

TOWN OF WINDSOR VOLUNTEER FIRE DEPARTMENT



POLICIES, PROCEDURES AND GUIDELINES

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100 Administrative Section A

A-100 Introduction, Organizational Statement and Mission Statement

Introduction

This document provides a complete set of Standard Operating Guidelines (SOGS) for the Windsor Volunteer Fire Department. All aspects of the fire department are included from organization through typical operations, which the department will be involved in. It is intended that this document will provide all of the guidance necessary for smooth and efficient operation of the department. However, it should be recognized that it is a set of guidelines and not a step by step description of each activity. It should also be recognized that it may require modification from time to time as the department matures and as the regulations we operate under are modified. A common theme throughout this manual is SAFETY. The safety of the public and of all personnel involved in the operations of the department is our number one priority. Everyone must keep this in mind at all times. A copy of these SOGs will be provided to each member and copies will be available in each station.

Organizational Statement

The Town of Windsor Volunteer Fire Department was created at a Town Meeting held on June 17, 1991. This was established as a municipal corporation for the purpose of extinguishing fires pursuant to the statutory provisions of that time. The Fire Department boundaries were established and Department Chief Officer was appointed by the Town Manager. In the years since its creation, the Town of Windsor Volunteer Fire Department has evolved into a multi-discipline emergency service organization. The entity of the Fire Department, the Town of Windsor Volunteer Fire Department, provides fire prevention and suppression services in addition to emergency medical services, advanced rescue techniques, and hazardous materials containment and mitigation planning.

Mission Statement

The mission of the Town of Windsor Volunteer Fire Department is to provide the services necessary to minimize the loss of life and/or property threatened by the hazards of fire, explosions, medical, chemical, and rescue related emergencies, through fire suppression, code enforcement, and conscientious prevention and education.

The focus of the Mission Statement and a strategic planning effort shall be used to determine what services and the level of delivery which the Department shall provide as a minimum to its taxpayers and guests visiting the community. The potential services cover a wide range of hazards and delivery parameters. They include the following services:

Fire Suppression Fire suppression operations are organized to effectively combat the types of fires that are likely to occur in the fire department. The priority goals of suppression activities are as follows:

- a.) Save lives
- b.) Limit the spread of fire
- c.) Extinguish the fire
- d.) Minimize the property damage from fire-related hazards

Firefighters are trained and equipped to perform an aggressive interior assault on structure fires in order to accomplish the goals. Fires in structures present the highest probable risk to life and property in our department. This includes fires involving occupancies such as single and multiple family dwellings, health care facilities, educational facilities, hotels, stores, office buildings, warehouses and various industries. There are various construction types common within the protection area ranging from wood frame detached buildings to sprawling strip malls constructed of concrete and steel trusses.

The department experiences a large risk of fire in non-structural locations and facilities. Outside fires involving brush, woods, propane and natural gas, and electrical equipment are not uncommon. The community also contains major highway and railway arteries, and is adjacent to an international airport. These transportation networks present the additional risk of fire in the respective vehicles and cargo.

Rescue

Multi-Discipline rescue services are provided to cover a number of technical situations. These types of rescues include but are not limited to: vehicle extrication, boat/water emergencies, and cold water/ice rescue.

Hazardous Materials

Personnel operate at the Operational level in accordance with the Town of Windsor Emergency Plan. A defensive strategy is stressed for dealing with hazardous material incidents. The mitigation of such incidents involves an eight-step process: site management, product identification, risk assessment, personal protective equipment, information/resource coordination, product control, decontamination, and termination. Details on the steps are elaborated in SOP G-701 and G-705.1. Technician level mitigation is provided by other agencies. Prevention of hazardous material emergencies is attempted through code enforcement and application of standard safety practices.

Fire Prevention

Fire Prevention activities provided by the department are part of the comprehensive plan to protect life and property from fire and other hazards. Code enforcement, pre-construction plan review, public education, and fire investigations are the major components of the fire prevention plan.

Code Enforcement and Plan Review

The Fire Marshal has a responsibility to enforce many sections of Chapter 541 of the Connecticut General Statutes including numerous codes imposed by these statutes. The Fire Marshal also is responsible for enforcing various local codes and ordinances. Periodic inspections of buildings and plan reviews of proposed buildings for compliance with State statutes and regulations are conducted to rectify conditions which may cause fires or situations that may allow a fire to spread uncontrolled. The primary goal of these inspections is to ensure the safe egress of occupants who may be endangered by the fire or its products. The Fire Marshal, Deputy Fire Marshals and Inspectors, as certified to do so, carry out these inspections as assigned.

Fire Investigation

An investigation of all fires is conducted to determine the origin and cause of the ignition. This information is required in order to prevent the occurrence of future fires or at the very least reduce the severity. If the fire is determined to be incendiary, a thorough investigation is intended to prosecute the guilty party. In this case, the investigation becomes a deterrent to the crime of arson. Fire Marshal personnel in conjunction with law enforcement agencies perform the investigations. The data obtained is useful in targeting the areas of the community, demographics, and occupancies, which are more likely to have fires. This information is then utilized in the strategic planning process to more effectively serve the community.

Public Education

Fire safety awareness programs focus on early childhood education and self-preservation training methods. This program entails the delivery of fire safety education to all day care, Pre-K and Kindergarten classes in schools located within the fire department. Age appropriate programs are delivered to the middle school and high school students on a regular basis. Community wide fire safety issues are incorporated into the department's participation in neighborhood associations. Programs aimed toward senior citizen groups in an effort to address their particular needs are provided as well. Additional specialized training is provided to the business/industrial community and is administered through the Fire Marshal's Office.

A-101 Organizational Structure

Governing Body

The Town Manager is the governing body of the fire department. The Town Manager along with the Chief establishes the primary policies of the department such as determining the scope and level of service provided, the necessary level of funding, and the necessary level of personnel and resources to achieve the goals of the organization. It is the responsibility of the Chief to monitor the achievement of these goals to ensure the efficient and adequate performance of the Department. The Fire Administrator is the official recorder of all business transacted by the Department.

The Windsor Volunteer Fire Department (WVFD) consists of four companies: Company 1, 2, 3, 4 and 5. The four companies are organized under a Chief of the Department with a staff, which includes a Tactical Assistant Chief, an Administrative Assistant Chief, a Chief Engineer, Safety Officer and the Fire Administrator. The Chief of the Department is appointed by the Town Manager and the Chief of the Department appoints the Staff Officers. The town is divided into four districts for the purposes of establishing the "first due" areas for each company and to define single company response areas. The district boundary areas are defined in Appendix A of the SOPS.

Management/Fire Chief

The Fire Chief is a volunteer position appointed on the basis of merit and ability by the Town Manager. NFPA 1021, Standard for Fire Officer Qualifications is used as the basis for determining qualifications. The position of Chief has a four-year appointment under the provision of the Windsor Code of Ordinances and can be removed only for cause. The Fire Chief is the administrative and technical head of the Fire Department, and is charged by law with the protection of life and property against "hazardous situations" that may occur due to fire, flood, wind, explosions, etc.

The Chief is responsible for all managerial functions and command of the fire suppression forces, including, but not limited to, financial management, personnel management, fire prevention, planning, maintenance, training, community relations, communications, and safety and health. The Fire Chief assigns various administrative and command functions to other officers or personnel in order to maintain efficiency and ensure execution of the duties.

Examples of duties include submitting an annual budget estimate to the Town Manager for firefighting personnel, equipment, maintenance and overall operation of the fire department; the procurement of apparatus and equipment as provided by the budget; maintaining a complete record and inventory of apparatus and equipment procured, including parts, maintenance and operating expenses; organizing and maintaining accurate records of all business transacted by the Fire Department; recommend candidates for promotion within the department; establishes and enforces regulations for volunteer personnel; establishment of standard operating procedures and firefighting techniques; exercises ultimate authority at all emergencies attended; motivates

employees and volunteer members to work productively to achieve the goals of the organization; submits monthly and annual reports to the Assistant Town Manager describing the department activities, accomplishments, and long range recommendations.

The Fire Chief is responsible for ensuring a positive relationship with other resource groups in the community such as law enforcement, public works, water department, and other fire departments to facilitate useful cooperation, particularly during emergencies.

Fire Marshal

The Fire Marshal of the Town shall be certified as such by the State of Connecticut, Office of Fire and Building Safety. The supervisor of the Fire Marshal is the Town Manager. The Fire Marshal is responsible for administering the fire prevention activities of the Town, including code enforcement, fire investigation, and public education. Many duties and responsibilities of the Fire Marshal are imposed by Chapter 541 of the Connecticut General Statutes. The responsibilities include inspections of all buildings and facilities for public use and all occupancies regulated by the Connecticut Fire Safety Code. Additional duties include the investigation and reporting of the origin and cause of all fires within the department; enforcement of state regulations covering oil burning equipment and storage, use and transportation of explosives, flammable liquids and gases; enforcement of the manufacturing employer hazardous material notification law; inspection of fireworks and special effects displays for compliance with regulations; inspection of outdoor amusements; review of plans and specifications for proposed construction; establishing and administration of fire lanes; determination of the level and need for fire protection at exhibitions or amusements, and many other detailed duties.

Line Personnel

The Windsor Volunteer Fire Department provides emergency services through the use of volunteer personnel. This arrangement utilizes personnel to provide a rapid initial response to fire, rescue and medical emergencies. The situation is assessed and a plan implemented while the volunteer force responds. The volunteers are then inserted into the operation to help achieve the plan by providing back-up, filling in unoccupied tasks, and providing other support. Mutual aid from neighboring fire departments is routinely requested to assist with the mitigation of incidents, which are anticipated to exceed the resources or capabilities of this department.

170 authorized active volunteer members are supervised by 2 Assistant Chiefs, 4 volunteer Deputy Chiefs with volunteer Captains and Lieutenants. The officers and members of the volunteer staff fall under the direction of the Assistant Chiefs when operating at incidents. Volunteer personnel are dispatched by radio and report to the firehouses or the scene of emergencies from home and places of employment as determined by their Company Deputy Chiefs. Personnel are required to attend regular training sessions and maintain minimum standards. Examples of duties include fire suppression activities, such as, search and rescue, directing hose streams, ventilation, and working from ladders, applying foam; administering first aid, performing various rescue techniques involving hydraulic tools, cold water rescue equipment, and ropes;

identifies hazardous materials, participates in defensive product control and decontamination

Training

Training shall take place on a regular basis for volunteer personnel. Every member is strongly encouraged to attend additional training and educational programs offered by outside agencies and institutions.

Training for volunteer personnel will be held on a regular basis and cover topics which are related to their emergency duties and functions commensurate with those which they will be expected to perform. Training topics include breathing apparatus, hose, ladders, hazardous materials, and rescue techniques. New volunteers are expected to complete a probationary firefighter class prior to being utilized at scenes of emergencies. This program includes instruction on safety, personal protective equipment, hose, ladders and department rules and regulations. Completion of this program allows the firefighter to participate in exterior firefighting operations. Successful completion of the Firefighter I program is required to participate in interior structural attack. The in-house volunteer firefighter training is delivered by the Chief, outside instructors and volunteer officers\instructors.

Standing Orders

The Town of Windsor Volunteer Fire Department responds to a large number of incidents, which vary by type of call and level of service. All responses are directed by Administrative Orders concerning response assignments and Standard Operating Guidelines, which offer direction operating forces. SOG's are generated and reviewed on a regular basis to guide personnel as circumstances are foreseen and evaluated. These documents are maintained at all stations and are available for review by personnel at all times. New procedures and orders are posted and reviewed before application. These procedures and orders will address personnel assignments and the safe use of those people. The SOGS are simply guidelines and may be revised by the Incident Commander depending on the emergency situation.

A-102 Department Goals and Objectives

Purpose

- A. To promote efficient and effective Fire Department operations through realistic goals and objectives.
- B. To inform all Fire Department members of current Department goals and objectives.
- C. To establish organizational direction and measurable accomplishment through well-defined goals and objectives.

Policy

- A. To annually review and establish goals and objectives for all divisions and subdivisions of the Town of Windsor volunteer Fire Department in accordance with the department's general organizational goals.
- B. To keep Fire Department members informed as to current goals and objectives of the Fire Department.
- C. To actively pursue, insofar as possible, the accomplishment of established objectives and regulation of department goals.

Responsibility

It is the responsibility of all Fire Department Members to strive for and meet the established Department goals and objectives.

General Organizational Goals

- A. To provide professional fire service activities to the town, including but not limited to: Fire prevention and suppression, rescue services, management of hazardous material situations and various public safety services. The Department will support other cities and towns under mutual aid agreements on an as-needed basis.
- B. To provide cost effective, high levels of services in the protection of life and property from fire, panic, and related hazards, and to provide highly skilled services in fire prevention, building inspection, fire investigation, and educational programs.
- C. To work together with other departments to achieve proper design in planning of new developments to insure effective fire-related requirements that will provide reasonable protection against fire and panic and to safeguard our Department members.

Administration

Goals

- 1. Effectively manage department resources by establishing reasonable and effective policies and procedures to meet organizational goals.
- 2. Provide adequate staff and equipment to an alarm location with acceptable response times.

3. Provide public education in conjunction with the Fire Marshal's Office, in fire prevention, rescue and other town services.
4. Continue to evaluate the Department's standards, policies, and procedures.

Fire Suppression and Rescue

A. Goals

1. Provide an all-volunteer, cost efficient fire fighting force.
2. Serve the public through public safety education, business inspections, and information referral with the Fire Marshal's Office.

B. Objectives

1. To assemble an attack crew of 10 firefighters 80% of the time in 10 minutes or less for emergency responses within the town of Windsor according to NFPA 1720.
2. To insure that a structure fire attack conforms to OSHA requirements of 2 in and 2 out at all times except in an emergency rescue of life situation.
3. Continue to evaluate ways to reduce response times.

Training

A. Goals

1. To administer the Department training program within the guidelines adopted by the Chief or his designee.
2. To establish on-going training programs for the Fire Department.
3. To maintain training records of all Personnel on department computer systems and to maintain a hard copy back-up record for each Member.

B. Objectives

1. To annually evaluate training programs of this Department to ensure they are current and relevant.
2. To evaluate basic skills levels of Personnel through Company evolutions, and to provide teaching opportunities for non-instructors.
3. To assist department Personnel in their individual career development and professional certifications, keeping re-certifications current and up-to-date for all Department personnel.
4. To provide training as required meeting OSHA, NFPA and other applicable standards requirements.

Fire Prevention

A. Goals

1. To assist the Fire Marshal's Office in providing public education as it relates to fire safety and protection.

2. To reduce the possibility for fires in all buildings in the community through pre-planning inspections and coordination with the Fire Marshal's Office.
3. To establish the origin and cause of fires and reduce the incidence of arson.
4. To work with the Fire Marshal's Office by providing quality enforcement of all state and local laws and regulations.

B. Objectives

1. To minimize the loss of life and property damage due to fire and other hazardous conditions.
2. To assist the Fire Marshal's Office in the investigation of all fires to determine origin and cause.

Building and Grounds Maintenance

Goals

To maintain Department fire stations and equipment in a clean, safe, and respectable condition.

Objectives

To perform weekly maintenance routine as required.

Apparatus and equipment maintenance

Goals

To maintain the Town Of Windsor volunteer Fire Department's assigned vehicles and apparatus at a safe, reliable, and operational level in conjunction with the Chief Engineer.

Firefighters

Goals

To maintain a group of people who can provide assistance to the citizens and visitors of Windsor.

Objectives

1. To provide standard guidelines for protective clothing, behavior, and procedures.
2. To provide training to Members and establish the Firefighter I level as the minimum qualification for interior firefighters
3. To establish Firefighter II level for the minimum qualification for all officers
4. To encourage better communication, cooperation, and coordination of efforts between the staff and Companies

A-102.01 Department Organization

Fire Department

The Windsor Volunteer Fire Department (WVFD) consists of four companies: Company 1, 2, 3 and 4. The four companies are organized under a Chief of Department with a staff, which includes two Assistants, a Chief Engineer and a Department Safety Officer. The Chief of Department is appointed by the Windsor Director of Public Safety and all officers of the Windsor Volunteer Fire Department are appointed by the Chief of Department. The town is divided into four districts for the purpose of establishing the “first due” areas for each company and to define single company response areas. The district boundary areas are defined in Appendix A. Each company will also have Captains and Lieutenants, as authorized by the Chief of Department, to achieve a ratio of approximately one officer per six firefighters authorized in the company.

Chain of Command

Purpose

To establish clear lines of communication for conducting Fire Department business and activities within the Town of Windsor Volunteer Fire Department. For the Department to work together for a common goal, a command structure must exist. In emergency situations the ICS/NIMS system will always be utilized.

Scope

All individual firefighters within the Town of Windsor Volunteer Fire Department.

Policy

The chain of command is as follows per the Department’s Organizational Chart:

- Chief of the Department
- Tactical Assistant Chief
- Administrative Assistant Chief
- Deputy Chief
- Captain
- Lieutenant

The firefighter begins the communication process with requests or discussions with his/her immediate supervisor. If the concern involves their immediate supervisor, the Firefighter should speak with the next level higher in the Chain of Command. If response from that supervisor is unsatisfactory or an issue must be taken to the next level, communication will be from the firefighter through the supervisor to the next level. The process can continue from the supervisor up the Chain of Command to the Chief of the Department. Communication from the top of the organization will be accomplished opposite of above. If in doubt about communication procedures contact your immediate supervisor. Firefighters will follow the “Chain of Command” for all matters including concerns, recommendations, and complaints. To bypass the Chain of Command will only delay corrective action, as the problem will be referred to the appropriate supervisor.

In cases of emergency or extreme urgency, the member initiating the communication must convey that urgency to the immediate ranking member. Members having a problem on a call, will follow orders and will document the nature and report the same to their immediate supervisor. That supervisor will report the matter to the appropriate Deputy Chief per the Chain of Command. That Deputy Chief will determine any necessary action.

Emergency operations will be conducted per the Incident Command System. Situations regarding specific safety issues will be brought to the attention of their immediate supervisor, Incident Commander or Safety Officer. Members receiving questions from the public or non-members of the Department about agency policies or procedures should refer the same up the Chain of Command to their respective Deputy Chief.

The Chain of Command assists supervisors at all levels to achieve their primary function of accomplishing the Department's assigned mission/assignment while caring for personnel and property in their charge. A simple and direct Chain of Command facilitates the transmittal of orders from the highest to lowest levels in a minimum of time and with the least chance of misinterpretation. The command channel extends upward in the same manner for matters requiring official communication from subordinate to senior officer.

Deputy Chiefs are responsible for everything their command does or fails to do. However, Deputy Chiefs subdivide responsibility and authority and assign portions of both to various subordinate officers and fire department members. In this way, a proper degree of responsibility become inherent in each member assigned. Deputy Chiefs delegate authority to Junior Officers or Firefighters in the Chain of Command to accomplish assigned duties, and Deputy Chiefs may hold these subordinates responsible for their actions. Deputy Chiefs who assign responsibility and authority to their subordinates still retain the overall responsibility for the actions of their companies.

Proper use of the Chain of Command is vital to the overall effectiveness of the Town of Windsor Volunteer Fire Department. Deputy Chiefs must acquaint all their officers and members with its existence and proper function. Effective communication between the senior and subordinate firefighters within the Chain of Command is crucial to the proper functioning of the Department. Therefore, Officers and Firefighters will utilize the Chain of command when communicating issues and problems to their leaders and commanders.

Open Door Policy

The Fire Chief has an "open door" policy for those firefighters desiring a conference. This request will be made through the proper channels as outlined above.

All officers will establish an open-door policy within their company. Firefighters are responsible to ensure that Officers are made aware of problems that affect discipline, morale, and mission effectiveness; and an open door policy allows members of the command staff to present facts, concerns, and problems of a personal or professional nature or other issues that the firefighters have been unable to resolve. The timing, conduct, and specific procedures of an open-door policy are determined by the Deputy Chief. He or she is responsible for ensuring that Officers and Firefighters are aware of the Fire Chiefs and junior officer's open door policy.

At no time will any member of the Department communicate Department issues, with officials outside the Department's Chain of Command without written permission from the Chief of the Department.

Violations

This procedure can be circumvented, with justification determined by an Assistant Chief, but follow-up notifications will be made. Any firefighter violating the Chain of Command without proper justification, may be disciplined per the Departments regulations

A-102.1 Qualifications for Membership

All prospective members must complete and submit an official membership application, be a resident of Windsor, and must have a high school diploma or equivalent or be enrolled in a program to obtain one. The application will be sent to the Fire Administrator who will check the applicant to determine if the applicant has a criminal record. Conviction of a felony or other serious offenses will be cause for rejection of the application. In addition to a check of their record, the applicant must pass a physical as prescribed by the department before they can be accepted as a probationary member. For purposes of this section, "other serious offense" will be defined as a crime, which is punishable by law, by a minimum sentence of incarceration of one year or more

A-102.2 Membership Classification

Type

a) Regular Member- Must be a minimum of 18 years of age. Must have a high school diploma or equivalent or be enrolled in a program to obtain one. Must have successfully completed probation.

b) Industrial Member- Anyone who works in town but does not reside in town, who is a minimum of 18 years of age can become an Industrial Member. If currently an active member of another fire department, with a current fire department physical and FF1 certification, they can become an Industrial Member. Proof of membership, physical and certification is required along with their application. If not a current member of a fire department, they will be required to pass our physical and will have to take a FF 1 course before getting off of probation. Not more than 20% of the membership of a company shall be industrial members.

c) Junior - A resident of the town between 14 and 17 years of age who has successfully completed probation.

d) Associate Member- A resident in Windsor or someone who works in town who has the qualifications and the desire to assist the department in non-emergency situations. No physical or FF certification is required and turnout gear will not be issued. The Chief of the Department will appoint associate members.

A-102.3 Firefighter Levels

Tactical Interior Firefighter Qualifications

- Trained to FF I level
- Hazardous Materials Operations certification
- 18 years of age or older
- Current physical-class 1- (Interior Structural Firefighter)

Authorized Duties

- Respond to all calls
- Can be a driver on any apparatus
- Use of SCBA

Tactical Exterior Firefighter Qualifications

- Trained to FF I level
- Hazardous Materials Operations certification
- 18 years of age or older
- Current physical-class 2-(Non-Structural firefighting with use of SCBA or non-use of SCBA)

Authorized Duties

- Respond to all calls
- Can be a driver on any apparatus

Support Firefighter

Qualifications

- Trained to basic training level
- 18 years old or older
- Current physical-Class 3-(May not wear an SCBA or work in the hazard zone)

Authorized Duties

- Cannot respond to any potential Hazardous Materials calls
- Can operate outside hazard zone
- Perform non-hazardous tasks
- Ride in cab of a Pumper, ladder or rescue vehicles when authorized by an officer
- Can be a driver of any apparatus if authorized by the Chief

Administrative Support Firefighter

Qualifications

- 18 years or older
- Current physical-Class 4 (Administrative Support or Class 5 (Not medically qualified)
- Outdated physical

Authorized Duties

- Cannot respond to emergency calls
- May not engage in any activities on the fire ground
- May drive support vehicles as authorized by the Chief
- May perform administrative duties as assigned by the Chief
- May attend in-house training but cannot participate in physical activities

A-102.4 Junior Firefighters

Junior firefighter are identified by their issued lime green helmets and/or shield. Juniors should not be sent on Mutual Aid calls. Juniors should respond to Company 2 for assignment when toned out by the incident commander. Members are ages 14 years to 17 years

Within these limits, Junior members should be used to the maximum extent possible. They are a valuable resource and represent a significant portion of our future regular members. There are always numerous support tasks that must be performed at every emergency call and letting Junior's assist in this work, results in more tactical fire fighters being available for other tasks. Because of their age and limited experience, however, they must be assured of adequate supervision and that they are assigned to appropriate tasks.

Junior firefighters **can** do the following:

1. Attend Monday night drills, full company drills and company meetings
2. Attend department social functions and company social functions at the discretion of each company or by invitation.
3. Visit firehouses under supervision. There is a 10 PM curfew and Junior's cannot be left alone at the firehouse.
4. Ride in support (utility) type vehicles when told to by an officer/advisor. Members of both the fire department and the fire Junior's must keep in mind the "Rule of Three".

Junior firefighters **cannot** do the following:

1. Respond to fire scenes or to emergency calls without a proper request from an officer/advisor
2. Driving any fire department vehicle
3. Performing interior fire suppression in structures or vehicles or in wild land fires, except grass fires
4. Entering a confined space as defined in federal regulations
5. Responding to hazardous material fires, spills, or other events that may expose a minor to hazardous material exceeding a threshold set in federal regulations (allows for small motor vehicle fuel leaks)
6. Performing firefighting "overhaul" duties (i.e. , checking to see that an under control fire has not spread, which may include ripping open walls or similar activities)
7. Operating a personal vehicle with blue emergency lights
8. Performing ice rescue activities
9. Any activity that involves the risk of falling six or more feet

10. Activities including using a self-contained breathing device or cutting torches, filling air bottles, operating aerial ladders, and any duty involving hose lines with a diameter greater than 2.5 inches (except five- to six-inch drafting suction lines).

Junior firefighters 16 and 17 years old are permitted, between 6 a. m. and 12 midnight, to do the following:

1. Take part in supervised training;
2. Respond to emergencies on fire department vehicles, after proper training. This is contingent on the Fire Juniors being requested by the Incident Commander
3. Fight grass fires, after proper training. This is contingent on the Fire Juniors being requested by the Incident Commander
4. Perform search-and-rescue operations, not including structural fires. This is contingent on the Fire Juniors being requested by the Incident Commander
5. Enter a fire structure after the fire is out and the incident commander has declared the structure safe;
6. Pick up hoses and clean up fire scenes after the incident commander has declared the area safe. This is contingent on the Fire Juniors being requested by the Incident Commander
7. Use pneumatic- or power-driven saws, shears, Jaws-of-Life type devices, and other power tools only during training;
8. Handle charged hose lines up to 1 ¾ inch in diameter.

