Standard Operating Guidelines

TAMPA FIRE RESCUE FLORIDA

Tampa Fire Rescue
2012

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OUR VISION AND MISSION

VISION: Tampa Fire Rescue's vision is to develop a progressive, professional, competent and technologically efficient Fire Rescue organization.

MISSION: Tampa Fire Rescue's mission is to protect our community by providing immediate response to all requests for service.

	Subject: SAFETY AND RISK MANAGEMENT	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: SAFETY AND RISK MANAGEMENT	**Thomas E. Forward, Fire Chief**		**011.00**

Operating at Emergency Incidents poses an inherent risk of injury – or worse, death. The purpose of this procedure is to describe the departmental operating policy regarding risk assessment and safety management of emergency incidents.

We are committed to providing the safest possible work environment for our members. It is important that all members operating at incidents operate in a safe manner. Each must practice as a "Safe Person" for their own safety, as well as to minimize risk to others. Towards that goal, all members are expected to operate under the following risk management profiles.

- We Will risk our lives a lot, in a calculated manner, to save SAVABLE lives.
- We Will risk our lives a Little, in a calculated manner, to save SAVABLE property.
- We Will Not risk our lives at all for lives or property that are already Lost.

This risk management profile will be applied to all emergency incidents and will be continuously re-assessed throughout the incident operation.

When considering the SURVIVAL profile of any victims, members must consider the conditions present in the "compartment" or area of fire conditions or other conditions affecting survival. A fire in a rear bedroom of a house, with smoke throughout the house may allow a survivable environment if a search and rescue effort is initiated quickly. We may extend risk, in a calculated manner, with these conditions.

A significant fire in a residence with dense smoke under pressure to floor level throughout the building likely means victims could not survive. A very cautious, calculated rescue and fire control operation would be warranted.

A well-involved building would likely represent a zero survivability profile. Similar conditions in an abandoned building would indicate little survivability and little property to be saved and members should avoid an offensive fire fight.

Victims buried by a trench collapse or under water for 10 minutes or more, would be unlikely to survive therefore an extremely cautious and a well-planned, safe, recovery operation is required.

Rescuers should consider notification time, dispatch processing time, response time, and time on-scene as part of the calculation.

Actions in a calculated manner requires:

1. Incident Command established (where applicable)
2. Proper personal protective equipment
3. Accountability system established.
4. Safety procedures in place.
5. Continuous risk assessment by all members

	Subject: INCIDENT COMMAND	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: INCIDENT COMMAND	**Thomas E. Forward, Fire Chief**		**100.00**

I. Purpose

The Incident Command System is used to facilitate the completion of the Tactical Objectives. The Incident Commander is the person who drives the command system towards that end. This SOG will establish guidelines for establishing and maintaining the Incident Command System. Tampa Fire Rescue will follow the National Fire Academy Incident Command System's structure and terminology. Remember that the Incident Command System is a "toolbox" for emergency incident organization. The most significant characteristic of this system is its ability to expand from a routine incident to a complex, multi-agency incident in a logical progression. Other important characteristics include:

- The ability to be used as an "All Hazard system", adaptable to all type of emergency incidents.
- The jurisdictional authority is determined by the geographic location of the incident
- Span of control is the basis for the modular expansion
- Unity of command is clearly established by the organizational format
- The Incident Command is always assigned

The ICS system uses commonly understood organizational structure, terminology, and operational procedures.

These SOG's will be the basis for the Tampa Fire Rescue's emergency incident operations. Changes to these SOG's may occur, as review for all of our emergency operations is an ongoing process.

II. Procedure

Command procedures are designed to:

- Fix the responsibility for Command on a certain individual through a standard identification system, depending on the arrival sequence of members, companies, and Command officers.
- Ensure that a strong, direct and visible Command will be established from the onset of the incident.
- Establish an effective incident organization defining the activities and responsibilities assigned to the Incident Commander and the other individuals operating within the Incident Command System.
- Provide a system to process information to support incident management, planning, and decision-making.

- Provide an orderly transfer of command to subsequent arriving officers.

The Incident Command System maintains these management principles by identifying the 5 General Staff Functions and the 3 Command Staff functions that the Incident Commander must consider at each incident. Delegation of any of these functions will be dependent upon the complexity of the incident and the particular Incident Commander's span of control.

General Staff Functions

Command manages the incident including establishing strategic goals, and ordering and releasing resources. Command has ultimate responsibility for the effectiveness of the on-scene activities (i.e. fire, medical, natural disaster, hazardous materials, etc.) and the safety of fire fighters. Additionally, Command is responsible for the following:

- Assess incident situation
- Conduct initial briefing
- Activate the Command Sequence and elements of the ICS
- Brief Command Staff and General Staff
- Approve and authorize implementation of incident action plans
- Manage incident operations
- Approve requests for additional resources and requests for release of resources.
- Approve plans for demobilization

Planning is responsible for the collection and evaluation of information (size-up). This would lead to the development of an oral or written action plan. Planning should be an on-going function on every incident. The information used to plan includes both pre-incident information and that which is gathered at the scene. Additional responsibilities of Planning are:

- Gathers and analyzes data on resource and situation status
- Develops alternatives to tactical operations
- Prepares an incident demobilization plan
- If technical specialists (i.e., Haz Mat., Environmental) are needed, they would function in this section of the ICS.

The **Operations** function directs all incident tactical resources to accomplish the goals developed by Command. Tactics are the means used to carry out overall incident goals. The Operations function assures that the personnel and equipment at the scene are used to perform their duties in an effective manner. Additionally, Operations is responsible for:

- Obtaining a briefing from the Incident Commander
- Developing the operations portion of the Incident Action Plan
- Briefing and assigning operations personnel in accordance with the Incident Action Plan
- Supervising operations
- Determining need and request additional resources
- Giving periodic reports to Command
- Coordinating with staging

The **Logistics** function provides the services and supplies needed to support incident tactical operations. Some of these are as follows:

- Communications
- Medical
- Food
- Supplies
- Facilities
- Fuel and equipment repair
- Lighting and air

The **Finance** function would include meeting departmental fiscal or budget needs. It could mean merely documenting the amount of fuel used and completing a fire report. It can extend into very complex areas of purchasing, renting, or documenting the use of foam or overtime. Some of the units that may be included in this function are as follows:

Time Unit - Ensure that all personnel time records are maintained and if needed transmitted to home agencies.

Claims Unit - injury, death

Procurement Unit - Purchasing, renting, etc.

Cost Unit - cost analysis information

If only one of the above units is needed, it may be placed under the Planning Section.

Command Staff Functions

The **Information** function formulates and releases information about the incident to the news media and other appropriate agencies and organizations.

The **Safety** function monitors and assesses hazardous and unsafe situations and develops measures for assuring personnel safety.

The **Liaison** function is the point of contact for assisting and cooperating agency representatives. It is important that those representatives have the authority to make decisions concerning their agency.

Summary

It is important to note that all of the ICS functions need to be addressed to some extent, on each type and size of incident and that delegation of any of these functions is based on the individual Incident Commander's span of control. Otherwise all functions and staff responsibilities will remain with the Incident Commander.

The mark of an efficiently run incident is that the Incident Commander will have available, upon request, an incident organizational diagram (chart) and drawing indicating companies' positions and assignments

Establishing Command

The first arriving Tampa Fire Rescue combat unit or officer at the scene of a multiple unit incident response will establish “Command”. That unit or officer will maintain this designation until Command is either transferred or terminated.

Initial Report

The unit or officer will then transmit, via radio, a brief initial report of the obvious scene conditions, including the following information:

1. Unit identification, address or location confirmation.
2. A description of the building or location of the emergency.
3. Obvious incident conditions (see working fire)
4. Confirmation of Command establishment with the appropriate radio designation.
5. Location of Command.
6. A report of any actions being taken by the on scene unit(s).

Example:

- "Engine 1 is on scene at 101 North Twiggs Street with nothing showing from a commercial high-rise. Engine 1 will be Twiggs Street command in the building lobby, Engine 1 and Truck 1 are investigating**".**

Note: Rescue Companies may give initial reports if first on scene.

A. The incident priorities are always considered in the order below. The actual implementation may vary based upon incident needs. Evaluation of the incident priorities is the basis for setting strategic emergency goals.

1. Life Safety
2. Incident Stabilization
3. Property Conservation

Command is responsible for the development of an incident action plan. The action plan will include the completion of the incident goals in their established order. However, it is understood that Life Safety and Incident Stabilization objectives may be addressed simultaneously in order to accomplish the overall objective of Life Safety.

Modes of Operation

Command can use any one of the following Strategic Operating Modes at an emergency incident as the basis for emergency operations.

1. Rescue – only if conditions exist for a savable life
2. Investigating
3. Offensive (Including OSHA rules for IDLH atmospheres)
4. Defensive

While the command officer has a choice of modes of operation and the degree of personal involvement in the initial operation, he/she continues to be accountable for the identified tasks assigned to the Command function. (For further definition see SOG SECTION INCIDENT COMMAND, Modular Expansion of ICS).

Additional Command Responsibilities

Upon completion of the initial report and establishment of Command, the Incident Commander will be responsible for completing the following objectives as necessitated by the incident conditions.

1. Maintaining "Command' until it is either transferred or terminated
.
2. Performing a "Size-up" and developing an incident action plan.

3. Making assignments to resources based on the incident action plan. Command will use the overall incident objectives as a guide. The priorities of the assignments will be:
   - Rescue
   - Exposures
   - Confinement
   - Extinguishment
   - Overhaul
   - Ventilation *
   - Salvage *

   * May be addressed in conjunction with one of the others.

   The following will be assigned at all incidents in which firefighting crews engage in offensive or defensive operations:
   - The establishment of an adequate and sustained **water supply** as required based on the incident scene factors. This is the responsibility of the 2nd due Engine Company.
   - The establishment of a "**Rapid Intervention Crew"** as appropriate.

4. Establishment of a Staging Area(s) and request other resources as necessary.

5. Establishment of initial zones of exclusion around releases of Hazardous Materials.

6. Ongoing evaluation of the initial action plan, revisions as needed, expansion the ICS system as needed. Indicate your objective. In addition to being task and company oriented, assignments should indicate an objective to the action. The company should know

exactly where to go, to whom to report, what the task will be and what the objective of the task is. Orders should tell what to do not how to do it

7. IC <u>will</u> provide periodic progress reports via the radio every fifteen minutes or at appropriate interval for the incident. This is to maintain an on going record of events and provide information about the incident to on scene resources. As part of these progress reports, three tactical benchmarks will require a formal radio transmission from Command, with an acknowledgment from Fire Communications. They are:

   - "**All Clear**" report to be given upon completion of the primary search. In the event Command is unable to complete a primary due to incident factors that prevent interior operations, the radio transmission should describe the problem. Example: ***"Unable to complete primary – structure fully involved"***
   - "**Fire Under Control"** report upon a determination of reasonable incident stabilization.
   - "**Fire Loss Stopped**" report upon completion of all fire related work to include but not limited to salvage, overhaul, etc.… and confirmation with Thermal Imaging Camera

8. Incident Demobilization and Termination:
   Demobilization should include CISD (Critical Incident Stress Debriefing) as necessary. Consideration should be given to the order in which resources arrived on scene and the extent of personnel fatigue as the result of the workload of emergency operations. (First in, First out)

9. Documentation: An after action report will be completed by the District/Division Chief for all 'Working Structure Fires'.

	Subject: INCIDENT COMMAND	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: TRANSFER OF COMMAND	**Thomas E. Forward, Fire Chief**		**101.00**

Purpose

The Incident Command System is designed to allow for the orderly transfer of Command to subsequent arriving officers. The Following guidelines outline the transfer of Command within the framework of Tampa Fire Rescue's Incident Command functions.

Procedure

Command is transferred to improve the quality of the Command organization. In certain situations, it may be advantageous for the first arriving Incident Commander (i.e. Company Officer) to transfer Command to the next Company arriving on the scene. This will be indicated in the initial commitments of the first arriving Company (example: an immediate rescue situation that requires a full crew). In this situation, the initial arriving Company Officer will be the Incident Commander in the offensive mode until the next arriving Company Officer assumes Command via radio transmission.

- To prevent a "gap" in Incident Command: COMMAND SHALL NOT BE TRANSFERRED TO AN OFFICER WHO IS NOT ON THE SCENE.

A. Command Transfer Guidelines

Transfers of Command should occur on a face-to-face basis. However, some extraordinary conditions may necessitate command transfer via radio.

A transfer briefing will occur between the command officer and his/her relief. The following information may be exchanged:

- Incident conditions (fire location and extent, Haz- mat spill or release, number of patients, etc.)
- Incident Action plan.
- Tactical objectives and any completed objectives.
- The effectiveness of the current action plan.
- Safety considerations.
- Assignment of operating companies.
- Appraisal of the need for additional resources.

District Chiefs shall use discretion in assuming command of all working incidents including working fires, rescue situations or any other incident that companies and or personnel are conducting active operations.

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	Topic: TRANSFER OF COMMAND	**Thomas E. Forward, Fire Chief**		**101.01**

Division Chief #1 shall assume command on second alarm or greater incidents and a Safety Officer will be designated. Individuals with NFPA Incident Safety Officer (ISO) training should be considered for this position.

Individuals relieved of Command responsibilities will be used by the Incident Commander to support the overall incident action plan.

	Subject: INCIDENT COMMAND	Revised 09/01/12	ISSUED: 01/04/12	*Standard Operating Guidelines*
	Topic: LEVEL 1 & 2 STAGING	**AUTHORIZATION** **Thomas E. Forward, Fire Chief**		**102.00**

Purpose

The objective of this SOG is to establish guidelines for Staging within the Tampa Fire Rescue Incident Command System.

Discussion

The objective of any staging function is to provide a standard system of placement for unassigned incident resources. The effective use of this function assists the IC with incident management by:

- Preventing unassigned apparatus and personnel from causing confusion and congestion at an incident scene.
- Increasing safety and accountability
- Placing uncommitted resources as close to the incident as possible to speed their deployment to needed tasks and functions
- Assigning accountability for the management of these extra resources to a Staging Officer.

Procedure

A. Level I Staging

The standard First Alarm response for the Tampa Fire Rescue usually consists of three Engine Companies, one Truck Company, one Rescue Company, and Chief Officer. All first alarm companies will report on-scene by AVL and by radio to Dispatch on F-12, F-12H and F-17D. Communications will not affirm arrival of first alarm companies via radio in order to reduce radio traffic. Unless otherwise directed by Command, all responding companies to any multiple unit response will take the following Staging Positions.

<u>First Due Engine Company</u>
Reports to the front of the structure, or as near to the incident scene as safely possible allowing space for a truck company. Establishes Command.

<u>Second Due Engine Company</u>
Unless otherwise directed by command, second due engine reports to the scene, or as close as safely possible, taking a position that enables the company to drop off personnel, and secure a water supply as needed (hydrants will be flushed to determine if operational). If during the initial report, the First Due Engine makes an interior attack or declares a 'Working Fire' a supply line will be laid from the closest hydrant if not already in place.

Third Due Engine Company
Unless otherwise directed by command, third due engine reports to the scene, or as close as safely possible, taking a position that enables the company to drop off personnel and equipment for RIC Operations.

First Due Truck Company
Reports to the scene directly in front of the structure, prepares for assignments from Command consistent with Truck Company functions. "The front of the building belongs to the Truck Company".

Rescue Company
Reports to scene or most advantageous position to facilitate Command functions if necessary (assist Truck Company).

Chief Officer
Reports to scene or most advantageous position to facilitate Command functions from the D/C vehicle or the designated stationary Command Post.

Note: Any other unit responding with first alarm will stage as directed by Command. If Command does not designate a staging area, all units will stage one block or more away from the incident in the direction of travel. Command has the option of assigning resources before their arrival as necessitated by Incident scene conditions.

Quick Access Plan or Pre-Incident Surveys for specific hazards may change this procedure.

B. Level II Staging

"Level Two Staging" will be initiated when an IC calls for additional resources or greater alarms. The IC will use radio traffic that clearly states his/her request for additional alarms or resources. (IC's are cautioned against "piece-mealing" or calling for single resources if the incident requires extra resources. Upon request of third additional engine, Dispatch will automatically dispatch the remainder of the second alarm).

Command will also designate a ***Staging Area***. Consideration should be given to large parking areas that will be close enough to be in a safe location as well as provide for quick deployment of staged resources.

Once additional resources have arrived in Level II Staging, they will report on scene by radio on the 'Staging' channel or face to face with the staging officer. (Note: 'Staging channel is not monitored by Communications)

C. STAGING OFFICER

The first arriving unassigned unit to arrive in Level II Staging will assume the function of Staging Officer. The Staging Officer will be required to perform these functions as part of the IC System:

Notify the IC of the establishment of "Staging" on the appropriate Command Channel and the unit accountable for that function. Ex: "Engine 20 is on scene in Staging, E-20 will now be "Staging".

Create a list of available resources in Level II Staging.
The Staging Officer will communicate only with the IC or the Operations Officer with regard to requests for resources from Level II Staging.

The Staging Officer will insure companies receive their assignments from Command and maintain a list of those assignments and the area/division assigned.
The Staging Officer has the option to utilize his/her company to assist with the Staging area management or he/she may assign their personnel to another company officer.
Unless otherwise directed by Command, the Staging Officer will advise Command when minimum strength for Level II Staging reaches Two Engine Companies or as directed by Command.

	Subject: INCIDENT COMMAND	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: MODULAR EXPANSION OF ICS	**Thomas E. Forward, Fire Chief**		**103.00**

Purpose

To establish guidelines for the Modular Expansion of the ICS System using the National Fire Academy Model for Incident Command. To identify common terminology which will be used by Tampa Fire Rescue Incident Commanders utilizing ICS. To identify incident scene flow-charts for emergency incident structuring.

