taken into account.
 2. Devise and update a dive response each day in the City, taking into account staffing and equipment concerns.
 3. Address any operational concerns made known.
 4. Any other duties given by the DART commander.

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	Standard Operating Procedures	
	Subject: Dive Responses	
	S.O.P. Number 03-08-05 Vol-CH-Cat.Sub	Approved  <small>Fire Chief</small>
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- I. **PURPOSE:** To explain and detail the typical dive response from the DART team.
- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.
- III. **PROCEDURES:**
- A. A member may make a rescue attempt alone if necessary in an emergency situation **ONLY** if he feels that the dive can be done with reasonable safety, there is no current, overhead environment, a definite point last seen is obtained, and the delay would definitely result in death rather than the rescue of the drowning victim. Automobiles must not be penetrated, but searched by reaching only. This shall be followed with a written report to the Dive Commander.
 - B. Rescue timeline
 - 1. DART operations may commence when a victim is believed to be submerged for less than 60 minutes.
 - 2. The Dive Supervisor must make a rescue or recovery decision before divers are committed to the water.
 - 3. In normal response, a rescue attempt will be done when the timeline submersion is under 60 minutes, and rescue operations will normally be converted to recovery operations at the 60 minute mark. Witness interviews and triangulation are crucial, and should be undertaken by the first arriving fire unit.
 - C. Dive Crew Requirements
 - 1. Each normal rescue mission should be comprised of a minimum of (3) dive Personnel. Responses from different geographical areas of the City may entail waiting on the proper staffing to start a dive. SAFETY must be paramount.
 - a) Under no normal circumstances should a dive commence with only one diver on scene.

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2. The team shall consist of:


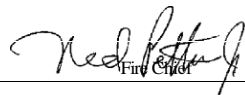
- a) (1) Dive Supervisor- The Dive Supervisor is responsible for the dive operation, safety, pattern selection, diver rehab, and equipment use. A Dive Supervisor can be used as a tender, but a dedicated tender should be deployed specifically as soon as practical.
- b) (1) Primary Diver- The diver who enters the water first is the primary diver.
- c) (1) Backup Diver- The backup diver will be positioned in an area to be able to directly respond to the primary diver if requested. This may be on the shore or in the water.
- d) (1) Dive Tender, if applicable- The tender will control the communications and rope for the primary diver. Divers, both primary and backup, should have tenders assigned to them for the duration of the mission. The tender also helps dress and undress the divers, does final checks, and monitors the divers while underwater. A Dive Tender does not have to have dive cards or qualifications, but must have completed CFD Tender training to function as one on a scene.

3. Additional Personnel

- a) Safety Diver- A 3rd, dressed diver, in another backup position. This diver may be staged with the full face mask off, and assumes the role of backup diver if the backup diver deploys.
- b) Secondary tender- Another tender added to the crew, usually with the backup diver.
- c) Additional public safety divers- As dive needs increase, additional divers will stage at the DART truck, and be guided by the Dive Supervisor.

C. Shore support needs

- a) Any time the DART team is on an actual rescue mission, an ALS medic unit and crew will be standing by with gear at the shoreline, or closest point.
- b) Trainings may not require an ALS unit, and the instructor or dive supervisor before the training will decide the requirement of an ALS unit.

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IV. DART MEMBER RESPONSIBILITIES

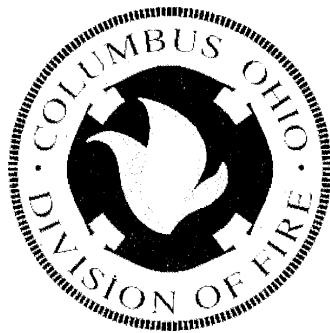
A. Daily Checks- Each day, a member of the DART team shall be assigned to the staffing at Station 2, or wherever the DART truck is stationed. This member will be responsible for the following:


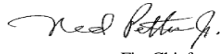
1. SCUBA equipment
 - a) Air pressures, full face masks, weight systems, communication systems, drysuits, etc.
 - b) Extra SCUBA bottles
 - c) Reports
 - d) DART truck morning checks and readiness
2. Any piece of equipment needing repair or attention will be reported to the Dive Supervisor on duty that day and properly tagged.
3. Transporting the DART truck to a dive scene, and coordinate its location with the Dive Supervisor.
 - a) In the event of the member being assigned to another run, all efforts will be made to use another firefighter at the station to transport the truck to a dive scene.
 - b) In the event the entire station is tied up, the Dive Supervisor will call on the closest member to deliver the DART truck.

V. COMMUNICATION DURING RESPONSES

- A. DART members may or may not be required to respond to a dive run. Staffing of divers will be scattered throughout the City, and the plan the Dive Supervisor initiates must consider this.
- B. Upon receipt of a water rescue response, boat run, etc, the Fire Alarm Office will announce the run on all station PA's and 10 Fire.
 - a) The divers will then respond with their apparatus, and mark enroute on the assigned fireground. The Dive Supervisor will monitor the radio on the assigned fireground and cancel anydiver not needed.
 - b) The Dive Supervisor will also monitor Talkgroup 8 P/F, in order to facilitate communications with the CPD USRU.

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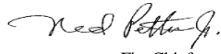
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	Subject: Scene Security and Transfer to CPD	
	S.O.P. Number 03-08-06 Vol-CH-Cat.Sub	Approved  Fire Chief
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- I. **PURPOSE:** To detail the process of securing and transferring a dive operation or dive scene to the Columbus Police Underwater Search and Recovery Unit. (USRU)

- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

- III. **TRANSFER OF THE SCENE TO THE POLICE RECOVERY UNIT**
 - A. Police Notification
 1. DART supervisors will notify the USRU upon receiving notification of a run that the supervisor believes there will be DART members committed.
 2. The USRU team may be dispatched through their dispatchers, and can be reached normally on radio channel 8 P-F. USRU dive unit liaisons will be in contact and the DART team will be guided by their input.

 - B. Scene Preservation
 1. If a rescue is made, the victim receives priority, but efforts must be made to preserve the scene for USRU.
 2. Notification will be given via radio to USRU of victim transport ASAP over 8 P-F. The DART team shall continue with information gathering, and the dive supervisor in charge of the DART operations will be required to supply all information to the arriving USRU divers.
 3. All witnesses should be asked to stay on scene, and a CPD officer can be assigned to them if needed. In the event of a witness leaving before the underwater unit arrives, all pertinent contact information should be recorded and left with the USRU Diver in charge.


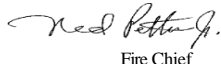
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IV. RECOVERY MODE

- A. The Police Unit will do all underwater investigations, car or body recoveries, and recovery of any evidence they deem necessary.
- B. The DART team may be used as a support group to USRU, but once a declaration of victim recovery has been made, USRU will then assume and command the dive operations.
 1. Upon moving to a recovery operation, DART members will exit the water, and standby away from the hot zone, and standby for the arrival or input of USRU.
 2. The shoreline will be processed as part of a potential crime scene, and if possible, all members should retreat to a location that preserves the shore, but allows contact with the scene.
 3. If a recovery operation is determined, or other reasons will not enable the DART team to recover the victim in rescue mode, the DART diver will mark victim location with a pelican buoy beside the victim; all divers will exit the water, and then be guided by the USRU upon their arrival, or radio input.
 4. Scene security is a crucial part of scene preservation, and DART members should consider utilizing scene tape or apparatus to form a "hot" zone. DART and CFD personnel should remain outside this hot zone unless needed. Joint operations may be necessary, and training between both teams is encouraged. The DART team may be requested to stand by or participate in CPD missions, but will normally stay ready to respond, unless approved by ES-2.

V. NON HUMAN RECOVERIES

- A. Any car, body, or unusual object found on a search pattern or training evolution will be marked by Pelican buoy, and the Police unit notified as soon as possible.
- B. USRU will make the final decision as how to handle the situation. The buoy should be left where needed or deployed even if the DART team

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goes in service. USRU can recover when done, and return it to the DART truck.

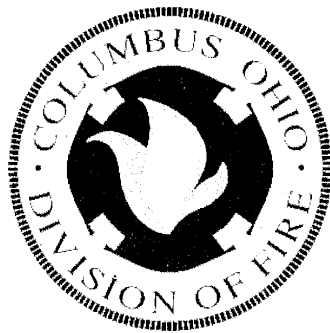
VI. VICTIM RECOVERY FROM AUTOMOBILES, TRUCKS, ETC.


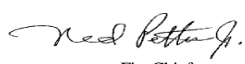
- A. If a victim is recovered from an auto without the auto being brought to shore, the vehicle will remain in the water where found, and no other DART members will disturb the vehicle, except to search for possible victims.
- B. NO vehicle may be removed at any time, UNLESS a victim is known to be pinned by such a manner as to need hydraulic rescue tools to free the victim.
- C. If a vehicle has to be removed from the water to extricate, all efforts will be made to document as much as possible for later investigations by CPD, including statements from Heavy Rescue Personnel if the car was manipulated in the course of the extrication.

VII. FLOATING DECEASED

- A. Floating deceased will be considered beyond the scope of rescue, and become crime scenes for the Police Unit.
- B. Efforts may be made to secure the body, but only if not doing so will result in the body being lost. A floating deceased on calm water should only be guarded by personnel in boats if able, and the point where the body was first seen should be marked by a pelican buoy and/or triangulation if possible.
- C. If currents will cause the body to be lost downstream, DART personnel should stabilize the body with as little interference as possible, and wait on the CPD Unit to handle the scene.

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	Subject: Special Diving Operations	
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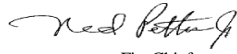
- I. **PURPOSE:** To explain and detail operations involving special dive operations, such as ice and current diving.
- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.
- III. **PROCEDURES:** Each DART member will have the right to decline any dive they feel is beyond the scope of their training and capabilities, and no diver shall undertake any of the following types of dives without proper training.

A. Ice Diving

1. Ice diving requires special training and procedures, and is considered to be very dangerous, and this danger is even worse in blackwater conditions.
 - a) No dive will be made under any circumstances without the diver being tethered on a life safety rope attached to the diver's harness with a locking carabineer.
 - b) Any diver under the ice shall have an ice diving certification, except while ice dive training.
 - c) Redundant air supplies will be used on all ice dives.
 - d) All divers must have obtained an ice diving certification before diving in an ice rescue response.
2. Ice diving operations in current and no visibility water are extremely hazardous, and the Dive Supervisor will have the right to abort or stop operations.

B. Boat Diving and Operations

1. Normal boat operations will entail non-running motors, when the diver is below surface.

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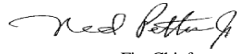
2. A boat may slowly idle in to another boat anchored and being used as a dive platform, but only on the verbal or signed permission of the dive tender.
3. Static line operations in rivers may be conducted with the rescue or engine personnel moving the boat, as well as controlling the lines, but the tending shall be done by a certified DART tender.

C. Current Diving

1. Currents of more than 3 knots estimated, will not support safe dive operations, and normally will not be undertaken. In currents of 1 to 3 knots estimated, all efforts will be made to dive from a static line and boat based control.
2. If at any time the Dive Supervisor feels safety is at risk, the dive will be terminated.
3. Upstream lookouts and downstream safety personnel should be in place and have communication with the Dive Supervisor.
4. At NO TIME will a diver dive into an area where there is a known water intake, dam grate, storm grate, culvert with 3 knot or greater estimated current flow, overhead environment or under a vehicle.
 - a) All efforts will be made to maintain a database of such hazards, and will be kept in the DART vehicle for reference. Delta P phenomenon shall be noted and kept in the preplans.

D. Contaminated Water Diving

1. No diver, at any time, may dive in any known contaminated waters.
2. Sewers, cesspools, and chemical tanks present a hazard DART is not prepared to submerge in, and require the use of true hazardous materials equipped teams, usually a commercial diving company.

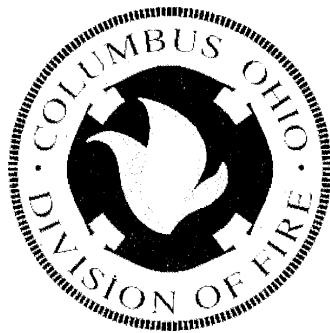
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3. Normal scope of DART operations will have a chance of being exposed to small amounts of contaminants, such as gasoline or oil from a submerged car, or storm runoff, but DART gear can be used in such situations, and will provide the diver an acceptable level of protect.
4. Normal decontamination or washing should take place after diving waters that the Dive Supervisor deems it necessary, and will be mandatory in automobile work, or work with a runoff exposure hazard.

E. Overhead Environment Diving

1. Overhead environments are defined as such space that the diver cannot ascend to the ambient environment directly. These present a special hazard to DART divers, and divers shall be prohibited from diving under any overhead environment.
2. Ice diving when properly equipped shall be exempt from this rule.

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COLUMBUS DIVISION OF FIRE STANDARD OPERATION PROCEDURES


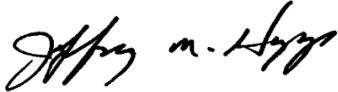
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04-05-08	Digital Imagery	2/26/2017
04-06	STATION PROCEDURES	
04-06-01	Bed Bug Procedures	3/15/2023

	Standard Operating Procedures	
	Subject: Research and Development Committees	
	S.O.P. Number 04-01-01	Approved: 
	Vol-CH-Cat.Sub	Fire Chief
	Reviewed: 01/30/2023	Issued: 08/26/2002 Revised: 04/04/2023

Section 1 Purpose

1.1 To identify Research and Development Committee assignments, duties, responsibilities and conflict of interests

Section 2 General

2.1 The Division of Fire operates on the premise that the people who work on, or have a special insight on a particular subject are generally the most knowledgeable as to appropriate product design. These selected members will represent the Division's best interest in each respective committee.

Section 3 Committee Assignment

3.1 Research and Development (R & D) committees are formed based on the need to develop specifications for a Columbus Fire requirement, such as a fire apparatus.

3.2 R&D committees are not limited strictly to apparatus and can be formed to address special needs, with the approval of the Fire Chief.

3.2.1 Members wishing to serve on a R&D committee should submit a RT-154 through their chain of command to the Fire Chief. Members should specify which specific committee they wish to serve on, as well as a summary of all experience and knowledge pertaining to that committee.

3.2.2 The Fire Chief will review all requests to serve as a member of an R & D committee. The approved RT-154 will be sent to the R&D Captain and kept on file.

3.2.3 If the committee is full, requests will be held by the R&D Captain until a vacancy exists. Their name will be added to the waitlist for that specific committee.

3.2.4 When an opening occurs, the Support Services Assistant Chief, Support Services Battalion Chief, R&D Captain, along with recommendations from the committee itself, will select the most qualified member on the waitlist to serve on the committee.

3.2.5 If a member wishes to no longer participate on a committee, the member will submit a RT-154 to the Fire Chief asking for removal.

3.3 The R & D Captain will maintain a listing of all current committees and members.

3.4 Committees will normally meet at least once annually. However, R&D may determine a meeting may not be necessary. For example, if an apparatus is not determined to be in need for several years, there is no reason to hold a committee

meeting for an apparatus that will not be built for an extended time. A meeting summary will be kept on file with R&D.

3.5 Typical committees will be chaired by the R & D Captain or designee, and be made up of (6) Emergency Service Members, (1) Local 67 Representative and (1) Fleet Representative for all vehicles.

3.6 Overtime or compensatory time may be approved for committee activities at the discretion of the Fire Chief or their designee. Committee activities will strive to meet during normal business hours.

3.6.1 Members that need to attend a committee activity that requires overnight stay, will apply for Special Duty. If a member is on platoon duty, they may request up to 12 hours of Special Duty prior to the date of travel. On the day or return, if it is a member's unit work day, they may request special duty for the entire day as well. This will make sure that member is capable of meeting the travel needs. Members designated as Special Duty **WILL NOT** receive overtime or compensatory time.

3.7 At times, travel may be limited due to expenses or Division manpower needs. If travel is needed, the R&D Captain will have the final say of the members chosen to go.

Section 4 Duties

4.1 Research and Development committees are given the task to study a particular product and recommend specifications to provide for safe and efficient Division operations.

4.2 Each committee will use the previous specifications, plus any directions given by the Fire Chief, to begin their review.

4.4 If the Division does not intend to purchase a specific product, the committee's recommendations will be kept on file until the appropriate time.

4.5 The committee assists at pre-construction conferences, and will be used as a technical resource group during and after construction.

4.6 All written and oral communications regarding committee activities to vendors or contractors will be coordinated through the R&D Captain.

4.7 Working relationships do occur with vendors. However, committee members **WILL NOT** directly contact vendors or contractors regarding committee matters, without the permission of the R&D Captain or their designee.

4.8 The R&D Captain or designee can recommend through the chain of command to remove a member from a committee for violating a provision of this SOP or for a lack of participation.

4.9 Members will treat everyone with respect at all times. Being disruptive or representing the Division in a negative way will be grounds for removal from the committee.

4.10 Committee members will not engage in the practice of lobbying other city agencies and/or elected officials outside of the chain of command.

4.11 Committee members will abide by all City Work Rules, Division SOP's and policies while representing the City of Columbus Division of Fire.

5 Conflict of Interest


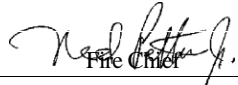
5.1 No committee member may be currently associated in any way, with any product manufacturer, organization or business that represents any product manufacturer or other equipment vendor. A public official has a "conflict of interest"

when his or her ability to be an objective decision-maker is impaired by his or her own interests, or the interests of family members or business associates. A request to serve on a committee will be considered confirmation by the member that this condition is satisfied.


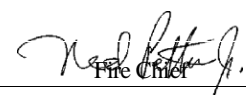
5.2 Per the State of Ohio Ethics Commission, having a conflict of interest is not illegal. In fact, conflicts are normal because public servants have families and friends, and may have businesses, professions, investments, property interests, and other connections to their communities. Any of these connections could result in a conflict of interest for the official. The issue is how the public servant responds to his or her conflict of interest. A public official has a “conflict of interest” when his or her ability to be an objective decision-maker is impaired by his or her own interests, or the interests of family members or business associates. Remember, how one acts with a conflict of interest decides if a law has been broken or not.

5.3 If a member feels a conflict of interest could or does exist, the committee member shall notify the R&D Captain immediately in writing, documenting the issue. The member will not be considered part of an active committee until the conflict is resolved and they are found to not be in violation.



5.4 All R&D committee members **WILL BE** required to complete at a minimum one online training session. This session is the State of Ohio Ethics Commission Conflicts E-Course. This will be assigned by the Training Bureau on Vector Solutions. When finished, make sure to check the box stating I have read the information and watched the video in its entirety. Failure to complete this course will be grounds for removal from a committee.

	Standard Operating Procedures	
	Subject: Apparatus Specifications	
	S.O.P. Number 04-01-02 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page: 1 of 3	Effective Date: 05/04/1999
		Revised Date:

- I. **PURPOSE:** The purpose of this procedure is to identify the course that must be followed during the Apparatus Specification and Bid Process.
- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.
- III. The Fire Chief directs the Research and Development Captain to produce current specifications for the type of apparatus the Division intends to purchase. The Chief may give the Captain additional guidelines and parameters to follow. The current specifications will be the starting point.
- IV. The R&D Captain will work with the appropriate apparatus committee to develop changes to the previously used specifications, applying the guidelines and parameters given by the Chief.
- V. The recommended changes are then presented to the Chief in accordance with Systems Manual Sec. 326.00-326.18, with each recommended change, its description, and justification, followed by an "Approved" and a "Disapproved" checkbox and a blank line for the Fire Chief's initials. The recommended changes are also incorporated into a complete draft specification.
- VI. The Chief then forwards the recommendations and draft specifications to the Apparatus Specification Evaluation Committee for review and recommendation. This committee, chaired by the R&D Captain, includes the Support Services Assistant Chief, a Fire Maintenance Shop representative from Fleet, and the Fire Division Safety Officer. This committee will make recommendations to the Fire Chief following Systems Manual Sec. 326.00-326.18, and the checkbox format described above.
- VII. The Fire Chief accepts or rejects the recommended changes and sends the results to R&D for preparation of the final bid document. R&D also prepares a potential bidders list.
- VIII. The Fire Chief sends the bid documents and potential bidders list to the Safety Director, who reviews them, then forwards them to City Purchasing.
- IX. City Purchasing sends the specifications to Fleet and EBOCO for review and comment then asks the Division to make any necessary modifications.

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	Subject: Apparatus Specifications	
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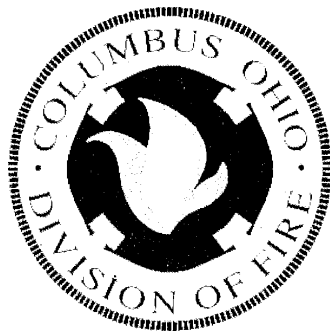
- X. After the specifications meet the approval of Purchasing, Fleet, and EBOCO, Purchasing advertises a request for bids, notifies known potential bidders, and sets Bid Opening date.
- XI. Bidders submit their bids to City Purchasing prior to the Bid Opening date. Each bidder responds to line items in the specifications, indicating that they agree to comply with each line item, or that they will not comply. The specifications ask the bidder to describe exactly what they propose to substitute for any item to which they choose not to comply.
- XII. On the Bid Opening date, Purchasing opens all the bids. Purchasing then reviews each submitted bid to verify compliance with City Purchasing requirements.
- XIII. City Purchasing sends all the received bids, along with their review comments to the Division's R&D Captain.
- XIV. The Bid Evaluation Committee, chaired by the R&D Captain, and including the Support Services Assistant Chief and the Division Safety Officer, analyzes the bids for compliance with the written specifications. Items of bidder non-compliance are evaluated to determine the acceptability of any proposed substitute items.
- XV. The Bid Evaluation Committee completes the analysis of the bids by weighing such additional factors as applicable local bidder preferences (City Code 329.06) and the impact of financing terms required by the various bidders (i.e. partial payments or prepayments). Any comments from Purchasing are also considered. Based on the completed analysis, the Bid Evaluation Committee makes a recommendation to the Fire Chief. Their final recommendation to the Chief must include a detailed explanation of the criteria they used as well as a listing of the actual bid prices submitted by each bidder.
- XVI. The Fire Chief reviews the recommendations, selects the best bidder, determines the quantity to be purchased, and directs the Administrative Manager to prepare the contract legislation.
- XVII. The Fire Chief forwards the legislation to the Safety Director, who reviews it and submits it for legislative approval to EBOCO, the City Auditor, and the City Attorney. It is then presented to the City Clerk for consideration on a future City Council agenda.
- XVIII. After the legislation is passed and the contract is officially awarded, a pre-construction conference is scheduled with the builder to discuss unsettled specification items and possible alterations in vehicle design.


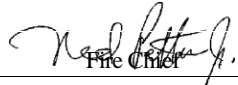
	Standard Operating Procedures	
	Subject: Apparatus Specifications	
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There are usually minor adjustments to the specified design. Fire vehicles are very technologically complex pieces of equipment and each vehicle is constructed with building materials and components provided by many manufacturers. As each manufacturer attempts to improve his or her product, they make slight changes in the way it fits on the completed vehicle. Since our purchase process takes many months to complete, we often discover during the pre-construction meeting that several of the items we specified are no longer available exactly as we specified them. Occasionally our own procedures or methods have changed requiring an alteration in design. This is true for nearly every apparatus purchase.

- XIX If the design changes are substantial, or there is any financial impact, the Division goes back through the Safety Director, to City Council to amend the contract. If the changes are not substantial, and there is no financial impact, a letter of agreement is sent between the Fire Chief and the builder describing the exact changes agreed upon.
- XX Visits to the manufacturer's facilities to inspect the apparatus for contract compliance prior to delivery will be made by members of the Apparatus Acceptance Committee. The committee will consist of the R&D Captain and/or his designee, Support Services Assistant Chief, and a representative from Fleet. All travel will be conducted within the guidelines described in the apparatus specifications and in accordance with the current Division procedures as established by the Administrative Manager.
- XXI Questions that cannot be resolved will be forwarded to the Fire Chief. The Chief will have the issue researched by the R&D Captain and will make a final decision based upon this research.

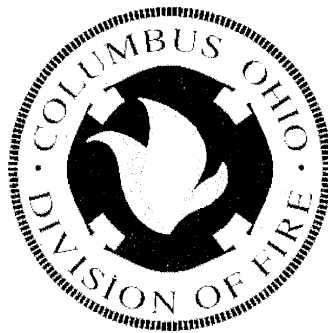
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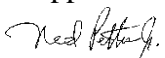


	Standard Operating Procedures	
	Subject: Product Evaluation and Field Test	
	S.O.P. Number 04-01-03 Vol-CH-Cat.Sub	Approved  Fire Chief
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		Revised Date:


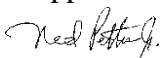
- I. **PURPOSE:** The purpose of this procedure is to identify the course that must be followed to field-test and evaluate any new product.
- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.
- III. Request for field-test and evaluation of any new products must be submitted to the Fire Chief for approval. These requests may be initiated by the Division, Local 67 of the IAFF, or the manufacturer, or distributor directly.
- IV. Once a determination has been made by the Fire Chief that a field-test evaluation will be conducted, a minimum of two (2) items will be submitted for evaluation. At the manufacturer or agent's discretion, more items may be submitted, but in no instance shall there be less than two. The test items shall be delivered to the Division's Research and Development Captain.
- V. Research and Development will obtain items for evaluation, design the evaluation forms, and select the Division members to conduct the evaluations. The evaluations will be for a specific time period. Written evaluation forms must be submitted monthly. If the Collective Bargaining Contract grants Local 67 the right to approve the quality of the items, the Union will be given the opportunity to select half the evaluators.
- VI. When the evaluation is set to begin, a memo which will include the names of the evaluators will be sent to the Fire Chief, Division Safety Officer, and Local 67.
- VII. Evaluation periods will run for a pre-determined time frame agreed to by the manufacturer's agent and the Division. At the end of the field-test, the product and the final evaluation forms will be returned to Research and Development. Any evaluations not returned on time and satisfactorily completed, and the party responsible will be assumed to have no opposition to the product.
- VIII. Once the appropriate committee has analyzed the evaluations, a copy of the results will be forwarded to the Fire Chief, Local 67, the Division Safety Officer, and the individual evaluators.

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	Standard Operating Procedures	
	Subject: Staff Cell Phones and Pagers	
	S.O.P. Number 04-01-04 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page 1 of 3	Effective Date: 10/24/2003
		Revised Date: 03/07/2006

- I. **PURPOSE:** The purpose of this procedure is to identify the Division's policy for the use, care and maintenance of Division Cellular Telephones and Pagers.
- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.
- III. **USE, CARE, AND MAINTENANCE:** Cellular phones and pagers are the property of the Division of Fire. Their primary use is for official Division business. The number and duration of all cell phone calls shall be kept to a minimum.
 - A. General Guidelines:
 1. Members of the Division of Fire shall devote their full time and attention to the business of the Division while on duty.
 2. All cellular phones, pagers and other like items, that are carried while on duty, shall be set to vibrate rather than produce an audible alert.
 3. The Division will assign, reassign, or remove equipment and adjust calling plans as needed to meet the changing needs of the Division.
 4. Bureau heads may reassign equipment to meet the needs of their bureau.
 - B. Acquisition of cell phones or pagers:
 1. Cell phones and pagers are assigned to specific positions. The assignment of this equipment will be for the enhancement of service within the Division and to the public.
 2. Members assigned to a position or assignment that they feel requires a cell phone or pager shall submit a request through their chain-of-command to the Fire Chief.
 3. Members desiring to update their equipment shall submit a request through their chain-of-command to the Fire Chief.
 4. Approved acquisition requests will be sent to the Telephone Equipment Coordinator. The coordinator will contact the individual to set up an appointment for distribution and training.

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5. Upon reassignment from a position that was issued a phone and/or pager the reassigned member shall turn in their electronic equipment to their supervisor. The supervisor will issue the equipment to the member's replacement, to another member of their bureau or return it to the telephone equipment coordinator.
6. Members that feel that they no longer have a need for their pager and/or cell phone will discuss the issue with their supervisor. If the supervisor is in agreement the equipment will be given to the member's bureau head. The bureau head will either reassign the unit within their bureau or return it to the Telephone Equipment Coordinator.

C. Maintenance of cell phones and pagers

1. Lost, stolen, destroyed, missing, or equipment damaged beyond repair requires the submittal of form ET-68.
2. Equipment needing repaired, or programming will be taken to the Telephone Equipment Coordinator.
3. Batteries for the pagers may be obtained from supply. The Telephone Equipment Coordinator will exchange batteries for the cell phones.
4. Cell phones are issued with a personal battery charger. Recharging of batteries will be in accordance with the manufacturer's recommendation.

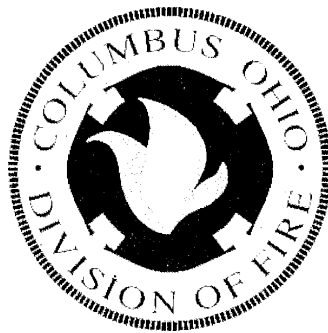
D. Uses of cell phones


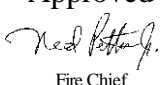
1. Cell phones are the property of the Division of Fire and their primary use is for official Division business. The number and duration of all calls shall be kept to a minimum.
2. Monthly cellular phone bills listing airtime and use charges of both incoming and outgoing call is monitored and will be forwarded to the Division Bureau Heads.
3. It is the responsibility of the Bureau Heads to monitor the expenditures for cellular phone usage by personnel within their bureau.
4. The billing cycle is the 17th of each month. Members are encouraged to monitor their own use and reset their "minutes used" timer each month.

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5. It is recommended that members use the “Direct Connect” walkie-talkie feature when possible. The Direct Connect feature does not use cellular minutes.

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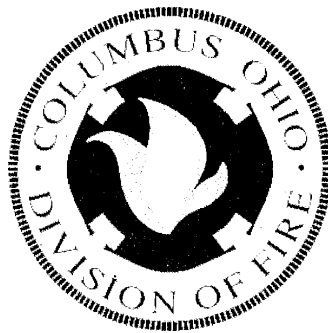
	Standard Operating Procedures	
	Subject: Installation of the McGard hydrant lock	
	S.O.P. Number 04-01-05 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page: 1 of 1	Effective Date: May 1, 2006
		Revised Date:



- I. **PURPOSE:** To set criteria for field installation of the McGard hydrant lock device by the Water Division for illegally opened fire hydrants.
- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.
- III. Criteria for installation of the hydrant locking device will be as follows:
 - 1.) Total of three (3) illegal hydrant openings documented by the Embers Reporting System in a seven (7) day period.
 - 2.) Total of four (4) illegal hydrant openings documented by the Embers Reporting System in an eight (8) hour period denotes priority installation.
- IV. When the above criteria are met the company officer responding to the hydrant flowing incident will transmit the following information to the FAO. The FAO will in turn relay the information to the Water Division.
 - 1.) The make of hydrant is required so the correct lock configuration can be installed. Makes of City of Columbus hydrants are: **Mueller, Eddy, Darling, A.P.Smith/Michigan Valve or Kennedy**
 - 2.) If a hostile environment is encountered at the hydrant flowing scene, the Police must secure the area for Water Division personnel to install the hydrant lock.
 - 3.) The FAO will advise the on scene fire company of the estimated arrival time of the Water Division to install the locking device.
 - 4.) Response from Water Division personnel will be based on the following time periods:
 - Weekdays 0730-1530 normal work hours (priority period for lock installation)
 - Night hours 1530-0730, weekends/holidays are on-call basis. If hydrant openings meet priority installation criteria (4 times in 8 hour period) a lock could be installed during this time period.

NOTE: Refer to Bulletin 05-046 for police enforcement of hydrant flowing, if Water Division installation of the hydrant lock is not available.

Refer to SOP 01-05-03 for fire response to hydrant flowing runs.

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	Standard Operating Procedures	
	Subject: Water Web Procedures	
	S.O.P. Number 04-01-06 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page 1 of 4	Effective Date: 03/01/2008
		Revised Date:

- I. **PURPOSE:** To provide sufficient guidelines which will facilitate the proper process of placing hydrants “In” and “Out” of Service as well as documenting routine repairs needed using a web based tracking system.

- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

- III. **OVERVIEW:** The WaterWeb will be utilized for placing hydrants out of service, tracking repair of hydrants by the Division of Water, performing maintenance follow-up checks, and creating out of service hydrant lists.

- IV. **ACCOUNTABILITY**
 - A. The Company Officer, utilizing the WaterWeb tracking system, shall be responsible to:
 1. Ensure that any hydrant found in the need of repair or placed completely out of service is entered into the WaterWeb reporting and tracking system.
 2. Check the status of hydrants in their first-in district daily and assign personnel to perform any needed inspections.
 3. Ensure that follow-up inspections are properly documented within the WaterWeb Tracking System.
 4. Create an Out of Service Hydrant List for their First-in District on a daily bases.
 - B. The Station Captains, utilizing the WaterWeb tracking system shall be responsible to:
 1. Perform the duties of the Company Officer, outlined above, and shall additionally:
 - a.) Audit the performance of other units to ensure compliance with this policy.
 - C. The Battalion Chiefs utilizing the WaterWeb tracking system shall be responsible to:

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a.) Audit the performance of their stations to ensure compliance with this policy.

- D. The Fire Alarm Office (FAO) shall be responsible for making proper notification of the first-in station of the need to verify any report of an out of service hydrant received by the FAO.

V. PROCEDURE:

A. Flagging Hydrants for Repair



1. **Fire Alarm Office:** When the Fire Alarm Office is notified of a hydrant that is in need of repair or is unserviceable from the public; they shall notify the officer of the first-in station of the location of the hydrant and reported problem. The station officer, or designated representative, shall physically inspect the hydrant to determine the EXACT hydrant, by hydrant number, and the extent of the problem. Upon returning to quarters, from inspecting the hydrant, the member who performed the inspection shall make the proper entries in the WaterWeb tracking system and the daily log.
2. **Station Level:** When performing routine hydrant inspections of your district and you encounter a hydrant in need of repair or is unserviceable, this information shall be entered into the WaterWeb tracking system and the daily log.

B. Verify Repaired Hydrants

1. Each morning between the hours of 0800 and 1000 the Company Officer of each station shall review the list of hydrants in their **First-in District** that are ready to be verified. If hydrants are found needing verification, the Company Officer shall assign the appropriate personnel to perform the required inspection and make the proper entries in the WaterWeb tracking system and the daily log.
2. Verification of hydrants shall be done following the guidelines contained with the Systems Manual and SOPs.

C. Out of Service Hydrant List



1. Each evening between the hours of 1800 and 2000 the Company Officer of each station shall review and print copies of the Out of

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Service Hydrant list for their **First-in District**. A copy of the Out of Service Hydrant List shall be placed on each engine and ladder company in their station.


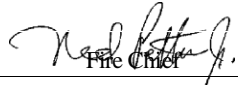
VI. **WaterWeb System Technical Support:**

- A. When the end user encounters a problem with the WaterWeb system, it is their responsibility to start the troubleshooting procedure. If the problem involves application operational procedures, such as “how do I search for hydrants needing inspected?” or “how do I print an OOS List”, it is up to the end user to educate themselves as to how to properly operate the application that they are using. This can be accomplished through manuals, on-line help systems (“WaterWeb” from the Intranet Page), attending training sessions, or by scheduling an appropriate time for training with the WaterWeb Coordinator.
- B. There are a few potential errors that could be encountered while using or attempting to use the WaterWeb system.
 1. If the problem is WaterWeb application related, take note of specific error messages encountered, determine if the problem is repeatable or intermittent, and under what circumstances the error appears. Be prepared to answer questions regarding any recent changes to your system prior to the error, if the error has occurred before, and under what circumstances the error occurs.
 2. If the problem is not WaterWeb application related, the end user should first verify that all connections are secure, take note of specific error messages encountered, determine if the problem is repeatable or intermittent, and under what circumstances the error appears. Be prepared to answer questions regarding any recent changes to your system prior to the error, if the error has occurred before, and under what circumstances the error occurs.
- C. Troubleshooting
 1. Log out and log back in.
 2. Log out and restart your computer and try again.
 3. Contact the WaterWeb Coordinator as listed on the Intranet page.
 - a) The WaterWeb Coordinator will contact the City of Columbus Division of Water or DOT Technical Support as needed.

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VII. SYSTEM OUTAGES:

- A. Anytime the WaterWeb system is down, the responsibility to complete the reports will not change. During system outages maintain a written report and when the system is back online you will need to complete the reports, in a timely manner, on the WaterWeb system.

	Standard Operating Procedures	
	Subject: SOP - Definition	
	S.O.P. Number 04-02-01 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page: 1 of 2	Effective Date: 10/23/2003
		Revised Date:



- I. **PURPOSE:** To provide a definition of the Division's Standard Operation Procedures and Protocols.
- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures

III. **STANDARD OPERATING PROCEDURES:**


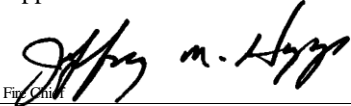
- A. Standard Operating Procedures/ Protocols (SOPs) are a set of organizational directives that establish a standard course of action. Utilization of SOPs provides consistency and effectiveness of the Columbus Division of Fire during emergency operations and day-to-day activities.

All members are expected to know, understand and operate according to these procedures as the situation demands.

1. SOPs shall be written, applied to all situations, enforced, integrated and coordinated with all other directives.
 2. SOPs are a set of written directives that are flexible and expandable, that deal with routine operations.
 3. SOPs are a collection of directives, which have evolved through experience. They become a tool, with provisions for new members to learn from and experienced members to build upon.
 4. An SOP follows a never-ending cycle:
 - Establishment or Revision of the Standard Operating Procedures.
 - Training in the Standard Operating Procedures.
 - Application of the Standard Operating Procedures.
 - Review of the Standard Operating Procedures.
 - Revision of the Standard Operating Procedures.
- B. SOPs provide a structured guide for training. Operations at emergency incidents validate SOPs.

	Standard Operating Procedures	
	Subject: SOP - Definition	
	S.O.P. Number 04-02-01 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page: 2 of 2	Effective Date: 10/23/2003
		Revised Date:

1. SOPs, which are enforced and performed as written, strengthen the organization.
2. SOPs, as written, can be viewed in the light of post analysis. The determination of training needs and /or possible revisions can be made during an incident critique.
3. The Division's SOP philosophy is "enforce it, revise it, or eliminate it!" Proposed revisions or deletions shall be addressed using the Division's "SOP Evaluation" procedures.
4. Enforcement of SOPs is generally viewed as educational in nature. A disregard for SOPs without extenuating circumstances may subject a member to discipline. Enforcement of safety issues is critical to the well being of all personnel.
5. All SOPs are to be enforced unless the Fire Chief authorizes a change or elimination.

	Standard Operating Procedures	
	Subject: Standard Operating Procedures Format	
	S.O.P. Number 04-02-02 Vol-CH-Cat.Sub	Approved:  Fire Chief
		Issued: 10-23-2003
	Reviewed: 2-09-2021	Revised: 2-09-2021

1 Administration

1.1 Purpose: The purpose of this procedure is to describe the formatting of the Columbus Division of Fire's Standard Operating Procedures and Protocols.

2 Header

- 2.1 The format of all the Division of Fire's SOPs will be the same general style.
- 2.2 The Office of Research and Innovation, R&I, will review the correctness of the Division's SOPs header information prior to printing.
- 2.3 The Division's SOP Header template will be used as the header for the first page of the SOP.
- 2.4 The SOP subject title is to be short and concise, generally limited to six words or less.
- 2.5 The SOP numbering system is as follows:
S.O.P. Number
99-99-99.99
Vol-Ch-Cat.Sub

Example: S.O.P. 07-02-23
Volume 07: EMS Protocol
Chapter 02: Adult Medical Protocols
Category 23: Hypothermia
Subcategory: (to be used as necessary to further define a category)
- 2.6 Confidential information such as Bomb Squad Technical Procedures will be marked RESTRICTED, and distribution will be limited to "need to know" individuals.
- 2.7 The Fire Chief's signature will indicate approval. The Medical Director will cosign medical care protocols.
- 2.8 Issued (mm/dd/yyyy) will be the date the provisions were originally implemented.
- 2.9 Revised (mm/dd/yyyy) will be the date the SOP was last revised.
- 2.10 Reviewed (mm/dd/yyyy) will be the date the SOP was last reviewed.
*Accreditation recommends review at least annually.

3 Body

3.1 All SOP submittals must contain the following information:

3.1.1 PURPOSE: The Purpose is a short, one or two sentence summary of the purpose of the SOP.

3.2 The body of the SOP will be submitted using the following guidelines:

3.2.1 The SOP body is to be in a numeric outline format. Numbers will identify major headings. This SOP is outlined in the proper format. We will no longer use Roman Numerals.

3.2.2 Print type is Arial, Justified, 12 point and single-spaced.

3.2.3 Section titles are Arial 14 point, bold.

3.2.4 The body should be concise and to the point. It should be remembered that SOP's are not training manuals.

3.3 An effort should be made to keep the SOP as short as possible. If longer, consideration should be given to dividing the SOP into separate, appropriately titled SOPs.

3.4 Bold or ALL CAPS may be used for emphasis of a point, however, excessive use renders an SOP somewhat difficult to read and it loses its effectiveness.

3.5 The SOP shall be submitted in Word as an email attachment to R&I. The SOP template may be found in Division Homepage, Resources, Division Forms, SOP Draft Template 2021.

4 Footer

4.1 The Divisions SOP Footer Template will be used on each page of the SOP.


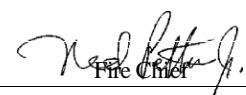
4.2 Footer information will include Department Name, SOP Number, Revision date and page number (x of y) format.

5 Revisions

5.1 When making updates or revisions to SOP, request unprotected document from R&I. All changes or revisions must be tracked. Go to "Review" tab; click "Track Changes" on. Make all corrections or revisions.

5.2 Submit all changes through the chain of command for review and comment.

5.3 The SOP shall be submitted in Word as an email attachment to R&I.

	Standard Operating Procedures	
	Subject: SOP – Manual Index and Distribution	
	S.O.P. Number 04-02-03 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page: 1 of 3	Effective Date: 10/23/2003
		Revised Date:

PURPOSE: The purpose of this procedure is to provide an index of the Division's manuals and to identify the distribution policy. The Division manuals contain established policies, operating procedures, protocols, orders, rules and regulations and other related information. A comprehensive index of the subjects contained in the SOPs as well as various sections of the Systems Manual are contained in the INDEX volume of the SOPs.

- II. **LITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.


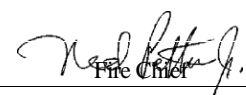
- III. **OF MANUALS:** The Division's manuals contain a variety of information, from fire fighting procedure to disposal of the Division's used printer cartridges. With such a large amount of information to keep track of the information is broken down into separate books by subject matter and/or bureau information. Distribution of some manuals may be limited or restricted. Each Fire Station and Bureau will be assigned a complete set of all SOPs and manuals. These manuals will be available for use as reference material.
 - A. **DISTRIBUTION LIST:** The Division's manuals, and specific sections of a manual, have been given an alphabetical distribution designation. The designation identifies who will receive and is responsible for maintaining an updated copy of the manual. The alphabetical designation for the distribution of the various manuals is as follows:

Distribution Identifier:

- A - All Personnel
- B - Bureaus, Stations
- C - Cars, Vehicles
- D - Designated Personnel

- B. **INDEX OF MANUALS:** The following is the index of Division manuals and their alphabetical distribution identifier:

- 1. **SYSTEMS MANUAL**
 Distribution: A and B

	Standard Operating Procedures	
	Subject: SOP – Manual Index and Distribution	
	S.O.P. Number 04-02-03 Vol-CH-Cat.Sub	Approved  Fire Chief
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2. FORMS MANUAL

Distribution: B

3. JOB DESCRIPTIONS MANUAL

Distribution: B

4. STANDARD OPERATING PROCEDURES

The SOP manual is separated into several books with an Index Volume being a comprehensive index to all the Division's SOPs and the Systems Manual. Each SOP volume and/or section within the volume may have a different distribution designation depending on the intended user.

a) VOLUME # 1

EMERGENCY SERVICES – SAFETY & GENERAL INFORMATION

Distribution: A and B

b) VOLUME # 2

EMERGENCY SERVICES – FIRE

Distribution: A and B

c) VOLUME # 3

EMERGENCY SERVICES – SPECIAL OPERATIONS

Distribution: B, C, and/or D

HAZMAT OPERATIONS

RESCUE OPERATIONS

DISASTER OPERATIONS

BOMB SQUAD

TASK FORCE OPERATIONS



d) VOLUME # 4

ADMINISTRATION

Distribution: B

e) VOLUME # 5

FIRE PREVENTION and SPECIAL PROGRAMS

	Standard Operating Procedures	
	Subject: SOP – Manual Index and Distribution	
	S.O.P. Number 04-02-03 Vol-CH-Cat.Sub	Approved  Fire Chief
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		Revised Date:

Distribution: B

f) VOLUME # 6

TRAINING

Distribution: B

g) VOLUME # 7

EMERGENCY SERVICES – MEDICAL PROTOCOL

Distribution: B and D

h) VOLUME # 8

COMMUNICATIONS

Distribution: B and D

i) VOLUME # 9

MAINTENANCE

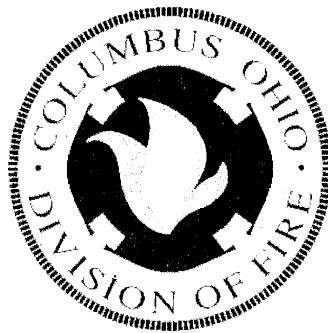
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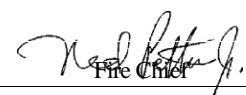
j) INDEX

INDEX for the System Manual and SOPs



Distribution: A and B

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	Standard Operating Procedures	
	Subject: SOP - Proposals	
	S.O.P. Number 04-02-04 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page: 1 of 2	Effective Date: 10/23/2003
		Revised Date:

- I. **PURPOSE:** To describe the steps in the approval process for new SOPs.
- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.
- III. **SOP DEVELOPMENT:** Adherence to these guidelines will ensure that the individuals responsible for administration and enforcement of Standard Operating Procedures have verified the correctness of the SOPs and that the SOPs adequately describe the methods to obtain the desired outcome.
 - A. **Submittal:**
 1. Any employee who sees a need for the establishment of a new Standard Operation Procedure or Protocol may submit the suggested information through their chain of command, to the appropriate Assistant Chief.
 - a. The employee shall advise the Chief if the new procedure has an effect on, or impacts any existing SOPs.
 - b. Receipt of the submittal will be acknowledged by the Assistant Chief's office.
 2. The Draft SOPs shall be prepared on plain paper following the procedures described in the Division's SOP titled: SOP – Format.
 3. Each SOP shall begin with a clear, concise purpose.
 - B. **Review:**
 1. The appropriate Assistant Chief shall forward copies of the proposal to the individuals/groups that may be affected by the procedure, for their review and comments. If necessary, a review committee may be formed.
 2. The original proposal, along with the review comments attached, will be forwarded to the Fire Chief for a preliminary review.
 3. If, in the Fire Chief's opinion, the proposal does not meet the immediate needs of the Division, the proposal will be filed for future reference. The submitter will be notified of this decision through their chain-of-command.

	Standard Operating Procedures	
	Subject: SOP - Proposals	
	S.O.P. Number 04-02-04 Vol-CH-Cat.Sub	Approved  Fire Chief
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		Revised Date:

4. If the Fire Chief approves the concept, the proposal will be returned to the Bureau Head for a concise review and processed into a finalized document.

C. Processing


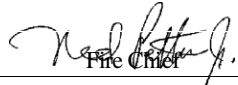
1. The Bureau's staff shall review the content, consistency and compatibility with existing documents when preparing their finalized document. Existing documents, which are affected by the new SOP, will be addressed and included as part of the submittal package for the Fire Chief's review.
2. The Bureau's staff shall process the final SOP utilizing Microsoft Word.
3. The submittal package will be distributed to the other Assistant Chiefs for their review. This portion of the review process is to eliminate conflicts between bureaus.
4. The Bureau will submit the SOP to the Fire Chief, through the office of Research and Development, in electronic copy format. The SOP submittal will be printed in its entirety within the body of a bulletin. The bulletin will include any information needed to introduce the SOP to the members or to further explain the intent of the SOP.
5. The bulletin will be reviewed by R&D to insure that the SOP is consistent with the Division's format and style.
6. R&D will submit the SOP bulletin to the Fire Chief.

D. Approval:



Upon approval by the Fire Chief the new SOP will be issued as a bulletin. This will provide for timely distribution and give an opportunity to identify minor errors or omissions.

E. Printing



An approved copy of the SOP will be printed, or made available electronically, approximately 60 to 90 days after the effective date. Distribution will be in accordance with the Division's Distribution Policy.

	Standard Operating Procedures	
	Subject: SOP – Revisions and Reviews	
	S.O.P. Number 04-02-05 Vol-CH-Cat.Sub	Approved  The Chief
	Page: 1 of 2	Effective Date: 10/23/2003
		Revised Date:



- I. **PURPOSE:** To describe the evaluation and review process for existing Division of Fire Standard Operating Procedures and Protocols.
- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.
- I. **ON:** The Division of Fire's SOPs follow a never-ending cycle: Establishment, Training, Application, Review, and Revision. This SOP describes the revision and review process.
 - A. **Proposals**
 Proposed revisions to an existing SOP will follow the same general procedures as required for submittal of a new SOP.
 1. Any employee may propose a revision.
 2. The proposal shall state if the proposal has an effect on or impacts any other SOP(s).
 3. The proposal shall be submitted through the chain-of-command to the appropriate Assistant Chief.
 4. The Assistant Chief will process the proposed revision in accordance with the review, processing, and approval procedures outlined in the SOP dealing with SOP proposals.
 - B. **Review**
 1. of existing SOPs is an ongoing process. Bureau Heads will insure that all SOPs that pertain to their Bureau are revised as needed and reviewed at least every two years.
 2. is to evaluate the SOPs overall effectiveness and that the objective of the SOP is being met. This is in accordance with the Division's SOP philosophy: "enforce it, revise it, or eliminate it."
 3. will process any proposed revisions in accordance with the review, processing, and approval procedures outlined in the SOP dealing with SOP proposals.

	Standard Operating Procedures	
	Subject: SOP – Revisions and Reviews	
	S.O.P. Number 04-02-05 Vol-CH-Cat.Sub	Approved  Fire Chief
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		Revised Date:

- C. Ps
1. shall have the revised sections notated with a single vertical line in the right margin parallel to the section(s) in which a change has occurred. A sample notation line is to the right of this section. This will enable personnel to quickly identify and follow changes to the Division's operating procedures.
 2. evisions will have the previous vertical notation lines removed and new revision notation lines added.

	Standard Operating Procedures	
	Subject: Family Crisis Notification	
	S.O.P. Number 04-03-01 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page: 1 of 2	Effective Date: 03/31/2001
		Revised Date: 03/10/2004

- I. **PURPOSE:** The purpose of this procedure is to provide timely and sensitive notification to Division members about a life-threatening injury or death of an immediate family member.
- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.
- III. **GENERAL:** The following are guidelines to follow when a Division employee's immediate family member has a life-threatening injury or has died.
 - A. In the event that an on-duty Division member's immediate family member has sustained a life-threatening injury or has died, every attempt will be made to notify the affected member in a timely and sensitive manner.
 - B. In the event that a family member suffers a life-threatening injury or death within the Division's response jurisdiction these guidelines provide for a timely and sensitive notification of the affected member.
- IV. **INITIAL RESPONSIBILITIES:** In the event that a Division member becomes aware of a Division employee's immediate family member who has a life-threatening injury or who has died **DO NOT** attempt to contact the employee directly.
 - A. Notify the Fire Alarm Dispatcher immediately when aware of, or on the scene of a crisis that involves a family member of a Division member. Use discretion by not revealing identifications using radio frequencies. The preferred method of notification is telephone.
 - B. Provide pertinent information to the FAO regarding the family member and any information about the Division member.
 - C. The Fire Alarm Office will notify the on-duty Deputy Chief of the incident, if the member is assigned to Emergency Services, and the appropriate Bureau Head if assigned to Support duties.
- V. **NOTIFICATION**
 - A. The on-duty Deputy Chief or the Bureau Head shall:
 1. Determine the circumstances and obtain as much information as possible. Notify a Division Chaplain and/or Family Support Liaison, if appropriate.

	Standard Operating Procedures	
	Subject: Family Crisis Notification	
	S.O.P. Number 04-03-01 Vol-CH-Cat.Sub	Approved  Fire Chief
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		Revised Date: 03/10/2004

A Family Support Liaison can provide moral support and comfort to member and assist in getting answers to their questions. The liaison should be the most appropriate person available to perform this role without regard to rank. The liaison will be relieved of other duties to the extent necessary to fulfill this responsibility.

The Critical Incident Stress Management (CISM) Team Leader may be a valuable asset. They may recommend personnel to act as, or to assist the Family Support Liaison.


2. If the employee is unaware of the situation, determine the best method of delivering the information taking into consideration the time of day, location, etc.
 3. For a death:

Determine a course of action that combines a prompt, but appropriate notification.

If the employee is on-duty the employee's Battalion Chief / Section Head should assist in determining the appropriate notification procedures. The support of a Chaplain and/or Family Support Liaison should be considered.
 4. For a life-threatening injury:

Determine a course of action that combines a prompt, but appropriate notification.

If the employee is on-duty notify the employee's Battalion Chief/Section Head and have them contact the employee's immediate supervisor to discuss an appropriate course of action, i.e. providing immediate transportation to the family member's location, etc.
 5. Notify the FAO of the actions taken.
- B. The Fire Alarm Office will notify the following personnel of the situation and actions taken by the Deputy Chief or the Bureau Head:
1. Fire Chief
 2. Executive Officer
 3. Bureau Head of employee
 4. Deputy Chief of member, if applicable
 5. Public Information Officer

	Standard Operating Procedures	
	Subject: Death or Serious Injury of Employee	
	S.O.P. Number 04-03-02 Vol-CH-Cat.Sub	Approved <i>Ned R. [Signature]</i> Fire Chief
	Page: 1 of 5	Effective Date: 03/31/2001
		Revised Date: 03/10/2004

- I. **PURPOSE:** This procedure provides guidelines for the notification and support of family members in the event an employee is seriously injured or killed in the line of duty. It establishes a priority for notification of family and division members and steps for conducting the notification.

- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.


- III. **GENERAL:** The overriding philosophy of the Columbus Division of Fire is that the first priority following a line of duty serious injury or death - after caring for the victims - is the swift, compassionate notification of the injured or deceased member's family and the extension of assistance and support to them. In this context, a serious injury is defined as one that is life threatening, or that will disable the employee for a substantial period of time.

- IV. **INITIAL RESPONSIBILITIES:** Immediately upon becoming aware that an employee has been seriously injured or killed, the following should occur. The Battalion Chief or other ranking person at the scene of the injury or death should immediately notify the on-duty Deputy Chief. The Deputy Chief becomes the point of contact for making necessary assignments to address the situations.

The Critical Incident Stress Management (CISM) Team Leader can be a valuable asset to the Deputy Chief. They may recommend personnel to act as, or to assist the Family Support Liaison.

A. Deputy Chief's duties:

1. Notify Fire Chief and Executive Officer
2. Notify all on-duty Battalion Chiefs via a conference call.
3. Notify the Public Information Officer.
4. Have the Fire Alarm Office page the Chaplains asking them to call the alarm office. Have the FAO direct all calls about the incident to the PIO, if available.
5. Assign a two-person Notification Team
6. Assign a Hospital Liaison, if applicable.
7. Assign a Family Support Liaison.

	Standard Operating Procedures	
	Subject: Death or Serious Injury of Employee	
	S.O.P. Number 04-03-02 Vol-CH-Cat.Sub	Approved <i>Neal R. H. J.</i> Fire Chief
	Page: 2 of 5	Effective Date: 03/31/2001
		Revised Date: 03/10/2004

8. Assign someone to write a memo to all stations confirming the details.

If the family of the employee does not live in or near Franklin County, measures must be taken to have someone in the employee's hometown make the notification. Unless a clergy person or someone else with a relationship with the family is known to the Deputy Chief, or is on record in the employee's personnel file, the fire department in the family's city of residence is probably the most appropriate source to ask to make the face to face notification. In that case, the Deputy Chief or designee should stand by and prepare to take a phone call from the family as soon as the notification is made.

The Deputy Chief should select and immediately dispatch a two-person team to travel to the employee's hometown to meet with the family, if appropriate.



B. Hospital Liaison

If a member has been seriously injured an EMS coordinator will be assigned to the hospital to keep the Deputy Chief informed of the status of the member. He may be relieved of duty when the family and the Family Support Liaison arrive at the hospital.

The Family Support Liaison will keep the Division informed of the family's needs, concerns, and the status of the member

C. Notification Team

1. Ideally, the team will consist of a Division Chaplain and a Chief Officer. Two Officers will be sent if the Chaplain is delayed or not available. The Deputy Chief, if available, should be one of the team members.
2. Contact the Personnel Manager for information about the employee's next of kin and personal data. The Division's AS-400 computer system is an alternate source of information.
3. For an employee's family who lives within Franklin County, the goal is to make the notification within two hours of the Deputy Chief learning of the injury or death.
4. If more than one employee has been injured or killed in an incident, duplicate teams will be assigned to each affected family.



	Standard Operating Procedures	
	Subject: Death or Serious Injury of Employee	
	S.O.P. Number 04-03-02 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page: 3 of 5	Effective Date: 03/31/2001
		Revised Date: 03/10/2004

5. Chief Officers assigned to notification teams should wear dress uniforms if at all possible.
6. If the two members of the team do not leave from the same location, they should meet near the family's home or the site where they expect to find the family member to be notified.
7. When the team members have met and are prepared to proceed, the Chief Officer should speak by phone - not over department radio channels - with the Deputy Chief to get the most up to date verified facts about the incident.
 - a. Attempt to answer the questions who, what, where, when, why, and how.
 - b. Information regarding precipitating or causal factors, or information that is not verified, should not be provided until an investigation has been completed.

D. Notifying the Family

1. The team members should rendezvous near the family's home, or notification site. If in Franklin County, a medic unit should stand by at the rendezvous location.
2. The roles of the team members should be coordinated prior to arrival at the notification site. The person who will make the notification should make introductions at the door and ask to come in. In most cases, if a Chaplain is part of the notification team, he or she should make the notification.
3. Because the appearance of a CFD Chief Officer at the home of an employee, or at the workplace of an employee's spouse will likely cause alarm, the information about what has transpired should be given as rapidly as possible.
4. If the notification occurs in a home, try to bring together all family members present.
5. It is best to give all the important information as soon as possible and in one or two brief sentences. For example, "Your husband responded to a major fire today and was trapped when a roof collapsed. I am sorry to tell you that he (is critically injured or did not survive.)"
6. The notification team will offer to drive the family to the hospital if appropriate.

E. Family Support in the event of death

	Standard Operating Procedures	
	Subject: Death or Serious Injury of Employee	
	S.O.P. Number 04-03-02 Vol-CH-Cat.Sub	Approved  Fire Chief
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		Revised Date: 03/10/2004


1. After the family has been notified, all that can be done is to let them know you care. Fifteen or twenty minutes may pass before the shock subsides enough to allow them to ask questions.
2. Do not overwhelm them with information. People react differently in such occasions, and they will ask you what they want to know.
3. Ask the family members if there is someone you can call for them. Encourage them to let you do this. Let them know they can count on the Division's support to help them get through the trying days to come.
4. Unless the family desires otherwise, the notification team will remain with the family until the Family Support Liaison arrives.
5. The Notification Team Chief Officer will notify the Deputy Chief when all necessary notifications have been made.
6. Sometimes the Deputy Chief or another member will know of relationships between the families of employees. In these cases, it may be appropriate to send a third person, without regard to rank, with the notification team. That person will wait in the car until the notification has been made and then be invited to join the family.

F. Family Support Liaison

1. The Family Support Liaison should be the most appropriate person available to perform this role without regard to rank. The liaison will be relieved of other duties to the extent necessary to fulfill this responsibility.
2. Prior to leaving for the hospital or the family's home, the liaison will notify the Personnel Manager that he/she has been assigned that function.
3. The Family Support Liaison will provide moral support and comfort to the family and assist in getting answers to their questions.
4. In the days that follow, it will be the responsibility of the liaison to communicate to the Division the family's needs and concerns. The Family Support Liaison must be sensitive to the family's need to grieve privately and use discretion in when to leave them.
5. When leaving, the Family Support Liaison will make sure family members know how to reach him/her and will establish a time to contact them in the future.