Junior Firefighters 14 and 15 years old are permitted to volunteer only between the hours of 7 a. m. and 10 p. m. and may only do the following:

1. Observe exterior firefighting activities, while under supervision;
2. Clean up at a fire scene, only outside the structure and only after the incident commander declares the scene safe. This is contingent on the Fire Juniors being requested by the Incident Commander
3. After proper training and turning age 15, ride on fire department vehicles responding to emergencies. This is contingent on the Fire Juniors being requested by the Incident Commander
4. Receive training and instruction that does not involve fire, smoke (except theatrical or latex smoke), toxic or noxious gas, or hazardous materials;
5. Respond to incidents no later than 7 p. m. and remain on-scene no later than 10 p. m.. This is contingent on the Fire Juniors being requested by the Incident Commander
6. Attend meetings that end no later than 10 p. m. ;
7. Wear protective equipment that readily identifies them as "Junior Firefighters"

It is the intent of these Junior Firefighter programs to provide a safe, yet meaningful experience for the youth of our communities. These programs are to be viewed as an instructional and educational activity. Fire Junior programs are not intended to replace fire personnel, but rather to expose our youth to the occupation of firefighting. These guidelines are to be considered maximum parameters for operation. Fire departments are free to restrict the participation of Junior firefighters within these guidelines. Safety of the Fire Juniors is the highest priority at all times.

A-102.5 Probationary Period New Trainees

Purpose

In order to keep all new personnel informed of duties and responsibilities.

Procedure

All new members of the Town of Windsor Fire Department must be checked off on the following criteria, prior to being eligible to respond to calls:

1. Be at least 18 years old on or before the date the application is submitted.
2. Successfully complete a department physical and background check and be deemed fit for service.
3. Attend 50% of training drills during the probationary period unless excused by a company officer.
4. Must possess a valid State of CT driver's license and pass a driving history check in order to operate department vehicles (not major apparatus).
5. Complete introductory training provided by an assigned company officer or designee to include, but not limited to:
 - a. Station access, Safety, and General house Rules
 - b. Basic vehicle response Safety and procedures.
 - c. Successfully complete blood borne policy training, Fit tested on the N95 mask and other required annual training.
 - d. General fire ground safety
 - e. ICS (ICS 100) and WVFD's Command structure familiarization
 - f. Radio use and etiquette g. Given and reviewed SOPS
 - g. Training, response and attendance requirements and expectations
 - h. General knowledge of equipment and its location at their assigned station
 - i. Introduction and assignment of firefighting PPE issued by WVFD
 - j. Trainees will not be issued structural PPE for any other reason except, training/observation sessions until completing ground support and receiving certification by their Deputy Chief.

Once the above criteria has been completed to the satisfaction of the assigned station's Deputy Chief or their designee, this individual will be placed at the Probationary ground support level where a green helmet shield, marked PROBATIONARY is issued. These individuals may respond to calls if there is room on the apparatus and permission is granted by the apparatus officer and that the emergency call does not involve Hazardous Materials or a Limited Access Highway response. These individuals will only operate in the Cold Zone of the response and will be assigned to the driver of the apparatus. If responding in a rehab capacity, they will report to the staging area/Command Post.

Ground Support

Purpose

In order to keep all Ground support personnel informed of duties and responsibilities.

Procedure

All Ground support personnel of the Town of Windsor Fire Department must meet the following

criteria, prior to achieving the rank of Probationary interior firefighter:

1. Completed requirements for new trainees
2. Successfully completed a minimum of 3 months as a new trainee
3. Maintained a minimum attendance of 50% of training/drills during this probationary training period unless excused by a company officer.
4. Be medically cleared to operate at this level.
5. Been fit tested and assigned an SCBA Mask.
6. Completed Basic structural firefighter training as outlined by the department SOP and approved by the Training committee. (This training does NOT certify the probationary firefighter to the Firefighter 1 level.

This is basic training that will be needed for safe operation on the fire ground.

This training will include:

- a) Hose and nozzle training per IFSTA Essentials of FF 4th edition, Chapters 12 & 13.
- b) Safety training per IFSTA Essentials of FF 4th edition Chapter 1
- c) Ladder training per IFSTA Essentials 4th edition chapter 9
- d) SCBA Training per IFSTA Essentials 4th edition chapter 4
- e) PPE Training per IFSTA Essentials 4th edition chapter 4
- f) ICS training minimum ICS 200 and NIMS 700

Once the above criteria has been completed to the satisfaction of the assigned station's Deputy Chief or their designee, this individual will be placed at the Probationary interior firefighter level and be issued a blue helmet shield. These individuals may respond to calls if there is room on the apparatus and permission is granted by the apparatus officer, that the emergency call is not a hazardous material response, and is never to be in the WARM or HOT zones without being accompanied by a structural firefighter. This firefighter may respond to limited access highway call on an apparatus, but will be assigned to the driver of the apparatus.

A-102.6 Probationary interior firefighter

Purpose

In order to keep all Probationary interior firefighter informed of duties and responsibilities.

Procedure

All Probationary Interior Firefighters of the Windsor Volunteer Fire Department, prior to achieving the rank of Structural firefighter, will meet the following criteria:

1. Successfully completed new trainee and ground support levels.
2. Successfully completed Firefighter I and Hazmat Operations or has been a continuous member of the department since prior to 1977
3. Attend 25% of training/drills during the probationary period unless excused by a company officer
4. Completed a minimum six months of their probationary period

Once the above criteria has been completed to the satisfaction of the assigned station's Deputy Chief or their designee, this individual will be at the structural firefighter level where a black helmet shield is issued. At any time, an individual who wishes to be assigned a role not

addressed in the SOPS, they may submit in writing, a request to the Chief of the Department, outlining the role the person feels that they will be able to fulfill in support of the department's emergency responses. If approved by the Chief of the Department, the training committee will develop a training program with a timeline for the individual. The committee shall also determine the appropriate level of PPE for the position and submit the recommendation to the Chief of the Department. Training will be completed on a variable timeline based on availability of apparatus, equipment and instructor. Instructors will be officers of each company or members approved by the respective Deputy Chief. Probationary Firefighters will be allowed to respond to and ride-out calls. They must have basic PPE for the type of response they are responding to and be under the supervision of a qualified WVFD firefighter. Under no circumstances will the probationary fire fighter be allowed to respond to an incident in their personal vehicle (POV). Probationary firefighters will have a maximum of 1 year to complete the required training. If unable to complete the required training, the training committee will review each individual case and the individual may be subject to dismissal from the department, have their probationary period extended or be assigned in an Administrative Support position.

A-102.7 Completion of Probation

After completion of the mandatory probation period and upon receiving a satisfactory recommendation from the officers of their company, the company Deputy Chief will remove the member from probationary status with approval of the Chief of the Department.

A-102.8 Company Membership

A-102.9 Number of Members

The maximum number of regular and industrial members in each company shall be as follows:

Company 1	45
Company 2	40
Company 3	45
Company 4	40

A-102.10 Transfers

If the transfer of a regular or industrial member from one fire company to another causes the membership of that company to exceed the limit specified in paragraph A-102.7.1, that new company will admit the transferring member but will not admit anyone else until the company membership drops below the level authorized

Upon receiving a recommendation from their Deputy Chief, the member may transfer directly to their new company. The person thus transferring does not have to serve a probation period with the new company providing they have successfully completed probation with their previous company. Members who do not receive a positive recommendation from their Deputy Chief will have to apply for membership in the new company.

If a person moves out of the district served by the fire company in which he or she is a member, that person may retain a non-active status within the old company for social purposes, however, they must become a member of the company within whose district

they presently reside, for the purpose of firefighting.

Members that have more than 25 years of service can remain in their original company if they move to another coverage district.

A-102.11 Officers

Reappointment of officers will be at the discretion of and by the Chief of the Department based on an evaluation by the Deputy Chief. Deputy Chief's will be evaluated by their Assistant Chief and Assistant Chief's will be evaluated by the Chief of the Department. Captains will be evaluated by their Deputy Chief and Lieutenants will be evaluated by their company Captains. Evaluations will be completed yearly on prescribed forms.

A-102.12 Term of Office

The Chief of Department is appointed for a four year term. All other officers are appointed for three-year terms. There is no limit to the number of terms an individual may serve in the same position. Reappointment may or may not be reappointed based on performance at the discretion of the Chief of the Department.

A-102.13 Officer Selection and Promotion

Officer selection and promotion will be accomplished using the following criteria:

a) Candidates must meet all qualifications of an officer

b) Candidates will be scored on the following factors:

▪ FF II Certification	10 points
▪ Driver Qualifications	up to 10 points****
▪ Other Certification	up to 10 points*
▪ Ranking by oral board	up to 30 points**
▪ Rating by company members	up to 30 points***
▪ Rating by Chief/Deputy Chief	up to 10 points
Maximum Total	100 points

c) A minimum of 70 points is necessary to qualify for promotion. If more than one candidate is eligible for the position, the Chief will have the option of appointing one of the top three highest scoring candidates keeping in mind all the above qualifications. In order to be considered for an officer position, applicant must meet:

- Attendance standards must be met unless there are extenuating circumstances
- Have current class 1 physical
- Have a positive evaluation and not on probation

Notes:

Points will be awarded on the basis of 1 point/15 hours training completed.

- Ranking candidates will be done by Regular Members not on probation and industrial members who have met the Departments minimum attendance standards.
- The board will score each candidate on a 0 to 100-point basis.
- Each engine, rescue or ladder qualified on beyond the first unit is worth 3

- points.
- Written examinations for officer positions will be conducted every three years or as deemed necessary by the Chief of the Department for any members of the department who qualify and are interested in becoming officers or being promoted. Oral examinations will occur as needed. Those who successfully pass these exams and meet the criteria of attendance and training will be placed on a promotion list for all positions that they are qualified for. When an opening exists, their company and the Deputy Chief will rank the potential candidates and the Deputy Chief will compile the score for each candidate and recommend a choice to the Chief.

The oral board will consist of three chosen (3) chief officers or officers designated by the Chief of the Department

The board will score each candidate on a 0-100 point basis. Possible points from the oral board are determined by multiplying 30 x score/100. An average of 70 points is required to pass the oral board. Candidates are entitled to know how they were scored by the board.

Written and oral examinations will be administered every three years for all line officer positions except chief or as vacancies require, as list is depleting. Lists will be maintained for three (3) years.

Once a list consists of a minimum of one (1) qualified candidates, a new test will be administered to add more qualified candidates. The existing candidate will be kept on the active list.

Officer selection and promotion announcement will be made two weeks prior to the officer ranking selection date. A list of eligible voting members will be provided by the Fire Department Administrator.

When an opening exists the position will be filled in accordance the Officer Promotion policy

A-102.14 Officer Qualifications

Chief

- Minimum of ten years of experience in the fire service, with 5 years minimum as a member of the Windsor Fire Department
- Must have served as a line officer, in the department, at the Deputy Chief Level or Higher for a minimum of one year.
- Must Fire Officer I or degree in fire science administration.
- Must pass interviews and exams as required by the Director of Public Safety
- Must have completed an Incident Command Course as prescribed by OSHA.

Assistant Chief

- Minimum of eight years of experience in the Windsor fire service, with 5 years minimum as a member of the Windsor Fire Department
- Must have served as a line officer in the department at the Deputy Chiefs level or higher for a minimum of one year.
- Must pass a written examination.
- Must have Fire Officer I certification.
- Must have completed an Incident Command Course as prescribed by OSHA

Deputy Chief

- Minimum of five years of experience in the Windsor fire service
- Must have served as a line officer, in the department, at the Captain level or higher for a minimum of one year.
- Must pass a written examination.
- Must have Fire Fighter II certification.
- Must have completed an Incident Command Course, as prescribed by OSHA.

Captain

- Minimum of four years of experience in the Windsor fire service.
- Must have served as an officer, in the department, at the Lieutenant level or higher for a minimum of one year.
- Must pass a written examination.
- Must have Fire Fighter II certification.
- Must have completed an Incident Command Course, as prescribed by OSHA

Lieutenant

- Minimum of three years of experience in the Windsor fire service.
- Must pass a written examination.
- Must have Fire Fighter I certification.
- Must have completed an Incident Command Course, as prescribed by OSHA.

Note

In addition to the above qualifications, applicants for an officer's position, must be a qualified driver on a major-piece of apparatus (engine, ladder or heavy rescue).

A-102.15 Discipline

Officers not meeting their assigned responsibilities as determined by the senior officers, may not be reappointed as an officer by the chief of the department.

A-103.0 Duties and Responsibilities

The general duties and responsibilities of all members of the WVFD are described in this section. The Chief of Department or the Chief's designees may assign additional specific duties and responsibilities

General

All members are required to be familiar with and operate in accordance with the Standard Operating Guidelines of the Windsor Volunteer Fire Department. All members will meet the attendance standards

In addition, all members are expected to act in a manner which will:

- Minimize danger to the public.
- Not cause unnecessary danger to themselves or to other firefighters.
- Minimize loss or damage to property.

All officers of the WVFD have a duty to enforce the departmental regulations throughout Windsor and at any functions outside of Windsor in which the department participates.

A-103.1 Line Officers Responsibilities

Chief of Department - The Chief of Department is the executive head of the department and shall be responsible to the Director of Public Safety for the management and operations of the department, for the conduct of its members and for achieving the objectives of the department. When appropriate, the chief will command the department at emergencies.

The Chief shall be responsible for:

All managerial functions and command of all fire suppression forces, including, but not limited to, financial management, personnel management, fire protection, planning, maintenance, training, community relations, communications, and health and safety. The Fire Chief assigns various administrative and command functions to other officers or personnel in order to maintain efficiency and ensure execution of duties.

1. Establishing and implementing standard operating procedures.
2. Fire suppression, fire prevention and Department administration and training.
3. Effective labor and community relations.
4. Formulate and implement training programs.
5. Compliance with OSHA regulations and IFSTA Standards.
6. Formulate an annual budget and control of the Department's expenditures.
7. Supervision and management of all buildings, apparatus, equipment and communications.
8. Control or mitigation of hazardous material situations while functioning as Incident Commander.
9. Develop and administer a volunteer recruitment program.
10. Development and preparation of equipment or material specifications.
11. Establishing and implementing an effective Incident Command System.
12. Establishing and implementing, in conjunction with the Fire Marshal's Office, a public fire education program.
13. Ensure SARA Title III compliance.
14. Attend meetings as necessary.
15. Submitting an annual report to the Town Manger showing, but not limited to: Number of alarms by type during the year, approximate damage caused by fires in conjunction with the Fire Marshal's Office, a summary of the causes of these fires, annual performance of all officers on below forms.
 - a. Reviews to be conducted as listed below.
 - i. Captains will review Lieutenants.
 - ii. Deputy Chief will review Captains.
 - iii. Assistant Chiefs will review Deputy Chiefs.
 - iv. The Chief will review Assistant Chiefs.
 - v. ALL reviews will be signed off by the Chief of the Department.
16. Scheduling Department-wide meetings.

17. Assigning apparatus to individual stations.
18. Prepare a Capital Outlay, Capital Improvement and Annual Operating Budget for presentation to the town Manager for the upcoming fiscal year.
19. The maintenance of all fire apparatus, equipment, facilities and properties.
20. Ensuring that all apparatus, tools and other equipment owned or leased by the Department is being maintained in a clean, orderly and serviceable condition, whether the same are in active or reserve status.
21. By February 1st of each year prepare a written performance appraisal on the two Assistant Chiefs. The purpose of the appraisal is to provide the Assistant Chiefs with constructive feedback as to his/her performance in the completion of the various assignments given over the past twelve months and to assist with his/her reappointment.

Operations Assistant Chief

Department Pre-Incident Planning and Operations Officer/Assistant Chief Operations
Tactical Assistant Chief

The second in the chain of command of the Department as outlined in the Department's Organizational Chart.

Responsible for:

1. Develop pre-incident plans for all high risk/high hazard buildings in the town.
2. Maintain a central file of pre—incident plans and provides copies to each firehouse.
3. Develop standard fire ground strategy for both routine and rare or unusual incidents.
4. Review significant incidents for compliance with established practices and lessons learned. Modify our standard strategy if appropriate.
5. Work with Department Training Officer to insure that department is aware of current strategy.
6. Develop and maintain department SOG's
7. In the absence or disability of the Chief of the Department, the Tactical Assistant Chief shall act as Chief and shall assume all powers, duties and responsibilities of that office as outlined in section A-101.8.2.
8. The Tactical Assistant Chief shall be assigned responsibilities for certain areas Have direct supervision of all four Deputy Chiefs and their respective companies.
9. Develop standard fire ground strategy for other routine and rare or unusual incidents.
10. Review all significant incidents for compliance with established practices and lessons learned. Modify any strategies that need improvement after a post incident review.
11. Work with the Administrative Chief and his Training Committee to insure that the Department is advised of current strategy.
12. Take a periodic shift as department duty Officer.
13. By February 1st of each year prepare a written performance appraisal on the four Deputy Chiefs. The purpose of the appraisal is to provide the Deputy Chief with constructive feedback as to his/her performance in the completion of the various

assignments given over the past twelve months and to assist with his/her reappointment.

Administrative Assistant Chief

The third in the chain of command of the Department as outlined in the Department's Organizational Chart.

The Administrative Assistant Chief shall be assigned responsibilities for certain areas of the Department's management as outlined by the Fire Chief and in this section

Responsible for:

1. Develop and maintain the Department's training programs.
2. Oversee maintenance of all documents pertaining to certifications.
3. Direct supervision of the Department's Chief engineer.
4. Direct supervision of the Department's Safety Officer.
5. Assist in the preparation and presentation of the Department's Capital Outlay, Capital Improvement and Annual Operating budget.
6. Take a periodic shift as Department Duty Officer.
7. Develop pre-incident plans, in conjunction with the Tactical Assistant Chief for all high risk, high hazard buildings in town.
8. Maintain a central file of pre-incident plans and provide copies to each front-line apparatus.
9. By February 1st of each year prepare a written performance appraisal on the Department's Chief Engineer, Department's Safety Officer, and Quartermaster. The purpose of the appraisal is to provide the individuals with constructive feedback as to his/her performance in the completion of the various assignments given over the past twelve months and to assist with his/her reappointment.
10. Administrative Assistant Chief- Responsible to the Chief of Department for setting up and maintaining the department training programs. As part of this effort, the Department Training Officer will:
 11. Standardize the basic training of all new firefighters.
 12. Standardize, to the extent possible, the training subjects to be covered in individual company training.
 13. Establish requirements for and monitor performance at multi-company and full department drills.
 14. Arrange for outside training, as required to support department training goals.
 15. Monitor and make recommendations regarding WVFD member's participation in outside courses, with the goal of ensuring that a reasonably equal and logical allocation of this type of training is achieved.

Deputy Chief

The fourth ranking officer in the department and the head of one of the four companies that comprise the WVFD. As head of a company, they are responsible to their assigned Assistant Chief as designated by the Chief of Department for the management of the property and affairs of the their company, for the conduct of the members of their company and for achieving the objectives of their company. They will command the

department at any emergency at which they are the highest-ranking officer present.

1. The fourth in the chain of command of the Department as outlined in the Department's Organizational Chart.
2. The direct head of one of the four companies in the Department.
3. Responsible for all Department building, apparatus and equipment assigned.
4. Responsible for all the affairs of the company assigned, including the conduct, supervision and discipline of any members under his/her control.
5. Responsible for all subordinate members of the Department at any emergency scene as the highest ranking member of the Department present.
6. Be responsible for administrative duties commensurate with the position and for assignments given by superior officers. Specific duties include presenting a company budget request by December 1st of each year to the Chief of the Department.
7. Take a periodic shift as Duty Officer.
8. By February 1st of each year prepare a written performance appraisal on the two Captains. The purpose of the appraisal is to provide the Captains with constructive feedback as to his/her performance in the completion of the various assignments given over the past twelve months and to assist with his/her reappointment.

Captain

The fourth ranking officer in the department and second in command of one of the companies. Will support their Deputy Chief in all aspects of managing the company and will take over when the Deputy Chief is not present. Will command the department at any emergency at which they are the highest-ranking officer present.

1. The fifth in command of the Department as outlined in the Department's Organizational Chart.
2. Second in Command of one of the Companies.
3. Ensure that all firefighters receive ongoing training in proper use of apparatus, tools, and equipment.
4. Oversee interior firefighting and rescue operations.
5. Oversee the company's SCBA maintenance and Hurst Tools.
6. Ensure that the Department's policies and Procedures are conducted in a safe and professional manner.
7. Take a periodic shift as Duty officer.
8. By February 1st of each year prepare a written performance appraisal on the four Lieutenants. The purpose of the appraisal is to provide the Lieutenant's with constructive feedback as to his/her performance in the completion of the various assignments given over the past twelve months and to assist with his/her reappointment.

Lieutenant

The fifth ranking officer in the department and third in command of one of the companies. Will assist in all phases of company management and will command at any emergency at which they are the highest-ranking officer present.

1. The sixth in command of the Department as outlined in the Department's Organizational Chart.
2. Third in command of one of the companies.
3. Be responsible to conduct interior firefighting and rescue operations.
4. At the Deputy Chief's discretion may be assigned to supervise the company engineer.
5. Assist in completion of administrative duties at the company and Department level.
6. Assist in preparation of the company's annual budget request.
7. Assigned to the management and upkeep of the company's fire apparatus, grounds and facilities.

Fire Fighters

Support the various department objectives during training and at emergency operations by performing required duties at the direction of the officers of the Windsor Volunteer Fire Department.

Staff Officers

Training Deputy Chief

Administrative officer appointed by the Chief and is in command of all training programs for the Department. Will report directly to the tactical Assistant Chief and has the authority of a Deputy Chief at all training programs.

1. Directs, supervises and chairs the Departments Training Committee.
2. Develop an annual training program for the Department in conjunction with the Training Committee.
3. Is responsible and in charge of all training programs
4. Submit all training records to the Fire Administrator for filing purposes.
5. Review all requests for outside training and deny or recommend participation to each respective Deputy Chief
6. Submit an annual training budget request to the tactical Assistant Chief.
7. Keep abreast of training opportunities and disseminate to the Department members

Department Health and Safety Officer

1. Member of Windsor Fire Department a minimum of 5 years.
2. Have served as an Officer of the Department in a Captain's position or above.
3. Shall be certified at the time of appointment or within one year of appointment to Fire Officer I and Safety Officer Certification.
4. Shall have a working knowledge of the criteria required in NFPA 1521, Fire Department Safety Officer and NFPA 1500 Fire Department Occupational Safety and Health Program.
5. Possess knowledge of other laws, codes and standards that are applicable to his/her duties and fire department operations.

Authority of the Health and Safety Officer

- The Health and Safety Officer shall have the authority to cause immediate correction of situations that create an imminent hazard to members. The IC shall be immediately informed of any actions taken to correct imminent hazards at the

- emergency scene.
- When no imminent hazards are identified, the health and safety officer shall develop actions to correct the situation within the administrative process of the fire department.
 - The Department Health and Safety Officer shall have an administrative rank of Deputy Chief and report directly to the Chief of the Department.
 - Shall be responsible for duties as outlined in NFPA 1521 and any other duties designated to him/her by the Chief of the Department.
 - Shall successfully pass a department oral examination.
 - Shall successfully pass an annual evaluation.
 - Shall serve at the will of the Chief.
 - The Health and Safety Officer shall have the rank of Deputy Chief (for administrative purpose and not for tactical purposes) and shall report directly to the Administrative Assistant Chief.
 - At an emergency incident where activities are judged by the incident Safety Officer to be unsafe or to involve an imminent hazard, he/she has the authority to alter, suspend, or terminate those activities. The IC shall be immediately advised of any actions taken to correct imminent hazards at the emergency scene.
 - At an emergency incident, where an incident safety officer identifies unsafe conditions, operations or hazards that do not present an imminent danger, the incident safety officer shall take appropriate action through the incident commander to mitigate or eliminate the condition or practice.
 - Shall work with the Training Committee to ensure training in safety procedures relating to all Department operations and functions be provided to all fire department members.
 - Shall work with the SOP Committee in developing a written risk management plan, an accident prevention plan and to manage the Department's occupational safety and health program.
 - Shall investigate or cause to be investigated, all Department occupational injuries, illnesses exposures and fatalities, or other hazardous conditions involving fire department members and all accidents involving fire department vehicles, fire apparatus, equipment or fire department facilities.
 - Responsible to the Administrative Assistant Chief for the above mentioned duties and any other duties so assigned.

Chief Engineer Deputy Chief

Shall have an administrative rank of Deputy Chief and is appointed by and responsible to the Chief of Department for the establishment and implementation of maintenance procedures for all fire department apparatus and equipment and for ensuring that the required records are kept on all apparatus. Works with other town agencies and sources outside the town to insure that all-necessary maintenance is accomplished in a timely and proper fashion. Establish requirements for and administers driver training and check out procedures.

1. Responsible to the Administrative Assistant Chief for the establishment and implementation of maintenance procedures for all Department fire apparatus and equipment and for ensuring that the required records are maintained for all apparatus.

2. Works with other town agencies and sources outside of town to insure that all necessary maintenance is accomplished in a timely and efficient manner.
3. Responsible for the preparation of a model apparatus specification for new purchases.
4. Establish requirements for and administers driver's training and certification procedures, in conjunction with the Training committee.
5. Shall attend Department meeting as required.

Assistant Chief Engineer

Responsible to the Chief Engineer, duties to be assigned by the Chief Engineer.

Company Engineer

Each company will have a member or officer appointed as Company Engineer by the Deputy Chief in charge of the company.

Duties of Company Engineer

1. Maintain records of maintenance work performed on all company vehicles
2. Notify the WVFD Chief Engineer when any type of vehicle repair is needed beyond normal in house preventative maintenance.
3. Arrange transportation of vehicles to repair stations, if required.
4. Check vehicles to ensure that they are safe and ready to respond at all times.
5. Keep Deputy Chief of company up to date on status of vehicles.
6. Obtain necessary help within company for performing preventative maintenance.
7. Follow up on apparatus problems noted by drivers.
8. Help with driver instruction and certification of drivers.
9. Maintain records on drivers.