Discussion

Emergency incidents often evolve into complex events that quickly exceed the capabilities of one person to manage safely and effectively. Modular expansion of the IC System insures that a command structure is in place that will reduce the IC's span of control to a manageable number (five to one is desired, but this number will vary depending on the severity and complexity of the emergency incident). The Tampa Fire Rescue Incident Commander must use the ICS System as if it were a toolbox. By using the National Fire Academy's model for ICS structuring, an IC can use only the ICS tools necessary for the complexity of the incident, or expand the structure as the incident grows in severity and complexity.

National Fire Academy Model

The NFA Model for Incident Command has the following characteristics:

- It is an <u>All Hazards System</u> adaptable to all types of emergency incidents
- Jurisdictional authority is established by the geographic location of the incident
- Reducing the span of control is the basis for modular expansion of the ICS.
- The NFA ICS System uses common terms, organizational structures, and procedures that are nationally accepted as the standard for emergency incident management. Another component, which can be implemented, is the use of multi-agency/ multi-jurisdictional emergency management.

TERMINOLOGY

Agent - An agent of Tampa Fire Rescue is any contracted agency member or officer whose contractual agreements include emergency responses within the City limits of Tampa.

A-Side (Alpha)- This will be the term used in radio traffic to designate the geographic front of the incident. This will be the reference point from which all other exterior designations are based. When it is staffed with more than one resource, it becomes a division. (Normally the address side unless prohibited to do so).

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	Topic: MODULAR EXPANSION OF ICS	**Thomas E. Forward, Fire Chief**		**103.01**

Branch - An organizational level between IC and Division/Groups. Branches work for IC and manage a functional activity or geographic area. At large complex incidents where Operations has been implemented, branches will report to Operations.

B-Side (Bravo) - This will be the radio designation for the left exterior side. When it is staffed with more than one resource, it becomes a division.

Command - This will be the radio designation for the Incident Commander. This term will be acceptable for use after the formal radio designation has been established in the initial report. Ex: North Tyson Street Command can be just "Command".

Command Staff- The Safety Officer, Liason, PIO, positions within ICS / IMS.

C-Side (Charlie)- This will the radio designation for the rear of an exterior area (side) of an incident. When staffed with more than one resource, it becomes a division.

D-Side (Delta)- This will be the radio designation of the right side of an exterior incident. When staffed with more than one resource, it becomes a division.

Division - An organizational structure responsible for all operations in a defined geographical location, commanded by a supervisor.

General Staff- Operations, Planning,. Logistics, Administration / Finance sections within the ICS / IMS

Groups - Organizational structures that are responsible for a specific function for the entire incident. Example: a ventilation group is responsible for all types of ventilation for the entire structure. A supervisor also commands groups. Groups and divisions are equal in the ICS and report to the branch director, operations chief, then the IC.

IDLH - This refers to an unsafe atmosphere and means Immediately Dangerous to Life and Health. IDLH is assumed at all working fires beyond the incipient stage, all releases of hazardous materials that are known inhalation hazards, all releases of unknown type chemicals, in all confined spaces, in all trench collapses, and in all areas at an emergency incident that have not been air monitored to establish zones of exclusion.

Modes of Operation -
Used by the initial IC to determine the strategic direction of initial company actions.

> Investigative—IC observes nothing showing, IC actions promote the investigation of the situation.

Offensive—IC observes working fire or active release of hazardous materials that can be controlled by aggressive actions of first due companies. This mode includes obvious rescue situations.
Defensive—IC observes conditions too dangerous for aggressive interior actions or large releases of unknown hazardous materials.

Operations - Operations is an organizational level under IC and should be implemented when necessary to maintain the IC's span of control for complex incidents or incidents covering large geographical areas. Operations assist IC in the development of strategic goals and tactical objectives and is responsible for the management of **all tactical operations at the incident.** Other responsibilities include:

- Request or release resources through the IC
- Consult with IC about overall incident action plan
- Keep IC informed of situation and resource status within Operations
- Supervise the Staging Area Manager

Under Control -
The radio report that command will transmit to communications upon receiving confirmation that the forward progress of the incident has been halted. For fire incidents, this will mean the forward progress of the fire has been stopped. For rescue incidents, this will mean the patient is free or out of danger. For Haz-Mat incidents, this will mean the progress of the release is minimized or stopped

Procedure

When a Tampa Fire Rescue Command officer is faced with a complex emergency incident he/she will expand the Incident Command system using the NFA model for expansion. The following procedures will be used to expand the system so as to reduce the span of control to one supervisor to five subordinate functions:

As long as an incident commander has one company assigned to one task, command can use that company's designation in radio traffic. (Ex: E-20 assigned only to fire control would be "E-20" over the radio, T-1 assigned only to ventilation would be "Truck One", over the radio.) IC should be cautioned to maintain span of control and be prepared to expand the system if needed.

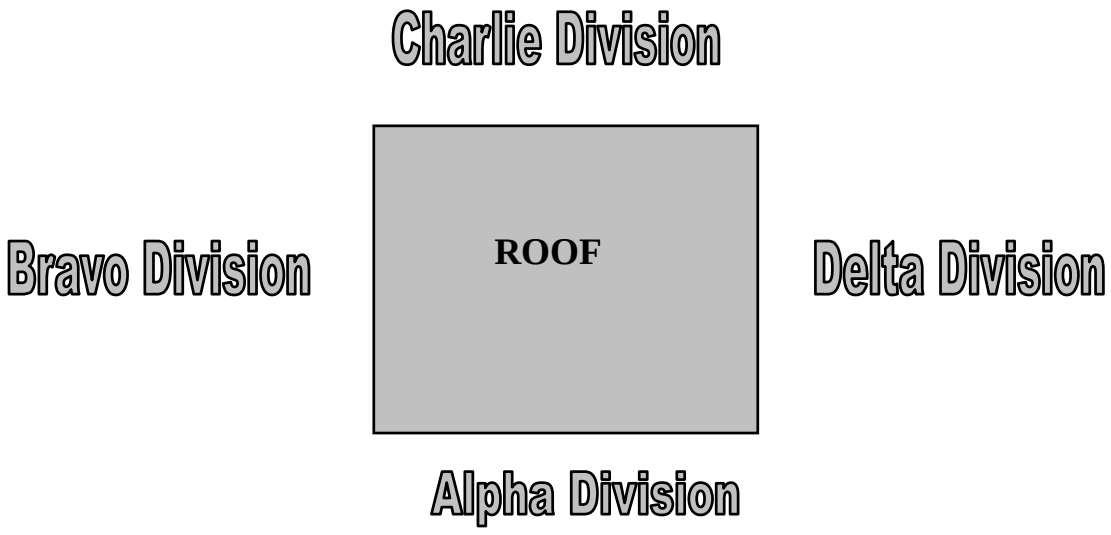
When an emergency incident grows to a point were a single IC has more than two companies assigned to the same function (Fire Control, Ventilation, Property Conservation, etc.), he/she will designate an officer to establish a "Functional Assignment" for that task. That officer who is assigned by Command will be

accountable for developing an action plan to accomplish the goals set by the IC. (Ex. "contain the fire to the second floor", "ventilate the roof"," stop the leak", or "search the first and second floors"). The officer in charge of the functional assignment will perform a size-up and request resources as needed from the IC or Division supervisor. The radio designation for the assignment will be consistent with its primary objective. (Ex: "Fire Control", "Ventilation", "Search and Rescue" etc.)

When an incident commander has more than one functional assignment designated to a Division, he/she will assign a "Division Commander". A Division will be a floor in a multi-story building or the roof or basements and sub-basements.

Examples: Exterior Operations

(Front of Incident - located by Command Post: Division A may or may not be located by the street address or the front of the building. If command is located in the rear of the structure, then this becomes Division A and the location is announced over the radio during size-up)



(Front of Incident – Command)

	Subject: INCIDENT COMMAND	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: MODULAR EXPANSION OF ICS	**Thomas E. Forward, Fire Chief**		**103.04**

Examples: Multi-Story Structure, Interior Operations

Roof Division

Division Five
Division Four
Division Three
Division Two (2nd floor)
Division One (1st floor)

Below Grade

Sub Division 1
Sub Division 2

Division Commanders will be accountable to develop action plans that accomplish the overall incident priorities established by Command.

An Incident Commander may also correct span of control problems with assignments to "Groups". Groups can be formed for short periods of time and assigned functional activities such as fire control or search and rescue. Groups have leaders who will report to the next level of supervision.
Example: Four ladder companies are formed into a Search and Rescue Group at a multi-story structure and ordered to report to Division 1. Once the Search and Rescue Group has completed their assignment, they can be reassigned to another function.

	Subject: INCIDENT COMMAND	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: PERSONNEL ACCOUNTABILITY	**Thomas E. Forward, Fire Chief**		**104.00**

PURPOSE

Provide a system of personnel accountability to account for all firefighters at any given time within a small geographical area within the hazard zone of an incident. Use of the system will provide enhanced personnel safety for the individual firefighter and provide the incident command organizational staff an improved means to track and account for all personnel working in the hazard zone.

The Hazard Zone will be defined as any area that requires an SCBA or in which a firefighter is at risk of becoming lost, trapped, or injured by the environment or structure. This would include, but may not be limited to, entering a structure reported to be on fire, operating in close proximity to the structure during exterior operations.

COMPLIANCE

This system shall comply with NFPA 1500, 6-3, 6-4, and 6-5.

I. SYSTEM COMPONENTS

Each member of the department will be issued (3) personnel accountability tags with individual's name and employee number on card and color code to designate rank as follows:

Rank	**Color**
All Chiefs	Purple
Captains	White
Lieutenants	Blue
Paramedics	Green
Driver-Engineer	Red
Firefighters	Yellow
Inspectors / Investigators	Orange
Civilians	Blank

Each piece of apparatus will be assigned a large split ring with the apparatus designated by color and printed tag as follows:

Equipment Type	**Card Color**
Engine	Blue
Rescue	White
Truck	Red
ARFF	Green
Specialized Apparatus	Orange (Brush, Vent, Haz-Mat, Chief)

It will be the Company Officers responsibility to ensure that all personnel assigned to his/her company place their personal PAR card on the apparatus I.D. Ring upon reporting for duty. The Driver-Engineer will retain his/her PAR tag until assigned to a crew or work group at an emergency scene.

The apparatus passport ring will be stored in the cab on the officer's side in a location easily visible upon opening the officer's side door.

All passport accountability equipment, rings and tags will be considered safety equipment and will be repaired or replaced as soon as possible on priority requests. Blank unmarked tags can be produced on scene for non-T.F.R. personnel.

It is each individual's responsibility to know the location of their passport rings or tags at all times during emergency and non-emergency situations.

Individuals will not be allowed to report for duty without their PAR tag and anyone doing so will be disciplined along with their supervisor who allows individual to ride on apparatus without a PAR card. THIS IS SAFETY EQUIPMENT!

II. INCIDENT SCENE ACCOUNTABILITY

Once the Incident Command System has been established, the Incident Commander will be responsible for the following procedures related to accountability.

A. Initial Fire Operations

First arriving agents or officers at an emergency incident that involves IDLH fire atmospheres will insure that a “two in, two out” system is in place before any member can begin interior or confined space operations. Note: Confined Space operations have their own procedures. Tampa Fire Rescue Companies that arrive at fire IDLH incident with less than five members will take other actions as necessary to begin fire control operations without entering the IDLH atmosphere. The only exception to this procedure will be **“imminent rescue situations”**. These are situations were the IC determines that human life **will be** saved by entry into the IDLH atmosphere without the presence of a fifth member on scene. Companies that arrive at an IDLH fire incident with less than five members may conduct support activities such as size-up, outside ventilation, and attack line placement, as long as no member enters the IDLH atmosphere.

B. Rapid Intervention Crew

See SOG 110

C. Level One Accountability

Level One Accountability begins at the start of each tour day with the placement of members PAR tags on their assigned apparatus. Level One Accountability is recommended for each single unit response as well as One Alarm (1) incident operations not involving confined space rescue or hazardous material releases. The IC remains responsible for the physical whereabouts of each company and member's incident scene location.

D. Level Two Accountability

Level Two Accountability begins at the discretion of the IC. When Level Two Accountability is initiated by Command, he/she will establish the IC function of "Accountability". The Accountability Officer or Officers (may be a single person up to a complete company) will insure all PAR tag rings are collected from on scene as well as staged apparatus. A list of on-scene personnel will be established from the PAR tags. Level Two Accountability is recommended for multi-alarm incidents, fire operations involving large area structures, after or in anticipation of emergency conditions that require a change from Offensive to Defensive Modes of operation, and any time an IC feels an operation is progressing faster than the on-scene resources can control it.

E. Level Three Accountability

Level Three Accountability will begin at the discretion of the Incident Commander. If Level Three Accountability is initiated, an IC function of "Accountability" will be established with an "Entry Control Officer" and his or her full company. Situations that an IC will initiate Level Three Accountability are; confined space and trench rescues, all hazardous material incidents were a Hot Zone has been identified and Haz-Mat has established an entry control system. Some Haz-Mat releases may call for Level Three Accountability if non-Haz-Mat companies are involved in the operations in Hot or Warm Zones. The Haz-Mat officer will advise Command of these types of situations.

In IDLH operations involving fires in large area and high-rise structures, as soon as practical, consider Level Three Accountability.

The difference between Level Two and Level Three Accountability is the strict control of entry into the IDLH atmosphere or Hot Zone. The Entry Control Officer will collect a PAR tag from each member entering the IDLH atmosphere of Hot Zone; record the entry

time as well as the member's name. The IC will establish the time limit for work in the Hot Zone or IDLH atmosphere. The Entry Control Officer will track all members time in the IDLH or Hot Zone area. Once the set time is reached, the Entry Control Officer will notify the members operating in the control area that they must come out. Once members are notified that they have reached their time limit, they must exit the area immediately. The Entry Control Officer will give the member back his/her tag once they have exited the controlled area.

The IC will provide and maintain the necessary back up and RIC before members can operate in Level Three Accountability situations. The Entry Control Officer will track all activities within the controlled areas and maintain written records of each member's time in the control area.

F. Personnel Accountability Report

A PAR will be required for the following situations:

- Any report of a missing or trapped firefighter.
- Any activation of the radio's 'Emergency' button.
- Any change from offensive to defensive attack.
- Any sudden hazardous event at the incident - flash over, back draft, collapse, etc.
- By all crews reporting "all clear", after primary and secondary searches.
- Company officers of crews responsible for search and rescue will ensure they have PAR for their crews at that time.
- At completion of assignments.
- At a report of fire under control

G. Rules of Implementation

Passport implementation should consider the following basic rules:

- Passports never enter the hazard zone.
- Must be maintained at the point of entry to the hazard zone.
- Must reflect only those personnel presently in the hazard zone.
- Crews must turn in their passport rings upon entering the hazard zone and must retrieve their passport rings upon exit from the hazard zone, rehab and resource staging.

	Subject: INCIDENT COMMAND	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: ACCOUNTABILITY AND SAFETY	**Thomas E. Forward, Fire Chief**		**105.00**

PURPOSE

The National Fire Protection Association has estimated up to 20% of fireground fatalities are related to firefighters that become lost or disoriented in a building. This Tactical Order will outline the Tampa Fire Rescue's safety and accountability Standard Operating Guidelines for operations at emergency incidents. This procedure also identifies individual, company and Command level activities for the search and rescue of a lost or trapped fire fighter(s).

DISCUSSION

The safety and accountability of the members of the Tampa Fire Rescue will be the basis for all emergency incident operations. The Occupational Safety and Health Administration Respiratory Regulation (29 CFR 1910.134) and The NFPA 1500 Standard for Occupational Safety and Health require a functioning accountability system for all emergency IDLH *(immediately dangerous to life and health)* operations. Tampa Fire Rescue recognizes that the implementation of such systems at emergency scenes is not an option. All TFR companies and officers will utilize the following SOG's each time there is a response to an emergency IDLH atmosphere incident.

All members of Tampa Fire Rescue are responsible for safety during emergency incident operations. All Supervisors (including acting supervisors) are accountable for the implementation and maintenance of the accountability system. Failure by an individual or officer to adhere to these procedures may result in disciplinary action up to and including termination.

PROCEDURE (Personal Accountability System)

All members of Tampa Fire Rescue are responsible for insuring safe working areas during both emergency and non-emergency situations. A member who observes an unsafe act or situation must report their observations to the next level of supervision. If a member determines that an unsafe act or situation exists, in their judgment, could be considered "**immediately life threatening"**, that member will use all reasonable means necessary to prevent the situation from becoming deadly.

Tampa Fire Rescue will use a "**Personal Accountability System"** for all emergency incident operations. The components of this system are personal identification tags (PAR Tags), issued to all members, an Incident Command system, and if established, an Entry Control Officer, PAR reports, and written record of incident scene actions.

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	Topic: ACCOUNTABILITY AND SAFETY	**Thomas E. Forward, Fire Chief**		**105.01**

Incident Command System

Tampa Fire Rescue's accountability system will begin with the establishment of a formal "Command" structure at an emergency incident. The IC will be responsible for the safety and accountability all personnel on scene. The IC may appoint a Safety Officer as conditions become more complex and the span of control is beyond accepted levels to insure personnel safety. Upon designation of a Safety Officer, Command will announce this designation on the operating channels (ex: Command to all units, C-3 is now Safety). The appointment of a Safety Officer does not relieve Command from on scene safety accountability. **The Safety Officer reports directly to Command and has the authority to stop all life threatening actions he/she observes**. All other safety violations will be reported to Command.

A. Entry Control Officer

If an IC establishes Level II or III Accountability, he/she must assign the IC function of "Accountability" and assign an Entry Control Officer. This officer or company will be accountable to track and control personnel entry into an IDLH fire atmosphere or Hazardous Material Hot Zone. An individual officer or a complete company can fill this function. The Entry Control Officer will maintain written records of all personnel assigned to the IDLH area on the appropriate clipboard. This officer will maintain visual or radio contact with Command throughout the incident.