G. Notifying Others of the Incident

1. When the death or serious injury of an employee occurs, the Division should notify certain people before they learn of it through the news media.

	Standard Operating Procedures	
	Subject: Death or Serious Injury of Employee	
	S.O.P. Number 04-03-02 Vol-CH-Cat.Sub	Approved <i>Neal R. H. J.</i> Fire Chief
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		Revised Date: 03/10/2004

2. After the family, the first people to be informed are on-duty Division employees.
3. The Deputy Chief will assign someone to write a memo to all CFD employees with the confirmed details of the employee death. The Deputy Chief and/or the Fire Chief should approve the memo before it is read as a Public Address message and sent to every station and bureau via e-mail and/or hard copy.
4. Others who must be notified immediately upon a death are:
 - Public Information Officer
 - Mayor and City Council
 - Safety Director
 - IAFF, Local 67
 - Safety Officer
 - Chief Investigator

This is not necessarily an exhaustive list, the Administration must consider if anyone else needs special notification.

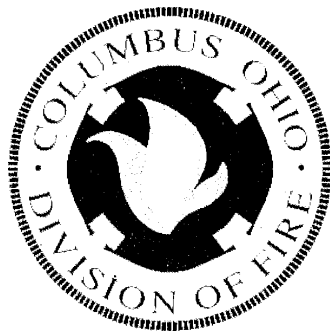
G. Public Notification



The Deputy Chief will inform the Chief and the Public Information Officer (PIO) when the next of kin and on-duty Division members have been notified of the death, and that the information may be released to the public.

H. Division Condolences

As soon as it is deemed appropriate, and in no case more than 24 hours after the employee death, the Fire Chief, or in his/her absence the Executive Officer should visit the family. Guidance will be offered by the Family Support Liaison about when and where such a meeting should take place.

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	Standard Operating Procedures	
	Subject: Critical Incident Stress Management Team	
	S.O.P. Number 04-03-03 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page 1 of 2	Effective Date: 04/03/2000
	Reviewed: 03/17/2014	Revised Date: 03/17/2014

Section 1 Administration

1.1 Purpose: The purpose of this procedure is to provide interested members with information regarding the application process for; criteria for membership; and responsibilities to the Division Critical Incident Stress Management Team.

1.2 Responsibility: It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

Section 2 General

2.1 Applications will be accepted from all ranks and all Bureaus for membership to the CISM Team. Requests for application should be made to the members of the steering committee who will make the final, irrevocable decision. Division members applying for team membership will receive consideration for the following factors:

- 2.1.1** Time Service
- 2.1.2** Personal experience in previous Critical Incidents
- 2.1.3** Motivation to become a team member
- 2.1.4** Willingness to volunteer some time as a team member
- 2.1.5** Willingness to participate and attend required training, including continuing education meetings
- 2.1.6** Willingness and ability to listen without making judgments
- 2.1.7** A genuine interest in helping their fellow firefighters
- 2.1.8** The ability to maintain confidentiality

Section 3 Membership Requirements

3.1 At the discretion of the Team leadership, active membership may require completion of minimal training standards, including that of attending regular CISM meetings.

3.2 Yearly, current members will be evaluated by the CISM Team leadership and a determination will be made regarding the status of each team member. Members will be identified as being either "Active" or "Inactive."

3.3 Members wishing to resign from the Team must submit a letter of intention to the Team leadership.

Section 4 Revocation of Membership

2.1 Any membership is revocable at any time at the discretion of the team leadership. Revocation may occur for, but is not limited to, the following:

2.1.1 Any violation, or perceived violation, of confidentiality. A perceived violation can be considered to be as damaging to the effectiveness of the CISM Team as any true violation of confidentiality.

- 2.1.2** Organizing, or in any way attempting to organize, a formal debriefing without the team leadership's prior knowledge or approval
- 2.1.3** Failure to be present at an assigned debriefing, formal or informal, when a member has made no commitment to do so
- 2.1.4** Any misrepresentation of the CISM Team or its function
- 2.1.5** Continued absenteeism at regular CISM Team meetings or training sessions
- 2.1.6** Acting against the express direction of the CISM Team leadership

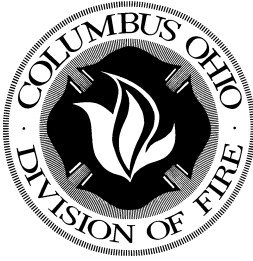

Section 5 Membership Training

5.1 Members of the CISM Team will receive training in the appropriate areas commensurate with their responsibility, as follows:

5.1.1 All CISM members will receive training in accordance with International Critical Incident Stress Foundation (ICISF) standards.

5.1.2 All Division Command and Company Officers will receive training on how to recognize the symptoms of Critical Incident Stress, and the types of incidents that may need intervention.

5.1.3 Mental Health Professionals assigned to the CISM Team may ride CFO apparatus to become familiar with personnel and duties of ES personnel.

	Standard Operating Procedures	
	Subject: Critical Incident Identification and Management	
	S.O.P. Number 04-03-04 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page 1 of 3	Revised Date: 01/15/2013
	Effective Date: 01/15/2013	Reviewed Date:

Section 1 Administration

1.1 Purpose: To assist in the identification of “critical incidents” faced by personnel that cause them to experience unusually strong emotional reactions, which have the potential to interfere with their ability to function, either at the scene of an incident, or sometime after the incident has concluded. Once identified, to initiate the appropriate type of management assistance.

1.2 Responsibility: It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

Section 2 General

2.1 Critical Incident—Any unusually challenging incident that has the potential to create significant human distress, physical or psychological, and can overwhelm one's usual coping mechanisms.

2.2 Critical Incident Stress Management (CISM) A comprehensive, phase sensitive, and integrated, multi-component approach to crisis/disaster intervention.

2.3 CISM Team—A designated group of Columbus Division of Fire members who have been trained in CISM recognition and management.

2.4 Debriefing - A strictly confidential, supportive, and educational discussion process designed to accelerate normal recovery of individuals who have been exposed to highly abnormal incidents.

Section 3 Management Types

3.1 The type of debriefing conducted depends on the circumstances of the particular incident. The following types are the most commonly used either singularly or in combination.

3.1.1 On-Site or Near-Site Management: On-site consultation by a team member should be considered for some critical incidents of extreme magnitude when time and circumstances permit. Team members should be considered a resource available to command officers. In these situations, team members can observe and be alert for acute stress reactions. In addition, team members will provide support and

encouragement, be available to help resting personnel deal with stress reactions, and allow for ventilation of feelings and reactions when appropriate. CISM Team members providing this service are not to be involved in operational functions.

3.1.2 Initial Defusing: This discussion occurs shortly after the incident (possibly several hours, but normally within the same work shift). It is a spontaneous, informal, non-evaluative discussion, provided by one or more CISM trained peers. It provides an update and status reports on the incident and related injuries and encourages discussion of reactions as indicated.

3.1.3 Formal Debriefing: This is a confidential, non-judgmental discussion of involvement, thoughts, and feelings resulting from the incident and includes discussion of possible stress-related symptoms. Ideally, it should be conducted within 24 to 72 hours of the critical incident.

3.1.4 Follow-up Debriefing: This debriefing may be done informally and may occur weeks or months, after the incident, if necessary. Its purpose is to assist members after the incident with any issues or problems that were not initially resolved, i.e. delayed or prolonged stress reaction. The follow-up CISM may be held with the entire group present or only a portion of the group.

Section 4 Debriefing

4.1 Mental health professionals familiar with the Columbus Division of Fire operations facilitate debriefing, as well as members of the Division trained in the management process.

4.2 Debriefing is not group therapy. It is an opportunity for personnel to discuss their feelings and reactions in order to reduce the stress resulting from exposure to “critical incidents.”

4.3 Each debriefing has educational elements designed to help the participant recognize, prevent, and mitigate stress reactions.

4.4 Debriefing is not a critique. Operations or performance will not be discussed at any time during the debriefing.

4.5 Note taking or recording during the debriefing will **not** be permitted.

4.6 Individuals not involved in the “Critical Incident,” will **not** be allowed to attend a debriefing under any circumstances. **Strict Confidentiality is of the highest priority.**

Section 5 Initiating CISM

5.1 The CISM Team is activated by calling the CISM Team Leader, the on-duty Deputy Chief or the Fire Alarm Office. Whenever the assigned CISM response requires the release of on-duty CISM Team personnel, the on-duty Deputy Chief shall be notified. A CISM Team member will contact the requesting person for further details. The CISM Team Leader will assist in determining the recommended level of CISM intervention.

5.2 Evaluation of the need for a CISM session may be very obvious or less clear-cut. The following are general considerations that may aid in determining the need for some form of debriefing, or simply a referral:

5.2.1 The number of individuals who participated in the event and may be negatively affected

5.2.2 The type of symptoms being reported by participants in the event

5.2.3 Changes in behavior by participants in the event

5.2.4 Regression in behavior by participants in the event

5.2.5 Determine if group members are having problems with acute or delayed stress and if they would benefit by speaking with peers

5.2.6 Determine if group members are asking for information on stress management or if a formal debriefing is necessary

5.3 Following evaluation, it is important to note that services be offered freely if indicated.

5.4 The following types of incidents will almost certainly involve CISM in some manner:

5.4.1 Line of Duty death, or serious injury of a firefighter *

5.4.2 Mass casualty incidents *

5.4.3 Suicide of a firefighter *

5.4.4 Death or serious injury of a civilian resulting from emergency operations (e.g. auto accident involving Division vehicle, etc.)

5.4.5 Death of a child, or violence to a child by an adult

5.4.6 Loss of life to a civilian following extraordinary and prolonged rescue attempt

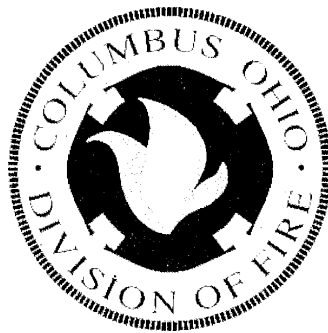
5.4.7 Incidents attracting unusual, critical, or extensive news media coverage


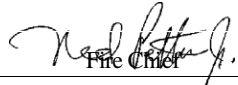
5.4.8 Any incident charged with profound emotion

5.4.9 Any incident in which the circumstances are so unusual, or the sights and sounds so distressing, as to produce a high level of immediate or delayed emotional reaction

*Note: Attendance at debriefings for these types of incidents is strongly encouraged for all persons working at the scene of the incident. However, if an individual believes the process may be harmful to him/her, he/she should speak with a health care professional, a CISM team member, or management of the CISM team.

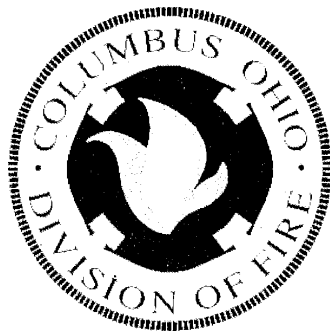
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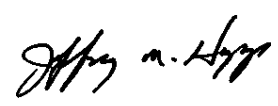


	Standard Operating Procedures	
	Subject: Discipline Hearing – Serving Papers	
	S.O.P. Number 04-03-05 Vol-CH-Cat.Sub	Approved  Neal P. [unclear] Fire Chief
	Page: 1 of 1	Effective Date: 02/07/2000
		Revised Date:

- I. **PURPOSE:** The purpose of this procedure is to identify the course that must be followed when serving papers for Disciplinary Hearings.
- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.
- III. The Battalion Chief or Supervisor of the offender will serve the Disciplinary Hearing papers. This information will be entered in the Finish Log.
- IV. A copy of the hearing papers will be sent to ES-2 (or Bureau Head), with instructions to allow for staffing when planning for the day of the hearing.
- V. A copy will be forwarded to ES-1 (if Emergency Services personnel are involved), or the members Bureau Head, with instructions to confirm with member (on their relevant duty day prior to the meeting) and to insure that they understand **Date, Time** and **Place** of Hearing.

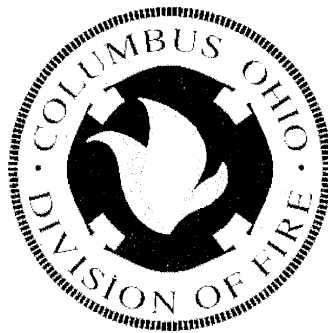
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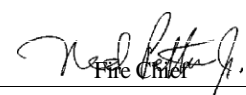


	Standard Operating Procedures	
	Subject: Driver's License Suspension	
	S.O.P. Number 04-03-06 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page: 1 of 1	Effective Date: 03/30/1999
		Revised Date: 11/15/2022



- I. **PURPOSE:** The purpose of this procedure is to identify the procedures that must be followed by all uniformed personnel who have their valid Drivers License suspended or restricted.
- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.
- III. Personnel who have their valid Drivers License suspended, restricted in any way or taken by a Law Enforcement Officer shall immediately notify the Fire Chief in writing. Personnel who have knowledge that another firefighter has had their valid Drivers License suspended or restricted in any ways also under duty to immediately notify the Fire Chief in writing of this fact.
- IV. After notification, the Professional Standards Unit will investigate and track the case. The Fire Chief or designee will evaluate the underlying facts which caused the suspension or restriction of the drivers license.
- V. If your valid Drivers License has been suspended or restricted, you must have Occupational Driving Privileges. It must be specifically stated on the O.D.P. that the driver may:
 1. Drive to and from your duty location.
 2. Drive Fire Apparatus while on duty.
- VI. If you are unable to obtain occupational driving privileges as stated in V above:
 1. Member may be assigned to (40) hour administrative duties for a period no longer than (30) calendar days.
 2. If during this period your driving privileges are not restored, the consequences may be suspension without pay until driving privileges have been restored as stated in VIII below.
- VII. Failure to report the loss of driving privileges as stated above will result in a disciplinary hearing for failure to report.
- VIII. The Fire Chief or designee shall determine the length of time the driver's license is suspended or restricted. If the time is too great or is permanent, the involved member may not be placed on administrative duty, but instead will not be permitted to report for duty in any assignment. If this occurs, the Fire Chief may take whatever additional steps are in the best interest of the Division. These situations will be evaluated on a case-by-case basis.

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	Standard Operating Procedures	
	Subject: Hot / Cold Weather Emergencies	
	S.O.P. Number 04-03-08 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page: 1 of 2	Effective Date: 01/18/2000
		Revised Date:

- I. **PURPOSE:** The purpose of this procedure is to identify the procedures to use during hot and cold weather emergencies.
- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures
- III. **HOT / COLD WEATHER EMERGENCIES**
 - A. These operations will automatically go into effect upon a declaration of such an Emergency by the Mayor. These operations shall also be put into effect whenever, in the opinion of the Fire Chief, or the designated alternate, such action would be beneficial to the effective utilization of available personnel and equipment during periods of unusual and/or prolonged temperature extremes.
 - B. In a declared Emergency, the Division of Fire will work closely with City and County Health Departments, Franklin County EMA, and the Division of Police.
 - C. As determined by the exact nature of the Emergency, the Fire Chief may initiate all, or any combination of, the following actions:
 - 1) Building inspections, hydrant work, and all outside training will be suspended.
 - 2) All “instant” vacation will be denied.
 - 3) All fire stations will become drop-off sites for publicly donated heating/cooling devices.
 - 4) Fire stations will serve as distribution points for heating/cooling devices, however prioritization of delivery or distribution will be the responsibility of a social service organization such as the City Health Department or the Red Cross.

	Standard Operating Procedures	
	Subject: Hot / Cold Weather Emergencies	
	S.O.P. Number 04-03-08 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page: 2 of 2	Effective Date: 01/18/2000
		Revised Date:

5) During the emergency, and continuing for as long as determined by the Fire Chief, Fire Prevention personnel may be temporarily reassigned in other areas on a day-by-day basis.

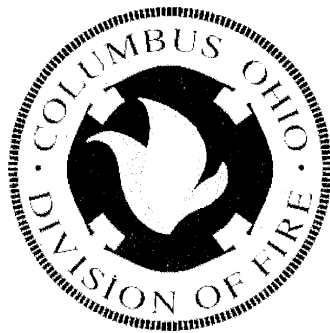
6) House Captains will each develop a list of potentially vulnerable residents in their “first in” areas. Visitations will then be made by the companies to check on these residents.

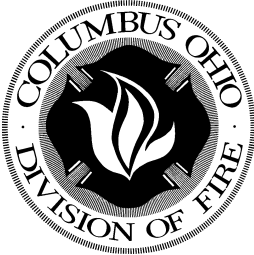

7) During cold emergencies, public education will be focused on fire prevention and specifically safe heating practices.

8) During a heat emergency, the Fire Division will assist in opening and closing hydrants as part of “Operation Cool Down.”

9) During heat emergencies, public education will be focused on first aid and prevention of heat related illness. When appropriate to the emergency, public education will also address water conservation.

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	Standard Operating Procedures	
	Subject: Uniforms – All Uniformed Personnel	
	S.O.P. Number 04-03-10 Vol-CH-Cat.Sub	Approved  Fire Chief
		Issued: 05/15/2001
	Reviewed: 06/01/2019	Revised: 08/19/2019

Section 1 Administration

1.1 Purpose: The purpose of this procedure is to identify the required and optional uniform items to be maintained by all uniformed personnel. Rules for when specific items may be worn will be described in the Division Systems Manual. The list(s) of required clothing below are the only items that will be eligible for replacement by the Quartermaster.

1.2 Responsibility: It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

1.3 Specialty Items: Section 3 will list the items approved for personnel assigned to the Honor Guard, Arson, Bomb Squad, TEMS, and USAR team(s).

1.4 Specific Brand/Model Numbers and material composition will be specified in the current Clothing Contract.

Section 2 Specific Items

ITEM	Quantity 48 Hour	Quantity 40 Hour	Executive Staff	Description
Navy Blue Work Shirt: Short Sleeve Long Sleeve	3 2(1)**	5 Total	5 Total	NFPA 1975 Compliant.
Navy Blue Work Pants/*Cargo	4 Total	5 Total	5 Total	NFPA 1975 Compliant
High Visibility Work Jacket, Liner and Shell	1	1	Optional	Shell NFPA 1999 and ANSI 107 Certified
Black Work Belt	1	1	1	Nylon W/Velcro or Nylon W/Rescue Buckle
Black Work Shoes	1	1	1	Leather, Multiple styles
Navy Blue FR Tee Shirt/Cotton	4 Total	5 Total	5 Total	NFPA 1975-2014 Compliant/NFPA 1975 Compliant
Navy Blue *FR Golf Shirt/Cotton	1	1	1	NFPA 1975-2014 Compliant/NFPA 1975 Compliant
Navy Blue Sweat Shirt	1(2)**	1	1	Full or Quarter zipper
Dress Shirt: Short Sleeve Long Sleeve	0 1	0 1	5 2	White
Dress Blouse	1	1	1	Black US Navy Specification Men's/ Women's
Dress Pants	1	1	1	Black US Navy Specification Men's/Women's

ITEM	Quantity 48 Hour	Quantity 40 Hour	Executive Staff	Description
Dress Skirt	Optional 1	Optional 1	Optional 1	Black US Navy Specification Women's
Admin Pants	0	0	5	Black, Men's/Women's
Dress Cap	1	1	1	US Navy Specification Cover, Braid and Scrolls dependent on rank
Dress Shoes	1	1	1	Plain toe oxford
Necktie	1	1	1	Black Four-in-Hand or Velcro Neck Band
Black Dress Belt	1	1	1	Black Leather
Over Coat	1	1	1	Black USAF Specification
Gym Shorts	1	1	1	Navy Blue
Collar Insignia	1 Set	1 Set	1 Set	Gold, Appropriate for Rank.
Shoulder Board	2 Set	2 Set	2 Set	Black Fabric with Appropriate Gold Embroidery for Rank (D/C, A/C, F/C)
Name Plate	1	1	1	Gold or Silver appropriate for Rank. Black plastic inset with engraved lettering in white
Hat (Ball Cap or Boonie Hat)	1	1	1	Embroidered with Division Logo.
Toboggan Stocking Hat	1	1	1	US Navy Specification Watch Cap
Admin Sweater	0	0	Optional 1	Black, zipper front with elbow patches
Admin Jacket	0	0	1	Black, NFPA 1999 Certified
Coveralls (Hazmat)	1	1	0	Fire Service Navy Blue

Section 3 Specialty Items: Honor Guard (HG), Tactical EMS (TEMS), Arson,
Bomb Squad (BS), 40 hour Bomb Squad (BS40), Urban Search and Rescue (USAR)

Item	Team	Quantity	Description
Honor Guard Gloves	HG	2 Pair	White
Honor Guard Ascot	HG	1	Red
Honor Guard Cord-a-Lear	HG	1	Red
Special Ops Work Cap	BS, BS40, TEMS	1	Navy Blue, Boonie style
Special Ops/USAR Rescue belt	BS, BS40, Arson, TEMS, USAR	1	With or without additional buckle option, Listed in clothing contract
Special Ops Work Pant	BS, BS40, Arson, TEMS	3/5/2/2	Blue, Khaki Cargo pant
Special Ops Work Shirt- Tactical: Short Sleeve Long Sleeve	TEMS	2 2	Blue, button down, pencil pockets on left sleeve
Special Ops Work Tee Shirt	BS, BS40	3/5	NFPA 1975 compliant, Dark Navy
Special Ops Law Enforcement Golf shirt	BS, BS40, Arson	3/5/1	Blue (BS) Gray (Arson), Polo
Special Ops Work Vest	BS, BS40, Arson	1/1/1	Optional Black
Special Ops Rain Coat/Hood	BS, BS40	1/1	Hi-vis/Black, Reversible

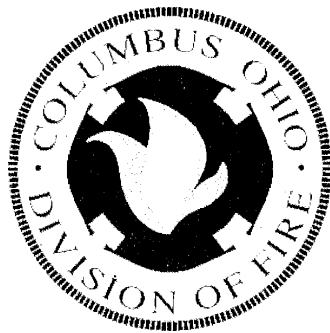
Special Ops Rain Pants	BS, BS40	1/1	Black
Bomb Squad Boot	BS, BS40	1/1	Black, All leather, no steel toe
USAR Work Shirt, Long sleeve	USAR	3	Navy Blue, BDU, W/two tone reflective screen-print on back
USAR Work Pant	USAR	3	Navy Blue, BDU,
USAR Rain Work Pant	USAR	1	Waterproof, breathable, NFPA 1999 compliant
Special Ops Jacket	BS, BS40, TEMS, Arson	1/1/1/1	Black or Blue; Tactical jacket or parka
Special Ops Boot	Arson, TEMS	1/1	Black boot
Special Ops coveralls	Arson, BS	1/3	Cotton or nomex coveralls


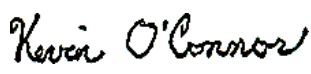
Optional: Available at the discretion of the assigned position

* When available

** Option: (2 Sweatshirts and 1 Long Sleeve Fatigue Shirts) or (1 Sweatshirt and 2 Long Sleeve Fatigue Shirts)

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	Standard Operating Procedures	
	Subject: Uniforms – Replacements	
	S.O.P. Number 04-03-11 Vol-CH-Cat.Sub	Approved  Fire Chief
		Issued: 10/05/2001
	Reviewed: 06/01/2019	Revised: 08/19/2019

Section 1 Administration

1.1 Purpose: The purpose of this procedure is to implement the uniform replacement program for all uniformed personnel. Approved and replaceable uniform items are identified in the Uniform SOP 04-03-10.

1.2 Responsibility: It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

Section 2 Specific Items

2.1 SOP 04-03-10 describes the required items and quantities of items to be maintained by current 48 hour personnel, 40 hour personnel, new recruits, promoted ranks, and specialty assignments such as Honor Guard, Pipe band, TEMS, Bomb Squad, and USAR Team Members.

Uniform items will be replaced on a one for one exchange basis. Work Shoes/Boots may be issued every 12 or 18* months at the discretion of the member.


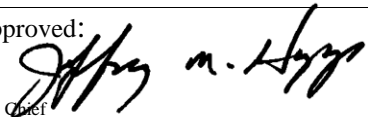
2.2 Replacement items may be received when the member experiences damage to the uniform item, it is worn to inefficiency, or is ordered to replace by a supervisor. Missing or stolen items will require an ET-68 and police report if applicable. Promotion items will be issued to members who are promoted and who provide previous rank issued items, i.e. in order to receive a lieutenant insignia golf shirt, the member must turn in a firefighter insignia golf shirt. The member may be required to visit the Quartermaster's office for proper sizing.

2.3 Members will not be permitted to exchange more items than the required allotment, i.e. if a particular item has an allotment of 5, such as Work Shirts, the member cannot exchange 6 Work Shirts for replacement.

Section 3 Monthly Inspections

3.1 Formal monthly inspections are performed by the company officer or supervisor. Items in need of replacement will be indicated on the monthly inspection form. In such instances, a copy of the form is to be taken to the quartermaster's office for processing.

–* Model/Brand dependent (see Quartermaster for details)

	Standard Operating Procedures	
	Subject: Funeral Procedures	
	S.O.P. Number 04-03-12 Vol-CH-Cat.Sub	Approved:  Fire Chief
		Issued: 01/10/2006
	Reviewed: 11-1-2022	Revised: 12/15/2022

1.1 PURPOSE: This procedure is to define the different levels of funeral honors appropriate for the deceased. Honor Guard Classification does not reflect an Occupational Classification of a LODD for benefits.

1.2 RESPONSIBILITY: It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

2. NOTIFICATION: Due to the time constraints involved, it is important for the Division to receive timely notification upon the death of an active or retired firefighter. The following guidelines are established to assure Honor Guard participation at the Funeral Services.

2.1 Division Personnel

2.1.1 Upon becoming aware of the death of an active or retired firefighter, notify the FAO as soon as possible. The FAO will then promptly notify the appropriate personnel, including the on-duty ES-2.

2.2 Emergency Services Deputy Chief (ES-2) duties are as follows:

2.2.1 Make prompt notification to the on duty Honor Guard commander who will determine the Classification of the Funeral Service (refer to section 5)

2.2.2 Shall assist an Honor Guard Commander in obtaining the necessary information to complete form PI-15.

2.2.3 Make notification immediately to the Fire Chief and ES-1.

2.2.4 Ensure that the completed PI-15 is submitted to the FAO Officer to be entered into the Funeral Notices folder (within the Common Share folder) and for a PA message to be read to all stations for three (3) consecutive days.

2.2.5 Shall be responsible for prompt notification to the Administration Bureau, for flowers to be sent to the funeral home from the Division of Fire.

2.2.6 Offer appropriate transportation to the family of a firefighter who was on current paid status to assist in making any necessary funeral arrangements and to transport the next-of-kin to the Bureau of Administration to take care of insurance, severance pay, pension, etc.

2.2.7 On the day of the funeral, will coordinate all funeral arrangements with his/her Honor Guard, Unit Commander(s) (per Systems Manual 334.24).

2.3 Honor Guard Commander

2.3.1 Notify other Unit Commanders that will be involved A.S.A.P.

2.3.2 Notify ES-2 of staffing requirements A.S.A.P.

2.3.3 Make arrangements for Honor Guard involvement according to the Classification of Honor Guard Services (see section 5)

2.3.4 An on duty Honor Guard Commander should be consulted if any questions arise from this SOP.

3. DEFINITIONS:

3.1 LODD: Line of Duty Death. The death of an active member resulting from injury while responding to or actively participating at an Emergency scene.

3.2 LODD: Line of Duty Death. The death of an active member resulting from an illness or disease that is directly contributable to on duty exposure. (ie. Presumptive Cancer, COVID, etc.)

3.3 Active Member: A fire division member serving in an active capacity who passes away as a result of a non-job related cause.

3.4 Inactive Member: A retired or former member in good standing of the division.

3.5 Affiliate Member: An individual such as division Chaplain, Box 15 member, or Auxiliary member.

3.6 Non-Job Related Death: A death that is not Fire or EMS duty related

4. FUNERAL HONOR GUARD SERVICES: The family must be consulted and agree to the department's participation in providing funeral Honor Guard Services. Throughout the entire funeral process, the family's wishes shall be considered and followed with the understanding that family may choose to forgo an appropriate Honor Guard Service; but **at no time shall Classifications violate section 5.**

4.1 Viewing Detail: A detail of two Honor Guards posted at the casket at all times during viewing hours. This is accomplished with a minimum of four members for each set of viewing hours. If the viewing is in excess of two hours, add two additional Honor Guard members to the detail.

4.2 Rifle Detail An Honor Guard contingent of seven riflemen and one officer in charge (OIC) for presentation of a twenty-one-gun salute. This is for LODD or if the member was a veteran.

4.3 Flag Fold: The American flag may be draped on the casket for any LODD or if the deceased was honorably discharged or active in the United States Armed Forces. The American flag is provided by the funeral director, through the Veterans Administration. A subordinate flag may be used to drape the casket if the deceased was not a veteran. At the time of internment, an American flag (if a LODD or veteran) or the CFD approved Remembrance flag can be folded and presented to the family. CFD Remembrance flags are purchased and stocked by Honor Guard Commanders in advance, and therefore require a fee. The fee must be paid in advance by the funeral director, family members or designee.

4. Bugler: A person to play taps.

4.5 Station Drive By: The funeral procession will drive by a fire station with apparatus on front ramp and the assigned members at attention. It is customary to present a hand salute during the passing of the hearse and family car only

4.6 Uniform Turn Out: Division personnel in attendance to wear class “A” uniform.

4.7 Raised Aerials: Two raised aerial ladders along the funeral procession route or at the cemetery entrance. The American flag may be hung from the apex with the star union (blue field) oriented North or East.

4.8 Color Guard: An Honor Guard unit carrying the national and subordinate flag(s). This will consist of one OIC, two guards, an American flagman and a member for each subordinate flag.

4.9 Honorary Pallbearers: Uniformed members not assigned to carry the casket. These pallbearers are placed in an honorary position leading the casket, with the family selected pallbearers actually carrying the casket.

4.10 Active Pallbearers: Uniform members assigned to actually carry the casket.

4.11 Flag at Half-Staff: National flag flown at half-staff at all Columbus Fire Stations with approval of the Mayor. The flags are to be returned to full-staff as prompted by an announcement from the FAO or preceding the internment at sundown. The national flag flown at half-staff shall not have a subordinate flag on staff

4.12-Shrouds: A ½” to ¾” piece of black material over a divisional badge or logo.

4.12.1 Badge Shrouds: Black Badge Shrouds over the divisional badge horizontally. This is a reflection of mourning and is reserved **only for Classification 1 funerals**.

4.12.2 Logo Shroud: On any division logo (Vehicle, apparatus, sign) diagonal top left to bottom right if used.

4.13 Divisional Hearse: A fire department vehicle to carry the casket. The vehicle is usually from the company or station of the deceased.

4.14 Bagpiper / Pipes and Drum band: “Piper to play music and used in the traditional fire service ceremony. The entire Pipes and Drum band may be requested for a Classification 1 or 2 funeral.

4.15 Honor Detail: Division uniform turnout and visiting department’s members present to pay tribute. This includes a Uniform procession past the casket/ urn at the end of the service.

4.16 Last Alarm: An alarm or announcement broadcast over the divisional PA and/or radio, usually at the internment site during the ceremony.

4.17 Processional Apparatus: Division apparatus included in the funeral procession but not used as a hearse.

4.18 Bell Service: A bell rung as a symbol of respect to a deceased firefighter to signal their last alarm. The code of 3-3-3 is the traditional signal of “companies have returned to quarters”.

4.19 Station Bunting: Funeral bunting or morning drapes that are placed on the outside of the deceased's assigned station. This includes the CFD Mourning Flag to be flown on the flag pole at the deceased members assigned Station.

5. CLASSIFICATIONS OF SUGGESTED HONOR OPTIONS:

CLASSIFICATION 1	CLASSIFICATION 2	CLASSIFICATION 3	CLASSIFICATION 4
Viewing Detail	Viewing Detail	Viewing Detail	Viewing Detail
Flag Fold (CFD Remembrance Flag or American Flag)	Flag Fold (CFD Remembrance Flag if purchased or American if a veteran)	Flag Fold (CFD Remembrance Flag if purchased or American if a veteran)	Flag Fold (CFD Remembrance Flag if purchased or American if a veteran)
Rifle Detail	Rifle Detail, if a veteran	Rifle Detail, if a veteran	Rifle Detail, if a veteran
Pipes and Drums Band	Bagpiper or Pipes and Drums	Bagpiper or Pipes and Drums	Bagpiper
Bugler	Bugler	Bugler	Bugler
Bell Service	Bell Service	Bell Service	Bell Service
Active and/or Honorary Pallbearers	Active and/or Honorary Pallbearers	Active and/or Honorary Pallbearers	Active Pallbearers
Processional Apparatus with bunting	Processional Apparatus with bunting	Processional Apparatus	
Uniform Turnout	Uniform Turnout	Uniform Turnout	
Honor Detail	Honor Detail	Honor Detail	
Station Bunting / Mourning Flag	Station Bunting / Mourning Flag	Station Bunting / Mourning Flag	
Station Drive By	Station Drive By	Station Drive By	
Badge Shrouds	Badge Shrouds		
Division Hearse	Flag at Half-Staff (Assigned Station)		
Raised Aerials			CLASSIFICATION 5
Last Alarm			Viewing Detail
Color Guard			
Flag at Half- Staff (City Wide)			

CLASSIFICATIONS:

5.1 Classification 1: LODD- Death of an active member directly resulting from injury while responding to or actively participating at an Emergency scene.

5.2 Classification 2: LODD- Death of an active member resulting from an illness or disease that is directly contributable to on duty exposure. (ie. Presumptive Cancer, COVID, etc.)

5.3 Classification 3: Death of an active member not classification 1 Or 2 (Non Job Related)

5.4 Classification 4: Death of an inactive member, non-job related. (ie Retired member)

5.5 Classification 5: Any member committing suicide without bringing disgrace to the division.

6. ORDER OF EVENTS AT A GRAVESIDE SERVICE:

6.1 Last Alarm (Only if a Classification 1 Honor)

6.2 Riffle Detail

6.3 Bugler

6.4 Flag Fold

6.5 Bell Service

6.6 Bagpiper

7. GUIDELINES FOR NON- COLUMBUS FIREFIGHTERS IN LINE OF DUTY DEATHS.

7.1 LODD Firefighters in another fire department in Franklin or adjoining counties:

7.1.2 Rifle Detail

7.1.3 Color Guard

7.1.4 Flag Fold

7.2 LODD Firefighters outside of adjoining counties or out of State of Ohio.

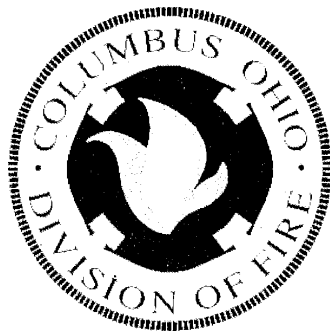
7.2.1 With the Fire Chiefs approval, a contingent of six Honor Guard members minimum, to proudly represent the Columbus Division of Fire for the City of Columbus.



7.2.2 The quartermaster travel incentive funds may be used for this expense if preapproved.

8. GUIDELINES FOR NON-COLUMBUS FIREFIGHTERS FOR OTHER THAN LINE OF DUTY DEATHS.

8.1 The Fire Chief or his designee may request Honor Guard representation for firefighter deaths other than LODD, including affiliate members or law enforcement.

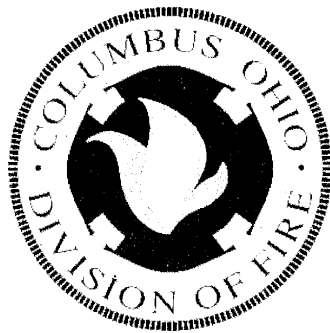
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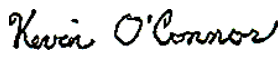


	Standard Operating Procedures	
	Subject: Utilization of City E-mail	
	S.O.P. Number 04-03-13.00 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page: 1 of 1	Effective Date: 01/01/2008
		Revised Date:

- I. **PURPOSE:** All Division of Fire Personnel are required to initialize and utilize the email box provided them on the columbus.gov exchange server.
- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.
- III. The State of Ohio, Division of Emergency Medical Services, is instituting a paperless certification and on line renewal process. The Division of EMS is responsible for the certifications for Fire Fighter II, Fire Service Safety Inspector, and Emergency Medical Technician Basic to Paramedic. Division of EMS will notify certification holders of expirations and renewals via an email notification system from the State of Ohio.
- IV. The Division of Fire Training Bureau is instituting a computer based training program. This program will also be paperless. The program will notify all members via email of class requirements and of new programs that are available. The program will also track a member's compliance to the requirements and performance via the Division email system.
- V. All on-duty personnel are requested to check their email inbox provided on the Division system at least one time per work day. Supervisors are to periodically check with their subordinates to ascertain that emails are being reviewed and passwords are being properly maintained.

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	Standard Operating Procedures	
	Subject: Separation from Service	
	S.O.P. Number 04-03-14 Vol-CH-Cat.Sub	Approved:  <small>Fire Chief</small>
		Issued: 04/13/2016
	Reviewed: 01/25/2016	Revised: 04/13/2016

Section 1 Purpose:

- 1.1 To describe the procedure for members that are separating from service with the Division of Fire.

Section 2 Types of Separation

- 2.1 Members that wish to separate in “Good Standing” whether through resignation or retirement, must make notice to the Fire Chief and/or his/her designee two weeks prior of the anticipated separation to be considered in “Good Standing”.
- 2.2 Members that are terminated or resign in lieu of termination are not considered in “Good Standing”. This will be subject to forfeiture of all Division supplied items prior to any separation payouts.

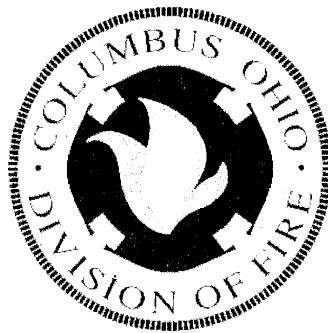
Section 3 Procedure



- 3.1 For a member to separate from the Division of Fire in “Good Standing”, Human Resources must receive notice no less than two weeks prior than the date of separation.
- 3.2 Members may submit a letter through the Chain of Command or make direct notice to the Fire Chief of the intent to retire or resign. The submission through the Chain of Command does not override the two week commitment for notice.
- 3.3 Uniformed members must return Division issued property, complete a PI-31e signed by the appropriate bureaus, and submit this to payroll upon separation to receive their final pay outs.
- 3.4 Per the collective bargaining agreement, uniformed members that wish to retain their badge and helmet must submit a written request to the Fire Chief.
- 3.5 Uniformed members may also request to retain their weapon (when working in the bomb squad and arson bureau), Dress Uniform, and a retirement identification card.

Section 4 Rights

- 4.1 Other than negotiated items, the Fire Chief reserves the right to determine the items retained and/or received upon separation.

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	Standard Operating Procedures	
	Subject: Paramedic Opt-In	
	S.O.P. Number 04-03-15 Vol-CH-Cat.Sub	Approved:  <small>Fire Chief</small>
		Issued: 02/26/2017
	Reviewed: 02/15/2016	Revised:

SECTION 1:ADMINISTRATION

1.1 PURPOSE: Allow E-Step Firefighters with Paramedic Certification, who were allowed to downgrade their status with the Division, will have the ability to opt-in for selected period(s) throughout the year in order to utilize their certification.

1.2 RESPONSIBILITY: It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

1.3 CONFLICT: This SOP shall not be construed as invalidating, preempting, or superseding any previously issued operating procedure, rule and/or protocol. Conflicts with other SOPs, Rules and/or protocols shall be brought to the immediate attention of the member's supervisor so that it can be evaluated by the Fire Chief, or designee, and adjusted if necessary.

SECTION 2:INFORMATION

2.1 Every year the Division of Fire gives its personnel an opportunity to downgrade their Paramedic status with the Division. The downgrade is spelled out in the collective bargaining agreement between Local 67 IAFF and the City of Columbus 12.2(C). This opportunity does not require the member to downgrade their certification with the State of Ohio. The downgrade status makes them unavailable for use in a Paramedic position.

2.2 Those members granted downgrade status still have the opportunity to keep their certification with Division for training and education. The members must attend the scheduled training days that all Paramedics attend.

2.3 Those members that have maintained their Paramedic status while in Paramedic downgrade status can choose to opt-in on a limited basis based on the needs of the Division as determined by the Fire Chief.

SECTION 3:IMPLEMENTATION

3.1 Members can opt-in **for a minimum of one transfer cycle**. The Fire Chief, based on current needs of the Division, will determine the number of members granted opt-in status.

3.2 The Fire Chief reserves the right to determine the needs of the opt-in program and may limit the number of personnel granted or remaining in the program.

3.3 Those members who have a current certification and have been in downgrade status for a year or less will not be required to go through a retraining period. Those

members that have a current certification and have been in downgrade status for longer than a year will be evaluated by the Training Bureau and/or EMS Officers to determine any training needs prior to being added to the authorized list.

3.4 Members wishing to opt-in shall submit a request (ES-221 EMS Opt-in Application) through the chain-of-command to the Fire Chief. The effective date of the opt-in will be once evaluated by the Training Bureau and/or EMS Officers, ALL training needs are met, and the opt-in checklist has been completely signed-off. (See 3.3)

3.5 Members who opt-in will be paid the Paramedic Differential, Transport Stipend, and I/C Stipend according to the provisions of the Collective Bargaining Agreement upon being added to the authorized list.

3.6 Members who opt-in will be scheduled into the next series of CE classes given by the Division, if not current with the State of Ohio's three-year renewal cycle.

3.7 Members opting in shall be considered in the pool of usable Paramedics until such time they notify the Fire Chief in writing their desire to opt-out, or until notified by the Division that their opt-in status is discontinued.

3.8 Members wishing to opt-out shall submit a request (RT-154) through the chain-of-command to the Fire Chief by the expiration of the Vacancy list. The effective date of the opt-out will be the effective date of the subsequent transfer list.

SECTION 4: ADDITIONAL

4.1 Members wishing to bid on a position with a Paramedic qualification **MUST** complete requirements outlined above in 3.3 and 3.4 **PRIOR** to the expiration of the relevant vacancy list. It will be the member's sole responsibility to ensure that they meet all requirements. Failure to meet the opt-in requirements **PRIOR** to the expiration of the relevant vacancy list will cause member to be ineligible for consideration to that position regardless of seniority or starting the process outlined above in 3.3 or 3.4.


4.2 Members, who opt-in for **purposes of obtaining a Paramedic qualified position**, will be added to the authorized list and will be required to maintain their Paramedic qualification until authorized to drop per 12.2(D) of the Collective Bargaining Contract.

4.3 While in the Paramedic opt-in status, the member will be eligible to work Paramedic overtime and special duty as long as the member is proficient in any venue specific specialty training in accordance with current operating procedures.

4.4 The member will be afforded the same overtime privileges as any other Paramedic with the Division.

4.5 Members electing to opt-in will have their overtime hours adjusted to the average overtime hours of current Paramedics on their unit. Once the opt-in period is completed, members not renewing their opt-in status will have their overtime hours adjusted back to reflect actual overtime hours worked for the year.

4.6 Unless a petition for change has been granted, a member's assignment and Kelly Day will not change. This does not exclude the use of the member for Temporary Transfers based on need or availability. Members opting-in will not be utilized any differently than any other Paramedic.

	Standard Operating Procedures	
	Subject: Transport Basic Opt-in	
	S.O.P. Number 04-03-15.01 Vol-CH-Cat.Sub	Approved: <i>Kevin O'Connor</i> Fire Chief
		Issued: 02/26/2017
	Reviewed: 02/15/2016	Revised:

SECTION 1: ADMINISTRATION

1.1 PURPOSE: Allow Firefighters who are not on the authorized Transport Basic list, the ability to opt-in for selected transfer cycle(s) throughout the year in order to staff the CFD EMS Transport Vehicles.

1.2 RESPONSIBILITY: It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

1.3 CONFLICT: This SOP shall not be construed as invalidating, preempting, or superseding any previously issued operating procedure, rule and/or protocol. Conflicts with other SOPs, Rules and/or protocols shall be brought to the immediate attention of the member's supervisor so that it can be evaluated by the Fire Chief, or designee, and adjusted if necessary.

SECTION 2: INFORMATION

2.1 The Transport Basic list shall consist of the least senior ES Firefighters who have graduated from the training academy. As least senior members are added upon graduation of the training academy, the most senior members on the list are removed in order to maintain an effective number of personnel to operate the current system of fulltime EMS Transport vehicles. When a member is removed, the member still holds the minimum EMT certification with the State of Ohio; however, they will not be used on the EMS Transport vehicle unless they elect to opt-in.

2.2 Those members removed or exempt from the EMS Transport Basic list still have the opportunity to opt-in on a limited basis based on the needs of the Division as determined by the Fire Chief.

SECTION 3: IMPLEMENTATION

3.1 Members can opt-in **for a minimum of one transfer cycle**. The Fire Chief, based on current needs of the Division, will determine the number of members granted opt-in status.

3.2 **The Fire Chief reserves the right to determine the needs of the opt-in program and may limit the number personnel granted or remaining in the opt-in program.**

3.3 Those members who have been in downgrade status for a year or less will not be required to go through a retraining period. Those members who have been in downgrade status for longer than a year will be evaluated by the EMS CQI office and/or EMS Supervisors to determine any training needs prior to being placed on the active list.

3.4 Members wishing to opt-in shall submit request (ES-221) through the chain-of-command to the Fire Chief by the expiration of the Vacancy list. The effective date of the opt-in will be the effective date of the subsequent transfer list or once evaluated by the EMS CQI office and/or EMS Officers and ALL training needs are met. (See 3.3)

3.5 Members who opt-in will be paid the Transport Stipend according to the provisions of the collective bargaining agreement.

3.6 Members opting in shall be considered in the pool of usable Transport Basics until such time they notify the Fire Chief in writing their desire to opt-out, or until notified by the Division that their opt-in status is discontinued.

3.7 Members opting out shall submit request (RT-154) through the chain-of-command to the Fire Chief by the expiration of the Vacancy list. The effective date of the opt-out will be the effective date of the subsequent transfer list.


SECTION 4: ADDITIONAL

4.1 While active on the Transport Basic authorized list, members will be eligible to work Transport Basic overtime and special duty (according to special duty provisions) as long as the member is proficient in any venue specific specialty training in accordance with current operating procedures.

4.2 The member will be afforded the same overtime privileges as any other Transport Basic with the Division.

4.3 Members electing to opt-in will have their overtime hours adjusted to the average overtime hours of current Transport Basics on their unit. Once the opt-in period is completed, members not renewing their opt-in status will have their overtime hours adjusted back to reflect actual overtime hours worked for the year.

4.4 Unless a petition for change has been granted, a member's assignment and Kelly Day will not change. This does not exclude the use of the member for Temporary Transfers based on need or availability. Members opting-in will not be utilized any differently than any other Transport Basics.

	Standard Operating Procedures	
	Subject: Subpoena/Summons Procedures	
	S.O.P. Number 04-03-16 Vol-CH-Cat.Sub	Approved <i>Kevin O'Connor</i> Fire Chief
		Issued: 11/01/2015
	Reviewed: 9/1/2015	Revised: 11/01/2015

Section 1 Administration

1.1 PURPOSE: To identify the proper procedures when a member is subpoenaed or summonsed to court.

Section 2 Division Related Subpoenas

2.1 Members will only be compensated, or relieved of duty with pay, for subpoenas which are a result of their duties and/or position with the Division of Fire.

2.2 On-Duty Subpoenas

2.2.1 As soon as you become aware of a subpoena to court that is scheduled on a duty day, make contact with the attorney responsible for the subpoena to discuss the reporting options below:

- (1) Report to court as directed in the subpoena, and remain in the Courthouse until released.
 - a. This option will only be used if you have been notified by the attorney that you will be called upon to testify or the attorney will not authorize telephone standby.
- (2) If the attorney will permit telephone standby, give him/her the telephone number for ES-2 and the Fire Alarm Office (645-7359 or 221-3132 ext. 74450, FAO 221-2345).
 - a. The attorney is to contact the fire alarm office if ES-2 cannot be reached.
 - a. After consultation with the attorney responsible for the subpoena, notify your immediate supervisor and ES-2 **on your platoon duty day** and inform them which option you will be using. Every effort should be made to contact ES-2 one week prior to the court date.

ES-2 should also be provided with a direct telephone number for the attorney.

2.2.2 ES-2 will add the particulars into the staffing program and tell you where to report to work. Report to that station or office, where you will perform normal duties, including taking emergency runs. If you are subsequently called into Court, you will be notified by ES-2.

2.2.3 In instances where the subpoena does not arrive one week in advance you are to follow the procedures above as soon as you become aware of the subpoena.

2.2.4 If you receive a subpoena on the actual court date, report to the immediate supervisor at the location/time (or sooner if applicable) you have been scheduled to work, if possible, and notify ES-2.

2.2.5 Forty-hour Bureau Personnel

2.2.5.1 Forty-hour bureau personnel who receive a subpoena shall follow the applicable sections for On Duty Subpoenas above and notify their immediate supervisor.

2.2.5.2 They should provide the attorney with a phone number where they can be reached. Forty-hour bureau personnel are not required to notify ES-2.

2.3 Off-Duty Subpoenas

2.3.1 Division members are expected to honor any subpoena they receive, but will only be eligible for overtime compensation if the procedures in 2.3.2(1) or 2.3.2(2) of this policy are followed.

2.3.2 If you are subpoenaed into Court on an off duty day, contact the attorney responsible for the subpoena and determine the appropriate option below:

- (1) If the attorney will permit telephone standby, give the telephone number for ES-2 and the Fire Alarm Office (645-7359 or 221-3132, ext. 74450, FAO 221-2345). The attorney is to contact the fire alarm office if ES-2 cannot be reached.
 - a. Notify ES-2 that telephone standby has been authorized **regardless of the platoon duty day**, and provide him/her with the date and time of the standby period and the telephonenumber of the attorney responsible for the subpoena. Every effort should be made to contact ES-2 one week prior to the court date.
 - b. ES-2 will add the particulars into the staffing program. Your work location may or may not be determined at this time, check your staffing program calendar just prior to the court date. You

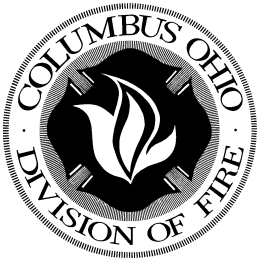
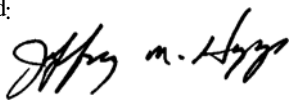
may be authorized to report to duty at 0800 hours irrespective of your subpoena reporting time. Report to that station or office, where you will perform normal duties, including taking emergency runs. If you are subsequently called into Court, you will be notified by ES-2,

- c. In instances where the subpoena doesn't arrive one week in advance you are to follow the procedures above as soon as you become aware of the subpoena.
 - d. If you receive a subpoena on the actual court date, and standby is authorized, report to the immediate supervisor at your regular work location/time (or sooner if applicable), if possible, and notify ES-2.
 - e. You will earn overtime pay for working while on telephone standby. If you have not received authorization for additional overtime by ES-2 or a call to Court by 1600 hours, you are, under the direction of your immediate supervisor, to be relieved of duty unless notified otherwise. Submit a PT-14, with a copy of the subpoena attached, to the supervisor at the station or office for the time worked, and any time spent in Court.
- (2) Contact the attorney responsible for the subpoena and report to Court only if the attorney has notified you that you will be called upon to testify or he/she will not authorize telephone standby, and receive overtime pay.
- a. Submit a PT-14, with a copy of the subpoena attached, to your immediate supervisor when you report to work the following workday.
- (3) Other options may exist but must be authorized by the attorney responsible for the subpoena; the stipulations above for overtime pay will still apply.

2.3.3 In all cases, members are to notify their immediate supervisor and or ES-2, if they receive a call from the attorney cancelling the subpoena. This is especially important in the cases of ES overtime and should be done as soon as possible.

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	Standard Operating Procedures	
	Subject: Station Tasks	
	S.O.P. Number 04-03-17 Vol-CH-Cat.Sub	Approved:  Fire Chief
		Issued: 03/01/2017
	Reviewed: 7/10/2020	Revised: 8/10/2020

SECTION 1:ADMINISTRATION

1.1 PURPOSE: There are many duties that the Division must perform in addition to Fire and EMS responsibilities that aids in accomplishing our mission. These duties include filling temporary staffing assignments (TT's), educating the public, instructing Fire/EMS/Rescue courses, and performing a variety of inspections. For tracking and distribution purposes, these duties will be separated in two categories, Station level tasks and Division temporary staffing assignments (TT's). It is the Division's goal and the purpose of this policy that these duties are assigned and distributed to personnel in a fair and equitable manner.

1.2 RESPONSIBILITY: It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

1.3 CONFLICT: This SOP shall not be construed as invalidating, preempting, or superseding any previously issued operating procedure, rule and/or protocol. Conflicts with other SOPs, Rules and/or protocols shall be brought to the immediate attention of the member's supervisor so that it can be evaluated by the Fire Chief, or designee, and adjusted if necessary.

SECTION 2:IMPLEMENTATION

2.1 Station Level Tasks

2.1.1 Form PL-16 is used to equally allocate Station level tasks. A single sheet is to be used to track the various duties rather than a page for each different type of task. Members will receive credit for each station level task that they perform such as hydrants, buildings, cooking duties, Public Outreach events, and instructing Division training classes.

2.1.2 Members with the least amount of Station level tasks will be the first choice to perform the next task.

2.1.3 Task lists remain continuous and do not return to zero at year's end. Members transferring into a station or returning from a long-term absence will be placed on the list with the number of tasks equal to the station average.

2.2 Division Temporary Staffing Assignments (TT's)


2.2.1 Form PL-17 is used to equally allocate Division TT's. A single sheet is to be used to track TT's rather than a page for each different type of TT.

2.2.2 Members will receive a TT credit for each TT worked in any capacity at another station (or FAO) for a duration greater than four (4) hours and a maximum of (24) hours.

2.2.3 Members will receive a TT credit for staffing the EMS Transport vehicle within one's assigned station for a duration greater than (4) hours and a maximum of (24) hours.

2.2.4 Members with the least amount of Division TT's will be the first choice for the next TT.

2.2.5 TT lists remain continuous and do not return to zero at year's end. Members transferring into a station or returning from a long-term absence will be placed on the list with the number of TT's equal to the station average.

	Standard Operating Procedures	
	Subject:	Specialized Training Selection
	S.O.P. Number 04-03-18 Vol-CH-Cat.Sub	Approved: <i>Kevin O'Connor</i> Fire Chief
		Issued: 03/01/2017
	Reviewed: 6/1/2016	Revised:

SECTION 1: ADMINISTRATION

1.1 PURPOSE: To provide a standardized method and understanding of the selection of members for specialized Division training.

1.2 RESPONSIBILITY: It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

1.3 CONFLICT: This SOP shall not be construed as invalidating, preempting, or superseding any previously issued operating procedure, rule and/or protocol. Conflicts with other SOPs, Rules and/or protocols shall be brought to the immediate attention of the member's supervisor so that it can be evaluated by the Fire Chief, or designee, and adjusted if necessary.

SECTION 2: IMPLEMENTATION

2.1 Specialist Training

2.1.1 Several tasks and TT's require specialized training and expertise. When the Deputy Chief, on his/her respective Unit, decides that additional trained alternates are needed to meet Division needs, he/she shall first solicit volunteers for such training.

2.1.2 In making his/her selection, the Deputy Chief shall favor the senior volunteer(s) but will account for the volunteering member's additional qualification(s) and permanent assignment. If a more senior volunteer is not selected for any reason, upon request from the member not selected, the Deputy Chief shall provide the rationale and reason(s) for non-selection to the member in writing.

2.1.3 Should there be insufficient volunteers to satisfy the Division's need, the Deputy Chief may direct members to become and remain certified in specific areas.

2.1.4 The Deputy Chief shall so direct the least senior journeyman firefighter(s) that has the least number of qualifications to training. If a less senior employee is not so directed for any reason, upon request from

any member directly affected by the decision, the Deputy Chief shall provide the rationale and reason(s) for the decision to the member in writing.

2.2 Fire Alarm Office (FAO) Training



2.2.1 The Deputy Chief will maintain an adequate number of FAO alternates on their respective unit.

2.2.2 The following Division qualifications (according to CFD Telestaff) exempt personnel from being forced to FAO training: Authorized (lists) and Opted-in Paramedics and Transport EMT-Basics, Rescue, Haz-Mat, Bomb Technicians, and DART 1&2 qualifications.

2.2.3 Those members who have previously served on either the Paramedic or Transport Basic authorized list and have been off such list more than two (2) complete transfer cycles, are subject to being forced to FAO training.

SECTION 3: ADDITIONAL INFORMATION

3.1 The Fire Chief reserves the right to determine and adjust the number of members needed in the specific areas listed herewith in based on the needs of the Division/Unit at any particular time.

	Standard Operating Procedures	
	Subject: EMS Staffing	
	S.O.P. Number 04-03-19 Vol-CH-Cat.Sub	Approved:  Fire Chief
		Issued: 03/06/2017
	Reviewed: 02/02/2017	Revised:

SECTION 1:ADMINISTRATION

1.1 PURPOSE: To provide a standardized method and understanding of staffing Division EMS vehicles.

1.2 RESPONSIBILITY: It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

1.3 CONFLICT: This SOP shall not be construed as invalidating, preempting, or superseding any previously issued operating procedure, rule and/or protocol. Conflicts with other SOPs, Rules and/or protocols shall be brought to the immediate attention of the member's supervisor so that it can be evaluated by the Fire Chief, or designee, and adjusted if necessary.

SECTION 2:IMPLEMENTATION

2.1 Staffing - EMS Transport Vehicle

2.1.1 Minimum of one (1) Division authorized Paramedic and one (1) Division authorized Transport Basic. The vehicle may be staffed with two (2) Division authorized Paramedics.

2.1.2 The Paramedic will always be in-charge and receive the I/C stipend when the vehicle is staffed with one (1) Paramedic and one (1) EMT Basic

2.1.3 When two (2) Paramedics staff the EMS Transport vehicle, I/C status and stipend will only be granted to one member and will be rotated in a fair and equitable manner.

2.1.4 Members riding the EMS Transport vehicle to satisfy clinical ride-time hours will not be paid transport stipend.

2.2 Staffing - Engines

2.2.1 The Division shall strive to maintain a minimum of at least one Firefighter Paramedic on every engine. The Division will only utilize a promoted rank officer to satisfy this minimum under unusual situations. Unusual situations will generally be defined as limited to 4 hours or less in duration and include, but limited to, paramedic vacancies created by COD's (either prior to or after roll call), drug testing, and when the engine paramedic accompanies the medic crew during patient transport.

2.2.2 Lieutenants and Captains promoted on or after May 16, 2017 are removed from the authorized Paramedic list and are not subject to being utilized as Paramedics.

2.3 Rescues

2.3.1 Only one (1) Rescue I Firefighter will receive the I/C stipend and will be rotated fair and equitable when multiple Rescue I qualified Firefighters are staffing the vehicle.

2.4 EMS Officer (EMSO) Positions

2.4.1 The I/C stipend will only be paid to promoted or OOC personnel when they are filling the authorized positions, eight (8) Lieutenants and one (1) Captain per unit.

2.4.2 Paramedic Lieutenants and Captains promoted on or after May 16, 2017 may re-enter the authorized list after transferring to a permanent EMSO assignment and passing the Division EMSO evaluation/testing process.

SECTION 3: PERSONNEL

3.1 Paramedic Authorized List

3.1.1 All current Division authorized Paramedic firefighters and Paramedic officers (Lieutenants and Captains) promoted before May 16, 2017.

3.1.2 The Fire Chief may require any Journeyman or Apprentice Firefighter with Paramedic Certification, not previously on the authorized list, may be added to the authorized list provided for in Section 12.2 at the discretion of the Fire Chief. This will be based on seniority with the least senior being the first to be added.

3.1.3 All granted Opt-in Paramedic personnel outside the minimum number of required Paramedics.


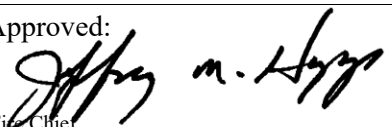
3.2 Transport Basic Authorized List

3.2.1 A selected group of Firefighter/EMTB personnel starting with least senior apprentice firefighters who have graduated from the Training Academy.