Fire Administrator

1. Develop personnel and equipment databases.
2. Maintain department training records.
3. Track alarm attendance.
4. Maintain training attendance and report deficiencies quarterly by classification of firefighter to the Chief of the Department.

Administrative Assistant to the Chief of the Department

Administrative officer appointed by the Chief with an administrative rank of Captain.

1. Prepare a complete department inventory.

2. All equipment per company and apparatus
 - a. Communication equipment (radios, monitors)
3. All PPE – work with Car 32
4. Uniforms – work with Car 43
5. Keep training records updated and deliver to the Assistant Chief (Car 3)
6. Keep all medical forms current and deliver to the Assistant Chief (Car 3)
7. Assist in Web Site Management of the Department's web site
8. Be the Department's liaison with the dispatchers
9. Assist in CAD problems with Car 10
10. Assist Car 10 with the apparatus computers
11. Give input to the budget process. Work with Car 3
12. Fit testing schedule keeping in mind that both Blue Hills FD and Bloomfield FD must have time with the tester also.
13. Assist Car 1 at any major incident in the Command Post
14. Other duties assigned by the Chief.

A-103.2 Regulations

General

This section of the SOP defines the Regulations that govern all members of the Windsor Volunteer Fire Department. All members of the department are expected to know and comply with the various Regulations contained in this section. It is the duty of the officers of the department to enforce these rules and to discipline members who do not comply with them. The overall intent of these Regulations is safety and proper care of public and department owned property and presenting a professional image to the public.

A-103.3 Suspension

Any member of the WVFD may be suspended by the Chief of the Department, Assistant Chief or by the Deputy Chief in command of the Members Company, for violation of the regulations of the WVFD. In the absence of the Chief, Assistant Chief or the Deputy Chief, any officer of the department may place a member on administrative leave for up to 24 hours, if the member is creating a risk to the public, member or to themselves.

A-103.4 Dismissal

Any member of the WVFD may be dismissed from membership in the department by the Chief of the Department, when such action is deemed to be in the best interests of the department.

A-103.5 Maintaining Membership Eligibility

Membership in the department will be automatically revoked for any member of the WVFD who is convicted of a felony or other serious offense. For purposes of this section, "other serious offense" will be defined as a crime which is punishable at law by a maximum sentence of for one year or more.

A-103.6 Leave of Absence

Each Deputy Chief may grant a single leave of absence to a member of their company for personal reasons that the Deputy Chief feels are appropriate. The Chief of Department must approve leaves beyond this. A single leave will be for a maximum of six months. Members on leave of absence count as part of the authorized strength of the company.

A-104.0 Department Regulations

The following general regulations apply at all times during operations of any portion of the department or any time a member is wearing the uniform of the department.

1. Members will not respond to alarms or report for duty or wear the uniform of the department while under the influence of drugs or/ alcohol, and when attending any department or company function on department property. Unfavorable conduct shall be addressed through the chain of command i.e. firefighter to lieutenant, lieutenant to captain, captain to deputy chief, deputy chief to assistant chief, assistant chief to chief.
2. No member shall engage in any conduct while identified as a member of the fire department that would reflect unfavorably on the Department.
3. Members will obey the orders of a superior officer of the department (or other fire department officers when operating on mutual aid assignment).
4. Members will be held accountable for the department equipment issued to them. They are expected to take reasonable care of it and know where it is. All or part of the cost of equipment deliberately or carelessly damaged or lost may be assessed against the member responsible.
5. Members will always operate in a fashion, which minimizes the danger to civilians, fellow firefighters or other emergency personnel and themselves.
6. Members will not discuss department operations at emergencies with anyone outside the town public safety organization unless they have permission from a chief officer of the department.
7. All disputes with other agencies will be turned over to a higher-ranking member to resolve. No member will engage in an argument with another member of the department or other emergency organization at an emergency scene.
8. Members will not operate department apparatus without the appropriate license from the State of Connecticut and the approval of their Deputy Chief.
9. Members will be familiar with and adhere to the Windsor Volunteer Fire Department Standard Operating Guidelines.
10. Members will not take any action to deliberately interfere with any emergency service communications.

Issues will be resolved using the Chain of Command.

Member – Lieutenant, Captain, Deputy Chief, Assistant Chief, Chief

Members will not be insubordinate to higher ranking officers at any emergency scenes, in front of other members or civilians.

Failure to adhere to the department regulations will result in discipline, which may include dismissal from the department.

A-104.1 Attendance Standard

The following attendance standards define the minimum acceptable performance level for active members. Performance against these standards will be reviewed every six months and members who do not meet will be notified and placed on six months' probation, unless they have an excuse which is acceptable to the officers of their company (excuses must be submitted in writing). Members on probation, for attendance, may be dismissed from the department if their attendance does not meet the standards after another six months. Firefighter level per is not affected by being on probation for not making attendance standards.

1. Emergency Calls – the standard is 25% of all non-medical alarms.
 2. Drills - Standard is attendance at 50% of-department drill hours every six months; half of the hours required can be made up once approved, by the Company Deputy Chief, of outside training.
 3. Clean Up - Standard is six hours every six months.
 4. Mandatory training as required to meet OSHA Standards
- Note: Industrial Members are not required to respond to a minimum of alarms or to participate in regular clean up activity. The drill attendance standard, which an Industrial member must meet, is 6 hours of drill time every six months and all this drill time must be with the Windsor Fire Department. If the Industrial Member is not an active member in good standing of another fire department, the drill attendance shall be the same as an active member of the Windsor Fire Department.

For the purposes of this section, the review periods will be May through October and November through April.

A-104.2 Facilities

All members of the department are authorized, within the following guidelines, to use the fire department facilities provided by the Town of Windsor. Use of the town's facilities, outside of these guidelines, requires the approval of the appropriate Deputy Chief of the department.

1. Meeting rooms, classrooms, lounge or day room and apparatus rooms are open to members and their guests. Use of exercise rooms will be limited to members. It is the responsibility of each member to control their own guests and to insure that their guests observe the same rules that govern members. No activities will be engaged in which result in personnel injury or loss or damage to buildings or town property. A Junior member is limited to a single guest in the firehouse at any time.
2. Office areas are restricted to authorized personnel for fire department business only. They will not be used for social gathering or personal phone calls.
3. Radio or dispatch areas will be used only for their intended purpose.
4. Telephones are for the member's convenience, for local calls only. No 900 number calls or personal long-distance calls will be charged to the phones in the firehouse. Red phones will be used only for official calls to the dispatcher.
5. Smoking is permitted only in the apparatus room portion of the firehouses. No smoking is allowed in storage rooms or any portion of the office/meeting area of the firehouses.
6. Any mess created by a member or members or their guests is their responsibility and will be cleaned up before leaving the firehouse.
7. Use of station facility to clean and do minor maintenance work on personal vehicles will be

permitted, with the authorization by an Officer of the Department. Only vehicles belonging to immediate family of members can be worked on at or in a firehouse. Any mess created by working on a vehicle must be cleaned up as soon as the work is complete. No private vehicles can be left in the firehouse unless they are actively being worked on. No work can be performed which has the potential for damaging the facility such as spray painting, or welding. Failure to adhere to the regulations on use of the firehouse facilities will result in discipline up to and including suspension from the department.

A-104.3 Equipment

Use of department emergency equipment for purposes other than responding to an emergency or for training is prohibited unless specifically authorized by an Assistant or Deputy Chief. Authorization will only be given if the use of the equipment will not decrease the ability of the company to respond to emergencies. In addition to training, apparatus may be driven to check its condition or to obtain fuel, with the permission of an officer or the company Engineer(s).

Failure to adhere to the regulations on the use of department equipment will result in discipline up to and including suspension from the department.

A-104.4 Refreshments

Alcoholic beverages will only be available at a firehouse on special occasions and must be authorized by the Town Manager or designee. No members under 21 years of age will be served. Other than during these special occasions, no alcoholic beverages will be consumed at a firehouse.

All non-alcoholic beverage and food of any kind are permitted in the firehouse at any time. Members partaking of refreshments are expected to clean up any mess they create, before they depart the firehouse (except for responding to a call, in which case, they will clean up when they return from the call).

Failure to adhere to the regulations on refreshments will result in discipline up to and including suspension from the department.

A-104.5 Parades

Members are encouraged to participate in parades as a means of displaying the personnel and apparatus of the department to the public. This policy is intended to insure that Fire Department equipment is used in a responsible fashion and that the performance of our members reflects favorably on the department. The four companies will coordinate their activities to ensure that the following procedures are complied with.

1. Use of any department apparatus, at an out of town parade, will require the prior approval of the Deputy Chief of the company or their designated representative.
2. No more than four (4) pieces of Fire Department apparatus will be out of town, at parades, at any one time, unless specifically authorized by the Chief of Department. Not more than one of each of the following types of apparatus will be at parades at one time - engine, ladder or tower and rescue.
3. Any department apparatus, taken to an out of town parade, will return to Windsor as soon as they have completed the parade route.

4. Only properly authorized and licensed drivers will operate apparatus going to, from or at a parade.
5. Each apparatus going to a parade will have a department officer or engineer, assigned by the company Deputy Chief, who will be responsible for the operation, proper stowage of equipment, driver selection and the safe and timely return of the apparatus to Windsor.
- 6.No alcohol or drugs will be carried on any department apparatus and the driver and officer will refrain from consuming any alcoholic beverage while the apparatus is in their care.
- 7.As a guideline, a minimum of four (4) members should be going to a parade for each piece of department apparatus that goes to a parade.
- 8.The senior department officer present is responsible for the conduct and performance of the members representing the department. This includes having the department equipment and personnel in the proper place in time for the start of the parade. Any member judged to be under the influence of drugs or alcohol will not be allowed to participate in the parade. All members in uniform are subject to the orders of department officers who are senior to them.
- 9.Apparatus sirens and air horns will not be sounded while vehicles are proceeding along a parade route or when they are in a staging area before or after a parade, unless the apparatus is required to leave to respond to an emergency call.
10. Failure to adhere to the regulations on parades will result in discipline up to and including suspension from the department for individual members or suspension of department participation in parades.

A-104.6 Funerals

The following are provided as guide-lines for department participation in funerals of current and past members of the department.

- 1.Past member - At the discretion of the company Deputy Chief, members may attend visiting hours or funeral in uniform. If requested by family, department apparatus at stations along funeral procession can be pulled out on ramp and flag lowered to half-staff until procession has passed.
- 2.Active member - not line of duty. Department will attend evening visiting hours, in a group and in Class A uniforms. Unless family requests otherwise, apparatus along funeral procession route will be pulled onto ramp and honors rendered when the procession passes by the firehouse. Flags will be at half-staff from the time when death is known until after funeral. Any reasonable family request will be met, if possible.
- 3.Active member - line of duty. Department will provide honor guard in Class A uniform with badges covered during all visiting hours and during the funeral, if appropriate. Department members will attend evening visiting hours, as a group, in Class A uniform and a memorial service will be conducted unless the family desires otherwise. Honors will be rendered as the body leaves the funeral and apparatus will be stationed at key areas along the route and at the cemetery to render honors as the procession passes. Apparatus and uniformed members will be part of the funeral procession. At the request of the family, an appropriate piece of apparatus will be made available to carry the casket. If used, this piece of apparatus will be cleaned and polished to properly reflect the duty it is performing. All stations will display the flag at half-staff for a period of 30 days from the time of death. Every effort will be made to meet the wishes of the family and the resources of the department will be available to support the family and help them through this difficult time.

4. Family of active member - Members of the department will be advised of the death in a member's family and any plans for department members to attend visiting hours. Attendance will be in civilian clothes, or in uniform as determined by the Deputy Chief of that company.

A-104.7 Appearance and Conduct

All members of the department are expected to be neat and well groomed when in uniform or whenever they are representing the department to the public or to other departments. Beards are not allowed. Members will conduct themselves in a professional manner whenever they are in uniform, at an emergency scene or otherwise representing the department. In particular, at emergency scenes, they will be careful to conduct themselves in an appropriate fashion. In all instances, members will treat the property of others with as much care as possible and will take precautions to minimize damage and loss of property. No property will be removed from an emergency scene without the owner's permission.

Failure to adhere to the regulations on appearance and conduct will result in discipline up to and including suspension from the department.

Sexual Harassment

The Windsor Fire Department follows the policy memorandum for all town employees concerning Sexual harassment and the behavior is illegal and will not be tolerated. (See the Town of Windsor Policy memorandum).

A-104.8 Discipline by Officers of the Department

In general, discipline for violation of departmental regulations and other offenses will be progressive and will follow the steps defined below. However, this procedure is not binding on officers of the department, who, with the approval of the Chief, Assistant Chief or Deputy Chief may proceed immediately to higher levels of discipline.

Verbal Warning - First offenses and minor violations will be dealt with via a verbal warning.

Disciplinary Probation- Disciplinary probation may result in a member being placed in a lower (less desirable) category. This change will be at the discretion of the Assistant Chief, based on the reason for the discipline, and must be communicated to the individual in writing.

Written Warning - The disciplining officer may issue a written warning where a violation or offense is not corrected with a verbal warning, or where the officer determines that the initial offense warrants more severe discipline. One copy of the written warning will be forwarded to the member and one copy will be placed in the member's personnel file for a period of two years.

Suspension - Additional offenses following a written warning or serious violations of departmental regulations will generally result in some kind of suspension. Any member of the WVFD may be suspended for violation of the regulations of the WVFD or other offenses. Possible suspensions include, but are not limited to: i) loss of use of firehouse facilities; ii) loss of authorization to operate some or all apparatus; iii) loss of authorization to respond to alarms; or iv) general suspension from the department. The Chief or the member's Deputy Chief will

set length of suspension and will be limited to duration of no longer than one year. Any member suspended will be notified in writing.

Dismissal - Additional offenses following suspension, failure to observe the suspension, or extremely serious or dangerous infractions of the regulations, may result in dismissal from the department. Any member of the WVFD may be dismissed by the Chief of the Department for violation of the regulations of the WVFD or other offenses. Members who have been dismissed for disciplinary reasons cannot reapply for membership. Any member dismissed will be notified in writing.

A-104.9 Appeal Procedure

Any member being disciplined for violation of the regulations has the right to appeal to the next higher-ranking officer. The appeal will remain within the company unless the appeal is from discipline by a Deputy Chief, in which case the appeal will be to the Chief of the Department. The final appeal will be to the Director of Public Safety. The appeal officer has the authority to reduce, affirm or increase the discipline.

A-104.10 Appeal Committee

If the appeal is at the Chief of the Department or Director of Public Safety level, they may, at his/her discretion, may appoint a committee to examine the case and to prepare a report for the appeal officer's use at the appeal hearing. Any such committee will consist of three members: a Chief Officer, a Captain or Lieutenant, and a firefighter. All committee members will be from companies not directly involved in the case under appeal. The committee's report is to be used for fact-finding purposes only; the decision on appeal remains solely with the Chief of the Department or the Director of Public Safety.

A-104.11 Demotion

At the discretion of the Chief of the Department any officer may be demoted.

A-105.0 Social Media Policy

PURPOSE: To protect the Department's (WFD) reputation from being completely destroyed and to protect the members from misusing social media tools. This includes our intellectual property, such as our logo, name, uniform, equipment, etc., as well as photos and written content. This added protection is crucial because employees aren't always mindful of how they use social media sites when sharing information about the WFD, but they need to realize that the information they share could be used in ways they haven't considered. For example, a firefighter could innocently tweet about a call he'd been on recently, but that information could be passed to an attorney who's suing the city over the incident. Or a firefighter could post a photo from a call she ran on her Facebook page only to find out later that a third party copied and pasted the photo to an adult website.

There are too many "what-if" type situations like those described above, which is why the WFD thought it best to establish a property ownership caveat. Truthfully, it's as much for the employees' protection as it is for the department.

Procedure: “Members of the Town of Windsor Volunteer Fire Department shall not criticize or ridicule the Department, its policies, its officers or other members by speech, writing or other expression, when such speech, writing or expression:

Is defamatory, obscene, slanderous or unlawful; and/or

Tends to interfere with the maintenance of proper discipline; and/or

Damages or impairs the reputation and/or efficiency of the Department or a member.

“This includes, but is not limited to, written, auditory and/or visual messages communicated via or on Department resources or via personal devices, such as cell phones, PDAs, etc., and/or social media (Twitter, Facebook, My Space, etc.). Any written, auditory and/or visual messages communicated by a member that are relative to the WFD in any capacity are the *sole property* of the Town of Windsor Volunteer Fire Department. This includes, but is not limited to, any written, auditory, and/or visual messages communicated via or on Department resources or via or on personal devices and/or social media.”

A-106.0 Incident Review

An incident review will be held for each major incident at which units of the WVFD operate. For the purpose of this procedure, a major incident is defined as one that we operate at whenever a supply line is laid and charged or is unusual in some way that in the opinion of the Incident Commander or the Chief warrant a review. Generally the review will be held on the first Monday following the incident and will be held at the company station in whose district the incident occurred. The Incident Commander will conduct the review with assistance from the Department Safety and Training Officers. The officers will set the time of the review responsible for the meeting and notice of the meeting will be made to the department as part of the nightly radio check.

A-107.0 Equipment Maintenance

Preventative maintenance of the department’s equipment will be conducted as described in this section.

A-107.1 Ladders – Each ladder will be visually examined and cleaned for any signs of damage or distress on any of its components before being returned to service. Any ladders with any signs of damage or a failed heat indicator will be immediately taken out of service for further examination by an approved vendor. Each ladder will be given an identification number. Each ladder, used by the department, will be subjected to an annual structural test on a yearly basis according to NFPA standards. All ladder yearly testing will be completed by an authorized vendor and documented.

A-107.2 Hose- Each length of hose will be visually examined and cleaned for any indication of damage or distress on any of its components before being returned to service. Any hose with any signs of damage will immediately be taken out of service for further examination by an authorized vendor. Each hose will be given an identification number. Hose testing will be done in accordance with NFPA standards on an annual basis. All hose testing/repairs will be documented. Hose will be tested after any repair before being put back in service. Hose will be washed and dried as needed before being placed back in service. Hose contaminated with a suspected hazardous material at any HAZMAT incident, will be cleaned by a vendor

authorized to perform this service, before it is returned to service.

A-107.3 Turnout Gear/PPE – PPE is turnout coats/pants, helmet, mask, hood, gloves, and boots. Each member's coat and pants will be cleaned at least twice per year with an authorized gear cleaning extractor. All PPE should be cleaned after being reasonably contaminated from any biohazard, hazardous material, firefighting or training event. PPE specifications will be in accordance with NFPA Standards. Turnout coats and pants will be taken out of service per the NFPA standard (presently 10 years) after the manufactured date. Gear returned to the Department by members leaving the service, will be properly cleaned prior to be reissued. Assigned SCBA masks will be checked after each incident by the user, for any defects and will be taken out of service immediately if damaged. Masks will be fit tested on an annual basis.

A-107.4 Personal Equipment – all equipment supplied to any member is the property of the Department. Personal equipment is the following, but not limited to: keys, fobs, FD vehicle plates, badges, uniforms, laptops, phones and pagers. The Chief of the Department or designee can revoke any or all items if a member is no longer a member or for abuse. Retired or social members can keep or be issued specific items as determined by the Company's Deputy Chief with approval of the Chief of the Department.

A-108.0 Administrative

A-108.1 Record Keeping – The department will produce the following records

- a) Training sessions and attendance
- b) Pump tests results
- c) Results of hose testing
- d) Results of ladder testing
- e) Personnel records on each member (listed in A-108.4)
- f) Annual training records for each firefighter
- g) SCBA flow test/inspection records
- h) Fire Attendance
- i) Mask fit testing results
- j) Blue Light permit listing

Members who have responded to a call shall receive credit for the call by signing the fire incident sheet, being signed in by an officer or being entered in a data base by an officer.

Members who have participated in a drill shall receive credit for the drill by signing the drill attendance sheet or being entered in a data base by an officer. Members shall receive credit for drills conducted outside the Department by providing proof of participation i.e. certificate, letter of participation, etc.

Members who have participated in Fire Prevention/Public education activities shall receive credit by signing the attendance sheet of being entered in a data base by an officer.

Members of committees will fill out a training report and with approval of the Training Deputy Chief, will be given training credit. This will also include managing the Department's website, taking photographs at training activities or emergency incidents and other administrative duties.

A-108.2 Equipment Purchase - Purchase of equipment for the department, will be coordinated only through the department administrator. Any item not within normal budgetary items, will need the approval of the Chief of the Department.

A-108.3 Inventory Control - Each Company is responsible to maintain control over the apparatus and equipment furnished to it by the department. Each company Deputy Chief, will assign a designee to coordinated gear, pagers, radios, uniforms and Department firefighting equipment with the Administrative Captain.

Membership - The department will maintain personnel records on each member including their application for membership and all physicals, proof of courses completed, tests taken and results of promotion exams, any disciplinary action, performance reviews, any awards etc

A-108.4 SOP Update Process

The process for modification/updating the SOP document is as follows:

- A. Proposed changes/additions will be submitted, in writing, to the Chief Officer in charge of the SOP Committee or to the Chief of the Department.
- B. The proposed change will be reviewed at the next Chiefs meeting. If the Chiefs reject the change, the requester will be notified, in writing, as to the reason for the rejection. If the Chiefs feel that the change has merit, the request will be forwarded to the SOP committee for review.
- C. The SOP committee, headed by the Chief of the Department or his/her designee, and including at least one representative from each company, will meet within 30 days and review the request(s). The committee will have three options: accept as written, recommend with changes or reject the proposed change(s). In any case, the committee will report back to the Chiefs, in writing, including the rational for any change or their reason for disagreement.

The Chiefs will review the SOP committee report and act on their recommendation. The Chief will review the final change with the Director of Public Safety for final approval.

- A. The approved changes will be distributed to each Deputy Chief for review with their company and distribution to the members.

- B. The final changes to the SOPS will be updated with a noted revision and effective date. SOPS will be available in electronic form to all members. A printed copy will be available by the FD Administrator if needed.

If immediate action is called for, the Chief can issue a Department Order until an official change can be made.

A-109.0 Fire Prevention

The Windsor Volunteer Fire Department is committed to the principle of fire prevention and will actively support all fire prevention activity. As part of this effort, each company will hold an open house at their station during fire prevention week. The department will also support the fire prevention activities of the Fire Marshal's Office. Each Company Deputy Chief will assign a designee to coordinate activities with the Fire Marshal's Office.

A-110.00 Miscellaneous

A-110.1 Forms

Forms required to meet the requirements of this SOP will be available through the department's administrator.

A-110.2 Keys

Each active member of the department will be furnished with access to all firehouses. At the discretion of the Deputy Chief of the company, retired or reserve members of the department may also be given access to their firehouse - they will be required to observe the requirements of governing use of facilities or they will forfeit the right to have access to the facility. Officers will have access to appropriate offices in their firehouse.

A-110.3 Knox Box System

Purpose

The purpose of this Standard Operating Guideline is to set a procedure for using the Knox Box System while insuring the accountability and security of this entry system.

Scope

The scope of the procedure applies to all members and equipment of the Town of Windsor Volunteer Fire Department and Windsor Fire Marshal's Office.

Definitions:

- a. Knox Box: a secure box located outside the business or residence manufactured by Knox Box containing the owner's keys, key fobs or combinations that provide access to its building.
- b. Knox Box Key: A unique manufactured Key specifically for the Town of Windsor

Volunteer Fire Department. This system in use has two (2) types of keys called the “Windsor key” and the “Poquonock Key”. The Town of Windsor Volunteer Fire Department had used a “Poquonock Key” in the early stages of Planning before consolidation of four (4) Fire Departments into the Town of Windsor Volunteer Fire Department.

c. Key Secure Device: A secured device located on front line apparatus belonging to Town of Windsor Volunteer Fire Department, that holds the Knox Box “Windsor” and “Poquonock keys”. Access to the keys need a confidential PIN from each authorized Fire Department or Fire Marshal’s Office member.

Guideline: The Knox Box system is for gaining emergency access into a building, by providing a secure source of accessing building keys and reducing potential damage caused by forcible entry. It shall be the Building Owner/occupants duty to advise the Town of Windsor Volunteer Fire Department or Windsor Fire Marshal’s Office of any key updates and will be coordinated by the Windsor Fire Marshal’s Office during installation or updates. All Knox Box keys are retained in key secure devices or in a secure location at the Windsor Fire Marshal’s Office. No Knox Box Keys are to be stored in an unsecured location.

All members are responsible to insure that Knox Box Keys are secure at all times and it is the firefighter’s responsibility who opened the Key secure device to return the keys to the Knox Box Secure Device as well as the entry keys to the Knox Box. The security of any keys is of utmost importance.

Emergency Operations Access:

1. The IC will designate a Firefighter to access the Knox Box Key from the key Secure Device.
2. The Knox Box Key MUST remain in the Knox box during the duration of the incident unless it could possibly be damaged in the incident. The Knox Box Key is to be returned as soon as possible.
3. The IC will work with the Building representative or police officer present, to retrieve building access keys used during the incident.

Non-Emergency Access:

The Fire Marshal’s Office may require access during inspections, pre-plans, box maintenance, and owner key updates.

Administration:

The authorized manufacturer administrator for the responsibility Town of Windsor Volunteer Fire Department Knox Box system, is the Fire administrator for the Town of Windsor Volunteer Fire Department. All requests, purchases, and modifications of related equipment are coordinated by the Town of Windsor Volunteer Fire Department Fire administrator through the approval of the Chief of the Department. Firefighter’s PINS are kept in a secure database with secure system backups. Each Key secure Device will be operated manually. Additions, deletions or changes of a firefighter’s PIN are logged and maintained by Town of Windsor Volunteer Fire Department Administrative Captain. Changes will be made if necessary. Each Key secure Device has a log of each transaction and usage. Logs are manually and

periodically collected from each device.