B. Personnel Accountability Report (PAR)

If an IC needs to do a formal accounting of on scene personnel he/she may do so by initiating a **PAR report**. For situations that need a PAR report refer to SOG Section PERSONNEL ACCOUNTABILITY (F). Command will call for a PAR report following all emergency scene operations where Level II or III Accountability was established. It will be the discretion of the IC to initiate PAR under other situations, however it will be conducted with the second progress report on any incident, or as the IC feels necessary.

Once the IC calls for PAR, the following procedures will take place:

- All company officers will determine the location of their assigned personnel.
- All Division supervisors will determine the location and number of companies in his/her Division.

- The Entry Control Officer (if established) or Command will call each company on scene over the radio or inquire face to face, if the company has "PAR".

- A written record of the PAR report will be kept by Command.

C. First Line Supervision (Company Officer) Responsibilities, PAR Tags

Each first line supervisor or company officer will insure that each member has three accountability tags (PAR Tags). At the beginning of each tour of duty the Company Officer or supervisor will insure that one of the members PAR Tag's is secured to a ring carried on the member's assigned apparatus or response vehicle. Support personnel that respond to emergency incident will be issued PAR tags. These members will be responsible to insure the Incident Commander receives their PAR tag once the accountability system is initiated.

District Chief's Responsibilities, PAR Tags

Each District Chief will insure that Officers and members have intact and recognizable PAR Tags. District Chief's will periodically inspect his/her member's apparatus to insure that each member's PAR tag is carried on the apparatus during a tour of duty.

	Subject: INCIDENT COMMAND	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: LOST OR TRAPPED FIREFIGHTER BASIC SELF-SURVIVAL	**Thomas E. Forward, Fire Chief**		**106.00**

I. LOST OR TRAPPED FIREFIGHTERS

The rescue of trapped or lost firefighter in a burning building is especially time sensitive. There is a very narrow window of survivability for a firefighter that is out of S.C.B.A. air supply or trapped by approaching fire. Individual firefighters must not delay reporting if they become lost, trapped or in need of assistance. Company Officers must also not delay the reporting of lost firefighters or inability to complete accountability reports. Command and Company Officers must always assume that the missing firefighter is lost in the building until the firefighter can be accounted for. Command must also restructure the strategy and action plan to include a high priority rescue effort.

A. "MAY-DAY" RADIO MESSAGE

Lost or trapped firefighters need to report their status as being in trouble by activating the "'emergency"' button on the radio (if possible) and use the radio message **"May-Day, May Day, May Day"**. Any member may use **"May-Day"** to report a lost firefighter. **Any report of "May-Day" will receive priority radio traffic followed by the emergency traffic tone**. The term **"May-Day"** will be reserved ONLY to report lost or trapped firefighters. The term **"urgent message"** will be used to report other emergencies. The 'Emergency' button and/or the term **"May-Day, May Day, May Day"** typically will be used in the following situations:

- By the member who is lost, trapped, or injured.
- By the company officer, division officer, group or Division officer or other member who cannot account for an assigned firefighter who is operating in the hazard zone. The **"May-Day"** would generally occur following a PAR report that fails to locate/account for the suspected lost member.
- By a member who witnesses or has confirmed that a firefighter is lost or in trouble.

B. COMMAND RESPONSE TO FIREFIGHTER "MAY DAY"

The Incident Commander MUST ALWAYS assume that the missing firefighter is lost or trapped in the building until the firefighter is accounted for. Rapid, concise, decisions and actions must be taken to increase survivability. The following is a list of actions to be taken by Command for a reported missing or trapped firefighter. These are guidelines and do not necessarily need to be accomplished in the order listed. The first five (5) must be accomplished very rapidly.

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1. Emergency Button activation **and/or "MAY DAY" -** Immediately upon a report of a missing or trapped firefighter, Communications will advise Command that a **"MAY DAY"** has been called. Following the confirmation of a **May Day, Command** should announce to alert all operating units the operational change for a lost or trapped firefighter (example: "We have a 'May-Day' in Division 2").

2. CHANGE THE STRATEGY - **HIGH PRIORITY RESCUE EFFORT -** The Incident Commander must restructure the strategy to include a high priority firefighter rescue effort. A rapid, well thought out, rescue plan must be developed and the Command organization expanded. The plan and objectives must be communicated to other Command Staff and Company Officers for implementation.

3. IMMEDIATELY REQUEST ADDITIONAL ALARMS FOR CONFIRMED F/F RESCUE OPERATION - At least one additional alarm will be immediately dispatched and additional alarms may be requested based on circumstances and potential. Level two staging will be implemented.

4. FIREGROUND ACCOUNTABILITY - A Personnel Accountability Report (PAR) must be immediately requested from all companies operating on the fire ground. This is especially important in situations of structural collapse. Command cannot develop an effective rescue plan until accurate information is available on the number of missing firefighters, their identity, their last reported work area, and which companies are affected.

5. COMMIT THE RAPID INTERVENTION TEAM - Command will immediately send the rapid intervention team(s) (R.I.C.) to the most appropriate location to initiate search and rescue efforts (typically the last reported work area).

6. WITHDRAWAL OF COMPANIES FROM AFFECTED AREA - In some situations, such as collapse, crew members can get separated. The only practical method to obtain an accurate roll call for a PAR may be to withdraw crews to the exterior.

Withdrawal is a judgment call based on circumstances at the time, information available, and resources. It may not be practical or possible to

do. However, the absolute need for an accurate (PAR) and information on missing firefighters remains a critical priority.

7. DO NOT ABANDON FIRE FIGHTING POSITIONS TO PROVIDE REINFORCEMENT - Abandoning fire-fighting positions during the rescue effort should be avoided. Command and crews should take aggressive measures to protect trapped or missing firefighters from the effects of the fire. Efforts should be concentrated on reinforcing existing positions, keeping the fire out of the rescue area, and providing appropriate ventilation and lighting. In some situations it may be appropriate to write off some areas of the building in order to relocate companies and crews to better protect the rescue effort.

8. ASSIGN CHIEF OFFICER TO THE RESCUE GROUP / DIVISION - A chief officer will be assigned to direct the rescue group / division and rescue operations. Depending on the size of the rescue area and the complexity of operations, more than one chief officer may be needed to fill additional support positions or divisions/groups before entering the building.. The group / division officer will assign specific areas or grids of the building to each rescue team (company) to conduct searches .Search efforts must be closely coordinated between group / divisions and Command must be kept informed.

9. ASSIGN A SAFETY OFFICER - Rescue operations are high risk. The rescue operation may be taking place in post-collapse conditions or a flashover environment. Emotions may be high and firefighters will tend to want to freelance and take chances. A Safety Officer must be assigned to monitor activity and evaluate the safety of the operation. An available chief officer should assume this position as soon as possible. Other Safety Officer responsibilities will be to conduct an assessment of the hazards, thus, allowing time for the rescue group / division officer to concentrate on the critical rescue effort.

10. OPEN / UNLOCK ALL DOORS, IF APPROPRIATE - All doors in the immediate area should be unlocked or forced open, and at least the immediate interior area quickly searched. Where practical, the doors should be left open to provide an emergency escape route, unless doing so will have negative effects on the fire. In all cases, the <u>doors must remain unlocked</u>.

11. VENTILATE, MAINTAIN TENABILITY/LIGHTING - Reducing smoke conditions, through effective ventilation, improves the air quality for any victims, and will enhance search and rescue capabilities through increased visibility of the interior. Both vertical and positive pressure ventilation should be aggressively employed. Early lighting of the operation (both interior and exterior) needs to be included.

12. COORDINATE AND CONTROL THE SEARCH EFFORTS - The Incident Commander must ensure that a complete, coordinated and controlled search is conducted. Close coordination of all search efforts is a must in order to eliminate duplicate searches that waste time. All areas must be thoroughly searched.

13. R.I.C. - S.C.B.A. RESCUE KIT - Each rescue team should enter the building with at least one R.I.C.-S.C.B.A. Rescue Kit for each reported lost/trapped firefighter. Missing firefighters may have exhausted their S.C.B.A. air supply or may be trapped and cannot be quickly extricated. In each case the firefighter must be provided "clean" air to increase survivability.

14. WATCH FOR STRUCTURAL STABILITY OF THE BUILDING - All personnel must watch the structural stability of the building throughout the rescue effort. Where a structural collapse has occurred, or the fire or other event has compromised the structural integrity of the building, a structural specialist should evaluate the structure.

15. STRONG SUPERVISION REQUIRED - Strong supervision and control of activities will be required by all officers. Emotions will be very high. Firefighters in this situation will tend to want to free lance or take higher risk. Treatment personnel will need to be restricted to only those needed. Crowd control of our own non-essential personnel may be required.

16. ENSURE THAT RIC TEAM MONITORS ALL APPROPRIATE RADIO CHANNELS -. Should a lost firefighter declare an emergency on a channel other than the fire ground tactical channel, Command must be immediately directed to the lost firefighters channel for direct communications.

17. GENERAL CONSIDERATIONS - When searching for a lost member, rescue crews should consider the following:
    - Visible sighting of trapped firefighters such as arms or legs.
    - Knowledge of their last known location.
    - The sound of the PASS device's audible tones.
    - Shouts for help from the collapsed area.
    - Tapping noise, etc.
    - Sounds of portable radio broadcast in the collapsed area.
    - Breathing, moaning sounds.
    - The sound of the S.C.B.A. bell sounding.
    - Radio request for help from portable radios from within the collapsed area.
    - Tracing attack hose lines into the collapsed area.
    - Tracing of lines into the area.
    - Evidence of building structures or locations that were described by lost firefighters.
    - Flashlight beams.
    - Location of ladders, fans, lights, or other equipment being used by missing firefighters.
    - Open or unlock all doors.
    - Search the immediate area of doorway first.
    - Search hallways before interior rooms.
    - Search exterior walls (interior sides) before searching interior open spaces.
    - Search large interior spaces in a detailed grid pattern.
    - Ensure all areas are searched.
    - Take one R.I.T.-S.C.B.A. Rescue Kit for each lost firefighter in the search area.
    - Use lifelines when searching "off hoseline" to ensure safety of rescuers.

II. BASIC SELF-SURVIVAL RESPONSIBILITIES

The following are basic guidelines for firefighters to follow if they become lost or trapped in a building: The nature of fire fighting places the firefighter at risk of becoming lost or trapped. The toxic environment provides only a narrow window of survivability. Survival depends on a mix of predictable self-survival actions by the lost firefighter and the Incident Commander.

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	Topic: LOST OR TRAPPED FIREFIGHTER BASIC SELF-SURVIVAL	**Thomas E. Forward, Fire Chief**		**106.05**

A. Call for Help Immediately

Firefighters who find themselves lost or trapped must immediately activate the 'Emergency' button and use "May Day" to announce their situation while they continue to attempt to find their way out. Firefighters should not delay notification of distress. Notifications should occur as soon as the firefighter THINKS he or she is in trouble. Delay compromises the window of survivability. Lost firefighters should give command information as to who they are, how many firefighters, what group / Division they were operating in, where they THINK they are (as accurately as possible), description of building structures surrounding them, sounds of nearby activities, (i.e., ventilation saw noise), or any other information that might direct rescue crews (RIC) to their location.

B. "May-Day, May Day, May Day Radio Message

A lost or trapped firefighter reporting their status as being in trouble and needing rescue will use the radio message "May-Day, May Day, May Day". Any member may use "May-Day, May Day, May Day to report a lost firefighter. **Any report of "May-Day" or 'Emergency' button activation will receive priority radio traffic followed by confirmation from Communications to Command.** The term "May-Day, May Day, May Day will be reserved ONLY to report lost or trapped firefighters. The term "urgent message" will be used to report other emergencies.

C. Response to Emergency Traffic Call

To initiate priority radio traffic, Command will announce "Emergency Radio Traffic" over all channels in use at the scene.

D. **STAY ON 'RIC' CHANNEL**

E. Activate Pass Device

As soon as a firefighter recognizes he/she is lost or trapped, the PASS device must be manually activated to sound the audible tone. The device must remain on until rescued. If the device interferes with the lost firefighters communicating critical radio messages to Incident Commander or rescuers, the device may be turned off temporarily. Once messages are completed, the device must again be manually activated.

F. Crews Stay Together

Members that separate from each other make it difficult for rescuers to find all firefighters. Crew members that stay intact as a crew enhance their chances for ALL being rescued and allow easier, more efficient extrication.

G. Follow the Hose or Lifeline Out

Crew members should stay with the hose line (or lifeline) and follow it out whenever possible. All firefighters must remember that the female side of the couplings leads toward the pump (outside), male side of the couplings leads toward the nozzle (the fire). The hose line should always be treated as a safety line to the outside. Where lifeline ropes are in use, follow the lifeline to the exterior.

H. Searching for an Exit

A lost firefighter should always attempt to get out of the building by whatever means possible. Where doors, windows, or other egress is not available, firefighters should attempt to reach an exterior wall. Once at the wall he/she will be able to search for doorways, windows, and hallways, which generally lead to the outside. Rescuers will first search hallways, around walls, and around windows and doors, before sweeping large interior areas. For this reason, lost firefighters must try to avoid stopping in the middle of open spaces. Getting to hallways, doors, or windows will increase the chances of being rescued early. These actions also provide predictable activities that will aid rescuers.

I. Retreat To A Safe Refuge

Where the firefighter cannot find a way out, but there is a safe refuge (protective room or floor) away from the fire that the firefighter can retreat to, he/she should take advantage of this location. Command and the rescuers should then be advised of the location by whatever means possible.

J. Stay Calm And Conserve Air

A conscious effort must be made by the lost firefighter to control breathing. Unnecessary talking or physical activity must be ceased, unless absolutely needed. Firefighters must control and pace their physical exertion activities in order to extend their SCBA air supply.

K. Recovery Position

If a firefighter cannot get out, he/she should assume a recovery position on the floor on one side. This maximizes the audible effects of the PASS device. The firefighter should attempt to take this position at an exterior wall, doorway or hallway that maximizes quick discovery by rescue crews.

L. Flashlights/Tapping Noise

If assuming a position to await rescuers, firefighters should attempt to position their flashlight toward the ceiling. This will enhance the rescuer's ability to see the light and locate the downed firefighter. If able, firefighters should attempt tapping noises to assist rescuers in locating him/her (i.e., hitting a tool against a metal roll-up door).

M. Company officers

Company Officers who are unable to locate a crew or firefighters assigned to them, must immediately notify Command of the situation. If not immediately found via PAR, Command shall initiate 'May Day' procedures. When possible the Company Officer should include who is missing, last known location, and actions being taken. Fire fighting positions must not be abandoned during the rescue effort and free-lancing must be controlled by the Company Officers. Command will initiate a rescue effort.

	Subject: FIRE GROUND DUTIES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: COMPANY OPERATIONS	**Thomas E. Forward, Fire Chief**		**107.00**

I. SEPARATION AND ORGANIZATION OF FIRE GROUND DUTIES

Standard company operations assign basic fireground functions and activities to companies based upon the capability and characteristics of each type of unit. Standard company operations integrate the efforts of engine, truck, and rescue companies to achieve effective rescue, fire control, and loss control activities. Also, it helps reduce the amount and detail of orders required to get companies into action on the fireground.

A. Engine Company

1. Definition

   A Tampa Fire Rescue Engine Company will be a class "A" engine staffed with a group of trained firefighters to perform fire extinguishment and treatment of the injured as a primary fire ground function. An engine company may be used to perform other duties as required on the fire ground.

2. Functions

   Tampa Fire Rescue engine companies shall be responsible for performing the following primary functions on the fire ground:

   a. Remove victims and treat the injured
   b. Advance hose lines
   c. Operate nozzles
   d. Maintain an adequate fire flow
   e. Confine the fire and protect exposures
   f. Extinguish the fire
   g. Obtain a water supply

3. Special Operations

   On most fire ground operations there will be many more engine companies than truck or rescue companies. Therefore, engine companies should be prepared to support truck company functions or perform truck company duties, especially on multiple alarm response situations.

B. TRUCK COMPANY

1. Definition

A Tampa Fire Rescue truck company shall consist of hydraulic aerial apparatus equipped with standard complement of ground ladders and tools and staffed by a group of trained firefighters to perform search and rescue, ventilation, forcible entry, and various other necessary fire ground functions. Truck Company apparatus may or may not be equipped with fire pump and hose lines. **Truck companies shall not be used to perform engine company functions on the fire ground with the exception of extraordinary circumstances where no engine company is available**.

2. Functions

Tampa Fire Rescue truck companies shall be responsible for performing the following primary functions on the fire ground:

a. Search and rescue
b. Forcible entry
c. Ventilation
d. Laddering the building
e. Recon for fire extension
f. Overhaul & smoke removal
g. Salvage
h. Providing elevated master streams
i. Illuminating the fire ground

3. Special Operations

Because the basis of all truck company duties is forcible entry; truck companies shall operate as light to medium rescue companies for such incidents as vehicle extrication, industrial accidents, and the like. The Heavy Rescue Company will be used to support truck companies during these special operations.

C. RESCUE COMPANY

1. Definition

A Tampa Fire Rescue Rescue Company shall consist of an appropriate apparatus equipped with advanced life support equipment and support

equipment and staffed by a group of trained firefighters to function in any position necessary on the fire ground as ordered by the incident commander.

2. Function

Tampa Fire Rescue Rescue Companies shall be responsible for performing the following primary functions on the fire ground:

a. Search, rescue and treatment - Rescue companies should communicate commitment and location to Command and maintain a retrievable status for victim treatment. During Search operations, a Thermal Imaging Camera will be utilized if available.
b. Set up aid station for continuing paramedic treatment.
c. General Firefighting duties as assigned by Command
d. Utility control - on scene safety

II. ENGINE COMPANY OPERATIONS

The following functions will provide the framework for field operations for an engine company.