3.2.2 All granted Opt-in Firefighter/EMT personnel outside the minimum required Transport-Bs.

3.3 Task Distribution

3.3.1 Will follow revised Task Distribution policy 04-03-17 Paramedics will be given priority over Transport Basics to staff Medic Transport vehicles when all other Division obligations are met and manpower is available.

	Standard Operating Procedures	
	Subject: AWOL (Absent Without Leave)	
	S.O.P. Number 04-03-20 Vol-CH-Cat.Sub	Approved:  Fire Chief
		Issued: 07/14/2023
	Reviewed:	Revised:

1 Administration

- 1.1 PURPOSE:** The purpose of this procedure is to explain the steps that need to be taken when an employee has not reported to work, has not contacted their employer and equate to an unapproved absence of duty. The employee is then determined to be Absent Without Leave (AWOL). (System Manual Section 742.)
- 1.2 RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

2 General

- 2.1** When a member is not at their assigned reporting location at the beginning of their shift, (Sys Manual Section 406) then the status of AWOL (unapproved absence of duty) may be applied. Before AWOL is determined, the immediate supervisor must verify the said employee is in fact supposed to be there. The supervisor should verify the employee does not have training, vacation, trade, military leave, has been TT'd, etc.
- 2.2.** Once the immediate supervisor determines the employee is in fact AWOL, their Chain of Command should be notified and appropriate staffing should be addressed as needed. At any point the employee returns to work in this process, the Late for Duty Policy (Sys Manual Section 710) shall be followed.
- 2.3** The immediate supervisor will manage staffing on TeleStaff and be guided by their B/C or Chain of Command.

3 Attempt to Contact Employee

- 3.1 The immediate supervisor will attempt to contact the employee by using the 1st and 2nd contact phone numbers as stated in TeleStaff or by any other means they have available. The immediate supervisor will make at least 2 attempts to contact the employee over a 15-30 min. time frame. The immediate supervisor will assure the apparatus (if applicable) will stay in service with the appropriate staffing.
- 3.2 If no response or information is obtained from the employee, the immediate supervisor shall notify their B/C or Chain of Command who will then notify the Deputy Chief. The Deputy Chief's office will then get an emergency contact name and phone number via FirePoint and attempt to contact the employee or their emergency contact to determine the employee's whereabouts.
- 3.3 If no contact or substantial information has been obtained, the Deputy Chief shall coordinate a wellbeing response.

4 Employee Lives Inside Columbus Jurisdiction

- 4.1 If an AWOL member lives within the Columbus Division of Fire jurisdiction, the Deputy Chief shall send a wellbeing response to the employee's place of residency on record.
- 4.2 The Deputy Chief shall make the determination of the needs for the wellbeing response and call the appropriate apparatus with details. The response will be based on any known or unknown information and will respond signal 'X'.
 - 4.2.1 **At minimum, a Battalion Chief (or EMSO at the discretion of ES2 & staffing)***
 - 4.2.2 **Consider the closest fire apparatus (engine, ladder or rescue) in addition to above.**

*A run card type of 'Service Run' may be initiated with the FAO by the B/C or EMSO based upon the findings and or needs of the incident. The run card will add any additional fire apparatus (i.e. Medic) or the need for CPD as requested by the officer on scene. The run card will contain no information in the remarks.

- 4.3 The Members Support Unit may be put on standby (this could be as simple as phone standby) or requested for a possible response at the discretion of the Deputy Chief. The B/C or OIC at the scene will be responsible to initiate the Members Support Unit if needed. The Deputy Chief shall be notified if such a response is requested.


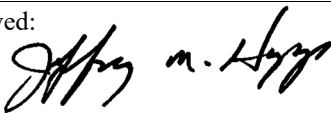
5 Employee Lives Outside of Columbus jurisdiction.

- 5.1** For a member that lives outside the jurisdiction of the Columbus Division of Fire, the Deputy Chief shall determine the appropriate wellbeing response and may contact the Member's Support Officer to initiate an immediate wellbeing response to the employee's place of residence.*
- 5.1.1** If the member's residence is within Franklin County or an adjoining county, the Deputy Chief or designee shall initiate a wellbeing response and may consider local law enforcement and a trained peer support member to respond based on gathered information.
- 5.1.2** If the member's residence is outside of Franklin or adjoining counties, the Deputy Chief or designee shall coordinate the best response with the local authority having jurisdiction and consider a response of a trained peer support member. An attempt shall be made to create communication and understanding of CFD's hope to help and support the employee.

*The Deputy Chief will be notified of all plans and address staffing as needed.

6 Investigation and Referral

- 6.1** Notification pertaining to the details of the AWOL will be completed by the immediate supervisor or officer in charge at scene and communicated to the Deputy Chief. All attempts shall be made to protect any confidential information of the employee. Member Support unit may be activated or used at the discretion of the Deputy Chief at any time. All appropriate forms and TeleStaff updates will then be filled out, PT20, PI17, etc.
- 6.2** The Administrative Bureau shall review the circumstances and may issue an EAP referral to the AWOL member upon returning to work.

	Standard Operating Procedures	
	Subject: Lactation Policy	
	S.O.P. Number 04-03-22 Vol-CH-Cat.Sub	Approved:  Fire Chief
		Issued: 08/28/2023
	Reviewed:	Revised:

1.0 Administration

1.1 Purpose: To ensure compliance with the Patient Protection and Affordable Healthcare Act and the Fair Labor Standards Act. The goal of this policy is to optimize the work environment for mothers' lactation needs for up to one year from return to work. If the employee requests the accommodation for more than one year, the accommodation must be approved by the Fire Chief or their designee.

1.2 It shall be the responsibility of each member to know, understand and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

2.0 General

2.1 It is the policy of the Division of Fire to provide adequate facilities to all lactating employees. To the extent practical, the employee will notify their supervisor of their anticipated schedule.

2.2 Lactating employees have the responsibility to be aware and evaluate the risks and benefits of continued full duty work assignments when pregnant or lactating. Pregnant or lactating employees have the responsibility to communicate with their personal physician the occupational demands and potentially harmful exposures encountered while performing the duties of and emergency services provider.

2.3 Under no circumstances shall a City employee discriminate or harass a lactating employee.

3.1 Procedures

3.1 Due to the unique needs of emergency personnel, employees should work with their chain of command and Human Resources Department to determine reasonable break times that is consistent with operational needs.

3.2 At their request, the employee may be temporarily assigned to a station that can accommodate their needs.

3.3 The employee will not be mandated to work on a transport vehicle during this time. However, employees may volunteer to work on a transport vehicle.

3.4 The employee will be considered additional personnel on the apparatus.

3.5 The employee will not be TT'd during this time.

3.6 Employee will not be required to immediately respond to an emergency call during active pumping, however, if prolonged scene times are anticipated the employee will respond in the station truck or other department vehicle once complete.

3.7 Times will be coordinated if a Battalion has multiple nursing employees working.

3.8 If the employee is working overtime, Section 3.3, 3.4, 3.5, 3.6 and 3.7 will not apply.

4.0 Facilities

4.1 Federal, State, and local laws mandate that the department provide personnel with a place other than a restroom that is shielded from view and free from intrusion from co-workers and the public.

4.2 The space must be a clean, private, and dedicated space in which to lactate. The space will have a comfortable chair, an electrical outlet, a small refrigerator with lock, and a flat surface off the floor for lactating equipment. The Division will provide one lockable designated refrigerator per battalion for the purpose of storing lactated milk. However, if the employee chooses to remain at a fire station that does not normally have the designated refrigerator, one will be provided to the desired location.


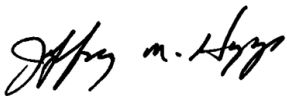
4.3 If a space cannot be dedicated full-time for the employee to use, the Department may make or convert a space temporarily, so long as the space is private and made available when needed.

4.4 The employee occupying the space must be able to secure it by locking the door or placing a sign notifying others the space is occupied. The supervisor on the employees' shift should instruct other co-workers to not interrupt the employee during their authorized break, except when announcing an emergency or other urgent circumstance. However, regardless of circumstance, at no time will any other employee enter the designated space without permission from the lactating employee.

4.5 Other items the Division may provide within or near a lactation room include: a locker or hooks for clothing and belongings, a white noise machine, a sink with running water, and a mirror.

4.6 The Division will ensure that at least one station in each battalion meets all the provisions mandated under State and Federal statutes.

4.7 Employees are responsible for keeping the room clean for the next user.

	Standard Operating Procedures	
	Subject: Monthly Mileage Reimbursement	
	S.O.P. Number 04-03-23 Vol-CH-Cat.Sub	Approved:  Fire Chief
		Issued: 02/08/2024
	Reviewed:	Revised:

1 Administration



1.1 Purpose: The purpose of this procedure is to identify the allowable reasons for mileage reimbursement when using a member's personal vehicle. Use form MR-F5 submitted through the chain by the 20th of each month. The form and instructions can be found on the Division home page under Division forms.

2 Mileage Reimbursement Approved



- 2.1 From station to station due to a TT or mandate after role call
- 2.2. From station to TA if not at 0800.
- 2.3 From TA back to station
- 2.4 From station to training locational.
- 2.5 From training location to station
- 2.6 From TA or station to paramedic clinical location.
- 2.7 From paramedic clinical location to the station.
- 2.8 From physical back to the station.

3 Mileage Reimbursement Not Approved

- 3.1 From home to normal work location.
- 3.2 From home to overtime location.
- 3.3 From station after normal shift to overtime location.
- 3.4 From home to offsite training location.
- 3.5 From TT'd station back to home station to drop off gear.
- 3.6 From overtime location to regular duty station.

	Standard Operating Procedures	
	Subject: Infant Save Haven	
	S.O.P. Number 04-04-01 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page: 1 of 3	Issued: 10/30/2002
	Reviewed:	Revised:

- I. **PURPOSE:** The purpose of this procedure is to define State Law and the Division's policy for accepting a newborn child that is voluntarily delivered by a parent that does not intend to keep their child.
- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.
- III. **STATE LAW:** Ohio State law exempts a parent from prosecution when they drop off a child that is less the 72 hours old and the child is delivered unharmed to an emergency medical worker, peace officer, or hospital employee.
- IV. **IMPLEMENTATION:**
 - A. **Accepting a Child.**
 1. The person who accepts a child must first provide any immediate attention the child may need. A Medic Crew shall be called to the drop-off location to evaluate the child for medical needs, which will be treated per protocol.
 2. The person who accepts the child must offer the parent State Form # JFS 1672, VOLUNTARY MEDICAL HISTORY for the collection of the medical history of the child. The form may be filled out and left, or mailed to the address on the back of the form at a later date.
 3. A Medic Crew shall transport the child to Children's Hospital ER for a medical evaluation. Children's Hospital will coordinate with Franklin County Children Services the transfer of care for the child.
 4. The CFD member that accepted the child shall notify Franklin County Children Services' office.
 - B. **Prohibited Activity**
 State law provides that no person may do the following with respect to a parent who voluntarily delivers a child:

	Standard Operating Procedures	
	Subject: Infant Save Haven	
	S.O.P. Number 04-04-01 Vol-CH-Cat.Sub	Approved  The Chief
	Page: 2 of 3	Effective Date: 10/30/2002
		Revised Date:

1. Coerce or otherwise try to force the parent into revealing their identity;
2. Pursue or follow the parent after they leave;
3. Coerce or otherwise try to force a parent not to leave the child;
4. Coerce or otherwise try to force the parent to complete all or any part of the medical information forms provided to the parent by the person to whom the parent delivers the child;
5. Coerce or otherwise try to force the parent to accept materials that describe services available to assist parents and newborns.

C. Anonymity Right

The parent has the right to remain anonymous and to leave at any time after delivering the child.



The right to anonymity does not exist if the child has suffered any physical or mental wound, injury, disability, or condition of a nature that reasonably indicates abuse or neglect of the child. In this case, the parent is subject to arrest and prosecution.

D. Child Abuse or Neglect

If the child has been abused, neglected, or delivered in a manner other than as specified:

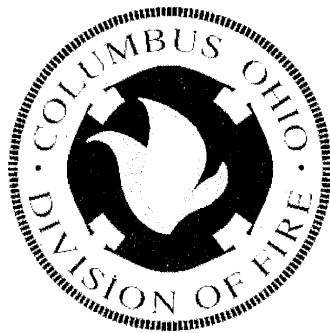
1. Provide any medical service that is necessary to protect the physical health or safety of the child;
2. Notify the police; the parent does not have the right to remain anonymous and may be subject to arrest;
3. The person who delivers the child may be forced to reveal the identity of the child's parents and may be pursued or followed;
4. The person to whom the child is delivered must attempt to identify and pursue the person who delivered the child; and
5. The person who delivers the child will not have civil or criminal immunity as provided by law.



E. Reclaiming a Child

	Standard Operating Procedures	
	Subject: Infant Save Haven	
	S.O.P. Number 04-04-01 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page: 3 of 3	Effective Date: 10/30/2002
		Revised Date:

State law provides a way for the parent to reclaim their child up to the point of final adoption. The county's child welfare agency will conduct an assessment of the parent to ensure the child's safety.

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	Standard Operating Procedures	
	Subject: CFD Rider Policy	
	S.O.P. Number 04-04-02 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page 1 of 5	Revised Date: 10/15/2014
	Effective Date: 10/15/2014	Reviewed Date: 8/28/2014

Section 1 Administration

1.1 Purpose: The purpose of this document is to describe the procedure for authorizing a person who is not a sworn member of the Division to ride along as a student or observer. Consideration will be given to students, nurses and physicians enrolled in a school or hospital affiliated program. Exceptions may be granted by the Fire Chief or the Chief's designee.

1.2 Responsibility: It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

1.3 Background: The Rider program allows individuals, who have been authorized, to ride Columbus Division of Fire emergency and fire vehicles with Division personnel responding to emergencies. This opportunity allows the rider to gain insight to the profession of a firefighter and to experience the challenges and rewards Division members face. It is also an opportunity for people in the Fire/EMS fields outside the division to increase their knowledge and expand their horizons by seeing how the Columbus Division of Fire operates.

1.4 Exceptions: Exceptions to this policy may be granted by the Fire Chief or the Chief's designee on a case-by-case basis (i.e. political officeholders/candidates, media, and VIPs).

Section 2 Definitions

2.1 Rider: A person who is not a sworn member of the Division of Fire and will be categorized as either an observer or student.

2.2. Observer: A rider whose purpose is to learn and experience how the Division of Fire operates in providing service to the public.

2.3 Student: A rider whose purpose is to not only observe, but to gain knowledge and skills that are used in Fire and EMS. All students must have prior approval from the Training Academy to ride divisional apparatus.

Section 3 Permission

3.1 All Rider requests must be approved by the Emergency Services Deputy Chief before an individual is allowed to participate in the Rider program.

3.2 All potential Riders must first complete a Rider Application Form, Waiver & Release of Liability form, and Confidentiality Statement in the presence of the officer in charge of the station where the ride is being requested. All three of these forms shall then be communicated through the chain-of-command to the appropriate deputy chief for approval.

3.2.1 Applications will only be considered if the applicant meets the following:

3.2.1.1 Present a government issued picture Identification at the time of application. (Driver's license, passport, etc.)

3.2.1.2 Be at least 18 years or older.

3.2.1.3 Sign a Waiver & Release of Liability form.

3.2.1.4 Sign a Confidentiality Statement.

3.2.2 Approval is limited to one Rider per vehicle at a time. When multiple requests are received, preference will be given to an applicant that meets the following:

3.2.2.1 Be a physician or nurse actively working in an emergency department.

3.2.2.2 Be an active member of a mutual aid department.

3.2.2.3 Be a member of an out-of-town EMS system. (One time basis).

3.2.2.4 Be an EMT student.

3.2.3 Applicants will not be permitted to ride if:

3.2.3.1 Applicant is determined to have a record as a convicted felon, sex offender, or any other history that would compromise the trust instilled in the Division of Fire by the public.

3.3 Requests that do not meet the above criteria will be approved by the Emergency Services Deputy Chief on a case-by-case basis. This authority does not extend to exceptions mentioned in 1.4 above.

3.4 In all cases, completed applications, Waiver & Release of Liability forms, and Confidentiality Statements shall be forwarded through channels to Emergency Services Assistant Chief (ES-1).

3.4.1 The original forms will remain at ES-1's office until permitted to be destroyed per the Records Retention Schedule.

Section 4 Clothing and Appearance

4.1 All Riders shall be appropriately dressed at all times. The officer or firefighter-in-charge shall have the authority to deny participation to any rider who is inappropriately dressed, or in a condition that may compromise the safety or best interest of the Division, the assigned shift, or the Rider.

4.2 The Rider will wear:

4.2.1 Shoes: Closed toe with a good non-slip sole.

4.2.2 Pants: Long pants that sit at waist. Undergarments shall not be visible when in a normal standing position. No Jeans.

4.2.3 Shirt: Solid color dress or polo style. No T-shirts.

4.3 Participants from a school or hospital program may wear their class uniform if approved by the battalion chief. Scrubs are permitted for hospital personnel.

4.4 Jackets: Dark solid color recommended. Weather dictating.

4.5 Minimal Jewelry. No nose, tongue or eyebrow piercings will be permitted.

4.6 Hair: Long hair shall be pulled back as to not interfere with Division activities or present an undue safety hazard.

4.7 Ballistic Vests: In the event that a Rider is on a vehicle that is dispatched to a shooting or stabbing and the crew is required to don a ballistic vest, the rider will also don a ballistic vest, even though the rider is required to remain inside the assigned vehicle for the entire duration of the incident.

Section 5 Rider Duties and Restrictions

5.1 The normal approved ride-along hours are from 0800 hours to 2200 hours

5.1.1 Exceptions to these hour restrictions may include those in an approved school or hospital affiliated program or on a case-by-case basis as determined by the on-duty deputy chief.

5.2 At no time will the participant become involved in assisting during an event of physical violence from another person. It is permissible for the participant to use

Division communication equipment to contact the Fire Alarm Office to request assistance.

5.3 No Rider will be permitted to carry any weapons at any time while on city property or while riding on Division vehicles, regardless of licenses or permits they possess. This does not include a pocket knife of a reasonable size. Reasonableness will be determined by the officer or firefighter in charge.

5.4 At no time will a participant be allowed to carry any electronics while riding Division vehicles. Cell phones, cameras, recorders, or any other means of audio/visual recording shall be left at the station or in the participant's personal vehicle. Media requests will be handled by the Division Public Information Officer or the PIO designee.

5.5 Participants acknowledge that the Division of Fire is a paramilitary organization and that during emergency runs it is accepted that when an officer gives an order or direction, it is to be followed immediately and without question. The participant agrees to abide by the direction of the officer or firefighter-in-charge without discussion.

Section 6 Safety Responsibilities

6.1 Under the direction of the officer or in-charge person, all Riders are required to abide by all divisional safety policies and procedures (i.e. seat belt usage, high-visibility vest when applicable, accountability, universal precautions).

6.2 The officer or firefighter-in-charge shall take every precaution to prevent the participant from becoming physically involved in or assisting in the following types of incidents.

6.2.1 Crime Scenes

6.2.2 Violent patients

6.2.3 Patients with known infectious diseases

6.2.4 Fireground operations

6.2.5 Situations involving or likely to involve the use of guns.

6.2.6 Other activities that are known to or likely to increase the participant's risk of exposure.

6.3 If a vehicle with a Ride-Along participant is dispatched on a call that the officer or firefighter-in-charge feels may result in the crew becoming immediately involved in a hazardous situation, the participant shall be instructed to remain in the vehicle. It is permissible for the officer or firefighter-in-charge to leave the participant at the station if in quarters at the time of dispatch.

6.4 If, at any time, the officer in charge of the station where the ride is being requested believes there is justifiable reason to either deny and/or suspend the Rider request, he/she has the authority to do so and shall immediately notify the on-duty deputy chief through channels. Additionally, a letter of explanation shall be submitted through channels to the Fire Chief.

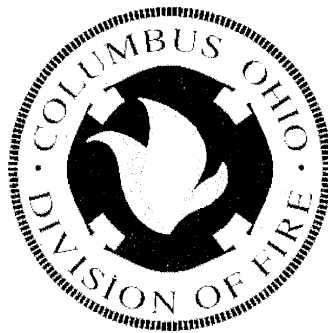
Section 7 Forms


- 7.1** Rider Application Form (ES-215e)
- 7.2** Confidentiality Statement form (ES-217e)
- 7.3** Waiver & Release of Liability form (ES-216e)

Section 8 Related Documents

- 8.1** Columbus Division of Fire Systems Manual Sec. 414.00 – 414.16
- 8.2** Columbus Division of Fire Forms ES-215e, ES-216e, ES-217e
- 8.3** City of Columbus, Central Work Rules, Rule 9. (F).

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	Standard Operating Procedures	
	Subject: WebStaff	
	S.O.P. Number 04-05-01 Vol-CH-Cat.Sub	Approved Fire Chief
	Page 1 of 3	Effective Date: 04/10/2009
		Revised Date:

I. **PURPOSE:** WebStaff


II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

III. **PROCEDURES;** The following procedures are to be used for accessing the WebStaff portion of TeleStaff.

- A. WebStaff is designed to give TeleStaff end users further access to their personal calendar and related activities from any web browser.
 1. Similarities and Differences
 - a) Separate approval screen that is very user-friendly, easier to locate and approve requests.
 - b) Authorities from TeleStaff are the same in WebStaff.
 - c) Similar navigation to TeleStaff with the following exceptions:
 - (1) Left clicking instead of right clicking
 - (2) No smart scrolling
 - (3) Only select one day at a time
 - (4) Very little administrator functions, only filling vacancies and approving work codes
- B. End-User Features
 1. View their personal calendar
 2. Request work through the available feature
 3. Request/record work exceptions
 4. Remove availability and exception work codes (if definition allows)
 5. Receive notifications sent by the TeleStaff system
 6. View and change select personal data including telephone numbers
 7. View roster for any date
 8. View detailed work history report over any date range

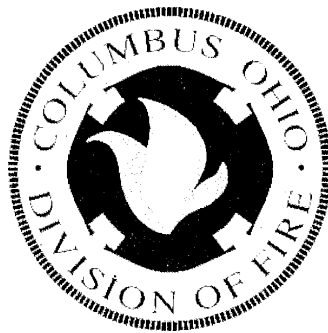
	Standard Operating Procedures	
	Subject: WebStaff	
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- C. Login to WebStaff
 1. Open Internet Explorer.
 2. Type <https://TeleStaff.net> into the address bar and press **[Enter]**.
 3. Type your TeleStaff **Login, Password, and Access Code (2456)** in the appropriate fields.
 4. Click **Sign In** or press **[Enter]** on the keyboard to complete the login process.
- D. Whenever you login to WebStaff, you will be alerted to any *outstanding* notifications, messages, and/or opportunities for work. If you do not have any message or notifications, you will go directly to your calendar.
- E. Navigating through WebStaff
 1. One of the ways to access and view other pages is by using the drop down menu located in the upper right hand corner of the WebStaff window. From here you can navigate and view:
 - a) Calendar
 - b) Resource
 - c) Call Log
 - d) Roster
 - e) Pick list
 - f) Approve
 - g) History
 - h) Logout
 2. WebStaff Calendar
 - a) Your personal calendar displays the following:
 - (1) Work, exception, and sign-up codes are
 - (2) Displayed as colored boxes with their abbreviation.
 - (3) Today's date is displayed in light blue and special days are displayed with an **S**.
 - (4) Paydays are displayed as white *dollar sign* (\$) boxes.

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- b) FLSA dates are displayed as long red bar on the left side of the calendar day on which the FLSA period begins.
3. From the **WebStaff Calendar** you can perform several tasks by left clicking on the selected date
 - a) **Add** work codes
 - b) **View roster** for a particular day
 - c) **Approve** requests for employees
 - d) (proper authority required)
4. WebStaff Roster
 - a) End users will use the *Roster* window to view and manage roster work code activities. Users with more authority will have access to manually fill vacancies, activate automated staffing, place staff on leave, and notify users of staff assignments
 - b) Navigate to the *Roster* by selecting **Roster** from the drop down box located in the upper right corner of the active WebStaff window:
 - c) When viewing the roster, WebStaff provides a link on your name. Simply left click on your name to open a window of your action item
 - d) Click **Add** to open the *Add* window. This is the same *Add...* window you access from the calendar.
 - e) Select your desired criteria in the **Work Code**, **From through Hours**, and **Note** (if available) fields and click **Apply**.
5. Logout
 - a) To log out, navigate to the *Logout* option by selecting **Logout** from the drop down box located in the upper right corner of the active WebStaff window.
 - b) To log back into WebStaff click the **Here** link to be re-directed to the WebStaff login page:

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	Standard Operating Procedures	
	Subject: TeleStaff Calendar	
	S.O.P. Number 04-05-02 Vol-CH-Cat.Sub	Approved Fire Chief
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- I. **PURPOSE:** Using the TeleStaff calendar
- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.
- III. **PROCEDURES:** The proper procedures to be used for navigating the Telestaff calendar.
 - A. The calendar view allows for vacation, overtime, military leave, trades, education and sick leave request.
 - B. The calendar can show a view of 5+ weeks.
 - C. The dates are color coded to match the 3 unit work schedule.
Example: Green = One Unit; Blue = Two Unit; Red = Three Unit
 - D. White S's show special days (holidays).
 - E. Green \$'s show pay dates.
 - F. Navigation Procedures
 1. The primary and preferred way to change the month of the calendar is to utilize the date selection box, which is located in to top right corner of the calendar.
 2. The "Date Selection Box" is found throughout TeleStaff, so be sure to get comfortable using it!
 3. The first option is to utilize the left and right arrows on either side of the month.
 4. Simplyclick on an arrow to change the month forward or back.
 5. 2nd option is to left click on the month at the top of the calendar selection pop – up.
 - G. Selecting a single day on the calendar and adding a work code to that day.
 1. To add a work code on the calendar, a day must be selected.
 2. To select a day, use the mouse and left -click on the day in the calendar.
 3. The pop-up calendar can also be used to select a specific day.

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4. TeleStaff will note the day or days selected by coloring the calendar day dark blue.


5. Make sure it is the date you would like to request time off!

H. Adding Work Codes

1. Work codes request are made from the add window
2. Right click on a desired day and select Add... from the submenu.
Note: You may also left double click on the day.
3. The *Add* window appears
4. Select a code, such as vacation, from the work code drop down menu.
5. Select the proper "Work Code" (Example – Vacation Leave)
6. Enter the start time of the leave request
7. Enter the number of leave hours that is being requested
8. Adjust the time of the leave request in the *From*, *Through*, and *Hours* fields!
9. If there is a conflict with your request a RED X will be displayed
10. If OK, a green checkmark appears in the records column.
11. The request is placed on the calendar
 - a) Notice that there might be an *Asterisk* (*) next to the abbreviation of the work code. This signifies that the work code must be approved.

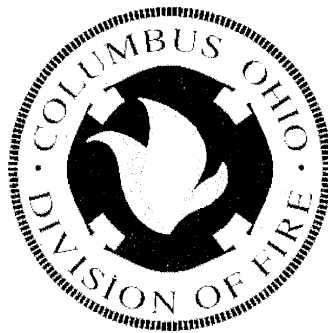
I. Removing Work Codes


1. Work codes may be removed at any time on the calendar prior to the code being approved by a supervisor.
2. An unapproved work code will have an *Asterisk* (*) next to the abbreviation in the top left corner of the work code.
3. Trades or SL after 0715 must be removed by the ranking officer.
4. Right click on the work code and choose remove from the submenu.
5. Click OK to remove.

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	Subject: TeleStaff Log in	
	S.O.P. Number 04-05-03 Vol-CH-Cat.Sub	Approved Fire Chief
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- I. **PURPOSE:** Logging on to TeleStaff
- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.
- III. **PROCEDURE:** The following procedures are to be used in order to access Telestaff.
 - A. To open TeleStaff double click on the TeleStaff icon displayed on the desktop.
 - B. Enter your FDID in the ID field using all numeric characters. Example:
A=1, B=2, C=3. Example: B000 = 2000
 - C. Enter your password in the password field. The first time you log in you will enter "1234", at which point you will be prompted to change your password. Your password must be at least four (4) characters in length. Use all numeric characters.
 - D. Click OK.
 - E. You will then be logged into Telestaff.

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	Standard Operating Procedures	
	Subject: TeleStaff Phone Procedures	
	S.O.P. Number 04-05-04 Vol-CH-Cat.Sub	Approved Fire Chief
	Page 1 of 2	Effective Date: 04/10/2009
		Revised Date:


- I. **PURPOSE:** Calling TeleStaff
- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.
- III. **PROCEDURES:** The following procedures are to be used for accessing TeleStaff by telephone.
 - A. TeleStaff phone number: 614-645-FIRE (3473)
 - B. Calling TeleStaff
 1. Dial TeleStaff number
 2. Enter your ID, press the # Key
 3. Enter your password, press the # Key
 4. You have "x" messages
 5. If there are messages then press 1 to hear messages
 6. Press 2 to hear old messages
 7. If there are NO messages then press 3 for inbound options
 8. Inbound options (Vacations, COD):
 - a) To enter a code, press 1
 - b) To remove a code, press 2
 - c) To review your personal calendar, press 3
 - d) To change your personal information, press 4
 - e) To return to the previous menu, press the # Key
 - f) To repeat options, press the * Key
 9. Add a Code
 - a) Enter date or date range followed by the # Key
 - b) Enter code followed by the # Key (enter code abbreviation then #)
 - c) Press * to hear a list of codes
 - d) Press 1 to confirm

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- e) To cancel, press the # Key
- 10. TeleStaff telephone quick tips
 - a) COD – Death in Family / DIF 343
 - b) COD – Sick Leave / SL 75
 - c) COD – SLOTS 75687
 - d) Comp Time / CT 288
 - e) Education Time / ED 33
 - f) FMLA – Sick ***FMLA 3652
 - g) Military Leave ***ML 65
 - h) Personal Day / PD 73
 - i) Vacation – Instant / IV 48
 - j) Vacation – Monthly / MV 68
 - k) Vacation – Next Day / NDV 638
 - l) *** MUST HAVE PRIOR APPROVAL

	Standard Operating Procedures	
	Subject: TeleStaff Reports	
	S.O.P. Number 04-05-05 Vol-CH-Cat.Sub	Approved Fire Chief
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- I. **PURPOSE:** Accessing the roster and reports in TeleStaff
- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.
- III. **PROCEDURES:** The following procedures are to be used for accessing the roster and reports in TeleStaff.
 - A. From the calendar, a user can open the TeleStaff roster on any day of the week and run many types of personal reports.
 - B. The calendar also serves as a window to other areas of TeleStaff, providing each user with easy access to critical staffing information.
 - C. The TeleStaff roster displays the assignments or detail for the day as well as regular duty and working exceptions.
 1. To access the *Roster* for any particular day, select the day on the calendar and right click on the date in the upper right hand corner of the box.
 2. The roster displays the daily staffing activity for the organization. roster information is organized by agency, region, and shift. People are displayed by station, unit, and position.
 3. Roster Definitions
 - a) **•Roster Date:** This is the date of the roster and also serves as the highest level of the roster tree. Specialties: employee specialties may be displayed on the roster in parentheses next to the employee's name. Shift Times: The shift times may be displayed on the roster. These are useful especially when there is more than one shift displayed on the roster.
 - b) **Shift Hours:** The shift hours may be displayed on the roster.
 - c) **•Vacancy:** Vacancies are displayed in red on the roster and are easily recognizable by the red question marks and alarm symbol. Work Code: Work codes identify roster activity. Normally, the work codes displayed on the roster will only reveal staffing exceptions such as sick leave, vacation, and overtime

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- d) **Work Code:** Work codes identify roster activity. Normally, the work codes displayed on the roster will only reveal staffing exceptions such as sick leave, vacation, and overtime.


4. When the sub menu appears select roster...
5. The TeleStaff roster for that day will appear in a pop-up window
6. Click the X in the top right corner of the *Roster* window to close and return to the calendar.

D. Access Reports from the Calendar

1. Reports are accessible from the calendar as well. TeleStaff offers a wide range of reports; however end users are limited to running only personal reports and cannot be used on others.
2. To access the *Reports* window right click on the date in the upper right hand corner of any day and select reports...
 - a) The *Reports* window opens. Select the reports sub tab
 - b) TeleStaff enables individual users to run reports to view their work history. There are numerous reports available ranging from the *Login History* report to the *Payroll Report*.
 - c) As end users, you will only have access to run a “*Personal*” report and will be unable to run reports on other employees. The TeleStaff Administrator assigns the proper security to only those individuals who need accessto view department-wide reports.
3. Click the report view, tap in the top right corner of the *Reports* window to close.

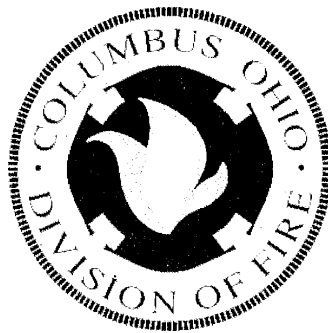
E. Information Folder


1. Navigate to My TeleStaff > Information.
2. The information folder contains personal and professional information. Access any tab at any time by clicking on the tab name at the top of the screen. Information is broken down into seven areas:
 - a) General Tab
 - b) Profiles Tab

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- c) Assignments Tab
 - d) Messages Tab
 - e) Payback
 - f) Penalty
 - g) Logged
3. Security within TeleStaff prohibits other users from accessing your information
 4. The **General Tab** contains personal information. Depending on the settings configured by the TeleStaff administrator, most of these fields will not be selectable; although some may be available for employees to maintain.
 5. This tab displays all messages. Messages may only be sent by authorized personnel. Depending on how the message is sent, you may receive a message over the telephone and/or listen to the **Messages Tab**.
 - a) Description: This area provides a description of the message.
 - b) From: If the message is scheduled, this is the first date TeleStaff will attempt to deliver the message.
 - c) Through: If the message is scheduled, this is the last date TeleStaff will attempt to deliver the message.
 - d) Creation Date: This column display's the system's date and time stamp of when the message was created.
 - e) Outbound: This column displays if the message is sent over the telephone (outbound).
 - f) Y: Outbound message.
 - g) N: Not an outbound message.

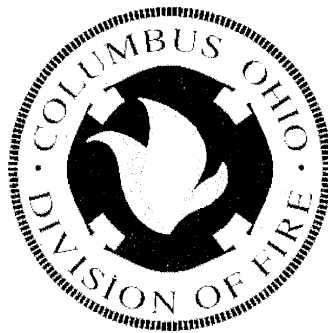
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	Standard Operating Procedures	
	Subject: TeleStaff / Trades	
	S.O.P. Number 04-05-06 Vol-CH-Cat.Sub	Approved Fire Chief
	Page 1 of 1	Effective Date: 04/10/2009
		Revised Date:

- I. **PURPOSE:** Trades using TeleStaff
- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.
- III. **PROCEDURES:** The following procedures are to be used while requesting a trade using TeleStaff.
 - A. The person accepting the “Trade” job must complete these requirements:
 1. Request leave for the necessary time frame in TeleStaff.
 2. Have their supervisor approve the leave.
 3. TeleStaff will then allow the “Trade” between the two individuals to occur.
 - B. How to Initiate a Trade
 1. Right click on Date and click add
 2. Select “Trade Not Working Code” and confirm hours.
 3. Select “Person Working Trade” in the cover drop down box.
 4. Add “Trade Working Code”.
 5. Add notes if needed.
 6. Select OK button.
 7. Trade will be submitted for approval.

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	Standard Operating Procedures	
	Subject: Social Media	
	S.O.P. Number 04-05-07 Vol-CH-Cat.Sub	Approved:  Fire Chief
		Issued: 02/26/2017
	Reviewed:	Revised:

SECTION 1: ADMINISTRATION

1.1 PURPOSE: This policy establishes the Division of Fire's social media use, procedures, and protocols; which are intended to mitigate associated risks from the use of this technology where possible. This policy is not meant to address one particular form of social media, rather social media in general, as technology changes.

1.2 RESPONSIBILITY: It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

1.3 CONFLICT: This SOP shall not be construed as invalidating, preempting, or superseding any previously issued operating procedure, rule and/or protocol. Conflicts with other SOPs, Rules and/or protocols shall be brought to the immediate attention of the member's supervisor so that it can be evaluated by the Fire Chief, or designee, and adjusted if necessary.

SECTION 2: DEFINITIONS

2.1 Pages

"Pages" is the specific portion of a social media website where content is displayed, and managed by an individual or individuals with administrator rights.

2.2 Post

"Post" is the content an individual shares on a social media site or the act of publishing content on a site.

2.3 Social Media

A category of Internet-based resources that integrate user-generated content and user participation. This includes, but is not limited to, social networking sites (Facebook, MySpace) micro blogging sites (Twitter, Nixle), photo and video-sharing sites (Flickr, Snap Chat, Instagram, YouTube) wikis (Wikipedia), blogs, and news sites (Digg, Reddit).

2.4 Speech

Expression of communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, video, or related forms of communication.

SECTION 3: INFORMATION

3.1 Social media provides valuable assistance to Division personnel with meeting community outreach, solving problems, conducting investigations, and fire prevention.

3.2 The Division endorses the exchange of information via social media to enhance communication, encourage collaboration, and foster productivity.

3.3 The Division recognizes the role that these tools play in the personal lives of some Division personnel. The personal use of social media can have bearing on Division personnel in their official capacity. This policy provides prohibitions on the use of social media by Division personnel where such is the case.

SECTION 4: POLICY STATEMENTS

4.1 On duty use representing the Division of Fire:

4.1.1 Division social media sites or pages, including but not limited to, Official Division pages and Station pages, shall be approved by the Fire Chief or his/her designee and shall be administered by the Public Information Officer or his/her designee.

4.1.2 Social media pages shall clearly indicate they are maintained by the Division and shall have Division contact information prominently displayed.

4.1.3 Social media content shall adhere to applicable laws, regulations, and policies, including all information technology policies.

4.1.4 Social media pages shall state that the opinions expressed by visitors to the page(s) do not reflect the opinions of the Division.

4.1.5 Pages shall clearly indicate that posted content will be monitored and that the Division reserves the right to remove any content for reasons including, but not limited, comments that contain obscenities, off-topic comments, and personal attacks.

4.1.6 Pages shall clearly indicate that any content posted or submitted for posting is subject to public disclosure.

4.1.7 Personnel representing the Division via social media outlets shall identify themselves as a member of the Division.

4.1.8 Division personnel shall observe and abide by all copyright, trademark, and service mark restrictions in posting materials to social media.

4.1.9 Personnel representing the Division via social media outlets shall not conduct private business on the social media site.

4.1.10 Personal Use of Social Media: Division personnel are free to express themselves as private citizens on social media sites to the degree that their speech does not:

4.1.11 Violate any other Division of Fire Rules of Conduct, Policy, Systems Manual, Directive, or City Work Rule.

4.1.12 Impair working relationships within the Division of Fire;

4.1.13 Demean, ridicule, or personally attack employees of the Division of Fire. (See Systems Manual Section 204);

4.1.14 Impede or interfere with their own or that of another Division employee's ability to perform their job requirements;

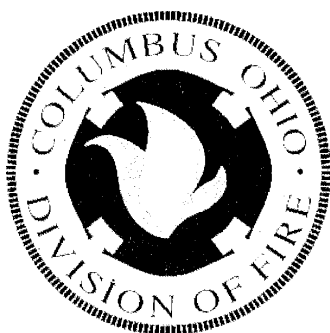
4.1.15 Personnel shall not post pictures or otherwise identify other Division of Fire personnel assigned to covert assignments if the posting could identify the covert personnel as a firefighter. (See Digital Imagery SOP).



4.1.16 Division personnel shall not post comments, pictures, or video of emergency scenes that could be under investigation. Division personnel shall not post comments, pictures, or video of emergency scenes that would violate HIPAA laws. (The HIPAA Privacy Rule Policy can be found in "Guidelines" in the Responsoft Administrative protocol).

4.1.17 Division personnel shall not engage in speech that may undermine or impeach a Division employee's testimony in criminal proceedings.

4.1.18 Nothing stated above shall prohibit (a) the use of Social Media to discuss matters associated with terms/conditions of employment or (b) constitutionally protected speech.

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	Standard Operating Procedures	
	Subject: Digital Imagery	
	S.O.P. Number 04-05-08 Vol-CH-Cat.Sub	Approved:  FireChief
		Issued: 02/26/2017
	Reviewed:	Revised:

SECTION 1: ADMINISTRATION

1.1 PURPOSE: The purpose of this policy is to protect nonpublic employee data, medical patients, the public, the operations of the Fire Department, and public confidence in the Fire Department and its employees. This policy establishes the Division of Fire's position on the management of photographs and electronic images taken by Division personnel while providing guidance on its administration. This policy is not meant to address one particular form of photography/digital imagery, rather photography/digital imagery in general, as technology changes.

1.2 RESPONSIBILITY: It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

1.3 CONFLICT: This SOP shall not be construed as invalidating, preempting, or superseding any previously issued operating procedure, rule and/or protocol. Conflicts with other SOPs, Rules and/or protocols shall be brought to the immediate attention of the member's supervisor so that it can be evaluated by the Fire Chief, or designee, and adjusted if necessary.

SECTION 2: DEFINITIONS

2.1 Images

"Images" include photographs, digital photographs, digital images, video recordings, or electronic files containing a graphic image or series of images, as well as any physical or digital reproduction or copies of digital photographs, digital images, video recordings, or files.

2.2 Imaging Device

"Imaging Device" includes any device capable of producing an image or digital image, including but not limited to a camera, cellular phone, video camera, helmet camera, digital camera or digital camcorder.

2.3 Social Media

A category of Internet-based resources that integrate user-generated content and user participation. This includes, but is not limited to, social networking sites (Facebook, MySpace) micro blogging sites (Twitter, Nixle), photo and video-sharing sites (Flickr, Snap Chat, Instagram, YouTube) wikis (Wikipedia), blogs, and news sites (Digg, Reddit).

2.4 Speech

Expression of communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, video, or related forms of communication.

SECTION 3:POLICY STATEMENTS

3.1 Scope. To assure professionalism and the privacy rights of patients, fire victims, and the public that we serve.

3.2 Under no circumstances will Division personnel be allowed to use a personal imaging device (including helmet cameras) while at any incident without the expressed written permission of the Fire Chief or his/her designee.

3.2.1 All approved incident scene images shall be for incident documentation, evidence, training, investigation, and/or public relations only, and taken by or with the approval of the Incident Commander in charge of the scene.

3.2.2 Each Bureau Head will maintain a list of personnel/positions approved to take on-scene images.

3.2.3 All approved incident scene images shall be taken using approved Division equipment, or as approved by the Fire Chief or his/her designee.

3.2.4 The taking of images shall not interfere with nor delay operational activities, unless otherwise approved by to the Incident Commander.

3.2.5 Authorized images taken by a member in the course and scope of their duties may not be used, printed, copied, scanned, e-mailed, posted, shared, reproduced or distributed in any manner without the expressed written permission of the Fire Chief or his/her designee.

3.2.6 This prohibition includes the posting of any Division of Fire photographs on personal Web sites such as, but not restricted to: Facebook, MySpace, YouTube, other public safety agency websites, or e-mailed to friends, relatives or colleagues.

3.3 Photographs, digital images, and/or videos on personal imaging devices are permitted at non-emergency scenes and shall conform to the Division's Social Media Policy. Consideration shall be given to security issues when in Division facilities.

3.4 Personal use of the Division's cameras or digital imaging devices is prohibited.

3.5 Violation of this policy, or failure to permit inspection of any device covered in this policy, may result in disciplinary action.

SECTION 4:IMAGE STORAGE

4.1 All digital images referenced in paragraph 3.2, above, shall be downloaded from the imaging device as soon as possible after the image is created into the Division's digital image secured database, as established by the Division's Public Information Graphics Technician.

4.1.1 All images shall be cataloged on the Division's photo log.

4.1.2 Digital image file names shall be left in the unaltered default name given by the digital imaging equipment being used. Description of the images shall be made on the Division's photo log.

4.1.3 After such images are properly downloaded, the digital images/videos shall be securely erased from on the digital imaging device's memory.

4.1.4 Division personnel shall not delete, edit, crop, lighten/darken, blur, alter, etc. any original photograph, digital image, and/or video in any way without the expressed written permission of the Fire Chief or his/her designee.

4.1.5 If permission to alter a photograph, digital image, and/or video is granted, the original imagery shall not be altered in any way, and any copies that are altered shall be appropriately identified and documented as to being an altered copy.

4.1.6 The details of the alteration including what was done (cropped, lightened, darkened, etc.), the name and division id of the member performing the alteration, and the time and date of the alteration, shall be noted in writing and preserved with the original photo log.

4.1.7 If an original image is deleted, lost, or tampered with in any way, personnel having knowledge of this shall immediately document the circumstances and forward through his/her chain-of-command.

4.2 Non-digital images taken on Division equipment, including negatives, prints, slides, etc. shall be forward to the Division's records office. If non-digital images are not developed, the undeveloped film shall be transferred to theDivision's record office.

SECTION 5:PUBLIC RECORD COMPLIANCE

5.1 All Division images containing individually identifiable patient information (license plates, tattoos, address, etc.) are covered by HIPAA privacy laws and must be protected in the same manner as patient care reports and documentation.

5.2 Division of Fire images are subject to State of Ohio public records laws. Any content maintained on the Division of Fire's social media pages, that are related to Division matters, including a list of subscribers, posted communications, and all images/videos are public records.


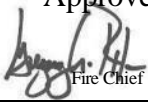
5.3 Record Retention and Management. State of Ohio law and City of Columbus Division of Fire records retention schedules apply to all Division images/videos regardless of ownership of the device.

5.4 Division's Public Information Officer shall respond to any records request for public records including requests for images.

SECTION 6: USE OF IMAGES

6.1 Personnel shall not seek permission to post Division images without first following the procedures outlined above.

6.2 Once the procedures outlined above are completed, the Fire Chief or his/her designee may approve posting when images are provided in advance of any posting and after they have been reviewed to ensure that images comply with standards, regulations, and/or interfere with ongoing investigations.

	Standard Operating Procedures	
	Subject: Bed Bug Procedures	
	S.O.P. Number 04-06-01 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page 1 of 2	Revised Date: 04/23/2013
	Effective Date: 04/23/2013	Reviewed Date: 04/23/2013

Section 1 Administration

- 1.1 Purpose:** The purpose of this standard operating procedure is to give guidance and direction when dealing with bed bugs.
- 1.2 Responsibility:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

Section 2 Background

- 2.1** A resurgence of bed bugs has emerged within the United States including Central Ohio. The risk of exposure to bed bugs exists in our buildings, vehicles, and on runs.

Section 3 Prevention Strategies

- 3.1** Limit the number of individuals exposed.
- 3.2** Limit movement of items into and out of suspected areas or vehicles.
- 3.3** Bunker gear should stay in the apparatus bay and not be brought into sleeping or common areas.
- 3.4** Vacuum beds, bedrooms, sofas, and chairs weekly or following any potential bed bug exposure to these areas.
- 3.5** Care should be taken to seal vacuum cleaners, or seal up and dispose of vacuum contents to prevent bugs from escaping from the vacuum and being re-introduced.
- 3.6** Take steps to minimize clutter, especially near sleeping areas where clutter would provide hiding places for bed bugs, such as lockers.
- 3.7** Storing items in sealable containers or bags will eliminate hiding places for bugs.

- 3.8 Mattress and box spring bed bug proof covers should be kept on all Division beds. Damaged or missing covers should be reported to Supply.
- 3.9 Store personal bedding in plastic bag or container that can be sealed between uses.
- 3.10 Duty uniforms should be stored laundered at the fire station when practical.
- 3.11 If uniforms must be taken home, they should be bagged, sealed, and washed separate from personal laundry. Care should be taken to ensure that sealed duty uniforms are placed directly from the sealed bag into the laundry tub.
- 3.12 Drying on high heat for at least 30 minutes has been shown to be an effective method to kill bed bugs.

Section 4 Action Plan Following Exposure

- 4.1 Notify station in-charge person.
- 4.2 Station in-charge person follows, or designates a person to follow the "Bed Bug Guidance Document" that can be found on the intranet in the "Common Share Folder" in a folder named BED BUG INFORMATION.
- 4.3 Bug Orientation provides instruction on how to handle a bed bug discovery involving several types of situations. The document is separate from the SOP in order to allow for frequent revision as necessary.
- 4.4 Document exposure in the Station Smooth Log.
 - 4.4.1 A significant exposure shall be reported on an Accident (A-1) form.
 - 4.4.2 A significant exposure is defined as handling of or in very close proximity to a patient or area with multiple bed bug stages, multiple bed bug areas, and/or eggs.
- 4.5 Complete a Health & Safety Report (RI-173e).
- 4.6 Capture bugs for identification/confirmation when possible.
- 4.7 If bed bugs are found on your clothing, remove clothes and shoes: bag and seal them. Bagged clothing suspected of infestation with bed bugs should not be taken home, but should be sent to the Division laundry technician for proper treatment.
- 4.8 Specific prevention and recommended actions can be found in the "Bed Bug Guidance Document" found in the Common Share folder named "Bed Bug Response".
- 4.9 Questions and/or concerns regarding bed bugs should be directed to SO2.

Columbus Division of Fire Bed Bug Guidance Document

If a bed bug or evidence of bed bugs are discovered in a Fire Station:

- ☐ Attempt to capture evidence of bed bugs for positive identification.
- ☐ Notify station officer.
- ☐ Isolate area of involvement and allow only limited access to area and contents of area until professionally inspected. Removal of any contents from the area should be very limited. Items removed from the area should be bagged prior to removal to prevent spreading the bugs to other areas. When possible, removed contents will be immediately inspected, cleaned and/or heat treated.
- ☐ Notify your Battalion Chief, and SO-2.
 - SO-2 will respond to confirm.
- ☐ Generate a Facilities Work Order for a professional inspection of the station by a pest control operator (PCO). Measures to mitigate the situation will be recommended by the PCO and undertaken in a timely manner.
- ☐ Document in the Station Log.
- ☐ Document the suspected exposure and/or significant exposure with a Division Health and Safety Report (RI-173e).
- ☐ Individuals with suspected bed bug bites should document the occurrence on an A-1 Accident Form.
- ☐ A significant exposure should be reported on an Accident (A-1) form. A significant exposure is defined as handling of or in very close proximity to a patient or area with multiple bed bug stages, multiple bed bug areas, and/or eggs.
- ☐ Items that are suspected to be part of the exposure should be heated in a clothes dryer and should be in the dryer for 30 minutes on the high heat setting. Items that cannot be heated in a clothes dryer, such as turnout gear, will be bagged in a plastic trash bag and tagged for pick up by the Division laundry tech per SOP 07-00-35. The tag should specify that the bagged items are suspected to be part of a bed bug exposure so that the Laundry Tech will know how to treat the items.
- ☐ If bed bugs are found on your clothing, remove clothes and shoes, then bag and seal them. Bagged clothing suspected of infestation with bed bugs should be tagged for pick up by the Division laundry tech per SOP 07-00-35. The tag should specify that the bagged items are suspected to be part of a bed bug exposure so that the Laundry Tech will know how to treat the items.

If you observe bed bugs during a run:

- ☐ Follow SOP 07-00-35.
- ☐ Document all exposures on the Fire and EMS report and in the Station Log.
- ☐ Report any significant exposure on an Accident (A-1) form.
- ☐ A significant exposure is defined as handling of or in very close proximity to a patient or area with multiple bed bug stages, multiple bed bug areas, and/or eggs.
- ☐ Notify your Company Officer and Battalion EMS Officer.
- ☐ Complete a Health & Safety Report (RI-173e)

If a bed bug or evidence of bed bugs are discovered in any Vehicle:

1. If found immediately after contact with an infected person or area:

- ☐ Mark the vehicle OOS.
- ☐ To the extent possible, follow SOP 07-00-35.
 - If evidence of bed bugs is extensive and cannot be fully addressed following the SOP, the vehicle should be changed over.
- ☐ Notify Company Officer, SO-2, and Battalion EMS Officer.
- ☐ Document in the Station Log.
- ☐ Equipment that may be contaminated will be changed over, bagged, and tagged for heat treatment by the Division laundry technician. The tag should specify that the bagged items are suspected to be part of a bed bug exposure so that the Laundry Tech will know how to treat the items
 - Cot pads should be removed and bagged for heat treatment
 - Soft EMS cases should be changed over and bagged for heat treatment

- Consider bagging any other affected equipment (ballistic vests, etc.) for heat treatment or professional cleaning.

2. If found at roll call or when exposure can't be determined:

- ☐ Mark the vehicle OOS.
- ☐ Notify Company Officer, SO-2, and Battalion EMS Officer.
- ☐ SO-2 will respond to confirm.
- ☐ Clean the vehicle using SOP 07-00-35 as a guide.
- ☐ If evidence of bed bugs is extensive and cannot be fully addressed following the SOP, the vehicle should be changed over.
- ☐ Document in the Station Log.
- ☐ Generate a Facilities Work Order for a professional inspection of the station by a (PCO). Measures to mitigate the situation will be recommended by the PCO and undertaken in a timely manner.

If you suspect a bed bug may be on your clothes or turnout gear:

- ☐ If immediately after contact with an infected person or area:
 - Take action necessary to not expose Division vehicles without jeopardizing care of acutely ill patients or mitigation of life threatening hazards.
 - Arrange for delivery of clothes; bag and seal suspected exposed clothing or gear for heat treatment by clothes dryer or the Division laundry technician.
- ☐ If unable to determine when contact with an infected person or area occurred follow procedures for when bedbugs are found in the Station

If you suspect that you have been bitten by a bed bug while at work:

- ☐ Notify Company Officer, your Battalion Chief, and SO-2
- ☐ Document in the Station Log
- ☐ Report any suspected bed bug bites on an Accident (A-1) form.
- ☐ Complete a Health & Safety Report (RI-173e)
- ☐ Generate a Facilities Work Order for a professional inspection of the station by a pest control operator (PCO). Measures to mitigate the situation will be recommended by the PCO and undertaken in a timely manner.

This document will be updated as new recommendations are developed.

COLUMBUS DIVISION OF FIRE STANDARD OPERATION PROCEDURES

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VOLUME 5


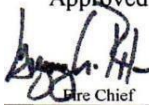
TRAINING

SECTION	TITLE	REVISED
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05-02 05-02-01	FACILITIES Significant Training	8/23/2013
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	Standard Operating Procedures	
	Subject: "Significant" Training	
	S.O.P. Number 05-02-01 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page: 1 of 1	Effective Date: 11/15/2002
	Reviewed Date: 08/23/2013	Revised Date: 08/23/2013

Section 1 Administration

1.1 Purpose: The purpose of this procedure is to provide guidelines for notifying the Training Bureau of "significant" training.

1.2 Responsibility : It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

Section 2 General

2.1 Any person/company conducting "significant" training shall notify Training 30 at the Training Bureau three (3) duty days or nine (9) calendar days prior to the date on which the training is scheduled to occur. This notification will allow us to provide you with any needed assistance as well as allow us to track the types and quality of training that is occurring within the Division. Notification shall include a TA-510, outline, safety plan, and sign-in sheet. This packet can be found in the Common Share folder under "Training ". Courses that require certification also require that the member's file be updated upon successful completion of the course. Upon receipt of the completed sign-in sheet, the Training Bureau will be responsible for updating those files.

2.2 Examples of "significant" training include, but are not limited to, training fires, AARF pit fires, HazMat training, Multiple-company evolutions, Rescue Operations, Bomb and Arson training, High Rise evolutions, etc. The Training Bureau will track all training of this type in the future.

2.3 If you are not sure if the training that you intend to conduct is "significant" training, or if you have other questions, please contact Training 30 at 75330.

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COLUMBUS DIVISION OF FIRE STANDARD OPERATION PROCEDURES

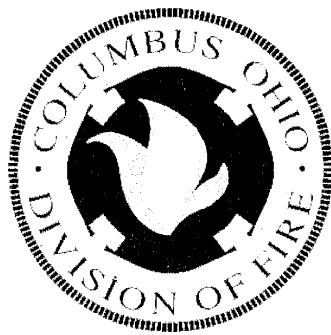
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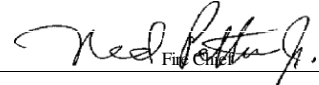
VOLUME 6

SUPPORT SERVICE

SECTION	TITLE	REVISED
06-01	MAINTENANCE	
06-01-01	Vehicle Maintenance Procedures	2/1/2009
06-01-02	Apparatus OOS Criteria	4/10/2009
06-01-03	Apparatus Tag Out Procedures	8/27/2019
06-02	APPARATUS	
06-02-01	Transport Vehicle Equipment Placement	1/1/2009
06-02-02	Reserve Apparatus Inventory	3/1/2009
06-02-03	Division Staff Vehicles	3/1/2009
06-02-04	Foam Trailers	10/11/2015
06-03	POWER EQUIPMENT	
06-04	HOSE AND FITTINGS	
06-04-01	Hose Repair / Replacement	4/28/2021
06-04-02	Hose Inventory	4/28/2021
06-04-03	Hose Test Procedures	4/28/2021
06-04-04	High Pressure Hose Testing	5/20/2021
06-05	ROPES	
06-06	HYDRANTS	
06-07-01	Air Scrubbers	

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	Standard Operating Procedures	
	Subject: Vehicle Maintenance Procedures	
	S.O.P. Number 06-01-01 Vol-CH-Cat.Sub	Approved 
	Page: 1 of 1	Effective Date: 06/16/2008
		Revised Date: 02/01/2009

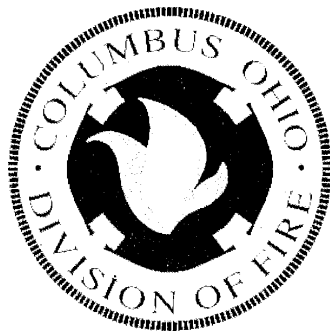
I. **PURPOSE:** Vehicle Maintenance Procedures


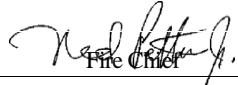
II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

III. **PROCEDURES:**

- A. When a need for maintenance have been identified to any Division of Fire vehicles, document the maintenance item in the vehicle log book, minor or major repair. Then contact Fleet at 614-645-6273 or Maintenance 19, East Garage Supervisor, on 10-Maintenance and be guided by his or her directions.
- B. The reporting process for **all** vehicle maintenance is as follows. Once the vehicle driver discovers needed repairs, he/she will create a service request by filling out the ER-99, Service Request Form located under Division Forms. It is imperative that all of the information on the form is filled out. Once the form is completed, save the form and email a copy of the form to the Apparatus Liaison Officer (ALO). The email address, CFDServicerequests@columbus.gov, can found by typing CFD in the global address book in Microsoft Outlook.
- C. In addition, for emergency service vehicles (ES), if the vehicle is out of service (OOS) or the vehicle has been requested at the Fleet the driver shall notify his or her battalion chief and the FAO of their status. This should be done by voice and by pressing the OOS button on their MDC. The driver shall also type the perceived problem on the OOS screen to document the maintenance problem. If the need for maintenance occurred while out of the station or office, an ER-99 form shall be completed and emailed to the AOL, as indicated above, as soon as returning to the station or office.
- D. All members are to continue to comply with the applicable sections of the Systems Manual and SOP 01-01-03, Apparatus OOS Criteria and 01-01-04, Tag-out Procedures in regards to the responsibilities to perform station level vehicle maintenance. Contact the ALO at 4467 or 4468 if you have questions.

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	Standard Operating Procedures	
	Subject: Apparatus OOS Criteria	
	S.O.P. Number 06-01-02 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page: 1 of 6	Effective Date: 04/15/2003
		Revised Date: 04/10/2009

- I. **PURPOSE:** To provide a written procedure following, NFPA 1915 Guidelines, concerning mechanical defects and deficiencies that would place Division of Fire apparatus out of service until repaired.
- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.
- III. **POLICY:** Division of Fire vehicles will be marked out of service for any of the defects listed below. The vehicle will be laid in at Fleet Management for repairs as soon as practical. Minor repairs and/or after-hour repairs may be referred to Fleet Management and be guided by Fleet Management direction. If there is any question about whether to drive the vehicle to Fleet Management or to have the vehicle towed, contact Fleet Management.

When vehicles are laid in at Fleet Management, they shall be red-tagged "Out of Service" in accordance with Division of Fire policy. Fleet Management *Repair Request Form* will be completed and given to Fleet Management Supervisor or designee. In addition, complete the Division of Fire Service Request Form and forward to the Apparatus Liaison Office.