Loss of a key:

In an event of a lost Knox Box Key, an officer must be notified to immediately notify the Fire Administrator. If any Knox Box Key or Key secure Device is stolen, a police report will be required.

A-110.4 Storm Coverage

Coverage at firehouses during storms or other appropriate times, will be authorized by the Chief or in his absence, by an Assistant Chief of the department. When ordered, Station W will tone out the companies and request that all available personnel report to their stations for standby. After the situation has cleared up, the Chief or an Assistant Chief will release the members on standby. An attendance log will be maintained, at each station, for the duration of the standby. The total standby time will be noted and each member present for all or part of the time will be credited with their attendance time.

Hurricane

Pre-hurricane preparation

1. Have bottled water and food available for crews.
2. Insure that all apparatus, portable equipment, and fuel cans are filled.
3. Insure that adequate cots/beds are available for crews
4. Insure that all cascade bottles are filled
5. Insure that crews bring an extra set of clothing and toiletries
6. D/C's are to ride on the apparatus or in a command vehicle with a partner. Do not ride alone

Hurricane makes landfall preparation

1. No pumping of basements. Building department is putting this out with a flyer stating that if power is lost and homeowners are bailing out water, then they must make sure that the power is shut off in case it comes back on and they are in the basements/water.
2. During the hurricane we will respond to emergencies, but not to put our crews at risk. Dependent on the severity of the storm we might have to suspend responding for the safety of firefighters. Car 1 will determine this during the height of the storm. I.e. we won't be cutting up trees during high winds/rain
3. We will standby at the firehouses from a predetermined time until relieved.
4. The EOC will be manned
5. The PD will add an additional dispatcher for every shift
6. The LP Wilson shelter will be opened, but is limited to 150 people
7. Public Works will not respond during the hurricane
8. CL&P is working on additional crews
9. Car 1 will split times at the individual firehouse, dispatch and the EOC

10. Car 2 and Car 3 will respond with their two respective companies
 11. Car 6-will be available
 12. Car 10 will be at the EOC
 13. All IC are reminded to have IC sheets available to document all incidents, but we may not be able to obtain incident #s until after the storm ends.
 14. The fire academy has many articles on the list serve that you might want to look at.
 15. Town of Windsor PIO is through the EOC
- *** Family members that need to check on a Firefighter or if they need the firefighter, are to call the firefighter's firehouse and if no answer they can contact the EOC

B-200.0 Budget and Finance Section B

The Chief and Fire administrator presents a budget to the Town Manager in February of each year for review before sending it to the town council. The Chief, Assistant Chiefs, the Fire Administrator and the Administrative Captain presents the budget to the Town Council for adoption.

Deputy Chiefs of each company and administrative officers are to prepare budget requests for the Chief's review by December 1st of each year. If requests are put in after the review date, they will only be considered if the budget has any extra money in it.

C-300.0 Safety and Compliance Section

C-301.1 Physicals

All members of the department will be offered physicals in accordance with the content and frequency of the NFPA 1500 standard. The results of these physicals will be part of the determination of the members level (what duties they are allowed to perform) under paragraph Failure to take a physical as required will result in the member being placed at the Administrative Support Firefighter level. All physicals will be taken at the facility designated by the fire department.

Physical Classifications

- 1) Interior Structural Fires
Full firefighting duties including the use of self contained breathing apparatus (SCBA) full protective clothing, and related equipment.
- 2) Non-Structural Fires With Use of SCBA, Without Use of SCBA.
Fire fighting limited to non-strenuous, outdoor, non-structural fires.
- 3) Fire ground Support
May drive (as authorized) or ride in all vehicles.
May engage in traffic control and support activities outside of the hazard zone.
May not wear SCBA.
- 4) Administrative Support
May not engage in any activities on the fire ground.

5) Not Medically Qualified

Blood borne Pathogen

Review of the video of Blood borne pathogens so new volunteers can make informed decision on whether or not to get Hepatitis B vaccine shots.

Medical Procedures/Illnesses

Any firefighter that has any type of medical procedure, either job related or not, will procure their attending physician's approval to return to full firefighting duty. This shall be in writing and it must be presented to the Chief of the Department upon their desire to return to duty.

The firefighter MUST submit the written medical form to the Department's assigned physician prior to returning to duty. The Department physician will review the procedure/illness with the firefighter's attending physician and the individual firefighter. The Department physician will have the ultimate decision to determine what level of duties that they may return to. The Department physician will forward their recommendation to the Chief of the Department for the Chief's review.

The Chief of the Department will then assign that firefighter to the acceptable level of duty based on all information received.

This procedure/policy will be null and void if the firefighter does not desire a return to active duty and may apply for social membership only, in the company that they are assigned.

C-301.2 Safety

General - The safety of the public and of all emergency personnel involved in any operations of the department is the number one priority of the Windsor Volunteer Fire Department. Everyone must keep this priority in focus at all times. While we are engaged in an occupation, which has historically been very hazardous, current equipment and procedures have greatly reduced the risk of injury or death, if they are properly employed. All members at every emergency and drill will observe the safety procedures defined in this section, without exception.

C-301.3 Safety Committee

The Safety Committee will consist of at least two members from each company of the department. A balance will be maintained between officers and firefighters. The Department Safety Officer will be the chairman of the committee. The committee will meet at least quarterly and will have the following duties and responsibilities:

- Safety Inspection
- Investigating firefighter safety incidents, accidents, injuries or deaths.
- Investigating department motor vehicle accidents and property damage.
- Work with the Training officer to set up appropriate Safety Training.
- Establish appropriate medical and fitness for duty program.
- Evaluate personal protective equipment and recommend changes.
- Develop additions/modifications to safety section of SOG's.

C-301.4 Personal Equipment

Every member of the department will be issued their own set of protective turn out gear as appropriate by membership classification, which consists of the following:

- Turn out coat
- Turn out pants (bunker pants)
- Bunker (short) boots
- Gloves
- Helmet Cairns 1044
- Hood
- Eye Protection

All gear will be provided by the WVFD. Members will not purchase their own equipment unless it meets WVFD specifications and its purchase is approved by the Chief of Department. Including the hood, all turn out gear will be worn by every member who is operating at an emergency scene or who is participating in hands on type of training. All gear will be worn properly, i.e. coats will be closed, collars will be up, helmet chinstraps will be fastened etc. Eye protection, as a minimum, will consist of a full eye shield attached to the helmet, and eye protection must conform to OSHA standards. Bourke type eye shields are not acceptable. Eye shield must be used during all emergency scene activity unless facemasks are being worn. If power tools are being used, members must wear goggles or face masks.

Members who respond on a piece of apparatus will don their gear before mounting the apparatus. Members, who arrive at the scene by other means, will don their gear before entering the emergency area. Note, as described in section 7.5.8, drivers do not have to wear full turn out gear when driving; however, they must have it with them and don it when they reach the emergency scene.

NOTE: Emergency area is defined as “the area where the fire, accident, HAZMAT incident or rescue is or was reported to be as well as any surrounding areas occupied by fire or rescue equipment, hose lines, staging etc. During training exercises, the emergency area is that area where the actual hands on activity are taking place.

Each member is responsible for the condition and availability of their turn out gear. No modifications will be made to any item of turn out gear without written authorization from an Assistant Chief or higher. A storage locker or rack will be provided at each member’s assigned station for storing their gear or the member may elect to carry the gear in their vehicle. In any case, it is the responsibility of the member to have their gear at the emergency scene.

All problems with turn out gear will be reported to an officer from the members company for correction. Turn out gear will be cleaned as described in section 9.6. Use of turn out gear is restricted to fire department activities. Loss or damage of fire turn out gear due to carelessness or negligence on the part of a member may result in the member being financially responsible for the repair/replacement.

In the event that turn out gear is contaminated at an incident, it must be cleaned or replaced by the WVFD. Members will report any suspected contamination to an officer or directly to Command. Command will take the necessary steps to evaluate the contamination and any decontamination required.

In special cases such as grass or brush fires, it may be appropriate to allow members to wear less than the complete set of turnout gear. This decision will be made by Command for each specific case.

C-301.5 Class II High Visibility Vests

These vests should be secured in the passenger compartments of the apparatus to enable easy access by responding personnel.

The Town of Volunteer Fire Department personnel will don such vests whenever working at an incident on or near any roadway unless the following conditions are met and the IC determines that vests are not to be worn.

Vests are not to be worn whenever the firefighters are exposed to flame, fire, high heat or hazardous materials or whenever they are exposed to hazardous conditions where the use of such apparel may increase the risk of injury to firefighter personnel.

C-301.6 Breathing Apparatus

Self-Contained Breathing Apparatus (SCBA) of a positive pressure type is provided on the apparatus for members use at emergency scenes. All regular members of the department must be trained and qualified in the care and use of the departments SCBA and be physically capable of operating while wearing one.

Regular members will not be permitted to have beards, sideburns or any other facial hair that could interfere with obtaining a good mask to face seal. Deputy Chiefs will determine the acceptability of any facial hair and will notify members, in writing, if they are judged to be in violation. Members who are notified that they violate this requirement will be reduced to a Tactical Support level until they correct the situation and are notified, in writing, by their Deputy Chief that they have been returned to a higher level.

All members operating inside a burning structure will use SCBA. Use of SCBA, inside the structure, will continue until Command or Operations declares that they are no longer needed, based on monitoring the atmosphere inside the structure. Once a member has used two (2) bottles of air at an incident, they must report to the rehabilitation area for a break and a medical check before they can resume firefighting duties.

SCBA may also be required in certain areas outside of burning structures. Ventilation teams will also use SCBA and other units may also require them depending on smoke conditions, wind etc. Command or Operations will define other outside areas where SCBA are required. Members on attack lines and members performing overhaul at vehicle fires will use SCBA. Command may define other areas at vehicle fires where SCBA is required, depending on wind, smoke conditions, what is burning etc. The two-bottle rule also applies.

SCBA will be required at many HAZMAT incidents. Command will determine if they are needed based on the initial size up and will advise all incoming units. The two bottle and take a break rule also applies to SCBA use at HAZMAT incidents. Command will continue to monitor conditions and will order changes in use of SCBA as conditions warrant.

Command will order that SCBA be used at any time it appears that the atmosphere in which the firefighters must work is dangerous or likely to become dangerous — such as rescue in a sewer, removing victims who have been overcome by an unknown gas etc.

After each use, SCBA will be examined for obvious damage, cleaned, adjusted as necessary and, if in proper working order, replaced on the apparatus with a full air bottle and fill out an SCBA inspection record. If there is any problem with an SCBA, it will be reported to an officer and the unit removed from service until it can be repaired.

C-301.61 SCBA Use with Facial Hair

PURPOSE: The purpose of this procedure is to establish standard guidelines for all department personnel while responding to incidents, training evolutions, attending fire schools and the use of SCBA with facial hair or other items which may interfere with SCBA mask, skin to seal contact.

SCOPE: This procedure shall apply to all Town of Windsor Volunteer Fire Department personnel operating on fire grounds, training grounds, any potential IDLH atmosphere and riding on department vehicles.

RESPONSIBILITY: It shall be the responsibility of all department officers, driver operators and firefighters to comply and enforce the regulations of this procedure.

It shall be the responsibility of all riding members and members operating in any potential hazardous area to maintain the ability of a tight skin to mask seal.

It shall be the responsibility of all personnel to know and follow this respiratory protection program, The National Fire Protection Association (NFPA), The National Institute of Occupational Health and Safety (NIOSH), Occupational Safety and Health Administration (OSHA) 29 CFR 1910.134(e)(5)(i), Public Employees Occupational Safety and Health (PEOSH) and The American National Standards Institute (ANSI) regulations prohibit the use of SCBA by personnel with beards or other facial hair that may interfere with beards or other facial hair that may interfere with the proper seal of a face piece.

PROCEDURE: All personnel that are SCBA qualified shall not have any facial hair when using any SCBA, any growth of facial hair of more than one (1) day's growth or that may which may interfere with a complete seal of the face piece shall be unacceptable for use with an SCBA. Personnel wishing to have facial hair of more than one (1) day's growth shall not don any SCBA and shall not be involved in any operations as a Driver Operator of an engine, ladder or rescue truck and/or other operations that require the use of an SCBA, personnel will be prohibited from participating in any training involving the use of an SCBA.

Regardless of what fit test measurement can be obtained, facial hair that comes in contact with the seal is prohibited with the use of SCBA.

If facial hair is styled so no hair underlies the points where the SCBA facepiece is designed to seal with the face, then personnel MAY use the SCBA.

Personnel who are in violation of the above facial policy will be removed from driving all apparatus with the exception of the utility vehicles and be removed from being SCBA qualified for a period of two weeks (14 days) or longer if they do not follow this procedure. Those individuals shall also be limited to support operations only in non-hazardous environments.

REFERENCES:

The NFPA also deals with this issue and in NFPA 1500, Standard on Fire Department Occupational Safety and Health Program, 2021 Edition states at section: 7.16.3:

“Members who have a beard or facial hair at any point where the SCBA face piece is designed to seal with the face, or whose hair could interfere with the operation of the unit, shall not be permitted to use respiratory protection at emergency incidents or in hazardous or potentially hazardous atmospheres. These restrictions shall apply regardless of the specific fit test measurement that can be obtained under the test conditions.”

The National Institute of Occupational Health and Safety, in the NIOSH Guide to Industrial Respiratory Protection states that:

“Facial hair that lies along the sealing area of the respirator, such as beards, sideburns, moustaches, or even a few days growth of stubble, should not be permitted on employees who are required to wear respirators that rely on a tight face piece fit to achieve maximum protection. Facial hair between the wearer's skin and the sealing surfaces of the respirator will prevent a good seal....

The Occupational Safety and Health Standard Title 29 CFR 1910.134(g) states in relevant part:

“(1) Face piece seal protection. (i) The employer shall not permit respirators with tight-fitting face pieces to be worn by employees who have: (A) Facial hair that comes between the sealing surface of the face piece and the face that interferes with valve function; (B) Any condition that interferes with the face-to-face piece seal or valve function.”

Additionally, under the above cited standard, when discussing the fit test requirements OSHA states: “The test shall not be conducted if there is any hair growth between the skin and the face piece sealing surface, such as stubble beard growth, beard, mustache, or sideburns which cross the respirator sealing surface.”

The American National Standards Institute (ANSI) Z88.2 -entitled Practices for Respiratory Protection states:

“A respirator, either positive or negative pressure, equipped with a face piece (tight or loose fitting), shall not be worn if facial hair comes between the sealing surface of the face piece and the face or if facial hair interferes with valve function.”

The Second Circuit Court of Appeals June 9, 2021 has ruled that FDNY must adhere to a regulation that was devised by an independent federal agency and is legally binding on the employee concerning respiratory protection and facial hair.

C-302.7 Personal Accountability system (PAS)

General

Control of firefighters at an emergency scene and being able to identify who is operating at an emergency scene can be critical factors in terms of safety. Operation of personnel in hazard zones must be controlled to insure that members operate as teams with definite assignments and are not “freelancing”. Control is also necessary to insure that crews are relieved and sent to rehabilitation at appropriate times. In addition, if a collapse, flashover, explosion etc. occurs, the ability to define how many and who is missing and where they were last operating, will be critical to the rescue operation.

C-302.7.1 Personnel Identification Tags (PIT)

Each firefighter in the WVFD will be issued their own individual PIT consisting of a durable plastic tag with a heavy duty snap for attaching the tag as described in this procedure.

Each tag will have the firefighter’s name to which the tag is issued. Each firefighter's tag will normally be attached to the top snap on their turn out coat and will remain there until the member responds on WVFD apparatus or arrives at the scene via some means other than WVFD apparatus. Each company will carry spare tags and marking pen in case a member does not have their tag with them or for use in the event an out of town firefighter rides on a piece of WVFD apparatus.

C-302.7.2 Company Identification Tag (CIT)

Each piece of apparatus will carry a CIT. This tag will consist of a plastic tag, with the number of the apparatus, attached to a metal ring. The CIT will be located in a spot convenient to the officers position on the apparatus and will be used as a collection point for the crews PIT’s. The CIT’s are color coded by company and each company will carry extra CIT’s for crews that are formed from members who do not arrive on apparatus.

C-302.7.3 Hazard Zone and Point of Entry

A hazard zone is defined as any area that requires personnel to wear SCBA while operating in it. It may also be an area defined by Command where SCBA is not required. Point of entry is the location(s) where personnel will be entering and leaving the hazard zone.

C-302.7.4 Accountability Officer and Status Board

An Accountability Officer or Officers will be assigned by Command to monitor the Point(s) of Entry into the Hazard Zone. Once an Accountability Officer has been assigned, this individual will be responsible for monitoring the movement of crews into and out of the Hazard Zone. This individual may use a Status Board to hold the CIT's collected when teams enter the Hazard Area.

C-302.7.5 Operation of PAS

No member of the WVFD will operate at an emergency scene until they have turned in their CIT at a collection area. Allowable collection areas are:

- a) The apparatus arrived on
- b) Manpower staging
- c) Command
- d) An Accountability Officer. If members enter a hazard area before any of These areas are available, they will leave their PIT at the point of entry, in a conspicuous spot.

Once an Accountability Officer has been assigned, each crew leader will carry the CIT for his crew and leave it with the Accountability Officer when the crew enters the hazard zone. CIT left on apparatus will be collected and provided to the Accountability Officer as soon as practicable. The only tags in the possession of the Accountability Officer will be those of members inside the hazard area.

CIT will be returned to team leaders as they leave the hazard area. As long as the team is together, all of their tags will remain on the CIT. If a member leaves the team for any reason, their tag will be removed and will travel with the member.

Members who arrive on apparatus are part of that team unless ordered to report for another assignment by their team leader. Members who do not arrive on a piece of apparatus will report to manpower staging (or Command if staging has not been set up). In staging, they will be assigned to a team and will remain part of that team unless they receive new orders from their team leader.

C-302.8 Individual Behavior

The safety of everyone involved in an incident — civilians, members of the department and members of other emergency services - can be adversely affected by unsafe individual behavior. The following rules for safe individual behavior are important to our team effort and must be followed religiously.

1. Operate as part of a team — never as an individual, i.e. freelancing
2. Always wear protective gear
3. Use SCBA as defined
4. Never operate at an emergency scene without turning in PIT.
5. If you are having any type of a problem - chest pains, cramps, dizzy, faint etc. - notify your team leader - you need medical attention.
6. Always go to rehab area after you use two bottles of air or if you feel fatigued.
7. In hot weather, drink plenty of liquids and take frequent breaks to cool down.

8. In cold weather, wear extra layers. Protect hands, face and ears. Go to warm up area as necessary. Tell team leader when you need to warm up.
9. If you do not feel well, do not respond.

C-302.9 Infectious Disease

The responding to emergencies, personnel are frequently exposed to body fluids of victims. Because the victim could have an infectious disease, precautions must be taken in these situations to protect the emergency personnel from exposure. All department personnel will take the following precautions:

- a) If handling victims, wear nitrile or vinyl gloves.
- b) Use eye protection (goggles or face shield) if working around victims.
- c) Turn in any gear, which is contaminated with victim's body fluids, to an officer for decontamination.
- d) If you know or suspect that you have been exposed to victim's body fluids, notify an officer immediately. Testing will be necessary to determine if there is a problem. Each member is required to attend a blood born disease course each year in order to participate in emergency operations.

C-302.10 Wire Down

Any power line on the ground or drooping close to the ground is an obvious safety threat and must be treated accordingly. There is no safe way to tell if a wire is charged and no safe way for us to move it. Additionally, anytime that wires are down in more than one location, power lines may fall across phone or cable wires, effectively making them power lines. Because of that possibility, we will treat all downed wires, at our emergency scenes, as *if* they are charged. The following safety procedures will be observed at all times relative to downed wires:

- a) Downed wires will be assumed to be charged until the appropriate utility company is on the scene and has disconnected them.
- b) A safe perimeter around downed wires will be marked with RED colored tape and a watch posted to ensure that no civilian or emergency personnel goes near the wires. Watch will be turned over to PD before WVFD clears the scene.
- c) Arcing or burning wires will be treated on the basis that they are about to fall - mark off and secure a clear area under the damaged wires.
- d) If downed wires are on a motor vehicle, no attempt will be made to operate in or on that vehicle and anyone in the vehicle should be advised to remain there.

If downed wires are blocking or creating a hazard to entering a building that we need access to because of an emergency, another entrance must be used - if necessary, force or create an entrance but do not move or go close to downed wires to gain entrance.

- f) If downed wires are across the normal power service to a building, we will assume that the building wiring is carrying primary power and no attempt will be made to operate in or on the building until the Power Company is on the scene and disconnects all power.
- g) The Incident Commander will meet with the utility company representative and maintain a log of names and times relative to turning off power or securing downed wires. Station W will also note times when utility was called and when they arrived at the scene.
- h) We will continue our normal operation at building fires, with no unusual wire hazards - i.e. attack the fire while turning off the power at the main electrical panel or the meter. If, in the

opinion of Command, building damage or other factors make this too risky, a defensive position will be taken until the Power Company reaches the scene and turns off the power.

C-303 Injured Members

When a member of the department is injured on duty and sent to the hospital for treatment, the department will take the following steps:

1. If time permits and the member is able to talk on the phone, means will be provided for them to call whoever they desire to let them know what has happened and where they will be.
2. If the member cannot make the call, a department member- preferably an officer of the members company, will make the phone call.
3. In all cases, the department will offer transportation to the hospital for the family and will have a representative at the hospital with the injured firefighter.
4. In the event of a serious injury, an appropriate senior member of the department will accompany the family to the hospital, provide support as required and insulate them from the press, etc.
5. In the event of the death of a member during an emergency, the notification to the family will be by the Chief of the Department along with one or two others whom the Chief may desire to be present.
6. If the family cannot be present with the injured member, the department will maintain a representative at the hospital who will keep the family advised as to the member's condition/status.
7. For any injury, a "Employers First Report of Injury" form will be completed and submitted to the Risk Manager by the injured party's immediate supervisor within 24 hours of the incident via the Fire Administrator. Verbal notification will be made to the Risk Manager or in his absence the Fire Administrator.

C-304 SCBA

The operation of each Self Contained Breathing Apparatus will be checked weekly. At this time, the condition of the unit will be visually checked, bottle pressure noted, straps checked and operation of the system verified. After units are used, they will also be checked before being returned to service. Each SCBA and bottle will be given an identification number. A file for each SCBA will be documentation of all repair activity on the unit. An annual flow test will be performed by an authorized vendor and documented. Bottles will be hydrostatically tested by an authorized vendor, in accordance with NFPA and manufacturer's recommendations. Bottles will be taken out of service at the recorded end of service date. RIT Pak equipment will be maintained the same as an SCBA unit with testing and recording documentation.

C-305 Pre-Planning

General

- a) Pre-plans will be prepared for all commercial, public and other appropriate large buildings in the Town of Windsor.
- b) Department pre plan forms, as approved by the Chief of the Department, will be utilized.
- c) The Company Deputy Chiefs prior to implementation will approve completed pre plans.
- d) A copy of each completed pre plan will be provided to all companies for inclusion in their

pre plan file.

C-305.1 Surveys

Buildings will be surveyed yearly to update and revise their pre plans. This survey should be conducted or reviewed by the fire company who is first due for an alarm at that structure. When possible, the updates will be coordinated with or done in conjunction with the Fire Marshal's office. Updates will be conducted when a change of use or significant changes are made to the use of the occupancy or structure itself.

C-305.2 Plans

Pre-plans will be prepared which contain the following information:

- A plot plan showing building location/layout
- Name of occupant
- Key holder/Emergency contact and phone number
- Address
- Type of occupancy
- Type of construction
- Type of roof- materials, structure, insulation, features, problems etc.
- Any known hazards
- Location of utility shutoffs
- Fixed fire protection systems
- Rescue potential (describe)
- Estimated fire flow required
- Hydrant, Siamese and riser locations
- Fire control panel location
- Any medical facilities in building
- 1st and 2nd alarm assignments

Distribution

- All Chief Officers
- All apparatus
- Fire Marshal's Office

D-400 Training Section D

Training

General

All WVFD training exercises will be conducted with the safety of members and civilians as a first priority. While a goal of training is to be as realistic as possible, it must be well planned and carefully executed to make it as safe as practical.

D-400.1 Personal Protection

Full protective gear will be worn by all members for all hands on training involving hose lines, hydrant hook up, hand tools, power tools, SCBA, ladders, life line use, ventilation, fire

extinguishers, fire streams, rescue, overhaul and firefighting.

D-400.2 Observer

For any of the hands on training, at least one officer will be designated as an observer whose sole function is to monitor the activity for safety problems and bring these problems to the attention of the instructor(s) conducting the drill. Any safety issues will be resolved prior to continuing with the drill.

D-400.3 Equipment

The equipment used in training will be the same or equivalent to that carried for actual emergency use —i.e., obsolete equipment or equipment which has failed a certification test will generally not be satisfactory for training.

D-400.4 Structures

Every structure used for training will be examined by an officer of the department to determine if it is suitable for the training exercise being planned.

Buildings currently occupied will be deemed structurally adequate and the examination will focus on whether or not the drill can be conducted safely and without damage to the building. The owner(s) of the building will be briefed on the planned drill and the extent to which their property will be involved. Permission to use the building will be obtained from the owner(s). Unoccupied structures, which have been turned over to the department for training, will be examined for the following:

Structural Adequacy - Is the building structure good enough to support the weight of firefighters and equipment for the planned drill? If in doubt request help from the town building department.

Hazards - Are there hazards in the structure that could compromise safety? Things to look for are holes in the floor, broken glass, nails etc. on the floor, broken windows, low overhead clearance, weak floor or roof etc. This type of problem will be corrected or dangerous areas sealed off before the drill is held. Any flammable, poisonous or otherwise hazardous materials will be removed from the structure before using it for burning drills.

D-400.5 Burning Drills

Live fire drills are important tools for training firefighters. They also entail a certain degree of risk. In order to minimize the risk and make live fire training as safe as possible, the following precautions will be taken at all live fire training exercises: The minimum line size for interior fires will be 1 3/4 inch with a nozzle capable of flowing 200 GPM.