A. Staffing

All Tampa Fire Rescue engine companies shall be staffed with a minimum of an officer, a driver and one firefighter (Officer and driver positions may be Acting).

1. Positions

a. Officer – the officer of an engine company shall position themselves with the hose team in order to best evaluate the safety of the members and the effectiveness of the fire stream. When the officer must fulfill a position in the incident command structure, he/she will either keep the members of their company with them, or reassign them to the command of another officer, (move up an officer within the crew if available). It is acceptable for an initial arriving officer to establish command of the incident and accompany the crew on an interior attack or probe. Once the scope of the incident becomes greater than the interior command resources, command must be passed to another entity. The engine company officer shall be equipped with complete personal protective equipment (PPE), portable radio and portable light. A forcible entry tool is optional for the engine company officer.

b. (Driver/Pump Operator) – The primary function of this position is to operate the apparatus and pump when it is being used as a water supply or attack engine. However, in the event that the pump is not being used, the driver will position the apparatus out of the way of the fire operation and join the rest of the company with whatever mission they have been assigned. If later in the incident the apparatus is needed, orders will have to be given to the officer so that the driver can be reassigned to operate the apparatus. For pump operation, the driver shall be equipped with helmet, gloves and bunker coat. For hose team operations, the driver shall be equipped with PPE, a portable light, and shall take a position on the hose line or at the nozzle.

c. Firefighter (nozzle man) - The primary function of this position is to advance the ordered attack lines from the hose bed to the fire and operate the nozzle to extinguish the fire. The nozzle man shall search the immediate area covered for victims while advancing the line.

d. Firefighter (hydrant man / if applicable) - The firefighter assigned to this position will be responsible for connecting the supply line to the hydrant and turning the water on when the pump operator is ready. The hydrant man will also be responsible for dismounting the apparatus and securing the supply line to the attack engine in reverse lay situations. After completing these tasks, the hydrant man will report to the officer of the Engine Company and take up a position on the attack line. In doing so, the hydrant man shall follow the attack line from pump to nozzle and make sure the line is played out properly with no kinks. If the company does not secure a hydrant or water supply, the hydrant man will advance the line with the nozzle man and become the second member of the attack line. The hydrant man shall be equipped with a portable radio and the McGard hydrant wrench.

- The officer shall formally assign the above positions at the beginning of each tour of duty.

B. Water Supply & Apparatus Placement

The following shall be standard types of supply line hose lays utilized by the Tampa Fire Rescue:

1. Forward Lay

In this scenario, the first due Engine Company (recognizing the need for a supply line) will lay their supply line from the hydrant to the fire. : If forward lay is going to exceed 1,000', an Engine with a full house hook up

will be placed at the water supply. Additionally, an officer may choose to drop a dry line for the second Engine Company to hook up if urgency of manpower is needed on arrival.

2. Reverse Lay

In this scenario, the first due engine proceeds directly to the fire without making any type of hose lay. The second due engine proceeds to the first due engine's position. Then the second due engine will lay a supply line to a hydrant and connect via full house hook up. Whenever a reverse lay tactic is used, the second due engine (supply) shall connect and relay pump to the first due (attack) engine.

3. Placement

First due engine companies shall either stop short or pull past the fire building and leave the most accessible side for the Truck Company. Subsequent arriving engine companies, not using their apparatus, shall stage at any distance necessary to leave the fire ground uncongested and accessible for the Truck Company.

4. Flow Rates

Company Officers need to consider the anticipated flow rates of the attack crews when selecting a water supply. This becomes extremely important when supplying large caliber master streams on defensive operations. An officer may choose to select a hydrant on a larger water main, which will provide the needed GPM.

C. Hose line Selection and Placement

1. Nothing or Light Smoke Showing

When investigating these conditions, the nozzle man shall carry an appropriate portable fire extinguisher (for the class of fire reported) in case an incipient fire is found.

2. Smoke Showing or Working Fire

The minimum size of hose line selected for these conditions shall be a 1 ¾" attack line for residential property and a 2 ½ " for commercial occupancies. GPM flow should be considered as per NFPA requirements for initial attack lines: residential 150 gpm / commercial 250 gpm.

a. Whenever possible, the primary attack line shall be advanced through main entrance of the structure and worked from the unburned towards the burned section.
b. As soon as resources permit, a back – up line will be stretched to the primary attack line. The back – up line must be at least the same size or larger than the attack line.

D. Fire Stream Management

1. Offensive Mode of Attack

Choosing the proper nozzle application technique should be collaboration between the nozzle man and the officer. During the offensive mode, fire streams shall not be played into the structure from the exterior while interior operations are in progress.

2. Defensive Mode of Attack

During defensive fire situations, use of hand lines smaller than 2 ½" should be discouraged. If combination nozzles are used either on hand lines or fixed master stream devices, only the straight stream setting should be used. Smooth bore nozzles should be the nozzles of choice for defensive fire situations. If a master stream has been operated longer than ten minutes with no effect, immediate consideration should be given to shutting it down and relocating. Except for critical rescue circumstances, no interior attacks or probes should be made during defensive fire operations.

III. TRUCK COMPANY OPERATIONS

The following functions will provide the framework for field operations for a truck company.

A. Staffing and Positions

All Tampa Fire Rescue truck companies shall be staffed with a minimum of an officer, a driver and one firefighter (Officer and driver positions may be Acting). These three members shall use whatever tactics necessary to accomplish their primary missions of Entry, Ventilation, Search and Rescue.

1. Officer - The officer of a truck company shall position themselves in order to best evaluate the safety of the members and the effectiveness of the support needed

to accomplish the engine companies' initial attack. When the officer must fulfill a position in the incident command structure, he / she will either keep the members of his company with them, or reassign them to the command of another officer. The officer shall be equipped with PPE, a portable light, a portable radio and a forcible entry tool.

2. Firefighter (driver/truck operator) - Their duties will be to ladder the building (either with ground ladder or aerial), control utilities, open exterior windows for horizontal ventilation, and recon the exterior for extension or exposures and report findings to command. As soon as these duties are complete, the driver shall either assist the roof man with ventilation, operate the turntable of the Truck Company, or set up positive pressure ventilation fans for smoke removal. If the aerial device is used, then the driver shall remain at the turntable at all times. The driver shall be equipped with ppe and light and a forcible entry tool with capabilities to cut off gas valves and the like.

3. Firefighter (irons man) –The firefighter assigned to the inside shall be equipped with PPE, light and the flathead axe & halligan tool. The mission of entering the structure (providing access for the engine company), is to perform search and rescue on the fire floor, and opening the structure up from the inside to vent locally and horizontally. Once these primary duties are complete and the fire has been controlled, the inside team will perform overhaul by opening walls and concealed spaces for the engine company to wet down

4. Firefighter (roof man) - This member shall be responsible for assisting the driver in laddering the building, then ascend the ladder and take up a position on the roof to open it on orders from command. Therefore, the officer should assign the roof to an experienced member. The roof man shall be equipped with PPE, portable light and radio, and the required forcible entry tool for the specific roof construction.

B. Single Task Assignments

When the priority need at a fire incident is more than the inside or outside team can mitigate the entire company will reposition itself to a single task assignment. An example would be that the inside team is sufficient for most one family dwelling fires; however in the case of a fire in a hotel, the inside duties would be greater than one team could handle. Therefore, the entire company would have the single task assignment of search and rescue on the fire floor. Other companies would have to be assigned ventilation, etc.

C. Apparatus Placement

1. First due truck companies shall proceed to the fire and take a position at the front or the most accessible side of the structure, with primary consideration given to aerial or ground ladder access to the roof or upper floors.

2. Subsequent arriving truck companies shall stage at a sufficient distance from the incident so as not to impede access of other responding vehicles.

3. Truck companies shall not be used to stand by or obtain a water supply except where extraordinary circumstances exist and no engine company is available.

D. Defensive Truck Company Operations

During defensive fire situations, use of hand lines smaller than 2 ½" should be discouraged. If combination nozzles are used either on hand lines or fixed master stream devices, only the straight stream setting should be used. Smooth bore nozzles should be the nozzles of choice for defensive fire situations. Except for critical rescue circumstances, no interior attacks or probes should be made during defensive fire operations.

Elevated Master Streams – If a master stream has been operated longer than ten minutes with no effect, immediate consideration should be given to shutting it down and relocating.

IV. RESCUE COMPANY OPERATIONS

The following functions will provide the framework for field operations for a rescue company.

A. Staffing

1. Tampa Fire Rescue Rescue Companies shall be staffed with a minimum of one (1) Officer / Acting Officer and one (1) Paramedic/Firefighter.

B. **Initial Operations at Fire Incident**

1. Rescue Company's primary function is search and rescue as well as care for the injured.

2. Both Rescue Company crewmembers will join up with the Truck Company to complete a Primary and Secondary search of the structure for any victims and treat as needed.

3. Controlling of utilities

4. Once searches are complete, Rescue Companies can be utilized as Rehab Group.

	Subject: LINE- OF- DUTY DEATH	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: LINE- OF- DUTY DEATH	**Thomas E. Forward, Fire Chief**		**108.00**

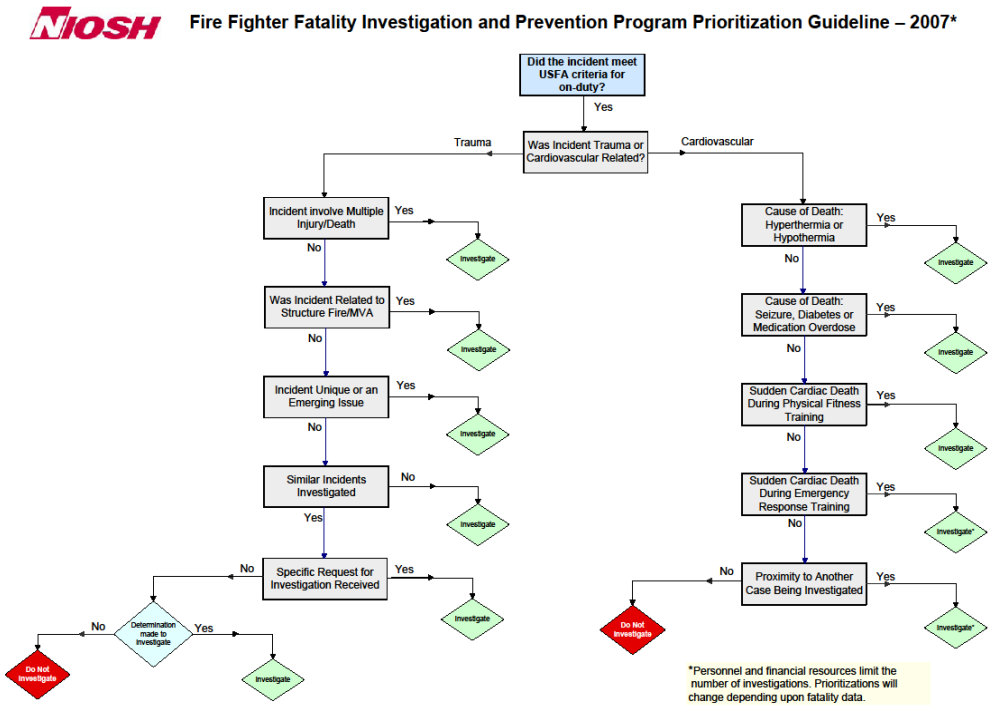
I. LINE-OF-DUTY DEATH & POTENTIALLY LIFE-THREATENING INJURIES

In order for a firefighter's surviving dependents to receive the Federal Public Safety Officer's Benefit, certain tests must be made before death, or at the time of death.

It shall be the responsibility of the Personnel Chief to obtain a blood sample and test for blood alcohol level (not merely the presence of alcohol in the blood). In cases involving a non-traumatic injury, such as a heart attack, it is also necessary to measure the level of carbon monoxide saturation in the blood (not merely to test for the presence of carbon monoxide in the blood).

It shall be the responsibility of the Incident Commander to impound and secure any equipment involved in a firefighter fatality incident (such as protective gear, S.C.B.A., fire apparatus), communications and other records (tapes, dispatch report, incident reports, casualty report). Failure to do so may make it difficult to determine the cause and/or contributing factors of the incident and may also result in liability suits against the fire officers, fire department and municipality.

The following algorithm should be utilized as a guide for all line of duty deaths:



II. FAMILY NOTIFICATION

In the event of a L.O.D. injury, it is the responsibility of the Incident Commander to notify Communications for further notification.

Notification is to be done by Personnel Chief, Honor Guard, etc. Per Honor Guard S. O. G.

	Subject: POST INCIDENT ANALYSIS	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: POST INCIDENT ANALYSIS	**Thomas E. Forward, Fire Chief**		**109.00**

I. Purpose

The post-incident analysis affords an opportunity to review the effectiveness of actions and procedures in their actual application to real incidents. This is extremely valuable in the continuing review and development process through which improved methods and systems are established. It allows a focus on lessons learned in each significant incident and a review of action taken.

II. Procedure

The Incident Commander should handle the analysis using the Chief of Operations for assistance in setting up if necessary.

The Incident Commander will be responsible for gathering the following information for each incident in addition to any particularly significant other information:

- Incident Commanders (First, Second, Third)
- Incident After Action Reports and Documed Fire Reports
- Pre-Plan. (Yes or No; If Yes, then Attach to Report)
- Problems encountered on arrival
- Problems anticipated
- Strategic posture (Offensive or Defensive)
- Rescue operations (Primary, Secondary)
- Incident Command Structure (Diagram)
- Fire Control Operations Officer
- Descriptive notes of action taken (Strategy and Tactics)
- Initial perimeter, Secondary perimeter
- List of responding units - Arrival Sequence - Radio Transcript
- List of Responding Command and Staff Personnel including assignments.

- Property conservation
- Lessons learned

The Incident Commander will consult with the Chief of Operations to determine if a post-incident analysis will be conducted and to coordinate the date, location and time for the analysis. All Division Heads who were present at the incident scene will be notified.

	Subject: Rapid Intervention Crew	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: Rapid Intervention Crew	**Thomas E. Forward, Fire Chief**		**110.00**

Purpose

This SOG will establish guidelines for Rapid Intervention Crew (RIC) operations at incidents.

RIC Guidelines

A. Definition of a Rapid Intervention Crew (RIC)

A Rapid Intervention Crew is the primary rescue crew for locating and rescuing downed and missing firefighters. This duty is assigned to the 3rd Engine on a Structure Fire Response. It may be delegated to the 4th Engine (on 'Working Fire Response') if the IC assigns the 3rd Engine to some other tactical objective.

1. The minimum number of members that will be assigned to RIC will be two (2).
2. If a two (2) member RIC is established, the IC will increase the staffing of RIC to four (4) members as soon as resources allow.
3. The Company Officer assigned to RIC will report to the Incident Commander with their entire crew (including the Driver/Engineer).
4. If the IC uses the RIC for any reason for interior operations, the RIC must be replaced.
5. The IC shall be familiar with the SOG's related to firefighter safety and accountability and firefighter rescue. (See SOG 105.00 – Accountability and Safety and SOG 106.00 – Lost or Trapped Firefighter)

B. Incidents Requiring a RIC

1. Any incident where Tampa Fire Rescue members are operating in an IDLH, or otherwise hazardous atmosphere requires the Incident Commander (IC) to establish a RIC.

2. These incidents include:
    a. Working fires
        i. Fires involving high-rise buildings and/or large-square footage buildings may require multiple RICs.
        ii. Multiple-alarm fires may require multiple RICs.
    b. Haz-Mat incidents involving entry by Tampa Fire Rescue members.
    c. Confined space incidents.
    d. Additional operations that may not occur in an IDLH atmosphere, but may require a RIC:
        i. Trench and excavation collapses.
        ii. Building collapse incidents.
        iii. Other USAR incidents/events.
        iv. Water rescue incidents.
    e. Other high-hazard/large-scale incidents may require a RIC or multiple RICs, as the IC determines.

C. RIC Responsibilities
1. The requirements and response of the RIC may change based upon the incident type.
2. The RIC Officer will monitor the "RIC" channel and the rest of the crew will monitor the TFR Ops Dispatch / EMS Channel and the assigned Command channels.
    a. Companies reassigned from RIC functions must remember to switch all radios back to the Operations channel.
3. The equipment each RIC will carry includes:
    a. PPE for each member.
    b. Thermal Imaging Camera (TIC).
    c. Hand-light for each member.
    d. A portable radio for each member.

e. RIC Pack / consider obtaining an additional RIC Pack for more than one downed firefighters.
f. 200' search rope –use if a RIC member is searching off a hoseline to ensure safety of rescuers.
g. Tools
    i. Haligan bar/flat-head axe and or sledge hammer.
    ii. pike pole
        iii. Additional hand tools: bolt cutters, adjustable pliers, snub-nose pliers, and side-cutting wire cutters.
h. Any other incident-specific tools/equipment that the Company Officer/RIC Leader deems necessary. (i.e. Stokes basket)

D. Search and Rescue Considerations

Before beginning a search and/or while searching for a missing/lost/trapped member, RICs/rescue crews should consider the following:

1. Pre-deployment Considerations
    a. Consider air management (time elapsed since crews entered).
    b. Consider firefighter fatigue.
    c. Monitor radio communications.
    d. Open or unlock exterior doors/windows – coordinate with the IC.
    e. Remove security bars, gates, or other locking devices.
    f. "Ladder" the building. This provides additional means of egress for companies operating on the roof and/or above the first floor.
    g. Ensure all utilities have been controlled.
    h. Note all building/incident hazards.
    i. The RIC may perform additional 'outside' fireground tasks as long as the RIC remains in contact with the IC or the Division/Group Supervisor.
    j. Develop a "Search" plan.

k. Develop a "Rescue" plan.