Note: Fluid leaks are classified as:

Class 2 – Leakage of fluid great enough to form drops, but not enough to cause drops to fall.



Class 3 – Leakage of fluid is great enough to cause drops to fall.

VEHICLES SHALL BE MARKED OUT OF SERVICE FOR:



- A. Driving and crew areas, apparatus body and compartments
 1. Defective body mounting
 2. Defective cab mounting
 3. Seat belts that are torn or have melted webbing, missing or broken buckles, or loose mountings
 4. Cracked or broken windshield that obstructs the driver's view
 5. Missing or broken rearview mirrors that obstruct the driver's view
 6. Missing or inoperable windshield wipers

	Standard Operating Procedures	
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7. Deficiency in the steering wheel or column
 8. Failed oil pressure gauge or engine/transmission temperature gauges
 9. Failed air gauge or audio low air warning device
 10. Defective door latches
 11. Defective defrosters
 12. Defective foot throttle
- B. Chassis, axles, steering and suspension systems, driveline, wheels and tires
1. Cuts in the tire sidewall that penetrate to the cord
 2. Defective tires
 3. Tires that have a tread depth of 4/32 inch or less on any steering axle or 2/32 inch or less on any non-steering axle, at any adjacent major tread grooves anywhere on the tire. Tire depth gauges are available from Fleet Management.
 4. Defective suspension components
 5. Missing or broken wheel fasteners
 6. Defective wheels
 7. Class 3 leakage at axle or axle flanges
 8. Defective steering components or Class 3 leakage
 9. Defective driveline components
- C. Motor systems
1. Air filter restriction indicator that shows maximum restriction
 2. Won't crank or start
 3. Class 3 leakage of oil
 4. Overheating
 5. Oil that contains coolant
 6. Oil that is diluted with fuel
 7. Class 2 leakage from fuel system
 8. Defective fuel tank, mounting, or straps

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9. Stop-engine light that fails to turn off after engine is started
- D. Motor cooling system
1. Class 3 leakage
 2. Coolant that contains oil
 3. Defective radiator
 4. Defective water pump bearing
 5. Defective cooling fan
 6. Defective coolant system components
- E. Transmission and/or clutch
1. Defective clutch components
 2. Defective transmission components
 3. Defective shift linkages
 4. Automatic transmission that overheats in any range
 5. Automatic transmission that has a *Do not shift* light on
 6. Class 3 leakage
- F. Low-voltage and line voltage electrical systems
1. Defective Federal Department of Transportation lighting
 2. Defective ignition system
 3. Defective charging system
 4. Defective grounding and / or bonding
- G. Air Brake Systems
1. Service brakes that have an air pressure drop of more than 2 p.s.i. in 1 minute for single fire apparatus or more than 3 p.s.i. in 1 minute for combination (tractor-trailer) fire apparatus, with the motor stopped and the service brakes applied.
 2. Leak-down rate (time) of the applied side of the air brake that is more than 2 p.s.i. in 1 minute for single fire apparatus or more than 4 p.s.i. in 1 minute for combination fire apparatus, with the motor stopped and the service brakes applied.

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3. Brakes that are out of adjustment (proper adjustment of the brakes would put the apparatus back in service, if no other deficiencies are noted)
4. Defective braking system components
5. Ineffective braking
6. Ineffective parking brake
7. Air compressor that fails to build pressure
8. Air compressor that fails to maintain 80-90 psi. pressure in the system with the service brakes applied and the motor is at idle, or air compressor that fails to fill the air system to the air compressor governor cutout pressure with the service and parking brakes released
9. Friction surfaces, brake shoes, or disc brake pads that have grease or oil on them
10. Brake lining or pads that are worn beyond the brake system manufacturer's minimum specifications (Brake shoes less than 1/4" and disc pads less than 1/8")
11. Rotors and drums that are worn beyond the brake system manufacturers' minimum specifications
12. Antilock braking system (ABS) warning indicator that is activated

H. Hydraulic brake systems

1. Class 2 leakage of brake fluid
2. Friction surfaces, brake shoes, or disc brake pads that have grease or oil on them
3. Defective braking system
4. Ineffective braking
5. Ineffective parking brake
6. Brake warning light that is activated or brake pedal that falls away or drifts toward the flooring when brake pressure is applied
7. Brake lining or pads that are worn beyond the brake manufacturer's minimum specifications (Brake shoes less than 1/4" and disc pads less than 1/8")

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8. Rotors or drums that are worn beyond the brake system manufacturer's minimum specifications

9. Antilock braking system (ABS) warning indicator that is activated

I. Fire Pump System

1. Pump test results that fall below 90 percent of the original rating of the pump when tested in accordance with NFPA 1911, *Standard for Service Tests of Fire Pump Systems on Fire Apparatus*

2. Pump that will not engage

3. Water tank that will not hold water

4. Pressure control system that is not operational

5. Pump transmission components that have Class 3 leakage of fluid

6. Pump transmission lubricant that is contaminated

7. Defective pump panel throttle

8. Pump primer that is not operational

9. Discharge valves that are stuck closed and will not open

10. Valve linkage that is missing or broken

11. Pump shaft seals that leak beyond the manufacturer's specifications

12. Pump piping that is leaking, which affects the performance of the pump operations

13. Defective water level indicator

14. Defective structural components, e.g. pump or tank mounting systems

J. Aerial Device Systems.

1. Power takeoff (PTO) that will not engage



2. Defective stabilizer system

3. Defective aerial device

4. Defective hydraulic system components

5. Defective cable sheaves

6. Defective or frayed cables

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7. Base and rail sections that show ironing (wear caused to the bottom of the aerial device base rail material by misalignment or malfunction of rollers) beyond the manufacturer's recommendations
8. Structurally deformed aerial device
9. Defective torque box structure or fasteners
10. Defective or missing turntable fasteners
11. Defective hydraulic relief valve
12. Defective hydraulic system components
13. Defective emergency hydraulic system
14. Defective visual and audible alarm systems
15. Defective aerial lighting system
16. Defective aerial intercom
17. Rollers and slides worn beyond manufacturer's recommendations
18. Rotation bearing that has clearances beyond manufacturer's recommendations
19. Defective labels or warning signs
20. Defective aerial water delivery system


K. Safety Considerations.

Any deficiencies or defects to an apparatus that may be a safety concern, in the opinion of the officer in charge of that apparatus, with consideration to the input of the assigned crew.

L. Maintenance and Repairs.

Maintenance and repairs shall be made in accordance with manufacturer's recommendations. Parts or components used to maintain or repair the fire apparatus shall meet or exceed the original manufacturer's specifications

Please direct any questions concerning possible defects or deficiencies that may be present in your vehicle to the Fleet Management Supervisor, or the Apparatus Liaison Officer.

	Standard Operating Procedures	
	Subject: Apparatus Tag Out Procedures	
	S.O.P. Number 06-01-03 Vol-CH-Cat.Sub	Approved: <i>Kevin O'Connor</i> Fire Chief
		Issued: 04/15/2003
	Reviewed: 7/15/2019	Revised: 08/22/2019

1 Purpose

- 1.2 To provide a procedure for readily identifying apparatus that is out of service and laid in for repair at Fleet Maintenance.

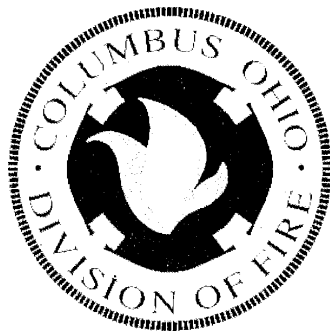
2 Responsibility


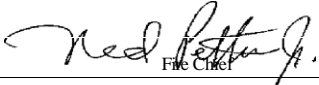
- 2.1 It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

3 PROCEDURES

- 3.1 Every time Division apparatus is laid-in for repair at the Fleet Maintenance Shop, the apparatus shall be identified as out of service by displaying an *Out of Service* sign in the driver's window. All apparatus located at Fleet Maintenance shall be considered out of service, unless determined otherwise by the Fleet Shift Supervisor. When repairs are completed, any apparatus being picked up from Fleet Maintenance will need the approval of the Shift Supervisor prior to leaving the premises.
- 3.2 Any time a Division vehicle is taken to Fleet Maintenance and it cannot be repaired at that time, the Fleet Maintenance Supervisor, or designee, will place an *Out of Service* sign in the driver's window to identify the apparatus as unfit for duty.
- 3.3 The *Out of Service* sign will denote to all members that the apparatus is unavailable, waiting for repairs, and is unfit for duty. Under no circumstances can this out of service sign be removed by anyone other than the Fleet Maintenance Supervisor or designee.
- 3.4 Once a vehicle has been repaired and is ready for use, the Shift Supervisor will notify station personnel, preferably an Officer or Acting Officer, that the vehicle is repaired and ready to be put back in service. When reporting to Fleet to pick up apparatus, station personnel must check in with the Shift Supervisor. The person picking up the vehicle must perform an inspection to assure that it is ready for service. At that time, the Shift Supervisor or designee will have any OOS signage removed, before changing over or returning to quarters.
- 3.5 Any *laid-in* vehicle found at Fleet Maintenance without an *Out of Service* sign must still be considered unusable, until it has been cleared by the Fleet Maintenance Supervisor, or designee.

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	Standard Operating Procedures	
	Subject: Transport Vehicle Equipment Placement	
	S.O.P. Number 06-02-01 Vol-CH-Cat.Sub	Approved  <small>File Chief</small>
	Page 1 of 5	Effective Date: 01/01/2009
		Revised Date:

- I. **PURPOSE:** The purpose of this SOP is to standardize the equipment carried on the Additional Duty EMS Transport vehicles.
- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.
- III. **PROCEDURE:**
The following is the equipment list that shall be used:

Inside Compartments

Lower cabinet in passageway between box and front of cab:

Boxes of gloves
 Small sharps traps
 Horton manual for vehicle

Upper cabinet in passageway between box and front of cab:

Small box with extra batteries for all portable equipment carried and ring cutter
 (This compartment has all multiplexing controls, so the less you have in here the better)

Drug drawer with simplex lock:


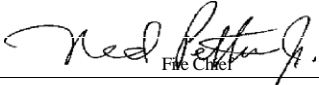
Controlled drugs with drug log
 CPAP masks

Bottom drawer below drug drawer:

Trash can with divider for storage of trash bags and cleaners

Compartment 1-upper cabinet above inhalation area starting from right to left:

IV bags, 1,000cc and 250cc this also has an 110v outlet for your heating pad (if you carry one)
 IV setups, 10 drops, 60 drops, extensions, blood tubing
 All pediatric masks, cannulas, nebulizers
 Adult nebulizers and mask
 Non re-breather masks
 Nasal cannulas

	Standard Operating Procedures	
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Counter top in inhalation area:

Portable radio charger

SSCOR suction unit on charger

Some places have bought hangers for their cell phones and have them in this area.

Electric shavers have also been purchased by individual companies and are on chargers in this area.

Compartment 2- upper shelf to the rear of the CPR seat:

Paper and combo patches for Lifepaks

Face and eye shields

Lifepak batteries

Lifepak tester

Compartment 2- lower shelf to the rear of the CPR seat:

Boxes of Lifepak limb lead patches

Albuterol and Atrovent

Oral glucose

Children's Tylenol

Square and half yards

Ammonia inhalants

Thermoscan tips

Accucheck strips and test kit

Band-aids

Alcohol wipes

Lancets

Doppler gel

Ointments

Compartment 3 – upper shelf to the rear of the CPR seat:

Ice packs

Tape (all sizes)

Tourniquets

3x3's


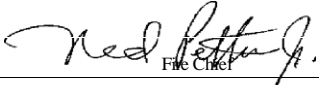
Bioclusives

Compartment 3 – lower shelf to the rear of the CPR seat:

Cravats and arm boards

Kling

Ace wraps

	Standard Operating Procedures	
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Compartment 4 – rearmost compartment:

Upper shelf is for linens sheets and blankets and chucks

Lower shelf is for towels, personal protective kits, ob kits, burn sheets, trauma dressings, and emesis basins

Compartment 5 – above bench seat, starting from rear of truck and working forward:

Sodium Bicarbonate

50 % Dextrose

Atropine

Epinephrine 1:10,000

Adenosine (Adenocard)

Narcan

Bottles of alcohol and peroxide

Disinfectant wipes

Hand cleaner

B/P cuff and stethoscopes

Glove holder:

This may change shift to shift, but usually you will have room for 2 boxes of each size glove, medium, large and extra large for each slot.

Compartment 6 front wall upper shelf:

Bag valve masks

Suction canisters and lids

Mark 1 kit toolbox

Tray with syringes, needles, and mad devices

Tray with ampule drugs

Hand suction devices

Compartment 6 lower shelf:

Pedi kit

CPAP kit

Angio-caths of each size located behind c-pap


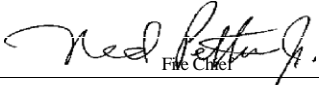
Airway drawer:

Endotracheal tubes

Oral pharyngeal airways and nasal trumpets

Stylets

Suction tubing, Yankuers tips and French suction catheters

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Baam's
 End-tidal attachments
 Lido jelly

Compartment 6 below airway drawer:

Ballistics vests
 Cabbage cases

Under bench seat:

MTP pump, charger plugged in wall out the corner of the seat cushion.
 Smart triage kits
 O2 cylinder with regulator for going into hospital
 Blankets

(Sharps and IV drawers have been flip flopped on the new trucks for ease of use. Sharps containers should not be attached to the back wall as in the past. It is not secure here and could fly out in the event of an accident.)

Outside Compartments

Compartment 1 – Street side front compartment


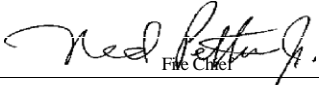
H size O2 cylinder
 Stair chair
 Long Stryker splints (also may change as new equipment is bought.)

Compartment 2 – Street side double door

Life vest (PFD's)
 Fire extinguishers
 Tool box
 Throw bags
 MAST trousers
 Reflective vests
 Ballistics vests

Compartment 3 – Street side over wheel drawer

Road flares
 Decontamination caps
 Hydrant wrenches
 Hydrant OOS rings

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Compartment 4 – Street side rear

SCBA

Turnout gear

Halligan

Sledge hammer

Flat head axe

Vulcan rechargeable flashlights

Compartment 5 – Curbside rear

Backboards

C-Collar bag (lower right)

Lifepak 12 (middle right)

Sager or Hare traction splint (upper right)

KED device (upper right)

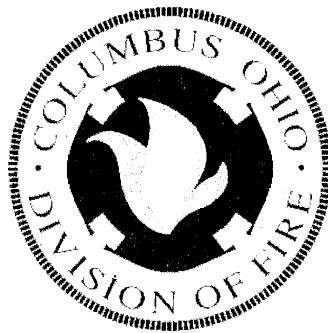
Short Stryker splint (upper right)


Compartment 6 – Street side front

Storage for 6 D oxygen cylinders

Rest of equipment spelled out in interior compartment 6

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	Standard Operating Procedures	
	Subject: Reserve Apparatus Inventory	
	S.O.P. Number 06-02-02 Vol-CH-Cat.Sub	Approved Fire Chief
	Page: 1 of 1	Effective Date: 03/01/2009
		Revised Date:

- I. **PURPOSE:** The purpose of this standard operating procedure is to identify the quantity of reserve apparatus that shall be maintained in inventory to be used as frontline as needed.
- II. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.
- III. **PROCEDURE:** The Division of Fire will maintain the following number of reserve apparatus, which will be utilized for temporary replacement of frontline vehicles, to function at special events, and for training needs.

A. Reserve Apparatus Inventory

<u>Apparatus Type</u>	<u>Front Line</u>	<u>Reserve</u>
Engines	34	12
Ladders	15	6
Rescues	5	4
Medics	32	14
Fire Command	10	5
EMS Command	7	4
Rigid Hull Boats	8	1
Inflatable Boats	5	1

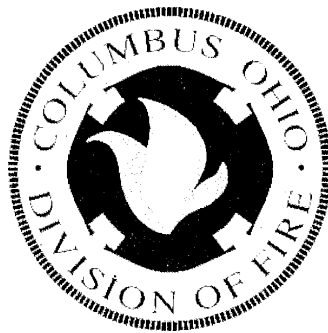
B. Special Events Apparatus Inventory


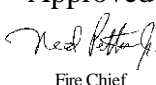
<u>Apparatus Type</u>	
Medics	8

C. Training Academy Apparatus Inventory


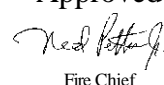
<u>Apparatus Type</u>	<u>Training</u>
Engines	3
Ladders	1
Rescue	1

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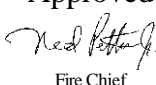


	Standard Operating Procedures	
	Subject: Division Staff Vehicles	
	S.O.P. Number 06-02-03 Vol-CH-Cat.Sub	Approved  Fire Chief
	Page: 1 of 4	Effective Date: 12/03/2003
		Revised Date: 03/01/2009

- I. **PURPOSE:** The purpose of this procedure is to identify the Division of Fire policy for use, care, and maintenance of staff vehicles.
- II. **RESPONSIBILITY:** It shall be the responsibility of each employee to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.
- III. **PROCEDURES:** Stations, Bureaus, and Division employee's assigned vehicles are responsible for the proper care and maintenance of their assigned vehicles.
 - A. General rules:
 1. Employees required using a Division of Fire vehicle while on stand-by status shall use good judgment in order to prevent criticism.
 2. Vehicles are not to be parked in a manner or location which may cause disrepute or ridicule to the Division.
 3. Security shall be maintained.
 - a) Vehicles are to be locked when unattended in any location, except when secured in a garage.
 - b) Vehicles shall not be parked on a public street at night. If off-street parking is unavailable, the Fire Chief must grant special written permission during the approval process.
 4. An extra set of vehicle keys shall be in the possession of the office supervisor or bureau.
 - B. Maintenance:
 1. Vehicles are to be serviced and maintained according to Division policy.
 - a) Fuel - High performance vehicles requiring high-octane fuel have the octane requirement affixed to the vehicle. All other vehicles will use the lowest octane available.
 - b) Oil – 5W30 oil may be purchased on a Fleet credit card to top off a vehicle's crankcase between oil changes. Oil and filter changes will be performed at an authorized service center every 4000 miles.

	Standard Operating Procedures	
	Subject: Division Staff Vehicles	
	S.O.P. Number 06-02-03 Vol-CH-Cat.Sub	Approved  Fire Chief
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- c) Car Washes – Vehicles shall be cleaned inside and out on a regular basis and shall be waxed twice a year. Car washes should not routinely be charged to a Fleet credit card.
2. Credit Cards – Fleet credit cards are issued to all staff vehicles. The cards are normally used on purchases for the vehicle that it is assigned to. An exception is for fuel in a safety can for use in Division of Fire equipment.
- C. Staff Vehicle Assignments: Within the Division of Fire, there are four levels of usage as directed by the Fire Chief. These four levels are:
 1. Twenty-four Hour Vehicles:
 - a) Vehicles that are assigned to individuals who are required to be able to respond at a moments notice to participate in command and control, mitigation of fire, EMS or investigation efforts.
 2. Take-to-Station Vehicles:
 - a) Vehicles are parked at the closest Columbus fire station to the employee's residence. These vehicles are assigned to key personnel that may be required when requested to respond to an emergency with supplies or equipment that should not be delayed by the employees driving to his/her work location first.
 - b) A second category of take-to-station vehicles is used to deliver the mail or essential supplies to all stations each day. Recognizing that requiring these employees to return their Division vehicle to their assigned workplace is counterproductive and costly (frequently generating overtime); they are also authorized to park their vehicle at the closest fire station to their residence.
 - c) Take to station vehicles are specifically prohibited from personal use.
 - d) December 1st, of each year, Bureau Chiefs will evaluate this need and submit in writing to the Fire Chief an efficiency study supporting this practice.

	Standard Operating Procedures	
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- e) One set of car keys shall be left with the station captain in case of need to move the vehicle.

3. Vehicles parked at work location:


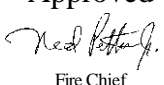
- a) Generally a Division vehicle assigned to an individual is required to be parked at the employee's assigned duty location at the termination of their normal duty hours.

4. Pool Vehicles:

- a) Vehicles that are pool vehicles are shared by Division of Fire personnel who have occasional need to accomplish short periods of city business. These vehicles are to be parked at a specified parking location.

D. Overnight Parking Permits:

1. The Division will issue overnight parking permits to personnel who may be required / requested to respond from home to emergency incidents that occur outside their normal working hours. Overnight parking permits may also be issued to employees whose job duties necessitate the overnight parking of their Division vehicle at a remote Division facility. All other personnel will park their assigned vehicle at their duty location.
2. Permits will be issued and/or revoked according to the needs of the Division.
3. Division of Fire vehicles assigned to the Fire Chief, assistant chiefs, special operation deputy chief, 40-hour arson investigators, and dog handlers, and others as approved by the Fire Chief may be driven to their personal residence within Franklin County or the contiguous counties.
4. An overnight parking permit will be required for any Division of Fire vehicles that are parked overnight at a location other than the assigned employee's duty location. Permits are required for:
 - a) Twenty-four hour vehicles
 - b) Take-to-Station vehicles


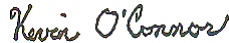
	Standard Operating Procedures	
	Subject: Division Staff Vehicles	
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C. Permit applications

1. Requests for an Overnight Parking Permit will be submitted through the employee's chain-of-command to the Fire Chief.
2. Requests shall be submitted on form ER-60, Application for Overnight Parking. The request shall state the justification and location for overnight parking.
3. Any changes in parking status will require the submittal of an ER-60.
4. Permit requests will be submitted for a specific job title rather than for an individual. A permit may be transferred within a bureau to allow shared responsibility.
5. Temporary permits may be assigned to an individual for a specific period.
6. Bureau heads are responsible for determining the continuing needs of their bureau. If a permit is no longer needed it should be reported to the bureau head for non-renewal.
7. Bureau heads shall track and report reassignments within their bureaus.

D. Out of Town, Out of State Travel

1. Staff cars may be used within Franklin County or the contiguous counties, on Division of Fire official business, without approval of the Fire Chief. Any use of vehicles beyond those limits requires the approval of the Fire Chief.
2. Travel in a Division vehicle is subject to the city's current travel procedures and guidelines.
3. An overnight parking permit is not required.
4. Repairs to Division of Fire vehicles during out-of-town travel must be paid for with the employee's own funds. The employee will be reimbursed after submission of the appropriate documentation.

	Standard Operating Procedures	
	Subject: Foam Trailer	
	S.O.P. Number 06-02-04 Vol-CH-Cat.Sub	Approved  Fire Chief
		Issued: 10/01/2015
	Reviewed:	Revised: 10/01/2015

Section 1 ADMINISTRATION

- 1.1 PURPOSE:** The purpose of this procedure is to describe response and utilization of the Columbus Division of Fire Foam Trailers.
- 1.2 RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.
- 1.3 OVERVIEW:** The Division of Fire has four (4) foam trailers that can be pulled by a one-ton pickup with electric brakes. The foam trailers and tow vehicles are assigned to Stations 5, 26, 29, and 34.

The foam trailers are equipped with 750 gallons of Thunderstorm Class-B AR- AFFF foam, Honda pump, Honda Generator/Light, two (2) removable 500gpm nozzles with ground bases, 200' 1.75" hose w/nozzle and 200' 2.5" hose w/nozzle. The trailers weigh in excess of 12,000lbs fully equipped.

Section 2 REQUEST

- 2.1** The Foam Trailer will be dispatched upon request of the Incident Commander.
- 2.2** The foam trailers should be considered for:
- (1) Incidents requiring large amounts of Class B 1%-3% AR-AFFF Foam.
 - (2) Incidents requiring additional fixed or portable ground nozzles.
- 2.3** A Haz-Mat assignment should be considered for any incident involving foam operations.
- 2.4** Outside agency requests for a foam trailer requires the approval of ES-2 or higher.
- 2.5** The Fire Alarm Office shall make the appropriate notifications based on the type and scale of the incident.

Section 3 RESPONSE

- 3.1** A minimum of two (2) foam trailers will be dispatched when a foam response is requested.
- 3.1.1** Whenever possible, units shall respond with the engine company assigned to the station.
- 3.2** Only Division of Fire one-ton pickups equipped with auxiliary electric brake units shall be utilized for towing the foam trailers.

- 3.2.1** At least two (2) division members shall ride in the tow vehicle while towing the foam trailer.
- 3.2.2** All permanently assigned personnel at Stations 5, 26, 29, 34 shall be trained in the use of one-ton pickups while equipped with auxiliary electric brakes and foam trailers.
- 3.2.3** The towing speed shall not exceed the posted speed limit.

Section 4 OPERATIONS

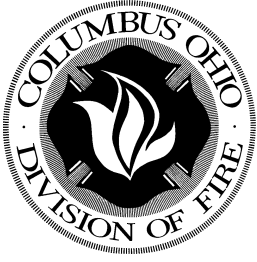
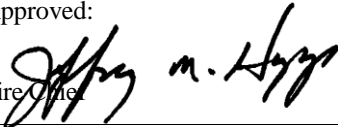
- 4.1** Personnel assigned to operate a foam trailer shall be familiar with and operate the foam trailer in accordance with the "FOAM TRAILER OPERATING INSTRUCTIONS" manual.
- 4.2** Only assigned hose and nozzles should be used during foam operations.

Section 5 RETURN TO SERVICE

- 5.1** Upon returning to service and prior to leaving the scene, all hose, nozzles and equipment shall be flushed with clean water.
- 5.2** Upon returning to quarters the foam trailer shall be washed.
- 5.3** Replace any foam used with Thunder Storm AR-AFFF foam.
- 5.3.1** Thunder Storm AR-AFFF foam is available from the Logistics Warehouse.
- 5.3.2** DO NOT MIX WITH OR USE ANY OTHER FOAM.

Section 6 WEEKLY CHECKS AND MAINTENANCE

- 6.1** The following operational checks shall be performed every Tuesday by station personnel and logged on the Station Smooth Log (RL-104e):
 - (1) Foam solution shall be circulated through the plumbing and relief valve, and then flushed with clean water.
 - (2) All gas powered equipment shall be checked for proper fluid levels and operated for at least 5 minutes.
 - (3) All assigned equipment shall be checked and accounted for including the "FOAM TRAILER OPERATING INSTRUCTIONS" manual.
 - (4) Ensure that the shore line is maintained and that the 'charging' light is illuminated.
 - (5) Ensure that the warning lights, work lights and DOT lights are working properly.
- 6.2** Report all foam trailer related equipment or maintenance issues to the Apparatus Liaison Officer.

	Standard Operating Procedures	
	Subject: Hose Repair and Replacement	
	S.O.P. Number 06-04-01 Vol-CH-Cat.Sub	Approved:  Fire Chief
		Issued: 04/01/2010
	Reviewed: 04/13/2021	Revised: 04/28/2021

1.0 Administration

1.1 Purpose: To define procedures for the repair and replacement of fire hose.

1.2 Responsibility: It shall be the responsibility of each member to know, understand and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all division officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

2.0 Procedures for Hose Repair

2.1 Personnel sending hose to the logistics center for repairs will observe the following procedures:

2.1.1 Clean and dry each section

2.1.2 Attach repair tag stating the date, section number, officer's name, station, unit, brief description of damage, location of damage, and whether the hose does or does not leak

2.1.3 Circle any leaks or other defects with a permanent black marker. Large permanent black markers can be obtained from the supply section, logistics center

2.1.4 List damaged hose number on form EL-66e in the company log

2.1.5 Deliver damaged hose to the Hose repair section at the Groves Rd Warehouse and Logistics Center. Enter at door 15. Place hose on rack next to hose repair door, and log the information on the clipboard attached to the rack

2.2 Hose will be evaluated, repaired, and returned to the station from which it came.

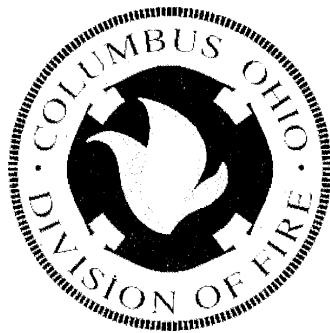
2.2.1 If the hose is damaged beyond repair, hose repair will notify the station from which it came that the hose is either "unfit for service" or "condemned". Station personnel shall make appropriate log entries. The hose repair section will replace condemned hose when available.

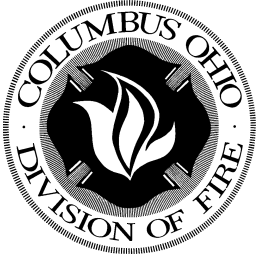
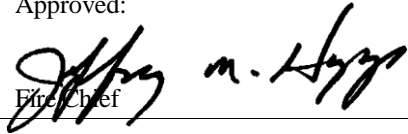
3.0 Procedures for Hose Replacement

3.1 Companies in need of replacement hose shall contact the ICP Manager at extension 74469, and be guided by their instructions

3.2 Upon receiving repaired or replacement hose, the company officer shall assure that all appropriate information is listed on form EL-66e in the company log; hose is marked according to sections 602.16 through 602.22 of the systems manual; hose is tested as stated in section 614.58 through 614.84 of the systems manual and SOP 06-04-03.

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	Standard Operating Procedures	
	Subject: Hose Inventory	
	S.O.P. Number 06-04-02 Vol-CH-Cat.Sub	Approved:  Fire Chief
		Issued: 04/01/2010
	Reviewed: 04/02/2021	Revised: 04/28/2021

1.0 Administration

1.1.1 Purpose: To define hose inventory procedures for individual fire companies.

1.2 RESPONSIBILITY: It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all division officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

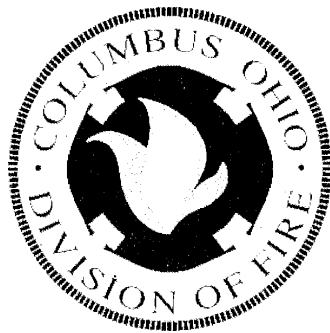
2.0 Procedure


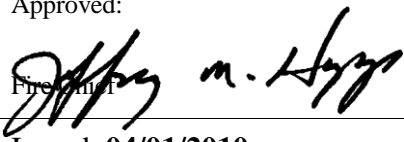
2.1 A complete and accurate hose inventory shall be kept in the company record on form EL-66e.

2.2 Company officers are responsible for ensuring that hose inventory forms are promptly revised as needed to accurately reflect current hose supplies.

2.3 At the end of the annual hose test, station captains will assure all tested hose is listed on form EL-50e (Record of Hose Test), these forms will be compiled and a copy sent electronically to SupportServices@columbus.gov for the hose repair section within thirty-days of completing the hose test. Station captains will also submit a signed RT-154 verifying all fire hose was tested and any damaged hose was sent for repairs or replacement.

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	Standard Operating Procedures	
	Subject: Hose Test Procedures	
	S.O.P. Number 06-04-03 Vol-CH-Cat.Sub	Approved:  Fire Chief
		Issued: 04/01/2010
	Reviewed: 04/13/2021	Revised: 04/28/2021

1.0 Administration

1.1 Purpose: Identify the procedures used in the testing of fire hose. The testing of high pressure hose will follow SOP 06-04-04

1.2 RESPONSIBILITY: It shall be the responsibility of each member to know, understand and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all division officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

2.0 Preparation

2.1 Each year starting with the month of May, **all fire hose** shall be tested by subjecting it to predetermined maximum test pressures. Company officers will conduct these tests and the results recorded on the hose inventory/test record (EL-66e/EL-50e). Hose test schedules will be determined by the emergency services deputy chiefs and sent out at least one tour of duty prior to the actual test date.

2.2 Prior to the annual hose test, station captains shall be responsible for preparing an accurate, up-to-date list of all fire hose assigned to their stations including hose depot supplies where appropriate, as listed in section 614.40 of the systems manual. Hose shall be listed alphabetically and numerically for each size. The hose on extra apparatus, for testing purposes, is the responsibility of the station the vehicles are numbered after. Station captains are to ensure that the annual hose test for all apparatus with their station designation is properly conducted and documented. (This includes extra apparatus at the logistics center.)

2.3 Hose will be visually checked prior to testing. Hose found to be defective or damaged, shall not be tested and will be prepared for repair or exchange as listed in SOP 06-04-01.

2.4 The minimum PPE for hose testing will be helmet, gloves and safety goggles.

2.5 Engine apparatus needs to be set up in the following configuration for hose testing.

2.5.1 Place the engine on a hydrant for water supply. **Do not use tank water.**

2.5.2 Place the bumper line nozzle directly onto the bumper line outlet.

2.5.3 Direct the nozzle to a location that you can flow water for the duration of the testing time.

2.5.4 Flow the bumper line discharge anytime the pump is in gear.

2.5.5 During set-up and tear downs of the hose lines being tested, take the pump out of pump gear by putting the transmission into neutral.

2.5.6 **Do not open the tank fill/recirculate valve during the test to keep the pump cool!** The poly tank manufacturer recommends no more than one hundred (100) psi during refills and recirculating operations or damage may occur.

3.0 Service Testing of Hose

3.1 All hose testing shall be based upon procedures contained in NFPA 1962, "SERVICE TESTING OF FIRE HOSE", (2018 edition) and the Administrative Code of Ohio (Section 4123:1-21-06) and the System Manual 614.58 – 614.84

3.2 Attack hose shall be tested at three hundred (300) psi or a pressure not to exceed the service test pressure marked on the hose.

3.2.1 Tri gate appliances shall not be used for attack hose testing.

3.2.2 Attack hose sizes are 1 ½, 1 ¾, 2, 2 ½ & 3 inch hose.

3.3 Supply hose shall be service tested to two hundred (200) psi or a pressure not to exceed the service test pressure marked on the hose.

3.3.1 Supply hose is a 5 inch hose.

3.4 All testing will be accomplished with the use of a test gate valve. (Each battalion was issued a test gate valve. If it cannot be located, contact tools and equipment. If lost, an ET-68 will need to be sent through the Chain of Command.) The test valve shall not be attached to any discharge outlet at or adjacent to the pump operator's position. The test valve may only be connected on the rear or Officer's side of the apparatus for safety reasons.

3.4.1 The hose test gate valve end of the hose line shall be secured with a belt tie-in or rope hose tool at a point ten (10) to fifteen (15) inches from the coupling. (This is in case there is a failure of the hose or coupling connected to the test gate valve.)

3.5 All three and one-half-inch (3½) and larger hose shall be tested while lying flat on the ground. A short length of smaller diameter hose with the same or higher proof pressure shall be used to connect the test valve to the hose being tested.

3.6 Each length of hose to be tested simultaneously shall be of the same service test pressure.

3.7 The total length of any hose line in the hose test layout shall not exceed three hundred feet (300'). The layout shall be straight without kinks or twists.

3.8 With the hose test gate valve open and the nozzle open, the pressure shall be gradually raised to forty-five (45) psi, plus or minus five (5) psi. After the hose test layout is full of water, all air in each hose line shall be exhausted by raising the discharge end of each hose line above the highest point in the system. The nozzle shall be closed slowly; then the hose test gate valve shall be closed.

3.8.1 Check the hose for leakage at the coupling(s) and tighten with a spanner wrench where necessary. If a leak cannot be stopped, that section of hose has failed and is not to be tested.

3.9 Each hose shall then be marked at the end or back of each coupling to determine, after the hose has been drained, if the coupling has slipped during the test.

3.10 The nozzle or the hose directly in back of the nozzle shall be secured to avoid possible whipping or other uncontrolled reaction in the event of a hose burst.

3.11 The pressure shall be raised slowly at a rate no greater than fifteen (15) psi per second, until the service test pressure is attained, by pressure boosts if necessary, for the duration of the stabilization period. After the stabilization period, the hose layout shall hold the service test pressure for three (3) minutes without further pressure boosts.

3.12 While the test layout is at the service test pressure, the hose shall be inspected for leaks. Inspecting personnel shall be at least fifteen (15) feet to either side of the nearest hose line in the test layout. Personnel shall never stand in front of the free end of the hose or closer than fifteen (15) feet to the hose and shall not straddle a hose in the test layout during the test.

3.13 If during the test a section of hose is leaking, or a section bursts, the service test shall be terminated, and that length of hose shall have failed the test. The test layout shall be drained, and the defective hose removed from the test layout. The service test shall be restarted beginning with section 3.4 of this SOP.

3.14 After three (3) minutes at the service test pressure, the pump shall be shut down, the hose test gate valve opened, the pressure allowed to equalized with the source, the pump discharge gates closed, and each nozzle opened to drain the test layout.

3.15 The marks placed on the hose at the back of the couplings shall be observed for coupling slippage. If the coupling has slipped, the hose shall have failed the test.

4.0 Completion of Testing

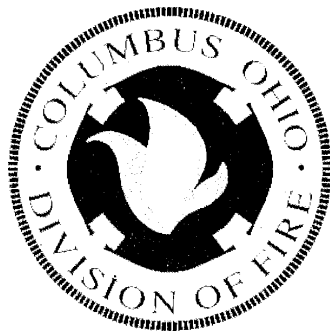
4.1 Hose that has failed shall be dried, marked, rolled, tagged and sent to the hose repair section for repair in accordance with SOP 06 - 04-01.

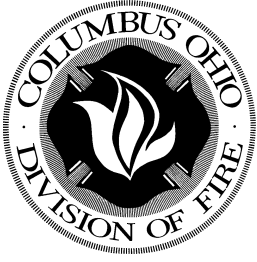
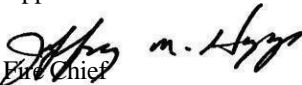
4.2 The company officer shall complete the hose records (EL-50e & EL-66e) to indicate the condition of each length tested. They shall correct the hose load cards and hose records in the log to reflect test results.

4.3 An updated EL-50e & RT-154, verifying that all hose was tested and documenting any damage hose sent for repairs or replacement, shall be electronically sent to the hose repair technician in Support Services at supportservices@columbus.gov with the test results.

4.4 Station captains shall be responsible for ensuring that all fire hose assigned to their station is properly tested prior to it being placed in service as a part of the stations regular hose inventory.

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	Standard Operating Procedures	
	Subject: High Pressure Hose Testing	
	S.O.P. Number 06-04-04 Vol-CH-Cat.Sub	Approved:  Fire Chief
		Issued: 04/01/2010
	Reviewed: 04/13/2021	Revised: 05/20/2021

1.0 Administration

1.1 Purpose: Identify the procedures used in the testing of high pressure hose.

1.2 The Division considers any hose testing above 300 psi to be high pressure hose testing.

1.2.1 The hose repair technician or designee will be responsible for the testing of high pressure hose.

1.2 RESPONSIBILITY: It shall be the responsibility of each member to know, understand and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all division officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

2.0 Preparation

2.1 All high pressure hose used by the division shall be tested annually. These tests shall be coordinated by the ICP Manager in-charge of the division's logistics center.

2.2 The hose repair technician or designee will contact each fire station, verifying the amount of high pressure hose assigned. The technician will then coordinate switching out the assigned HP hose. Station personnel will assist the hose technician in gathering and rolling up the 100 ft. sections of 2 1/2" HP hose. The replacement hose will be considered the station's assigned HP hose.

2.3 These tests will be supervised by the ICP Manager in-charge of the logistics center under the general supervision of the support services bureau Assistant Chief. The results shall be recorded on the hose test record (EL- 50e) and maintained at the Hose Repair Technician's office.

2.4 Minimum PPE for hose testing will be helmet, gloves and eye protection.

3.0 Service Testing of Hose

3.1 All hose testing shall be based upon procedures contained in NFPA 1962, "SERVICE TESTING OF FIRE HOSE", (2018 edition) and the Administrative Code of Ohio (Section 4123:1-21-06)

3.2 High pressure hose shall be service tested to 500 psi. The service test shall not exceed the service test pressure marked on the hose.

3.3 Prior to testing the hose, a physical inspection shall be done. The hose shall be free from any damage such as burns, cuts, abrasion, etc.

3.3.1 If the hose fails the physical inspection, it shall not be tested and removed from service.

3.4 A hose testing machine shall be used due to the pressures needed. Section 4.8.5 of NFPA 1962, 2018 edition, will be used when hose is service tested using a hose machine.

3.4.1 The condition of the hose testing machine shall be thoroughly checked daily before each testing session and before the machine is used after being transported to a new testing site.

3.4.2 The hose testing machine shall be carefully examined for damage components that might fail during the test.

3.4.3 If any damage is discovered, the hose testing machine shall not be used until the damage component(s) is repaired or replaced.

3.4.4 A pressure leak integrity test shall be performed on the machine to determine whether the pressurized outlet side of the machine and its related components are leak-free.

3.4.5 The fire hose outlet connections(s) of the machine shall be capped or otherwise closed.

3.4.6 Pressure shall be applied through the machine using the integral pump to a level that is 10 percent higher than the highest service test pressure needed for the hose to be tested.

3.4.7 The pressure shall be held for 3 minutes with the pump turned off.

3.4.8 If leaks are detected, the testing machine shall not be used until the leaking component(s) is repaired or replaced.

3.4.9 The test gauge that is used to read the test pressure shall have been calibrated within the previous 12 months.

3.4.10 If the hose machine incorporates elevated outlets for water supply that are higher than the inflated diameter of the hose from the testing surface, a means to vent trapped air shall be provided between the hose and the outlet valve.

3.5 The test layout shall be connected to the outlet side of the water supply valve on the hose testing machine.

3.5.1 All hose 3 ½ inches and larger in diameter shall be service tested while lying flat.

3.6 A test cap with a bleeder valve shall be attached to the far end of each hose line in the test layout. If a test cap is not available, a nozzle with a nontwist shutoff shall be permitted to be used.

3.7 With the test cap valve or the nozzle open, the pressure shall be raised gradually to 45 psi, plus or minus 5 psi.

3.8 After the hose test layout is full of water, all the air in each hose line shall be exhausted by raising the discharge end of each hose line above the highest point in the system.

3.9 All air must be removed from the hose before the valve in the test cap or the nozzle is closed and the pressure raised. The development of test pressures introduces the potential for a serious accident if air remains in the system.

3.10 If the hose testing machine incorporates elevated outlets for water supply that are higher than the inflated diameter of the hose from the testing surface, air shall be vented next to the water input end.

3.11 The nozzle or test cap valve shall be closed slowly, and then the outlet water supply valve shall be closed.

3.12 The hose directly in back of the test cap or the nozzle shall be secured to avoid possible whipping or other uncontrolled reactions in the event of a hose burst.

3.13 With the hose at 45 psi, plus or minus 5 psi, it shall be checked for leakage at each coupling and the couplings tightened with a spanner wrench where necessary.

3.14 Each hose shall then be marked around its full circumference at the end or back of each coupling or collar to determine, after the hose has been drained, if the coupling or collar has slipped during the test.

3.15 All personnel other than those persons required to perform the remainder of the procedure shall clear the area.

3.16 The pressure shall be raised slowly at a rate not greater than 15 psi per second until the service test pressure is attained and then maintained, by pressure boosts if necessary, for the duration of the stabilization period.

3.17 The stabilization period shall be not less than 1 minute per 100 ft. of hose in the test layout.

3.18 After the stabilization period, the hose test layout shall hold the service test pressure for 3 minutes without further pressure boosts.

3.19 While the hose test layout is at the service test pressure, the hose shall be inspected for leaks

3.20 If the inspecting personnel walk the test layout to inspect for leaks, they shall be at least 15 ft (4.5 m) to the left side of the nearest hose line in the test layout. The left side of the hose line shall be defined as that side that is to the left when facing the free end from the pressure source.

3.21 Personnel shall never stand in front of the free end of the hose, on the right side of the hose, or closer than 15 ft on the left side of the hose, or straddle a hose in the test layout during the test.

3.22 If the hose test layout does not hold the service test pressure for the 3-minute duration, the service test shall be terminated.

3.23 The length(s) of hose that leaked shall have failed the test.

3.24 The test layout shall be drained and the defective hose removed from the test layout.

3.25 The service test shall be restarted beginning with the procedures required in line **3.5** of this SOP.


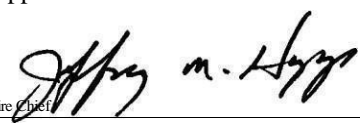
3.26 After 3 minutes at the service test pressure, each test cap or nozzle shall be opened to drain the test layout.

3.27 The hose and any marks placed on the hose at the back of the couplings or at external collars shall be observed for coupling slippage after completion of the service test and after the hose has been drained.

3.28 If the hose assembly shows any sign of coupling slippage, the hose assembly shall have failed the test.

4.0 Completion of Testing

4.1 The hose technician, or designee, shall complete the hose record (EL-50e) to indicate the condition of each length tested.

	Standard Operating Procedures	
	Subject:	Air Scrubber
	S.O.P. Number 06-07-01 Vol-CH-Cat.Sub	Approved:  Fire Chief
		Issued: 03/01/2021
	Reviewed: 03/01/2021	Revised: 03/01/2021

Section 1 Administration

1.1 Purpose: The purpose of this procedure is to provide general information for operation and maintenance of the Abatement Technologies Predator 750 and H2KM air scrubbers

1.2 Responsibility: It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

Section 2 Description and Use

2.1 The Pred750 and H2KM air scrubbers are 3 stage air filtration units capable of providing particulate filtration with final stage filtration through a High Efficiency Particulate Air (HEPA) filter. This unit incorporates a series of particulate filters that successively remove larger size to smaller size particles from the air.

2.1.1 Each unit is tested and certified to capture at least 99.97% of 0.3 micron particles.

2.2 These units must be used in the common area sleeping quarters of the fire station during but not limited to the occupied sleeping hours. The units may also be used in occupied areas of the firehouse such as kitchen/day room as needed.

2.3 The unit should always be operated at the highest setting tolerable to allow for the greatest level of filtration.

2.3.1 The unit should normally be utilized in the recirculation mode to prevent a negative pressure in the room.

2.3.2 When operating the unit with the carbon filter it should be operated in the recirculation mode to increase effectiveness, by exposing OVG particles to multiple passes through the carbon filter. Operating the unit at a lower speed setting will also increase the adsorption.

2.4 Units should be placed so that the inlet and exhaust are not obstructed or restricted.

2.5 This unit is NOT intrinsically safe and should not be used in any atmosphere that is IDLH, combustible, flammable, explosive, oxygen deficient,

and /or contains odors, vapors, gases or particulates that exceed permissible exposure levels.

Section 3 Inspection, Maintenance, Filter changes

3.1 The Station Captain shall establish a schedule to ensure that the air scrubber unit is to be inspected internally and externally for cleanliness, damage and proper function each week.

3.2 Filters should be changed as needed based on the filter change indicator light. PPE consisting of N95 or division half mask respirator, eye protection and gloves must be worn when handling, cleaning or inspection of the filters and internal components of the air scrubbers to prevent potential cross contamination.

3.2.1 The units shall not be operated unless the pre-filter(s) and HEPA filter are installed, and the filter door and panel are in place and closed.

3.2.2 Filters should be requested through monthly supply requisition.

3.2.3 *Members should immediately wash with soap and water and disinfect eye protection and P100 mask after handling filters and cleaning the HEPA scrubbers.*

3.3 The body of the unit can be cleaned with a damp cloth with a water based cleaner/sanitizer as needed. Do not use harsh chemicals, solvents or detergents to clean the unit.

3.4 Test the GFCI on the control panel on a monthly basis to ensure proper operation.

3.4.1 The green light in the corner of the GFCI should be illuminated when it is receiving power.

3.4.2 Depress the “TEST” button until it clicks. The green indicator light should turn off.

3.4.3 Depress the “RESET” button until it clicks to reset the GFCI. The green indicator light should be illuminated.

3.5 Questions on the use or operation of the units or if the unit becomes damaged/OOS are to be directed to the Support Services Bureau.

3.5.1 Requests for repairs shall be made through Lucity Work Order request. Include asset number in request.

Section 4 Predator 750 Air Scrubber

4.1 Filters

4.1.1 The first stage filter (deep course particulate) for the Predator 750 is designed to capture particles 100 microns or larger. It can be washed with a water based cleaner/sanitizer and reused.

4.1.2 The second stage 2” deep, particulate pleated pre-filter is designed to capture particles 10 microns or larger.

4.1.2.1 An alternate second stage carbon filter is available for capturing low concentrations of odors, vapors, gases and volatile organic compounds. (Available, as needed, through Supply)

4.1.3 The third stage filter is the High Efficiency Particulate (HEPA) filter. The HEPA filter is tested and certified to capture at least 99.97% 0.3 micron particles.

4.1.4 Dispose of filters by placing them in a garbage bag and sealing the bag with a tie. Dispose of the bag in the trash.

4.1.5 Stage two and three filters are not reusable. Do not attempt to clean them for reuse. Replace these when dirty as indicated by the filter change indicator on the control panel (see section 4.2 for more details).

4.2 Changing Filters Predator 750

4.2.1 Don PPE listed in Section 3.2. Filter changes should occur outside or in a well-ventilated area. Filter changes should not occur in the living quarters of the fire station.

4.2.2 To change the first stage filter, open the two latches on the access door and open the door. Remove the pre-filter inside the door and clean it by washing it with a water based sanitizer, rinsing, and air drying. Replace the clean filter in position and close the door, locking it in position with the door flush to the cabinet. If the Filter Change Indicator light remains "ON" after changing the first- stage filter, the second- stage filter should be replaced.

4.2.3 To change the second stage filter, open the access door and remove the second stage pleated filter and replace with a new filter. The second stage filter cannot be reused and will be discarded. Place in a garbage bag and seal it tightly before throwing it away in a trash can or dumpster. Ensure that the pleats are oriented so they are vertical and the air flow directional arrow on the filter is pointing towards the control panel. If the Filter Change Indicator light remains "ON" after changing the second-stage filter, the HEPA filter should be replaced.

4.2.3.1.1 If using the carbon filter, remove the plastic bag before installing.

4.2.4 To change the HEPA filter open the access door and remove the second stage pleated filter (replace if needed). The HEPA filter is behind the pleated second stage filter and held in place with two metal brackets. Remove two screws from each bracket and remove the HEPA filter from the machine and immediately place it in a garbage bag and seal it tightly before throwing it away in a trash can or dumpster. Insert the new filter with the pleats so that they are vertical and the air flow directional arrow on the filter is pointed towards the control panel. Reinstall the metal brackets with a manual screw driver. Do not over tighten. Reinstall the second stage filter. Close the door and secure it flush with the cabinet.

Note: The HEPA filter is delicate and should be handled with care. Do not touch the filter media otherwise damage to the filter may occur, resulting in possible leakage of contaminated air.

4.2.5 Following filter change or inspection, remove and dispose of gloves. Properly wash hands with soap and water and then remove rest of the PPE. Properly decontaminate your glasses, respirator, and P100 filter. Wash hands again with soap and water.

Section 5 H2KM Portable Air Filtration Unit

5.1 Filters

5.1.1 The first stage poly pad is not designed to be washed and should be properly disposed of when dirty. It captures particulates 100 microns or larger.

5.1.2 The second stage filter is a 2" pleated carbon filter for capturing OVG and particulates 10 microns and larger.

5.1.2.1 An alternate second stage carbon filter is available for capturing low concentrations of odors, vapors, gases and volatile organic compounds. (Available, if needed, through Supply)

5.1.3 The final stage filter is 11 ½" deep and is tested and certified to capture at least 99.97% of 0.3 micron particles.

5.2 Changing Filter H2KM

5.2.1 Don PPE listed in Section 3.2. Filter changes should occur outside or in a well-ventilated area. Filter changes should not occur in the living quarters of the fire station

5.2.2 To change the first stage filter, with the unit operating, remove the plastic door grill protecting the pre-filter chamber. Remove the first stage filter and replace it with a new filter. The first stage filter will be discarded and cannot be reused. Place in a garbage bag and seal it tightly before throwing it away in a trash can or dumpster. Drop the access door grille back into the metal frame and ensure it is flush and fully seated into the frame.

5.2.2.1 If the Filter Change Indicator light remains "ON", the Filter Change Audio Alarm sounds, and/or the Differential Pressure Gauge displays a reading of 2.2" WC or higher, after changing the first stage filter, the second stage filter should be replaced.

5.2.3 To change the second stage filter, with the unit operating, remove the plastic door protecting the pre-filter chamber. Remove the second stage filter (located behind the first stage poly pad filter) and replace with a new filter. The second stage filter will be discarded and cannot be reused. Return the first stage filter into place (in front of the new second phase filter) and replace the plastic door grill.

5.2.3.1 If using an alternate carbon filter, be sure to remove the shipping plastic bag before installing it.

5.2.3.2 If the Filter Change Indicator light remains "ON", the Filter Change Audio Alarm sounds, and/or the Differential Pressure Gauge displays a reading of 2.2" WC or higher, after changing the second stage filter, the HEPA filter should be replaced.

5.2.4 To change the HEPA filter you must turn the unit OFF and disconnect the power cord from the electrical outlet. Unlatch and open the filter access door. Remove the bolts that secure the HEPA filter retaining brackets and remove the lower bracket first. Remove the upper bracket and then remove the HEPA filter.

The HEPA filter will be discarded and cannot be reused. Carefully install a new HEPA filter inside the cabinet placing the gasket end in first. Ease the filter into the cabinet until it is flush against the sealing surface. Reattach the top retaining bracket then the bottom bracket snugging the bolts but do not over tighten. Close and secure the door latches.

NOTE- the HEPA filter is delicate and should be handled with care. Do not touch the filter media otherwise damage to the filter may occur resulting in possible leakage of contaminated air.

5.2.5 Following filter change or inspection, remove and dispose of gloves. Properly wash hands with soap and water and then remove rest of the PPE. Properly decontaminate your glasses, respirator, and P100 filter. Wash hands again with soap and water.

Section 6 Operation of the Scrubber Units

6.1 HEPA Scrubber Settings

6.1.1 Negative Pressure - will typically not be utilized by the Division of Fire. It is used to help ensure that airborne contaminants do not escape an area in an industrial setting or during hazard abatement.

6.1.2 Recirculation – This is the recommended setting for use in all fire stations. It is used to reduce concentrations of airborne contaminants in a room or area by continuously cleaning the air and exhausting it back into the same room or area.

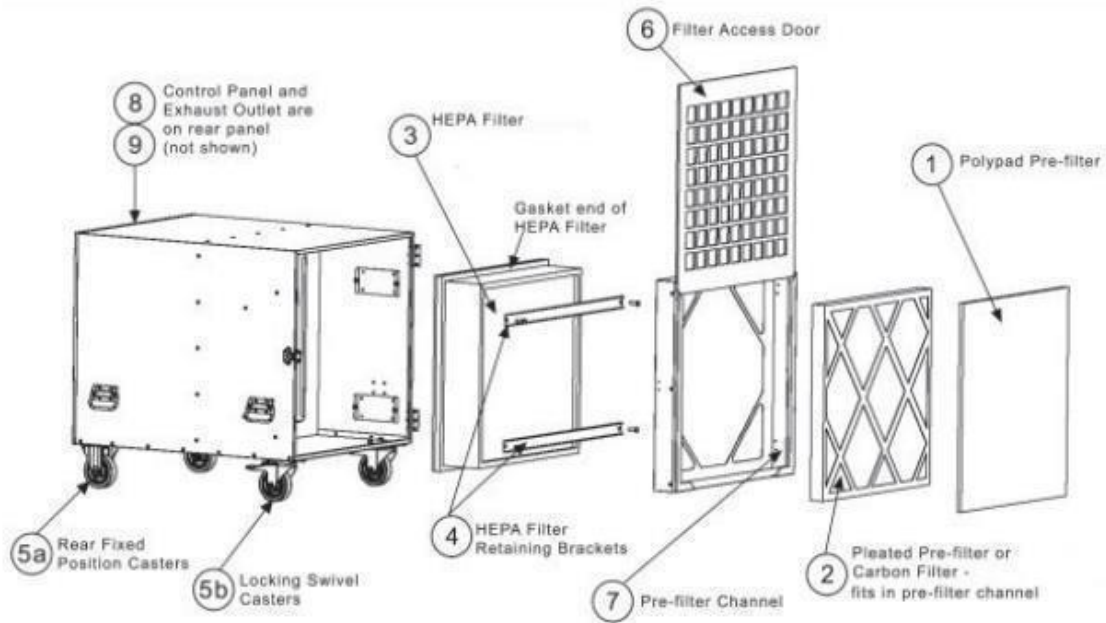
6.1.3 Positive Pressure – will typically not be utilized by the Division of Fire. It is used to help prevent airborne contaminants from entering a containment area by maintaining positive (higher) pressure within that area compared to adjacent areas.

Important Note: Do not operate the unit unless the pre-filter(s) and HEPA filter are installed and the filter access door and panel are in place and closed.

6.2 Key Components

H2KM

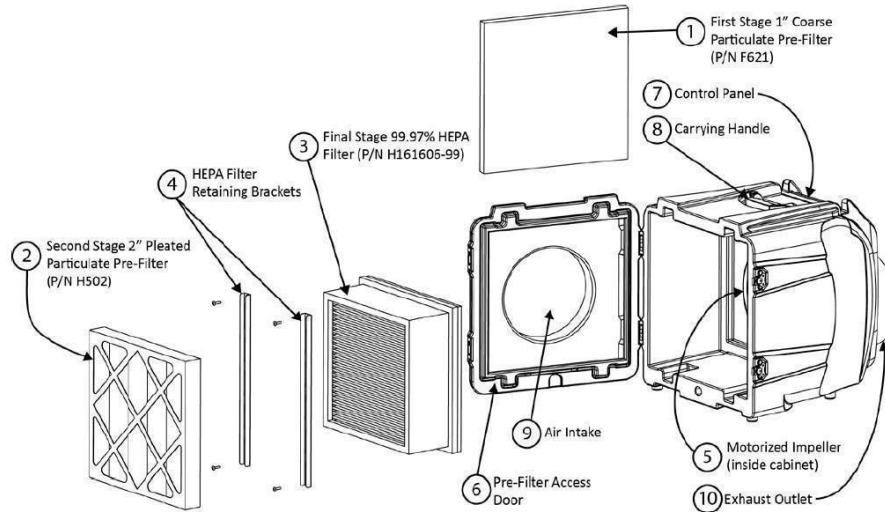
KEY COMPONENTS



1. First Stage Filter. 1" Coarse/Particulate Polypad Pre-filter (P/N: H2001).
2. Second Stage Filter. 2" Pleated Particulate Pre-filter (P/N: H2002).
 - Alternate 2" High Capacity Carbon Filter (P/N: VL2024).
3. Final Stage Filter. 6" deep 99.97% HEPA filter (P/N: H242406-99).
 - Alternate 11 1/2" deep, 99.97% HEPA filter (P/N: H2010M).
4. HEPA filter retaining brackets.
5. Casters.
 - a) 2 each 4" fixed position casters
 - b) 2 each 4" 360° swivel casters with locking feature
6. Filter access door.
7. Pre-filter channel.
8. Control panel – on rear panel of the unit.
9. 12" exhaust outlet - on rear panel of unit.

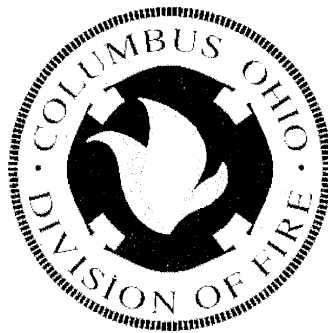
Predator 750

KEY COMPONENTS



1. First Stage Filter: 1" Deep Coarse Particulate Pre-filter (P/N F621)
2. Standard Second Stage Filter: 2" Deep Pleated Pre-filter (P/N H502)
 - Alternate Second Stage Filter: 2" High Capacity Vapor-Lock[®] Carbon Filter (P/N VL1002)
3. Final Stage 99.97% HEPA Filter (P/N H161606-99)
4. HEPA Filter Retaining Brackets
5. Motorized Impeller (located inside cabinet)
6. Pre-filter Access Door
7. Control Panel
8. Carrying Handle
9. Air Intake - 10" nominal diameter
10. Exhaust Outlet - 10" nominal diameter

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COLUMBUS DIVISION OF FIRE STANDARD OPERATION PROCEDURES

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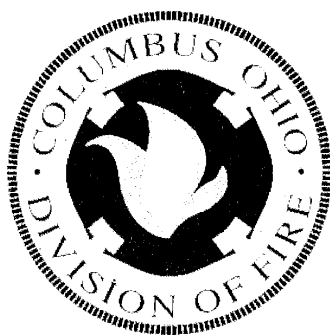
VOLUME 7

EMT-B (EMERGENCY MEDICAL SERVICES PROTOCOL)

For Current EMS Protocols, See

K:/ FireNet Resources\Division Publications\EMS Protocol

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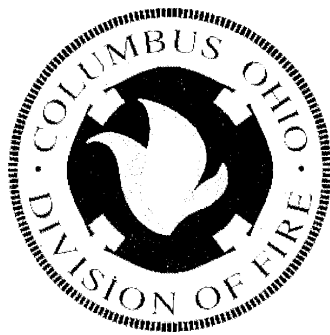
COLUMBUS DIVISION OF FIRE STANDARD OPERATING PROCEDURES


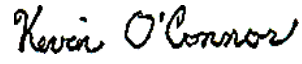
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08-03-02	Vacant and or Inaccessible Bldgs.	4/11/2019
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08-05	PUBLIC OUTREACH	
08-05-01	Emergency Services (ES) Smoke Alarm Installation	03/01/2016
08-05-03	Multi Agency Smoke Alarm Drives	03/01/2016

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	Standard Operating Procedures	
	Subject: False Alarm Reporting and Notification	
	S.O.P. Number 08-02-01 Vol-CH-Cat.Sub	Approved:  <small>Fire Chief</small>
		Issued: 12/01/2017
	Reviewed:	Revised:

Section 1 Administration

1.1 Purpose: The purpose of this procedure is to provide the process of reporting a false alarm to the City of Columbus Licensing Section to aid in the reduction of false alarms.