A back up line equal to or larger than the attack line will be provided and will be manned with a crew in full protective gear ready to enter the building any time that the training crew is inside the building.

The backup line will be supplied from a Pumper and water supply that is independent of the line being used for training. If tank water is used, at least 1000 gallons will be available.

Provisions will be made to adequately ventilate the fire before an attack is made. Care will be taken to avoid conditions, which could lead to a flashover or a back draft.

All training will be done in teams. There will always be experienced firefighters on each team and each team will have an officer of the department in charge.

In the event that problems develop during the drill, Command will order all crews out of the building and will decide if, when and how to continue the drill. In addition to the radio command to evacuate, the apparatus will sound a 30 second blast on their air horns.

Medical personnel on scene at dedicated first aid station.

D-400.6 Training on Motor Vehicles at the Firehouses

Purpose:

To clarify the Fire Department's policy on training on motor vehicles at Town Firehouses.

Discussion

Training on motor vehicles is an integral part of the duties that Town of Windsor Firefighters normally are called on to perform. In order to perfect extrication skills it is necessary for firefighters to practice on acquired motor vehicles. The department must also recognize that these vehicles are unstable and have the potential to injure anyone that may come in contact with the sharp metal edges, broken glass, etc.

Policy

It shall be the practice of the department to keep any acquired motor vehicle on firehouse property for a maximum of two weeks. The vehicle shall be secured and stabilized and shall have a tarp covering it. No motor vehicle shall be burned without obtaining a proper burning permit from the fire marshal's office. Any vehicle kept longer than two weeks shall cause the company to have this privilege suspended for a period of one year. Once the vehicle is used, it shall be removed within 5 days to protect all persons.

D-401 Training

Goal

To provide firefighters with the skill and knowledge necessary to safely perform tactical operations.

D-401.1 Requirements

Each member of the Windsor Volunteer Fire Department will successfully complete one or more of the following training requirements (dependent on rank in the department). These are considered minimum requirements - additional training is always encouraged.

D-401.2 New Members

New members of the WVFD are required to complete the following training within their first two (2) years of service:

- Fire Fighter I - As defined by the State of Connecticut.
- Blood Borne Pathogens - As defined by State of Connecticut and OSHA. (this course must be completed within one year)

D-401.3 Regular Members

All regular and Industrial members of the Windsor Volunteer Fire Department are required to meet the training standards set for new members. In addition, regular members are required to maintain certifications as required by the State of Connecticut and OSHA.

D-401.4 Officers

All Windsor Volunteer Fire Department officers are required to meet and maintain the training

standards that apply to Regular Members. In addition, it is desirable for officers to complete the following training courses as defined by the State of Connecticut:

- Fire Fighter II- All officers are encouraged to complete this course.
- Fire Officer I and II - All officers are encouraged to complete this training.
- Incident Command System (ICS) - All officers will be required to complete an authorized ICS course, as required by OSHA.
- Effective 01/01/22 all officers are required to attend an additional 24 hours of training annually in addition to required Department Training hours. Classes attended with the name of the course, sponsor's name, hours attended and date taken will be documented on a Department training form. That form will be forwarded to the Department Training Officer on a monthly basis.

D-401.5 Safety Officer

Department Safety Officers, in addition to other officer requirements, will successfully complete a safety officer course as required by the State of Connecticut.

D-402 Department Training

The Windsor Volunteer Fire Department will conduct as directed by the Training Committee, or as mandated by OSHA. The Training Committee will develop an annual training schedule. These drills will be set up and run by officers from all companies. Members of the department are expected to participate in at least four of these drills per year.

D-402.1 Company Training

Each company in the department will set up regular drill nights for company training. All members of the Windsor Volunteer Fire Department are required to attend a minimum of 12 hours every 6 months. Half of the 12 hours of drill time can consist of approved outside training.

D-402.2 Other Training

Training outside of the department is encouraged and will be supported by the department. Approval of outside courses by the department Assistant Chief is required. Half of the required hours of drill time can consist of outside training.

D-402.3 Driver Training

Drivers shall be qualified and certified in accordance with the Windsor Volunteer Fire Department (WVFD) Standard Operating Procedures. Training as a minimum shall follow the guidelines described below and documentation of training shall be recorded and kept on file by the company engineer.

Drivers shall be required to be checked out on each type of vehicle to be driven by the company engineer or delegate.

Drivers shall not be allowed to drive any vehicles unless properly licensed by the State of Connecticut or accompanied by a fully licensed instructor.

Driver Qualification for vehicles under 26,000 lbs. GVW:

- A. One year of regular member fire service experience.
- B. Regular member not on probation.
- C. Licensed by the State of Connecticut.
- D. Appropriate theoretical knowledge and practical experience for vehicle being driven.
- E. New drivers must have a minimum of ten (10) hours of driving time on the vehicle.
- F. Drivers who have been qualified on similar equipment may, at the discretion of the Company engineer, require less than the minimum time needed by a new driver.
- G. Certified by Deputy Chief after satisfactory completion and documentation of written/oral and practical exam.

Driver Qualification for vehicle over 26,000 lbs. GVW:

- a. Two years of regular member fire service experience.
- b. Regular member not on probation.
- c. Licensed by State of Connecticut with Class 1, Class 2 "Q" or CDL or Class D.
- d. Class A Pumper drivers must have satisfactorily completed a Firefighter I or II and/or Hartford County course in Pumps and Primers and Mechanics of Water Flow.
- e. Aerial ladder drivers must have satisfactorily completed a ladder/tower operator course approved by the senior Company officer.
- f. Have ten (10) hours driving time on vehicle.
- g. Certified by Deputy Chief after satisfactory completion and documentation of written/oral and practical exam.

Driver training checklist for vehicles over 26,000 lbs. GVW in preparation for obtaining State of Connecticut Class II license can be found in Appendix B as Attachment A.

Driver test checklist for certification and documentation records can be found in Appendix B as Attachment B.

Driver examiner's checklist can be found in Appendix B as Attachment C.

E-500.0 Communication Section E

Communications Guidelines

1. Give orders face to face whenever possible.
2. Units will be advised of any frequency change and will acknowledge receipt of this information.

*Command will advise arrival at scene and will give a brief initial report at every incident.

Report will include:

- a. Description of emergency building or incident.
- b. Obvious conditions including life hazards and exposures.
- c. Identify who is in charge.
- d. Assignment for first due units.

Units given an assignment must acknowledge receipt and understanding and thereafter report only the following to Command, Operations, Division or Group.

1. Assignment complete.
2. Assignment cannot be completed because (state reason)
3. Additional resources required or a delay expected in completing assignment because (state reason)
4. A new emergency condition has developed.
5. Progress report - to be given at a reasonably frequent interval commensurate with the nature and severity of the incident.

E-501 Dispatch Procedures

All dispatching will be handled from Station W and will be conducted in accordance with the current version of:

TOWN OF WINDSOR FIRE DISPATCHING PROCEDURE

When an incident is in progress, at which several companies will be committed, a chief officer will be relocated to the dispatch center and will be responsible for coordinating covering companies and directing fire department response to any additional calls.

E-502 Radio Procedure

This section defines radio protocol for the Windsor Volunteer Fire Department.

Primary Frequency - The primary fire dispatch frequency for paging will be 453.800 (PL 114.8). Our primary fire frequency is a trunked 700 system

Incident Command Frequency - In the event of an emergency at which multiple agencies are involved, the dispatch fire frequency will be the incident command frequency.

Other tactical channels are available for fire ground use at the discretion of command.

Other Frequencies - At the discretion of the Chief of Department, selected radios may be set up to operate on additional frequencies which may include: police, ambulance C-Med and other fire departments.

Identification - Each Company of the Windsor Volunteer Fire Department will be identified by a series of numbers, as follows:

Windsor	- Co. 1
Wilson	- Co. 2
Poquonock	- Co. 3
Hayden Station	- Co. 4

Each fire unit in the WVFD will have its own unique identification. Officer's cars will be in

accordance with the following chart. Other apparatus will be identified by type of apparatus and unit number (for example, "Engine 1")

Chief	Car 1
1 st Assistant Chief	Car 2
2 nd Assistant Chief	Car 3
Safety Officer	Car 8
Chief Engineer	Car 9
Fire Administrator	Car 10
Chief's Aide	Car 110
D/C Training Officer	Car 111

	WINDSOR	WILSON	POQUONOCK	HAYDEN	RAINBOW
STATION	1	2	3	4	
DEPUTY CHIEF	4	5	6	7	
CAPTAIN	11	21	31	41	
CAPTAIN	12	22	32	42	
LIEUTENANT	14	23	33	43	
LIEUTENANT	15	24	34	44	
LIEUTENANT	16	25	35	45	
LIEUTENANT	17	26	36	46	
LIEUTENANT	--	--	37	47	
LIEUTENANT	--	--	--	--	
COMPANY MECHANIC	20 30	40	50		

Dispatching - All fire dispatching will normally be done by the dispatch center at the Safety Complex. Company 3 will be the back-up for tone generation if the dispatch center has a failure.

The dispatch center will be identified as Station W for all fire dispatching.

Dispatch Procedure - All transmissions by the fire dispatchers will be in plain language i.e. no codes will be used. Each dispatch will include the following:

- Companies being dispatched
- Type of incident and any details available on scope, life hazard, hazardous materials involved, multiple reports etc.
- Location, including cross street, when known.
- First company toned out should be the company in whose district the incident has occurred.

Pre-Dispatch- an pre-dispatch alert will be provided on all emergency calls. This alert will immediately precede the activation of the tone alert for the dispatched companies. The pre-dispatch will be a simple notification of affected companies that they will be sent to a specified location for a reported emergency. For example "Station W to Co. 1,2 and 4 monitors, possible structure fire at XXX Bloomfield Ave." This announcement will immediately be followed by the tone alert and the regular dispatch.

Radio Use - General

- a)** No Code or slang expressions will be used, plain English for all messages to avoid misinterpretation. Apparatus will be called engines (or Pumpers), rescues, ladders or towers, trucks, etc. as appropriate. All of the apparatus numbers are unique so it is not necessary to add company name, just type and number will identify unit. For reference we operate out of Stations and we get water out of hydrants.
- b)** Acknowledge all messages by repeating at least a summary of what was said that way the sender of the message will know it was understood or can correct it if it was not.
- c)** No shorthand will be used, all officers will use their full number (Car "1" not "1") and all apparatus will be designated by type and number.
- d)** Officers signing on for an alarm will be limited to those in whose district the alarm is located and one chief officer from any other districts called.
- e)** Only command should be making requests to Station W and giving Station W progress reports.
- f)** Apparatus will sign on stating the location they are responding to as a check to make sure they are going to the correct location.
- g)** Apparatus report crew size.
- h)** Command will be established at every incident. Once they set up Command, that individual will be addressed only as Command and will use the designation command in all radio transmissions.
- i)** Only Command or Operations will give assignments to incoming apparatus.
- j)** Once a unit has an assignment and acknowledged it, it is only necessary to report completion, progress or problems.
- k)** When units are dismissed it is only necessary to identify the unit and say "available" or "unavailable", do not call Station W and they will not have to answer.
- l)** Each station will maintain an order of response chart for various types of calls in and out of district to eliminate the "what do I roll first" radio call.
- m)** No officer will give orders for an incident at which they are not present.
- n)** Orders by Command and Operations will not be changed except by going through Command.

Sign On

All responding officers, from the first due company only, will sign on, giving their unit number and destination.

Responding chief officers only, from the second and third due or extra alarm companies, will sign on and give their destination.

The officer in charge of the apparatus will identify themselves and the apparatus when signing on the air.

All apparatus will sign on, giving their unit identification and their destination.

Apparatus responding from other than their normal station will include that information as part of their sign on.

All apparatus will sign on the air with their crew size. Two numbers will be reported. The first number, will be the number of tactical firefighters including the chauffeur. The second number, will be the number of support personnel on board.

Units at Scene

When operating at the scene, all units will minimize, as much as possible, their use of the radio. All units will identify themselves when transmitting to prevent confusion and

unnecessary repeating of messages.

The initial report and all communications pertaining to the emergency, will be in accordance with the Incident Command guidelines

As soon as Command has been established, all conversation with Station W will be by the Incident Commander. This includes any requests for additional help or for other agencies to respond to the scene.

Command will provide Station W with status/progress reports and will notify Station W when the situation is under control. Command will advise Station W how long the assignment will be committed and Station W will dismiss units at the direction of Command.

All units, except officers, which have been dismissed, will notify Station W as to their location and status. Any unit returning but not available, will advise the dispatcher as soon as they become available (preferably by phone).

Radio Procedure – Tactical Channels: Department radios are set up with 3 “Fire Ground Channels” These are two non-repeater and one repeated channel or radio to radio channels designed for communication between units at the emergency scene. Using them will give us the capability of operating at multiple emergencies with less radio traffic congestion and reduced load on Dispatching. It should be noted that if a change is made to a tactical channel (Talk group) then the mobile repeaters in the apparatus should also be switched on to that talk group. This will allow dispatch to monitor and record the fire ground tactical channel. The procedure for tactical channel use is as follows:

1. Initial Dispatch – Transmitted by dispatch over the Main Frequency (FD Dispatch talk group). Any structure fire or fire alarm will coincide with the below. One company responses or minor incidents (car incidents, CO calls, Etc. will remain on the main frequency). If the incident becomes more involved or a second call occurs, then a switch to a tactical channel can be made by the IC.
2. Responding Units – All units will sign on and report off at scene, on the main frequency. (FD Dispatch talk group).
3. The person assuming Command, shall have two radios to handle any frequency (talk group) change. If he/she does not have that capability, then they shall take command on the main frequency until the 1st arriving apparatus and they then will have the proper number of radios and the frequency (talk group) change will occur.
4. Frequency (Talk Group) Change – Dispatch will order a frequency (talk group) change, for on scene operating units, at the time of initial dispatch i.e. use fire ground channel 1 or 2 or 3.
5. Notification – Dispatch will notify incoming units that “_____ Incident is changing to Fire Ground Channel 1, 2 or 3 as appropriate. Dispatch will repeat the message to all units at the scene and will advise units as they sign on that they will be operating on Fire Ground Channel 1, 2 or 3, after they sign off at the scene. Units on the scene will notify Command, on the Fire Ground Channel, with their unit designation, that they have switched to the designated frequency. Units arriving on scene will advise dispatch that they have arrived and contact Command on the assigned Fire Ground channel.
6. Orders – Command, Operations or Staging, as appropriate, will issue instructions/orders to each unit on the assigned Fire Ground Channel. All communications at the emergency will be on the Fire Ground channel.

7. Repeater Frequency (FD Dispatch) Use – After signing off at the emergency scene, only Command or a designated representative will communicate with dispatch on the main frequency (FD Dispatch).
8. Radio Settings – All apparatus portables will be set to Fire Ground Channel 1. Mobile radios will be set to the main repeater frequency until changed over when ordered to at the emergency scene. The repeaters in all Engines will be “on” and set to the Fire Ground Channel (talk group).
9. Unit Error – Units not changing over will be contacted by dispatch or Command and corrected.
10. Return to Service – Upon being dismissed, units will advise Command on the Fire Ground Channel,” unit ____ returning and available/not available’. And then switch to the repeater frequency and report availability to dispatch.

Note: When using this procedure, the Fire Ground channel communications will still be recorded. It is important the following information be transmitted over the main frequency (FD Dispatch) in case of some type of problem:

- Initial Dispatch
- Unit Response
- Unit Arrival at Emergency
- Command Establishment and Size Up
- Requests for Additional Assets – FD Units, Mutual Aid, Medical, Power Company, Gas Company etc.
- Situation Updates at reasonable frequency
- Incident Termination Report and Instructions.

This procedure will be used at all emergencies, including medical calls, to which the Fire Department responds unless a lack of radio equipment makes it impossible.

Radio Procedure – Wearing of portable radios:

Department portable radios will be worn on the interior of the issued turnout coat in the issued leather strap. However, the radio must extend below the bottom of the coat with the antenna canted away from the body. Wearing the radio on a strap under the turnout coat affords the best protection from thermal issues. Because the radio is worn below the coat line, when a firefighter is in a standing position, the radio is positioned about 2 feet further down than it would be in a radio pocket. A two-foot difference is significant in the case of rapid, fire growth emergencies and long-term heat exposures.

The microphone (mic) cord is run inside the coat and exits out the collar or through the top snap/fastener area. The mic hangs loose or is clipped to the chest strap of the SCBA. This protects the mic cord from the fire environment, being severed and from getting caught on objects.

The controls on the mic are accessible to do most tasks on the radio.

Radios – Each portable and mobile radio will have an individual identification number. Portable radios will be visually examined and cleaned before being returned to service. Portable radio batteries will have their battery replaced as needed. Only town issued equipment will be used. Apparatus and portable radios will be serviced as needed.

F-600 Vehicle and Response Section F

F-601 Light Permits: Only red or blue lights will be authorized for use on member's vehicles. No other colors will be used.

Blue Lights - Permits for blue lights are authorized and issued by the Deputy Chief of each company for those members who qualify. All regular members at Level II or higher are qualified to have blue lights and will be issued permits. Deputy Chiefs are authorized to withhold or withdraw permits from individuals who do not use the blue lights correctly or respond to alarms in a reckless manner.

Red Lights - Permits for red lights and sirens are issued by the State of Connecticut. These permits will only be issued to chief officers of the department. The Chief of Department will approve applications for these permits.

Flashing Headlights- Permits will be issued by the Deputy Chief of each company, which will then be signed off on by the Chief and the Police Chief. Deputy Chiefs are authorized to withhold or withdraw permits from individuals who do not use the flashing headlights correctly or respond to alarms in a reckless manner or for just cause.

F-602 Duty Officers Vehicle

Purpose

The purpose of assigning vehicles for overnight use is to insure public safety by enabling the affected Fire Department personnel to readily available to attend to Fire Department business. Fire Department business is defined as emergencies or activities germane to the day to day operation of The Town of Windsor Volunteer Fire Department. These shall include, but are not limited to, emergency responses, attendance at professional and/or work related meetings, ceremonies, community events, etc.

Fire Department Personnel required to Use Fire Department Vehicles

It is in the public safety interest of the Fire Department for the following people to be “on-duty” twenty-four hours per day:

1. Fire Chief
2. Duty Officer

It will be left to the discretion of the Fire Chief to decide which Fire Department personnel will receive vehicles for overnight/weekend use.

Operating Procedures and Guidelines

1. Operators should have the appropriate valid Connecticut driver's license with them while operating the vehicle.
2. The vehicle operator must obey all traffic and motor vehicle laws including Connecticut General Statute 14-283, Rights of Emergency Vehicles. No one shall operate a Department Vehicle while under the influence of alcohol or drugs (See Connecticut General Statutes for legal definition of "Driving under the influence").
3. If the Department vehicle is involved in a collision, the operator is to contact the local or State Police immediately to report it. The operator is to also report the collision to his/her supervisor as soon as possible.
4. Assigned personnel may use their vehicles for minimal personal business, but should be aware of the potential for adverse public opinion if the privilege is abused. Immediate family members of the assigned personnel may also ride at these times, but are not allowed to operate any department vehicles. Careful judgment is advised.
5. No one assigned a department vehicle shall permit anyone other than another member of the department to operate his/her assigned vehicle, except in an extreme emergency.
6. Operators will be liable for any traffic law violations committed while operating a Department vehicle. Drivers shall pay any and all fines, court costs, or judgments resulting from misconduct while operating a Department vehicle (Town insurance coverage notwithstanding).

Tax Treatment

Under exceptions to the United States Internal Revenue Service, fully marked vehicles are exempt from income taxes to the employee.

Duty Officer Duties

- Be available to respond to all emergency calls in Town that the Fire Department is dispatched to.
- Take Command at all scenes and make assignments as necessary.
- Liaison with the dispatchers, Police Department, Ambulance and all other agencies.
- Carry assigned equipment in the duty vehicle.
- Command boards and vests.
- Pre-plan books.
- DOT Emergency Response Guidebook.
- SCBA.
- Lap top computer.
- Phone Lists.
- Assigned Personal Protection Equipment.
- Any other necessary equipment.

F-603 Apparatus Operation

This section defines the general guidelines governing the operation of all apparatus of the Windsor Volunteer Fire Department.

F-603.1 Driving Apparatus

Other than the following specific exceptions, only drivers qualified as described in this section can operate apparatus of the Windsor Volunteer Fire Department.

- Regular members who are being trained by an officer or designated instructor, may operate the apparatus for training purposes.
- If no approved drivers are available, an officer may give a member, who is properly licensed, permission to drive the apparatus in order to get it to the emergency scene. Response will be on a proceed on non-emergency basis and an approved driver will be assigned as soon as possible.

Each company will maintain an up to date list of drivers approved to operate each piece of apparatus.

F-603.2 Driver Qualifications

In order to operate Windsor Volunteer Fire Department apparatus in response to an emergency, a member must meet all of the following requirements:

Service - One year of regular member fire service experience for vehicles less than 18,000 pounds except utility type vehicles which may be operated by members after six months of service provided they have completed probation. Two years of regular member fire service experience for vehicles over 18,000 pounds.

Status - Regular member, not on disciplinary probation. License - Appropriate for vehicle being qualified on.

Knowledge - Appropriate theoretical and practical knowledge for the apparatus being qualified on.

Experience - Drivers who have never been checked out on similar equipment must have a minimum of ten (10) hours of driving time on the vehicle they are qualifying on plus five (5) hours of pump or ladder operation, as appropriate. Drivers who have been qualified on similar equipment may, at the discretion of the qualifying officer, require less than the minimum needed by a new driver.

Certification - Drivers will be certified by the Deputy Chief of their company. Certification will be based on a satisfactory practical and written or oral evaluation, which must be administered by an officer or the Engineer of the company. Members may be certified as drivers of apparatus in other companies by going through the same process with that company.

Response to Emergencies- Normal response will be with all warning lights and siren. If ordered by Command to proceed non-emergency, the warning lights will be turned off

and the apparatus will proceed to the scene with the flow of traffic without the use of warning lights and the siren.

Driver Duties - When responding to an emergency, the sole duty of the driver will be to drive the apparatus. The driver must observe and obey any warning signals/lights/buzzers that may indicate a mechanical or opened door. The apparatus will not be moved until the reason for the warning signal/light or buzzer is found. The driver will not operate radios, sirens, spotlights, etc. unless alone in the vehicle, but will focus on driving and reaching the destination safely. After the apparatus has been returned to the station, the driver is responsible for checking it in accordance with 7F-602.7.

Safety - Safe operation of the apparatus will always be the primary objective in all operations. Emergency vehicles have the right to violate traffic laws when responding to an emergency, however, the driver is still responsible for driving with due regard for the safety of others on the road. The following criteria will be observed at all times:

- Safety will not be sacrificed to increase speed of response.
- Approaching the emergency scene will be done with extreme caution - be alert for other emergency vehicles approaching and for civilians and firefighters who may step out in front of the apparatus.
- Passing of other emergency vehicles, on the way to the scene is dangerous and is prohibited except on multi lane roads. (If appropriate, apparatus may pull over to let faster apparatus get by).
- Intersections are particularly dangerous for emergency vehicles. With or without the right of way, apparatus will slow down approaching intersections and be prepared to stop. Apparatus will proceed through the intersection only when it is clear of traffic or the driver is satisfied that all other traffic has granted him the right of way.
- Driving in the wrong lane (against the normal flow of traffic) is extremely dangerous and will only be done if it is the only way to reach the scene or if traffic has been shut down, Command must confirm that traffic is shut down and must request an approach in the wrong lane. Extra caution will be used during this type of approach.
- Caution will be used when leaving the station. Firefighters will be arriving, other apparatus may be pulling out and there will probably be traffic on the street in front of the station. This is not a good place to try to make up time.
- Warning lights will not be used when returning to quarters, except when backing into the station. No firefighters will enter the street to stop traffic. The Deputy Chief will work out a procedure for returning the apparatus to quarters while minimizing the risk to firefighters, the public and the apparatus. Whenever practical, drive through bays will be utilized to eliminate the need to back the apparatus into the station.

Speed Limits - all apparatus will be driven at a speed consistent with safe operation of the vehicle not endangering life or property by doing so.

Apparatus Checks - The driver of each piece of apparatus is responsible for checking the apparatus when it returns to quarters after any kind of a run. A checklist will be completed and turned in and any problems will be reported to the company engineer. The intent is to leave the apparatus in the best possible condition for the next run. While the detailed checks will vary by apparatus, in general, they will include the following:

- All equipment in place and in working order.

- Water tank full.
- Vehicle is clean, windshield is clean inside and out.
- All tools have fuel
- Oil pressure and engine temperature are OK.
- Any problems are noted and reported to an officer or the company engineer.
- Complete vehicle use report

Riding Apparatus - Members of the Windsor Fire Department are authorized to ride on any department apparatus for response to emergencies, drills and parades. Out of town firefighters or civilians need the approval of an officer in order to ride on department apparatus. All riders will observe the following:

- All riders will be inside the cab or in the jump seats. No one will ride the rear step or running board area on any apparatus at any time.
- All department members shall be required to be seated and use the seat belt while any piece of fire apparatus is being operated upon any street, road or highway in a forward motion.
- All officers or in the absence of an officer, the passenger front seat occupant, shall check to insure that all firefighters are seated and belted in.
- All riders, on apparatus responding to fire or rescue emergencies, will wear full turnout gear. Drivers must have their gear with them but need not wear it if it interferes with their ability to drive. Full gear is not required to be worn for medical calls - however; it must be in the apparatus in case additional calls are received before returning to the station.
- Mounting or dismounting from the apparatus will only be done when the apparatus is completely stopped. When leaving the station, it is the joint responsibility of the driver and the officer (right front seat occupant) to determine that the crew is properly on board, belted in and anyone not riding is clear of the vehicle. When returning to quarters, no one will dismount until the apparatus has parked on the ramp or inside the station.
- The Officer (right front seat occupant) shall collect member accountability tags.