2. Search Plan Development
   a. Consider the entry point(s) interior crews are using.
   b. Consider the entry point of the crew/member in trouble.
   c. Consider the last known location of the crew/member in trouble.
   d. Consider the building's fuel load, the water supply, and hoselines operating.
   e. Assign tasks to RIC members (RIC pack, search rope, tools, etc.).
   f. Monitor the RICs air supply.
   g. Provide the IC with progress reports.
3. Recommended Search Actions
   a. Open/Unlock all doors.
   b. Begin searching in the area of the firefighter's last-known location.
   c. Follow hoselines.
   d. Follow/utilize search ropes ("lifelines").
   e. Search in the immediate area of the doorway first.
   f. Search hallways before interior rooms.
   g. Search along walls before searching interior open spaces.
   h. Search large interior spaces in a detailed grid pattern.
   i. Ensure all areas are searched.
4. Signs of a Missing/Lost/Trapped Firefighter
   a. Look for signs of a missing/trapped firefighter, such as arms or legs.
   b. Look for structures or locations that were described by the lost/trapped firefighter.
   c. Look for the location of ladders, fans, lights, or other equipment being used by the lost/trapped firefighters.
   d. Look for flashlight beams.
   e. Listen for audible tone of a PASS device.

f. Listen for shouts for "help."
g. Listen for sounds of radio traffic coming from the missing/lost/trapped member's portable radio.
h. Listen for requests for "help" broadcast from portable radios.
i. Listen for other noises (i.e. tool-tapping noises).
j. Listen for breathing or moaning sounds.

5. Actions After Locating a Missing, Lost, or Trapped Firefighter/Rescue Plan Development

Listed below are actions for RICs to follow once the missing/lost/trapped firefighter has been located:

a. Notify the IC that the firefighter has been found.
b. De-activate the PASS device.
c. Determine if additional resources will be needed.
d. Assess the firefighter and the environment.
e. If the firefighter is low on "air," attach the "RIC pack" and transfill air.
f. If the firefighter has problems with his/her mask or regulator, replace with the RIC pack mask/regulator.
g. Package the firefighter.
h. Monitor the RICs air supply.
i. Give the IC a progress report.
j. Prepare to remove the firefighter.
k. Remove the firefighter.

6. Additional Considerations

   Based on analysis of training evolutions, in many cases multiple rescue crews may be needed to locate and remove a lost, trapped or injured firefighter.

   a. The RIC should be deployed initially to locate the missing/lost/trapped firefighter and to provide assistance to the member.
   b. The RIC should report its position and interior conditions to the IC, so that the IC may deploy additional rescue resources to remove the member.
   c. If the search crew has located a firefighter, but is running out of air and must exit the structure, they must first attach a search rope to the firefighter.

	Subject: EMERGENCY OPERATING PLAN (OPCON)	REVISED 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: EMERGENCY OPERATING PLAN (OPCON)	**Thomas E. Forward, Fire Chief**		**200.00**

DEFINITION AND PERSONNEL ASSIGNMENTS

The purpose of this plan is to establish uniform policies and procedures for the effective coordination and control of Tampa Fire Rescue actions to be taken in the event of disaster situations. OPCON Levels pertain only to sworn uniformed personnel unless otherwise directed by the Fire Chief or his designee.

This is accomplished by direction of the Fire Chief in accordance with his authority under unusual circumstances and dictated by the following documents:

A. U.S. Public Law 920, as amended and 91-606, 91st U.S. Congress.

B. Florida Statutes, Chapter 252 as amended.

C. Part D. Florida Emergency Plan.

D. Hillsborough County Basic Emergency Operating Plan.

E. City of Tampa Emergency Operations Plan, (In development at this time).

Disasters or disaster situations are defined as:

A. Natural Disaster - See SOG Natural Disaster

B. Accidental Disaster - See SOG Accidental Disaster

As used herein, means any explosion, fire, transportation accident, hazardous material incident or structural collapse resulting in or threatening to cause major damage, hardship and suffering to the public.

C. Civil Unrest - See SOG Civil Unrest

PERSONNEL ASSIGNMENTS

Staff and Service personnel are listed below along with their duty assignments. They will be notified of OPCON status by Communications and will respond as directed by the Fire Chief. Personnel assignments will be the same for any type of OPCON situation.

PERSONNEL	ASSIGNMENT
Fire Chief	City EOC
Chief of Administration	Opcon Command
Chief of Operations	Opcon Command
Airport Chief	TIA EOC
Training Chief	ESF Support / City EOC
Personnel Chief	ESF Support / City EOC
Quality Management Officer	Planning / TFR Command
Fire Marshal	Logistics TFR Command
Assistant Fire Marshal	Finance / TFR Command
Special Operations Chief	Logistics / TFR Command
Reserve Division Chief 1	Planning / TFR Command
Communications Manager	TFR Comm Center
Communications Supervisor	TFR Comm Center
Reserve Platoon D/Cs	Opcon Command
Inspectors	As assigned by FPB SOG / Shelters
Investigators	As assigned by FPB SOG

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PERSONNEL	ASSIGNMENT
Communications Personnel	As assigned by Comm SOG
Training Staff	As assigned by Training Academy SOG
Inventory Supervisor	TFR Supply Bldg: Emergency Stores
Inventory Technician	As assigned by Supply Div. SOG
Automotive Repair Center Supervisor and Staff	TFR Maint. Shop: Emergency Repairs
Training Officer	Hillsborough County EOC
ARFF Training Officer	TIA EOC

Other civilian personnel not listed - to be recalled individually as necessary.

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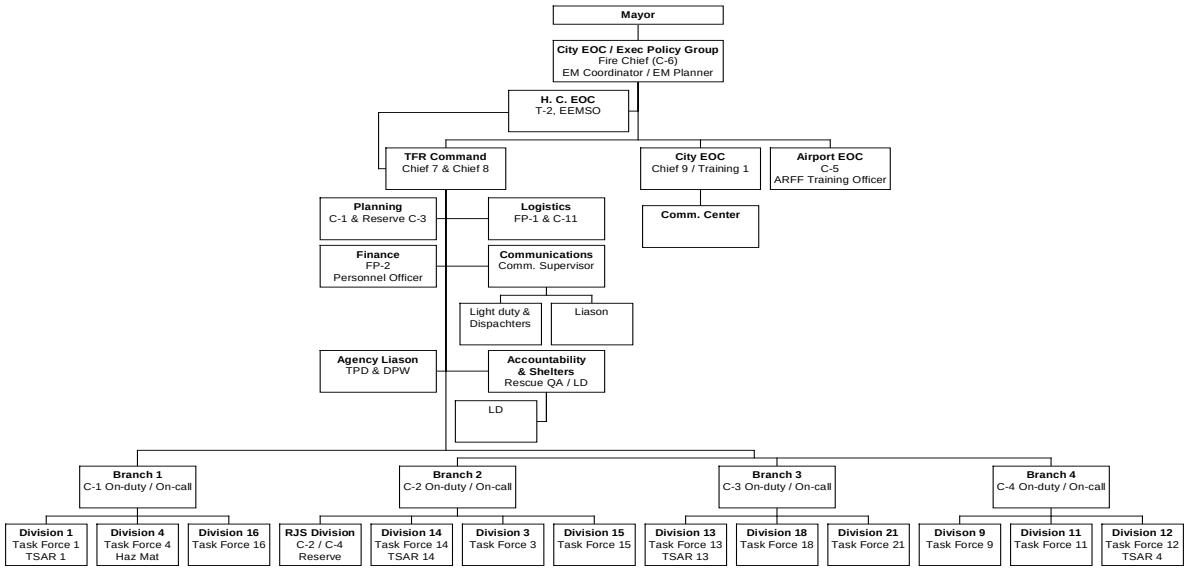
OPCON Command Organizational Chart



	Subject: EMERGENCY OPERATING PLAN (OPCON)	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: NATURAL DISASTER	**Thomas E. Forward, Fire Chief**		**201.00**

GENERAL

This plan is primarily written to cover preparation for operations during and after a hurricane strike in the Tampa Bay area resulting in or threatening to cause major damage, hardship, or suffering to the public. The plan is based on the assumption that there will be sufficient advance warning of the hurricane and that major evacuation of the public from low lying coastal areas will be accomplished prior to hurricane conditions. Portions of the plan, however, may be used in the event of major tornado strike in which a tornado touches down and maintains contact for a long duration of time or touches down repeatedly, creating widespread damage.

- Tampa Fire Rescue shall be responsible for providing suppression and rescue services as much as possible during emergency periods.
- The Fire Chief shall coordinate and conduct search and rescue activities.
- In coordination with the Police Chief, Tampa Fire Rescue will dispatch personnel and vehicles into areas required to evacuate, for the purpose of alerting citizens.
- The Fire Chief will execute any evacuation order issued by the Board of County Commissioners or the Mayor.
- Tampa Fire Rescue will provide for Paramedic or Emergency Medical Technician support in public shelters within the City on an as needed basis.
- The Fire Chief will establish command posts at the scene of major disasters for purpose of on scene direction of emergency activities.
- The Fire Chief will notify the Mayor of any severe weather or manmade disaster that occurs within, or threatens the City.
- The Fire Chief will initiate recovery activities in coordination with other City departments related to search and rescue, damage assessment and temporary housing for displaced citizens.
- The Fire Chief will determine sites for the burning of emergency debris.

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	Topic: NATURAL DISASTER	**Thomas E. Forward, Fire Chief**		**201.01**

OPERATING CONDITIONS

Tampa Fire Rescue has established five (5) operating conditions (OPCONS) *for all Sworn Personnel* which initiate the following actions. *A separate notification process will be established, as needed for all support services/non sworn personnel.*

- OPCON 5 — Normal every day operations
- OPCON 4 — Increased readiness action
- OPCON 3 — Stand by status
- OPCON 2 (Hurricane) — On Call platoon report to duty (Refer to SOG Emergency Operating Plan, Emergency Personnel Recall)
- OPCON 1 (Landfall) — Reserve platoon report to duty (Refer to SOG Emergency Operating Plan, Emergency Personnel Recall) (Refer to General Order 2004-10)

ON-CALL AND RESERVE PLATOON

The on-call platoon is the next platoon regularly scheduled to work.

The reserve platoon is the platoon that worked the previous day.

Example: If "A" platoon were on duty today, the on-call platoon would be "B" platoon. The reserve platoon would be "C" platoon.

Extended emergency operations may require modification of working hours to ensure adequate staffing by fresh personnel.

- "Exception" is Reserve Platoon called for overtime during civil unrest.

IMPLEMENTATION

When it appears possible that Tampa may be in the path of an approaching storm, OPCON 4 will be ordered and the following actions will be initiated.

OPCON 4

Executive Staff will meet at Headquarters for briefing and review of situation.

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	Topic: NATURAL DISASTER	**Thomas E. Forward, Fire Chief**		**201.02**

The platoon on duty will:

1. Review Hurricane packets in station with Hurricane folder.

   A. Hurricane Preparation Information (HPI)- 4 copies
   B. Division Information Plan - 4 copies
   C. OPCON 1 Information (TFR 338)- 1 per assigned station member
   D. OPCON 2 Information (TFR 339)- 1 per assigned station member
   E. OPCON 3 Information (TFR 340)- 1 per assigned station member
   F. OPCON 4 Information (TFR 341)- 4 copies
   G. TFR 330- 4 copies
   H. Hurricane Post-storm Actions (PSA/SNAPS)- 4 copies
   I. City of Tampa Division Map- 1 copy
   J. OPCON Dispatch Sheet (TFR342)- 4 copies
   K. Digital Photo pack of station exterior
   L. Logistical Assets Accountability Sheet- 2 copies
   M. Personnel Accountability Sheet- 1 copy
   N. TFR Opcon Equipment Usage- (amount as needed)

2. Drain, flush and fill all apparatus water tanks to provide for emergency drinking water.

3. Place all portable radios on charge.

4. Test all portable lantern batteries and assure spare batteries and bulb supply.

5. Test run and service all emergency generators (station and apparatus).

6. Check all fuel storage tanks at designated distribution centers and order fuel to top off if less than (3/4) full.
   - Stations that are subject to evacuation will not order additional fuel

7. Check propane tanks and order gas if necessary.
   - Stations that are subject to evacuation will not order additional fuel.

8. Check station supplies, first aid supplies and order if necessary

9. Top off all apparatus fuel tanks. Maintain a minimum of 3/4 full until return to OPCON 5

10. Based on the projected storm surge, the following stations must be prepared, in advance, to vacate on short notice. This means that 72 hours before anticipated landfall, preparations must begin to protect all City property. To

accomplish this, a vehicle, as available, will be delivered to each location. The on - duty Captain will be responsible for loading all unnecessary station equipment, furniture and supplies on the available vehicle. The vehicle will remain at the station in a locked, securable location. When the evacuation order is given, stations in the evacuating zones will immediately finish loading all remaining City (or personal) property in the station on the vehicle and notify TFR Command that the vehicle is ready for transport.

11. Notify all off duty personnel that OPCON 4 is, at that time, in effect and that OPCON 3 will begin at 0730 hours the following day. Advise them to prepare Their homes for storm conditions and make arrangements for the safety of their Families in the event of later call back to duty. Log all times on a TFR 330.
    - A list of all negative contacts will be forwarded to the Personnel Chief's office
    - A list of those individuals that live outside the 813 area code shall be prepared and forwarded to the appropriate District Chief. The District Chief and/or his/her designee shall contact the individuals using approved method.

OPCON 3

12. The following day at 0730 hours, upon completion of duty tour, OPCON 3 will be established. The platoon being relieved will take their bunker gear home with them. They will prepare their homes for storm conditions and make arrangements for the safety of their families in the event of call back to duty. They are to be on stand by status and are to make sure they can be reached by telephone if necessary. Should they be recalled to duty, they shall report to their duty station or other assembly point as directed. They will bring clothing and personal items, as described in #14.

	STATION	SEA LEVEL	RELOCATE TO
EVACUATION LEVEL "A"	17	6'	Station 3
	Patriot		with USCG
	FB17	6'	R.J. Stadium
	FB19	6'	R.J. Stadium
	19	6'	Station 15
	BR19	6'	Station 15
	Trng. Div.	12'	PEO
	Occ. Health	12'	PEO
EVACUATION LEVEL "B"	6	10'	Station 4
EVACUATION LEVEL "C"	15	13'	R.J. Stadium

	STATION	SEA LEVEL	RELOCATE TO
EVACUATION LEVEL "D"	8	21'	R.J. Stadium
	F8	21'	R.J. Stadium
	3 (17)	19'	R.J. Stadium
	14	18'	R.J. Stadium
	C2	18'	R.J. Stadium
EVACUATION LEVEL "E"	1	22'	Station 4
	Aux. Equip.		Stations 13, 18, 21

OPCON 2

13. Station Captains will be notified to contact on call (Hurricane) platoon and direct them to report to duty station or other assigned assembly point. Station Captains will log call times in station logbook and TFR 330. Personnel may be recalled in stages, i.e., firefighters initially, then driver-engineers, etc., as needed.

14. On call platoon will report as directed. They will log in and stand by for duty assignments. In addition, they will have in their possession, the following items:

a). Pack in one bag, with name marked on outside:

- 3 sets uniforms (Class C)
- Dry socks, tee shirts, underwear x 5
- Dry shoes x 2
- Bath towels x 2
- Bedding/ sleeping bag
- Toilet articles and other personal items for 3 day stay
- Rain gear (coat or poncho)
- Bunker gear and flashlight (with good batteries)
- Prescribed medications
- Mosquito repellent
- 3 day supply food (that would not require refrigeration or cooking)
- 3 gallons drinking water

15. When notified, each station will send an individual to Supply to secure the allotted amount of food for their personnel. (See 201.09 for meal Plan for extended Operations).
    - Due to extreme circumstances, food may not be available. All individuals need to insure compliance with item # 14.

16. Executive staff divided into two teams, 2 each working a 12- hour shift.

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OPCON 1

17. Station Captains will be notified to call in reserve platoons and direct them to report to duty station or other assigned assembly point. Station Captains will log call times on TFR 330.

18. Reserve Platoons will report as directed. They will log in and stand by for assignment.

19. After the emergency has passed and there is no further need to maintain the on call or reserve platoons, the order will be given to release them from duty. No personnel shall leave their duty assignment without authorization. Employee's immediate supervisor is responsible for proper completion of all overtime paperwork. All overtime paperwork will be completed prior to employee being relieved.

20. In the event of OPCON 1 or 2 call back, all authorized leaves will be canceled (i.e., R-day, annual, sick, etc.). Any person failing to return to duty may be subject to disciplinary action. Exemptions may be granted on a case by case basis when approved by TFR Command. The Station Captain should inform the person to contact TFR Command to receive exemption from duty, if the person is sick TFR Command will notify appropriate District Chief of TFR Command's decision.

21. It is the employee's responsibility to report for duty whether he/she has been contacted or not by the department. Telephone contact with any adult member of household shall be considered contact with employee. Communication problems, phones out of service, and power outages may prevent routine notification during a disaster. With this in mind, any employee who has not been contacted by the department within six hours of anticipated landfall is instructed to call OPCON Command at 274-7008 for orders. If you still are unable to complete the call after attempting for one hour (5 hours before anticipated landfall) you are to report for duty at the closest city fire station to your home.
    * Stay tuned to appropriate news outlets for news and notifications

NOTE: Recall District Chiefs, when returning to duty upon OPCON 2 or 1 conditions, will report to their normal duty station, notify TFR Command, and stand by for assignment.