1.2 Responsibility: It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

Section 2 False Alarms

2.1 When an automatic fire, medical or other detection or notification system is activated, the Columbus Division of Fire responds to protect the lives and property of the citizens of the city. This rapid response requires the Columbus Division of Fire to place numerous emergency vehicles on the street which inherently increases the dangers to members of the Columbus Division of Fire and to the citizens of the city. Although the Columbus Division of Fire supports and encourages the use of automatic fire, medical or other detection or notification system to discover a fire or other emergency in its early stages, multiple malfunctions of these systems results in increased dangers and unnecessary expense. In order to recoup the cost of responding to false alarms, and provide incentive to reduce the number of false alarms the following SOP is provided to work in conjunction with the City of Columbus Licensing Section requirements.

2.2 The City of Columbus is using an alarm tracking and processing software called CryWolf. The software allows a streamline method to track false alarms, process invoices, collect payment and simply false alarm management.

2.2.1 The software as an automated interface with the CAD system for daily transfers of alarm incident data, permit status, and alarm system contacts between CryWolf and the CAD system.

2.2.2 The software requires the flagging of false alarms in the CAD system is based upon the final **disposition code** of the incident that must be selected when the fire or EMS company, responsible for the incident report, clears themselves from the incident.

2.3 False alarm means the activation of an alarm system through mistake, mechanical failure, malfunction, improper installation or design, lack of proper maintenance, or negligence of the alarm user, its employees or agents.

2.3.1 A call for a response that is canceled by the FAO prior to the arrival of the Division of Fire shall not constitute a false alarm.

2.4 Each false alarm notice shall constitute a separate occurrence.

2.5 The Division of Fire shall report all false alarms to the City of Columbus Licensing Section, through the MDC and CAD system. The City of Columbus Licensing Section has the ability to dismiss false alarm occurrence based upon the following guidelines:

2.5.1 Equipment malfunctions, with written verification from the alarm company that such malfunctioning equipment has been repaired;

2.5.2 Acts of nature such as earthquakes, flood, or winds greater than fifty-nine (59) mph;

2.5.3 Verifiable power outages greater than four (4) hours; or

2.5.4 Vandalism, if a proper police report was filed at the time the crime occurred.

2.6 Equipment malfunctions do not include the following:

2.6.1 Low battery;

2.6.2 Improper use of alarm system by the user;

2.6.3 Faulty, defective, or malfunctioning equipment;

2.6.4 Improper installation or maintenance by the alarm dealer;

2.6.5 Improper monitoring by the alarm monitoring company; or

2.6.6 Alarm activations that occur while alarm agents are repairing, servicing, or testing the alarm system.

2.7 Non-system smoke and carbon monoxide alarms are exempt from the false alarm guidelines. This includes, but not limited to, battery power and 110 volts single station and multi-station alarms. (Not Monitored)

Section 3 Notification

3.1 False Alarm Notice Door Hanger

Prior to clearing an incident involving a false fire alarm, medical alarm or any other automatic alarm, that summons a response of the Division of Fire, the officer, acting officer or paramedic shall complete a "False Alarm" notice and leave the notice with the occupant. If there is no occupant then leave the notice on the main entrance door to the building.

3.1.1 Complete the following fields on the False Alarm Notice;

Date: *Today's Date MM/DD/YYYY*

Officer/Firefighter Name: *Company Officer or In Charge Person Name*

Badge No: *FDID Number, e.g. Z001*

Assignment No: *Apparatus ID (Unit) / Shift, e.g. E23 / 1 Unit*

3.1.2 False Alarm Notice Door Hangers may be ordered with other Division of Fire forms through monthly form requests.

3.2 MDC Final Disposition of Incident

It is imperative, for proper notification of the City of Columbus Licensing Section, that a final disposition code be used when clearing an alarm incident. The unit that will be completing the incident report will be responsible to select the proper disposition code on the MDC before placing themselves in-service.

3.2.1 The following are the types of final disposition codes are to be used:

F = Fire

Use this code for all responses to fire or hazmat related incidents

M = Medical

Use this code for all responses to medical or EMS incidents

S = Service

Use this code for all response to a non-emergency requests for service

A = Alarm

Use this code for alarms that were canceled prior to arrival of the Division of Fire or for alarms determined **not** to be a false alarm; e.g. activation for a valid condition.

NA = Nuisance Alarm

Use this code for **false alarms** as defined in 2.3 above.

3.3 Fire Incident Report

3.3.1 A NFIRS incident report must be completed for all alarm incidents. Please remember that these reports may be scrutinized by the City of Columbus Licensing Section and the alarm user, its employees or agents in determining if a false alarm occurred. Please include a detail description, in the note section, indicating what the site investigation revealed and how that site investigation led to determining that the response was due to a false alarm.

3.3.2 NFIRS Type of Situation Found Code for False Alarms

3.3.1 Malicious False Alarm

714 Central station, malicious false alarm. Includes malicious false alarms via a central-station-monitored fire alarm system.

715 Local alarm system, malicious false alarm. Includes malicious false alarms reported via telephone or other means as a result of activation of a local fire alarm system.

3.3.2 System or Detector Malfunction

731 Sprinkler activated due to the failure or malfunction of the sprinkler system. Includes any failure of sprinkler equipment that leads to sprinkler activation with no fire present. Excludes unintentional operation caused by damage to the sprinkler system (740 series).

- 732 Extinguishing system activation due to malfunction.
- 733 Smoke detector activation due to malfunction.
- 734 Heat detector activation due to malfunction.
- 735 Alarm system activation due to malfunction.
- 736 Carbon monoxide detector activation due to malfunction.
- 730 System or detector malfunction, other.

3.3.3 Unintentional System or Detector Operation

Unintentional system or detector operation; Includes tripping an interior device accidentally.

- 741 Sprinkler activation (no fire), unintentional. Includes testing the sprinkler system without fire department or monitoring company notification.
- 742 Extinguishing system activation. Includes testing the extinguishing system without fire department or monitoring company notification.
- 743 Smoke detector activation (no fire), unintentional. Includes proper system responses to environmental stimuli such as non-hostile smoke.
- 744 Detector activation (no fire), unintentional. A result of a proper system response to environmental stimuli such as high heat conditions.
- 745 Alarm system activation (no fire), unintentional.
- 746 System Carbon monoxide detector activation (no carbon monoxide detected). Excludes carbon monoxide detector malfunction.
- 740 Unintentional transmission of alarm, other.

3.3.4 Medical Alarms

- 320 Emergency medical service incident,

3.3.5 Hazmat Alarms

- 745 Alarm system activation (no fire), unintentional.
- 746 System Carbon monoxide detector activation (no carbon monoxide detected). Excludes carbon monoxide detector malfunction.
- 740 Unintentional transmission of alarm,
- 751 Biological hazard, malicious false report.

3.3.6 False Alarm Other

- 700 False alarm or false call, other

3.4.1 NFIRS Action Taken Code for False Alarms

3.4.1 EMS and Transport

- 30 Emergency medical services, other.

3.4.2 Hazardous Condition

- 41 Identification, analysis of hazardous materials

52 Forcible entry, performed by fire service. Includes support to law enforcement.

50 Fires, rescues, and hazardous conditions, other.

3.4.3 Systems and Services

62 Restore sprinkler or fire protection system.

63 Restore fire alarm system. Includes restoring fire alarm systems monitored by the fire service.

64 Shut down system. Includes shutting down water, gas, and fire alarm systems.

65 Secure property. Includes property conservation activities such as covering broken windows or holes in roofs.

66 Remove water or control flooding condition.

60 Systems and services, other.

3.4.4 Information, Investigation, and Enforcement

81 Incident command. Includes providing support to incident command activities.

82 Notify other agencies. Includes notifications of utility companies, property owners, and the like.

83 Provide information to the public or media.

84 Refer to proper authority. Includes turnover of incidents to other authorities or agencies such as the police.



85 Enforce fire code and other codes. Includes response to public complaints and abatement of code violations.

86 Investigate. Includes investigations done on arrival to determine the situation and post-incident investigations; and collecting incident information for incident reporting purposes.

80 Information, investigation, and enforcement, other

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	Standard Operating Procedures	
	Subject: School Fire Drills	
	S.O.P. Number 08-03-01 Vol-CH-Cat.Sub	Approved:  Acting Fire Chief
		Issued: 08/16/2019
	Reviewed: 07/17/2019	Revised: 07/17/2019

Section 1 Administration

1.1 Purpose: The purpose of this procedure is to describe the Columbus Division of Fire's Standard Operating Procedures and Protocols for conducting school fire drills.

1.2 Responsibility: It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

Section 2 School Fire Drills

2.1 The purpose of conducting school fire drills is to evaluate the proficiency of students and school staff members to safely leave an occupied building in the shortest possible time without confusion.

2.2 To alleviate the potential fear and anxiety of students and school staff members, it is the policy of the Division of Fire to notify the principal or person in charge of the educational institution immediately prior to conducting the fire drill. The principal or person in charge shall be allowed to make a public address announcement to all occupants, stating that the fire department will be conducting a fire alarm drill.

2.3 As a consideration to the students, companies should avoid scheduling at the following times:

2.3.1 Avoid scheduling during proficiency and standardized testing.

2.3.2 Avoid scheduling around lunch periods.

2.3.3 Verify lunch periods and testing schedules with the school before activating the alarm.

Section 3 Procedures of Drill

3.1 Using the instructions found on the Division's Home Page/ Fire Prevention /Firehouse Software Guide/ FH Guide-School Fire Drills, the School Fire Drill inspection report is to be printed prior to conducting the drill and is to be thoroughly completed immediately after conducting the drill.

3.1.1 The officer in charge shall then review the completed School Fire Drill inspection report with the responsible party, addressing general observations, satisfactory performance, and areas where improvements are needed.

3.1.2 The responsible party is to be afforded an opportunity to make a copy of the School Fire Drill inspection report, if desired.

3.2.3 The "Remarks" section is to be used to identify any of the following: 1) School alarm system is not working properly, 2) When a building is no longer operating as a school, 3) General observations by crew, 4) If any building information and /or contact information has changed.

3.2.4 Upon return to quarters, the completed School Fire Drill Inspection Report is to be entered into Firehouse using the instructions found on the Division's Home Page/Fire Prevention/FH Software Guides/ FH Guide-School Fire Drills.

3.3 Use 10 Delta and MDC to mark out of service and notify the FAO of the school name and address.

3.4 Receive a head count from the principal and compare that to the attendance records.

3.5 By radio, 10 Delta, verify the time that the FAO was notified of the fire alarm.

3.6 After the alarm has sounded between two and three minutes, have school personnel reset the alarm and allow occupants to return to the building. The fire alarm must be sounded, no substitutes such as whistles or horns may be used.

3.7 Find out if the alarm is monitored or local.

3.8 FAO should advise if called by the monitoring company.

3.9 Mark back in service on 10 Delta, and then return to 10 Fire (also mark AVMDC using the MDC).

Section 4 Alarm System not Working Properly

4.1 **Immediately** notify the FAO and ES-2 and remain on the premises until relieved by Prevention 18.

4.2 Fire Watch Requirements – Requires coordination with the Fire Prevention Bureau and/or Prevention 18.

4.3 Additionally, upon finding a fire alarm system that does not operate, the company officer shall:

4.3.1 Advise the Principal that the alarm system needs to be repaired as soon as is possible.


4.3.2 Advise the Principal that the Fire Watch must be provided at any time and in any areas that the building is occupied: such as during games and other extra- curricular activities.

4.4 Complete a Fire Inspection Field Report, including the following fields: street number, street name, type, date, time, and inspecting officer. Use code “901.6” and description “All fire protective signaling systems shall be maintained, periodically inspected and tested.” Use the next calendar day as the re-inspection date (FPB inspectors will perform the re-inspection). Record the business name and phone number.

4.5 Upon returning to quarters, forward the Fire Inspection Field Report to the Fire Prevention Bureau.

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	Standard Operating Procedures	
	Subject: Vacant and/or Inaccessible Building Inspection Procedure	
	S.O.P. Number 08-03-02 Vol-CH-Cat.Sub	Approved: <i>Kevin O'Connor</i> <small>Fire Chief</small>
		Issued: 04/11/2019
	Reviewed: 04/08/2019	Revised: 04/11/2019

Section 1 Administration


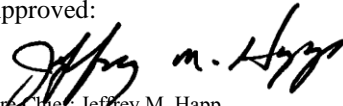
1.1 Purpose: All vacant and/or inaccessible properties in The City of Columbus are required to have an annual inspection. The following procedures shall be followed.

Section 2 Inaccessible Buildings

2.1 Inspectors shall make three attempts on three different days to contact the owner or Management Company to schedule an inspection. Use contact information on the inspection worksheet and in Firehouse, utilizing all telephone numbers and emails listed. Use building information from the city auditor's web site, internet searches, and contact information from signs on the building. All methods known should be exhausted to obtain the needed contact information.

2.2 If all three attempts to contact the owner or management company are unsuccessful, each attempt shall be documented on the inspection worksheet. List the inspector's name, ID number, time, date, and method of the contact attempts as well as any phone numbers that were used. Provide good documentation, as this information will be used in any future legal process to complete the inspection and code enforcement procedure.

2.3 The inspection may remain in your daily reminders. **DO NOT mark the inspection as completed or issue a 104.3 right of entry violation.** The inspection worksheet should be forwarded to the Fire Prevention District Inspection Captain with a brief description of the situation surrounding the inspection and proper documentation of the 3 attempts. The District Inspection Office will investigate further and issue a 104.3 right of entry violation if necessary.

	Standard Operating Procedures	
	Subject: City Fire Code Appeal Process	
	S.O.P. Number 08-03-03 Vol-CH-Cat.Sub	Approved:  Fire Chief: Jeffrey M. Happ
		Issued: 2/14/2024
	Reviewed:	Revised:

1 Administration

1.1 Purpose: The purpose of this procedure is to provide guidance for administration of an appeal to the City Fire Code, Title 25.

2 Jurisdiction

2.1 Jurisdiction and Notice of Appeal

2.1.1 Jurisdiction refers to the power, right, or authority to interpret and apply the law. The hearing officer has the authority to hear the appeal of any order or citation issued pursuant to the Columbus Fire Prevention Code (“CFPC”), Title 25 of the City Code.

The hearing officer does not have the authority to hear the appeal of any order or citation issued pursuant to the Ohio Fire Code. The state board of building appeals has the authority to hear an appeal of any order or citation issued pursuant to the Ohio Fire Code. R.C. 3737.43(A).

2.1.2 The responsible person must file a notice of appeal within 30 days of the date upon which the order or citation was served by the fire code official. C.C.C. 2501.09.5.3.

I. Appointment of the Hearing Officer and Notice of Hearing

A. Within 14 days of the receipt of a notice of appeal from a responsible person, the Fire Chief shall:

1. Appoint a hearing officer.
 - a. The appointment must be in writing. The appointment shall be provided to the responsible person along with the notice described below. The appointment shall be attached as an exhibit to the transcript of the hearing.
 - b. The hearing officer must be free of conflicts.
 - i. The hearing officer must not have been part of the inspection or involved in the decision-making process regarding the order, citation, or penalty.
 - ii. The hearing officer must not have a relationship, personal or business, with the responsible person.
 - iii. If the individual appointed as the hearing officer has any conflicts that prevents the individual from serving as the hearing officer, the individual shall recuse themselves and notify the Fire Chief in writing of the recusal.

- c. It is recommended that the primary choice should be the Assistant Chief of the Administrative Bureau, the secondary choice should be the Assistant Chief of the Support Services Bureau, and the tertiary choice should be the Assistant Chief of the Training Bureau.
2. Notify the responsible person of the time and place of the hearing.
 - a. The hearing shall be held no sooner than seven days after receipt of the notice of appeal and no later than 30 days.
 - b. Either the fire code official or the responsible person may request an extension of time. The appointed hearing officer shall be responsible for granting any extension requested. The hearing officer shall document who requested the extension and the reason for which the extension was granted. The extension shall be served upon the responsible person.
 - c. Service of the notice or any extension shall be in accordance with C.C.C. 2501.09.2.5. Evidence of the manner of service shall be maintained within the records pertaining to the appeal.

II. Appeal Hearing Procedure

- A. All appeal hearings shall be open to the public.
- B. All hearings shall be in-person, unless the hearing officer orders that the hearing may be conducted by virtual technology at the request of the responsible person.
- C. All hearings shall be steno graphically recorded.
 1. The stenographer shall administer the oath to all witnesses who will appear as witnesses in the appeal.
 2. At the conclusion of the hearing, the hearing officer shall have the stenographer prepare a transcript of the hearing. The transcript shall include all evidence admitted or proffered at the hearing.
 - a. Evidence is admitted when the hearing officer receives the evidence and considers the evidence in rendering the decision.
 - b. Evidence is proffered when a party to the appeal attempts to admit the evidence, but the hearing officer determines that the evidence is not relevant to the determination of the appeal.
 3. The Division of Fire shall incur the cost of the stenographer and the transcript.
- D. Evidence
 1. Order and Presentation of Evidence
 - a. The fire code official shall present their case first.
 - b. The responsible person shall present their case second.
 - c. The fire code official may present evidence to rebut evidence provided by the responsible person. The evidence presented in rebuttal shall be restricted to those issues and evidence presented by the responsible person in the responsible person's case-in chief.
 - d. The responsible person may present evidence to rebut the fire code official's rebuttal evidence. The evidence presented in rebuttal shall be restricted to those issues and evidence presented by the fire code official in the fire code official's rebuttal.

2. Examination of Witnesses


- a. Direct examination occurs when the party that calls the witness questions the witness. The scope of direct examination shall be limited to relevant matters.
 - b. Upon completion of direct examination, each party shall have the ability to cross-examine the witness. The scope of cross-examination should not go beyond the subject matter of direct examination, matters affecting the witness's credibility, and any other relevant matter.
 - c. After cross-examination, the party calling the witness shall have the opportunity to conduct a re-direct examination of the witness. The scope of the re-direct shall be limited to the subject matter of the cross-examination.
 - d. After re-direct examination, the other party shall have the opportunity to conduct a re-cross examination of the witness. The scope of the re-cross shall be limited to the subject matter of the re-direct examination.
3. Each exhibit, whether admitted or not, shall be labeled sequentially—EXHIBIT 1, EXHIBIT 2, and so on.
 4. Evidence may be presented in the form of witness testimony, documents, photographs, videos, and any other form of evidence deemed admissible by the hearing officer.
 5. The hearing officer is not bound by the formal rules of evidence in receiving evidence at the hearing. However, all evidence admitted by the hearing officer must be relevant. "Relevant evidence" means evidence having any tendency to make the existence of any fact that is of consequence to the determination of the action more probable or less probable than it would be without the evidence. In short, relevant evidence tends to prove or disprove the matter at issue or under discussion.

III. Representation and Scope of Participation

- A. Division of Fire legal counsel shall represent the fire code official and present the case on behalf of the fire code official at the hearing.
- B. A separate attorney from the Columbus City Attorney's Office, who does not have any connection to the underlying matters, shall represent the hearing officer during the appeal process.
- C. Responsible Party
 1. An individual who appeals an order, citation, or penalties issued to the individual may participate fully in the hearing. The individual may present evidence, examine and cross-examine witness, and make arguments.
 2. An entity, such as a corporation, limited liability corporation, or other non-person entity must be represented by an attorney licensed to practice law in Ohio. If an individual who is not a licensed attorney appears on behalf of an entity, that individual may present evidence in the form of their own testimony or documents, but the individual may not act in a representative capacity on behalf of the entity by examining or cross-examining witnesses or making any type of opening or closing statements or arguments to the hearing officer.

IV. Hearing Officer's Decision

- A. The hearing officer shall render a decision and provide the decision in writing to the responsible party within 30 days of the conclusion of the hearing.
- B. The decision shall include:
 - 1. A written conclusion of facts supporting the hearing officer's decision;
 - 2. A clear statement of the hearing officer's decision on each issue, which may be characterized as:
 - a. Sustained – If the hearing officer sustains the responsible person's appeal, the hearing officer has determined the fire code official failed to prove by a preponderance of the evidence that the order, citation, or penalty should be upheld.
 - b. Overruled – If the hearing officer overrules the responsible person's appeal, the hearing officer has determined that the fire code official proved by a preponderance of the evidence that the order, citation, or penalty should be upheld.
 - c. Sustained in part and overruled in part – This may be used if the appeal has multiple issues and the fire code official met the burden to uphold some, but not all, of the issues presented.
 - 3. A statement that the responsible person has the right to appeal the hearing officer's decision pursuant to Chapter 2506 of the Ohio Revised Code.
- C. The decision shall be served upon the responsible person in accordance with C.C.C. 2501.09.2.5. Evidence of the manner and method of service shall be included within the records pertaining to the appeal.
- D. Standard of Decision
 - 1. The burden of proof rests upon the fire code official to demonstrate by a preponderance of the evidence that the hearing officer should uphold the order, citation, and penalty.
 - 2. A preponderance of the evidence means more likely than not. This means that the evidence introduced by the fire code official must demonstrate that it is more likely than not that the responsible party violated the Columbus Fire Prevention Code.

	Standard Operating Procedures	
	Subject: Emergency Smoke Alarm Box & Alarm Installation	
	S.O.P. Number 08-05-01 Vol-CH-Cat.Sub	Approved <i>Kevin O'Connor</i> Fire Chief
		Issued: 03/01/2016
	Reviewed: 05/29/2019	Revised: 05/29/2019

Section 1 Administration

1.1 PURPOSE: The Purpose of this procedure is to inform division personnel on the use of the Emergency Smoke Alarm Install Box and Emergency Services smoke alarm installations.

1.2 Responsibility: It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

Section 2 Procedure:

2.1 Each CFD engine and ladder company has been equipped with an Emergency Smoke Alarm Install Box, containing three smoke alarms, batteries, and educational material covering the completion of a fire safety plan.

2.2 While interacting with the public, the Company Commander, or EMS Crew may find a need to install any or all three smoke alarms in a single household. Smoke alarm installations will be provided to City of Columbus residents that generally reside in single/double family residences. Company Commanders must use good judgement on a case-by-case basis as some situations may require deviation from this SOP.

2.3 Company Commanders will use the opportunity of these installs to educate the public on the importance of having working smoke alarms; including maintenance, periodic testing, the replacing of old batteries with fresh batteries (except in 10yr lithium battery smoke alarms), and the development of a home fire escape plan.

2.3.1 Company Commanders will present to the occupant home fire safety education materials, including information concerning the proper completion of a fire safety plan.


2.4 Generally there will be a maximum of three smoke alarms installed in each residence. Determine the best location to install the smoke alarms. The

preferred locations are in/or adjacent to every sleeping area and outside of the kitchen area. Attempts should be made to provide smoke alarms on each level of the residence. Avoid areas that may give false alarms such as but not limited to kitchens, fireplaces, bathrooms, furnaces, etc....

2.5 Test the alarm after installation. Inform the occupant of when and how to test the smoke alarm and when to replace the battery.

2.6 Upon the completion of the smoke alarm installation, the Columbus Fire/ Red Cross smoke alarm installation form **must** be completed and returned to the Public Outreach Office in the next day's division mail. **Be sure to capture the occupant's signature on this form.** Notify Public Outreach at 614-645-7377 to replace the smoke alarms that were used.

2.7 It is the responsibility of each Company Officer to ensure the "Emergency Smoke Alarm Install Box" is kept stocked and ready for installs when the need arises.

	Standard Operating Procedures	
	Subject: Multiple Agency Smoke Alarm Drives	
	S.O.P. Number 08-05-03 Vol-CH-Cat.Sub	Approved Fire Chief <i>Jeffrey M. Hagg</i>
		Issued: 03/01/2016
	Reviewed: 7/10/2020	Revised: 8/10/2020

Section 1 Administration

1.1 Purpose: The purpose of this document is to inform division personnel of the procedure to follow on a multi-agency smoke alarm drive.

Section 2 Location:

2.1 The Public Outreach Office will determine the area within the City of Columbus to be affected by the drive.

2.2 A staging area location will be communicated to all agencies and personnel involved prior to the drive.

2.3 Transportation by individual agencies will be provided for all installation personnel.

Section 3 Equipment:

3.1 Each installation team shall have the use of one step ladder, a cordless drill and information packets with installation forms. If available CO monitors should be carried by the installation teams

3.2 Each installation team shall have an appropriate supply of smoke alarms and batteries.

Section 4 Install Teams:

4.1 Each installation team will be responsible for installing, educating and documenting at every residence.

4.2 Columbus Fire personnel may combine with other agencies to build a team.

4.3 The Ranking CFD member will be in charge of CFD members on their team. The Ranking Public Outreach Officer will be the liaison for CFD with the other agencies involved and assist in managing the overall operations of the drive. The Ranking Public Outreach officer will determine the radio designation for the operation.

Section 5 Installation:

5.1 Each team will approach the door, and make contact with the occupant to explain the purpose of the visit and ask for permission to enter the home and check smoke alarms. Explain **“We are providing free smoke alarmstthroughout the community”**

5.2 Generally there will be a maximum of three smoke alarms installed in each residence. Determine the best location to install the smoke alarms. The preferred locations are in/or adjacent to every sleeping area and outside of the kitchen area. Attempts should be made to provide smoke alarms on each level of the residence. Avoid areas that may give false alarms such as but not limited to directly in kitchens, fireplaces, bathrooms, furnaces etc....

5.3 Test the smoke alarm after installation. Inform occupant of when and how to test the smoke alarm and when to replace battery (if applicable).

5.4 Thank the occupant for allowing the installation. Answer any questions the occupant may have concerning the smoke alarm. Remove any trash you may have accumulated and dispose of it.

Section 6 Wrap Up:

6.1 Meet with all personnel in staging area to ensure that everyone is accounted for.

6.2 Collect all of the equipment used and return the tools to the proper ES companies and or Public Outreach. Assure that all of the completed forms are returned to the appropriate representative.

6.3 Any questions should be directed to Public Outreach 614-645-7377

Home

[Updated on 12/07/2023](#)

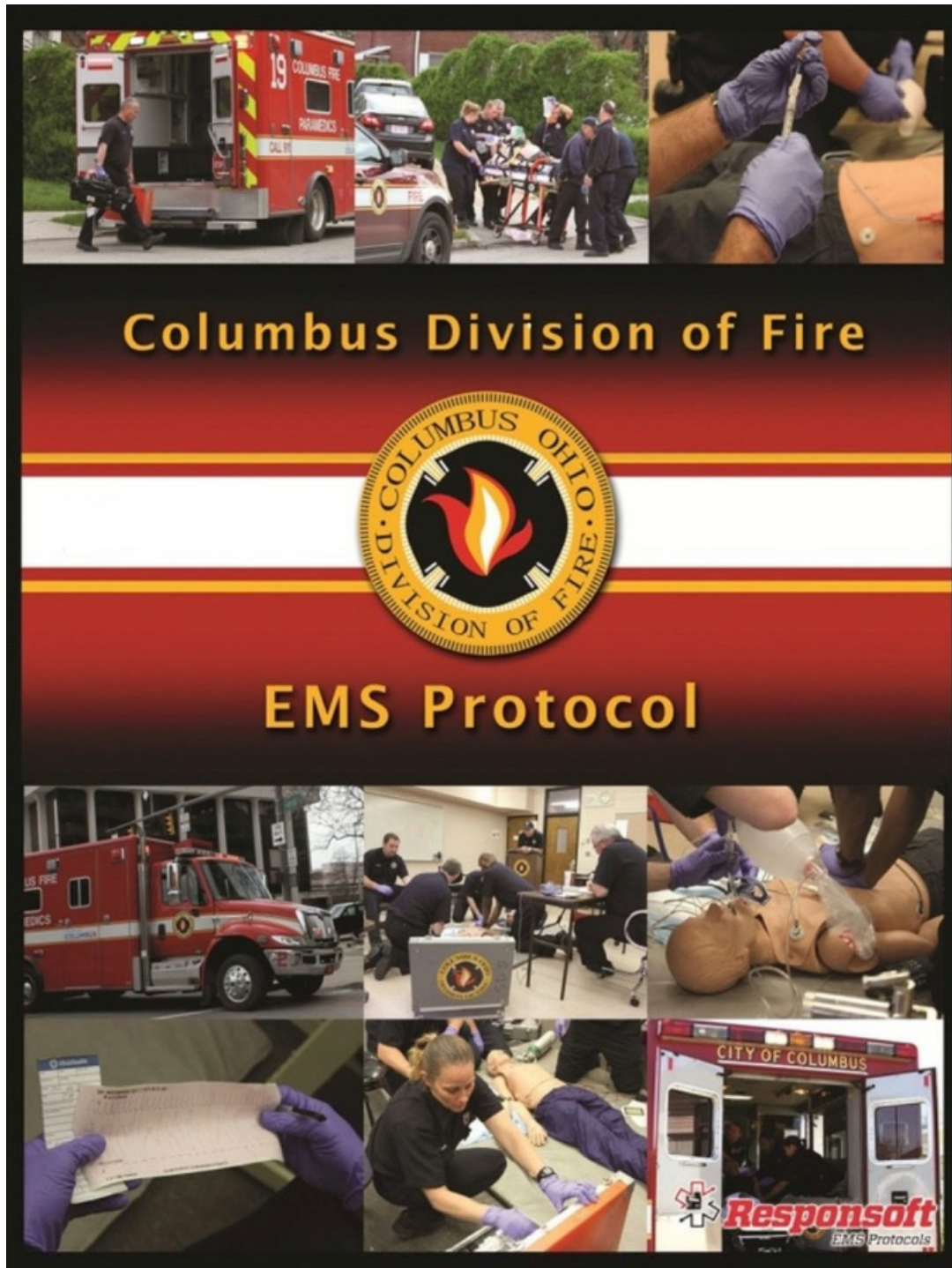


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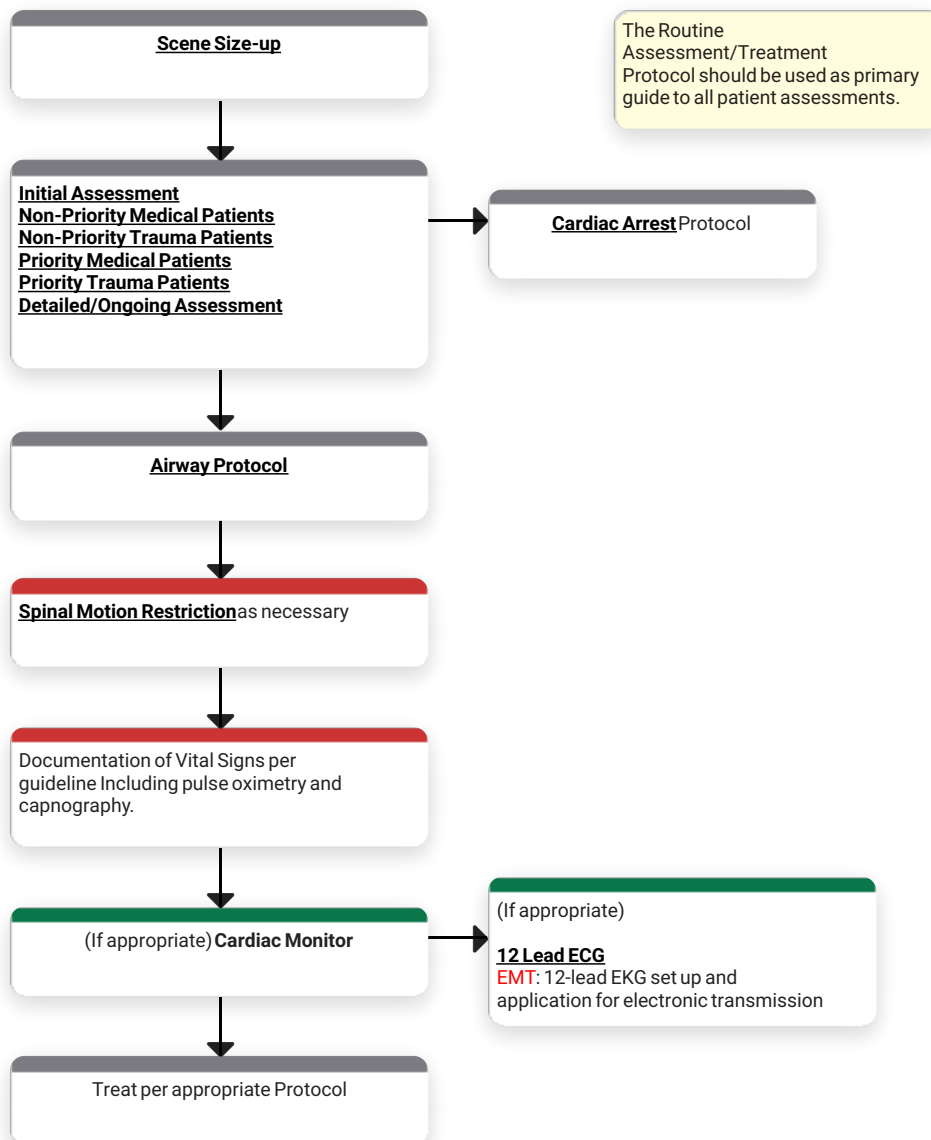
[Routine Assessment/Treatment](#) / [Patient Assessment/Treatment](#)

Treatment

[Routine Assessment/Treatment](#)

Patient Assessment/Treatment

Routine Assessment/Treatment



Scene Size-up

Don appropriate level of Body Substance Isolation (BSI) precautions. Assess the scene for dangers to the rescuer. Consider the number of patients, mechanism of injury or nature of the illness. Request additional help if necessary

Initial Assessment

Initial Assessment:

Priorities of management are established on a life-threatening basis.

Begin an A-B-C approach to the patient to form a general impression and establish the presence of a life threatening injury or illness. Obtain and record the chief complaint of the patient

Quickly assess level of consciousness using the A-V-P-U method:

A – Alert – eyes open

V – Verbal – responds to vocal stimuli

P – Pain – responds only to pain

U – Unresponsive – no response to verbal or painful stimuli

Assess the airway (protecting c-spine if uncertain):

- Responsive – no intervention needed
- If unresponsive – use the appropriate medical or trauma maneuver to open the airway
- If airway remains partially or totally obstructed, continue attempts to clear the airway (refer to airway emergencies)
- Remember the differences between the **Adult Airway** and **Pediatric Airway**. The young child has a disproportionately large tongue, which can easily occlude the airway. A small amount of blood or vomit may also obstruct the airway. Deciduous or "baby teeth" are poorly anchored and easily dislodged.

Assess adequacy of breathing:

- Observe chest rise and fall; auscultate breath sounds anteriorly, posteriorly, and peripherally
- Observe for signs of distress, use of secondary muscles, cyanosis
- Count the respiratory rate and obtain pulse oximeter reading (SpO2) if available
- If breathing is adequate, continue assessment
- If breathing is inadequate and patient is responsive, then assist breathing with apparatus or device

Assess the Circulation and Perfusion:

- Assess rate and quality of pulses, both peripheral and central if necessary
- Stop any active bleeding, assess skin color and temperature, and obtain blood pressure
- Assess presence and adequacy of the pulse and treat accordingly. Assess skin color, temperature and obtain blood pressure.
- If bleeding is present, then manage bleeding with most appropriate methods
- Waveform capnography is a non-invasive tool and should be used to assess perfusion and monitor carbon dioxide levels. The presence of capnography waveform and value should be recorded numerically within the electronic patient care record (ePCR) for all patients

Non-Priority Medical Patients

If patient is unresponsive, then proceed to **"Rapid Assessment"**

Using the OPQRST acronym, obtain History of Present Illness including but not limited to:

O – Onset of the problem

P – Provocation

Q – Quality of pain, "crushing, pressure, stabbing, etc."

R – Radiating

S – Severity on a "1-10" scale and duration. **(Wong Baker Scale)**

T – Time since the onset of this episode

Assess the affected body part/system. If indicated at anytime, complete a rapid assessment.

Obtain Vital Signs

Provide appropriate interventions as per protocols. Splint injured painful or swollen extremities. Apply dressings and bandage all wounds. Contact a Medical Control Physician (Emergency Department physician at receiving hospital) with any questions, further treatments, or omission of interventions as written

Non-Priority Trauma Patients

Assess injuries based on chief complaint

Obtain Vital Signs

Provide care based on signs and symptoms Continue with **"Detailed Assessment"** as appropriate

Priority Medical Patients

Rapid Assessment

Rapid assessment should be performed on all priority transport patients after the initial assessment.

Rapidly assess the patient "head to toe" (1 – 1 1/2 minutes total)

Head, Ears, Eyes, Nose and Throat:

The head should be examined for signs of abnormality. The ears should be examined for presence of fluid and foreign bodies. The pupils should be checked for symmetry and response to light. The nose should be examined for presence of fluid and patency. Examine the throat for signs of obstruction, redness and patency. The neck should be examined for pain, stiffness or injury. The neck veins should be assessed for signs of extreme distention. If there is any evidence of neck injury, employ cervical spine precautions. Assess for any signs of trauma

Chest and Abdomen:

The chest should be examined for signs of visible injury. Assess for breath sounds as well as chest movement, symmetry, and effort. The chest should be palpated for pain. The abdomen should be assessed for signs of injury, pain, tenderness, rigidity and guarding. The pelvis should be palpated for stability if any history of trauma

Extremities and Back:

The lower back as well as the upper extremities should be examined and assessed for presence of pulses, sensation, and motor function. Note if edematous or signs of poor perfusion exist. The back should be examined for signs of pain. For patients with possible spinal injury, assess the back during the log roll procedure

A SAMPLE history should also be obtained if possible. This should include:

S – Signs and Symptoms

A – Allergies

M – Medications

P – Past illnesses

L – Last meal

E – Events leading up to the injury/illness

Obtain baseline **Vital Signs** and prepare the patient for transport

Priority Trauma Patients

Priority Trauma Patients: Rapid Trauma Assessment: rapid assessment should be performed on all priority transport patients after the initial assessment. Refer to Spinal Motion Restriction Protocol if there is a concern for spinal trauma.

Reconsider Mechanism of Injury

Head, Ears, Eyes, Nose and Throat:

The head should be examined for signs of trauma. The ears should be examined for presence of blood, cerebral spinal fluid, or foreign bodies. The pupils should be checked for symmetry and response to light. The rescuer should recognize signs of head injury. The nose should be examined for present of injury, blood, or cerebral spinal fluid. Examine the throat for signs of bleeding or obstruction. The neck should be examined for pain, stiffness, or injury. The neck veins should be assessed for signs of extreme distention. If there is any evidence of neck injury, employ cervical spine precautions. Assess for any signs of Deformity, Contusions, Abrasions, Penetrations, Burns, Tenderness, Lacerations, or Swelling (DCAP-BTLS)

Chest and Abdomen:

The chest should be examined for signs of blunt or penetrating trauma including bleeding or visual injury. Breath sounds as well as chest movement, symmetry, and effort should be noted. The chest should be palpated for pain. Assess chest for DCAP-BTLS. The abdomen should be assessed for signs of blunt or penetrating injury, pain, tenderness, rigidity, and guarding Auscultate for bowel sounds if history of abnormal bowel movement. The pelvis should be palpated for stability if any history of trauma. Assess abdomen for DCAP-BTLS

Extremities and Back:

The lower as well as the upper extremities should be examined for signs of injury including DCAP-BTLS and assessed for presence of pulses, sensation, and motor function. Note if edematous or signs of poor perfusion exist. The back should be examined for visible signs of injury or pain. For patients with possible spinal injury, assess the back during the log roll procedure

Neurological Survey:

If not already completed, a neurological evaluation as well as a history should be obtained. The pupils should be assessed for equality and reaction to light. The level of consciousness should be assessed using the A-V-P-U method.

A **SAMPLE** history should also be obtained if possible.

Exposure:

A thorough exam cannot be accomplished without properly exposing the patient. However, keep modesty in mind for those without a history of injury. The patient must be kept warm during the process. Passive warming (using warm blankets, hot packs) may be necessary to preserve body temperature.

Obtain baseline **Vital Signs** and prepare the patient for transport.

Detailed/Ongoing Assessment

Detailed Assessment:

Multiple body system trauma patients should be packaged using a properly fitting cervical collar. At least three patient immobilization straps should be employed as well as an acceptable cervical immobilization device. See: Spinal Motion Restriction

Complete a detailed examination of the patient in route to the hospital as needed or as time permits. A "head to toe" approach similar to the rapid assessment (except slow and detailed) should be utilized. Assess for DCAP-BTLS

Ongoing Assessment:

Repeat initial assessment and obtain vital signs every five minutes for priority patients and every fifteen minutes for non-priority patients or as often as practical during patient transport. For [Pediatric](#) patients, minimize heat loss and keep the parent and child together whenever possible. Reassess all interventions performed

ED Communications

Radio Report

A full verbal report should be given as soon as the EMS unit is en route to the receiving facility. In some cases where the transport time to the Emergency Department is relatively short, notification to the hospital can be made prior to leaving the scene. Additionally, in situations of multiple trauma or entrapment, notification can be made during the rescue efforts with a revised report given when the EMS unit is en route. In situations of an extremely private nature, such as a rape victim, discretion should be made and report given via telephone or cell phone to the receiving facility if possible.

The Fire Alarm Office should be able to assist in transferring the telephone call if the Emergency Department's telephone number is not readily available. As a minimum, all reports should contain the following:

Unit ID and number

- Age and sex of patient
- Chief complaint
- Method of injury (if applicable)
- Level of consciousness
- Airway status
- Respiratory status – SpO2 reading (if applicable)
- Circulatory status – ECG if indicated
- Vital signs
- Any interventions performed or medications given and patient response
- Estimated time of arrival at Emergency Department

Patient Hand Off

At patient bedside, a hospital team member will announce:

- “Attention please: EMS Timeout”.
- All hospital staff will be expected to stop and listen to the EMS hand-off report prior to patient transfer from EMS cot to hospital bed.
- Transfer of the patient from the EMS cot to the hospital bed should occur after the hand-off report is complete.
- EMS will provide the handoff report using the MIST mnemonic

M - Age/Sex (include patient's name), Mechanism of Injury; or Medical Complaint/History

I - Injuries (time of injury, list head to toe); Inspections (time of onset, brief medical exam/findings)

S - Vital Signs (first set and significant changes, include glucose)

T - Treatment (obtain transfer of care signature)

- When EMS completes the handoff report, the EMS member giving the handoff report will ask the hospital staff “Are there any questions?”

Routine Treatment

Oxygen Utilization:

Oxygen may be administered via nasal cannula at 2 – 6 LPM or by non-rebreather mask at 10 – 12 LPM or sufficient rate to maintain reservoir bag inflation. Use oxygen with caution in patients with probable Chronic Obstructive Pulmonary Disease (COPD) observing closely for decrease in rate or depth of breathing after oxygen has been started. If respirations slow or mental status deteriorates as an apparent result of the oxygen, decrease to 2 LPM or consider endotracheal intubation. Use 100% oxygen for cardiopulmonary resuscitation CPR, patients with shock, and victims of multiple trauma.

Do not withhold oxygen therapy from any patient who is short of breath or hypoxic despite the underlying disease process.

The least amount of oxygen should be administered in order to maintain a pulse oximetry reading of 94% or greater. Oxygen administration should be titrated down to the lowest dose possible based on pulse oximetry readings.

Oxygen should not be titrated in the following situations:

- Major Trauma
- Suspected head injury
- Pre-oxygenation preceding advanced airway management;

IV Access and Therapy:

When indicated, initiate an IV infusion of 0.9% Normal Saline at TKO rate except as otherwise noted. A saline lock can be utilized if appropriate. Use macro drip in the event that the patient may need a fluid challenge. A blood sample may be obtained at the time of the IV initiation.

ECG and Cardiac Monitoring: (12 Lead ECG interpretation-Paramedic only) (EMT may perform 12 lead EKG set up and application for electronic transmission)

All patients needing close observation of their heart rate and/or rhythm should have a cardiac monitor in place. Perform **6 Lead ECG** and monitor Lead II (or other lead with the best wave form) as a minimum. Perform a **12 Lead ECG** if indicated

Vital Signs:

In most cases a manually obtained set of baseline vital signs should be obtained and recorded as soon as practical. These vital signs include:

- Heart/pulse rate
- Blood pressure
- Respiratory rate
- Pulse oximeter reading when applicable
- End Tidal CO₂ when appropriate
- Temperature when appropriate

Vital signs should be repeated as necessary to evaluate patient condition. Typically vital signs should be repeated every five minutes for priority patients and every fifteen minutes for non-priority patients

Unstable Vitals

Signs of an unstable patient include but are not limited to:

Significant Hypotension:

- Systolic blood pressure less than 90 mm Hg

Poor Perfusion:

- Weak or absent peripheral pulses
- Cool, pale, or mottled skin
- Delayed capillary refill time (more than 2 seconds)

Mental Status Changes:

- Altered level of consciousness (e.g., confusion, disorientation, unconsciousness)
- Inability to follow commands or respond appropriately

Respiratory Distress:

- Rapid, shallow breathing
- Use of accessory muscles to breathe
- Audible wheezing or stridor
- Cyanosis (blue or grayish skin color)

Pulmonary Edema:

- Severe shortness of breath
- Frothy, pinkish sputum
- Crackles or rales heard upon auscultation of the lungs

Air Medical Transport

Guidelines

Air Medical Transport

- A. In general, the use of an air medical emergency transport service should be restricted to the following situations:
1. When the speed of the air medical service will make a significant difference in patient outcome
 2. When the skill level of the flight crew is required for certain patients
 3. When the smoothness of the transport will affect patient outcome (e.g., spinal fractures)
 4. When the scene of the emergency is inaccessible to ground EMS vehicles
- B. More specifically, an air medical emergency transport service should be considered when:
1. Transportation away from the scene of the emergency will not be delayed by the arrival of the air medical service (e.g., prolonged extrication situations)
 2. There will be a decrease in the arrival time of the patient to the appropriate Emergency Department or Trauma Center of 10 minutes or greater (considering distance or traffic congestion) or the scene is inaccessible to ground EMS vehicles
- C. The decision to utilize an air medical emergency transport service will be made exclusively by the personnel of the first-arriving EMS vehicle or the EMSO.
- D. The Fire Alarm Office should be utilized to dispatch Air Medical Transport
1. The location of overhead obstructions or other significant hazards should be clearly communicated to the incoming aircraft
- E. Engine or rescue company personnel should ideally, at a minimum, secure an open area of 100' by 100' as a landing zone for air medical helicopters. Flares work best to mark the landing zone. Do not utilize orange cones to mark the area. Consider parking fire apparatus under overhead wires. Do not shine spot lights upward but rather down to the ground. Deployment of a charged 1" hand line should be considered as an additional safety measure for the arrival of the helicopter.

ALS Patients

The EMS Protocol is designed to provide off-line medical direction to the EMS personnel in the evaluation and treatment of patients in the pre-hospital setting. Because of the necessity to have the medical protocol designed in a written format, the treatment steps for patient care are recorded in a sequential fashion. However, there may be times when elements of the protocol may be done concurrently or simultaneously in the treatment of a patient so that the best interests of the patient are addressed in a timely fashion.

Additionally, the EMS Protocol cannot address every eventuality that may occur in the pre-hospital setting. In the instance where the EMS provider feels it is in the best interests of the patient to either go outside the protocol or do something in addition to the protocol, then they should receive authorization to do this from the receiving physician or an Emergency Department physician at the hospital where the patient would be transported. After conferring with this physician, the elements of that conversation should be recorded on the electronic patient care report along with the name of the physician.

A. If the patient is in cardiopulmonary arrest, then institute the following:

1. EMS providers should take individual responsibilities during the arrest and these roles should be established before arrival at the scene if arrest is known. These roles consist of Code Leader, Airway Management, CPR, IV placement/med administration, monitor/defibrillator operator, and other roles as needed.
2. If the patient is not responsive, check pulse for at least 5 and not more than 10 seconds.
3. If you do not definitely feel a pulse, begin CPR with 30 compressions and 2 ventilations in each cycle until a defibrillator is available.
4. Perform CPR for two minutes or 5 cycles of 30:2 before analyzing the heart rhythm.
5. Minimize interruptions in CPR. Pauses in chest compressions for more than 10 seconds should be rare.

B. Establish and maintain a patent airway. Intubate if necessary or use Supraglottic Airway. Use **CPAP** when appropriate.

C. Administer Oxygen per nasal cannula at 2 - 6 LPM or per nonrebreather mask (NRB) at a rate sufficient to maintain reservoir bag inflation.

1. Use 100% Oxygen for major trauma, head injury, advanced airway, and CO poisoning. Titrate O₂ to 94- 99% in all other situations.
2. Use Oxygen with caution in patients with probable Chronic Obstructive Pulmonary Disease (COPD).
 - a. Observe closely for a decrease in the rate or depth of respirations after Oxygen has been started. If respirations slow or mental status deteriorates, as an apparent result of the Oxygen, decrease to 2 LPM or consider intubation.
3. Do not withhold Oxygen therapy from any patient who is short of breath or hypoxic despite the underlying disease process.

D. Apply cardiac monitor and watch for dysrhythmias

1. Every time an ECG is performed or cardiac monitoring is used in the course of patient evaluation, the patient shall be encouraged to be transported to a hospital Emergency Department in accordance with the Fire Division's medical protocol. 12 Lead ECG
2. Monitor in Lead II (or other lead with the best waveform) as a minimum.
3. A 12-Lead ECG should be performed for any patient presenting with the following signs and/or symptoms:
 - a. General weakness
 - b. Any type of chest pain or recent history of non-traumatic chest pain
 - c. Arm and/or jaw pain with no recent history of dental problems

- d. Shortness of breath or difficulty breathing (age > 25)
- e. Syncope or near syncope
- f. Mental status changes with no obvious cause (e.g. seizure, trauma, etc.)
- g. Diabetics with nonspecific symptoms (nausea, weakness, not feeling right, etc.)
- h. Heart rate over 120 bpm or under 50 bpm
- i. Signs and symptoms of acute stroke (slurred speech, paralysis, facial droop, etc.)
- j. Upper abdominal pain or pressure (age > 25)
- k. Unexplained hypotension
- l. Anytime a paramedic believes an ECG would be helpful in evaluation.
- m. Post arrest
- n. Toxic ingestions

- 4. If a 12-Lead ECG is performed, transmit any abnormal ECG to the receiving Emergency Department if they have the capability to receive it.

See: **12 Lead ECG Transmission**

- 5. Attach code summary to report anytime a 12 lead is performed.

- E. Obtain and record an initial set of manually obtained vital signs on every patient encountered. Monitor vital signs as frequently as possible, especially after any therapeutic intervention. Obtain and record temperature when appropriate. Repeat blood glucose test after any treatment for hypoglycemia especially when leaving the patient at home
 - 1. When indicated, properly trained/certified personnel should initiate a peripheral intravenous (IV) infusion of 0.9% Normal Saline
- F. If the scene of the medical emergency is separated from the transport vehicle by a distance that would inhibit the rapid retrieval of ALS equipment, then the crew shall assume an ALS incident is in progress (despite the call type dispatched) and respond to the scene with at least a fully supplied drug kit, airway kit, cardiac monitor, and cot.

Application for Emergency Admission (Pink Slip)

- A. A pink slip is an application for emergency admission to a hospital
 - a. Only professions listed in ORC 5122.10 are authorized to execute
 - i. Psychiatrist
 - ii. Licensed physician
 - iii. Health officer
 - iv. Parole officer
 - v. Police officer
 - vi. Sheriff
 - vii. Licensed clinical psychologist
 - viii. Clinical nurse specialist who is certified as a psychiatric-mental health CNS by the American Nurses Credentialing Center
 - ix. Certified nurse practitioner who is certified as a psychiatric-mental health NP by the American Nurses Credentialing Center
 - b. The individual is a mentally ill person subject to court order and represents a substantial risk of physical harm to self or others
- B. Paramedics are not authorized to execute a pink slip.
- C. Medical necessity takes precedence over the pink slip destination.
- D. Transport requested by law enforcement, an authorized individual or a facility representative.
 - a. If the person is exhibiting violent behavior and/or making threats that place others in fear of physical harm, or evidence can be presented to show that the person is likely going to exhibit violent behavior to the extent that other persons present will be subjected to physical harm consider:
 - i. **Sedation (SAT)**
 - ii. **Physical Restraints**
 - b. **Request EMS Officer to scene**
 - c. **Request law enforcement to scene as necessary**
 - d. **Patients with a pink slip should be considered to lack mental capacity and therefore should NOT be permitted to refuse transport**
 - i. If the person completing the pink slip is willing to ride with the patient, transport both parties to the closest appropriate facility
 - ii. Request law enforcement to the scene if patient refuses transport

E. In the event the patient elopes from the ambulance during transport

a. Do not pursue the patient

b. Notify the receiving facility that your patient eloped

i. Ask the FAO to notify the originating facility as well as law enforcement.

Assessment and Treatment of Individuals in Custody

Two key points to keep in mind when treating patients who are in custody

1. The treatment relationship exists between the CFD and the patient. The relationship is not between CFD and the law enforcement officer.
2. A patient who is in custody still has a protected liberty interest to refuse medical treatment. Being incarcerated for the commission of a crime does mean that the individual loses certain freedoms, but the patient maintains their liberty in personal security, bodily integrity, and autonomy. **However**, the individual's ability to refuse medical care in the custodial setting is subject to the interest in prison safety and security.

Threat to Themselves or Others The Division of Fire may treat a patient even if the patient declines treatment when (1) a health care provider (including a paramedic) determines the patient presents an imminent danger to himself or others; (2) there are no less intrusive means of avoiding the threatened harm; and (3) the treatment is medically appropriate for the patient.

Inability to Care for Themselves The Division of Fire may treat a patient if the patient declines treatment or does not give consent and consent is implied when: (1) the patient lacks the capacity to give or withhold informed consent regarding his or her treatment; (2) treatment is in the patient's best interest because the benefits of the treatment outweigh potential side effects; and (3) no less intrusive treatment will be effective in treatment of the condition. Personnel may encounter this situation with patients who are unconscious, intoxicated, or have been determined by a court to not have the capacity. This situation is close to implied consent situations.

The interest in prison safety and security does outweigh the individual's right to refuse medical treatment in the assessment area A law enforcement officer may request that a patient be evaluated for various communicable diseases or in order to medically clear a patient. **Law enforcement may legally request CFD to evaluate a patient.** If after that evaluation the patient (1) is not a threat to themselves or others; (2) has the capacity to care for themselves; and (3) is able to give or withhold informed consent, then the Division of Fire does not have the authority to treat a patient against that patient's desires.

Bariatric Resource Policy

PURPOSE: To provide instructions on the use and the deployment of a bariatric vehicle.

RESPONSIBILITY: It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

- A. A patient is considered bariatric when they exceed 400 lbs or 26 inches wide.
- B. The bariatric vehicle, Medical Support Unit (MSU), should be called for as soon as possible once a patient is determined to require transport, expecting a delay in getting the asset to the scene.
- C. A plan for activating MSU should be determined by on-scene EMS resources and explained to the patient and family, including the reason for any delays in the process.
- D. Staff involved in the use of the bariatric equipment will use proper lifting technique and follow all established patient safety guidelines as permitted by the situation. A good rule of thumb is one person per 50 lbs of patient weight to promote safe lifting and patient safety.
- E. The engine company officer shall be responsible for overall incident safety. In the event that a prolonged or technical patient removal or extrication is necessary, a Battalion Chief and Safety Officer should be requested.
- F. Consideration for providing patient care at the scene and not transporting should be considered when appropriate. This should be coordinated by the EMSO. During patient movement, the patient should be allowed to assist in movement to the extent that they are capable. Note: An EMSO is part of the dispatch assignment for a bariatric patient. If personnel arrive on the scene of an emergency involving a bariatric patient and no bariatric assignment was sent, they should immediately ask for a bariatric assignment. (MSU, Engine, Medic, Rescue, EMSO and Ladder Co.)
- G. The bariatric cot should remain in the lowest position as much as possible. Other equipment for movement, such as lift devices that may be present at the patient's home, should only be used if someone trained in the use of the device is present. (Home health care personnel or EMS personnel trained to operate such devices).
- H. A minimum of two patient care providers are to be in the back of the EMS vehicle at all times during transportation.
- I. The ramp system is to be set up by a properly trained individual and checked by an EMSO or second provider who has been trained on the system to assure safety throughout the loading and unloading process.
- J. Those operating the ramp system should be aware of possible pinch points and will wear safety gloves during the operations of setting up/taking down equipment.
- K. The loading assistance device (winch) will be checked for proper functioning prior to being attached to the cot system by a person trained to operate the winch (drivers and EMSO's are all trained).
- L. Crews will assist the cot into the vehicle at all times during loading and unloading when the load assistance device (winch) is in operation in the event of failure of the device.
- M. Assure that all straps, side rails, etc. are in place prior to moving the patient as appropriate. (All on-scene personnel handling the patient assume this responsibility just as they would with any other patient/cot).
- N. The patient is to be pushed up the ramp with the proper number of people present if the load assistance device is not in operation (at least one for each one hundred pounds of estimated weight). The patient is only to be lifted into the vehicle at the direction of the on scene EMSO. This should generally be a last option.

- O. The cot system is to be secured prior to vehicle movement. The ramps system is to be collapsed and returned to the proper storage location; they are not to ride in the patient compartment when a patient is in the vehicle.
- P. Patient care will be provided consistent with current division protocol to the extent possible during movement and loading. The agency requesting the vehicle should be expected to maintain care throughout the movement, loading, and transportation unless otherwise indicated.
- Q. The patient is to be unloaded from the vehicle at the receiving destination utilizing the same process for loading as described above.
- R. Patients are only to be transported on the floor of the vehicle as a last resort. The head of the patient should always be elevated as appropriate.
- S. In regards to care, movement and transportation of the patient should be completed in a method that provides the most dignity and safety to both the patient and crews.
- T. A patient medical record will be completed for all transports by the appropriate provider of patient care. In the event that the vehicle is assisting with an out of jurisdiction agency, the driver will capture demographic information regarding the patient and complete the medical record for the assigned Columbus run. In the narrative the statement should read:
 - A. Provided transportation assistance of bariatric patient for (enter agency name and destination).
- U. MSU will be housed at assigned Station.
 - A. Engine will be staffed with a minimum of four people daytime, 0800-2000 (1+3 or 0+4) and five (1+4) night time, 2000-0800 so that activation of MSU does not make Engine fall below minimum staffing.
 - B. The assignment for a bariatric run shall be: MSU, Engine, Medic, Rescue,
 - C. All permanently assigned personnel at MSU Station and all EMSO's shall be trained in the use of MSU.