Backing Apparatus - Backing apparatus is always dangerous because of poor visibility to the rear of the apparatus. Avoid backing when possible. If it is necessary to back up, the following guidelines will be followed to minimize the risk.

This policy applies to all department firefighters operating department vehicles. All vehicle operators are responsible for understanding and adhering to these rules and regulations. Compliance with this policy will result in safer operations for all involved. Violation will result in increased accidents and injuries and also discipline for those involved. The policy is as follows:

Types of vehicle subject to this policy are:

- Any department vehicle, which does not have full vision around vehicle or area. This also can include standard automobiles, which do not have full vision because of cargo, etc.
- Fire engines.

- Aerial devices.
- Pickup trucks only when rear view is obstructed by equipment, hydraulic tailgate, towing equipment, cargo, etc.
- Vehicles towing trailers.

F-603.3 Operator's Responsibilities

- a) Avoid backing whenever you can. When parking at the curb, allow sufficient clearance to pull out without backing. Except in emergency situations attempt to avoid turning into any place where it is necessary to back into traffic.
- b) Backing into intersections or over pedestrian crosswalks should be avoided.
- c) If possible, continue forward for a reasonable distance until you find a safe place to turn around without backing.
- d) Avoid getting yourself into a position where you have to back without a helper.
- e) Have guidance if you must back. If you have no helper and backing is not avoidable, get out and physically check the rear of the vehicle to see if it is clear and then back as soon as possible after sounding the vehicles horn/back up alarm.
- f) Warn anyone in the area that you will be backing up.
- g) It is the driver's responsibility to determine conditions and clearance before getting into the vehicle, but also to continue to be cautious when backing.
- h) Drivers will not accept guidance from anyone while they are inside the vehicle, apparatus body or on the cab steps.
- i) If the backer decides to check for obstructions on the blind side of the vehicle, stop the vehicle while the backer is checking. If these conditions cannot be met, an additional backer shall be used.
- j) The driver of the vehicle is responsible for all actions of the vehicle and all personnel in the vehicle.
- k) If the driver loses sight of his/her backer during the backing process, he/she must stop the vehicle immediately, and wait to re-establish communication with the helper. If the operator cannot re-establish communications with the backer within a few seconds, the operator must secure the apparatus, and then exit the vehicle and look for the backer.
- l) If weather, daylight or other conditions cause the backer to be obscured, the driver will stop the vehicle and have the backer obtain a light or reflective material that will allow high visibility.

F-603.4 Backer's responsibilities

- a) In any situation where a firefighter is requested by the operator to guide him/her in a backing situation, the firefighter must render assistance. If the firefighter refuses to assist without good cause, he/she will be subject to disciplinary action.
- b) While giving guidance to a backing vehicle, the preferred position for the backer would be on the ground at the left rear of the vehicle. However, in some instances, if the backer would be exposed to significant danger at that position, it is acceptable for the backer to back the vehicle from the passenger side rear of the vehicle. It is still essential that the backer stand far enough behind the vehicle to observe the backing path and any obstructions, including pedestrians, and also allow for sufficient stopping distance of the vehicle in an emergency. The backer and the driver must clearly establish in the beginning on which side of the vehicle the backer will stand. If the backer must switch

sides during the backing process, the backer must signal the driver to stop the apparatus. Once the apparatus has stopped, the backer must clearly communicate the intended position change to the driver and receive the driver's acknowledgement of the intended position change. The backer must keep an eye on the rear of the apparatus as he/she walks to the other side.

c) Use hand signals and/or radio

d) While backing the apparatus, the backer will remain in full view of the driver AT ALL TIMES. If the backer is going to move out of sight of the driver, he/she must have the driver stop the apparatus first. The backer will not motion the driver to begin backing until the backer is safely positioned, and communication has been clearly re-established.

F-603.5 Officer's Responsibilities

a) Although it is the responsibility of our drivers to obey Department rules, it is also the responsibility of our officers to enforce them.

b) When an observation is made and there is evidence that Departmental procedures have not been followed, the firefighter shall be notified by the officer at the time of the infraction or as soon as possible thereafter. If it is determined that the Department Backing Procedures have been violated, the Department Safety Officer shall be notified to begin an investigation. If necessary appropriate discipline action shall be taken by the Deputy Chief. Depending on the circumstances, this action may involve the driver, his/her backer and/or officer.

Discipline

The degree of discipline issued for the individual violations will depend on the severity of the backing infraction. The minimum level of discipline for an initial violation will be a two (2) day suspension of driving privileges. More severe discipline will be issued for repeated violations, or those involving property or vehicle damage or personal injury. Such increased discipline could include longer suspensions, demotion or termination.

Aerial Apparatus Set Up

All aerial apparatus will be set up at scenes according to this guideline in accordance with manufacturer's recommendations.

Always set up the apparatus on concrete, black top or gravel. Surface must be firm/solid. Soil/ground are not desirable.

Preparing to Use the Aerial

After bringing the vehicle to a stop at the location desired, set the brake with the control located on the cab dash marked "Parking Brake". Locate apparatus 30 – 35 feet from the structure if possible. Make sure apparatus is on firm ground and that it is clear of overhead obstacles such as poles, wires, building overhang, etc. GOOD JUDGEMENT must be used in locating the apparatus at the fire scene. Ideal conditions may not always prevail, so caution must be used to determine as safe a location as possible. Engage hydraulic P.T.O. pump and fire pump if provided.

Chock the wheels

Chock rear tandem wheels ahead of tire and behind the tire on each side (unless manufacturer recommends differently). Reminder- Always remove the chock blocks before releasing any of the ground jacks and avoid centering the chocks as tire damage may result should the chock become wedged between the tires.

The right front passenger shall position the auxiliary ground pads and assure that the passenger side ground jacks will not hit any other objects. The operator will do the same on the driver's side of the apparatus. Pads **MUST** be placed under outriggers at all times.

Now move to the ground jack controls. You should now be ready to set the ground jacks. Extend the left hand outriggers to the maximum extension. Extend the right hand outriggers to the maximum position. Make sure that all is clear on each side. Now lower all onto the ground jack plates.

Level the apparatus from side to side and front to back. Raise the rear tires to merely clear the ground surface. Place the large safety pins in the proper holes on each outrigger.

Pull the transfer lever out or switch to the ladder operating position and operate per the manufacturer's suggested procedure.

F-604 Vehicles

All departmental vehicles will have regular maintenance as determined by the Chief Engineer. Each vehicle will also have an annual preventive maintenance program by a certified, qualified technician. All vehicles will have an annual DOT inspection. Pumpers will have a pump test performed once each year. All vehicles will have maintenance, inspections, and tests documented. No work will be performed on any vehicle without the approval of the Chief Engineer.

G-700 Operations section G

G-700.1 Rehabilitation

A rehabilitation area (Rehab) will be set up, when necessary, at emergencies and training exercises to protect the physical and mental condition of members operating at the scene. Rehab will be established at all emergency operations and training exercises where there is strenuous physical activity and personnel are exposed to temperature and environmental extremes.

Responsibilities

a) **Command** - Command will consider the circumstances of each incident and, if required, see that provisions are made for rest and rehabilitation of the members operating on the scene. These provisions will include medical evaluation, monitoring and care at the Basic Life Support (BLS) level or higher, food and liquid replenishment, mental rest and relief from extreme climatic conditions and other environmental conditions of the incident.

b) **Other Officers** - Maintain an awareness of the condition of members, within their span of control, operating at the scene and use the command structure to obtain timely relief for fatigued crews. Enforce the requirement that members go through Rehab as necessary.

c) **Members** - Maintain an awareness of their own condition and report to the officer in charge of their team if they feel their condition has deteriorated to a level that could affect themselves, their crew or the operation in which they are involved. Members will also be alert to the condition other members of the crew and report any concerns to an officer. When directed to report to Rehab, members must comply and report immediately to Rehab, even if they do not think they have any problem.

G-700.2 Rehabilitation Area

a) **Establishment** - A rehabilitation area (Rehab) will be established whenever Command deems it is appropriate. Command will designate a fire or medical officer as Rehab and they will proceed to locate and set up the necessary facilities. Rehab will work through Command or Station W to obtain the necessary resources. Rehab will keep Command advised as to the steps they are taking and resources they are committing.

b) **Rehab Officer** - The Rehab Officer will possess a working knowledge of the requirements, characteristics and resources necessary to operate the Rehab area and will have certification at the EMT level or higher. In general, this position will be assigned to one of the WVA Chief Officers.

c) **Location**-The location for the Rehab Area will be established by the Rehab Officer after consulting with Command. Location will depend on characteristics of the area, nature of the operation, facilities available, etc.

d) **Site Characteristics** - The site chosen should consider the following desirable characteristics:

- Location or facility that will allow members to physically rest and recuperate from the demands and hazards of the operation.
- Far enough from the scene that members may safely remove SCBA and turnout gear and mentally rest from the stress and pressure of the operation.
- Incorporate an entrance and an exit to facilitate accurate accountability of personnel.
- Located close to SCBA bottle replacement area.

e) **Possible Sites**

- Nearby garage, public building or other suitable structure
- Bus, ambulance or rescue vehicle
- Open area with tents or tarps to provide shelter

f) **Resources** - The Rehab officer will secure the necessary resources to adequately staff and supply the Rehabilitation area. Requests for outside help will be coordinated through Command and Command will be kept advised of the scope of the Rehab efforts. Typical supplies necessary for Rehab are:

- Fluids: Water, Gatorade mix and ice.
- Medical: BP cuffs, stethoscopes and oxygen administration equipment.
- Other: Awnings, tents, fans, heaters, dry gear and clothing, floodlights, blankets, towels and traffic cones and tape (to identify entrance and exit).

g) **Guidelines**- Establishment of a Rehab area will be considered by Command during the initial stages of an emergency. Establishment may be necessary based on climactic or

environmental conditions or if the emergency is large in size, likely to be of long duration and/or requires extensive labor. A heat stress index over 90 degrees F or a wind—chill index below 0°F will require that a Rehab area be established.

h) **On Scene Treatment of Injuries** - Any department member who sustains an injury at an emergency scene will notify the officer in charge of their group and will immediately report to Rehab for treatment. If they cannot report to Rehab, medical assistance will be requested at the location of the injured party. This procedure must be followed for all injuries no matter how minor they appear.

i) **Other Treatment** - If, in the opinion of Rehab medical personnel, checkout/treatment of a member at a hospital is necessary, the member will be transported to the hospital as soon as possible. Treatment refusal is not an option for injuries incurred at an emergency scene.

j) **Accountability** - In order to maintain accountability, all members will enter and exit Rehab only at established entry and exit locations. All members must be checked into and out of Rehab by Rehab personnel.

G-701 HAZ MAT

All HAZMAT operations will be conducted in accordance with Section G-705.1. These operations must always be conducted on the basis that the materials being dealt with are dangerous and precautions will be taken at every incident to minimize the danger to the public and to members of the department.

The following safety precautions will be observed at all HAZMAT calls:

- a) Only Level V (Tactical/HAZMAT) will respond to HAZMAT calls.
- b) No members will leave the HAZMAT scene until Command has made a determination regarding the need for decontamination and it has been performed if necessary.
- c) All members will act, as part of the crew they arrived with or are assigned to. Individual freelance actions are not permitted.

G-702 Evacuation

In the event that evacuation of emergency personnel is required from a building or other area where emergency operations are underway, Command will order the evacuation over all radio frequencies being used. In general, an evacuation will only be ordered because the risk to personnel is or is becoming excessive. On this basis, the order will be along the lines of “cease operations, abandon lines and ladders and leave the building (area) immediately - report to Personnel Staging for check off”. After the order has been transmitted by radio, the apparatus operators will be ordered to sound their air horns for 30 seconds as an evacuation signal to anyone who did not receive the radio message. Upon hearing a 30 second signal from multiple air horns, all members in the emergency area will immediately cease operations and report to Personnel Staging. All members will stay with their assigned group. The Incident Commander will initiate a PAR check.

G-703 Weather

It is the responsibility of each officer and member to take proper precautions to protect themselves from the effects of adverse weather. The nature of the job requires that the department must often operate in bad weather and the following safety precautions will be observed when this is required:

- a) Always take time to dress warmly during cold weather. Report to Rehab as necessary

to warm up. Keep hands and ears covered to prevent frostbite. Request dry gloves etc. when necessary.

- b) Be careful not to become seriously overheated when the heat index is high. Go to Rehab as required to remove gear and cool off. Do not become dehydrated drink if you are sweating.
- c) Report any problems from heat or cold immediately.
- d) Be careful when operating in electrical storms - do not stand under trees or wires and avoid ladders if lightning is in the area. The safest place is on the apparatus.
- e) In very high winds, stay away from trees, poles, buildings etc., which could be blown over. If possible, stay in the apparatus where you are protected from flying debris.

G-704 Operations

G-704.1 Incident Command System

The Incident Command System (ICS) provides a uniform, flexible and efficient command system, suitable for use at emergencies of all types and sizes at which the WVFD is operating. This ICS will be used at all emergencies to which the WVFD is dispatched including: fires, accidents, rescue calls, HAZMAT incidents, medical calls, etc.

G-704.2 Definitions

The five major functions of the ICS are defined in this section. The Incident Commander may retain all of these himself/herself or he/she may delegate them to other officers as he feels appropriate.

- **Command** - The incident Commander, a fire officer who has overall control and responsibility for the incident. Command will handle all functions not specifically assigned to other personnel. Command will not assume any responsibility for other incidents in town, which occur at the same time - an individual can command only one incident at a time.
- **Operations** - The fire officer, designated by Command, who is responsible for directing all forces engaged in tactical operations. An operations officer may be assigned at any incident at which more than one company is assigned a task.
- **Planning** - Individual who collects and evaluates incident status information, predicts what is likely to happen and develops alternate strategy - conducts a continuous size up for Command.
- **Logistics** — Individual assigned to obtain facilities, supplies and support functions including communications, medical, food and fuel.
- **Finance** - Individual responsible for all financial and cost analysis aspects of the incident. Also part of the command responsibility, which Command may delegate, is the functions of Safety Officer, Liaison Officer, Information Officer and Staging Officer(s).
- **Safety Officer** - Monitors scene for hazardous and unsafe conditions and advises Command on actions needed to protect personnel (ref section 5.0).
- **Liaison Officer** — the point of contact for assisting or coordinating agencies.
- **Information Officer** - Formulates incident information for release to the media and other agencies. Interfaces with the media as a representative of Command.
- **Staging Officer(s)** - Controls the staging areas for apparatus and/or personnel.

G-704.3 Command Structure

Command will be established for every incident to which a fire company is dispatched. If there is more than one incident occurring simultaneously, then each Command will be identified by the street or building name relative to that incident.

Establishing Command

The first fire officer or unit on the scene will assume command and will notify Station W and other units by transmitting "(unit number) is Command at (location)". This unit will retain Command until it is passed to another officer on the scene or they are relieved by a higher-ranking officer of the department who assumes Command. (NOTE- Command can only be passed once - it can be assumed any number of times). Once Command is established, Station W and all other units operating as part of that incident will refer to "Command", regardless of who the Incident Commander is at any given time. If more than one incident is in progress, each Command will include the street or building name with command when calling

Station W or giving orders - i.e. "Windsor Town Hall Command" or "Wilson Lane Command" and units addressing Command will use the same designation to avoid confusion.

Command at an incident will normally be the highest ranking WVFD officer at the scene.

Once Command is established, no unit will go to work without being given an assignment by either Command or Operations.

G-704.4 Command Functions

The major functions of the Incident Commander are:

- Manage the incident
- Develop goals or objectives
- Manage resources
- Assign responsibility for ICS functions
- Retain functions not assigned

Priorities

The priority in all fire incidents will be:

- Rescue
- Protect Exposures
- Confine Fire
- Extinguish Fire
- Overhaul

Ventilation and Salvage will be performed as necessary and when appropriate.

Priorities in other types of incidents will be along the same lines, i.e.

1. Life Safety
2. Incident Stability
3. Property Conservation/Protect Environment

Size Up

The Incident Commander will always size up the incident as part of the process to determine the tactics to be employed at the incident. The size up will consider applicable items from the following list:

- Life safety potential
- Structure - Size and height
 - Location
 - Occupancy
 - Construction
 - Special Hazards
- Location and extent of fire
- Assigned response (how much help is on the way)
- Exposure(s)
- Weather
- Time of day
- Available water supply

G-704.5 Command Post

A command post (CP) will be established at every incident. At small incidents, the CP will be wherever Command is located. If a formal CP is established, it will be identified and its location defined to all units. If a formal CP is established, Command or a designated alternate will be there at all times. Every attempt will be made to keep the CP stationary.

G-704.6 Sectoring

Sectoring will be used at incidents, involving a building, for the purpose of identification and coordination. The following designation will be used:

Side A - The front of the building - if not obvious, the front is defined as the street address side of the building.

Side B - The left side when looking at the front.

Side C - The rear of the building.

Side D - The right side when looking at the front.

Exposures will be identified by A, B, C or D according to their location around the incident building.

Division

Each floor will be identified as a Division according to floor number - i.e. - 1st floor will be Division 1, 2nd floor will be Division 2, etc. The roof will be designated Roof Division and the basement will be designated Basement Division.

Division Command

Officers assigned as commanders of any Division or exposure will be identified by the sectoring system designation, i.e. Division 1 is the officer in charge of operations on the number 1 floor. Exposure B is the officer in charge of operations involving exposure B etc.

Group Command

If operational requirements are such that it is necessary to assign task responsibilities such as rescue, ventilation, salvage, evacuation etc. that extend over several floors, the task will be defined as a Group Command and identified according to its assigned task. The officer having the responsibility for the rescue operation will be identified as Rescue; the officer responsible for evacuation will be identified as Evacuation etc.

Non-Building Sectoring

Sectoring may also be applied to incidents which do not involve buildings such as grass/woods fires, hazardous materials incidents, search and rescue, etc. For these operations, sectors will be identified by geographic areas, street names, compass headings etc. at the discretion of the Incident Commander.

Communications - All communications will be in accordance with the radio procedures

As soon as Command is established, all communications will be within the command structure. Only Command will communicate with Station W.

G-704.7 Staging

Staging will be used at all incidents, as soon as Command has been established. This staging may be performed at two levels for apparatus and their crews and as a separate function for on scene personnel.

Apparatus:

Level One - Staging of companies arriving as part of the initial assignment. Unless a unit has been given an assignment, (a published pre-plan constitutes an assignment), it will respond to a location at least one block from the incident scene where it will stop and advise Command that unit () is staged at (). Units at level one staging will remain there until they receive an assignment from Command or Operations.

Level Two - Staging of companies intended to be on scene reserves at an incident. Level two will operate as follows:

- Command will designate a staging area for incoming units and assign a staging officer (Staging).
- Station W will advise responding units of the staging area location and the identity of Staging (if no staging officer has been assigned, the senior officer in the staging area will assume the duties of Staging and so advise Command).
- Only the Staging Officer will have vehicle warning lights on in the staging area.
- Staging will advise Command as to the number and type of units available in the staging area and will periodically update Command on the current status.
- Communications involving staged units will be between Command or Operations and Staging only. Assignments for staged units will be given verbally by staging to the assigned unit officer.
- Assignments will include information as to where and to whom the unit will report. Assigned units should not have to use their radio to reach their assigned location/commander. Assigned units will not communicate with Station W.

Staging is also responsible for:

- Coordination with Police to control traffic in the staging area.
- Parking apparatus to avoid congestion and to insure that all apparatus is available to respond if requested.
- Maintaining a log of apparatus in the staging area.
- Maintaining a conspicuous location.

Personnel:

On scene companies who do not have an assignment and other personnel arriving on the scene, will report to a personnel staging area as designated by Command. This area will be identified as "Personnel" and the officer acting as Personnel will be responsible for the control of unassigned personnel and the forming of these individuals into teams before they are given an assignment. Individuals assigned to a team will remain with that team until reassigned by Personnel. All assignments will be by teams.

G-705 Response

This section defines the general guidelines for any emergency response by units of the Windsor Volunteer Fire Department.

This includes response to:

- Fires in Windsor

- Emergencies other than fires in Windsor
- Medical calls in Windsor
- Mutual aid calls outside the Town of Windsor

Apparatus Response

The companies assigned to a call will be in accordance with established run cards/CAD unless the Incident Commander requests a change(s). The company Deputy Chief will define apparatus response for each company, for the various types of calls, both within and outside of their districts. This response definition will be approved by the Chief of Department and will be posted and provided to each of the other companies in town. All apparatus will sign on the air with their crew size. For example, if an apparatus has three tactical fire fighters and two support personnel, they will sign as: Engine 8 responding crew 3-2.

Change in Response

No change in response will be ordered unless a fire officer has reached the emergency scene or has received information, which allows them to determine that a change is justified.

Response Order

Each Deputy Chief will prepare and post a notice defining the order of response for their company apparatus for the various types of emergencies, both in and out of district, this order of response will be approved by the Chief of Department and will be provided to each of the other companies in town.

Apparatus Manning

Each Deputy Chief will prepare and post a notice defining the required manning levels for each piece of apparatus for response both in and out of district as well as the maximum number of people each piece can carry. Copies of this notice will be provided to each of the other companies in town.

Crew Size

All responding apparatus will report crew size

Destination

The officer in charge of the responding apparatus or the firefighter occupying the right front seat will be responsible for determining the location of the emergency and writing it on the response board. They are also responsible for ensuring that the driver knows the destination and understands how to get there. Each piece of apparatus will carry a copy of the latest map of Windsor for reference.

Response of Firefighters

Normal response will be to their firehouse. As a generality, they will only go to the scene if it is between them and the firehouse. If close to a firehouse in another district, the firefighter is to report to that firehouse and ride with them if space is available. Goal is to minimize private vehicles at the scene and to ensure that all apparatus is manned. At calls on limited access highways, no members will respond in private vehicles except officers and they must coordinate their actions to minimize the number of vehicles at the scene.

Response of Officers

Officers in district, who are close to the scene, should proceed directly to the location. If not close, they should respond to their firehouse. In district officers will coordinate their intention by radio (sign on as going to the scene or to the station). Officers from other districts will normally be limited to the senior officer from each responding company, officers on responding apparatus and any other who are in the area of the emergency.

Type of Response

Response of apparatus to all alarms will be “emergency” or “routine response” as defined in this section. Chief Officers cars, equipped with warning lights and sirens, will use the same level of response as the apparatus.

Emergency Response

This response requires the use of warning lights and sirens and apparatus will respond with all practical haste in accordance with Section 14-283 of the Connecticut State Motor Vehicle Law. Unless otherwise ordered, all response to incidents will be on an emergency basis.

Non-Emergency

Apparatus will respond or continue a response without warning lights or sirens and will observe all speed limits, traffic control signals, stop signs and other traffic laws.

Response of apparatus to cover stations in Windsor or surrounding towns (Mutual Aid) will be on a “proceed with routine response”. Mutual aid to an emergency scene will normally be on an emergency basis.

NOTE: Blue lights do not give firefighters any special rights on the road. When responding with a blue light, you must continue to obey all traffic laws, stop at stop signs and stop lights, obey speed limits etc. Blue lights will not be used for a non-emergency response.

G-705.1 Hazardous Material Operations

Operations involving hazardous materials can occur in an almost limitless variety. The intent of this section is to establish a set of overall guidelines to aide the Incident Commander in safely dealing with a very complex problem. In all HAZMAT incidents, our goals are to minimize the impact on the public while keeping emergency personnel safe.

a) **Isolate Area and Deny Entry** - The first unit off will make an assessment of the area affected and, with the help of the police, establish control of that area and deny access to all parties (Hot Zone/Cold Zone). No attempt will be made to remove victims until the material has been identified and Command has established that rescue can be safely accomplished. All units on the scene will be located upwind and uphill from the material. A staging area will be established in a safe zone for the equipment and personnel with no immediate assignment.

b) **Identify the Material Involved** - Without entering the isolation area, attempt to obtain the placard number or an ID number which can be used to identify the material. Binoculars will be carried on all initial response apparatus and will be used to permit the observer to maintain a safe distance. The DOT Emergency Response Guidebook provides a handy reference of placard numbers and the materials they represent as well as an overview of the problems associated with each. No attempt should be made to retrieve paperwork from a vehicle or container until the involved material is identified and Command has determined that it is safe to approach.

c) **Hazard and Risk Assessment** - Based on available information on the material, Command, together with other agencies, will evaluate the following: Health Risks, Flammability, Explosive Risk, Reactivity, Physical and Chemical Properties, Container Integrity, Likely Exposure Area, Need for Evacuation and Risk of Evacuating Unprotected Civilians. The consequences of not intervening will also be estimated. The resources of Chemical Transportation Emergency Center (CHEMTREC) are available and will be used in these assessments — their 24 hour phone number is (800) -424-9300.

d) **Protective Clothing and Equipment** - Based on the material(s) identified, the necessary protective clothing will be defined. In general, firefighting protective gear is not suitable for exposure to hazardous materials. In order to operate, in the restricted area, it will almost certainly be necessary to request one or more HAZMAT Response Teams with the proper equipment to handle the identified material.

e) **Coordinate Information and Develop Plan** - Once all of the information is available and the various agencies are on the scene, Command will brief all of the leaders and together they will develop a plan to bring the incident under control.

f) **Control and Termination of Incident** - Based on the plan, review tactical options with entry personnel and determine steps to be taken. Make sure all support personnel are in place and a decontamination area is available if required. Monitor to make sure that operations are conducted in a safe manner. After the incident has been controlled, debrief all personnel, make sure everyone involved understands possible signs and symptoms associated with exposure to the material and document any exposure of personnel.

g) **Agencies Involved** - In general, the following agencies will be involved for a HAZMAT Incident: Director of Public Safety, Town Fire Marshall, State Fire Marshall, Department of Environmental Protection, Police Department, Windsor Volunteer Ambulance, Town Health Officer, Emergency Preparedness Director Command will consult with the weather bureau to determine if changes in wind direction or velocity are forecasted.

h) **Checklist** - A HAZMAT checklist is provided in all first response units to assist Command in covering all of the appropriate steps.