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	Topic: NATURAL DISASTER	**Thomas E. Forward, Fire Chief**		**201.06**

EMERGENCY OPERATING PROCEDURES

In accordance with our mission, Tampa Fire Rescue will follow the general points described as follows, while responding to the changing need as determined by the EOC and TFR Command:

- Continue fire suppression and EMS activities where possible.
- Assist the Police Department in the evacuation of citizens to safety.
- Wind Speed Limits on Emergency Response:

  40+MPH SUSTAINED winds in a designated region of the city will be broadcast citywide so the affected and non-affected responders are aware of the deteriorating conditions. TFR units are authorized to **DECLINE** to respond when their particular area or region is affected by these conditions, subject to local discretion of the officer in charge. Officers must consider that tolerable conditions may degrade before they can return to safe shelter. It is suggested that the region be designated as a "district" so that the specific units will understand that their particular region is included or excluded from the broadcast.

  50+MPH SUSTAINED winds in a designated region of the city will be broadcast citywide so the affected and non-affected responders are aware of the deteriorating conditions. TFR units are **DIRECTED NOT TO RESPOND** when their particular area or region is affected by these conditions, It is suggested that these regions be designated as a "district" so that the specific units will understand that their particular region is included or excluded from the broadcast.

  Sustained wind speed is based on a 1-minute average.

  All decisions to decline or cease to respond must be communicated between the public and private fire and emergency medical providers to ensure consistent response coordination.

- Provide EMT or Paramedic support for pre- determined shelters.
- Conduct search and rescue activities.
- Assist to the degree possible with any other disaster needs as directed by proper authority.

DIVISIONS

The City of Tampa has been divided into twelve (12) Divisions for command and control purposes. Each zone will be identically equipped and staffed in the initial phases of the HURRICANE search and rescue operation. TFR Command will re-assign resources on an as needed basis.

When preparing for landfall, the Divisions will complete the following:

- Doors down
- Trucks facing center of bay (rear toward bay door)
- Secure any loose items inside or outside the station
- TFR 330 form

EQUIPMENT AND STAFFING

A Search and Rescue Team will consist of: (1) Fire Captain, (3) Driver / Fire Fighters, (2-3) personnel from assisting departments.

The proposed support personnel to be held in the staging area are: (1) TECO line truck with personnel, (1) Department of Public Works crew that will usually staff a front end loader and dump truck, (1) TPD unit, (1) rescue unit with three man crew, fire apparatus as determined by the zone requirements, military drivers and vehicles.

Logistical support will be provided as needed, determined by availability**.**

ZONE DATA:

ZONE	LOCATION	COMMANDER	TEAMS
Branch 1	**Station 1**	**Div Ch 1 (on-duty/on-call)**	
Division 1	Station 1	E1 Capt.	E1 (on-duty/ on-call) Tk1 R1
Division 4	Station 4	E4 Capt.	E4 (on-duty/ on-call) E25 R4
Division 16	Station 16	E16 Capt.	E10 (on-duty/ on-call) E16 R7
Branch 2	**Station 14**	**D/C 2 (on-duty/on-call)**	
Division 3	Station 3	E3 Capt.	E8 (on-duty/ on-call) E3 R3

Division 14	Station 14	E14 Capt.	E14 (on-duty/ on-call) Tk14 R8
Division 15	Station 15	E15 Capt.	E19 (on-duty/ on-call) E15 R15

Branch 3 **Station 13** **D/C 3 (on-duty/on-call)**

Division 13	Station 13	E13 Capt.	E13 (on-duty/ on-call) Tk13 R13
Division 18	Station 18	E18 Capt.	E20 (on-duty/ on-call) E18 R18
Division 21	Station 21	E21 Capt.	E21 (on-duty/ on-call) TK-21 E22 R20 R-21

Branch 4 **Station 12** **D/C 4 (on-duty/on-call)**

Division 9	Station 9	E9 Capt.	E9 (on-duty/ on-call) Tk9 R9
Division 11	Station 11	E11 Capt.	E11 (on-duty/ on-call) E7 R11
Division 12	Station 12	E12 Capt.	E12 (on-duty/ on-call) E5 R5

NOTE:

- Engine 25 and Engine 26 (reserve engine**s**) will be staffed by the on call platoon from TPA.
- The Reserve Platoon from Tampa International Airport will report to their duty station.
- E17 crews to staff boats.

- E6/H6 crews to handle hazmat as required from station 4.
- ½ T1 crew to staff USAR Support Trailer and functions.
- EEMS Vehicle staffed by the EEMS Officer
- Special Needs Shelters will be staffed by Reserve R18 and Reserve R13.
- ARFF 6 will report as determined by OPCON Command
- Tactical Medical Response Team (TMRT) members, with personal watercraft, R14 and R33 will report to Station 1 for TSAR assignments. (high profile vehicle response)
- K-9 unit members report to Station 1 for assignment.

PARAMEDICAL SUPPORT FOR PRIMARY SHELTERS IN CITY OF TAMPA

Tampa Fire Rescue will provide paramedical support for the following Special needs medical shelters within the city limits. Red Cross shelters in the City of Tampa will be staffed accordingly based on the current shelter list and requirement determined by EOC and OPCON Command.

SHELTER ASSN.	SCHOOL	ADDRESS	PARA.
Special Needs Personnel	Erwin Vo-tech	2100 E. Hillsborough	Resv. R18
Special Needs Personnel	USF Gym	4202 E Fowler Ave.	Resv. R13

MEAL PLAN FOR EXTENDED OPERATIONS

Tampa Fire Rescue intends to support OPCON Operations for the first 24-hour period with a predetermined meal plan included in the Supply Division SOP.

- It is understood that Division operations may have to be self sufficient for a period of time. Individuals will have to rely on personal food supplies

	Subject: EMERGENCY OPERATING PLAN (OPCON)	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: NATURAL DISASTER	**Thomas E. Forward, Fire Chief**		**201.10**

Hurricane Post-storm Actions

Immediately following the passing of the storm (sustained winds below 40 mph), each Division and Branch commander will complete the following:

- Snapshot Assessment (instructions below, form attached)
- Verify Capabilities of the following:

1. Apparatus (included in 'snapshot')
2. Telephones
3. Radios
4. Computers

Above status Area Commander will relay information to TFR Command.

DISASTER ASSESSMENT "SNAPSHOT" INSTRUCTIONS

1. During an incident, such as a hurricane, continuously monitor the status of personnel, equipment and the facility.

2. As soon as weather or conditions permit, view the neighborhood from outside the facility.

3. Based upon visual observation of the structures, which can be seen, complete the distruction assessment.
   a. Determine the approximate percentage of structures (25%, 50%, 75%, or 100%) that have been 25% destroyed and circle that number in the first column.
   b. Repeat step "a" for the next 3 columns, 50%, 75%, and 100%.
   c. Total the numbers circled and place that total on the line marked "Snapshot Score"
   d. The total percentage of structures must equal 100.

4. Estimate the number of feet of standing water in the area and enter this amount on the line marked "Flooding."

5. Fill in all lines marked "Personnel", "Response Units", "Facility", and "Access" following the instructions on the form.

6. Identify your reporting location on the appropriate line in the left-hand corner of this form.

7. Reporting:
   a. If radio communications are operational, report snapshot information during the post- Incident roll call. If radio communications are not operational, relay your report to your Area Commander.

b. If no radio communications are available, attempt to telephone the information to your Area Commander.
c. If none of these communication systems are operational send the information to your Area Commander via a messenger.

8. If report is made via voice communications, retain the Snapshot form for documentation. (See 201.11)

	Subject: EMERGENCY OPERATING PLAN (OPCON)	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: NATURAL DISASTER	**Thomas E. Forward, Fire Chief**		**201.12**

DISASTER ASSESSMENT "SNAPSHOT"

_____
LOCATION

		PERCENT OF DESTRUCTION			
	NO DISTRUCTION EQUALS 0	25 PERCENT	50 PERCENT	75 PERCENT	100 PERCENT
PERCENT OF STRUCTURES	25 PERCENT	1	2	4	6
	50 PERCENT	2	4	6	8
	75 PERCENT	4	6	8	10
	100 PERCENT	6	8	10	16

SNAPSHOT SCORE_____ FLOODING_____FEET

PERSONNEL (1 = No injuries, 2 = Minor Injuries, 3 = serious injuries, state specifics).

RESPONSE UNITS (1 = All in service, 2 = Serious damage, 3 = out of service, state specifics).

FACILITY (1 = Minimum damage, 2 = Serious damage, 3 = uninhabitable).

ACCESS (1 = Clear, 2 = Minimum blockage, 3 = Major blockage).

	Subject: EMERGENCY OPERATING PLAN (OPCON)	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: ACCIDENTAL DISASTER	**Thomas E. Forward, Fire Chief**		**202.00**

The purpose of this plan is to establish guidelines and considerations to effectively coordinate and control Fire Rescue action taken in the event of Accidental Disaster, (possible WMD), involving explosion, fires, transportation accidents, hazardous materials accidents, structural collapse resulting in hardship and suffering to the public. (In the event of implementation refer to OPCON procedures 201.00.)

STABILIZATION OF SCENE:

Fire Rescue personnel will prevent further loss of life and property through the use of standard rescue procedures, fire fighting techniques and command procedures.

When mass casualties are imminent the triage trailer, located at Tampa International Airport, will be pulled by ARFF 9 and the Mass Casualty Trailer located at Fire Station #3 may be requested to the emergency scene.

Incident Commander will evaluate manpower needs and on call platoon personnel will be called as needed.

	Subject: EMERGENCY OPERATING PLAN (OPCON)	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: CIVIL UNREST	**Thomas E. Forward, Fire Chief**		**203.00**

This plan of operation and assignment of Tampa Fire Rescue personnel and equipment is designed to cover all levels of Civil Unrest with in the city limits of the City of Tampa. This operational plan is functional within the guidelines and procedures of Tampa Police Department (TPD), Hillsborough County Sheriff Office (HCSO), Florida National Guard and U.S. Armed Forces and U.S. Federal Law Enforcement Agencies.

OBJECTIVES DURING CIVIL UNREST

Tampa Fire Rescue's objective during civil unrest is the protection of life and property, care and transportation of the sick and injured, rescue of trapped occupants and overall fire control within the city limits of Tampa, unless the magnitude of the civil disorder deems it unsafe for TFR personnel to enter the affected area. This is not a matter of tradition or preference of TFR, but a matter of law.

GENERAL

A. Tampa Fire Rescue will not use their personnel or equipment for crowd control or disbursement of people and will avoid physical contact with persons involved with the disorder.

B. TFR employees will not, while on duty, carry on their person, have on any TFR properties, or on fire apparatus, firearms or concealed weapons.
   - The only exceptions to this policy are authorized Fire Investigation and TMRT personnel.

C. It is emphasized to Command Officers, (Chief Officers), and Company Officers that on scene fire fighting be kept to the necessary minimum and that the protection of personnel and equipment is paramount. Only such overhaul that is operationally practical will be done. Salvage operations will not be conducted in civil unrest areas.

D. During fires, use master streams and/ or large caliber hose lines when practical, utilizing large volumes of water to knock down and extinguish the fire as quickly as possible. Retain capability of rapid pick-up of hose and equipment to respond to other alarms or to withdraw from area if conditions warrant same. All units will assist each other in preparing to leave the scene and individual companies will not be left alone in problem areas.

E. As civil unrest progresses or intensifies, the legal responsibilities may shift from the Tampa Police Department to the Sheriff's Department, the State of Florida or even Federal Agencies, but Tampa Fire Rescue personnel will always stay under the supervision and leadership of TFR officers. Tampa

	Subject: EMERGENCY OPERATING PLAN (OPCON)	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: CIVIL UNREST	**Thomas E. Forward, Fire Chief**		**203.01**

Fire Rescue Command Officers (Chiefs) and Company Officers at the scene will be responsible for the operations, safety and conduct of their personnel.

DEFINITION

Task Force: The normal first alarm response into an area of civil unrest will be one Chief Officer (Command Officer), three engine companies, one truck company, and one rescue unit. NOTE: Task Force strength may be modified and adjusted downward to the needs on the scene by the Chief in charge of operations.

OPERATING CONDITIONS

Tampa Fire Rescue has established five (5) operating conditions (OPCONS) and Condition X to identify the severity and level of operations before, during and after a civil disturbance.

- OPCON 5 Normal day to day operations
- OPCON 4 Increased readiness action - Multiple unit response
    1. Dual response, (as determined by the Chief of Operations)
    2. Task Force response, (as determined by the Chief of Operations)
- OPCON 3 Civil disorder operations - Tampa Police Department
- OPCON 2 Civil disorder operations - Hillsborough County Sheriffs Office
- OPCON 1 Civil disorder operations - Federal or Military Involvement

CONDITION X Uncontrolled situation, unsafe for Tampa Fire Rescue personnel to work in and respond to area

NOTE: Due to the possible rapid escalation of civil unrest and time element involved to set up Command posts and get military personnel on the scene, the Tampa Fire Rescue level of operations will be in advance of the outside agencies.

OPERATIONS DURING CIVIL UNREST

Upon notification that civil unrest may occur, Tampa Fire Rescue personnel and apparatus will not enter civil unrest areas unless notified by the Tampa Police Department that the area is secure and safe for Tampa Fire Rescue personnel to respond and work. Tampa Fire Rescue will immediately go to OPCON 4 and all affected stations and personnel will follow these guidelines.

- OPCON 4 All personnel will wear full protective clothing for riot conditions.

  All axes, tools, etc., will be placed in compartments and kept under cover. Hose bed covers will remain in place.

  Companies responding will locate apparatus so that they can effect a rapid exit.

  Sirens or red lights will not be used within the designated disturbance area.

  A minimum of two (2) units will be dispatched on all calls depending on the nature of the incident. (Dual Response)

  If units in disturbed area(s) are attacked or physically molested, apparatus and personnel will be withdrawn until area is secured.

  The Communications Supervisor will notify the Fire Chief and the situation will be evaluated. The Fire Chief, the Chief of Administration, and the Chief of Operations will be included in this conference call.

  All installations will be notified, firehouse doors will be kept closed and locked, and personnel assigned to stations in riot areas will remain indoors with a minimum of lighting after dark.
    - There is a possibility that some companies will be relocated

Upon notification that civil unrest exists, Tampa Fire Rescue personnel and apparatus will be assigned to a designated operational area and will respond together with police protection in the impact area.

- OPCON 3 All applicable items from OPCON 4 preparations continue in force except:

An Operations Group will be established at the assembly area for all fire force used in the impact area.

TFR Command will be established at Fire Headquarters.

A minimum of two (2) Task Forces will be dispatched to the Operations Area.

Air support will be activated under the radio designation Air 1.

TMRT Paramedics may be designated for use by the Tampa Police Department and if so, will not be considered part of the paramedic forces used in the Operations Area.

Executive Staff Notification may be partial or full as designated by the Fire Chief.

- OPCON 2 Legal authority now changes to the Hillsborough County. Sheriff. Appropriate Staff is moved to the EOC at the Hillsborough County Office of Emergency Preparedness.

  Tampa Fire Rescue may hire overtime daily from 1930 to 0730 hours from the reserve platoon. These personnel will be used to maintain the standard staffing levels of all Tampa Fire Rescue apparatus as determined by the TFR Commander, plus additional personnel, as needed, to staff reserve apparatus.

  All calls for fire assistance, in troubled areas, will be handled with Tampa Police Department or Hillsborough County Sheriff's Office escort.

  When possible, two (2) individuals will be assigned to operate each apparatus working in the disturbed area for protection of the operator.

- OPCON 1 The Florida State National Guard is now on the scene, the Mayor of Tampa and the Governor of Florida have declared Tampa an area of civil disturbance and unable to cope with the situation. All operation centers will remain in their present location.

  All fire stations operating in areas of civil unrest will have police and/or National Guard protection and will respond under this protection. Any overt physical action toward Tampa Fire Rescue personnel will be cause for the Tampa Fire Command Officer on the scene to order withdrawal of all Tampa Fire Rescue personnel until the situation is controlled and declared safe in which to operate. In addition federal law enforcement agencies and/or U.S. Armed Forces may be moved in to assist the National Guard with military and police actions. EOC, Tampa Fire Rescue Communications and TFR Command will continue to function in the same locations

- CONDITION X Will be in force when conditions are such that it is impossible for Tampa Fire Rescue personnel to safely operate in disturbed areas. This will be called for by the Fire Chief or designee and all responses to affected areas will cease until Condition X has been rescinded.

OPERATIONS FOR SUPPORT DIVISION

The Fire Prevention Division personnel will be used in secured areas for fire detection and fire prevention, and for fire investigation of suspicious fires when possible. They will work under law or military protection while in disturbed areas.

The Training Division will assist as assigned by TFR Command.

When the all clear is sounded and the civil disturbance is over, Tampa Fire Rescue will return to OPCON 5.

	Subject: EMERGENCY OPERATING PLAN (OPCON)	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: EVACUATION AREA	**Thomas E. Forward, Fire Chief**		**204.00**

In a variety of possible situations it may be necessary to evacuate an area of the city. This may include hazardous material emergencies, potential explosions, floods, major fires or similar situations. An evacuation of anything more than a single structure requires a coordinated effort between Fire and Police commanders at the scene to ensure that evacuation is rapid and complete without unnecessary duplication of effort. It requires a definite plan and a method of reporting progress.

IDENTIFICATION OF EVACUATION AREA

When evacuation of an area is indicated due to an imminent Physical Hazard (fire, explosion, toxic material, etc.) The limits of the evacuation area will normally be determined by the Fire Ground Commander on the scene in consultation with the Police Supervisor at the scene. The practical considerations of what resources are available and what degree of risk is involved will necessarily be factors in the determination of evacuation limits.

The Police Department will be responsible for securing the perimeter of the evacuation area, including traffic and pedestrian control.

Tampa Fire Rescue will be responsible for assessment of the degree of danger and the need for evacuation and for the physical safety of personnel operating within the evacuation zone.

ORGANIZATION OF EVACUATION

Once the desired area of evacuation and the perimeter have been established, a plan is necessary to actually effect the desired evacuation. This will be dependent on the resources available, (Fire, Police, other agencies) and the type of situation. Personnel from one or several agencies may be involved in actually alerting citizens and assisting them to evacuate.