Bed Bug Response

- A. A resurgence of bed bugs has emerged within the United States and Central Ohio is no exception
- B. Bed bugs are reddish brown, oval and flat, about the size of an apple seed. They typically hide during the day, but in serious infestations they can be observed crawling around out in the open. Bed bugs feed on blood, causing itchy red bites but are not yet known to pass diseases on to humans. They cannot jump, fly, or burrow into the skin
- C. The risk of exposure to bed bugs exists on every run, but especially on EMS runs where crews tend to spend more time inside or kneel on the floor. Although the medic vehicle is not typically an environment that promotes bed bug infestation, there are some necessary precautions that must be taken should bed bugs be encountered by Division of Fire personnel
- D. Prevention:
- For a known bed bug infested location:
 - Limit the number of individuals exposed if possible
 - Don protective shoe covers (such as tyvek booties) prior to entering the residence
 - If bed bugs are discovered after entering a residence:
 - Immediately reduce the number of personnel entering the scene
 - Have any additional personnel entering the scene don protective shoe covers (such as tyvek booties) prior to entering the residence
 - Do not sit on upholstered chairs, sofas, or beds
 - Do not use the patient's sheets, pillows or other items to transfer the patient to the cot or take them with the patient during transport to the hospital
 - If possible, keep equipment off of chairs, beds, furniture, or carpet
 - Avoid kneeling on carpet
 - All personnel should conduct a self-inspection for bed bugs after leaving the residence
 - Particular emphasis should be placed on shoes, socks, lace holes, pant legs, and shirt cuffs
 - Transport the patient as you would normally. Notify the receiving hospital that the EMS crew is transporting a patient with a bed bug exposure
- E. For an known exposure to a bed bug infestation, Division personnel should take the following containment steps:
- Place patient clothing and belongings in a plastic bag and seal it.
 - Place protective shoe covers in plastic bag and seal it.
 - Bag and seal and equipment used inside the home.
 - If bed bugs are found on your clothing, remove them, bag and seal them prior to entering living area of the station. Bagged clothing (including shoes) suspected of infestation with bed bugs should not be taken home but should be sent to the Division

laundry technician. They will be dried on high heat for 15 – 30 minutes. Inspect clothing after drying for remaining pests.

5. Perform an inspection of the medic vehicle, including the front passenger area, rear patient treatment area, cot and bench upholstery, cot straps, and wheels. Small numbers of bed bugs found can simply be smashed.
-
- F. If necessary, the vehicle and crew will remain O.O.S. for decontamination of vehicle, equipment, and/or personnel.
1. Wipe down all hard surfaces with a germicidal disinfecting wipe or spray isopropyl alcohol on the surfaces and let stand for several minutes before wiping off.
-
- G. Document the incident on the patient care report. Although this is not considered an injury, also document the incident in the station log. Report the incident to SO-4.

BLS Responsibilities

- A. Although the Columbus Division of Fire has an all-ALS system with at least one Paramedic on every EMS response vehicle, it is imperative that the EMT understands their responsibilities in providing care for the patient in the prehospital setting. The EMT is a valuable component of the EMS response and must be involved in the overall care of the patient. The EMT must perform the tasks outlined in the following scope of practice as needed:
1. Open and maintain the airway
 2. Utilization of the oropharyngeal and nasopharyngeal airway adjuncts
 3. Obstructed airway management
 4. Oral, ET tube and Tracheostomy tube suctioning
 5. Oxygen administration by nasal cannula, non-rebreather mask, and mouth to barrier devices
 6. Ventilation management with bag-valve mask, oxygen-powered device and/or CPAP device
 7. Supraglottic Airway insertion on pulseless and apneic patients
 8. Applying and operating an Automatic External Defibrillator (AED)
 9. Performing CPR and operating any CPR devices
 10. Assessing blood glucose levels and administering oral glucose according to protocol indications
 11. Administering the following medications with patient assistance: Auto-injected epinephrine (EPI-PEN)
 12. Set up IV administration kit (Only in presence of a Paramedic)
 13. Application of the following: long and short spine boards, splinting devices and traction splints, and cervical immobilization devices
 14. Helmet removal
 15. Rapid extrication procedures
 16. Soft tissue management and management of suspected fractures
 17. Blood borne pathogen protection procedures
 18. Taking and recording of all vital signs
 19. Emergency childbirth management
- B. These procedures should be carried out in a team approach with the Paramedics on scene to maximize the care and the attention that the patient receives while minimizing the time on the scene that is required.
- C. An Engine or Rescue vehicle will be sent as a first responder by the Fire Alarm Office if the expected arrival time of the medic transport vehicle is delayed. The Fire Alarm Office will also dispatch a first responder engine or rescue vehicle at the request of the responding

medic transport vehicle.

Body Substance Isolation Guidelines

Universal	Indications: almost all patients
	Process: gloves
Contact	Indications: skin and gastrointestinal infections
	Process: gowns (if possible)
Droplet	Indications: respiratory infections and meningitis
	Process: surgical mask; surgical mask on patient
Airborne	Indications: tuberculosis, measles and disseminated zoster (shingles)
	Process: N-95 respirator; surgical mask on patient

Burn Patient Transport

A. The following facilities are approved Burn Centers in Central Ohio:

1. **Adult** patients: The Ohio State University Wexner Medical Center
2. **Pediatric** patients: Nationwide Children's Hospital

B. Patients with the following burn injuries should be transported to the closest appropriate Burn Center:

1. Any full-thickness (third-degree) burn
2. Partial thickness (second-degree) burns that exceed 10% of BSA
3. Partial thickness burns to the face, hands, feet, perineum, genitalia, or major joints
4. Burns associated with other major injuries or potentially complicating preexisting medical conditions
5. Electrical burns or lightning strikes
6. Chemical burns
7. Severe Frostbite
 1. Less than 24hrs
 2. No Freeze/Thaw
 3. Visual tissue damage
8. Significant inhalation injury (such as singed nasal or facial hair, burns in or around the airway, respiratory difficulty, stridor or hoarse voice, or carbonaceous sputum)
9. Patients who will require special social, emotional, or rehabilitative intervention (such as elderly patients, special needs patients, etc.)

C. Notify the receiving facility as early as possible when transporting a critically injured burn victim.

Cardiac Arrest Documentation

A. Field Procedures:

1. On scene personnel will notify the FAO immediately of any arrest or DOA.
2. The FAO will mark the run as a cardiac arrest.

B. Post Incident Procedures:

1. CQI office and Medical Director will be notified after a cardiac arrest from GIS
2. Patient Care Report: Completed ePCRs will be accessed by the office of Quality Improvement. Reports will emphasize complete documentation of bystander CPR/AED application, initial rhythm, rhythm changes throughout treatment, return of spontaneous circulation (ROSC) time(s), along with all other standard documentation items.

C. Importing data to ePCR: For all arrests.

1. Follow manufacturers instructions for attaching current case to ePCR.
2. Troubleshooting
 - a. If problems arise during the transmission of the Continuous ECG, the EMS10 (74610) will be contacted immediately. The responders will be guided by the EMS 10's instructions. The EMS 10 will contact the responders and arrange for the retrieval of the information.

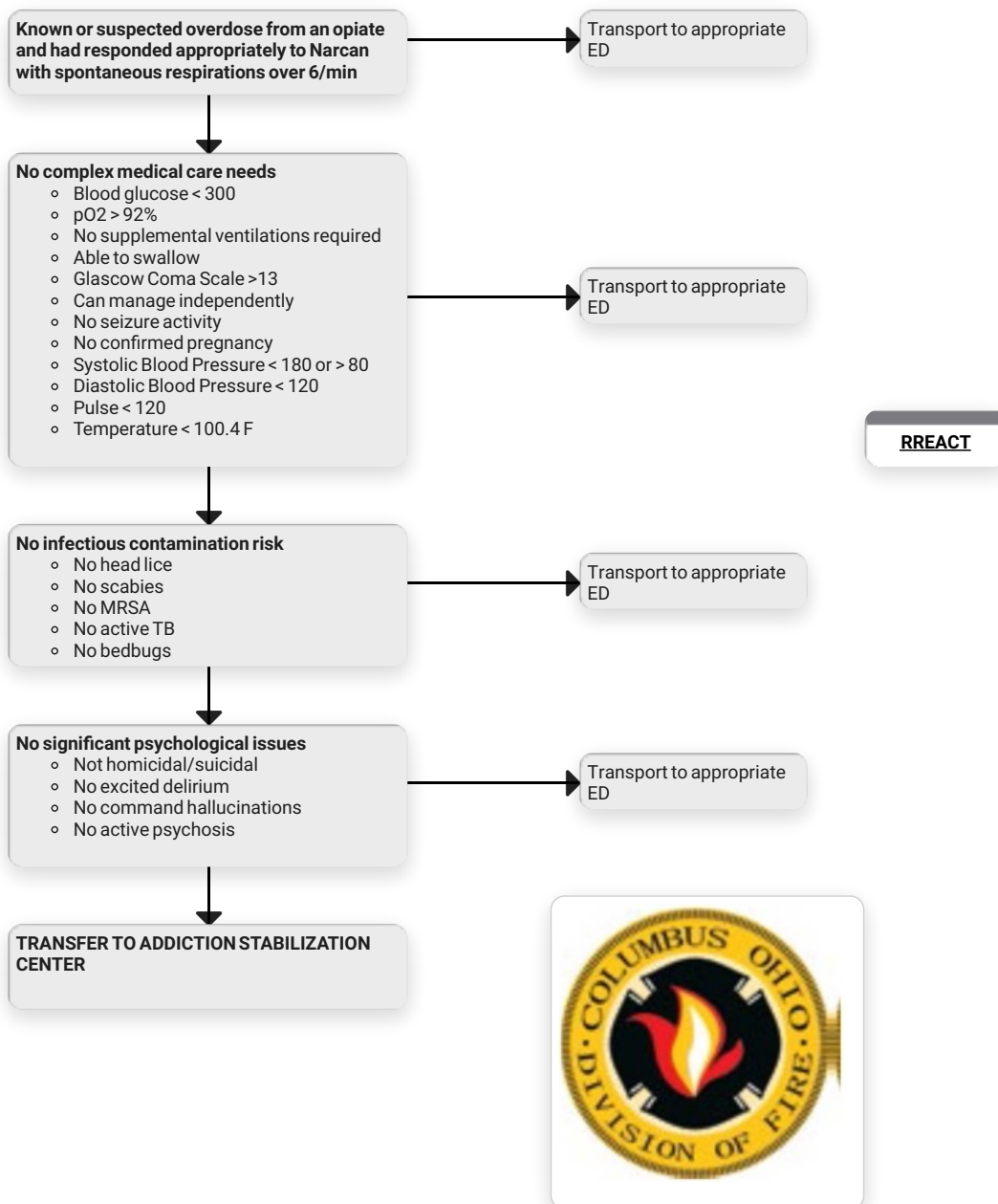
D. AED Procedures:

1. When any automated external defibrillator (AED) is applied, the responsible EMS Field Officer shall contact the CQI Supervisor by phone or e-mail with user contact information. The CQI staff will attempt to obtain a copy of the electronic ECG recorded by the AED. EMS Field Officers shall also ensure the use of public access defibrillation is documented in the ePCR.

E. Follow-Up Procedures:

1. CQI will query the fire reporting system weekly for cardiac arrest patient.
2. CQI will follow-up as necessary to determine patient outcomes and complete the collection of information. This information will be collected through the myCARES website when possible.
3. EMS Field Officers are encouraged to notify the Division of Fire's Medical Director when a sudden cardiac arrest occurs in a public venue (athletic complex, church, retail establishment, etc). Emphasis should be placed on whether or not the facility has an AED, and if so if it was used.

Criteria for MASC Transport



DNR Identification Form-NEW



DNR ORDER FORM

A printed copy of this order form or other authorized DNR identification must accompany the patient during transports and transfers between facilities.

Patient Name:	Patient Birth Date:
Optional Patient or Authorized Representatives Signature	
Printed name of Physician, APRN or PA*	Date
REQUIRED Signature of Physician, APRN or PA	Phone
REQUIRED for APRN or PA: Name of the supervising physician (PA) or collaborating physician (APRN) for this patient and the physician's NPI, DEA or Ohio medical license number.	
CHECK ONLY ONE BOX BELOW	
<input type="checkbox"/> DNR Comfort Care — Arrest: Providers will treat patient as any other without a DNR order until the point of cardiac or respiratory arrest at which point all interventions will cease and the DNR Comfort Care protocol will be implemented.	
<input type="checkbox"/> DNR Comfort Care: The following DNR protocol is effective immediately.	

DNR PROTOCOL

Providers Will:	Providers Will Not:
<ul style="list-style-type: none"> Conduct an initial assessment Perform Basic Medical Care Clear airway of obstruction or suction If necessary for comfort or to relieve distress, may administer oxygen, CPAP or BiPAP If necessary, may obtain IV access for hydration or pain medication to relieve discomfort, but not to prolong death If possible, may contact other appropriate health care providers (hospice, home health, physician, APRN or PA) 	<ul style="list-style-type: none"> Perform CPR Administer resuscitation medications with the intent of restarting the heart or breathing Insert an airway adjunct De-fibrillate, cardiovert or initiate pacing Initiate continuous cardiac monitoring

Physicians, emergency medical services personnel, and persons acting under the direction of or with the authorization of a physician, APRN or PA who participate in the withholding or withdrawal of CPR from the person possessing the DNR identification are provided **immunities under section 2133.22 of the Revised Code**. This DNR order is effective until revoked and may not be altered. Any medical orders, instructions or information other than those required elements of the form itself, that are written on this order form are not transportable and are not provided protections or immunities.

* A DNR may be issued by an Advanced Practice Registered Nurse (APRN) or Physician Assistant (PA) when authorized by section 2133.211 of the Ohio Revised Code.
HEA 1930 Revised 09/01/2019

DNR Identification Form-OLD

Guidelines

DNR Identification Form-OLD

Guidelines



DNR IDENTIFICATION FORM

☐ **DNRCC**

(If this box is checked the DNR Comfort Care Protocol is activated immediately.)

☐ **DNRCC—Arrest**

(If this box is checked, the DNR Comfort Care Protocol is implemented in the event of a cardiac arrest or a respiratory arrest.)

Patient Name: _____

Address: _____

City _____ State _____ Zip _____

Birthdate _____

Gender ☐ M ☐ F

Signature _____ (optional)

Certification of DNR Comfort Care Status (to be completed by the physician)*

(Check only one box)

☐ **Do-Not-Resuscitate Order**—My signature below constitutes and confirms a formal order to emergency medical services and other health care personnel that the person identified above is to be treated under the State of Ohio DNR Protocol. I affirm that this order is not contrary to reasonable medical standards or, to the best of my knowledge, contrary to the wishes of the person or of another person who is lawfully authorized to make informed medical decisions on the person's behalf. I also affirm that I have documented the grounds for this order in the person's medical record.

☐ **Living Will (Declaration) and Qualifying Condition**—The person identified above has a valid Ohio Living will (declaration) and has been certified by two physicians in accordance with Ohio law as being terminal or in a permanent unconscious state, or both.

Printed name of physician*: _____

Signature _____ Date _____

Address: _____ Phone _____

City/State _____ Zip _____

* A DNR order may be issued by a certified nurse practitioner or clinical nurse specialist when authorized by section 2133.211 of the Ohio Revised Code.

See reverse side for DNR Protocol

Page 1 of 2

DNR Identification Form-OLD-continued

Guidelines

DNR Identification Form-OLD-continued

Guidelines



DO NOT RESUSCITATE COMFORT CARE PROTOCOL

After the State of Ohio DNR Protocol has been activated for a specific DNR Comfort Care patient, the Protocol specifies that emergency medical services and other health care workers are to do the following:

WILL:

- Suction the airway
- Administer oxygen
- Position for comfort
- Splint or immobilize
- Control bleeding
- Provide pain medication
- Provide emotional support
- Contact other appropriate health care providers such as hospice, home health, attending physician/CNS/CNP

WILL NOT:

- Administer chest compressions
- Insert artificial air way
- Administer resuscitative drugs
- Defibrillate or cardiovert
- Provide respiratory assistance (other than that listed above)
- Initiate resuscitative IV
- Initiate cardiac monitoring

If you have responded to an emergency situation by initiating any of the **WILL NOT** actions prior to confirming that the DNR Comfort Care Protocol should be activated, discontinue them when you activate the Protocol. You may continue respiratory assistance, IV medications, etc., that have been part of the patient's ongoing course of treatment for an underlying disease.

DNR Updates

1. All State of Ohio DNR forms should be recognized (new and old forms)
2. When presented with a DNR form, attempt to verify the patient's identity.
 - a. Continue to follow the DNR if you cannot verify the patient's identity after a reasonable attempt.
3. If you receive a verbal DNR order from a doctor, advanced practice nurse or physician assistant, you must verify the identity of the person issuing the order
 - a. Personal knowledge of the doctor, advanced practice nurse or physician assistant
 - b. List of practitioners with other identifying information such as address
 - c. A return telephone call to verify information provided
4. DNR-CC
 - a. Will
 - i. Conduct an initial assessment
 - ii. Perform basic medical care
 - iii. Clear airway of obstruction or suction
 - iv. If necessary for comfort or to relieve distress, may administer oxygen or positive pressure ventilations (BVM and/or CPAP)
 - v. If possible, may contact other appropriate health care providers (hospice, home health, physician, APRN or PA)
5. Resuscitative efforts should be ceased if presented with a valid DNR-CC during resuscitation.
6. Follow the valid DNR even if power of attorney/next of kin prefers resuscitation
7. Patients with DNR-CCA should receive all appropriate interventions until decompensation to cardiac arrest or respiratory arrest occurs. DNR-CCA patients may be intubated if not in respiratory arrest.

DOA and/or Termination of Resuscitation

A. Dead on Arrival (DOA) and Pronunciation of Death

- a. When an obviously DOA patient is encountered, the EMS personnel should avoid disturbing the scene or the body as much as possible unless it is necessary to do so in order to care for and assist other victims. The crew should not leave until the responsibility for management of the scene has been transferred to the Police Department, Sheriff Department or the Coroner arriving on the scene.
- b. A paramedic on the scene should make a determination that a victim is dead. This determination must include documentation of at least one of the following:
 - i. An injury that is not compatible with life consistent with Trauma Arrest Guideline such as decapitation, burned beyond recognition, brain matter exposed, etc.
 - ii. The victim shows signs of decomposition, rigor mortis, dependent lividity or extreme mottling
- c. An ECG rhythm of Asystole without any of the above findings is not enough to declare a DOA patient. Asystole in two or more leads is a helpful corroborative finding along with no spontaneous respiration and fixed dilated pupils. However, it must be associated with at least one of the above findings.
 - i. If a rhythm strip is obtained, it should be printed off and left at the scene with law enforcement personnel or the Coroner.

B. Termination of Resuscitation

A. Determine initial rhythm - should be printed for interpretation.

- a. Asystole
 - i. Full ACLS measures for 20 minutes according to asystole protocol.
 - ii. Establish definitive airway (ETT or SGA)
 - iii. Check a blood glucose level and treat if indicated per hypoglycemia protocol.
 - iv. If patient transitions to PEA or VF/VT, refer to PEA or VF/VT section.
 - v. EMSO must be on scene for pronouncement of death.
 - vi. Final rhythm must be printed before pronouncement of death.

b. Initial PEA or secondary PEA (transition from asystole to PEA)

- i. Full ACLS measures according to PEA protocol.
- ii. Transport if witnessed by bystander or EMS personnel
- iii. If NO favorable characteristics
 1. Full ACLS measures for 20 minutes according to PEA protocol
 2. Establish definitive airway (ETT or SGA)
 3. Check a blood glucose level and treat if indicated per hypoglycemia protocol.

- | |
|--|
| 4. If patient transitions to Asystole or VF/VT, refer to Aystole or VF/VT section. |
| 5. EMSO must be on scene for pronunciation of death. |
| 6. Final rhythm must be printed before pronunciation of death. |

B. TOR Exclusions

- | |
|---|
| a. Patient was in a shockable rhythm at anytime |
| b. No on duty Law Enforcement Officer or Fire Department personnel should be pronounced in the field, without extenuating circumstances |
| c. Environmental hypothermia |
| d. Suspected toxic etiology and specific treatment only available at hospital |
| e. Cardiac arrests that occur in public places |
| f. Volatile scene situations in accordance with SOP |
| g. Patient less than 18 years of age |

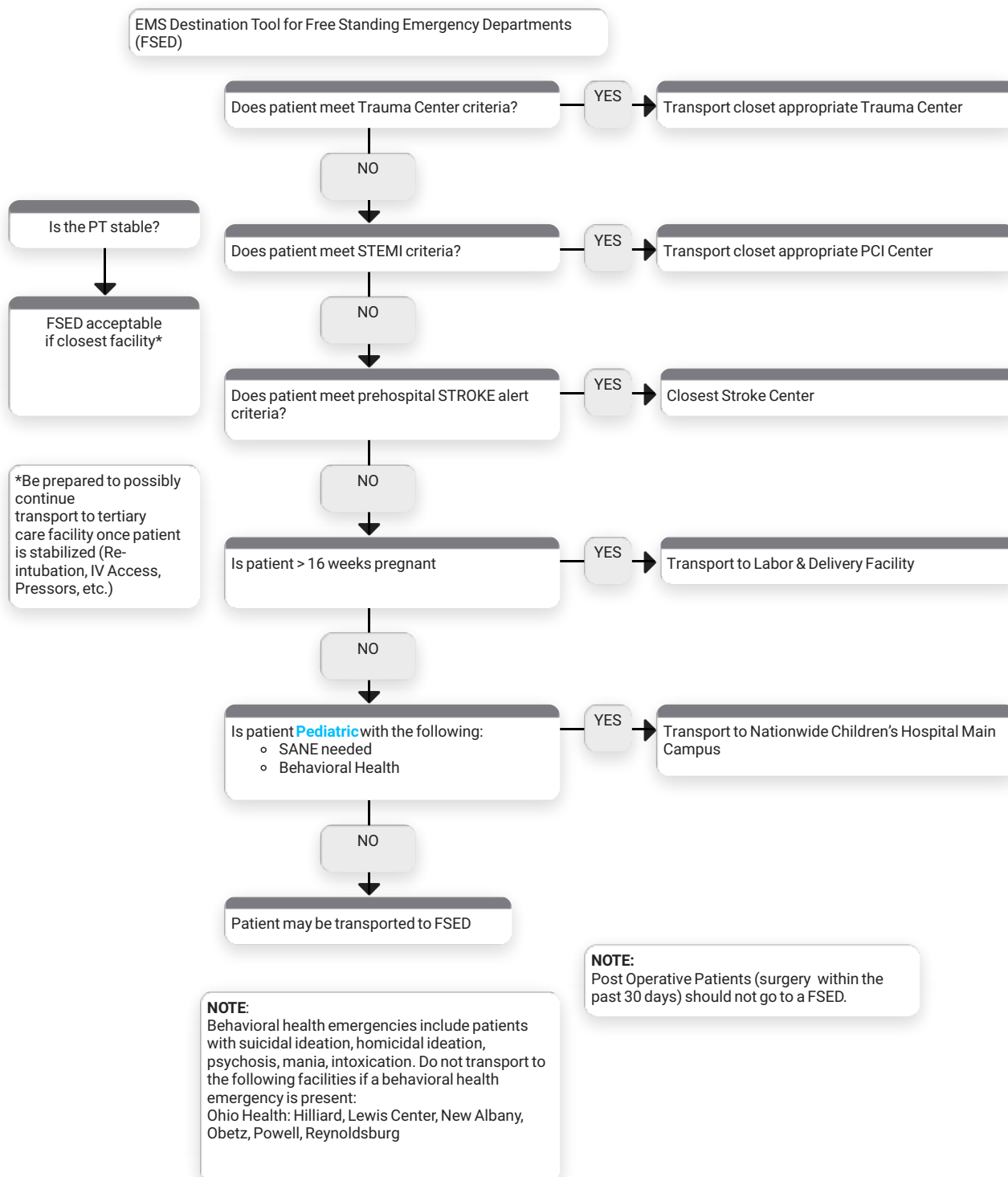
EMS Equipment Replacement

Purpose: Replacement of lost, stolen, missing, destroyed, or damaged EMS equipment

Responsibility: It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all officers of the Division of Fire to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures

- A. Columbus Division of Fire EMS may be required to replace EMS equipment that is lost, stolen, missing, destroyed, or damaged beyond repair. This SOP addresses the proper procedure for replacing that EMS equipment
- B. An ET-68 form is to be completed by the EMS personnel requesting replacement of and EMS equipment that is lost, stolen, missing, destroyed, or damaged beyond repair. The only signature required to get the item of equipment is the signature of their company officer or EMSO
- C. The broken equipment and ET-68 form is taken to the respective EMSO. The EMSO faxes a copy of the ET-68 form to the EMS supply office and calls the office to request a replacement
- D. EMS Supply would then send out the replacement equipment with the civilian supply tech or on the "house supply" van depending on whichever one is going to that part of the city
- E. The supply person would pick up the broken equipment and the ET-68 form, or just the paperwork if the equipment is missing and return all to the EMS supply office. They would then leave the new equipment with the EMSO
- F. If the item is needed immediately and occurs during normal business hours for EMS Supply, then the EMSO would take the damaged equipment and/or ET-68 form and pick up the replacement item and deliver the replacement equipment to the EMS personnel who made the request
- G. A police report would be filed by the EMSO on any EMS equipment that is lost, stolen, or missing

EMS Destination Tool



EMS Incidents on Highways

- A. The standard response to a motor vehicle collision on a controlled access highway shall be one Engine, one Medic, one Rescue, and one EMS Field Officer.
1. Medical Operations on freeway responses will be as per Standard Operating Procedures. The EMS Field Officer will be in charge of all aspects of patient care.
 2. The Engine company officer will be responsible for the overall scene safety and will generally direct his or her driver to block the lane on each side of the vehicle if necessary.
 3. Vehicles arriving before the Rescue will leave ample space for the Rescue to get into the scene and work off the Rescue vehicle.
 4. Engine company responsibilities and duties at the scene will consist of, but not be limited to:
 - a. Protection of all personnel at the scene
 - b. Assist with patient care and extrication
 - c. Extend hose lines and/or extinguishers to the scene for fire protection as needed
 - d. Have at least two personnel in full PPE as per SOP 1-005
 - e. Search scene for additional victims
 - f. Other actions under direction of the Engine company officer
 5. The Battalion Chief will be notified of working extrication scenes occurring in their battalion by the Fire Alarm Office. Additionally, SO-2 will be dispatched to all working extrication scenes.

Hospice Patients

- A. Hospice patients are individuals with a terminal illness and typically have a life expectancy of less than six months. Such patients often receive palliative care, which consists of supportive therapy, pain control and ease of suffering. Treatment is delivered in the outpatient or inpatient setting.
- B. Hospice patients and their families have entered into an agreement on end-of-life care and medical decision making. However, EMS is sometimes summoned during periods of deterioration and uncertainty.
 1. Once identified as a hospice patient, communication with the patient's hospice caregiver should occur as soon as possible. In most instances, a hospice caregiver will be available on-call during evenings and weekends.
 - a. To facilitate effective communication, please provide the following information when consulting the hospice caregiver: your name and position, the patient's name, and the nature of the event.
 - b. Protected health information should remain safe and secure; however, sharing of patient data between EMS personnel and the hospice caregiver is permitted under the Health Insurance Portability and Accountability Act (HIPPA).
 - c. Determine if the patient has the mental capacity to make medical decisions. Patients with appropriate capacity have the authority to make final decisions regarding transport, treatment and revocation of previous DNR orders and end-of-life wishes.
 - d. If the patient does not demonstrate appropriate mental capacity, transport and treatment decisions should be made in collaboration with the hospice caregiver and the patient's family.
 - e. If the patient needs emergent transfer and a final transport decision cannot be made with the hospice caregiver, err on the side of caution and transport to the most appropriate facility. In all other situations, hospice personnel should be strategically involved in the transport decision.
 2. Maintain a low threshold for involving your EMSO in the decision-making process.
 3. Hospice organizations have medical directors that can be reached through the hospice's main number or the hospice caregiver.
 - a. For specific instances when patient care decisions cannot be resolved using the above measures, EMSOs should consult the on-call hospice physician for assistance.
 - b. Ad hoc meetings between Columbus Division of Fire personnel and hospice personnel shall occur for quality assurance concerns, updated regulations or other specific situations.

Interfacility Transports

- A. Occasionally a patient may present to a hospital Emergency Department that does not have the resources to effectively care for them in the most effective manner. This creates a need for the patient to be transferred from one hospital to another in order to have the best possible outcome. Columbus Division of Fire may be called upon to transport this patient to the most appropriate destination
- B. Examples of this situation include but are not limited to; an adult experiencing chest discomfort at Nationwide Children's Hospital, an OB patient presenting to a facility without OB services, a STEMI at a non-PCI facility, or when a major trauma patient arrives at the Emergency Department of a non-trauma center hospital
- C. If the patient requires resources at another facility in order to have the best possible outcome, and cannot wait for another transport option such as an air medical transport or a private ambulance service, then Columbus Division of Fire needs to execute the transfer as soon as possible. However, if the patient can wait for the arrival of another transport entity and the delay would not have a negative impact on the eventual outcome of the patient, then the Division of Fire should not necessarily do the transport
- D. Factors that need to be taken into account are the stability of the patient at the time of transport, the time required to complete the transport, and the necessity of any special medications or therapeutic interventions that are beyond the scope of the EMS protocol or the paramedic. The sending facility must do everything possible to adequately stabilize the patient to withstand the transport. This is determined by the length of the transport time in some circumstances. If the patient requires any therapeutic agents outside the scope of the Columbus Division of Fire EMS protocol such as blood, chest tube, or continuous medication drips, then a nurse or a physician is required to accompany the patient during transport. However, if the treatment modalities are consistent with what the paramedics are familiar with in the EMS protocol, then it is not necessary for a nurse or physician to go along.
- E. Anytime an interfacility transport request is made the EMSO should be notified and be physically present at the sending Emergency Department to coordinate the transport. As always, thorough documentation of the run report is required.
- F. When transporting a patient to a receiving hospital from a transferring hospital, personnel shall be familiar with the Emergency Medical Treatment and Active Labor Act (EMTALA).
 - 1. EMTALA accomplishes three tasks:
 - a. Mandates that participating hospitals perform a medical screening examination on all patients that present for medical care.
 - b. Mandates that participating hospitals treat emergent conditions and stabilize patients
 - c. Provides rules governing inter-facility transport and delineates requirements of the transferring and receiving hospitals.
 - 2. When performing an inter-facility transport the patient must be transferred to the designated receiving hospital determined by the transferring hospital, if compliant with the Columbus Division of Fire standard operating procedures.
 - a. If the transport arrangement is not compliant with Columbus Division of Fire standard operating procedures, any discrepancies must be addressed prior to transport
 - b. If the receiving hospital destination changes after leaving the transferring hospital, the transferring physician must be notified immediately. This allows the transferring physician to notify the new destination hospital of the patient's transfer and promotes EMTALA compliance.

Load and Go Situations

- A. Many patients, due to the severity of their injuries, are deemed “load and go” patients under International Trauma Support guidelines and as such should be transported in an expeditious manner (generally, scene time should be limited to ten minutes maximum). These include, but are not limited to, the following injuries:
1. Airway obstruction that does not respond to standard maneuvers.
 2. Traumatic cardiopulmonary arrest not conforming to the “Withhold Resuscitation Guideline” portion of the Trauma Arrest.
 3. Suspected pericardial tamponade.
 4. Injuries resulting in respiratory compromise (tension pneumothorax, massive hemothorax, sucking chest wound, flail chest, penetrating wound with shock).
 5. Adults with a systolic blood pressure < 90 mmHg or systolic blood pressure < 100 mmHg with signs of shock.
 6. Head injury with decreasing level of consciousness and/or unilateral dilated pupil, and/or unresponsiveness.
- B. As soon as any of the above conditions are recognized, urgent transport should be undertaken to the closest appropriate facility. The receiving Emergency Department should be notified immediately as to the extent of the injury and ETA. The only field treatment to be instituted prior to or during transport (and only if specially needed) are as follows:
1. Airway management with C-spine control, including hyperventilation in head injured patients if indicated.
 2. Chest wound management (relief of tension pneumothorax, sucking chest wound occlusion, etc.).
 3. Basic CPR initiated in cases of trauma arrest. May also administer first round of resuscitation medications and defibrillation shocks before leaving the scene. Prolonged resuscitation efforts should never be attempted for these patients at the scene.
 - a. Initiation of IVs and cardiac monitor placement should ideally occur while in route to the hospital except in cases of cardiac arrest.
 4. C-collar and backboard placement with backboard straps when appropriate.

Mobile Stroke Unit

Purpose:

The Mobile Stroke Treatment Unit (MSTU) is an emergency response vehicle and medical team that responds in collaboration with the Division of Fire Emergency Medical Service (EMS) to diagnose, treat, and transport patients with symptoms of an acute stroke.

Policy:

The Division of Fire FAO will dispatch the MSTU on all suspected stroke patients during their operational hours, provided that the vehicle is not out of service secondary to the care of another patient, mechanical malfunction or preventative maintenance.

I. Communications Center Guidelines

- A. The Mobile Stroke Treatment Unit will be listed in the CAD as MSTU.
- B. The CAD assignment will add the MSTU during their in service time for all incoming 9-1-1 calls where a stroke is suspected and card 28 (Stroke) is selected and the determinant of 28-C (1 to 11 subtype) in the Priority Dispatch Protocols

II. Field Operations (On-Scene) Guidelines

- A. EMS response will include an Engine, Medic, and EMS supervisor
- B. Upon arrival on scene, EMS/Fire First Responders will follow Routine Medical Care Protocol, including Scene Size-Up, and Initial Assessment (including airway, breathing, circulation and disability.)
- C. If appropriate, EMS/Fire First Responders will follow the Stroke Protocol and treat accordingly.
- D. The crew will communicate to the MSTU as needed to discuss the ETA, patient condition, and/or cancellation of the stroke unit.
- E. Transport or Transfer of Care/Documentation
 - i. If EMS is prepared to transport (transfer patient to cot) and MSTU has not arrived on the scene and their arrival time is ten (10) minutes or more, EMS shall cancel MSTU response.
 - a. EMS shall then transport patient to the most appropriate Stroke Center according to the transport policies of the Columbus Division of Fire. Delay in transport should not occur unless a specific reason exists and should be noted in the documentation.
 - ii. If EMS is prepared to transport (transfer patient to cot) and MSU has not arrived on the scene and their arrival time is under ten (10) minutes, EMS shall remain on the scene to transfer care to MSTU.
 - a. Upon arrival of MSTU EMS will provide appropriate patient transfer of care and MSTU will place the patient in their vehicle.
 - b. Further patient care will be directed by the MSTU in cooperation with the Columbus EMS supervisor.
- F. If MSTU is not notified at the time of the initial 9-1-1 call, and upon arrival of EMS it is determined that the patient may have had stroke, the EMS crew may request the MSTU if appropriate at their discretion and the on-scene guidelines shall be followed above

III. Important Points

- A. EMS/Fire First Responder shall be the first to arrive on scene and shall follow the Division of Fire Protocol including the completion and documentation of a prehospital stroke scale (LAMS score).
- B. The Columbus Fire Department shall complete a thorough EMS report.

C. TIA Suspected

- i. For patients who display stroke-like symptoms as described by family/friend that resolve prior to EMS/Fire arrival, they shall be treated as a stroke patient for the purposes of dispatching and/or transfer of care to MSTU unit.

IV. Special Considerations

- A. Extrication - In the event that there are extenuating circumstances regarding extrication and other special situations for patient transfer, there may be deviations from the time parameters and the method of transfer of care.

- B. The MSTU does not have the ability to handle patients in excess of 750lbs. In the event the patient exceeds 750 lbs. EMS shall transport the patient according to the bariatric transport policy.

- V. **Responsibility:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures..

On Scene Medical Control

On Scene Medical Control is the physical, on scene presence of an EMS Physician or a Designated Medical Control Physician. On Scene Medical Control should be documented in the patient care report.

EMS Physician:

- Medical Director
- Assistant Medical Director(s)
- CFD EMS Fellow(s)
- Medical Director from Mutual Aid Agency

Designated Medical Control Physician:

- Poison Control
- Team Physicians – Columbus Blue Jackets
- Team Physicians – Ohio State Buckeyes Football
- Transferring or Receiving Emergency Medicine Physician in an Emergency Department
- LVAD Coordinator - only for LVAD patients

An EMS Physician or Designated Medical Control Physician may order care that deviates from or is not covered in standing protocols. **If you are ordered to deviate from or the procedure is not covered by standing protocols:**

- Advise Medical Control that the order is outside of our standard protocol and follow the direction of Medical Control.

If you are ordered to deviated from Scope of Practice (OAC 4765):

- Advise Medical Control that the order is outside your scope of practice and do not perform the order.

If you are ordered to perform care that you have not been trained to do:

- Advise Medical Control that you have not been trained and do not follow the order

**** It is your responsibility to inform Medical Control if the procedure is outside of your scope of practice and/or if you have not been trained to perform a procedure.**

Neither the EMS Physician nor the Designated Medical Control physician are required to accompany the patient to the hospital, but may make the choice to accompany the patient to the hospital on a case-by-case basis. Whether or not Medical Control accompanies the patient to the hospital, the transporting crew is responsible to notify the hospital of the incoming patient and the status of the patient.

Physicians and other Health Care Professionals on Scene

Intervening physician - A physician on scene who presents to EMS and identifies themselves as a physician. The presence of a physician on scene does not grant the physician Medical Control authority unless all the following criteria are met:

- The Physician must be positively identified as a licensed Ohio physician either by Ohio ID or patient identification of a previous relationship with this physician;
- The Physician must be willing to accompany the crew to the hospital and sign the patient care report.

At the Paramedics' discretion, the Physician then may be granted temporary Medical Control. The Paramedic may opt to contact CFD Medical Director for agreement in allowing the physician to have on scene authority.

If you are ordered to deviate from or the procedure is not covered by standing protocols:

- Advise the Intervening Physician that the order is outside of our standard protocol and follow the direction of the Intervening Physician.

If you are ordered to deviated from Scope of Practice (OAC 4765):

- Advise the Intervening Physician that the order is outside your scope of practice and do not perform the order.

If you are ordered to perform care that you have not been trained to do:

- Advise the Intervening Physician that you have not been trained and do not follow the order

**** It is your responsibility to inform the Intervening Physician if the procedure is outside of your scope of practice and/or if you have not been trained to perform a procedure.**

Other health care professionals (including but not limited to registered nurses, physician's assistants, respiratory therapists) may be present on scene from time to time. Other health care professionals are **NOT** granted medical direction authority over system personnel. The system EMS personnel retain protocol authority over these intervening health care professionals. An on scene or intervening physician who has been granted medical control authority may direct other health care professionals to perform certain tasks on a case-by-case basis as dictated by the situation.

The EMS physician, while physically present on scene, may designate medical control authority to an on scene or intervening physician in special circumstances (examples may include an orthopedic team physician at a sporting event, or other physicians in a disaster event).

Patient's Physician (Doctors Office or Urgent Care)

When responding to a physician's office:

1. Perform patient assessment per protocol
2. Whenever possible, the patient assessment should be done in the physician's office.
3. **If patient refuses treatment or transportation, notify the patient's physician immediately.** Allow the patient's physician the opportunity to gain consent from the patient for transport.
4. **If the patient continues to refuse,** Assess and document the patient's capacity to refuse. Inform and document the risks of the refusal. Patients with capacity to refuse are allowed to do so.
5. If the patient's physician starts a continuing medication outside of protocol or orders a procedure or medication outside of protocol, then he or she must accompany the patient.

If you are ordered to deviate from or the procedure is not covered by standing protocols:

- Advise the Patient's Physician that the order is outside of our standard protocol and follow the direction of the Intervening Physician.

If you are ordered to deviated from Scope of Practice (OAC 4765):

- Advise the Patient's Physician that the order is outside your scope of practice and do not perform the order.

If you are ordered to perform care that you have not been trained to do:

- Advise the Patient's Physician that you have not been trained and do not follow the order

**** It is your responsibility to inform the Intervening Physician if the procedure is outside of your scope of practice and/or if you have not been trained to perform a procedure.**

Pediatric Transports

- A. **Pediatric** patients are all patients less than 16 years of age.
1. Patients 16 - 18 years old may still be transported to a **Pediatric** Emergency Department if considered appropriate due to physical size or medical history.
 2. All patients 90 days or less are mandatory transports, regardless of complaint. EMSO must be called to the scene for a refusal.
- B. Nationwide Children's Hospital is an approved **Pediatric** Emergency Department and Level I Trauma Center.
- C. **Pediatric** patients with the following medical conditions should be transported to Nationwide Children's Hospital Emergency Department. Children's Close to Home Centers are not acceptable transport destinations.
1. Any evidence of cardiac dysrhythmias or chronic cardiac history
 2. Significant respiratory distress or requirement for ventilatory assistance (bag-valve-mask, intubation, cricothyroidotomy, etc.)
 3. Hypotension or shock
 4. Significant multiple trauma
 5. Significant burns
 6. Any evidence or suspicion of child abuse or neglect
 7. Toxic ingestions with altered vital signs or mental status changes
- D. **Pediatric** patients in cardiac arrest should be transported to the closest Emergency Department.
- E. Notify the receiving facility as early as possible when transporting a critical **Pediatric** patient.
- F. Obviously pregnant patients under the age of 16 should be transported to the nearest adult Emergency Department regardless of complaint.
- G. If practical, allow a parent or guardian to ride with the patient to the receiving hospital

RREACT

After reversal of Opiate with Naloxone:

A. Prior to transport, using 11 MASC: **Criteria for MASC Transport**

- a. Check diversion status
- b. Check to see if the patient is appropriate for transport to MASC.
- c. Transport to May Haven Addition Stabilization Center MASC at 1430 S. High St.

B. Transport to Hospital

- a. Patients who are unstable or that do not meet criteria for MASC should be transported to the nearest emergency department.
- b. Notify RREACT of transport
 - i. Completing and closing your report will notify RREACT the transport and destination.
 - ii. Optionally call Southeast Mental Health at (614) 360-0199 to report an ED transport.
 - iii. The hours of operation for the RREACT hospital response team are; Monday through Saturday from 0900- 2100 and Sunday from 0900-1700.

C. Refusal of Transport

- a. Include patient phone number and home address in the ePCR.
- b. For ALL agencies other than Columbus Fire who need to make a referral or a Columbus resident who has refused transport, an email can be sent to RREACT@Columbus.gov

Refusal of Treatment/Transport

- A. All patients have the right to refuse treatment and/or transportation. However, patients must have capacity in order to refuse. Capacity means the patient 1) understands the situation or medical issue, 2) understands the recommendations and options for treatment, and 3) understands the explained risks of their decision. Simply being alert and oriented is not sufficient to demonstrate capacity.
- B. Patients should be advised by the medical crew of the diagnostic impression, and the course of treatment prescribed by Division of Fire medical protocols. This should be explained in terminology understood by the patient.
- C. A patient with capacity may withdraw consent for treatment at any time. Should a patient withdraw their consent for treatment, their wishes shall be followed. Prior to discontinuing or withdrawing treatment the medical crew shall determine if the patient has capacity to withdraw consent. If not, then care and/or transportation shall continue.
- D. If a patient with capacity refuses to consent or withdraws consent for treatment, EMS personnel shall document all care provided, the patient's capacity to refuse consent, and any counseling of the patient regarding possible consequences of not receiving care. The patient should acknowledge and sign the refusal statement on the electronic patient care report. The EMS personnel must check all pertinent refusal statement factors. If the patient refuses to sign, then their refusal should be witnessed by at least two people, preferably one being a non-EMS provider.
- E. Minors, developmentally disabled patients, and persons deemed to lack capacity by the medical crew should be treated after consultation with the patient's guardian, parent, spouse, or other responsible caregiver. If the guardian, parent, spouse, or other responsible caregiver is not immediately available, then the patient should be treated as per protocol and transported to the closest most appropriate hospital.
- F. If the patient refuses transport and any of the CFD personnel on the scene feel that the patient should be transported, an EMSO should be called to the scene to talk to the patient and try to persuade them to be transported.

Restraints-Administration/Considerations

All patients should be evaluated and treated for any underlying medical condition that may contribute to the abnormal behavior whenever possible.

A number of factors may contribute to the patient's abnormal behavior. These include but are not limited to:

- Hypoxia
- Hypoglycemia
- Dementia
- Infection
- Agitated delirium
- Alcohol or other toxicological disorders
- Electrolyte imbalance, metabolic disorders, etc..

Restraints are indicated when:

1. The patient is a threat to themselves or someone else.
2. EMS has a need for a safe and controlled access to the patient for emergency medical care; or
3. EMS must treat and transport the patient because they do not have the capacity to make medical decisions and may be a threat to his or her own health and safety.

Attempts at verbal de-escalation as a primary alternative to physical restraint should occur when possible. The method of restraint should be the least restrictive as possible while providing the safety to the patient and the providers.

This should include the proper number of crew members to complete the restraint safely. The method of restraint shall not :

1. Restrict the adequate monitoring of vital signs
2. The ability to protect the patients airway
3. Restrict blood flow to extremities or other neurovascular compromise.

On-going assessment should include but not be limited to:

1. Vital Signs as per protocol
2. Assessment of pulses, movement, sensation distally at ten minute intervals.
3. On-going oxygen saturation and/or capnography as appropriate

Restraints should always be attached to non-moving parts of the cot frame and should be secured in a manner that can quickly/easily be removed if need for patient safety.

Patients will not be transported by EMS in a position where they are on their prone or in a "hog-tied" position. Patients will be transported supine

See Next Page: **Restraints-Types**

Restraints-Types

Physical Restraints

EMS provider physically restraining the individual patient should be limited until another method of restraint may be safely applied.

Soft (cloth) restraints: The primary physical restraint device used in the prehospital setting.

Gurney straps (Velcro, Buckle): may also be used to supplement the soft restraints.

Cravats may be used if soft restraints are not available.

Metal handcuffs: EMS personnel shall not apply any hard plastic ties or handcuffs. They shall be limited to situations where the patient is exceptionally combative and assistance is not readily available for placement of soft restraints AND police personnel are involved in the run. If handcuffs are in use, the police officer shall transport in the ambulance along with the EMS personnel and shall be given deference in the use of handcuff devices. The handcuffs are only to be applied to non-moving parts of the cot.

Leather restraints: Shall be limited to patients that cannot be restrained by other means. If leather restraint is locked, the restraint key shall *always* be in the possession of the EMS personnel who is monitoring the patient during transport.

The cot straps are a safety device not a physical restraint device. The cot straps should not be routinely used as a physical restraint device in a patient that is non cooperative, rather the use of the cot straps should be in addition to the appropriate restraint devices listed above.

Sexual Assault (SAFE Patients)

- A. Victims of sexual assault have experienced emotionally traumatic events. Personnel should be compassionate to the situation and act in an objective, non-judgmental manner. The focus should be on the medical needs of the patient without excessive questioning about the details of the event
- B. Sexual Assault Nurse Examiners (SANE) are experienced healthcare providers with intensive classroom education, clinical training, and expertise in evaluation and evidence collection in the sexual assault patient
- C. These patients shall be referred to as "SAFE patients" when encoding the receiving facility to preserve patient dignity
- D. The patient should not eat or drink prior to transport to the Emergency Department. They also should not use the restroom, shower, or change clothes. If clothing has been collected by police officers or detectives on the scene, this should be communicated to the receiving facility upon arrival
- E. Adolescent patients (those under 14 years of age) who are victims or suspected victims of sexual assault shall be taken to Nationwide Children's Hospital

Surgical Emergency Response Team (SERT)

- A. The Surgical Emergency Response Team (SERT) is a resource that can be called upon by CFD EMS personnel when they encounter a person who needs procedures which exceed the capabilities of the EMS service and who cannot be extricated and transported in a reasonable amount of time from the scene to definitive treatment. These may include someone who is trapped and requires an emergency amputation, blood loss from trauma that cannot be controlled by conventional means at the scene, or situations where emergency administration of blood products is required.
- B. Both OSU and Grant Hospital will have SERT's available. Each month one hospital will be first call and the other will be second call. These designations will be flipped each month. A calendar specifying the call schedule will be posted in the FAO and in each of the respective hospital ED's. The call schedule will be generated by Columbus Division of Fire at the beginning of each calendar year no later than 30 days before the first of the year. The schedule will be kept on file by the FAO.
- C. The EMSO on scene will be the responsible person to activate the SERT by calling the FAO and asking for them to be mobilized. EMS 10 will be added to all runs where the SERT team is requested. This would be the next closest EMSO as assigned by the FAO.
- D. The FAO will then call the hospital ED whose SERT is on call for that day and ask for the team to be activated and ask them to prepare to be transported to the scene.
- a. Grant Medical Center should be contacted by the following means in descending order:
- Red ring down phone
 - Grant EMS hotline 566-7000
 - EMS Radio (GRANT)
 - Ohio MARCS radio (Talk Group HOS-2504)
- b. OSU should be contacted by the following means in descending order:
- Red ring down phone
 - Transfer Center Hotline (614) 366-8111
- E. The FAO will then send the closest available medic vehicle to the respective hospital ED to pick up the SERT and take them to the scene of the incident. The paramedics on the transporting medic vehicle will be responsible for escorting the SERT to the scene and keeping them safe. They will communicate with the incident commander for the event and then introduce the SERT to the EMSO on scene who will then direct them to the patient and explain the situation. The surgeon from the SERT will then assume control of patient care at the scene and during patient transportation to the hospital.
- F. If procedures outside the scope of Division of Fire EMS protocol are required, then the surgeon on the SERT will be responsible for performing them. The CFD personnel will assist the SERT with procedures and interventions that are in their standard EMS protocol.
- G. After the patient is stabilized at the scene, they will then be transported to the closest appropriate Trauma Center accompanied by the SERT. The SERT will make the decision as to the closest appropriate Trauma Center.

Crushing Trauma

Transport of Non-Ambulatory Non-Patients for Police

On occasional Columbus Division of Police (CPD) may request assistance from the Columbus Division of Fire (CFD) for the transport of an individual who is not a patient but has a medical situation such that routine police vehicle transport is unwarranted or unsafe. Situations may include but are not limited to hospital or ED discharge to jail or processing, Scene transport for processing.

When this occurs the CPD policy is to involve a police supervisor in the decision process.

CFD will utilize the appropriate transport resource (Medic, MSU, etc). In addition, an EMSO will be added to the run.

A CPD officer should be riding in the compartment with the individual being transported on their behalf.

A CFD provider shall also remain in the compartment with the individual during transport.

Transporting from scene for Police: If at any time the individual requires, receives, seeks, or is attempting to seek medical advice, evaluation, or treatment, the individual immediately becomes a patient with appropriate FAO notification, treatment per protocol, and EHR documentation. If ED transportation is warranted, the closest most appropriate destination should be selected. Inform the CPD officer and the FAO.

Transporting from the hospital for Police: Discharge care may continue. If at any time the individual requires, receives, seeks, or is attempting to seek **NEW** medical advice, evaluation, or **NEW** treatment, the individual immediately becomes a patient with appropriate FAO notification, treatments per protocol and EHR documentation. IF ED transport is warranted and If at all possible, the destination should be the original discharging facility.

Trauma Transports

A. The following facilities are approved Trauma Centers in central Ohio:

1. Adult patients:

- a. Mount Carmel East
- b. Grant Medical Center
- c. Ohio State University Wexner Medical Center
- d. Riverside Methodist Hospital

e. OSU East excluding:

- i. Suspected Brain injury
- ii. Suspected Spine injury
- iii. 2nd or 3rd trimester OB cases.

2. Pediatric patients:

- a. Nationwide Children's Hospital

B. Adult Trauma Transport

1. Age 16-69 and any patient <16 who appear or provide a history of pregnancy

a. Neurologic

- i. GCS < 15 (CFD specific)
- ii. Failure to localize pain (GCS motor 4 or less)
- iii. Loss of consciousness > 5 minutes

b. Breathing

- i. Respiratory rate less than 10 or greater than 29
- ii. Need for ventilator support
- iii. Requires relief of tension pneumothorax

c. Circulation

- i. Pulse rate > 120
- ii. Systolic blood pressure < 100 mm Hg (CFD specific)

d. Injuries

- i. Penetrating injury to head, neck or torso
- ii. Penetrating injury to extremities above knee or elbow with neurovascular compromise
- iii. Visible crush injury of head, neck or torso
- iv. Visible crush injury of the extremities with evidence of neurovascular compromise
- v. Open skull fracture
- vi. Pelvic fracture
- vii. Amputation proximal to wrist and ankles
- viii. Fracture of 2 or more long bones
- ix. Ejected from vehicle

e. Examination

- i. Abdominal tenderness, distention or seat belt sign
- ii. Flail chest
- iii. Signs and symptoms of spinal cord injury
- iv. 2nd or 3rd degree burns over more than 10% of total body surface area OR involving face, airway, hands, feet or genitalia

2. Age 70 years and older

a. All of the above apply along with the following:

- i. Fall from any height – including standing with evidence of a brain injury.
- ii. Sustained injury in 2 or more body regions
- iii. Fracture of 1 or more proximal long bones sustained in a motor vehicle crash
- iv. Pedestrian struck

C. **Pediatric** Trauma Transport

1. Age 0-15

a. Neurologic

- i. GCS 13 or less
- ii. Loss of consciousness > 5 minutes
- iii. Failure to localize pain (GCS motor score 4 or less)

b. Breathing

- i. Respiratory rate < 20 in infants < 1 year old

ii. Evidence of respiratory distress or failure (stridor, grunting, retractions, cyanosis, hoarseness, difficulty speaking)

iii. Need for ventilator support

c. Circulation

i. Evidence of poor perfusion (weak distal pulse, pallor, cyanosis, delayed capillary refill, or tachycardia)

d. Injuries

i. Penetrating injury to head, neck or torso

ii. Significant penetrating injury above the knee or elbow with neurovascular compromise

iii. Visible crush injury of head, neck or torso

iv. Open skull fracture

v. Pelvic fracture

vi. Injuries to extremities with visible crush or evidence of neurovascular compromise

vii. Amputation proximal to wrist or ankles

viii. Fracture of 2 or more proximal long bones

ix. Ejected from vehicle

e. Examination

i. Abdominal tenderness, distention or seat belt sign

ii. Flail chest

iii. Signs and symptoms of spinal cord injury

iv. 2nd or 3rd degree burns over more than 10% of total body surface area or involving face, airway, hands, feet, or genitalia

D. Mechanism of Injury

1. Fatality in the same vehicle

2. Patient ejected or thrown from vehicle

3. Seat belt restraint use and high impact collision

4. Intrusion of the passenger compartment > 12 inches

5. Vehicle rollover

6. Pedestrian or bicycle struck by motor vehicle

7. Motorcycle or ATV crash with injury

8. Falls > 20 feet

- E. Radio report to the receiving Trauma Center should not give a “trauma alert” status. The receiving Trauma Center will make that determination based on physiological and clinical data supplied by the EMS crew.
- 1. A thorough radio report should be given as soon as the EMS unit is in route to the receiving facility. In some cases where the transport time to the Trauma Center is relatively short, notification to the hospital can be made prior to leaving the scene. Additionally, in situations of multiple trauma or entrapment, notification can be made during the rescue efforts with a revised report given when the EMS unit is in route.

Violent EMS Incidents

- A. The purpose of this procedure is to identify procedures for the safe operation of companies responding to violent EMS incidents where the scene is not secure. The scene will not be deemed "secure" until notified by the Division of Police or fire personnel already on the scene.
- B. It shall be the responsibility of each crewmember to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.
- C. Response for one reported victim shall be: (1) EMSO, and (2) Medic vehicles
1. An additional Medic vehicle and EMSO will be added for each additional victim as necessary
 2. All current medical protocols, directives (both written and verbal), bulletins, and any other Division of Fire information pertinent to shootings/stabbings and/or crime scenes will apply. The Standard Operating Procedure (SOP) for ALS runs will be the general guide to action on most of these scenes (unless doing so jeopardizes crew or vehicle safety such as on highways). Generally, Division of Fire vehicles should use the police vehicles on the scene as a guide for the use of emergency lights.
 3. All personnel will don ballistic vest (may consider helmet) prior to exiting the apparatus
 4. Division of Fire apparatus will set up a rendezvous site at least one block from the incident and out of sight and will remain there until the scene is deemed "secure"
 5. No Division of Fire personnel will enter the scene unless it has been deemed secure by the Division of Police or by fire personnel already on the scene. This will either be relayed through the Fire Alarm Office or by an officer on the scene.
 - a. This will only be deviated from when a Fire or Police Division member is the victim. In that case, an appropriate risk/benefit analysis will provide guidance
- D. Consistent with Division SOP 03-04-02, operational control over the crime scene rests with the police. Operational control over the medical emergency rests with the Fire Department. By its very nature, the medical emergency will initially take precedence over crime scene considerations. The EMSO will be in charge of all aspects of medical treatment and patient care and act as a liaison between the police and EMS crews.
- E. For any AVI, fire personnel must wear ballistic vest and helmet while operating in the warm zone. See SOP 03-04-05

Volatile Situations

- A. In situations where pronouncing a patient dead in the field may, in the opinion of any person on the scene, create a dangerous situation for personnel on the scene, the following procedures may be followed:
1. Load the patient and leave the scene with lights and siren if desired. Advise Columbus Police or other law enforcement agency on the scene as to patient destination.
 2. Call the nearest hospital and transport the patient to that hospital. Notify the receiving hospital of the situation while in route to the Emergency Department. As soon as practical, notify the appropriate EMSO of the situation.

WMD

A. EMS response to weapons of mass destruction are broken down into three categories:

1. Chemical
2. Biological/Bacterial
3. Nuclear/Radiological

B. While the detailed management of specific agents varies, the general overview to be followed includes:

1. Maintaining a high index of suspicion – EMS should be suspect of a possible attack when the following are present:
 - a. Large numbers of illness with similar symptoms or unexplained symptoms
 - b. Single cases of disease from uncommon diseases such as smallpox, pulmonary anthrax, etc.
 - c. Illness associated with a localized or specific area
 - d. Lack of illness in persons working with filtration mask, protection, etc.
 - e. Sentinel dead animals
2. Protect yourself – Before attempting to assist those at risk, one must consider the risk to benefit ratio of becoming a victim himself or herself. Follow basic haz-mat guidelines of uphill, upwind, shielding, etc. Use protection available and remember the level of protection will vary depending on the agent. Work with the haz-mat leader to research these needs. Maintain good infection control skills. This includes washing your hands and BSI precautions for patients.
3. Access the Patient – The pre-hospital treatment should be primarily supportive in nature. This includes airway, breathing and circulation. The specifics of each form are included. The primary examination should include assessment of respiratory, neurological and dermatological systems and symptoms relating to them. WMD generally affect these body systems.
4. Decontaminate as appropriate – This is a very important role in the WMD patient. Routine use of caustic agents on the skin is not recommended. Simple soap and water is appropriate. It is not generally needed to decontaminate persons that present after a period of hours or days. Inanimate objects can be decontaminated with household bleach and water. Decontamination should be coordinated through the hazardous materials unit.
5. Do not transport non-decontaminated patients into area hospitals without the emergency department's approval. These patients should be decontaminated at the receiving facility prior to entering, if they were not done so at the scene.
6. Establishing a diagnostic impression/establish treatment plan – The diagnosis may be difficult to determine. The symptoms should suspect EMS to a specific type of agent rather than a specific name. The health department, police and CDC will determine the product, but this will be at a later time. Treatment will be based on clinical signs and probable likelihood until determination. As a general rule, those who are alert, oriented, ambulatory upon arrival can be triaged to a lesser category.
7. Be prepared to deal with the emotional mental health of those perceived as exposed. This will lead to a variance in symptoms and a possible increase in the number of patients thought to be exposed. The major medical response system should be implemented where appropriate for victim tracking and transport.
8. Alert the proper authorities – EMS must be alert for secondary devices. EMS must control access in and out of the scene to prevent further contamination. While the police usually accomplish this EMS must take precautions to educate and protect them as needed. Their needs and concerns for safety are real and need to be met. By maintaining a record of transports to include patient name if known, receiving

facility, etc., the authorities will have a better chance of following all involved

C. Specific Agents

1. Biological/Bacterial

- a. These include agents such as Anthrax, Cholera, Plague, Ricin, Q-fever, Small Pox, Ebola, etc.
- b. Exposure to this method can generally not be determined by the five senses
- c. Intact skin is the best barrier protection against infection
- d. The signs and symptoms mimic the flu. They include but are not limited to: cough, headache, muscle aches, nausea, vomiting, etc.
- e. Observe and note any skin irritations or blisters present
- f. The symptoms generally develop 1-6 days post exposure
- g. Aerosols are most effective in winds between 5 and 25 mph. Anything less will limit the spread potentially concentrating it between buildings downtown, yet greater will disperse into the air
- h. Treatment is supportive in nature during the emergent prehospital phase.
 - i. Decontaminate those splashed with powder, liquid substances. Treatment is antibiotic medicines such as Cipro and Doxycycline that will be made available. This medication is not required immediately in the pre-hospital area. Victims will be referred to medical facilities for this treatment in the case of a known exposure.
 - ii. In the case of a suspected exposure that is isolated without other known risk factors, the Columbus Fire Department will handle the collection, dissemination and decontamination. Victims should be instructed to shower, wash clothing, and then run a separate washing cycle. They should be instructed that if they develop symptoms consistent with the flu 1-6 days post exposure, they should seek medical attention. They should be assured that hospital emergency departments are not prophylaxing people with antibiotics and they will be notified if the substance is of concern.