G-706 Fireground Operations

The standard fire ground operations for the department are described in this section. These operations are defined in order to provide basic guidelines which all members can become familiar with. It must be understood that these procedures are general in nature and that modifications will sometimes be required to fit specific situations.

Apparatus Placement - Placement of apparatus will be in accordance with the following guidelines:

- Position engines at structures so that aerial pieces will have access for rescue, ventilation or ladder pipe operations.
- Unless ordered otherwise, the first engine on the scene will be positioned so that it can be hooked up to support the sprinkler system, if the building has an exterior sprinkler connection.
- Position all apparatus such that it will not be exposed or can be quickly repositioned if the fire were to spread. Engines will not be located in collapse zone of involved structures.
- Position apparatus on the uphill side of vehicle or flammable liquid fires.
- Position engines pumping hydrants so that they will not block the road for other apparatus.
- Apparatus not being actively used, but still required at the scene, must be located so that they do not interfere with operations at the scene and they can leave if dismissed or ordered to relocate or to respond to another emergency.
- When placing apparatus at an emergency scene, consider the possibility of additional alarms being required.
- In the absence of specific directions from Command or Operations, the officer in charge of the apparatus will be responsible for its proper placement. If there is no officer on board, proper placement will be the responsibility of the driver.

G-706.1 Type of Operation

Command must, as part of size up, give instructions to incoming apparatus after determining the attack mode based upon the following criteria:

- How much fire is in the structure and where it is located?
- What effect is the fire having on the structural components of the building?
- How many people are in the building and what is their condition?
- How much property is there to be saved?
- Can a crew or crews enter the structure and stay in long enough to complete the tasks of fire control?
- Can ventilation be accomplished safely?
- Are the resources available to do the job?

The fire attack may involve investigative, offensive, or defensive operations and will be announced at the time of the decision by Command to Station W and to each incoming apparatus. A safe fire ground requires the fire to be fought from the inside or the outside of the fire building only. Attempting to conduct both an offensive and defensive attack is especially risky to the offensive team. Firefighters on the outside who are directing hose streams into a building may injure or kill firefighters inside the structure.

Command may elect to change the attack mode as the situation changes. When changing from a defensive mode to an offensive mode, Command will cease all operations and consult

with the Operations, Safety, and sector officers before anyone enters the structure.

G-706.2 Offensive Operation

Attack may be either interior or exterior. Aggressive interior attack allows hand lines to be advanced into the fire area and is generally combined with primary search and rescue, requiring coordinated forcible entry and ventilation operations. Rescue operations may commence when:

- Determined there is a civilian life-safety problem
- Probability of viability has been determined
- You exercise the two-in/two-out exemption and rescue, defined as compelling evidence that the hazard area is occupied by a viable victim.
- If the status of life safety is “unknown if occupied”, firefighters will not enter the fire building until the two-out standby team is deployed.

G-706.2.1 Defensive Operation

A defensive fire attack is an exterior attack. Command has given up the property to the fire and the main objectives become protecting exposures and stopping the spread of the fire. If there are distinct fire protection separations in place, a simultaneous offensive and defensive operation may occur within the same footprint of the fire building. Examples are Iron Mountain, which has three hour separations between sections of the building, apartment buildings where one wing could be a defensive operation and another wing be protected by an offensive operation, etc.

Defensive Operation

- Employs large volumes of water to confine the fire and protect exposures using
 1. Deck guns
 2. Elevated Streams
 3. Hand Lines
- No personnel will enter the fire building at any time during a defensive operation.

Firefighters must be aware of the collapse potential of the fire building. If the fire has become large enough that exposures are a problem, assume the structural integrity of the building has been compromised. A safe or collapse zone around the original fire building should be established if the structural integrity becomes questionable. The collapse zone will be defined as an area around the building perimeter equal to one and a half times the height of the building. No firefighters or apparatus will operate in a collapse zone once it has been established.

G-706.3 Attack Lines

The exact combination of attack lines to be used at a given fire will vary depending on conditions and will be determined by Command or Operations at the scene. The following are only guidelines:

- 1 3/4” or 2”, hand lines will generally be used as primary attack lines for fires in areas that require up to 200 GPM (one or two rooms in single or duplex houses, small apartment or small office).
- 2 1/2” or 2 1/4” hand lines will be used as attack lines for fire conditions requiring flows in the 200 to 350 GPM range and for protection of large exposures.
- Master stream devices, with appropriate number of lines, will be used to attack fires

requiring flows in excess of 350 GPM.

- At least three lines will generally be required: One to cut off fire spread, one to attack fire and one as a backup to the attack line. It is desirable to have the backup line larger than the attack line.
- Vehicle fires will require the use of 1 3/4" hand lines, as a minimum, for attack lines. Large vehicles may require 2 1/2" attack lines. If 2 1/2" line is used, a supply line will be provided to the attack piece.
- The use of lines smaller than 1 3/4" will be limited to brush, grass, and small trash fires and occasionally during final stages of overhaul.

G-706.4 Supply Lines

All engines carry 5" hose to be used as supply line. Command or Operations will normally make the decision that one (or more) supply lines are needed. If Command has not been established, then the officer or firefighter in charge of the first arriving apparatus will make the decision. A supply line will be laid anytime there is a fire in a structure and there is a water source within 1500 feet of the fire. For longer distances, Command will decide between relay pumping and a tank truck operation. Normally, the first in engine will lay from the water source (hydrant, pond or tank truck) to the fire and in line pump to supply attack lines. The second engine at the scene may be ordered to pump the hydrant for the first engine, lay a second supply line from the first engine to the water source or lay in to the fire from a second water source.

G-706.5 Tank Truck Operations

In areas where there are no hydrants or they are too far from the fire, the procedure, for all structure fires, will be to lay a single supply line from a convenient location for tank truck turn around, to the fire.

The attack will be started using water carried by the attack apparatus. A second piece of apparatus, preferably a tank truck, will locate at the supply line and pump into it to supply the attack piece. Command will make the decision to call for additional tank trucks. NOTE: Locate tank trucks as close to fire scene as practical, keeping in mind the need to get tankers into and out of the area without interfering with firefighting operations. A fill location will be designated for the tank trucks which minimizes the distance traveled and has space to turn the tankers around or which does not require them to turn around at the fill location. A Pumper will be stationed at the fill location to assist in filling the tank trucks. Whenever a tank truck operation is required, a Water Supply Officer will be designated by Command to set up and control the water shuttle operation. This officer will be identified as Water Supply.

Truck Company Operations

Each Company of the WVFD will train and be prepared to perform truck company operations. For the purposes of this procedure, truck company operations are defined as: forcible entry, search and rescue, ventilation, ground and roof ladder placement and salvage and overhaul. If required, Command will advise an incoming unit that they are being assigned to operate as a truck company and will attempt to locate them close to a unit which has the equipment necessary for their assignment (if unit is a UT or Tac and has only manpower). While the crew is obtaining the necessary equipment, their officer can receive assignment details from Command or Operations.

G-706.6 Ventilation

Proper ventilation is critical to a successful fire attack. Because ventilation must be coordinated with the fire attack, it will only be done when ordered by Command or Operations. General guidelines for ventilation are:

- Will not be started until an attack line is in position and charged unless necessary for an immediate rescue attempt. Can be vertical (roof or floors) or horizontal (windows and doors).
- Can be natural or forced (fans or fog nozzle). If fans are used, they can be used to pressurize the structure and displace smoke with fresh air or to draw the smoke out of the structure.
- Open windows if possible and when there is time. Break glass only when necessary.
- Remove shades, curtains, screens etc. from all windows used for ventilation.

G-706.7 Order of Operations

The order in which operations on the Fireground will normally be conducted is:

1. Rescue of people trapped or endangered by the fire.
2. Protection of exposures endangered by the fire.
3. Confine the fire.
4. Extinguish the fire.
5. Overhaul.

Fire Flow - The following guidelines will be used to estimate the required fire flow (FF) in gallons per minute (GPM).

$$FF = (\text{Basic Fire Flow (BFF)} + \text{Exposure Fire Flow (EFF)}) \times \% \text{ Involved}$$

Basic Fire Flow (BFF) = Building Length x Width divided by 3

EFF = BFF/4 x number of side with exposures + BFF/4 x number of floors above the fire

NOTE: Total FF required is directly affected by % involvement.

G-707 Initial Report

As described is the size up by Command is a necessary step in establishing the tactics to be used at the incident. As part of this size up, an accurate and factual incident report is important

to advise the incoming units as to the situation on the Fire ground. The initial report will describe the type of building, the number of stories and the approximate size as well as anything known about its occupancy or life hazard. It will also describe the fire situation:

NOTHING SHOWING, INVESTIGATING: indicates that there is no obvious indication at the address. Depending on the situation and occupancy, consider reducing the response to NONEMERGENCY.

SMOKE SHOWING – indicates the potential for a working fire; however no fire is seen (describe what area(s) the smoke is coming from).

FIRE SHOWING – and provide a brief description of what you see (describe what floor(s), how many windows showing fire, etc.).

FULLY INVOLVED – means the complete structure is involved and a defensive operation may be necessary (describe type of building and any exposure or occupant problems).

EX: Engine 1 has arrived; we have a 30x80, 2 story wood frame, with FIRE SHOWING from the first floor.

OTHER ALARMS: Provide a brief description and any needs. Give an exact locate.

EX: Rescue 2 has arrived on I-91 northbound south of exit 36, we have a two car accident in the left lane, with unknown injuries, we are investigating.

G-708 Rapid Intervention Team

A Rapid Intervention Team (RIT) will be established at every incident at which the department is operating in an “Inherently Dangerous to Life and Health” (IDLH) atmosphere. At the discretion of Command, a RIT may be established at other incidents.

Organization — Minimum size of RIT will be two (2) firefighters who must be at least Level Tactical 4 per our SOP. As soon as possible, additional personnel will be assigned to increase the RIT to four (4) firefighters and an officer.

Equipment — each member of the RIT will wear full turnout gear and SCBA and will be ready to enter the hot zone. Tools appropriate to the incident will be located with the RIT and a hose line will be provided for their exclusive use. The member in charge will carry a portable radio on the Incident channel.

Location — the RIT will locate in the cold zone, at a spot chosen by the RIT leader, where they can observe the entrance used by the attack crews. If more than one entrance is being used, the RIT will locate to observe all of them, if necessary, the RIT can be split into two teams of two firefighters each by the RIT officer to cover multiple entrances.

Timing — The RIT must be established before interior operations are initiated. Established is defined as personnel assigned and available on scene. The only exception to this requirement is when Command believes that there are people in the fire building and rescue operations

must begin before the RIT can be established.

Duration — A RIT will be maintained until such time as Command has determined that a) An IDLH atmosphere no longer exists and b) There is no significant danger of collapse. Command may choose to assign a new RIT and use the old team on a different assignment; however, the new team must be in place before the old one can be reassigned.

G-709 High Rise Operations

General - For the purpose of this section, High Rise Buildings in Windsor are defined as those with four or more stories above the ground. The Incident Command System will be used at all high rise emergencies. Emergencies in High Rise Buildings will generally require additional resources because of their size and complexity. Command will request additional resources as soon as an emergency has been confirmed. This will require the dispatching of the fourth company and requesting of mutual aid to cover vacated stations. Due to size and/or height, total evacuation may not be possible and it will be necessary to protect the occupants where they are. The size and occupancy also will generally require that the fire must be fought internally.

Command Post - An incident command post will be established at every high rise incident. If deemed safe by Command, the command post will be located according to the preplan of the building. This will provide access to the building communication system and facilitate control of the traffic in and out of the building. If the fire alarm panel is not at the command post, an officer will be designated by Command to locate at the alarm panel and relay information to Command.

Operations - An officer will be designated as Operations at every high rise incident. In general, the Operations Officer will set up Operations Command Post on one or more floors below the fire/emergency floor and will direct the actual suppression operations from that location.

Apparatus Location - All first alarm apparatus will locate in accordance with the buildings pre plan unless directed otherwise by Command. Second and higher alarms will report to apparatus staging and wait for an assignment from Command.

G-710 Staging

Firefighters - All firefighters on the scene and not assigned a task, will report to staging and wait for orders. Firefighters assigned to a forward staging area will report to the Operations Command Post for orders. The forward staging area will be set up near (preferably one floor below) the Operations Command Post and will include a logistics (tools, equipment, SCBA bottles and personnel) and a medical support area. If necessary, medical will include a rehab area for firefighters. No crews will enter the fire/emergency floor without orders from Command or Operations.

Apparatus - Incoming apparatus, with no pre plan position or assignment from Command, will report to a staging area designated by Command or Staging. Crews will remain with the apparatus unless directed by Staging to leave their apparatus and report to Command or

Operations.

Equipment - All personnel operating beyond the Operations Command Post will be wearing full protective gear including SCBA with masks in place and air on unless Operations or Command has declared the area safe and the atmosphere not toxic. All personnel in the building will have full protective gear with them available for immediate use. Each crew leader will check the equipment of their crew before entering the building. Spare SCBA bottles will be taken in by the crew and left at the forward staging area. The two-bottle rule will apply and must be enforced by the team leader.

Elevators - Elevators will not be used to transport firefighters to the forward staging area unless the fire/emergency floor is higher than the fourth floor. If elevators are used, a firefighter will be assigned to each car to maintain positive control. Under no circumstances will elevators be sent to the reported fire/emergency floor. Use of the elevators must be ordered by Command.

Ventilation - Ventilation during a high rise fire will be a major problem. Use of the building air handling systems to remove smoke should not be attempted unless specifically detailed in the pre plan or a building engineer is available on scene and can convince Command that the system can be operated without causing any adverse effects. Breaking windows should be avoided if at all possible because of the danger to outside personnel. Falling glass can travel a substantial distance from upper story windows, particularly if there is any wind. Glass should only be broken as a last resort, with the permission of Command and, if possible, with the warning so outside personnel can take shelter.

Attack Lines- Operation will determine what size attack line(s) will be used. As a guideline, 2.25 inch or 2.5-inch hose will be used if the fire area is more than one room and contents. If a 1.75" line is used, a 2.25" or 2.5" back up line will be set up and manned before the initial attack is launched.

General – The Search Rope is used to maintain search team integrity while searching for victims of fire location in poor visibility conditions. Once in place, it can be used to guide fire suppression teams to the fire as a guide to quickly find your way out of large and complex areas during poor visibility conditions.

G-711 Search Rope Operations

General-The Search Rope is used to maintain search team integrity while searching for victims or fire location in poor visibility conditions. Once in place, it can be used to guide fire suppression teams to the fire or as a guide to quickly find your way out of large and complex areas during poor visibility conditions.

G-711.1 Search Ropes

Company Search Ropes - 200 feet of 5/16 nylon rope with a snap hook at each end in a vinyl carry bag. A tag will be attached to each end of the rope with the unit identification (for

example: Engine 1, Ladder 2 etc.). The bag will also be marked with the same unit identification. One Company Search Rope will be carried on each Engine, Ladder and Rescue.

In order to identify the direction to and the distance from the tie off point (search team entrance), a series of indicators will be tied in the rope with a 25 foot interval between each set of distance indicators. A single indicator 25 feet, two indicators at 50 feet, etc. to progressing to seven at 175 feet. Spacing between multiple distance indicators will be approximately 6 inches. A single direction indicator shall be located 18 inches before each distance indicator when traveling in the direction of deployment, with this know always closer to the tie or exit location. Finally, there is no direction indicator prior to the 25 foot distance indicator.

Individual Search Ropes – 25 feet of 8.2 mm lifeline with a non locking carabineer at each end. Each tactical firefighter will be issued an Individual Search Rope.

G-711.2 Other Equipment

Every search team, using the Search Rope System, will carry the following equipment:

- Thermal Imaging Camera
- Portable Radio
- Hand Light(s)
- Set of Irons

Use

Search Ropes should always be used in the following situations, when smoke and heat are present (even if not severe).

- Searching large areas such as arenas, warehouses, gyms, ballrooms, etc.
- Searching complex areas that are difficult to navigate such as office buildings, schools, commercial buildings, public buildings, apartment buildings, etc.

They are seldom needed in normal residences but may be ordered at any time by Command.

G-711.3 Packing Ropes

Attach the snap only end or the rope to the bottom of the bag and coil rope in bag. The Unit ID Tag will be at the top or outlet end of the bag.

G-711.4 Deploying Rope

The ID tag end of the rope will be attached to an immovable object near the entrance to the area to be searched – preferably by looping the rope around the object and hooking the snap hook over the rope. The rope bag, with the remainder of the rope, is carried into the building by the team leader with the rope deploying as they go in. The rope is kept taut as it is deployed and preferably off the floor and out of any water/debris (easier to find/hold on to). At intervals and changed in direction, the rope will be secured to keep it taut.

G-711.5 Search Team

The Search Team will consist of a minimum of two (2) firefighters – a team leader and a team member. If available, other members may be added – four (4) members are the suggested maximum team size. Every member of the Search Team will wear full protective gear, including SCBA.

G-711.6 Search Team Operation

The Team Leader determines the direction of search and pays out the search rope. The number two member maintains the rope tension, secured it when appropriate, and keeps track of the distance traveled along the rope. Other members conduct searches off the Company Search Rope using their Individual Search Ropes – no one will operate off the Company Search Rope unless attached to it with their Individual Search Rope. When any member is off the Company, Search Rope, the remainder of the team will halt and wait until they return before proceeding. No more than two (2) members may be off the Company Search Rope at one time. If the team consists of only two (2) members, the team leader will assume the duties of the number two member and the number two member will conduct any searches off the Company Search Rope.

G-711.7 Other Considerations

- If the team reaches the end of the Company Search Rope and needs to search further, a second Company Search Rope can be snapped to the end of the first one and the team (or a new team) can continue further into the search area.
- Recovery of the Company Search Rope is not required until the emergency is under control.
- When reporting progress to Command, always report location (distance in) on the rope.
- Note that because of changes in direction, distance in on the rope will almost always be more than the distance into the search area.

G-712 Other Emergencies - The standard procedures, to be used at emergencies other than fires, are defined in this section. Again, these are guidelines and specific situations may require some deviations in order to accomplish the objective in a safe and effective fashion.

G-712.01 Medical Emergencies

Response to a medical emergency will be a rescue vehicle and members of a rescue squad. Generally, this will be a single company response unless an additional company(s) is requested by Command. The primary purpose of response to medical calls is generally to provide immediate patient care until ambulance personnel can arrive on the scene. Once the ambulance has arrived, the role of the Rescue Squad will usually shift to support of the ambulance crew. The senior Rescue officer present will be Command. If no officer is present, the senior EMT present will assume Command.

Each company operating a rescue squad will maintain a roster of squad members (officers and firefighters with advanced first aid, MRT, EMT or Paramedic certification). This roster will be updated every six months.

Infectious Disease Response Protocol

The Windsor Police Department, Health Department, Volunteer Fire Department and the Volunteer Ambulance services are collaborating to coordinate a response to medical calls involving a potential Ebola virus or other dangerous virus exposure.

At the direction of the Communications Division medical oversight physician, the Windsor Police Department dispatchers have already incorporated Ebola exposure questions into each medical call. The dispatchers will continue to code the medical call appropriately in accordance with Emergency Medical Dispatch protocols. Additionally, any possible Ebola virus exposure call will be dispatched with the following direction:

“Utilize universal precautions. You are responding to a Fever/Travel Incident”.

Dispatchers Role:

Dispatchers will advise the caller that EMS, fire fighters and police personnel are responding. Dispatchers will direct the caller and any others present to remain within the residence/structure to await the arrival of EMS personnel. Dispatchers will further explain, if appropriate, that the responding fire fighters will not enter the dwelling but will remain outside to assist EMS personnel as appropriate.

Fire fighters role:

All firefighter responses to “Fever/Travel Incidents” will be cold responses with no lights or sirens. Fire fighters will under NO circumstances or for ANY reason enter the structure with a reported Fever/Travel Incident victim inside. Responding fire fighters will at all times will maintain a 6 foot distance from the patient, any EMS personnel (who have had any contact with the victim) and any other persons who have had contact with the patient. Fire fighters will assist EMS personnel with their donning of PPE if necessary, but will not assist in the doffing of potentially contaminated PPE.

G-712.02 Rescue Emergencies

Land -two company response will be dispatched for rescue emergencies, including motor vehicle accidents. Command will request additional equipment or companies, if required. Normal response to rescue calls will be a rescue vehicle and one engine. All apparatus will be located in a position where they can support the operation but not interfere with it. Tools anticipated to be required will be removed from the apparatus and placed on tarps for quick access when needed. If victims are in a vehicle or any other location where the danger of fire exists, a 1 ¾” line will be stretched and charged. This line will be manned as long as any victims remain in the danger area.

Rescue Emergencies

Water - Two companies will be dispatched for all water rescues. For open water operations, the two closest companies will be called. For operations on water totally or partially covered by ice Company 2 and Company 3 will be called. Additional companies will be requested by Command, if required. The following procedures will be used:

Warm Water

- Two boats will operate together for support in the event one runs into trouble.
- Crew size will be controlled to prevent overloading
- Turnout gear will not be worn in boats

- All boat crew members must wear life jackets
- Members will not operate in the water except in cases of extreme life hazard. If entry into the water is necessary, it will be limited to one person in a boat and that person will be attached to the boat with a safety rope.
- Whenever possible, an officer will be in charge of each boat. A radio must be provided in each boat for communication with the shore.
- Command will designate one of the boat officers to coordinate operations on the water – with the call name WATER – boats will be identified by company. The officer assigned to coordinate land operations (if any) will have the call name LAND.
- Operation at night, on the water, can be very dangerous and should be avoided unless there is an obvious immediate life safety situation. Command will make the decision regarding initiating nighttime operations on the water.

Cold/Ice Water

- Two companies will operate together – generally, one will perform the rescue while the other provides the backup function in case any problems develop.
- A third company will be called, other than cold water rescue teams, in the district in which the incident occurs and the cold water rescue teams from Co. 2 and Co. 3 will be dispatched.
- Cold Water operating will be from November 1 through April 30.
- The number of members operating on the ice will be kept to an absolute minimum. All personnel operating on ice must be attached to a safety rope which goes all the way back to dry land. Each safety rope will be constantly attended by a firefighter.
- Ladders, throw ropes etc. will be used whenever possible to reach victims. Entry onto the ice will only be attempted when other options have failed or are not practicable.
- When operations on the ice are required, ladders, floats, boats, etc. will be used to spread the rescuers weight/provide support for the rescuer(s) if the ice should fail under them. Members operating on the ice will wear cold water rescue suits — turnout gear will not be worn by anyone operating on the ice.
- A warm area will be established so that members can be relieved and given an opportunity to warm up on a regular basis depending on conditions.
- WVA will be called to stand by for aid to victims and to monitor the condition of rescue personnel.

G-712.03 May Day Procedure Missing or Trapped Firefighters

Anytime that firefighters are known or believed to be trapped or missing, this procedure will be used.

- 1) Command will immediately notify all units and RIT 1 on the scene and assign an officer to direct the search and rescue operation. This officer will be identified as RESCUE. All units assigned to firefighter rescue will report to RESCUE and act at his direction. The number of units involved in the rescue activity will vary, depending on the situation and RESCUE may set up a staff of his own to better direct the rescue operation.
- 2) As soon as a firefighter rescue situation is announced by Command, The Radio Frequency being used at Incident will become the Rescue Channel. The rescue frequency use will be restricted to RESCUE and units assigned to this command. All other units previously on this channel will clear and use the secondary frequency.

- 3) As many units as possible will be withdrawn from active firefighting and reorganized for rescue activity. Firefighting will become defensive in nature and will be limited to protecting the trapped or lost firefighters.
- 4) All WVFD units still in quarters will immediately be dispatched to the scene and Command will request appropriate mutual aid units to take over the original incident and provide additional help for the rescue operation. A chief officer from the WVFD will be assigned the responsibility for covering the remainder of the town and will request appropriate mutual aid companies, for that purpose.
- 5) A level two staging area will be established and all incoming units will remain there until they have been given an assignment.
- 6) When appropriate, Command may turn over the original incident to a mutual aid officer and assist or take on the RESCUE function.
- 7) As soon as sufficient fresh units are on the scene, the original units will be relieved and sent to rehabilitation. Care will be taken to relieve units frequently and to make certain that all operations are performed with safety as a primary concern.
- 8) If large areas must be searched or in a collapse situation, it may be appropriate to use Search K-9's from Connecticut State Police or Hartford Police Department.
- 9) The dispatcher will be advised to notify the Town Manager.

G-712.04 Bomb Threats

If a bomb threat is received, the fire department shall not be dispatched. In case of extenuating circumstances, the company in whose district the threat has been made MAY be toned out and directed to report to their station. The first officer off at the station will contact the dispatcher and obtain whatever information is available. Depending on the location of the threat etc., the officer in charge may decide to hold the company in quarters or to stage it at a closer location. Radio silence will be maintained while the search is being conducted. The Police Department is in charge of and will conduct all bomb searches. In unusual cases, Command may elect to place one or more additional companies on a "standby in quarters" status.

G-712.05 Landing Zone Protection

Requests for the Life Star helicopter may be initiated by medical personnel (WVA), fire/rescue units or Police units. All requests will be made through the Windsor Dispatcher. Any time that Life Star is requested to respond to Windsor, the dispatcher will tone out the company in whose district the helicopter is required. If Command feels that additional help is required, Command will request that Station W dispatch an additional company or unit. The following general procedures will be followed when securing a landing zone:

Landing Zone - Command or the fire officer assigned as LANDING will select the Landing Zone (LZ). LANDING will be in charge of all activities associated with securing and protecting the LZ and will request the equipment and manpower necessary to accomplish this mission from Command. The LZ must be free of all ground and overhead obstructions and have a

minimum clear area at least 90 feet in diameter. Hard surface is best. Grass is good. Dirt or gravel is the least desirable alternative. Any soft or marshy area must be avoided. The area chosen must be reasonably level. Slopes and rough ground should be avoided.