1. Establish a Command Post for both Police and Fire. Utilize maps of the area to make assignments and report progress jointly to avoid duplication or omissions.

   If it is not feasible to have the Police and Fire Command Posts together, liaison will have to be established (see POLICE LIAISON SECTOR).

2. Assign units or companies to evacuate specific objectives (a building, a block, a street, etc.) and report completion.

3. Assign geographic Divisions to supervise operations

4. Advise personnel if evacuees are to be directed to particular Evacuation Centers.

5. Use P.A. Function on Electronic Sirens to alert citizens and door to door individual notification. Do Not hesitate to make noise and attract attention if situation is urgent.

6. Start with areas in most immediate danger first. Assign priorities following degree of risk.

PUBLIC INFORMATION

Any major evacuation will require and benefit from complete Public Information notification. A Public Information Officer must be assigned to communicate with radio and television stations as quickly as possible to explain exactly what the situation is and what people involved should do. Radio and television stations will make special announcements when requested by the Public Information Officer.

- A joint information center may be established

Communications must also be informed of the situation to answer calls, which can be expected from people wanting to verify information.

Communications should notify hospitals that may be effected by the situation.

EVACUATION CENTER

In most situations it is desirable to have a location where evacuees can be directed. This should be a school, church or public facility where evacuees can gather and find temporary shelter in a safe location. This center should be located and identified as quickly as possible.

- Obtain information from Emergency Operations Center as to where to send evacuees

When a long-term evacuation (more than 2-3 hours) is anticipated, contact Hillsborough County EOC to set up a temporary shelter.

EMERGENCY OPERATING CENTER (EOC)

The Mayor may order activation of the Emergency Operations Center in some situations involving large-scale evacuation. In this case the Command Post at the scene reports information to and may receive direction from the E.O.C. (Emergency Operations Center) via Communications.

	Subject: EMERGENCY OPERATING PLAN (OPCON)	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: EVACUATION AREA	**Thomas E. Forward, Fire Chief**		**204.02**

ADDITIONAL SITUATIONS

In addition to conventional evacuations, some situations may indicate different approaches.

1. Atmospheric Hazard: Some hazardous materials situations may pose a problem to persons exposed to outside air only. This may be caused by a wind carried irritant vapor, or escaping gas. In this case the best alternative could be to advise people to stay indoors with windows closed and air conditioners shut down. (shelter in place)

2. Advisory Notification: In some situations it may be necessary to notify citizens of a potential risk and suggest that they relocate for their own convenience.
   - Such a situation could occur when street flooding is expected, but no immediate threat to physical safety is indicated.

LARGE SCALE MASS EVACUATION (Hurricane, etc.)

In situations involving incidences such as hurricanes, which may necessitate a large-scale evacuation plan, the evacuation must be more deliberately planned and will be coordinated with the Office of Emergency Preparedness.

In such situations, communications / liaison will be established and maintained with the Emergency Operations Center (Hillsborough County E.O.C.)

DETERMINATION

Hurricane evacuation decision making at the local level entails: (1) interpreting the approaching hurricane's potential for necessitating local evacuation, (2) determining the appropriate extent of the evacuation, and (3) the timing of the evacuation order. These determinations will be coordinated with the Hillsborough County EOC.

IMPLEMENTATION

The Fire Chief, upon receiving orders from the Mayor, will activate plans for large scale evacuation procedures and implement policy as per TFR Natural Disaster Emergency Operating Plan (OPCON). (This is normally a function of law enforcement)

TAMPA PUBLIC SHELTERS

For a listing of public shelters in the county, refer to the "Hillsborough County EOC for a current list.

	Subject: EMERGENCY OPERATING PLAN (OPCON)	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: EMERGENCY PERSONNEL RECALL	**Thomas E. Forward, Fire Chief**		**205.00**

Emergency Recall is a system used to recall off duty personnel in case of Natural Disaster, Accidental Disaster, Civil Disaster, and Major Civil Disaster that out strip the on duty forces below that needed to meet out service delivery.

Correct addresses and correct telephone numbers of all personnel must be maintained up to date. In case of change, Duty Station will be notified and form TFR 345 will be completed and forwarded through proper channels to the Personnel Office.

CALL OFF DUTY PERSONNEL

When the situation dictates, it will be the responsibility of the Fire Chief or designee to initiate the recall procedure.

EMERGENCY RECALL

It will be the responsibility of the "on duty" Station Officer to contact or cause to be contacted the personnel on the on-call shift from their Station, ordering them to report to their respective Station immediately. The Officer will keep a record, on the form 330, of all personnel called, whether contact is made or not. The person making the call will record the time the call is made, and the Station Captain will record the time of the arrival at the station of the personnel recalled to duty.

- Personnel leaving the scene of an alarm after being properly relieved will report to the Command Post and be logged out prior to leaving.

	Subject: COMMUNICATIONS	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: COMMUNICATION PROCEDURES	**Thomas E. Forward, Fire Chief**		**300.00**

DISPATCH PHILOSOPHY

The Tampa Fire Rescue Dispatch philosophy continues to revolve around an adequate and early response of the closest units required to control a situation. All personnel involved in the dispatch and response process must base judgment on received information. The timely response and effective management of rescue and fire control situations represents the most immediate priority of our department.

Upon receipt of adequate information, Communications will dispatch the appropriate assignment. For medical alarms, this information will include but is not limited to the four commandments of the Medical Priority Dispatch System (MPDS) (chief complaint, age, conscious and breathing). Communications will continually upgrade the response as required until the situation is effectively stabilized.

RECEIPT OF CALL

The Communications Technician receives a call via 911, or from one of several other sources requesting assistance. The Communications Technician ascertains all available relevant information as quickly as possible to ensure the appropriate equipment will be dispatched.

DISPATCH RESEARCH

The Communications Technician enters the call information on the call entry screen. Then enters all available information into the comment field. Tampa Fire Rescue (TFR) utilizes AVL (Automatic Vehicle Locator) Dispatching for all response units (with minimal exception based on circumstances of the incident and /or geographic restriction). AVL dispatching is the primary method of dispatching alarms outside the exceptions noted. As implemented, the closest most appropriate vehicle type will be utilized for the response.

All personnel should realize there will be an operational impact.

1. AVL dispatch will not affect service delivery zones. For example it does not affect the responsibilities for pre-fire plans, as this is the respective units service delivery zone.
2. Box alarm assignments, first and second alarm territories only apply if for some reason TFR reverts to dispatching by box numbers, i.e. maintenance on the AVL system.

With AVL dispatching, the system will look for the most appropriate vehicle type for the incident. Communications is <u>not</u> dispatching by box numbers unless the CAD system is down or during weekly backups..

	Subject: COMMUNICATIONS	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: COMMUNICATION PROCEDURES	**Thomas E. Forward, Fire Chief**		**300.01**

DISPATCH OF ALARM

The Communications Technician activates dispatch over the computer. If the unit and/or units are "on the air", the Communications Technician will air the pertinent information as follows:

- "CONTROL TO (UNIT)"
- TONE ALERT
- COMPANIES DISPATCHED
- TYPE ALARM
- ADDRESS (repeated twice)
- CROSS STREETS
- ADDITIONAL INFORMATION available on request (business name, suite # and other information available on request.)
- BOX #
- DESIGNATED CHANNEL (Command Procedures)
- GET ACKNOWLEDGEMENT

TIME OF DISPATCH

The Communications Technician should provide all pertinent information of the call. If the station's 911 printer system is not working or the Computer Aided Dispatch (CAD) system is down, it is the responsibility of the Station Captain to ensure a wakeful watch is in place to monitor radio channels and telephones.

TYPES OF ALARMS

The dispatch of companies will normally involve the following standard types of alarms:

- BUILDING FIRE
- MEDICAL EMERGENCY
- AUTOMATIC ALARM-Fire/Medical
- TRASH, WOODS, DUMPSTER FIRES
- SERVICE RENDERED (public assistance)

- RED ALERT 1 – Standby
- RED ALERT 2 – Airfield
- RED ALERT 3 – Accident

- BLUE-PETER O. KNIGHT (Alert 3)
- YELLOW – OFF AIRPORT (Alert 3)
- YELLOW 3 W –OFF AIRPORT/ IN WATER
- GREATER ALARMS (2^{nd},3^{rd},4^{th}, or 5^{th})
- AUTO OR TRUCK/BUS FIRE

- GASOLINE OR LP GAS EMERGENCY
- SHIP FIRE
- BOMB THREAT
- HAZARDOUS MATERIALS INCIDENTS (A,B,C,D)
- HEAVY DUTY RESCUE INCIDENTS
- WATER RESCUE INCIDENTS (A,B, & C)
- TRANSFORMER FIRES
- TMRT (TACTICAL, WATER, ROUGH TERRAIN)

When dispatching to a RED ALERT, the call will only be aired if units are on the air. The only information that will be given by Communications will be to respond to 5020 Tampa Bay Blvd with an acknowledgement. All units assigned other than ARFF will switch to '8- Staging' Channel. The type of alarm will not be given. Units should refrain from asking other questions and should respond to the staging location given.

GREATER ALARM RESPONSE

Units responding on greater alarms will monitor the appropriate operational channel and report on scene via the "8-Staging" Channel.

EMERGENCY NOTIFICATION OF STAFF OFFICERS

The Communications Supervisor will do this as soon as time permits.

Guidelines for notification of Staff Officers:

1. Working fire in any occupancy presenting a high potential for loss of life or property. (Group 2 page)
2. Confirmed transportation accidents or fires. Air-rail-ship-truck. (Group 2 page)
3. Confirmed hazardous material emergencies. (Group 3 page)
4. Mass casualty incidents. (Group 2 page)
5. Death or possibility of death involved at fire scene. (Group 2 page + arson task force)
6. Civil disturbances. (Group 3 page)
7. Any accident involving Tampa Fire Rescue vehicles. (Group 4 page + C7 + C8)
8. Hurricane or severe weather conditions. (Group 3 page)
9. Large mutual aid situations (C6, C7, C8 , DV1).

10. Third alarm or greater incidents. (Group 2 page)
11. Dispatch supervisor discretion.
12. Any serious injury of firefighter. (Group 1 page)
13. Incidents involving a declaration of a May Day (Group 2 page)

2nd Alarm: Group 2 Page. 1 Staff officer, Safety Officer, Investigator, and PIO are required to respond. All other officers will exercise discretion regarding response.

3rd Alarm or greater: The Staff Officers will respond.

If in doubt about notifying Staff Chiefs, the Communications Supervisor will confirm with the I.C. or company officer.

Communications Manager: Any time assistance is needed

ARFF Training Officer and Airport Chief: Any alert situation that Communications knows about in the Tampa Tower coverage area.

Special Operations Chief: all hazardous materials responses, TMRT call outs, extrication, Heavy Duty Rescue (USAR).

City Property Environmental Specialist: Any suspected, unlawful Hazardous Materials release or storage violation, i.e. unsecured chemicals, unlawful disposal.

When paged, staff officers should call the Communications Supervisor to acknowledge receipt of page and advise if they are responding. Radio communications from responding Staff Officers should be limited to emergency traffic only.

HAZARDOUS MATERIALS INCIDENT NOTIFICATION

Upon confirmation of a chemical release or if a spill involves a waterway, the Communications Supervisor will notify Hillsborough County Emergency Dispatch Center (EDC). EDC is responsible for notifying the appropriate authorities depending on the size and scope of the incident.

MUTUAL AID HAZMAT TEAMS

1. Hillsborough County Fire Rescue
2. Pinellas County
3. Pasco County Fire Rescue
4. Polk County Fire

	Subject: COMMUNICATIONS	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: COMMUNICATION PROCEDURES	**Thomas E. Forward, Fire Chief**		**300.04**

MOVE UP ASSIGNMENTS

One of the primary responsibilities of the Communications Division is the move-up of units to provide maximum uniform coverage of the city at all times. The on duty Communications Supervisor has the full authority to move up companies on an as needed basis.

Companies to be moved from their respective quarters to another location, will be notified on the radio, computer, or telephone.

In all cases, companies involved in move-up assignments will retain their own company identities. (Engine 3, standing by at Station #1).

When the coverage of the city is reduced to low levels, (i.e. no rescue units available for 30 minutes or after dispatching a 3rd alarm assignment), the Communications Supervisor has full authorization to call for "move-up" assignments and/or call for mutual aid from other departments. The Chief of Operations and Division Chief will be advised of the situation. When remaining coverage falls below acceptable safety standards, the Communications Supervisor (at his/her discretion) will notify the Chief of Operations, the Chief of Administration, and the Fire Chief. If the coverage remains at a low level for an extended period, the Fire Chief will be notified by the Communications Supervisor to determine whether off duty sworn personnel should be called.

RESPONSE TIMES AND INCIDENT NUMBER

Upon completion of alarm assignment, each Company Officer will access and update computer information involving his/her unit's activities for that alarm. If the computer network is "down", information for fire and EMS reports can be entered "locally" on the station desk top computer. Once the network system is repaired the information can be sent to the server. Refer to the I NET or station computer manual for assistance.

RADIO ACKNOWLEDGMENT/AVL ACTIVATION

All companies responding to alarms, while on the air, will acknowledge the alarm by radio and state the location from which they are responding and activate the MDT by the en route function.

Example: "Acknowledge Engine 4, responding from 7th Avenue and 22nd Street".

If Communications does not receive acknowledgment after three (3) attempts, a cover company will be dispatched. The first unit will be placed out of service and as soon as time permits, the Company Officer will be paged and the District Chief will be notified.

Communications will ask for acknowledgments quickly on multi-unit assignments to avoid congesting the radio. Officers must be prepared to acknowledge on request within 30 seconds after dispatch.

Companies will be asked for acknowledgment and will respond as illustrated in the following paragraph to minimize airtime. When multiple units respond, whether from the station or on the air, each unit needs to acknowledge having received the dispatch.

EXAMPLE: COMMUNICATIONS TECHNICIAN COMPANY

"Control to Engine 1"	"Engine 1 at Nebraska and Zack"
"Control to Rescue 1"	"Rescue 1 at Tampa and Kennedy"
(Alert tone) "E1, R1, Auto accident at Florida and Palm (repeat address box 115, acknowledge Engine 1?"	"Acknowledge Engine 1 responding from Nebraska and Zack"
"Acknowledge Rescue 1?"	"Acknowledge Rescue 1 responding from Tampa and Kennedy"

- Units responding to a call but not asked for acknowledgment will acknowledge after other units are called.

WHILE RESPONDING

Units should place themselves responding via the Mobile Data Terminal (MDT).
All fire and rescue responses will be emergency unless otherwise indicated. On medical assistance / public assistance and/or trash / dumpster fire responses, it will be at the discretion of the Company Officer to determine whether to respond emergency or Non-Emergency. With AVL dispatching, the need for an emergency response and/or engine company assistance will be evaluated by Communications utilizing time and distance as a factor at the time of dispatch. Engines and truck companies can also use the same discretion when responding to trash or dumpster fires.

While responding on fire/Haz mat calls, Company Officers must make a mental evaluation of the structure, occupancy, responding companies, water supply, and any other known items that may affect the outcome of the operation. If the unit is responding from quarters, the officer should read the dispatch comments on the printout and place themselves responding via the MDT. If unit does not have a functional MDT, then they must respond on the appropriate channel. All available information is placed on the "tear and go" printout in the comments section. If there is more information than space, the Communications Technician will apprise the responding unit(s). Responding units should

monitor radio traffic to be fully informed of the situation based on reports of the first arriving units.

While responding, companies should communicate (1) out of normal position status, (2) arrival information, (3) vital information relating to the occupancy, (4) command coordination. This period offers a useful time for tactical communications among responding units and effective communications during this period can set the stage for effective action and improve the overall rescue and fire attack effort after arrival.

While responding, Company Officers have the responsibility to research any information available that applies to the response. Some items of importance would be:

1. The 911 Dispatch print out from the station.

2. MDT for general geographical layout, water supply, and best routing location, possible staging areas, response barriers, etc.

3. DOT Emergency Response Guide, if any known hazardous materials are involved.

4. Any pertinent information that should be transmitted to responding units.

5. Pre-fire plan information or specific tactical information

ADDITIONAL INFORMATION/SUBSEQUENT CALLS / ADDITIONAL UNITS

The Communications Technician will relay any pertinent information gained from additional calls or additional units to the responding units as soon as possible.

NORMAL TRAFFIC BETWEEN COMPANIES

Normal communications will be regulated by the following guidelines:

1. Sender will give unit ID and call the receiver by their ID. “Chief 1 to Engine 4”

2. Receiver will give their ID to indicate they are ready to receive. “Engine 4”

3. Sender will then extend message, order, etc.“Engine 4 stand by the hydrant”

4. Receiver will acknowledge receipt of message with understood. “Understood Engine 4, standing by the hydrant at Palm and 22nd Street.”

5. The Communications Technician will acknowledge all communications directed to them by a brief restatement of the message, with particular attention given to repeating the scene size-up and progress reports, requests for additional resources, and cancellation of units and clearing of the Channel.

ARRIVAL

Company Officers must maintain awareness of arrival of first units and follow proper staging procedure. The first arriving company will make an initial size-up (refer to SOG Incident Command section). Instructions should be given to other companies as needed.

Communications will record the following times for all companies: dispatch, enroute, on-scene, transporting, arrived at hospital and available times if the unit does not have AVL/MDT. Otherwise, it is the Company Officers responsibility.

SIZE-UP

An important step in the initial command phase is the size-up. The first arriving Officer or officers must gather all available facts in order to evaluate the situation. This includes observations, pre-plan information, information from Communications, persons at the scene, and reports from other units. This information is used to formulate the operational plan. It includes building information, life hazard analysis and associated facts with an appraisal of the situation's potential.