2. Chemical

- a. These agents include Sarin, Mustard, VX, Phosgene, Chlorine, Cyanide, etc.
- b. Some chemical agents will have immediate effects. Chemical agents cause most severe reactions immediately pre-hospital. These symptoms include respiratory distress, seizures, loss of consciousness, eye irritation, etc.
- c. Some agents have immediate irritation effects but will develop signs of pulmonary edema several hours later.
- d. Chemical agents may persist longer in an urban area than in an open area.
- e. Treatment is broken down into:
 1. Mild effects: No immediate treatment. Maintain supportive care. If rhinorrhea persists or is severe, give
Adult:
Atropine
2 mg IVP, IO, IM May repeat every 15 minutes until signs of flushing, dry mouth, and dilated pupils disappear
Pediatric:
Atropine (0.1 mg/mL)
0.02 mg/kg IVP, IO, IM Minimum dose 0.1 mg, Maximum single dose 0.5 mg,
May be repeated once.
 2. Moderate/Severe effects: Shortness of breath, loss of consciousness, seizures, etc. Symptoms will follow the acronym SLUDGE: salivation, lacrimation, urination, diarrhea, and gastrointestinal upset and mimic organophosphate poisoning symptoms.

Treatment will include **DuoDote Auto-Injector - 2 PAM** injections, which are 2.1 mg Atropine and 600 mg Pralidoxime. Three injections will be given IM, in separate injections. The patient may require extra doses of these medications. Maintain airway, assist ventilations as needed. Administer **Midazolam (Versed)** for seizures as per **Seizures** protocol. Administer **Albuterol** and **Atrovent** aerosols for wheezing as needed.

- f. Tear Gas/Mace – Most mace is a pepper-based product. The oils of the peppers cause the discomfort. The care is supportive; ABC's, fresh air,
Tetracaine 0.5%
1 - 2 % Drops per eye. EMS can use soap/shampoo to the face and hands to relieve the symptoms. Observe for signs of wheezing in the asthmatic patients. Watch for allergic reactions.

- g. Cyanide toxicity – After inhaling a high concentration of cyanide, initially respirations will increase, seizure activity will begin, then respirations will cease. Skin exposure has the same symptoms but over a longer period of time. Low exposure will produce headache, dizziness, nausea and vomiting. The “cherry red” skin appearance should not be relied on. Treatment includes: aggressive airway management and

Adult:

Sodium Thiosulfate 25%

50 mL Slow IVP, IO (12.5 gm)

Pediatric:

Sodium Thiosulfate 25% (0.25 gm/mL)

0.4 gm/kg IVP, IO of 25 % over 5 minutes, Maximum 50 ml

- h. Treatment Guidelines for Auto Injector Medications:

1. Auto injector medication is designed for use with symptomatic exposure to chemical agents

2. The differential diagnosis can be determined by:

- a. Short exposure to onset of symptoms
- b. Muscle twitching, seizures
- c. Decreased heart rate
- d. Difficulty breathing
- e. Small pupils
- f. Profuse salivation

3. The acronym “SLUDGE” is often used to describe the symptoms:

- a. S = Salivation
- b. L = Lacrimation
- c. U = Urination
- d. D = Defecation
- e. G = Gastrointestinal
- f. E = Emesis

4. The **DuoDote Auto-Injector**
I – **2 PAM** injector contains
Atropine

2.1 mg IM
Pralidoxime (2-PAM)
600 mg IM .

This is similar to an Epi-Pen. The dosage of units is dependent upon the degree of symptoms.

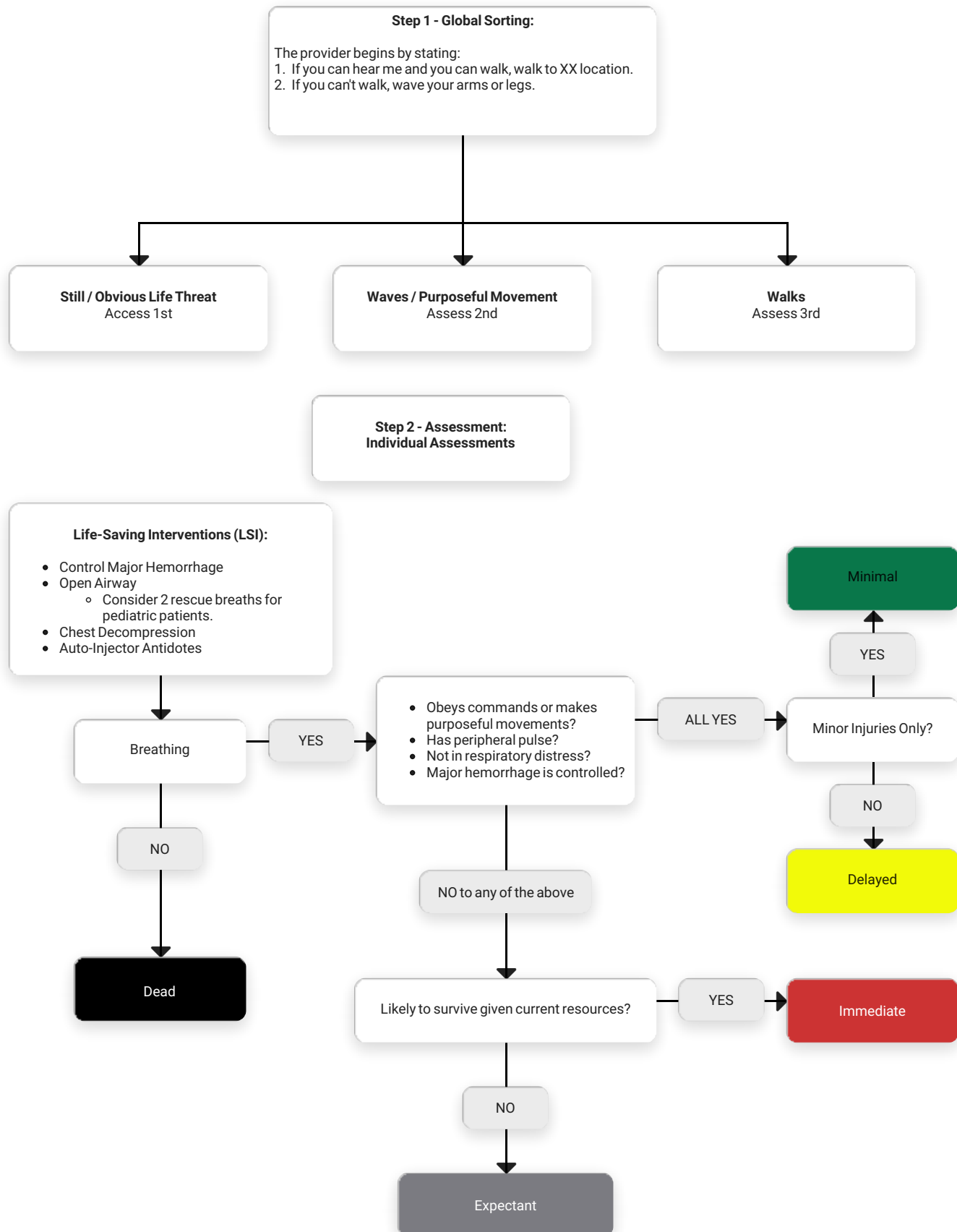
- a. **Mild/Moderate symptoms** – Patients with meiosis (constricted pupils), and excessive salivation should receive **DuoDote Auto-Injector -2 PAM** unit injections. If symptoms persist and become moderate as evidenced by increasing SOB, no relief of meiosis and salivation, a second injection for a total of two should be given. They can be given at the same time if a patient initially presents with moderate symptoms.
 - b. **Severe symptoms** – Patients that are actively seizing, have loss of consciousness, CNS symptoms, copious secretions, cyanosis. These patients should be given three **Atropine DuoDote Auto-Injector -2 PAM** injections and the **Diazepam** auto injector simultaneously. **Diazepam** injectors should be administered anytime that the patient's condition warrants using three Mark I – 2 PAM injections at the same time.
5. The lone Atropine injectors are a single dose of patients suffering only gastrointestinal symptoms. A single dose injection can be repeated as needed.
- a. Pralidoxime Chloride is an oxime. It attaches to the nerve agent that is inhibiting cholinesterase and breaks the agent-enzyme bond helping to restore normal activity. It has no effect on secretion control.

3. Nuclear/Radiological

- a. Time, distance, and shielding. Supportive care for symptoms. Do not enter the hospital Emergency Department until instructed due to contamination.

Department until instructed due to contamination.

SALT Triage System



Transporting Lights and Sirens

Transporting to the hospital using Lights and Sirens

The utilization of lights and sirens during emergency response follows the guidelines outlined in SOP 01-01-01 2.8 *The decision to employ lights and sirens during patient transport is considered a medical intervention*. Similar to other medical interventions, this decision requires a thorough risk-benefit assessment. The potential benefit to the patient should exceed the potential harm.

When deciding whether to transport a patient using lights and sirens, several factors need to be taken into account:

- Time-critical therapy on arrival: Common examples are STEMI and Stroke Alerts.
- Unavailable therapy in crew care: Is there a specific time-critical therapy or treatment that the crew is unable to administer effectively (e.g. unable to secure an airway)?
- Physician presence on arrival: Is it crucial for one or more physicians to be present upon arrival to assess or provide care for the patient (e.g. Trauma, OB delivery)?
- Clinical instability: Is the patient clinically unstable, with a reasonable likelihood of their condition irreversibly deteriorating during transport?

The desire to have a unit return to service more quickly for the next patient or next call is **NOT** a reason to apply the medical intervention (and associated potential harm) to the current patient.

Typically, transportation to a facility without an Emergency Department (ED) does not meet the aforementioned criteria.

Administration

[Documentation Essentials](#)

Documentation

Documentation Essentials

1. Incident

a. Response

i. Incident number

1. CAD Import

2. Update CAD

ii. Run type

iii. Priority

iv. Shift

v. Unit

vi. Medic level of Care

vii. EMD complaint = NEMSIS approved call type – author must match to EMD Card Number

viii. EMD Card Number = FAO call type

b. Scene

i. Scene address (from CAD)

ii. Zone = The Battalion your truck is assigned to.

c. Personnel

i. Must have a lead and a driver

ii. List all members that assist in patient care

d. Disposition

i. Disposition

ii. Complete all other boxes as appropriate

e. Destination (If applicable)

i. Predefined ED

ii. Select appropriate department

f. Times - Verify all times are in chronological order

i. Any delay on scene should be explained in narrative, especially for time critical runs.

1. Time critical runs include:

- a. Trauma. On Scene goal <20 min
- b. Sepsis. On scene goal <20min
- c. STEMI/MI, CVA/TIA. On scene goal <15 min

g. Mileage – Not used

h. Additional – Select assisting townships as indicated

i. NFIRS – Follow FIREHOUSE rules for completion

2. Patient

a. Demographics

i. First and Last Name

ii. SSN

iii. DOB/Age

iv. Weight

v. Gender

vi. Race

vii. Ethnicity

b. Contact

i. Home address

ii. Phone number

c. History

d. Allergies

e. Medications - attach photo of medications if applicable

f. Belongings – if applicable

3. Vitals - Obtain and document vitals used to evaluate patient condition

a. Add vitals

i. BP, Pulse, RR, SPO2 – on every patient

ii. ETCO2, GCS, Glucose – as indicated

b. Monitor import

i. 12 lead

ii. Cardiac Arrest

iii. 3 lead

iv. ETCO2 - Required for invasive airway procedures

v. Verify accuracy of data, correct as needed

c. Repeat vitals – every 5 min for critical, 15 for stable patients

4. Flowchart

a. Procedures/Medication –

i. Document all treatment and procedures along with the reason for the procedure. Include the name of the provider providing the treatment.

ii. Document all successful and unsuccessful attempts of interventions. Include the name of the provider performing the intervention.

5. Assessment

a. Complete Physical assessment of patient including pertinent negatives

i. Initial

ii. Ongoing as indicated

6. Narrative

a. Impression

i. Primary Impression

ii. Secondary Impression (if needed)

iii. Medical or Trauma

b. Signs/Symptoms

i. Category

ii. Sign/Symptom

c. Complaint

i. Chief Complaint – Free text. What did the patient say is wrong?

ii. Duration

iii. Acuity – “triage” level upon arrival and at the end of the incident

d. Injuries

i. Was the patient injured? (This section may duplicate data but it is required by the state.)

e. Factors

- i. Complete if applicable

f. Transport -Complete as indicated

i. To the vehicle

1. It is very important to document medical necessity when the patient ambulates to the vehicle. Document why it was allowed or appropriate for the patient.

ii. In the vehicle

1. Document why pt transported on bench.

iii. From the vehicle

iv. Document why they were allowed to walk or removed by wheelchair

g. Narrative

- i. Scene Survey and Initial Impression - provide a detailed account of the initial presentation of the patient, the surroundings and additional circumstances that affected the overall differential diagnosis and management of the scene and patient
- ii. Patient Acuity – Document that a complete patient assessment was conducted. The narrative explains the interpretation of the information and conveys the crew's understanding of accurate patient acuity.
- iii. Diagnostic Impression & Treatment plan - provides an interpretation of the patient findings that help explain the working diagnostic impression and the treatment and/or transport plan that was initially executed
- iv. Patient Response & Crew Follow Up - details the outcome of the initial treatment provided and, when applicable, explains any alterations in the plan based on patient status after the initial treatment.

7. Forms – Complete as indicated

8. Billing – Not used

9. Authorization/Signatures

a. Transport signatures

i. Section I - Patient signs

1. Ensure that they are alert and oriented and not impaired by drugs or anything else that would affect their judgment

ii. If patient unable to sign

1. Section II - Make every attempt possible to get the signature of an authorized representative.

- a. If the representative was not available when you were getting signatures, document that as well.

- b. Document the name and relationship of the patient's representative if they have signed for the patient.

2. Section III - If a patient representative is not present and the patient is unable to sign:

- a. Write in reason the patient is unable to sign. Be sure to clearly define why the patient could not sign.

- b. Sign the contemporaneous statement built into the ePCR.

- c. Make sure you get a signature from the hospital representative and that it is legible and their name is printed above the signature.

b. Refusal signature

- i. Complete the Capacity Assessment – document that the patient has the capacity to refuse

- ii. Patient notification –

- 1. Explain and document risks and consequences of refusal
- 2. Name and signature of provider who notified patient of above information

- iii. Patient refusal

- 1. Document what the patient is refusing
- 2. Signature of patient/parent/legal guardian
- 3. Witness signature
 - a. If patient is unable to sign
 - b. CPD if patient in custody and cannot sign

10. Provider Signature

- a. Author is required to sign
- b. Anyone who administers a dangerous drug is required to sign

11. Facility Signature

- a. Name and signature of the provider receiving patient report information

12. Controlled Substances

- a. Used to document the waste of controlled substances
- b. Two members must sign

[Hippa Privacy Rule Policy](#)

Privacy

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HIPAA Privacy Rule Policy

Section 1. Member Access to PHI

1.1 Member access to PHI and use of PHI will be the minimum necessary to carry out the member's duties and must be consistent with this policy and procedure. Access will be monitored by the CQI Captain in accordance with the Security Rule to ensure compliance with this policy and procedure.

1.2 Members may create or access PHI when the member engages in treatment of individuals.

1.3 Members assigned to the Fire Chief's Office, Training Bureau, Continuous Quality Improvement, EMSO's and Supervisors, and the Administration Bureau may access PHI for payment or health care operations.

1.4 Members assigned to the EMS Records Office may access PHI to the extent permitted by this policy and procedure. The EMS Records Office is responsible for the management of PHI in both electronic and paper form.

Section 2. General Rules Regarding PHI

2.1 General Policy: All uses and disclosures of PHI by the Division will be consistent with this policy and procedure. A use or disclosure that is incidental to uses or disclosures in accordance with this policy and procedure are permitted so long as the initial uses or disclosures meet the requirements of Section 2.3 and are consistent with the Division's Notice of Privacy Practices.

2.2 Minimum Necessary Requirement: When using or disclosing PHI, or when requesting PHI from another covered entity or business associate, the Division will make reasonable efforts to limit the use, disclosure, or request of PHI to the minimum necessary to accomplish the intended disclosure of the use, disclosure, or request. The minimum necessary requirement does not apply to the following circumstances:

2.2.1 Disclosures to or requests by a health care provider for treatment;

2.2.2 Uses or disclosures made to the individual;

2.2.3 Uses or disclosures made pursuant to an authorization by the individual;

2.2.4 Disclosures to the Secretary of Health and Human Services;

2.2.5 Uses or disclosures that are required by law; and

2.2.6 Uses or disclosures required for compliance with the HIPAA rules.

2.3 Deceased Individual: This policy and procedure will apply to the PHI of an individual who is deceased for a period of 50 years following death.

2.4 Personal Representative: The Division will treat a personal representative as the individual for the purposes of this policy and procedure. When the Division treats the personal representative as the individual, the personal representative has the same rights as the individual would have under this policy and procedure. Personal representatives include a parent, guardian, or other person acting in place of the parent or guardian of a minor, and an estate executor, estate administrator, or other person with the authority to act on behalf of a deceased individual. The Division may elect not to treat a personal representative as an individual in the following circumstances:

2.4.1 When a minor may legally consent to treatment as an adult, which occurs in the following circumstances: (1) diagnosis and treatment for venereal diseases; (2) alcohol and drug treatment; (3) HIV tests; (4) emergency medical services for sexual abuse victims; and (4) treatment when the minor is imprisoned and was prosecuted as an adult and was convicted or pled guilty; or

2.4.2 When the Division has a reasonable belief that the individual has been or may be subjected to domestic violence, abuse, or neglect by the personal representative or when treating the person as a personal representative could endanger the individual; or

2.4.3 When the Division, in the exercise of professional judgment, decides it is not in the individual's best interest to treat the person as the individual's personal representative in situations that involve abuse, neglect, or endangerment.

2.5 Notice of Privacy Practices: This policy and procedure will be consistent with the uses and disclosures stated in the Division's Notice of Privacy Practices. The Division will not use or disclose PHI in a manner that is inconsistent with the Notice of Privacy Practices or this policy, unless there is a valid authorization for such a use or disclosure.

2.6 Required Uses and Disclosures: The Division is required to disclose PHI to an individual when requested and required, and when required **311**

by the Secretary of the Department of Health and Human Services to investigate and determine the Division's compliance.

Section 3. Individual Rights with Respect to PHI

- 3.1 An individual has the right to request restrictions on certain uses and disclosures of PHI about the individual.
- 3.2 An individual has the right to receive confidential communications of PHI about the individual.
- 3.3 An individual has the right to inspect and copy PHI about the individual contained within the individuals designated records set.
- 3.4 An individual has the right to amend PHI about the individual.
- 3.5 An individual has the right to receive an accounting of disclosures of PHI about the individual.
- 3.6 An individual has the right to obtain a paper copy of the Division's Notice of Privacy Practices.

Section 4. Authorizations and Restrictions to Use or Disclose PHI

4.1 Authorizations: If the Division obtains or receives a valid authorization, the Division will use or disclose PHI consistent with the authorization. An authorization is valid if the authorization contains the following:

- 4.1.1 Description of the information to be disclosed in a specific and meaningful fashion;
- 4.1.2 Name or other specific identification of the person authorized to make the requested use or disclosure;
- 4.1.3 Name or other specific identification of the person to whom the Division may make the requested use or disclosure;
- 4.1.4 Description of the purpose of the requested use or disclosure, which may be as general as "at the request of the individual" when the individual initiates the authorization; and
- 4.1.5 Expiration date or expiration of an event that relates to the individual or the purpose of the use or disclosure.

4.2 Restrictions: The Division will not use or disclose PHI if it has agreed to a restriction, unless an exception to the restriction applies as stated in the policy and procedure regarding individual rights.

4.3 The Division will maintain Authorizations and Restrictions for a period of 6 years after the authorization is no longer in effect.

Section 5. Uses and Disclosures for Treatment, Payment, or Health Care Operations

5.1 The Division may use and disclosure PHI for Treatment, Payment, or Health Care Operations.

5.2 Treatment: The Division may use PHI for its own treatment and may disclose PHI for treatment activities of another health care provider.

5.3 Payment: The Division may use PHI for its payment activities and may disclose PHI for the payment activities of a health care provider that receives the PHI.

5.4 Health Care Operations—Use: The Division may use PHI for health care operations. Health care operations include:

- 5.4.1 Conducting quality assessment and improvement activities;
- 5.4.2 Reviewing the competence or qualifications of health care professionals;
- 5.4.3 Evaluating provider performance;
- 5.4.4 Conducting training programs;
- 5.4.5 Credentialing or accreditation activities;
- 5.4.6 Conducting or arranging for medical review, legal services, and auditing functions; and
- 5.4.7 Business management and general administrative activities.

5.5 Health Care Operations—Disclosure: The Division may disclose PHI to another covered entity for health care operations of the entity that receives the information, if each entity has or had a relationship with the individual who is the subject of the PHI, the PHI pertains to that relationship, and the disclosure is for the purpose of:

- 5.5.1 Conducting quality assurance and improvement activities;

- 5.5.2 Reviewing the competence or qualifications of health care professionals;
- 5.5.3 Evaluating practitioner and provider performance or health plan performance;
- 5.5.4 Conducting training programs;
- 5.5.5 Credentialing or accreditation activities; and
- 5.5.6 Health care fraud and abuse detection or compliance.

Section 6. Uses and Disclosures for Involvement in Care and Notification Purposes

6.1 The Division may use or disclose PHI to a person involved in the individual's care or for notification purposes when the individual has had an opportunity to agree or object to the use or disclosure.

6.2 Involvement in the Individual's Care: The Division may disclose to an individual's family member, other relative, close personal friend, or other person identified by the individual, PHI that is directly relevant to the person's involvement with the individual's health care or payment related to health care.

6.3 Notification Purposes: The Division may use or disclose PHI to notify, or assist in the notification of, a family member, personal representative, or another person responsible for the care of the individual of the individual's location, general condition, or death.

6.4 Disaster Relief Efforts: The Division may use or disclose PHI to a public or private entity authorized to assist in disaster relief efforts for the notification purposes.

6.5 Opportunity to Agree or Object: If the individual is present and has the capacity to make health care decisions, the Division may use or disclose PHI only if the Division:

- 6.5.1 Obtains the individual's agreement;
- 6.5.2 Provides the individual an opportunity to object and the individual does not express an objection; or
- 6.5.3 Reasonably infers from the circumstances, based on the exercise of professional judgment that the individual does not object to the disclosure.

6.6 If the individual is not present, or the opportunity to agree or object cannot be provided because of the individual's incapacity or emergency circumstances, the Division may use or disclose PHI if it determines use or disclosure is in the patient's best interests

6.7 Deceased Individual: The Division may not notify a family member, personal representative, or another person responsible for the care of the individual of the individual's death if doing so is inconsistent with any known prior expressed preference of the individual.

6.8 The Division may use or disclose PHI without the individual's authorization or without giving the individual an opportunity to agree or object in the situations described in Section 7 through Section 14.

Section 7. Uses and Disclosures Required by Law

7.1 Elder Abuse: If the Division believes that an elderly adult is being abused, neglected, or exploited, or is in a condition which is the result of abuse, neglect, or exploitation, the Division will disclose PHI to report the belief to the county department of job and family services.

7.1.1 An elderly adult is any person sixty years of age or older within Ohio who is handicapped by the infirmities of aging or who has a physical or mental impairment which prevents the person from providing for the person's own care or protection, and who resides in an independent living arrangement.

7.1.2 The Division will inform the individual that such report will be or has been made, unless the Division believes that informing the individual or the individual's personal representative will place the individual at risk of serious harm.

7.2 Violent Offense Causing Harm: If the Division knows or has reasonable cause to believe that any serious physical harm to an individual resulted from an offense of violence, the Division will disclose PHI to report that fact to law enforcement. In the case of Domestic Violence, the Division will inform the individual that such report will be or has been made. The Division is not required to notify the individual that such report will be or has been made if the Division believes that informing the individual or the individual's personal representative will place the individual at risk of serious harm.

7.3 Judicial or Administrative Proceedings: The Division may disclose PHI in the course of any judicial or administrative proceeding.

7.3.1 If the Division receives an order from a court or administrative tribunal, the Division will disclose to the court or administrative tribunal only the PHI that is expressly authorized by such order.

7.3.2 If the Division receives a subpoena, discovery request, or other lawful process that is not accompanied by an order from a court or administrative tribunal, the Division must receive satisfactory assurances. The member responsible for complying with or facilitating the compliance with the subpoena, discovery request, or other lawful process will work with Division legal counsel to ensure the Division has received appropriate satisfactory assurances.

7.4 Law Enforcement Purposes: The Division may disclose PHI for certain law enforcement purposes.

7.4.1 GSW, Stabbing, Serious Harm—The Division will report to law enforcement any gunshot, stab wound, or other serious physical harm resulting from an offense of violence to an individual observed by the Division in the course of treating the individual.

7.4.2 Burns—The Division will report to the Division's Fire and Explosion Investigation Unit, State Fire Marshal, or other fire and explosion investigation entity, a burn injury inflicted by an explosion, or other incendiary device.

7.4.3 Court Order, Warrant, Subpoena, or Summons—The Division will disclose PHI in compliance with a court order, warrant, subpoena or summons issued by a judicial officer, grand jury subpoena, or an administrative request. The responsible Division member will contact legal counsel to assist with the disclosure of PHI.

7.4.4 Identification or Location—The Division may disclose limited PHI in response to a law enforcement officer's official request for the purpose of identifying or locating a suspect, fugitive, material witness, or missing person.

7.4.5 Victims—The Division may disclose PHI in response to a law enforcement officer's official request for information about an individual who is or is suspected to be a victim of a crime so long as: the individual agrees to the disclosure; or if the Division is unable to obtain the individual's agreement because of incapacity or emergency circumstance, the law enforcement official represents that the information is needed to determine whether there has been a violation of law and will not be used against the victim, law enforcement activity would be materially and adversely affected by waiting until the individual agrees, and the Division determines it would be in the individual's best interests.

7.4.6 Suspicious Death—The Division may disclose PHI to alert law enforcement of an individual's death, if the Division has a suspicion that the death may have resulted from criminal conduct.

7.4.7 Criminal Conduct on Premises—The Division may disclose PHI to a law enforcement official that the Division believes in good faith constitutes evidence of criminal conduct that occurred on Division premises.

7.4.8 Naloxone Administration—The Division will disclose the name and address of patients who received naloxone due to an actual or suspected drug overdose to the law enforcement agency with jurisdiction in the area where naloxone administration occurred.

Section 8. Uses and Disclosures for Public Health Activities

8.1 The Division may disclose PHI to a public health entity that is authorized by law to collect or receive such information for the purpose of preventing or controlling disease, injury, or disability, including the reporting of disease, injury, vital statistics, and the conduct of public health surveillance, public health investigations, and public health interventions.

8.2 Communicable Diseases: The Division will disclose PHI to report of a case or suspected case of a disease which is required to be reported under the Ohio Administrative Code, Chapter 3701-3-02.

8.3 Child Abuse: The Division will disclose PHI to report knowledge or reasonable cause to suspect that a child under the age of eighteen or a mentally retarded, developmentally disabled, or physically impaired child under twenty-one has suffered or faces a threat of suffering abuse or neglect. The Division will disclose PHI to the public children services agency, municipal police department, or county sheriff in which the child resides or in which the abuse or neglect is occurring.

8.4 Disease Transmission to EMS: The Division will use, disclose, or request PHI if the EMS provider believes he or she had significant exposure to a contagious or infectious disease listed in Ohio Administrative Code, Chapter 3701-3-02.2

8.5 Mammal Bite: The Division will disclose PHI to report knowledge of a dog or other mammal bite to the local department of public health.

Section 9. Uses and Disclosures for Health Oversight Activities

The Division may disclose PHI to a health oversight agency for oversight activities authorized by law. The responsible Division member will work with Division counsel to assist with the disclosure of PHI.

Section 10. Uses and Disclosures about a Decedent

10.1 The Division may disclose a deceased individual's PHI to a coroner, medical examiner, or funeral director.

10.2 Coroner or Medical Examiner: The disclosure may be made to a coroner or medical examiner for the purposes of identifying a deceased person, determining a cause of death, or other duties authorized by law.

10.3 Funeral Director: The disclosure may be made to a funeral director as necessary for funeral directors to carry out their duties.

Section 11. Uses and Disclosures for Organ, Eye, or Tissue Donation

The Division may disclose PHI to organ procurement organizations for the purpose of facilitating organ, eye, or tissue donation and transplantation.

Section 12. Uses and Disclosures for Specialized Government Functions

12.1 The Division may use or disclose PHI for specialized government functions.

12.2 National Security: The disclosure may be made to federal officials authorized to receive PHI for the conduct of lawful intelligence, counter-intelligence, and other national security activities.

12.3 Protective Services: The disclosure may be made to authorized federal officials for the provision of protective services to the President or other persons or to foreign heads of state.

12.4 Law Enforcement Custody: The disclosure may be made to a correctional institution or a law enforcement official having lawful custody of an inmate or other individual if the disclosure of PHI is necessary for the:

- 12.4.1** Provision of health care to the individual;
- 12.4.2** Health and safety of the individual or other inmates;
- 12.4.3** Health and safety of the officers or employees at the correctional institution;
- 12.4.4** Health and safety of individuals or officers for the transporting of inmates;
- 12.4.5** Law enforcement on the premises of the correctional institution; or
- 12.4.6** Administration and maintenance of safety, security, and good order of the correctional institution.

Section 13. Uses and Disclosures for Workers' Compensation

The Division may disclose PHI as authorized by and to the extent necessary to comply with laws relating to workers' compensation.

Section 14. Uses and Disclosures for Research

The Division may use or disclose PHI for research purposes provided the Division has obtained authorization, the Division Privacy Board has authorized a waiver of the individual authorization to use or disclose PHI, or the PHI used for the research is used or disclosed pursuant to a limited data set agreement.

Section 15. Breach Notification and Investigation

15.1 The Division will promptly investigate any suspected breach of unsecured PHI and provide notifications to individuals when appropriate as required by 45 C.F.R. 164.404.

15.2 Breach Notification: Any member who has a reasonable belief that unsecured PHI has been acquired, accessed, used, or disclosed in a manner inconsistent with this policy and procedure which compromises the security and privacy of the PHI shall immediately notify the Privacy Officer in writing of the member's belief. In addition to those uses or disclosures which are inconsistent with this policy and procedure, a breach may also include lost, stolen, or unaccounted for media or documents which contain PHI.

15.3 Written Investigation: Upon receipt of the notification, the Privacy Officer shall promptly investigate the suspected breach and create a report within 14 days containing the following elements

- 15.3.1** Description of what occurred, including the date of the breach and the date of the discovery, if known;
- 15.3.2** The nature and extent of the PHI involved in the breach and whether or not the PHI was unsecured;
- 15.3.3** The identity of the person or entity, if known, who used the PHI or to whom the PHI was disclosed;
- 15.3.4** Whether or not the PHI was actually acquired or viewed, if known;
- 15.3.5** The extent to which the risk to the PHI has been mitigated; and
- 15.3.6** Description of what the Division is doing to investigate the breach, to mitigate harm to individuals whose PHI was included in the breach, and actions taken to protect against further breaches.

Section 16. Accounting of Uses and Disclosures

16.1 The Division will maintain an accounting of uses and disclosures of PHI relating to an individual for 6 years from the date of the use or disclosure.

16.2 The following uses or disclosures will be accounted for:

- 16.2.1** To a business associate—unless the disclosure is made for the purposes of the business associate providing treatment, payment, or health care operations activities on behalf to the Division;
- 16.2.2** Required by law, including mandatory reporting to local, state, and federal agencies and authorities;
- 16.2.3** For purposes of public health activities;
- 16.2.4** About victims of abuse, neglect, or domestic violence;
- 16.2.5** For health oversight activities;
- 16.2.6** For judicial and administrative proceedings;
- 16.2.7** For law enforcement purposes pursuant to process and for identification and location purposes;
- 16.2.8** To coroners, medical examiners, and funeral directors;
- 16.2.9** For organ procurement purposes;
- 16.2.10** For research purposes;
- 16.2.11** For specialized government functions, except for national security or intelligence purposes;
- 16.2.12** For workers' compensation.

Section 17. De-Identified Health Information

17.1 If health information does not identify an individual or there is no reasonable basis to believe the information may be used to identify an individual, the health information is not individually identifiable health information and is not PHI. The Division may use or disclose such information without reference to this policy and procedure.

17.2 The Division may determine that health information is not individually identifiable health

17.3 The Division will only determine that health information is not individually identifiable health information if the following identifiers are removed:

- 17.3.1** Names;
- 17.3.2** All geographic subdivisions smaller than a state;
- 17.3.3** All elements of date;
- 17.3.4** Telephone numbers;
- 17.3.5** Fax numbers;
- 17.3.6** E-mail addresses;
- 17.3.7** Social security numbers;
- 17.3.8** Medical record numbers;
- 17.3.9** Health plan beneficiary numbers;
- 17.3.10** Account numbers;
- 17.3.11** Certificate/license numbers;
- 17.3.12** Vehicle identifiers and serial numbers, including license plate numbers;
- 17.3.13** Device identifiers and serial numbers;
- 17.3.14** Web universal resource locators;
- 17.3.15** Internet protocol address numbers;
- 17.3.16** Biometric identifiers, including voice and fingerprints;
- 17.3.17** Full face photographic images and any comparable images; and
- 17.3.18** Any other unique identifying number, characteristic, or code.

HIPAA Security Rule Policy

Section 1. Security Management Responsibility

1.1 Security Responsibility

The Assistant Chief of Training shall be the assigned security official. His or her responsibilities include:

- 1.1.1 Establish and maintain all policies and procedures that implement the HIPAA Security Rule (45 CFR § 164.302 - § 164.318);
- 1.1.2 Investigate all information security incidents and breaches of PHI;
- 1.1.3 Implement workforce security training and awareness;
- 1.1.4 Conduct a periodic security risk analysis; and
- 1.1.5 Ensure that all documentation required by the HIPAA Security Rule is created and maintained in accordance with these policies and procedures and the CFD's Record Retention Schedule.

1.2 Risk Assessment and Management

CFD shall conduct a risk assessment at minimum once every three years. A risk assessment may be more frequent if necessary based upon the change in technological infrastructure, legal requirements, or known or suspected breaches. This shall include an accurate and thorough assessment of the potential risks and vulnerabilities to PHI created or maintained by CFD. CFD shall conduct the risk assessment using a process guided by National Institute of Standards and Technology (NIST) Special Publication 800-30, Revision 1, Risk Management Guide for Information Technology Systems, (September 2012). CFD will take all reasonable and practical steps to manage and mitigate all risks identified by the assessment shall be managed and mitigated by. CFD shall consider the capabilities and constraints of costs, staff ability, and hardware and software when determining the reasonableness and practicality of risk management and mitigation. The risk assessment and all actions taken to manage and mitigate risks shall be appropriately documented and retained in accordance with Section 1.7 of this policy and CFD's Record Retention Schedule.

1.3 Security Incidents

A "security incident" means a suspected, attempted, successful, or imminent threat of unauthorized access, use, disclosure, breach, modification, or destruction of PHI maintained by CFD; interference with CFD's information technology operations; or significant violation of this policy. Examples include: Computer system intrusion; Unauthorized or inappropriate use or disclosure of PHI; Suspected or actual breaches, compromises, or other unauthorized access to CFD information systems, data, applications, or accounts; Unauthorized changes to computers or software; Loss or theft of computer equipment or other data storage devices and media (cardiac monitors, laptop, USB drives, or personally owned devices used for CFD work) used to store PHI; and Interference with the intended use or inappropriate or improper usage of information technology resources. All security incidents shall be reported to the Assistant Chief of Training. The A/C of Training shall, in conjunction with the Department of Technology and any applicable business associate, investigate, take steps to mitigate, and document all reported security incidents. The Assistant Chief of Training shall follow, to the extent practicable, the recommendations described in NIST Special Publication 800-61, Revision 2, Computer Security Incident Handling Guide, (August 2012).

1.4 System Usage Audits and Activity Reviews

The Continuous Quality Improvement (CQI) Captain, under the direction of the Medical Director, shall perform monthly audits of individuals who have authorization to create, view, amend, or delete PHI. The CQI Captain shall also review activity logs on a monthly basis to ensure that access to and use or disclosure of PHI is within the parameters set forth by CFD's policies and procedures.

If the audits or reviews reveal a security vulnerability or inappropriate access to PHI, the Assistant Chief of Training and the CQI Captain shall take immediate reasonable and appropriate steps to mitigate the vulnerability or inappropriate access.

1.5 Security and Compliance Evaluation

Annual evaluations shall be performed by the CQI Captain or his or her designee to ensure CFD has implemented the appropriate Security Rule measures and continues to operate in compliance with these policies and procedures.

Section 2. General

2.1 Security Awareness and Training

All members of the Division of Fire, uniformed and non-uniformed, shall receive periodic security awareness and training at least once during a three-year recertification cycle to ensure awareness of these policies and procedures. All awareness and training shall be documented.

When a member's access to PHI changes due to a change in position, for example when a member moves into a permanent or temporary role within the EMS Records Section, that member shall receive appropriate awareness and training to enable compliance with these policies and procedures and to maintain the security and integrity of electronic PHI.

2.2 Workforce Access

Authorization and clearance for access to PHI shall be determined by the chain of command based upon a member's temporary or permanent assignment.

A member shall only have access to PHI to the minimum extent necessary to carry out the member's duties.

2.3 Workstation Use and Portable Media

All workstations, including but not limited to CFD assigned computers, tablets, and phones, are for business use and shall not be used in a manner that compromises the security or integrity of the workstation or its contents.

Members shall not share individual and unique log-in passwords, access codes, or other information necessary to access either a workstation or database.

PHI shall not be sent, copied, or removed from any workstation or database by any method except as part of an approved operation of CFD in conjunction with a member's official duties.

All portable media, including but not limited to compact discs, USB storage drives, disks, or portable hard drives that contain PHI shall be reasonably tracked and monitored.

Section 3. Information Access Management and Control

3.1 Access Management

All access to PHI will be managed by the CQI Captain. The CQI Captain or his or her designee will grant access based upon the members' temporary or permanent duties and to the minimum extent necessary to carry out those duties. The CQI Captain shall regularly review access lists and shall modify a member's right to access, create, review, amend, or delete PHI accordingly.

If a member requires access to a greater extent than has been provided to carry out his or her duties, the member's supervisor shall request access through the CQI Captain. The CQI Captain will then independently determine whether or not to grant the requested access.

When a member's duties no longer require access to the extent which was granted, the CQI Captain or his or her designee shall promptly modify the member's access to the minimum extent necessary to carry out the member's duties. This includes, but is not limited to, when an employee separates from employment with CFD, changes positions, or is on extended leave regardless of the circumstances of the leave.

3.2 PHI Electronic Storage

PHI shall be appropriately secured when stored electronically. Access to files stored on CFD's server shall be restricted to only those members who have duties that require access. Security of CFD's server shall be governed by the policies and procedures set forth by the City of Columbus Department of Technology.

PHI shall not be routinely stored on a portable storage device or laptop or desktop hard drive. If PHI is stored on a portable storage device or laptop or desktop hard drive, access to files containing PHI shall be protected by a password.

3.3 Physical Access Control and Workstation Security

All physical locations where PHI is stored in any form shall be appropriately secured to prevent unauthorized access. Access will be granted to such locations in accordance with the member's duties.

Workstations shall be secured by either electronic or physical measures when not attended to by a member when the workstation has the ability to access PHI or when PHI is stored on the workstation.

All visitors to CFD shall be escorted whenever in an area where PHI may be located. Access to these areas should only be permitted in limited and necessary situations.

3.4 Technical Access Control and Authentication

Technical access control and authentication of individual users shall be governed in accordance with the policies and procedures of City of Columbus Department of Technology and any business associate who maintains PHI on behalf of CFD. Technical access controls and authentication may include unique individual user identifications, passwords, and automatic log-off functions.

3.5 Electronic Devices and Media Controls

All devices and portable media that contain electronic PHI shall be tracked and monitored in a manner that permits CFD to appropriately respond to any breach, including the loss, theft, or destruction.

PHI shall be destroyed or removed from any electronic device or portable media that was used to store PHI prior to its reuse in another setting. Destruction or removal of the PHI will be done in accordance with a method approved by the City of Columbus Department of Technology or any business associate who maintains PHI on behalf of CFD when the business associate provides the electronic devices or portable media.

3.6 Data Encryption and Integrity

The encryption and integrity of data shall be maintained in accordance with methods approved by the City of Columbus Department of Technology or as established by any business associate who maintains PHI on behalf of CFD.

3.7 Contracts and Memoranda of Understanding

CFD shall enter into written agreements with any entity that uses, discloses, or maintains PHI on behalf of CFD. Such agreements shall meet the requirements of 45 CFR § 164.308(b) and § 164.314(a).

Section 4. Data Backup and Contingency Plan

4.1 Data Backup

All data containing PHI shall be regularly and periodically backed up in accordance with procedures set forth by the City of Columbus Department of Technology or any business associate who maintains PHI on behalf of CFD. Data backups shall be sufficient to restore damaged data with a useful duplicate.

4.2 Contingency Plan

The Assistant Chief of Training or his or her designee shall establish and annually review, test, and revise a contingency plan. The contingency plan shall provide for the continuation of essential and strategic operations that involve the creation, storage, transmission, or use of PHI.

The contingency plan shall include the following elements:

4.2.1 Applications and Data Criticality Analysis, to assess the relative criticality of specific applications;

4.2.2 Emergency Mode Operation plans and procedures, to ensure the continuation of essential and strategic operations in the event of the loss of CFD's technological infrastructure; and

4.2.3 Disaster Recovery plans and procedures, to ensure the restoration of lost data and system access.

HIPAA General Policies and Procedures

Section 1. HIPAA Applicability and Purpose

1.1 The Health Insurance Portability and Accountability Act of 1996 (HIPAA), as amended, applies to the Division of Fire because the Division provides health care and submits claims for reimbursement electronically. These policies and procedures implement the standards as set forth by HIPAA for the security and privacy of protected health information.

1.2 The purpose of this policy and procedure is to implement the standards and specifications required by the rules set forth under HIPAA.

Section 2. Definitions

2.1 Division means the Columbus, Ohio Division of Fire and all of its employees, both uniformed and non-uniformed.

2.2 Designated Records Set means a record maintained by or for the Division that is a medical or billing record or is a record used, in whole or in part, by the Division to make decisions about individuals.

2.3 Protected Health Information (PHI) is information, transmitted or maintained in any form (paper or electronic); that is created, received, or maintained by the Division; that relates to the past, present, or future condition of an individual, provision of health care to an individual, or payment for the provision of health care to an individual in connection with a claim for reimbursement; and that identifies the individual or to which there is a reasonable basis to believe that the information can be used to identify the individual. PHI is not limited to patient care reports or billing information, but extends to any information that fits the definition of PHI regardless of the record within which the information is located.

2.4 Use or using means the sharing, employment, application, utilization, examination, or analysis of information within the Division.

2.5 Disclose or Disclosure means the release, transfer, provision of access to, or divulging in any manner of information outside the Division.

2.6 Individual means the individual that the Division has a direct health care treatment relationship with and whom is the subject of the protected health information. In most cases, the term "individual" will refer to patient as defined under SOP 07-00-13(A). But, the Division may maintain PHI that does not refer to Division patients.

2.7 Person means a person, trust or estate, partnership, corporation, professional association or corporation, or other public or private entity to which a disclosure will be made; the person is not the subject of the PHI.

Section 3. Security and Privacy Officer

The Assistant Chief of Training will serve as the Division's HIPAA Security and Privacy Officer. The specific duties of the Assistant Chief of Training as the security and privacy officer will be stated under the respective security and privacy policies and procedures.

Section 4. Training

4.1 The Division will train all members, uniformed and non-uniformed, on these policies and procedures at least once during each three year recertification cycle. Training may be implemented on more frequently based upon changes in the laws and policies and procedures.

4.2 The method of training will be determined and implemented by the Training Bureau in conjunction with the Assistant Chief of Training.

Section 5. Records Retention

The retention of all records required by or generated under this policy and procedure shall be accounted for on the Division of Fire's Record Retention Schedule.

EMS Compliance Policy

1. Section 1 Administration

PURPOSE:

The mission of the Columbus Division of Fire is to minimize injuries and death related to medical emergencies through the efficient delivery of effective prehospital treatment and patient transport. In order to execute this mission, the Division of Fire established an EMS reimbursement program to off-set the costs of providing EMS to assure that the organization is capable of maintaining current advancements in technology, education, and response. This program is set forth in Chapter 1934 of the Columbus City Code. The purpose of this policy is to create an administrative framework through which the Division of Fire will conduct an accountable, diligent, and effective compliance effort for EMS.

RESPONSIBILITY: It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

POLICY:

The Columbus Division of Fire shall implement and maintain an Emergency Medical Services Regulatory Compliance Program chaired by the Medical Director to provide centralized oversight and coordination in the Division of Fire's compliance effort.

2. Section 2 – Assistant Chief of Training

2.1.1. The Assistant Chief of Training will assure that:

1. The training bureau assigns on-line education to all members of the division a training module on:
 - Protected Health Information (HIPAA)
 - Blood Borne Pathogens
 - Patient Restraint
2. That the Ohio State Board of Pharmacy has received the fire division application for pharmacy license
3. That the Ohio State Board of Pharmacy has received an updated copy of the medical protocol when changes are made.
4. Obtain and maintain the Clinical Laboratory Improvement Amendments (CLIA) certificate of waiver.
5. That all division employees are evaluated to assure they are not on the excluded provider list for Medicare or Medicaid.
6. That those working in the EMS public records section have additional job specific training on handling and processing records requests that contain protected health information (PHI).
7. That the policies and directives for handling PHI are reviewed annually and in compliant with current federal and state health care program laws.
 - HIPAA General Policies and Procedures
 - HIPAA Privacy Rule Policies and Procedures
 - HIPAA Security Rule Policies and Procedures
8. That an annual audit is completed and documented to assure that the EMS section is maintaining PHI as required.

9. Work with other city agencies or outside vendors as directed to assist in assuring compliance with federal health care program requirements.
 10. Develop and administer a Quality Improvement Program - Assure that a quality assurance program is maintained within the Division of Fire EMS offices and that the program adheres to acceptable guidelines and standards for assuring quality patient care.
 11. That any information requests related to EMS delivery are processed in a timely and legal manner.
 12. Create and chair an EMS regulatory compliance committee.
- 3. Section 3 – EMS Regulatory Compliance Committee**
- 3.1.1.** The Committee shall oversee and coordinate the Division’s compliance effort. The Committee should meet at a minimum twice per year. Because compliance is a daily effort, the Committee will help identify issues, create solutions, and recommend policy and procedure changes to ensure that compliance is achieved and/or maintained.
- 3.1.2.** To be effective, the Committee should include a representative from each Bureau or Unit that has a stake in fulfilling the compliance objective. The following individuals or representatives should be included:
1. Assistant Chief of Training
 2. Medical Director or Assistant Medical Director
 3. Fire Chief or their designee
 4. Administration Bureau
 5. Training Bureau
 6. Support Services Bureau
 7. Fire Alarm Office
 8. Continuous Quality Improvement
 9. Division Legal Advisor
- 4. Section 4 - Complaint Procedure**
- 4.1.** Any member of the organization or public that believes that any employee or contractor violates, either intentionally or negligently any internal compliance policies, applicable statutes, regulations, or other federal health care program requirements can make notification to the division of fire through the Professional Standard Unit at (614) 645-4046. Every attempt will be taken to protect the anonymity of the complainants where they so desire to remain anonymous
- 5. Section 5 – Hospital Concerns**
- 5.1.** The CQI office will maintain a close working relationship with area hospitals. In the event a hospital staff member has a concern regarding CFD policy or procedures, the CQI captain will review the incident. The CQI captain, will gather all applicable data, request clarification from EMSO and/or crew. The CQI captain will review the concern with the Medical Director to determine if the concern is unfounded, can be addressed and resolved by CQI, develop a PIP for crew or needs to be forwarded to the Administrative Assistant Chief. If at any time it is discovered that an employee or contractor violated, either intentionally or negligently any internal compliance policies, applicable statutes, regulations, or other federal health care program requirements, the case shall be sent to the Administrative Investigations Unit.
- 5.2.** A hospital concern should be considered a part of the quality improvement process.

Certified Paramedics Functioning As Emt's

Policy

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Certified Paramedics Functioning as EMT's

This policy clarifies the extent to which members may provide Advanced Life Support (ALS) when the member possesses a valid Ohio Paramedic certification but does not receive paramedic differential pay.

Members who are state certified Paramedics who are not paid for their certification with paramedic differential pay are not required, on either a permanent or temporary basis, to provide ALS. However, if the member determines it is in the best interest of patient care, they may provide or assist in providing ALS consistent with the standards, protocols, and guidelines of the Columbus Division of Fire.

Emergency Patient Transport Plan

- A. The intent of the Emergency Patient Transport Plan is to systematically distribute stable EMS patients among the Franklin County hospitals, when high patient census is impacting many hospital emergency departments simultaneously.
- B. The Emergency Patient Transport Plan (EPTP) will be carried on all Emergency Service vehicles and in every station as part of the Division's Disaster Plan. This SOP addresses the components that are applicable to EMS. The entire EPTP can be found in the Division Disaster Plan.
- C. Upon receiving a notification of diversion from the third (3rd) concurrently diverting central Ohio hospital, the Fire Alarm Office (FAO) call-taker receiving the notification will immediately inform the FAO supervisor. The FAO supervisor will begin implementation of the Emergency Patient Transportation Plan.
- D. Once announced, the Emergency Patient Transportation Plan will typically remain in effect for a minimum of 12 hours to end at either 0800 hours or 2000 hours in some future time period to be determined by the FAO.
- E. The Fire Chief reserves the right to modify the Plan at his or her discretion as needed.
- F. The following steps will be taken by the FAO to implement the Emergency Patient Transportation Plan:
1. The FAO supervisor will assign an additional dispatcher to a position on the board as the FAO Transportation Manager, monitoring 9 Transport.
 2. The FAO Transportation Manager will immediately notify all central Ohio hospital emergency departments' charge nurses by telephone of the activation of the Emergency.
 3. A message will be broadcast over 10 Fire, 9 CFD EMS 1, 9 EMS 2 and the Division PA system stating that Columbus is now operating under the terms of the Emergency Patient Transportation Plan.
 4. The FAO supervisor will notify the ES-2 Deputy Chief of the immediate need to temporarily transfer either two or three FAO-qualified firefighters to the FAO for the remainder of the current unit's tour of duty and to transfer three additional FAO-qualified firefighters to the FAO for the next unit's 24 hour tour of duty.
 5. The FAO will notify the Fire Chief, the CFD Executive Officer, the Safety Director, ES-1, ES-2, the Division Medical Director, the CFD Public Information Officer (PIO), and all agencies on the FAO EPTP "Call-Down List".
 6. The FAO will activate the Emergency Patient Transportation Plan alert designation on the Central Ohio Trauma System (COTS) Emergency Department Activity Web screen
- G. The following steps will be followed during the Emergency Patient Transportation Plan:
1. The FAO will maintain an additional dispatcher in a position on the board as the FAO Transportation Manager, monitoring 9 Transport. This position will be filled at all times during the operation of the Plan. The FAO Transportation Manager position will have 9 Transport and the operation of the Emergency Patient Transportation Plan as his/her primary responsibility at all times.
 2. The FAO Transportation Manager will establish a tracking mechanism to monitor the proportionate assignment of patient transports to each hospital. Each hospital will start at zero upon activation of the Plan.
 3. Patient transport assignments will be rotated among the central Ohio hospitals in a manner to balance the patient load in accordance with the established ratios. Every patient transport by a Columbus Medic including patients under the two exceptions listed below will be counted toward satisfying the ratio.
 4. The FAO Transportation Manager may temporarily flex the rotation schedule at his or her discretion to

accommodate obvious imbalances that may occur, or for any other appropriate reason. The FAO Transportation Manager is not required to entertain discussion of the matter with either the medics or the hospitals, and may strictly follow the rotation at any time.

- H. When the Emergency Patient Transport Plan is in effect, Columbus Medic crews will follow the Plan, with two general exceptions. The FAO shall still be notified about the destination of these exception patients so that they will be counted in the overall EPTP ratios.

EXCEPTION #1: Critical or unstable patients will be taken to the nearest appropriate facility. Medics will follow all other procedures of hospital notification.

EXCEPTION #2: Patients with specialty needs, e.g. patients with specific needs related to burns, obstetrics, transplant, dialysis services, or patients recently discharged (< 72 hours) from the hospital will be taken to the appropriate facility. Medic crews will follow all other procedures of hospital notification.

Nationwide Children's Hospital is not a participating hospital.

- I. When the Emergency Patient Transportation Plan is in effect, Columbus Medic crews with patients who do not fall into the two exceptions described above will follow these procedures:

1. Prior to loading the patient for transport, the Medic crew will contact the FAO Transportation Manager on 9 Transport to receive an assignment of hospital.
2. The Medic crew determines which four hospitals are closest to the incident scene before calling the FAO Transport Manager on 9 Transport. If the FAO Transport Manager makes an assignment or offers any alternative, which includes one of the four closest hospitals, the Medic crew must accept that assignment. Any medic vehicle may decline an assignment if one of the four hospitals closest to the scene is not among those offered for assignment. The crew should inform the FAO of their decision to decline the assignment, and identify their transport destination. The FAO will appropriately credit that hospital under the Plan.

- J. All unstable patients (as noted with abnormalities in their vital signs or with potential deterioration in vital signs) should be transported to the closest appropriate medical facility. In most cases, this will imply transport of the patient to the closest hospital with an appropriately staffed Emergency Department. Vital signs in these patients should be repeated every five minutes

- K. Stable patients may be transported to any medical facility in which they have an established medical relationship except when the Fire Alarm Office has announced over the Radio and PA that that medical facility is unable to accept patients or if the Emergency Patient Transport Plan (Diversion Plan) has been initiated. Vital signs should be repeated in these patients every fifteen minutes.

- L. Patients should be conveyed to the vehicle or into the receiving Emergency Department in the manner most appropriate for their presenting condition so as not to cause harm or undue additional stress on the patient. If the patient's condition warrants extra help, there should be adequate numbers of the appropriate level of EMS providers present to deliver the highest level of pre-hospital care to the patient in route to the hospital

- M. EMS personnel should be alert to hospital closure policies in order to determine the closest appropriate open medical facility for transport of patients

1. Critical or unstable patients will be taken to the nearest appropriate facility, regardless of diversion status.
2. EMS personnel will follow all appropriate procedures of hospital notification. When the receiving Emergency Department is in diversion status, EMS personnel will clearly communicate the reasons for disregarding the diversion status and document these reasons on the run report.
3. Any time a patient is transported to a hospital that is on diversion or closed EMS personnel will immediately notify their EMSO and inform them of this occurrence. The EMSO should then immediately go to the diverting Emergency Department and meet with the Emergency Department Nurse Manager or Medical Director there as soon as possible to discuss this occurrence.
4. An EMSO should also be called to the emergency department when any crew experiences an issue (such as excessive wait time 20 minutes or longer, etc.) during the transfer of a patient over to an Emergency Department bed. When issues arise, personnel should ask to speak to the charge nurse. Conversations should be conducted in an appropriate and professional manner. If the issue cannot be resolved with the charge nurse, the Emergency Department physician on duty and/or the hospital administrator on call should be requested and the EMSO should be contacted to come to the hospital Emergency Department as soon as possible. Once a patient presents to an Emergency Department (by arriving on the hospital property), that hospital

N. The following steps will be taken to determine the need to terminate the Emergency Patient Transportation Plan:

1. At 0730 hours and at 1930 hours each day while the EPTP is in effect, the FAO Transportation Manager will make telephone calls to each Central Ohio Hospital Emergency Department Charge Nurse, asking them if they would be diverting if the Plan was terminated in the next hour.
2. Emergency Department leadership should utilize the Emergency Patient Transportation Plan Re-Evaluation Criteria to determine whether to maintain a diversion status.
3. When the decision is made to terminate the EPTP, the FAO will take the following actions.
 - a. The FAO will deactivate the EPTP alert designation on the RTAS System.
 - b. The FAO Transportation Manager will utilize the EPTP paging group for notification of EPTP termination.
 - c. A message will be broadcast over 10 Fire, 9 Transport, 9 EMS1, 9 EMS2 radio channels and the CFD PA system stating that Columbus is now terminating the Emergency Patient Transportation Plan.
 - d. The FAO will notify the CFD Fire Chief, the CFD Administrative Officer, the City of Columbus Safety Director, ES-1, the CFD Medical Director, the CFD PIO, and all agencies on the FAO EPTP "Call-Down List."

O. Questions or issues concerning the EPTP can be directed to your EMSO, through the chain of command to the CQI Captain, or to the Division Medical Director.

General EMS Policy

I. Patient

- A. The Columbus Division of Fire should consider a patient any individual who requires, receives, seeks, or is attempting to seek medical advice, evaluation, treatment or transportation.
- B. In situations when a secondary caller or party summons EMS services, the individual is considered a patient.
- C. A third party caller seeking help for an individual establishes that individual as a patient.
- D. A third party caller (not on scene) requesting we respond to investigate if a patient exists requires EMS to determine if a person or persons requires, receives or is seeking medical advice, evaluation, treatment or transportation. If yes to any then a patient exists.

II. Transport Decision

- A. It is the policy of the Columbus Division of Fire that EMS personnel shall encourage transport of the patient to the most appropriate Emergency Department for definitive diagnosis.

B. Transport Refusals

1. The decision to not be transported by CFD to an Emergency Department will be made by the patient, the patient's parent, legal guardian, or POA, based on information provided by the EMS personnel on the scene.
 - a. AMA Refusal
 - i. An EMSO must be called to the scene if the patient refuses transport and any of the CFD personnel on the scene feel that the patient should be transported.
 - ii. Any non-transport of an infant 90 days or younger is considered an AMA Refusal. An EMSO must be called to the scene of the patient is not transported.
2. The capacity of the patient, parent, or legal guardian to refuse care and/or transport must be assessed and documented in order for refusal to be honored. An EMSO must be called to the scene if the patient, parent, guardian or POA do not meet the capacity to refuse.
3. Documentation of refusal should include the explanation of risks, benefits, and a care plan for the patient. The refusal should also document how the patient, parent, guardian, or POA understands this information.

III. Destination

- A. An Emergency Department is any hospital's Emergency Department or, if appropriate, a free standing Emergency Department in the greater Columbus Metro area.
- B. The closest appropriate Emergency Department means the closest (in time of travel) hospital Emergency Department that can offer the most appropriate care in the patient's best interest.

1. Stable

- a. Attention should be given if a patient has been treated at a certain hospital recently or their treating physician has a professional relationship with a particular hospital, (e.g. if a patient had surgery at a hospital recently and has post-operative complications then EMS personnel should make every effort to transport that patient to their requested hospital if they are medically stable).
- b. If a patient is medically stable and wants to be transported to a hospital Emergency Department that is not the closest, but their physician of record practices at that facility, then the patient should be transported to the farther location.
- c. Stable patients may be transported to any Emergency Department or approved medical facility. Exceptions may apply when the Emergency Patient Transport Plan (Diversion Plan) has been initiated, or Specific Care plans have been developed.

2. Unstable (as noted with abnormalities in their vital signs or with potential deterioration in vital signs)

- a. All unstable patients should be transported to the closest appropriate Emergency Department.
- b. The patient's medical condition takes precedence over their destination preference

IV. ED Diversion

- A. Columbus Fire personnel should be alert to hospital closure policies in order to determine the closest appropriate open medical facility for transport of patients
 1. Time Critical or unstable patients will be taken to the nearest Emergency Department, regardless of diversion status.
 2. Columbus Fire personnel will follow all appropriate procedures of hospital notification. When the receiving Emergency Department is in diversion status, EMS personnel will clearly communicate the reasons for disregarding the diversion status, document these reasons on the ePCR, and notify their EMSO.