Lighting - The LZ will be identified day or night with an amber strobe marker light. White lights will not be used at the LZ during landing or takeoff because they can cause visibility problems for the pilots. All apparatus, in the vicinity of the LZ, will turn off their warning lights during takeoff and landing operations.

Security — All vehicles and personnel will be kept clear of the landing area. It is the responsibility of LANDING to keep the area clear in order to minimize the pilots landing task and to reduce the risk to people on the ground if any problems occur during landing. Only LANDING will give directions to the pilot. When the helicopter is landing, all fire personnel (or anyone else in the area) will locate beside the apparatus, on the side away from the designated landing zone.

Fire Protection - At least one Pumper will be available near the LZ to provide fire protection for the helicopter. This unit will have a full crew, with air packs, ready to respond immediately if there is a problem during landing or take off. Equipment will be in place, on this unit, to provide foam for suppression of a jet fuel fire. No hose lines will be stretched unless/until there is a problem.

Rescue — Command will also insure that there is a rescue unit with power tools and medically qualified personnel available at the LZ in case of an accident on landing or take off. If none of the rescues at the scene can be committed to this task, Command will request an additional unit through Station W.

Transportation - If the LZ is far enough away from the patient(s) that there will be a delay in the crew reaching the scene, Command will arrange to have suitable transportation at the LZ to carry the Life Star crew and their equipment to the patient.

Communications – Command will assign a tactical channel for all Fire Department radio communications at the scene. All radio communications with Life Star helicopter will be on the Fire Dispatch channel. Communications between Command and LZ will be on the assigned tactical channel.

G-712.06 Carbon Monoxide Incidents

The response for general “I have a CO detector going off” will be one fire company and an ambulance on a proceed with routine response. The dispatcher will instruct the caller to have all parties evacuate the building and may elect to upgrade the response or add additional units if they feel there is a physical problem. The fire company procedure, at a carbon monoxide call will be:

Response - Routine Response will occur unless Station W advises that people are having physical problems. First responding unit will be the apparatus with the gas detector. If gas detector is off line, Command will request that Station W dispatch a second company for their gas detector.

SCBA — No personnel will be allowed in the building, at a carbon monoxide incident, without an SCBA in place and operating. SCBA will be required until the atmosphere has been checked with a gas detector and Command has declared the building safe for operations without SCBA (CO meter reading of 16 PPM or less).

Evacuation - The first priority will be to ensure that all occupants of the building have been evacuated. If this can not be positively established, firefighters wearing SCBA's will search the building. Under no circumstances will ambulance, police or fire personnel without SCBA be allowed to enter the building to search for or remove victims.

Building Evaluation - Following evacuation, two firefighters wearing SCBA will check the building using a gas meter. If a CO level of 35 PPM or greater is detected, the heating system will be shut down and the building will be ventilated until the CO level is reduced to 16 PPM or less. A building inspector will be requested and the Fire Marshall will be notified.

Service Company - The service company will be requested for any incident where a CO concentration of 35 PPM or greater is detected. Command will advise them of the situation.

Occupants - For each incident at which we detect or believe a CO problem exists, Command will advise the building owner/occupants as follows:

- Do not occupy the building until the heating system or suspect source of CO has been checked
- Have the heating system checked by an authorized contractor.

Unusual Situations - In the course of handling an emergency situation, the WVFD may become involved with an out of control crowd situation. If an unruly crowd or mob situation should develop, Command will immediately take the following action:

Request Police assistance

Make certain that all fire personnel are wearing full protective gear - especially helmets.

Order all axes, bars, and poles, stowed on the apparatus -preferably inside compartments. the situation when they arrive.

Utility Company employees operate under their own procedures - our responsibility is to advise service of the situation, as we know it.

Keep fire personnel together and close to the apparatus.

Withdraw fire units from the scene until police can provide protection.

G-712.07 Search and Rescue

General- The department will participate in search and rescue operations. These operations are generally at the request of the Police Department who received the initial call regarding a

missing person or persons. It may also originate as a request to assist boaters or fisherman on rivers or ponds. This SOP is provided as a guide for Command. It is recognized that the circumstances at an incident can vary widely and the procedure may need to be modified, by Command, to fit a particular case.

Organization -Usually, a single company will be called to assist the PD. For water searches, two companies will be called per G-711.3 of the SOP. Command may call for additional help, after assessing the situation.

Equipment required and personnel protective gear (if appropriate) will be defined by Command. In all cases, the safety of department members is of primary importance and the department will not put searchers at risk without clear evidence that it is necessary to save a life.

Body Recovery - When bodies have been located (found) on land, the fire department will not normally handle them in any way or transport them with our equipment. We can assist the agencies involved in the removal of the bodies by providing lights, safety lines etc.

When bodies have been located (found) in a river or pond, the fire department will move them to the closest accessible land and turn them over to the PD. We will not normally handle them or transport them with our equipment. We can assist the agencies involved in the recovery (removal) of the bodies by providing lights, safety lines, transportation to the scene, etc.

Property Recovery - Recovery of property is not the responsibility of the fire department. When small craft are adrift in rivers or ponds, their recovery will be left to commercial operators who are equipped for these operations and carry insurance against damage, which they may cause to the recovered property. If we remove people from a stranded watercraft, the stranded craft should be anchored where it is and the owner advised to make arrangements for its recovery.

G-712.08 Logistics

Large scale and/or long running emergency operations will require support from other town agencies and possibly private firms and individuals in order to keep equipment operating and to maintain crews in the field and at the firehouse. In addition, some emergencies may require special equipment for hoisting, cutting, and digging etc. which is not in our inventory. If Command believes that this type of outside support may be needed, he will appoint a fire officer or someone from the town staff to be LOGISTICS and work with appropriate agencies/individuals to obtain the required supplies/equipment. LOGISTICS will work via phone or face to face. NO radio channel will be tied up for this purpose. LOGISTICS will be responsible for maintaining adequate records of what was requested/received and how long any special equipment was at the site. Agreed upon prices will be recorded so that proper accounting can be accomplished after the incident. LOGISTICS will report directly to Command any may have a small staff of his own if a lot of support is required.

G-712.09 Mutual Aid

All mutual aid to and from the WVFD will be handled in accordance with this section. Any mutual aid for the purpose of station coverage will be on a Proceed with Caution basis.

Mutual Aid to Windsor

- No mutual aid companies will be called to the scene unless:

- a) Equipment is required that is not available in the WVFD
- b) All WVFD companies have already been called to the scene and more help is needed.
- Mutual aid companies will normally be called to cover at WVFD firehouses during incidents at which it appears that our units will be committed for some time.
- Mutual aid to cover WVFD firehouses will be requested by the WVFD officer who is at the dispatch center covering the rest of the town while an incident is in progress.
- Mutual aid required at the scene will be requested by Command at that scene.
- All requests will go through Station W. Whenever possible, guides will be provided to each mutual aid company to assist them if they respond to any calls in Windsor. If necessary, a portable radio will also be provided to mutual aid companies so they will be able to communicate with Station W.

Mutual Aid from Windsor - General

- Mutual aid requests will be filled by Station W as follows:
- Special equipment - call out the company which has it.
- General help (Engine Company, manpower, etc. call out the closest company to the town requesting help.
- Company called will supply help requested to the limit of their capability. If additional help is needed, the WVFD commander on the scene will coordinate with Station W relative to calling out additional companies.
- If a complete company is committed to mutual aid, the senior officer from that company will request that Station W move a unit from an uncommitted WVFD company into the vacant station.

Mutual Aid from Windsor - Bradley International Airport

Mutual aid requirements to Bradley International Airport may be extensive and will likely affect all of the surrounding towns that would normally be used to cover WVFD empty stations. Because it is unlikely that any cover companies will be available, Company 1 will not be used to supply mutual aid to Bradley - they will be called out and placed on standby to cover the town. The normal assignment if mutual aid is requested for Bradley International Airport, will be:

- 2nd alarm assignment, Company 3; Ladder 2(must have 4 firefighters)
- 3rd alarm assignment, Company 4; Rescue 4 (must have 4 firefighters)

No units will respond unless requested by Bradley Field.

Tower 1 Response

Tower 1 will not respond to any area that company 3 or 4 is first due during the hours of 1800 to 0600. Ladder 2 will be first due in those areas and Tower 1 will respond if requested or if Ladder 2 is out of service.

If company 1 is dispatched to Company 3 or 4's first due area, they will respond with Engine 1 first and follow up with Squad 11. The Incident Commander will determine if Tower 1 is needed and request a response through Station W. This policy will be null and void if Ladder 2 is out of service.

G-712.11 Requesting Eversource for Electrical Emergencies

The priority 1 -2 3 system:

“Priority Level 1”: exists in a situation where a person or persons cannot be rescued until the electric company either shuts off the power or disconnects a service line at the scene. This is a Life Threatening Emergency.

Examples are: 1) An injured person trapped in a motor vehicle with a fallen power line laying across it. 2) a structure fire where electrical service is energized limiting appropriate action to effect a rescue of a trapped person.

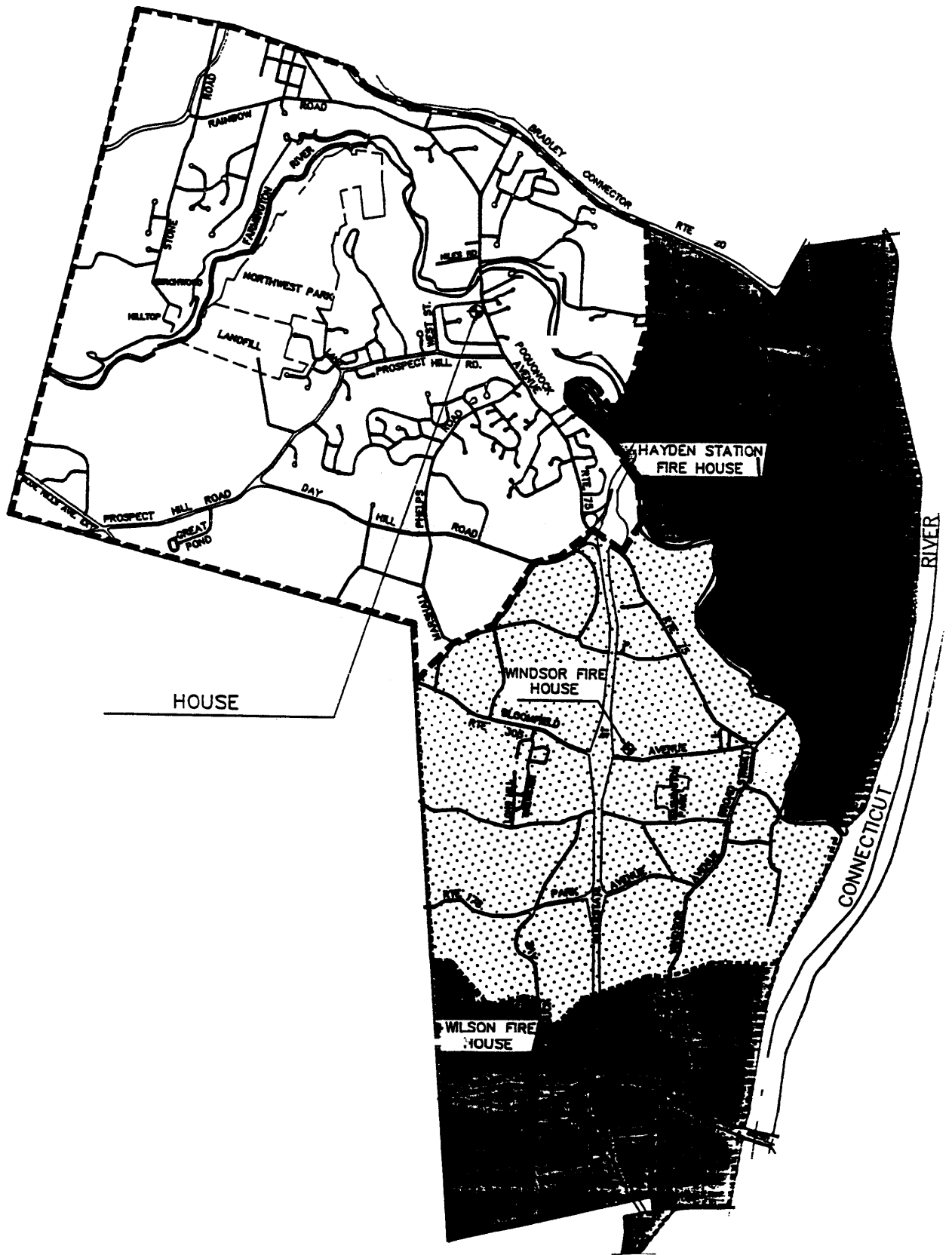
“Priority Level 2”: exists in a situation where an electrical hazard exists that is hindering operations, but is NOT life threatening.

Examples are: 1) a structure fire where it has been confirmed that no one is inside and the fire department is unable to cut power at the fuse/circuit breaker box or, 2) a house fire is being extinguished and the service wires are hindering or obstructing full access for overhaul operations.

“Priority Level 3”- exists in a situation where an electrical hazard exists, but in a location non-threatening or no immediate threat to life or property.

Examples are wires down or a transformer fire where the FD or PD is standing by securing the scene.

Routine Response: no immediate threat, no fire, no down wires i.e. someone hit a utility pole and there is a loss of a minor amount of wood and the IC wants the utility to check the pole.



ATTACHMENT A MOTOR VEHICLE CHECKS

The scoring system used by the Motor Vehicle Department (MYD) Inspector is as follows:

1. A failure to perform any function in Section III of this checklist will result in disqualification.
2. A Total of 6 or more failures to perform in all of the other combined categories of this checklist will result in disqualification.

1. EMERGENCY EQUIPMENT CHECK

- a. Advise inspector that the vehicle is a fire truck and does not have a fire extinguisher in the cab. Tell the inspector where the extinguisher is located and point it out to him during the outside truck inspection.
- b. Show inspector where the flares and safety cones are kept on truck. (Must be on vehicle during exam.)
- c. Identify location of electrical fuses and/or circuit breaker panel.

2. BRAKE TYPE AND SYSTEM CHECK

- a. Identify to inspector what type of brake system is on truck. (Example, Hydraulic brakes with vacuum assist or air brakes)
- b. Depress hydraulic brake pedal. Hydraulic must hold pedal and not fade.
- c. Depress air brake pedal. Check for air leaks while pedal is depressed.
- d. Depress air brake pedal continuously until air tanks are depleted. Check to be sure low air buzzer is actuated and warning light comes on.

3. IN-CAB (Brake check)

- a. Apply parking brake.
- b. Start engine and check for unusual noises.
- c. Test parking brake by placing transmission in first gear and slowly trying to move truck forward.
- d. Release parking brake.

e. Test brakes by rolling truck forward slowly and applying brakes looking for pulling or jerking or fading of brake pedal.

f. Reset parking brake.

4. IN-CAB CHECK

a. Adjust seat and mirrors.

b. Check horns. (Horn button and air).

c. Check glass (windshield, back and side windows).

d. Check windshield wipers.

e. Check all gauges (oil, water, ampere, air).

f. Move steering wheel back and forth looking for loose play.

g. Test clutch by putting in lowest gear and letting clutch pedal out slowly until engagement is felt for manual transmissions. For automatic transmissions, bring shift lever from neutral to lowest gear (1st). Transmission engagement should be felt.

h. For manual transmission trucks, shift lever should be passed through all gears with clutch pedal depressed.

i. Shut off engine and place transmission in lowest forward gear for manual transmission and park or neutral for automatic transmissions.

5. LEFT OUTSIDE CIRCLE CHECK

a. Turn on headlights (high beam) and all other required lights for night time driving. Turn on left signal light.

b. Go to front of truck and check headlights, signal light and parking light.

c. Starting at front of truck, check steering linkage under truck looking for fluid leaks or damage.

d. Check left front tire for damage or low air.

e. Check for loose lug nuts or signs of rust on rim.

- f. Check wheel hubs for damage.
- g. Check left side of truck reflectors for damage.
- h. Check both left rear tires for damage or low air.
- i. Check for loose lug nuts or signs of rust on runs.
- j. Check wheel hubs for damage and axle covers for oil leaks.
- k. Go to rear of truck and check left signal light and clearance lights.

6. RIGHT OUTSIDE CIRCLE CHECK

- a. Go to cab and turn headlights down to low beam and turn on right signal lights.
- b. Go to front of truck and check headlights, right signal light and clearance lights.
- c. Check right front tire for damage or low air.
- d. Check for loose lug nuts or signs of rust on rims.
- e. Check wheel hubs for damage.
- f. Check right side of truck reflector for damage.
- g. Check exhaust system for damage.
- h. Check both right rear tires for damage or low air.
- i. Check for loose lug nuts or signs of rust on rims.
- j. Check wheel hubs for damage and axle covers for oil leaks.
- k. Go to rear of truck and check right signal light and clearance lights.

7. OTHER EQUIPMENT CHECKS

- a. Check fuel tanks for leaks.
- b. Check battery compartment to be sure batteries are secure.
- c. Check for open doors.

- d. Check brake cylinders (hydraulic) for oil leaks.
8. STATIC TEST (Driving through established measured simulated maneuvers)
- a. Once test begins, applicant cannot leave the truck.
 - b. All backing maneuvers shall be performed using mirrors.
 - c. The static test starts each time the applicant places the truck transmission in gear to perform a maneuver and ends when applicant shifts the truck out of gear.
 - d. Three attempts will be allowed for all maneuvers.
 - e. There shall be three maneuvers required as follows:
 - 1. Parallel parking at curb.
 - 2. Forward and backward thru alley.
 - 3. Backing into alley dock.

Road Test

When road test is performed, driver is expected to obey all State of Connecticut laws regarding General Driving behavior and rules of the road.

ATTACHMENT B

ENGINEERS' PROFICIENCY TEST

Date

Driver's Name

License No. & Class Type

Apparatus Instructed On

Instructor's Name

ROAD TEST

- 1. Driver's ability to handle apparatus.
- 2. Driver's ability to shift smoothly.

3. Driver's attitude toward motor vehicles and traffic rules when driving apparatus.
4. Driver's ability to down shift smoothly.
5. Driver's ability to spot truck at curb and out of traffic.
6. Driver's ability to slow down and stop apparatus smoothly.
7. Driver's treatment of apparatus engine (rev, gun).
8. Driver's ability to back apparatus using mirrors.
9. Spotting apparatus at proper location at hydrant.

TRUCK CAB ACTIVITIES

1. Pulling hand or air brake when parked.
2. Shifting into pump gear.
3. Using proper gear for pump operation.
4. Familiar with all switches and gages in cab.
5. Knows all running and radio procedures.
6. Knows three (3) water sources and their hookups.
7. Knows pump panel controls and procedures.
8. Familiar with governor operation.
9. Understands use of pressure/volume control.
10. Knows how to use pump primer.
11. Has basic knowledge of hose evolutions.
12. Has basic knowledge of water flow hydraulics.

GENERAL QUESTIONS

1. Knows location of all equipment and its use.
2. Ability to instruct others on proper hook up of hydrant set-up and other related equipment.
3. Ability to be in control of one's self in emergency situations.

4. Understands both daily and weekly maintenance performance checks on apparatus.
SCORE: S - Satisfactory U - Needs additional training N/A - Not applicable

A score of "5" must be recorded in all applicable categories before driver will be permitted to respond to any emergencies with the above vehicle.

ATTACHMENT C DRIVER EXAMINER'S CHECKLIST

ROAD TEST

1. Keep vehicle on straight path while driving. Does not weave back and forth. Keeps good distance when passing parked vehicles. Follows proper procedures when approaching and passing through intersections.
2. Keeps vehicle moving in smooth forward motion while changing gear. Does not have to hunt for gears when shifting.
3. Knowledge of state statutes in regards to emergency vehicles rights of way. Knows what are rights of other vehicles. Must always keep safety of emergency vehicle and its occupants a priority in any situation.
4. Does driver have the confidence to be able to down shift vehicle. Demonstrate this ability in all gears.
5. Position vehicle on side of road without obstructing traffic.
6. Ability to use brakes properly to slow down and stop vehicle without excessive jerking or pumping of brakes.
7. Does not rev engine excessively while shifting gears or allow engine to run a high RPM before shifting gears.
8. Can judge position and length of vehicle properly. Backs vehicle in a slow and smooth speed without riding clutch and uses mirrors.
9. Can position apparatus from either side in relation to hydrant for laying a line or preparing for pumping assignment using both soft and bard suction lines.

TRUCK CAB ACTIVITIES

1. Ability to position truck in proper assigned position. Follows procedure for parking which includes using hand or air brakes and use of wheel chocks.
2. Follows proper sequencing when preparing to pump water. Makes sure there is water going to the pump before placing pump in gear.
3. Knows what is proper gear to use for pump operation.
4. Knows proper function of all switches and gages in cab.
5. Has ability to use radio properly.

PRE-PUMP ACTIVITIES

1. Water tank supply (own truck or other truck). Hydrant. Drafting.
2. Can effectively explain use and purpose of all gages and valves on pump panel. Can talk thru given problem situations that may occur during pumping operations with understanding and confidence. Can explain procedures necessary when lines being used from truck require different pressures while pumping; how to add lines or increase pressures.
3. Can explain proper use of engine governor or pressure relief valve and its function in regard to pump.
4. How to change from pressure to volume. When it should be changed. What happens when it is changed? What conditions are needed for changing to reduce possible damage to pump?
5. How to use primer pump. When to use primer pump. If primer pump is not working, what options is available.
6. Is completely familiar with all aspects of hydrant hook up. How to wrap and lay (single or double). What equipment should be left at hydrant? When and where it should be placed. Proper driving technique when laying hose in street to fire. How to hook ups hydrant and prepare to flow water. Where to attach all hoses to pump (both inlet and outlet). How to protect against loss of water and pressure due to hose breakage. Proper procedure used before charging any hydrant or shutting down hydrant. Knows pumping capacity of vehicle. Understands procedures and hook up for stand pipe operations.
7. Understands need for sufficient water supply in order to pump adequate volume or pressure. Knows when pump has reached its capacity to flow water. Understands friction loss in different diameter hoses. Understands how friction loss can reduce pressure at nozzle and how to compensate for this loss.

GENERAL QUESTIONS

1. Is completely familiar with all equipment on truck including when and how it is used.
2. Can effectively communicate to others how to hook up hydrant to truck or use any
3. Can remain calm in emergency situations or at fires. Able to resolve problems without panic when pumping under fire ground conditions. Speaks clearly and calmly when talking on radio. Ability to understand instructions when received on radio and perform tasks as requested. Proper use of fire department jargon when talking on radio.

- 2) Review daily and weekly maintenance check sheets to assure complete understanding and reason for checks.

ATTACHMENT D Worker's Compensation Instructions:

Sec. 7-314b. Collection of workers' compensation benefits by volunteer firefighters and members of volunteer ambulance services. (a) Any active member of a volunteer fire company or department engaged in volunteer fire duties or any active member of an organization certified as a volunteer ambulance service in accordance with section 19a-180 may collect benefits under the provisions of chapter 568 based on the salary of his employment or the amount specified in subsection (b) of section 7-314a<<https://wcc.state.ct.us/law/rel-stat/2009/7-314a.htm>>, whichever is greater, if said firefighter or volunteer ambulance service provider is injured while engaged in fire duties or volunteer ambulance service.

(b) As used in this section, the terms "fire duties" includes duties performed while at fires, answering alarms of fire, answering calls for mutual aid assistance, returning from calls for mutual aid assistance, at fire drills or training exercises, and directly returning from fires, "active member of a volunteer fire company or department" includes all active members of said fire company or department, fire patrol or fire and police patrol company, whether paid or not paid for their services, "ambulance service" includes answering alarms, calls for emergency medical service or directly returning from calls for the emergency situations, duties performed while performing transportation or treatment services to patients under emergency conditions, while at any location where emergency medical service is rendered, while engaged in drills or training exercises, while at tests or trials of any apparatus or equipment normally used in the performance of such medical service drills, and "active member of an organization certified as a volunteer ambulance service in accordance with section 19a-180" includes all active members of said ambulance service whether paid or not paid for their services.

(c) The provisions of subsection (a) of this section shall only apply if the volunteer firefighter or volunteer ambulance service provider is unable to perform his regular employment duties. (P.A. 95-243, S. 2; June 18 Sp. Sess. P.A. 97-8, S 85, 88; June 18 Sp. Sess. P.A. 97-10, S. 5, 7.)

History: June 18 Sp. Sess. P.A. 97-8 added volunteer and municipal ambulance service members as employees, and defined the terms "ambulance service" and "active member of an organization certified as a volunteer or municipal ambulance service in accordance with section 19a-180", effective July 1, 1997; June 18 Sp. Sess. P.A. 97-10 deleted references to municipal ambulance service members as employees and in Subsec. (b) included fire drills or training exercises in definition of "fire duties", effective July 1, 1997.

Procedures for the Initial Visit for Work Related Injuries

As a reminder, we have one initial treatment facility:
Concentra at 1080 Day Hill Road in the north end of town

Upon visiting a facility,
Advise them you work for the Town or the Board of Education

Stay until the paperwork is finished and you have received the sheet detailing restrictions, follow up appointments or referrals

Sign the paperwork

Provide this paperwork or a copy of it to your supervisor

DO NOT skip follow up appointments, if there is a valid reason call ahead to re-schedule, it is your responsibility to do this

Going to your own primary care physician is not advised, payments are made to the participating facilities or referrals only

Follow-up appointments for PT must be coordinated with your supervisor, he or she will advise of the best time to go to this appointment.

If you live out of state, please try to contact me as you must stay within the network.

After hours visits (after 4:30 pm or weekends) are to be made to the closest Emergency Room, either Hartford Hospital or St Francis Hospital.

For any questions related to this memo, please contact Marty Maynard, Risk Manager at 860-285-1851 or Maynard@townofwindsorct.com, or my cell phone at 860-558-1614.

Thank you for cooperation,

Marty Maynard