V. Emergency Department concerns

- A. An EMSO should also be called to the emergency department when any crew experiences an issue (such as excessive wait time 20 minutes or longer, transport during diversion, etc.) during the transfer of a patient over to an Emergency Department bed.
 1. If issues arise, the EMSO should ask to speak to the charge nurse. Conversations should be conducted in an appropriate and professional manner.
 2. If the issue cannot be resolved with the charge nurse, the Emergency Department physician on duty and/or the hospital administrator on call should be requested
- B. Once a patient presents to an Emergency Department (by arriving on the hospital property), that hospital is legally obligated to evaluate the patient. Leaving an Emergency Department with a patient, without the consent of the Emergency Department and/or following a formal transfer process is not to be done.
- C. The Medical Director should be made aware of any issue with an Emergency Department.

VI. Family

- A. One attendant of the patient (usually a family member or close relative) should be permitted to accompany the

patient to the hospital at the discretion of the EMS personnel and/or EMSO on the scene.

1. Personnel should always be considerate of their own and their patient's safety when making this determination.
2. This individual should customarily ride in the passenger seat of the cab of the transport vehicle and apply the appropriate passenger restraint (seatbelt).
3. Upon arrival at the receiving facility, the attendant of the patient should be directed through the public entrance of the emergency department and should not be taken with the patient through the EMS entrance of the facility.
4. Legal guardians are permitted to ride in the back of the medic, if it is in the patient's best interest and may enter with the patient.

VII. Private Ambulance

- A. If a private ambulance has arrived on scene first and is in the process of rendering aid to the patient,
 1. CFD personnel will take charge of the care of the patient.
 - a. If the patient is conscious and alert and chooses to be served by the private ambulance company, Columbus Fire personnel will honor that request.
 - b. If the patient is seriously injured or unable to make this decision, CFD personnel will always assume patient care. Interfacility transfers and declaration of MCI may supersede this standard
- B. If the private ambulance arrives after CFD patient contact – **On Scene Medical Control**
- C. Documentation of private ambulance interaction will be entered in the narrative section of the electronic patient care report (ePCR); including the patient's decisions and all evaluation and care done prior to transfer of care.

VIII. Patient Conveyance

- A. Patients should be conveyed to the vehicle or into the receiving Emergency Department in the manner most appropriate for their presenting condition so as not to cause harm or undue additional stress on the patient.
- B. If the patient's condition warrants extra help, there should be adequate numbers of providers to deliver the appropriate level of pre-hospital care to the patient on scene, in route, and during the transfer of care at the hospital.
- C. Patients must be appropriately restrained on the cot for transport. If there is a necessity to deviate it should be documented in the ePCR.

IX. Priority Patients

- A. Patients presenting a history of any of the following will be transported by a Columbus Fire EMS unit to the closest appropriate Emergency Department, unless the patient refuses transport:
 1. Severe Chest pain or EKG consistent with acute ischemia, or STEMI
 2. Respiratory Distress or impending Respiratory Failure.
 3. History of acute altered or continued declining level of consciousness.

4. History of sustained abnormal vital signs: systolic BP greater than 210 or lower than 90, diastolic BP greater than 120, heart rate greater 120.
5. History of sudden or new onset of severe headache.
6. History of high temperature in children (patients 12 weeks of age or less with a temperature 100.4 F and patients < 5 years of age with a temperature greater than 104 F.).
7. Status Epilepticus Seizures.
8. Diabetic Emergency patients.
9. Severe abdominal pain.
10. Neurologic Emergency.
11. Any one deemed too unstable or at risk for decompensation by the crew to bypass closest appropriate Emergency Department.
12. It may be appropriate to defer to a non-closest hospital when that is the only option a patient will accept instead of allowing them to refuse all transport. This should be reflected in documentation.

X. Cardiac Monitoring

- A. All patients presenting and/or falling within any of the following categories shall be transported with cardiac monitoring in place:
 1. All gunshot wounds and stabbings to the head or trunk and all serious GSW wounds or stabbings to the extremities.
 2. All patients with chest pain or severe shortness of breath
 3. All patients with CVA or TIA.
 4. All unconscious patients at time of transport.
 5. All patients in cardiac or trauma arrest.
 6. All patients with trauma or shock with any of the following: systolic BP less than 100, HR greater than 100, altered level of consciousness.
 7. All patients with present or potential airway compromise.
 8. All patients with new onset of symptomatic dysrhythmias suspected or confirmed.
 9. All overdose and/or toxic exposure patients.
 10. All patients receiving controlled substances by EMS (Narcotics, Benzos, Ketamine).

XI. Documentation

- A. ePCR documentation for each incident must be completed prior to end of shift
- B. A separate ePCR is required for each patient.
- C. The following incidents require an ePCR:
 - 1. Any EMS/Rescue incident where a CFD company arrives on scene.
 - 2. Any other incident where anyone on scene meets the definition of a patient in I. above.
- D. Reporting responsibility:
 - 1. Transporting Unit
 - 2. If an Engine and Medic arrive on scene, the Medic Unit will be responsible to write the report unless the Paramedic from the Engine agrees to write the report.
 - 3. If two Medics arrive and no transport occurs, the first arriving Medic will be responsible to write the report.
 - 4. If a CFD medic does not arrive on scene. The First arriving CFD Engine will be responsible to complete the ePCR.
 - 5. If there are no CFD Engines or Medics on scene, the first arriving Columbus Company will be responsible to ensure the report is written.

See **Documentation Essentials** protocol

Infection Control

- A. The responsible person on all Medics, Rescues, Engines, and Ladders are to wear medical examination gloves upon arrival to every emergency medical incident. Gloves shall be mandatory for the remaining crew members when the potential for exposure to blood or bodily fluids exists.
- B. While gloves are the initial protection in infectious diseases, additional equipment will be provided and is to be used at the discretion of the personnel involved. It is the Division member's responsibility to use the additional equipment when necessary to adequately protect themselves. The following is a list of additional equipment:
1. Infection Control Kit recommended for use with patients having a known or highly suspected infectious disease. This kit contains:
 - a. 2 pair coveralls
 - 2 pair examination gloves
 - 2 surgical masks
 - 2 surgical caps
 - 2 pair shoe covers
 - 1 large contaminates bag
 - 1 convenience bag
 - 1 patient drape
 - 2 hand wipes
 - 2 pair gloves
 2. Glasses (can be worn over existing eye glasses).
 - a. Recommended for use during intubation or suctioning.
 3. Surgical masks
 - a. Recommended for use during intubation or suctioning.
 - b. Recommended to place on any patient with a history of active TB or symptoms of viral illness such as coughing.
 4. Gowns
 - a. Recommended for use when the patient must be moved and personal contact is likely.
- C. Understanding that some degree of flexibility is needed, no restrictions have been placed on the use of any infection control equipment. It should be used any time there is an actual risk or any time the risk cannot be assessed.
- D. It is the responsibility of all personnel at the scene of all emergencies to dispose of in the proper manner any items or material used for infection control.
1. If items are left at the scene by Fire Department personnel, due to a high priority situation, the remaining personnel at the scene not transporting patients shall see that these items are collected and disposed of properly. Personnel doing the clean up shall wear at a minimum gloves but may use any other personal protective deemed necessary.
- E. To prevent the possibility of an accidental needle stick, the sharp-trap bio-disposable container will be utilized. EMS personnel should utilize an unused Sharp-Trap container on each run when medical sharps are generated. The container will be used as a single use item. When all sharp objects have been placed into the Sharp-Trap container it shall not be placed back in the drug kit, but disposed of properly.
- F. Infectious Disease Testing for Hepatitis B:
1. Any personnel previously vaccinated should have their blood drawn for Hepatitis B surface antibody. If the antibody level is less than sufficient they will receive an additional one ml of vaccine IM in the shoulder as a booster dose.
 - a. All vaccinated personnel will be drawn and tested for Hepatitis B surface antigen

- b. If the victim tests positive for Hepatitis B all unvaccinated personnel should receive the Heptavax-B vaccine of one ml in the deltoid muscle. This dose need not be done on an emergent basis.

G. Infectious Disease Testing for HIV:

1. The patient will undergo a rapid HIV test in the receiving facility. Exposed personnel should have a baseline blood draw immediately. SO4 will follow-up with the exposed personnel at 3, 6, 9, and 12 months following exposure. Testing will be done by Mount Carmel Health Systems laboratories and blood will be drawn by SO4.

H. Viral Influenza including H1N1

1. EMS personnel should consider influenza A (H1N1) virus infection in the differential diagnosis of patients with febrile respiratory disease and who has had contact within the last seven (7) days with someone who is a confirmed case of influenza A (H1N1).
2. EMS personnel should also follow these guidelines during this outbreak:
 - a. Request additional information from dispatch when sent to respiratory, sick person and fever related calls if limited initial dispatch information is provided.
 - b. Perform initial interview of all patients from at least 2 meters (6.5 feet) away to determine if personal protective equipment precautions are necessary.
 - c. Place a surgical mask on all patients with suspected influenza symptoms before approach. Use a non-rebreather mask when oxygen is required.
 - d. Avoid droplet producing procedures whenever possible including nebulizers, bagvalve- mask, suctioning or intubation. When a nebulizer treatment is indicated, make sure that you are using the AeroEclipse II BAN device.
 - e. Recommended PPE for taking care of ill/potentially infected patients includes: gloves and P 100 respirators. PPE should be donned and doffed according to published guidelines to prevent cross contamination, including faceshield/eye and gown protection when splash or airborne contamination is possible.
 - f. Alert receiving hospital personnel of the possibility of an infectious patient as soon as possible and hold suspected infectious patients in the ambulance until their destination in the hospital is known, rather than immediately moving them into the Emergency Department.
 - g. Perform a thorough cleaning of the stretcher and all equipment that has come in contact with or been within 2 meters (6.5 feet) with an approved disinfectant, upon completion of the call.
3. Antiviral chemoprophylaxis (pre-exposure or post-exposure) is recommended for the following individuals:
 - a. Health care workers or public health workers who had unprotected close contact with an ill confirmed case of swine influenza A (H1N1) virus infection during the case's infectious period.
4. Antiviral chemoprophylaxis (pre-exposure or post-exposure) can be considered for the following:
 - a. Any health care worker who is at high-risk for complications of influenza (persons with certain chronic medical conditions, elderly) who is working in an area with confirmed swine influenza A (H1N1) cases, and who is caring for patients with any acute febrile respiratory illness.
5. Please follow the regular reporting procedures for any infectious disease exposure and contact EMS -22 if you feel that you need antiviral chemoprophylaxis for a patient encounter.

I. Requesting infectious disease testing:

1. Ohio law allows any emergency services or health care worker that has received a significant exposure from the blood or body fluids from a victim to request that the patient be tested for communicable or infectious diseases. The results of these tests must

also be known to the person requesting the information. The request should be made to the personnel in the Emergency Department immediately following the exposure, and while the patient remains in the Emergency Department. This must be a significant exposures defined by the law, and testing will not be done in instances of casual exposure (Significant exposure means potentially infectious substances splashed into open wounds or sores, cuts with contaminated instruments, needle sticks, and potentially infectious material splashed onto mucous membranes).

2. In the event that a crew member has sustained a significant exposure, request that SO4 be dispatched to the Emergency Department with a copy of the request form and a Communicable Disease Incident Report form. Fill out the request form entirely and present it to the nurse supervisor in the Emergency Department. Attach a copy of the form to the Communicable Disease Incident Report form. All test results must be reported to the crew member in a timely manner and will remain confidential.

J. Decontamination of exposed equipment:

1. Hard equipment such as backboards, splints, and vehicle decontamination can be accomplished using fresh water and bleach at a 1:100 ratio. This is equivalent to onequarter cup of bleach to one gallon of water.
2. Delicate equipment such as heart monitors/defibrillators, radios, etc., should be wiped off with hot soapy water and allowed to air dry. Hospital disinfectants can also be used.
3. Always use gloves and eye protection when decontaminating equipment. Wash hands after removal of gloves.

K. Procedure for significant exposure:

1. Notify SO4 as soon as possible, even if no patient was transported, for proper forms and advise (airborne or blood/body fluid exposure).
2. Immediately cleanse any contaminated area by prolonged washing with soap and water or using an antiseptic solution.
3. If at all possible, transport the patient to the Emergency Department.
4. Call the vehicle O.O.S. at the Emergency Department and notify the Fire Alarm Office. Stay out of service until all paperwork is completed.
5. Fill out the Communicable Disease Incident Report form, Request for Notification of Test Results form, and any other paperwork supplied by SO4.
6. Document the incident on the Division of Fire Accident Report Form. Make a copy of this report and include with all the other reports filed by SO4.
7. Log incident on the vehicle daily log and the company journal injury section.
8. Indicate the exposure on the OF-237 injury section.
9. Make certain the exposed crew member's tetanus status is up to date (within 5-10 years).
10. If the patient was transported, and the exposure was a blood/body fluid exposure, request the Emergency Department staff to test the patient for Hepatitis B and HIV (use proper form supplied by SO4).
11. If necessary, the vehicle and crew will remain O.O.S. for decontamination of vehicle and/or equipment.

Infectious Disease Testing

- A. The following procedures are to be followed in the event of a significant exposure to any potentially infectious diseases. This shall include blood, urine, feces, and vomitus. Significant exposure means potentially infectious substances splashed into open wounds or sores, cuts with contaminated instruments, needle sticks, and potentially infectious material splashed onto mucous membranes.
1. Immediately cleanse any contaminated area by prolonged washing with soap and water or using an antiseptic solution.
 2. Fill out the Communicable Disease Incident Report form.
 3. Make certain the exposed crew member's tetanus status is up to date (5-10 years).
 4. If the patient was transported, mark the vehicle O.O.S. at the Emergency Department and notify the EMS Supervisor and SO4 that a significant exposure has been encountered. SO4 will determine if a significant exposure has occurred and will bring all necessary forms and instructions to the Emergency Department. The Emergency Department should be requested to have the patient tested for Hepatitis B and HIV.
- B. Hepatitis B exposure:
1. If the crew member has received Hepatitis B vaccine, no further treatment is necessary. Any unvaccinated personnel should receive the Hepatitis B vaccine series, with the first dose given 24-48 hours of exposure, then repeated at onemonth and again at six months. Each dose is one ml of vaccine given IM in the deltoid muscle.
 2. Any personnel previously vaccinated should have their blood drawn for Hepatitis B surface antibody. If the antibody level is less than sufficient, they will receive an additional one ml of the vaccine IM in the deltoid muscle as a booster dose.
 3. All unvaccinated personnel will be drawn and tested for Hepatitis B surface antigen.
 4. If the patient tests positive for Hepatitis B, all unvaccinated personnel should receive Heptavax-B vaccine of one ml in the deltoid muscle with the first dose given within 24-48 hours of exposure then repeated at the one month and again at six months.
- C. HIV or AIDS exposure:
1. All personnel should be tested for HIV within 24-48 hours of exposure. This should be repeated at a 3-6-9-12 month interval.

Phlebotomy for OVI Investigations

- A. Senate Bill 58, which was entitled "Phlebotomy by EMS for Investigations of Operating Watercraft or Vehicles under the Influence", became state law on September 17, 2010. One of the provisions of this law allows Advanced EMTs and Paramedics to withdraw blood for use by law enforcement agencies for the purpose of vehicle OVI investigations.
- B. The rule gives the authority to the EMS Medical Director to recommend to the Fire Chief to allow or disallow the EMS personnel to draw these tests.
- C. Although the law does provide qualified immunity to the technician, the Columbus Division of Fire has chosen not to participate in this practice at any level.
- D. Law enforcement officers requesting EMS personnel withdraw a suspect's blood for the purpose of evidence collection should be directed to follow the currently established process through the local area hospitals or other medical facilities.
- E. An EMSO should be called to the scene any time issues arise with this policy. Questions or concerns regarding this policy should be directed to the Division of Fire Medical Director through the standard chain of command.

Appropriate Resource Allocation

Social Service

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Appropriate Resource Allocation

Individuals with Frequent Access to the EMS System

Introduction

The Columbus Division of Fire must provide emergency medical services in an expedient, efficient, and safe manner to individuals in need of emergency medical response, care, and transport. The Division is also required by the Ohio Revised Code to implement quality assurance programs designed to improve the availability and quality of the emergency medical services it provides. This policy and procedure is an effort to accomplish these two responsibilities. This policy is designed to supplement existing EMS policies and procedures.

Purpose

The purpose of this policy and procedure is to link individuals with appropriate resources when EMS is not the most appropriate resource for the individual's health or safety. It is not the purpose of this policy and procedure to exclude individuals from appropriate access to EMS.

Objectives

1. The objectives of this policy are to: Provide care for the individual's needs by linking the individual with the most appropriate resource and in the most appropriate setting;
2. Reduce the amount of time between identification of the need and connection to the appropriate resource;
3. Increase overall efficiency of emergency medical services;
4. Reduce costs associated with the delivery of unnecessary emergency medical services; and
5. Allocate emergency medical services resources in the most beneficial manner.

Appropriate Use

Prehospital emergency medical services are appropriate, effective, and efficient when EMS provides emergency care and allocates emergency resources to stabilize, assess, and provide appropriate treatment and transport for individuals who experience an acute illness or injury that requires immediate medical attention and transport by medic in order to reduce the potential for death and disability.

Non-Discrimination Statement

The Columbus Division of Fire will not refuse to respond to, assess, treat, or transport any individual based upon inability to pay, gender, ethnic background, religion, employment status, or financial status. All assessment, treatment, and transport will be based upon the appropriate medical standards for the condition from which the individual suffers.

Policy

The Columbus Division of Fire will identify individuals for whom EMS resources may not be appropriate in order to link those individuals with the most appropriate resources.

Procedure

- I. Identify Inappropriate Utilization of EMS
 - A. The Continuous Quality Improvement (CQI) staff will identify individuals who inappropriately utilize EMS.
 - B. Identification will be based upon the following factors:
 1. Frequency of EMS response (12 or more times within 90-days); or
 2. Issues or conditions for which the EMS response is sought when EMS is not the appropriate resource to assist with the management of the issue or condition.

- C. EMS personnel, hospitals, or law enforcement may also identify individuals who inappropriately utilize EMS by notifying the CQI staff. If notification comes through this route, CQI will conduct an independent review of the case.

II. Analysis and Internal Action Plan

- A. After an individual has been identified as inappropriately utilizing EMS resources, the CQI Captain and EMS Medical Director will review the case to determine if further action under this policy is appropriate.

- B. Further action will be based upon the underlying cause for the utilization. Situations in which EMS is not the most appropriate agency to manage the individual's condition will be suitable for further action. These situations include, but are not limited to, the following:

1. Substance abuse;
2. Mental health conditions;
3. Exacerbation of chronic medical conditions; or
4. Societal or environmental conditions

- C. If the CQI Captain and the EMS Medical Director determine further action is necessary, the following steps will be taken:

1. The EMS Medical Director, SPARC Supervisor, CQI Captain, and one regular EMS Supervisor for the battalion where most of the EMS responses occurred (the Internal Action Plan Committee) will create an internal action plan. The internal action plan will outline CFD's response to the inappropriate utilization.
2. When creating the internal action plan, the following factors will be considered:
 - a. Root cause of EMS utilization;
 - b. Proper resource or resources to address the root cause of utilization; and
 - c. Mechanism to link the individual with the appropriate resource.
3. CFD will attempt to link the individual with the resources that most appropriately address the individual's needs.
4. Once the Internal Action Plan Committee has created CFD's internal action plan, the Committee will submit the plan to the Columbus City Attorney's Office for an independent review.
5. The internal action plan is protected health information as defined by HIPAA. This document is not a public record. This document is not included within the individual's designated record set.

III. Individual User Notification

- A. CFD will notify the individual that the individual's utilization of EMS is not appropriate based upon the services EMS provides.

1. Reasonable effort will be made to notify the individual in person.
2. Notification may occur the next time the individual accesses the EMS system.

- B. Notification will:

1. Counsel the individual on the appropriate use of EMS;
2. Identify resources more appropriate for the individual's needs; and
3. Be written and contain the following elements:

- a. Number of EMS responses over a defined period of time;
- b. Reason for the response and documented complaint upon arrival;
- c. Appropriate uses of EMS resources;
- d. Resources or organizations that can address the individual's needs;
- e. CFD will monitor utilization of EMS over the next 90 days; and
- f. After the 90-day monitoring period, CFD will not transport the individual to an emergency department unless the individual seeks EMS for an appropriate use.

C. CFD may ask the individual to authorize CFD to disclose the individual's protected health information to other health care providers or organizations that may most appropriately care for the individual's needs.

D. If CFD determines the individual lacks the capacity to understand the notification due to medical, developmental, or degenerative issues, CFD may need to contact family members, guardians, or responsible caregivers to assist with allocating resources appropriately.

IV. Appropriate Resource Guidelines

A. Substance Abuse

1. NetCare
2. Columbus Public Health's Alcohol and Drug Abuse Program (<http://columbus.gov/publichealth/programs/alcohol-and-drug-abuse/>)
3. Other Services (<https://prod.ada.ohio.gov/directory/>)
4. Hope thru Housing

B. Mental Health Conditions

1. NetCare
2. Other Services (<http://mha.ohio.gov/Default.aspx?tabid=790>)

C. Exacerbation of Chronic Medical Condition

1. Columbus Neighborhood Health Centers
2. Local Urgent Cares

D. Societal or Environmental Conditions

1. Franklin County Social Services
2. Columbus Public Health
3. Alternative Transportation to seek health care
4. Veteran's Administration

- E. This is a non-exhaustive list of additional resources which may be used. The use of specific resources will be dependent upon the individual's needs.

V. Monitoring EMS Utilization and Alternative Resource Allocation

- A. After notifying the individual of the appropriate use of EMS and appropriate resources, CQI will initiate a 90-day monitoring period.
- B. During the 90-day monitoring period the following steps will be taken:
1. At 30-day intervals CQI will create a report on the individual's utilization of EMS. The report will include the frequency of use and the individual's issues or conditions associated with each use.
 2. After 90-days, CQI will create a report that compares the individual's utilization for the 90-day period prior to identification with the 90-day period following identification.
- C. If there has been no meaningful reduction in the utilization of EMS resources upon comparing the two time periods and the utilization remains inappropriate, the Internal Action Plan Committee will review the individual's case to determine if further allocation of resources, including non-transport, is appropriate under the circumstances. The Committee will do the following:
1. Review the individual's case.
 2. Determine if additional time is required to allow the individual to seek the appropriate resources to address the individual's need.
 3. If additional time is not required, a report will be created with the following elements:
 - a. Data on EMS responses and transports over a 180-day time period;
 - b. Condition or issue for which EMS response and transport was sought;
 - c. Statement as to why these responses and transports were not an appropriate utilization of EMS;
 - d. Actions taken by the Division of Fire to reduce the inappropriate utilization of EMS; and
 - e. Statement as to why additional time will not be beneficial to permit the individual to cease inappropriate utilization of EMS and seek appropriate resources for the individual's condition.
- D. The report will be sent to the Fire Chief, the Department of Public Safety, and the City Attorney's Office for independent review.
- E. After the review, the Committee will notify the EMS Supervisors of the report. The EMS Supervisors will notify the appropriate medic crews. CFD will notify the individual that it may not transport the individual to an emergency department for conditions or situations that involve the inappropriate utilization of EMS. Reasonable efforts will be made to notify the individual in person.

VI. EMS Response after Non-Transport Notice

- A. CFD will always transport an individual by medic to the closest most appropriate emergency department if transport by medic is indicated based upon the individual's condition, regardless of the individual's status under this policy and procedure.
1. Generally, CFD's medical protocols, assessment of the individual, and the diagnostic impression of the individual will be used to determine whether or not transport by medic is indicated.
 2. If the individual does not have the mental capacity to refuse transport or treatment as stated in S.O.P. No. 07-00-03, the EMS crew will transport the patient to the closest most appropriate facility.
 3. If the individual is a psychiatric patient as stated in S.O.P. 07-02-27.01, the EMS crew will transport the patient to the closest most appropriate facility.

B. After the responding EMS crews identify the individual as an individual who inappropriately utilizes EMS, an EMS Supervisor will be dispatched to the location.

1. EMS personnel will assess the individual based upon the individual's current complaint and current medical condition.

2. EMS personnel will advise the patient of the assessment.

3. If the individual's complaint and condition are inappropriate for the utilization of EMS, the EMS personnel will advise the individual he or she will not be transported to an emergency department by medic.

4. EMS will again advise the patient of additional resources more appropriate for the individual's needs and alternative transportation to those resources.

C. CFD may use the EMS response as the first opportunity to notify the individual of the conclusion that the individual will not be transported due to his or her inappropriate utilization of EMS.

VII. Documentation

A. All interactions with an individual which occur pursuant to this policy will be appropriately documented.

B. Each request for and response by EMS, including responses that occur after the notice of nontransport, require complete ePCR.

VIII. Additional Action

A. Additional action by CFD may be necessary under certain circumstances. This action may include, but is not limited to the following:

1. Criminal investigation for 911 abuse or disruption of public services; or

2. Seeking appointment of a guardian by a court.

B. If additional action is required, CFD will contact the agencies authorized to carry out that action.

Newborn Safe Haven

A. The intent of this SOP is to:

1. Promote consistency in the central Ohio region when an infant up to thirty (30) days of age with no indication of abuse or neglect is relinquished to a medical service worker, peace officer, or hospital employee.
2. Provide guidance on the care of such newborns until transfer to a children's agency.
3. Present options for support services to the parent(s) presenting such newborns.

B. The Ohio Revised Code (Sections 2151.3515-2151.3517 & 2151.3530) supports the actions in these guidelines. This legislation provides immunity from criminal prosecution for a birth parent who relinquishes a newborn when:

1. The infant is not older than 30 days of age
2. The infant has not been abused; and
3. The infant is given by the parent to a medical service worker in a hospital, fire department or other emergency service organization, or to a peace officer at a law enforcement agency

C. AGE VERIFICATION

1. Determining a neonate's age up to 30 days of age may be difficult. A verbal question may be asked of the parent(s) regarding the child's age. If in doubt about the neonate's age but reasonable appearances indicate that the baby may be 30 days of age or younger, accept the infant and proceed with Interventions. The safety of the infant is the first priority.

D. Once a child has been received, initiate interventions necessary to protect the neonate's health and safety. It is paramount that the infant be kept warm. Notification shall occur as soon as possible to the following agencies:

1. The Fire Alarm Office - to notify them of the incident.
2. Columbus Nationwide Children's Hospital or the nearest hospital with a neonatal unit - to notify them that a relinquished neonate is being brought in for medical evaluation. (See Table A).
3. Franklin County Children's Services - at (614) 229-7100, Extension 1.
4. Local law enforcement - in order to provide community notification in the event that this is not a parental relinquishment situation but rather a disposal after abduction. Notification of these agencies may occur through the FAO. Notification of these agencies should not delay initial interventions and transport of the neonate. Once the parent relinquishes the child to the emergency medical services worker at a fire station, custody may not be regained by that parent at that episode. Protect the neonate as necessary and proceed to the nearest most appropriate Emergency Department.

E. PROHIBITIONS

During relinquishment of a child, the emergency medical services worker may not:

1. Coerce or otherwise try to force the relinquishing parent to reveal their identity or the identity of the other parent. The parent has the legal right to remain anonymous.
2. Pursue or follow the parent after the parent leaves the place at which the child was delivered.
3. Coerce or otherwise try to force the parent not to desert the infant.
4. Coerce or otherwise try to force the parent to leave medical or demographic information.

5. Coerce or otherwise try to force the parent to accept any materials made available concerning services available to assist parents and newborns.

F. EXCLUSIONS

This law is null and void when:

1. The parent is attempting to relinquish an infant obviously greater than 30 days of age.
2. The infant is seen to have a physical wound, injury, disability, or condition of a nature that reasonably indicates abuse or neglect of the child (ORC Sec 2151.3517 [A][3]). NOTE: A neonate delivered with obvious birth trauma or disability for whom the parent is not seeking medical treatment may constitute a case of abuse or neglect (ORC Sec 2151.3527[B]).

If signs of abuse or neglect are evident or reasonably suspected based on actions of the care provider or symptoms of the infant:

1. Provide immediate care and protect the child as necessary. Keep the infant warm.
2. Proceed immediately to Nationwide Children's Hospital Emergency Department or the nearest most appropriate hospital for a medical evaluation and stabilization as needed.
3. Call for immediate law enforcement assistance, detaining the caregiver if feasible. Gather as much information as possible, including a license plate number, to relay in the event that a potential perpetrator leaves the area.

- G. **DO NOT DELAY CARE** of a neonate who is symptomatic for abuse while attempting to detain and elicit information from the parent. Obtain assistance from team members to intervene with the parent. Proceed immediately with the infant to Nationwide Children's Hospital or the nearest most appropriate hospital (See Table A).

H. REQUEST FOR NEWBORN INFORMATION

If possible, offer the parent the opportunity to complete the Ohio Department of Job and Family Services Medical Information Form (ORC Sec 2151.3525 & 2151.3529). The parent shall be told that:

1. Completion of the form is voluntary. The parent is not required to complete all or any part of the form.
2. The information will be used only to facilitate medical care for the child.
3. If the parent wishes to give some but not all information, any parts of the form may be left blank.
4. The person completing the form may remain anonymous.
5. No adverse legal consequence will result from failure to complete any part of the form.
6. The form may be completed at the time that the child is relinquished, or may be completed at another time.
7. If the parent chooses to not complete the form at the time that the child is relinquished, they shall be given the option of taking the form with them as they leave and returning it at a later time to a local public children's services agency or the fire station where the infant was relinquished.
8. If the parent refuses the form altogether, they shall be given the option of contacting their local public children's services agency or the fire station where the infant was relinquished to obtain or complete a form at a future time.
9. The parent will not be pursued, followed, or contacted to complete the form.

I. PARENTAL SOCIAL SUPPORT

If possible, offer to the parent the Ohio Department of Job and Family Services information. The parent has the right to refuse the information. If the parent verbalizes a desire for the information but acknowledges a state of illiteracy or is unable to read the material, the information shall be read to the parent by a team member as available. This information includes:

1. Community social services available to assist parents and newborns.

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|---|
| 2. Information relevant to situations that might lead parents to relinquish a neonate. |
| 3. Procedures for the parent to follow in the event that they would seek to reunite with the relinquished infant at a future time, including notice that the parent will need to submit to a DNA test. |
| 4. That the parent may need to assume financial expenses related to proving that they are the infant's parent. |
| 5. The toll-free Job & Family Services Hotline phone number which is 1-800-755-4769 |
| 6. If the parent refuses the Ohio Department of Job and Family social services information at this time, they shall be told that they may obtain a copy of the information in the future by contacting their local public children's services agency. |
- J. Offer medical evaluation services to the mother if possible.
1. The infant may be the result of a home birth and the mother may need treatment for a complication. Some complications may be evident upon physical examination such as a perineal tear, but others such as retained placenta, will require evaluation at a hospital with obstetric capabilities.

Newborn Safe Haven Table A

HOSPITAL	ON-SITE NEWBORN NURSERY		
	YES	CRITICAL CARE (Level II or III)	NO
Doctors Hospital	X	X	
Dublin Methodist Hospital	X	X	
Grady Memorial Hospital			X
Grant Medical Center	X	X	
Mount Carmel East	X	X	
Mount Carmel St. Ann's	X	X	
Nationwide Children's Hospital	X	X	
The OSU Wexner Medical Center	X	X	
The OSU East Hospital			X
Riverside Methodist Hospital	X	X	
OhioHealth Grove City			X

Social Service Concerns

- A. EMS personnel within the Columbus Division of Fire routinely encounter patients that have social service needs that can be better served by involvement of a social service worker. This protocol is intended to outline a procedure that will facilitate social service referrals by the Columbus Division of Fire EMS.

- B. Criteria for referrals on patients 13 years of age and older:

1. Improper use of EMS

2. Frequent calls to 911 about maintenance medical problems such as needing breathing treatments, glucose checks, blood pressure checks, etc.

3. Quality of life issues:

- a. Physical/medical problems such as:

1. Falls - or potential fall hazards
2. Medication – unable to fill or non-compliant

- b. Emotional problems such as:

1. Anxiety
2. Isolation
3. Depression

- c. Environmental problems such as:

1. Poor living conditions

- Is there food in the house? Is the individual feeding themselves adequately?
- Are utility services working?
- Do fire hazards exist?

2. Hoarding behavior

3. Abundance of animals in the home

- d. Social issues or family problems (such as family violence):

1. Abuse/Neglect : Elder, Domestic, Child, Animal
2. Establish confidential setting for screening. Assure confidentiality to the patient.
Ask the patient if they feel safe in their home if indications exist

- e. Other home situation that the medic may be concerned about.

- C. Process for making referrals for patients in need:

1. Notify your EMSO about any of the patients that meet the criteria listed above.
2. Select "Mobile Integrated Healthcare - Referral" in the forms section of the ePCR.
 - a. Select "yes" - the patient requires follow up
 - b. Choose "Community Medicine Team"
 - c. Choose appropriate referral program
 - d. Select all appropriate reasons for referral
 - e. Obtain a good contact number
 - f. Advise the patient that a team member will be contacting them on that number.
 - g. Use the comments to document any pertinent information about the referral including another persons name if applicable.
3. Any member can complete the Social Service Referral form ES-214 and email it as an attachment to EMSreferrals@columbus.gov.
 - a. Send a copy of the referral to the assigned EMSO in order for it to be shared across all three units.
4. Once the case is referred to the social worker, they will contact the patient.. With the patient's permission, the team will make a home visit and assist with trying to solve problems.
5. If social worker makes a home visit, appropriate HIPAA documentation will be obtained.
6. Any questions about your referral can be directed through the CQI office

[Dangerous Drug Accountability](#)

Drug Accountability

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Dangerous Drug Accountability

1.1. **PURPOSE:** The purpose of this policy is to implement the procedures for the accountability of controlled substance.

1.2. **RESPONSIBILITY:** It shall be the responsibility of each member to know, understand, and utilize these procedures as they apply to the situation at hand. It shall further be the responsibility of all Division Officers to train their subordinates in the proper application of these procedures and to implement and enforce the use of these procedures.

Section 2 Definitions

2.1. "Controlled Substance" is any dangerous drug, compound, mixture, preparation, or substance included in schedule I, II, III, IV, or V pursuant to the provisions of Chapter 3719. of the Revised Code.

2.2. "Dangerous drug," is any drug or drug product whose commercial package bears a label containing the symbol "Rx only", the legend "Caution: Federal Law Prohibits Dispensing Without Prescription" or "Caution: Federal Law Restricts This Drug To Use By Or On The Order Of A Licensed Veterinarian", or any similar restrictive statement.

2.3. "Adulterated drug" A dangerous drug that is beyond the expiration date as stated by the manufacturer, packer, or distributor in its labeling or if it is not stored or dispensed according to the requirement of the federal act as indicated in the product labeling.

2.4. "Tamper evident tag" security tag designed to reveal any interference with the contents.

Section 3 Forms

3.1. ES 202 "Drug Accountability Verification Report"

3.1.1. Used by Station Captain to verify all forms are complete and turned in.

3.1.2. Sent through the Chain of Command to CQI office.

3.2. ES 204 "Daily Drug Check sheet"

3.3.1. Used by Medic company to check cardiac monitor/AED and seal numbers for dangerous drugs Signatures required for oncoming and off going paramedics at 0800. Additional change in medic personnel shall be completed on back of form.

3.4. ES 209 "Oxygen Log"

3.4.1. Located at oxygen cascade

3.4.2. Filled out by all crews refilling O2 bottles

3.5. ES 211 "Tamper Evident Accountability"

3.5.1. Form 211.1 is for Engine/Rescue and EMSO

3.5.2. Form 211.2 is for Medic

3.5.3. Used to record seal numbers from tamper evident tags on drug kits and drawers.

3.6. EI 56 "EMS Equipment Check Sheet"

3.6.1. Used by Engine, Ladders, Rescues and all other staffed ES vehicles.

3.6.2. Verify EMS equipment is accounted for and in proper working order

Section 4 Procedures

4.1. Station Drug Locker

4.1.1. Refer to UCAPIT in Target Solutions

4.2. Vehicle Inventory

4.2.1. A specified inventory of dangerous drugs will be kept in the designated drug drawer of each medic vehicle as well as "drug bag" for ALS vehicles. See Table 1 for medic drug drawer and Table 2 for drug bag. Any request to change vehicle inventory must be made in writing through the EMS chain of command to D/C of EMS.

4.2.2. No dangerous drugs will be outside of the specified areas, including bench seat, IV drawer or first aid bag, unless it is secured by a qualifying member.

4.2.3. Drug drawer and drug bag will be sealed with a tamper evident tag.

4.2.3.1 Medics with warming drawers shall keep the drawer sealed with tamper evident tag anytime the drawer is being used to store IV solution.

4.3. Accountability

4.3.1. Breaking a tamper evident tag shall be recorded on ES-211 Tamper Evident Accountability. Any discrepancies on this form shall be brought to the attention of the company commander as well as the EMSO.

4.3.2. Records of administering dangerous drugs shall be legible and shall contain the name of the EMS organization of the person who administered the drug, name and strength of the drug administered, date of administration, time of administration, amount of the dose administered, the name or other means of identifying the patient, such as medical record number or run number; and the first name and last name of the EMS personnel from the EMS unit, which originally possessed the dangerous drugs administered, who will assume responsibility for documenting drug administration using an electronic signature on the ePCR.

4.4. Controlled Substances

4.4.1. Each EMSO and Medic vehicle will be assigned one narcotic case that shall be stored in their drug vault whenever possible.

4.4.2. Tamper evident tags shall be used on all EMS narcotics kits containing the controlled substances including but not limited to Ketamine (Ketalar), Versed (Midazolam) and Onsolis (Fentanyl).

4.4.3. All unused tamper evident tags shall be placed in the locked/sealed kits of the drug box or locked cabinet in the vehicle for security reasons.

4.4.4. The sealed narcotic kits shall be kept in the drug vault of the medic vehicle or in the locked vehicle of the EMSO.

4.4.5. Each medic vehicle shall carry 500 mg Ketamine (Ketalar), 30 mg of Midazolam (Versed) and 300 mcg of Onsolis (Fentanyl) in their drug vault.

4.4.6. Two members, one being a paramedic, shall sign the controlled substance "witness to waste" on the ESO report whenever a controlled substance is wasted.

4.5. Daily Checks

4.5.1. At the start of each shift or any change of the "in-charge" medic form ES-204 Daily Drug Check Sheet, is required to be signed by the off-going and on-coming in charge medics before the off-going medic can be relieved of duty. (or any change if in charge medic between 0800-0800)

4.5.2. The breakaway seals will be checked and the ES-204 will be signed; at the beginning of every shift, at 2000, as well as any time there is a change in the in charge paramedic.

4.5.3. It is the in charge paramedics responsibility for the handoff/receiving, checking of seal numbers and signing for the narcotics.

4.5.4. The drug drawer and kits will be opened and inventory will be checked daily.

4.5.5. Tamper evident tags will be replaced and documented on the ES-211 each morning.

4.6. Adulterated Drugs

4.6.1. Returned to UCapit.

4.6.2. EMS Supply will account for expired drugs for inventory control.

4.6.3. EMS Supply will destroy adulterated drugs per their policy.

4.7. Section 5 Missing Drugs/Tags

4.7.1. Anytime the on-duty paramedic becomes aware of controlled substances being tampered with, stolen, lost, used illegally or tamper evident tag missing/not matching he or she shall immediately notify his Company Officer and EMSO.

4.7.2. The EMSO will notify EMS10 if applicable.

4.7.3. These officers shall check the previous day's log, reports and paperwork for documentation error as well as check complete inventory for accuracy and evidence of tampering. Additionally, the previous days Medic personnel should be contacted.

4.7.3.1. If it is a documentation error, the EMSO shall write a comment in the notes section of the form where the error was first noted. The comment shall include date, signature, ID number and the statement "All drugs accounted for and no apparent drug tampering".

4.7.3.2. Broken vials shall have a UCapIt Medication Return filled out completely and return to the proper destination at each UCapIt Machine for controlled Drugs and or locker 226 for dangerous drugs

4.7.3.3. If it is not a documentation error, the EMSO shall notify the CQI Captain and the Columbus Police Department.

4.7.4. The CQI Captain will determine who shall be responsible for reporting the incident to the Ohio State Pharmacy Board (614) 466-4143 and the Drug Enforcement Agency (614) 469-2595 via telephone.

4.7.5. All missing drug incidents shall be reported in writing to the Medical Director and the Fire Chief by the EMSO.

Section 5 Distribution/Collections of Forms

5.1. EMS office will prepare and distribute accountability books by the first of each month.

5.2. The Station Captain will verify all forms are completed and verify with the EMS accountability verification report (ES-202).

5.3. ES-202 and all accountability books shall sent through the chain of command to ES-2 by the 10th of the month. ES-2 will verify and send to EMS office.

5.4. Members found to be not in compliance with this SOP shall begin with counseling by their direct supervisor.

Dangerous Drug Accountability Tables

Table 1 Drug Drawer Inventory		Table 2 Drug Kit Inventory	
Drug Drawer Inventory Lis		Drug Kit Inventory List	
Adenocard	3	Adenocard	3
Albuterol	1 box	Albuterol	2
Amiodarone	6	Amiodarone	4
Aspirin	2	Aspirin	1
Atropine	4	Atropine	2
Atrovent	1 box	Atrovent	2
Benadryl	2	Benadryl	2
Bi-Carb	4	Bi-Carb	2
Calcium Gluconate	1	Calcium Gluconate	1
Decadron	1 - 2	Decadron	1
Dextrose	4	Dextrose	2
Epi 1:1,000	4 - 6	Epi 1:1,000	1 - 4
Epi 1:10,000	10	Epi 1:10,000	5
Glucagon	1	Glucagon	1
Lidocaine	1 - 2	Lidocaine	1
Mag Sulfate	4	Mag Sulfate	2
Narcan	10	Narcan	4
Nitro Tabs	1	Nitro Paste	1
Oral Glucose	3	Nitro Tabs	1
Saline	6 (1,000 mL) / 4 (250 mL)	Oral Glucose	2 - 5
Saline Flushes	8 - 12	Saline	1 (1,000 mL) / 1 (250 mL)
Sodium Chloride 3 mL	5 - 8	Saline Flushes	3 - 5
Tetracaine Eye Drops	1	Sodium Chloride 3 mL	3 - 6
Tylenol	6	Tetracaine Eye Drops	1
Zofran	2	Tylenol	2
Zofran ODT	1 No more than 30 tablets	Zofran	2
		Zofran ODT	1- No more than 20 tablets

Inventory may be changed for special duty medics depending on the nature of the event. Verify special duty medic inventory for each event.

Trauma Emergency Tactical Care (Tecc)

Emergency Tactical Care (TECC)

Trauma Emergency Tactical Care (TECC)

- A. TECC: Tactical Emergency Casualty Care is taken from the proven military battlefield system TCCC (Tactical Combat Casualty Care) framework of managing, treating, and evacuating the three recognized preventable causes of death in the tactical field environment, (Major external hemorrhage, tension pneumothorax, and airway obstruction).
- B. Hot Zone (Direct Threat Care): Minimal level of care that can reasonably be applied by a first responder or the individual officer at or near the point of wounding in a direct hostile environment under fire with minimal equipment, usually in the Hot Zone. Fire Department personnel should not be operating in the Hot Zone and should seek cover to exit the situation.
1. Mitigate the threat and move to a safer position.
 2. Direct or expect casualty to remain engaged in any tactical operation if appropriate.
 3. Direct casualty to move to a safer position and apply self-aid if able.
 4. Casualty extraction:
 - a. If casualty can move to safety, they should be instructed to do so.
 - b. If the casualty is unresponsive, the law enforcement should weigh the risk and benefits of a rescue attempt given manpower and resources.
 - c. If casualty is responsive but cannot move a tactically feasible rescue plan shall be devised.
 5. Stop life threatening external hemorrhage, if feasible:
 - a. Direct casualty to apply effective tourniquet if able.
 - b. Apply tourniquet over clothing high on the limb as possible.
 - c. Tighten until cessation of bleeding and move to safety.
 6. Consider placing casualty in recovery position to protect airway.
 7. Triage should be deferred.
- C. Warm Zone (Indirect Threat Care): The level of care that can reasonably be applied by the first responder after evacuation of the injured from the hot zone to a location in the warm zone behind significant cover for further treatment and reassessment of interventions. This is essentially a CCP that allows for rapid stabilization of the wounded prior to evacuation to the cold zone and a higher level of care.
1. As applicable, ensure the safety of first responders and casualties by rendering weapons and/or adjunct tactical gear (flash bangs, rotary gas guns, ect.) safe for handling.
 2. Maintain situational awareness at all times to include all your surroundings, dynamic threats, static threats such as an improvised explosive device (IED), and consider open routes and means of rapid egress if need for emergency evacuation.
 3. Conduct rapid patient assessment initiate life-saving interventions.
 4. Triage should be limited to:
 - a. Identifying critical victims (red tags)

b. Deceased / expected (black tags)

5. Goal is hemorrhage control and airway management to maximize life-saving operations and interventions.

6. Use acronym M-A-R-C-H

a. Massive hemorrhage – control life threatening bleeding

b. Airway – establish and maintain a patent airway

c. Respirations – decompress suspected tension pneumothorax, seal open chest wounds, and support ventilation oxygenation as required.

d. Circulation – treat preventable causes of shock.

e. Head Injury / Hypothermia – prevent / treat hypotension and hypoxia to prevent worsening of traumatic brain injury and prevent / treat hypothermia.

7. Do Not delay extraction for non-life threatening interventions.

a. Bleeding

i. Assess for unrecognized hemorrhage and control all sources of major bleeding.

ii. Direct pressure in proximal artery, brachial or femoral, should be immediately applied by kneeling on the artery with body weight.

iii. Tourniquets should be placed immediately on the following extremity wounds:

1. Total or near total amputations

2. Large vessel arterial bleeding

3. Massive large vessel venous bleeding

4. Any wound that cannot be adequately controlled with a pressure dressing.

iv. Apply tourniquets over clothing a proximal on limb as possible.

v. For compressible hemorrhage not amenable to tourniquet placement apply standard gauze, or hemostatic gauze if available, in addition to a pressure dressing.

vi. For junctional wounds, use direct pressure or if available place a junctional tourniquet. Consider packing the wound with hemostatic gauze and holding direct pressure.

vii. Reassess all tourniquets applied during direct threat case. Remove, tighten, or place any additional tourniquets as necessary.

viii. When time and the tactical situation permits, a distal pulse check should be accomplished on any limb where a tourniquet is applied. If a distal pulse is still present consider additional tightening of the tourniquet or the use of a second tourniquet, side by side and proximal to the first to eliminate the distal pulse.

a. Airway Management

i. Unconscious casualty without airway obstruction

1. Chin lift or jaw thrust maneuver

2. Nasopharyngeal airway

3. Place casualty in the recovery position

ii. Casualty with airway obstruction or pending airway obstruction.

1. Chin lift or jaw thrust maneuver

2. Nasopharyngeal airway

3. Allow a conscious casualty to assume a position of comfort to protect their airway.

iii. If the previous measures are unsuccessful and the tactical situation allows, place an endotracheal tube, king LT, or perform a surgical cricothyrotomy.

b. Breathing:

i. All open / or sucking chest wounds should be treated immediately by applying a vented or 3 sided occlusive bandage to cover the defect.

ii. Monitor the casualty for the potential development of a subsequent tension pneumothorax (progressive respiratory distress, hypoxia, and / or hypotension).

iii. If tension pneumothorax is suspected, insert a 14 ga, 3.25" angiocath in the adult; age appropriate in **Pediatric** patient into the 4th or 5th intercostal space at the anterior axillary line.

c. Prevent Hypothermia

i. Minimalize casualty's exposure to the elements.

ii. Replace wet clothing with dry if possible.

iii. Cover casualty with anything that will retain heat to keep casualty warm and dry.

d. Cardiopulmonary Resuscitation:

i. CPR within the tactical environment for casualties of blast or penetrating trauma who have no pulses, no respirations, and no other signs of life will not be successful and should not be attempted.

ii. In certain circumstances, performing CPR may be of benefit and should be considered in the context of the tactical situation.

e. Prepare casualties for extraction and document care rendered for the purpose of continuity of care

D. Tactical Evacuation Care (TACEVAC): The level of care that can reasonably be applied by the first responder after evacuation to the main CCP located wither at the edge of the warm zone or in the cold zone. TACEVAC patient care will be provided in a medic unit, or a pre-staged designated location, outfitted with more extensive medical equipment.

1. Maintain and reassess all interventions applied in previous phases of care.

2. Provide rapid and secure extraction to an appropriate level of care.

3. Avoid additional preventable causes of death.

4. Communication is critical, especially between law enforcement and EMS teams.

5. Maintain situational awareness.

6. Document all care provided and transport location.

[Extraction Group Responsibilities](#)

Major Medical Group Responsibilities

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Extrication Group Responsibilities

A. Extrication group responsibilities at a Major Medical Emergency Incident:

1. The Extrication Group Supervisor is responsible for victim management at the actual incident site and for any treatment or extrication efforts before the victims are moved to a separate Treatment Area. This includes the moving of these patients from the actual site. An important decision, which must be made, is whether to provide triage and primary treatment at the actual site or to move the patients quickly to a separate Treatment Area. This will depend on the safety of the site and the arrangement of the victims. In many cases it will be necessary to remove the victims on backboards after only a brief examination.
2. The Extrication Group responsibilities may be summarized as follows:
 - a. Determination of whether triage and treatment is to be conducted "on site" or at a separate area
 - b. Evaluation of resources needed for extrication
 - c. Communication of resource requirements to the Incident Commander or Medical Branch Director
 - d. Allocation of resources to accomplish extrication goals
 - e. Supervision of assigned companies
 - f. Reporting of progress to the Incident Commander or Medical Branch Director and announcing "all clear" when all victims have been removed
 - g. Coordination with other Divisions and Groups as required
3. The Extrication Group supervisor should assign resources as needed. An initial assignment of one company per five victims is reasonable for extending initial and immediate care.

B. The Extrication Group Supervisor should be positioned in a readily visible location, which is accessible to arriving companies and messengers and has a view of the scene. Face-to face communication should be used within the Group.

- C. Ambulatory patients who do not need urgent medical assistance should be removed from the scene as soon as possible to reduce confusion. This may require the assignment of one or more companies to assemble these patients and remove them to an area where they will receive medical attention if needed. These patients will initially be gathered together at an "assembly area," then moved to a more suitable location when transportation becomes available.
- D. If the victims are spread out in a safe area allowing for "on the spot" triage and treatment, companies should be assigned to a specific area or group of patients. The company officer assigned will have to determine the needs of those patients and ask for assistance if necessary. The company officer has responsibility for all those patients until they are delivered to a Treatment Area, to the Transportation Group or handed over to another company. This company would then become available for reassignment and report back to the Extrication Group Supervisor.
- E. All patients treated "on the spot" should be triaged and tagged. The first priority for moving patients to the Treatment Area will be those needing "Priority 1" paramedic level treatment. "Priority 2" treatment patients should be held until later. Patients should not be moved until a Treatment Area has been established and reported in readiness.
- F. All non-ambulatory patients shall be moved on backboards, with cervical collars if indicated. Companies may be assigned as "litter bearers" to assist in this movement.
- G. Trapped victims requiring prolonged extrication should be triaged by paramedics and receive IVs or other treatment if possible. Non-trapped victims will only receive IVs in the "Priority 1" Treatment Area.

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- H. When victims require physical extrication, rescue companies should preferably be assigned to this duty. Rescue apparatus should be brought in close to the scene in this case. Other apparatus should be parked at a distance from the scene to avoid congestion.

Major Medical Incident Command Responsibilities

- A. This procedure will establish a standard structure and guidelines for the integrated operation of fire, medic, and rescue companies in a multi-casualty emergency medical situation. The basic system may be applied to any multi-casualty disaster. Such situations may or may not include fire fighting operations. This procedure will integrate into the overall fireground procedures and Incident Command system.
- B. It will be the responsibility of the Incident Commander to make an early determination of situations requiring the implementation of this procedure. The basic system outlined in this procedure is applicable to all multiple patient situations and will be used routinely in such situations.
- C. The declaration of a "Major Medical Emergency" will call for the implementation of this procedure. This action will be initiated by the Incident Commander when a large scale incident is encountered. With implementation of the "Major Medical Emergency" procedure, the Fire Alarm Office will automatically dispatch two EMS Field Supervisors, one of which shall be EMS 10, and will notify predetermined outside agencies for assistance. The degree of implementation of this procedure will depend upon the extent of the situation as reported by the Incident Commander.
- D. Situations calling for this action would include those in which the number of patients involved and/or the severity of their injuries requires coordination with several hospitals and situations in which complex extrication, treatment, or patient transportation problems are encountered.
- E. If any physicians report to the emergency scene, they will be directed to and work in conjunction with the Medical Branch Director. The Medical Branch Director and the Treatment Group Supervisor will be guided by the recommendations of the physician relating to medical treatment.

Major Medical Command Responsibilities

A. Command responsibilities at a Major Medical Emergency Incident:

1. If necessary the Incident Commander will assign a member to be in charge of the medical group or branch. Normally this will be one of the EMSO's (EMS 11, EMS 12, etc.).
2. The responsibility assigned to the Medical Group Supervisor or Branch Director will vary to some degree in each situation. These responsibilities generally include:
 - a. Taking command of the Medical Group or Branch
 - b. Evaluating the situation and reporting to the Incident Commander
 - c. Triage of victims
 - d. Field treatment, stabilization, and preparation of patients for transportation
 - e. Provisions for transportation of victims
 - f. Distribution of patients to medical facilities
 - g. Provisions for medical resources as required at the scene

B. Command options at a Major Medical Emergency Incident:

1. Extrication Group
2. Triage Group
3. Treatment Group
4. Transportation Group
5. Other groups or divisions as deemed necessary

Transportation Group Responsibilities

A. Transportation Group responsibilities at a Major Medical Emergency Incident:

1. The Transportation Group Supervisor is responsible for the provision of patient transportation to the appropriate medical facilities and the continued treatment during transportation of victims. The Transportation Group Supervisor also maintains hospital capacity status received from the Fire Alarm Office and uses this to allocate patients to appropriate facilities in consultation with the Treatment Group Supervisor.

2. Transportation Group responsibilities include:

- a. Determination of patient transportation requirements and availability of medic vehicles and other transportation
- b. Identification of EMS vehicle staging area and helicopter landing zone
- c. Transportation of victims to best available hospitals strictly by priority
- d. Communication with the Fire Alarm Office to maintain sufficient apparatus for transportation needs
- e. Reporting of resource requirements and progress to the Medical Branch Director or the Incident Commander
- f. Coordination of patient transportation and allocation
- g. Coordination with other Divisions and Groups

B. The Transportation Group Supervisor should be stationed close to the Treatment Area since frequent coordination and communication is necessary between these Groups.

C. The Transportation Group Supervisor must keep a record of all victims transported by recording the triage tags serial number and to which hospital each victim was transported.

D. Emergency Medical Vehicles should be initially staged at the regular Level II Staging Area and brought in one at a time as needed. At some point it may be necessary to establish a separate Staging Area closer to the Treatment Area.

E. Rescue companies may be assigned to assist medical personnel in the treatment of victims being transported.

F. If helicopters are to be used, a landing area must be identified at a safe location from the incident area. A company officer must be assigned to maintain safety in the area. Radio communication will be necessary with the assigned company officer.

1. It may be necessary to transport patients to the landing area

G. The Transportation Group Supervisor should advise the Fire Alarm Office of the number and condition of patients being sent in each vehicle or helicopter. This will be relayed by the Fire Alarm Office to the hospital. The Transportation Group should keep track of the number of patients sent utilizing the tear-off portion of the SMART triage tags.

Treatment Group Responsibilities

A. Treatment Group responsibilities at a Major Medical Emergency Incident:

1. The Treatment Group is responsible for the establishment and operation of a Treatment Area in a suitable location. The proximity of this area must be determined by the circumstances; it must be in a readily accessible area but away from any dangerous conditions associated with the incident. The function is to provide critical treatment for stabilization and continuing care of patients until they can be transported to a medical facility.
2. The Treatment Area should be prepared for the arrival of patients from the Extrication Group. The Treatment Group should first establish a "Priority 1" Treatment Area where paramedic level treatment will be given. A "Priority 2" Treatment Area should be established if there is a need to hold non-critical patients where basic treatment and supervision are available.
3. The Treatment Group will determine priorities for patients to be transported to medical facilities and will consult with the Transportation Group on the allocation of patients to facilities.
4. The Treatment Group Supervisor is responsible for:
 - a. Evaluation of resources required for treatment and reporting needs to the Incident Commander or Medical Branch Director
 - b. Identification of suitable "Priority 1" and "Priority 2" Treatment Areas
 - c. Assignment and coordination of paramedics to provide suitable treatment for all patients
 - d. Reporting progress to the Incident Commander or the Medical Branch Director
 - e. Coordination with other Divisions and Groups

B. The Treatment Area should have a readily identified entrance. Emergency apparatus or other markers should be used to make this entrance obvious and the location should be announced. Personnel should be assigned to meet and direct arriving litter bearers on the placement of patients.

C. Patients arriving at the Treatment Area without triage tags must be triaged at the entrance and tagged.

D. Patients in the Treatment Area should be arranged in rows with 5 feet between patients and heads toward the aisles to provide working room.

E. Paramedic functions, particularly IVs, will be given only in the "Priority 1" Treatment Area. Less intensive patient monitoring and treatment will be given in the "Priority 2" Treatment Area.

F. If the condition of the patient changes significantly it may be necessary to transfer the patient to a higher or lower priority area.

G. Fire fighting personnel, paramedics, medical staff and others may be assigned to the Treatment Group.






H. The Treatment Group Supervisor must assign the personnel working in the Treatment Group to specific functions. He/she must provide the necessary level of support to all personnel working in the Treatment Group and make sure that all patients receive needed treatments.

Triage Functions

A. Triage functions at a Major Medical Emergency Incident:

1. The decision to initiate a mass casualty triage should be reserved for incidents where the number of patients overwhelms the available resources.
2. A patient's triage level is a rapid determination. The goal for the determination should be less than 30 seconds.
3. The triage level is dynamic. All patients on the scene should be reassessed for changes in the assigned triage level.
4. The goal is to maximize survival for the greatest number possible.
5. The Columbus Division of Fire utilizes the **SALT Triage System**.




B. Triage Categories:

- a.  RED – Immediate – Critical, in need of immediate care
- b.  YELLOW– Delayed – Serious, but hospitalization can be delayed until after Immediate.
- c.  GREEN– Minimal – Emergency transportation not considered immediately necessary.
- d.  BLACK– Dead – Dead or dying, move to a morgue where necessary.
- e.  GREY– Expectant – Not likely to survive given current resources.

C. A patient's determined triage category should be easily identifiable.

- A. Triage tags are color-coded for easy recognition and may be useful in the grouping of triage categories. Supplies of tags will be carried on Medic vehicles and EMS Supervisors' vehicles.
- B. Other adjuncts may include tarps, tents, ribbons, glow sticks, etc..

D. Triage Category definitions

1. Immediate ( Red Tag)
 1. Immediate victims are those persons who will require additional and continued medical assistance at the paramedic level. This assistance may be started at the actual incident site but is usually better handled at a Treatment Area. Trapped victims with Immediate injuries may have to be treated prior to and during extrication.
2. Delayed ( Yellow Tag)
 1. Those persons in need of medical assistance but not requiring urgent paramedical aid should be placed in a delay-treatment area. These victims with Delayed injuries will usually be non-ambulatory, but treatment and transportation can be delayed. Priority victims must be closely observed and evaluated for condition changes that may require adjustments in treatment. If, during triage, there is a question on treatment priorities, assume the worst in the placement of the victim.
3. Minimal ( Green Tag)
 1. These victims will be ambulatory and require minimum treatment or be uninjured. Each will receive a green tag and be taken to an assembly area for future removal to a more convenient holding location. Minimal victims can usually assist themselves or each other.

4. Dead (Black Tag)

1. These victims are those persons who are already deceased.

5. Expectant (Grey Tag)

1. These victims are those persons with obvious mortal wounds where death appears reasonably certain.