Tampa Fire Rescue radio reports will utilize the standard reporting procedures as described in SOG Incident Command Section (Section 100).Communications should repeat back size-up information and enter the information into the comments section of the CAD.

WORKING FIRE

A 'Working Fire' will be called by the first in Officer during the size up indicating that they have a confirmed structure fire or the alarm can be upgraded by Communications based on the information received. It will utilized for offensive attacks, defensive attacks, lines being laid, or anytime the Officer in charge feels that initial responding units will be committed to fire fighting duties. Once a 'Working Fire' is called, Division Chief 1 (if not already assigned if so then a second D/C), Vent 1, an additional Engine, and an additional Rescue will be dispatched. Communications will automatically dispatch TPD, TECO, and the on-duty investigator.

Upon the request by Command for a working fire, 2nd alarm or greater, Communications will announce the same on Channel1- Dispatch / EMS and the appropriate Command Channel with an alert tone. **ALERT TONE "Working fire now being dispatched for (state address & time)."**

ALL CLEAR (Priority #1)

This benchmark is given by personnel conducting the primary search, to the I.C. and is retransmitted by the I.C. to Communications indicating the primary search has been completed and activities are now focusing on the secondary search. It is possible to get "All Clear" from more than one Group, as in large-scale operations.

Communications should repeat back "All Clear" messages and enter the information in the comments section of the CAD.

UNDER CONTROL (Priority #2)

Forward progress of the fire has been stopped (the fire may be out), and we can handle the incident with personnel and equipment on the scene. This transmission is given by the attack teams, or in large incidents, by the operations Officer to the I.C. The I.C. shall transmit this benchmark to Communications.

Communications should repeat back the under control message and enter the information in the comments section of the CAD.

CLEARING OF CHANNEL

This is not a benchmark. This radio transmission, given only by the I.C., which indicates to Communications that the incident is under control, and that channel is released.

Communications should acknowledge the releasing of the channel and enter the information in the comments section of the CAD.

LOSS STOPPED

Property conservation is complete. It is given by Group Officers or by the Officer in charge of property conservation. The I.C. shall retransmit to Communications.

Communications should repeat back the fire loss stopped message and enter the information in the comments section of the CAD.

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PROGRESS REPORT

Communications will give a Command Time, once Command is established, every 15 minutes up to three (3) hours or until under control or advised by Command that command times/updates are not necessary due to hazard operations have ceased. The Incident Commander shall air a progress report indicating actions being taken and condition of fire. After three (3) hours the Command Time is given every hour.

Example of Command Time:

Tone alert, "Tampa Command has been established for 15 minutes, time now is ____"

COMMAND PROCEDURES

(See SOG Command Procedures section)

ADDITIONAL ASSISTANCE

It is the on-going responsibility of Communications, responding companies and Command, once established, to upgrade the response based on additional information, knowledge of the occupancy/area, viewed conditions, etc. When Communications changes the assignment, based on additional information, the responding companies shall be notified on the assigned channel.

For additional assistance or other special situations, Communications should use the following guidelines:

- Special Call - Command indicated the additional response of specific company or companies. (Example: Respond a Brush Truck) SPECIAL CALLS WILL NOT AFFECT THE ASSIGNMENT OF GREATER ALARMS.
- A Division/District Chief will be dispatched on all extrications where HR1 is dispatched or where multiple (3 or more) companies are operating at the same incident. An additional District Chief will be dispatched on all greater alarm requests.
- Greater Alarm - Quickest and most effective way to duplicate original alarm, provide for move-ups and automatic notification of support staff personnel.

Command should indicate the level of alarm desired. (Example: "Send me the next greater alarm")

NOTE: After all second alarm apparatus has been dispatched any two- (2) companies (engine or truck company) requested would constitute an additional alarm, with exception of F12 or F12H, which already receive an additional rescue car.

The I.C. may also request assistance from outside agencies on a special call basis.

DISPATCH OF MULTIPLE ALARMS

When a greater alarm is called by the I.C., Communications personnel will transmit an alert tone (fire) and announce same on Channel 1- Dispatch / EMS and the appropriate Command Channel. The I.C. should advise Communications of the staging location. This will be relayed to all greater alarm units.

Communications will relay multi-alarm response to the I.C. upon request only. Communications should anticipate this request and have information ready.

COMMAND TRANSFER

It is the responsibility of the I.C. to record company assignments and have pertinent information available for any ranking officer responding to whom command may be transferred.

The Division/District Chief's will respond to all structural and Hazmat alarms. It is also the Division/District Chief's right to assume command or leave it with first arriving officer.

Information exchanged in command transfer may be either face-to-face or via radio (on-scene officer). A clear statement must be made to indicate command has been transferred. The transfer of command is regulated by Command Procedures and the details of that procedure outlined in that directive. A clear statement must be made over the radio to indicate Command has been transferred. Communications will repeat this information and to whom Command was transferred.

RETURNING COMPANIES

Only the I.C. can place companies back in service. Returning companies back to service can be done face to face or by fireground radio contact. It should not be done through Communications unless the company is READY to be in service. The in service companies are responsible for relaying their serviceability to Communications on the Channel1- Dispatch / EMS Channel.

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CHANGE OF STATUS

If MDT is available, all status changes should be made using the MDT and not the radio. If MDT is not available, advise Communications of all status changes on 1- Dispatch / EMS Channel.

Units reporting out of service should indicate reason and if appropriate, how long they will be out of service. The Officer of the unit is responsible for notifying the Division/District Chief.

Units reporting "out of service" should relay the following pertinent information to the Communications Technician:

Company ID
Vehicle Number
Reason for being out of service
If the shop is needed or not needed
If TPD is needed due to vehicle blocking traffic.

Companies attending "In-Service" will contact Communications one (1) hour prior to starting class. The Company Officer will notify the Communications Supervisor that they are scheduled for in-service and asked to be placed out of service. If a unit receives an alarm prior to going out of service they will respond as originally dispatched, and advise Communications of their scheduled training. Communications will make every effort to dispatch another company that will not compromise response time or service. If no alternative company is available, the company scheduled for in-service will continue on the alarm as dispatched. Communications will notify the Training Chief and the appropriate Chief Officer of the circumstances. The appropriate Chief Officer will monitor the alarm and determine if another company should be sent to Training or notify Training of the delay.

The Communications Division will make the appropriate notifications for any company going out of service if not done by the Company Officer. Examples:

- Engine 5, out of service to Training Grounds
- Truck 13, out of service due to manpower
- Engine 10, truck #7510, out of service mechanical (State reason - lights, brakes, won't start, etc.) blocking traffic at 22nd St. and Lake Ave.

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ALTERNATE VEHICLE STATUS

Due to the heavy usage and maintenance of Fire Rescue apparatus, instances may occur when a unit will have to change into a reserve apparatus that is of a different primary usage than what they are normally assigned (e.g. sedan, brush truck, vent truck, etc.)

When changing vehicles, the Company Officer will notify Communications, (indicating the reason), and the Division/District Chief of the change and type of vehicle being used. The District Chief will relay the same information to Division Chief 1 and the station and location of the vehicle changed out of.

When a different type vehicle is used, the company will use the regular unit number as the radio designation, except they will add an "A", (i.e. Engine 1 will use Engine 1-A, Truck Company 14 will use Truck Company 14-A). The "A" will designate that the unit is in an alternate type vehicle.

It is the Officer's responsibility to notify Communications that they are in an alternate type vehicle as soon as possible.

Communications will dispatch another appropriate vehicle to assist the unit responding in an alternate type vehicle, (if applicable).

The Company Officer should advise the Communications Supervisor when changing into different vehicles. They should provide the vehicle number changed into and the vehicle number, status and location of the vehicle changed out of.

Example: E20 changed into 7571 out of 7581 available at Supply.

MUTUAL AID RESPONSE

For Mutual Aid calls involving structural fires, haz-mats, water rescues, or yellow alerts or when three or more units respond, the appropriate Chief Officer will be assigned to the alarm and respond. On any mutual aid calls, units responding will switch to the appropriate requesting agency channel/talk group and identify themselves as responding (i.e. Tampa Fire Rescue #20 responding on HCFR Tac#2). All subsequent transmissions regarding the incident (on scene, transporting, etc..) will be on that agencies identified channel/talk group. When canceled from the call, they will return to TFR Ops Fleet 1-Dispatch / EMS Channel when leaving the scene. Any 'Emergency' activation will be verified by TFR Communications with the appropriate mutual aid agency dispatch center.

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HEAVY TRAFFIC SITUATIONS

At times of extremely heavy radio traffic it becomes impossible for Communications to carry on all normal functions. It is necessary in such circumstances to restrict non-essential communications.

The Communications Supervisor will make the determination when it becomes necessary to restrict communications by stating over the air "All units standby," and when normal communications can be resumed by stating over the air "resume normal radio traffic."

When units are requested to "Standby," they need to standby and not try to go ahead with their transmission. Communications will "resume" as soon as possible. This does not apply to "Emergency Radio Traffic", "May Day", and "Urgent".

UNIT DESIGNATION

For radio communications, the following designations will be recognized as standard:

Chief 1.....	District 1
Chief 2.....	District 2
Chief 3.....	District 3
Chief 4.....	District 4
Chief 5.....	Airport Chief
Chief 6.....	Fire Chief
Chief 7.....	Chief of Administration
Chief 8.....	Chief of Operations
Chief 9.....	
Chief 10.....	Personnel Chief
Chief 11.....	Special Operations Chief
Chief 12……..	Rescue Division Officer
Training 1……..	Chief of Training
Training 2……	Training Officer
PIO 1……	Public Information Officer
Fire Prevention 1.....	Fire Marshall
Fire Prevention 2……	Assistant Fire Marshall
Communications 1.....	Communications Manager
Supply 1.....	Supply Manager
Supply 2.....	Supply delivery
Maint. 1.....	Chief Mechanic
PEO 1.....	Public Education Officer
Specifications 1.....	Specifications Officer
ARFF8 ……..	ARFF Training Officer
Rescue 2 ……	Medical Support Officer (MSO)

All other units as assigned by the Chief of Operations.

TRANSMISSIONS

Radio transmissions from Communications will be stated “Control to” “unit being called”. The unit should respond with their designation and state their location.

Radio transmissions initiated from apparatus will be stated “unit designation and state who they are calling”. For example: E-4 to control or E-4 to E-10.

Communications will acknowledge with the designation before the apparatus continues with their message. The only exception to this is an emergency where the safety of personnel is in jeopardy or when the unit is announcing its arrival at the scene of an emergency.

All portables will use the designation of the unit to which they are assigned followed by the designation of their working position.

Example:	E1 Officer	R1 Lieutenant	T1 Captain
	E1 D/E	R1 Paramedic	T1 Driver
	E1 F/FN		T1 Nozzle
	E1 Plug		T1 Plug

Each position will be referred to by riding position when calling for personnel.

Channel 1 Dispatch/EMS is utilized for normal traffic.

Channel 2North, 4Central, or 6South are for the primary Command channels. Channel 9 ARFF is the primary channel for airport emergencies.

When Command Procedures are in progress, there will be no radio communications on the designated Command channel unless such communications pertain to the emergency in progress. Channel 1 Dispatch/EMS will be utilized for all other communications.

Communications will assign additional channels as needed.

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	Topic: COMMUNICATION PROCEDURES	**Thomas E. Forward, Fire Chief**		**300.15**

CODE RED

Code Red is the standard communication signal for TFR indicating that the incident crew is faced with a life or death situation requiring immediate law enforcement intervention.

Any TFR personnel who feel they are being threatened or in danger of being physically harmed shall immediately request a Code Red or activate the portable radio 'Emergency' button.

The individual reporting the emergency should provide the following information to Communications if possible:

- Location of the emergency
- Unit ID
- Nature of emergency
- Advise other responding units
- Resources needed

Upon receipt of the Code Red, Communications shall:

- Acknowledge the request and notify all responding units and clear the Channel for emergency traffic only
- Immediately request law enforcement for the incident location
- Dispatch a Division/District Chief, and an Engine or Truck Company

When possible, the Officer on scene should relocate all personnel and apparatus to a safe location. Stage apparatus if scene status is unknown or until confirmed safe for entry by TPD or TFR.

	Subject: COMMUNICATIONS	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: COMMUNICATION PROCEDURES	**Thomas E. Forward, Fire Chief**		**300.16**

MAY DAY

May Day is the standard communication signal used throughout the Fire Protection Industry to indicate/announce that a firefighter or group of firefighters is in trouble. The term May Day will only be used to report firefighters in distress. These situations can include but are not limited to personnel that are: lost, trapped, injured, disoriented, or in any way may anticipate the need for rescue or intervention. Other situations may warrant the calling of "May Day" (see SOG 106.00).

Upon receipt of a "MAY DAY" Communications will sound a three-second alert tone on all channels and announce "All Units stand-by for May Day traffic". This announcement will be repeated once by Communications. The Communications Supervisor will assign an experienced Communications Technician to solely monitor the MAY DAY channel.

Channel 16 RIC is designated for May Days, Code Reds, and/or Emergency situations only. No other communications will be transmitted on Channel 16 RIC.

Information regarding actions to be taken by all personnel and companies can be found in SOG 106.

URGENT TRAFFIC/ EMERGENCY TRAFFIC

Units needing to relay critical or extremely important information will call "URGENT TRAFFIC". Upon receipt of this call, Communications will repeat the call "URGENT TRAFFIC" and request all units to stand-by. All other units on that Channel will yield the airway to the unit requesting the traffic.

This call is reserved for potentially "Life Threatening" situations that could result in danger to TFR personnel or any units responding to calls. Upon receipt of an "Emergency Traffic" call, Communications will announce "All Units stand-by for Emergency Traffic". The unit calling "Emergency Traffic" will relay the information as needed and end their transmission when able with 'End of Emergency Traffic". All units on the Channel will continue to monitor the Channel during the transmission but will maintain radio silence until the end of the traffic. Upon receipt of the "End of Emergency Traffic", Communications will announce "Channel 1, 2, etc. all clear of Emergency Traffic.

	Subject: COMMUNICATIONS	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: COMMUNICATION PROCEDURES	**Thomas E. Forward, Fire Chief**		**300.17**

EMERGENCY RETREAT

Interior firefighting operations should be abandoned when the extent of the fire prohibits or the structure becomes unsafe to operate within. When such conditions become untenable or emergency operations are deemed unsafe to continue, the Incident Commander will utilize standard communication and evacuation procedures to ensure a rapid and complete evacuation of personnel from a structure or hazardous area.

Upon a decision to evacuate the structure or hazardous area, Command will:

- Notify Communications of 'Emergency Traffic' for evacuation, ex: "Command to Control, Emergency Traffic –all personnel to evacuate building". Communications will transmit on the Command channel for a total of 3 times:
    1. The emergency tone
    2. "Emergency retreat: All personnel to evacuate _____ (location) and report a Personnel Accountability Report (PAR).
- All apparatus operators on scene will sound their air horns for five seconds

When Companies or team members become aware of the need to evacuate, the following will occur:

- All members must communicate the need to evacuate to each other and to other companies or teams nearby.
- Companies and team members should quickly move together out the same exit path unless safety dictates otherwise.
- Upon exit from the hazard area, Company Officers will immediately confirm visually the successful exit and safety of all their personnel.
- Company Officers and/or unit leaders are responsible for assuring that all of their members are accounted for and that the company remains together at all times.
- Company officers and/or Division leaders will report the status of their company (s) to Command.

- **PERSONNEL ACCOUNTABILTY REPORT (PAR):**

Personnel Accountability Reports (PAR) is used to ensure the safety of all personnel that all assigned are accounted for. PAR may be initiated by Command and /or Division leaders. Upon a request for PAR, the Company Officer or unit leader will:

- Visually confirm all assigned personnel are accounted for
- Report 'PAR' to Command or Division leader with the number assigned and the location currently at – ex:
  Command - "Command requesting PAR from all units: E10"
  Unit - "E10 has PAR with 3 on Side C"

Command – "Acknowledge, E-18"
Unit – "E18 has PAR with 4 on Side D"*Note- the number assigned should be known by Command at time of entry and should remain until changed by Command. For instance: when the initial Company makes an attack and the driver is left to operate at the pump, that company now has 3 – all PARs for that company will be 3 unless somebody is missing. If Command now assigns another firefighter to that Company Officer, the new number needs to be verified by both the officer and Command that the number now is 4.

TRANSMISSIONS INVOLVING ACCIDENTS TO APPARATUS

Transmissions pertaining to apparatus involved in accidents shall include the following information:

- Unit ID #
- Vehicle #
- Exact location of accident
- Extent of injuries
- Need of additional equipment

Communications will take appropriate action to send additional equipment as needed after obtaining the following information:

- Severity of damages
- Pertinent information required by City Claims:

1. Injuries: employees and civilians
2. Damage to all vehicles: City and civilian
3. City vehicle numbers

Rescue personnel should advise Command of injury to employees. Communication should be advised of transport location and to which unit the employee is assigned. Communication will advise OHN & appropriate staff. A chief officer will be dispatched.

SHORT-SPECIFIC

Before transmitting, know what you are going to say. Don't make it up as you go along! Choose precise terms to communicate the desired message as clearly and briefly as possible without wasting airtime.

CLEAR TONE/SELF CONTROL - EFFECTIVE RATE

Speak clearly at a practiced rate..... not too fast or too slow.

Control your emotions and excitement deliberately. If you do not consciously control your voice it will become garbled under stress.

WELL TIMED/SPACED

Prioritize your messages. Do not use up valuable airtime with unimportant messages and insignificant details. Let critical messages go first. Maintain an awareness of the overall situation and how you fit into it.

Do not interrupt conversations unless you have Emergency Traffic. Listen before transmitting and wait until a message has been completed.

Pause between consecutive messages. This will make it clear when one has been completed and another message started. It will give other units a chance to get on the air with important messages.

DISPATCH OF TFR UNITS FOR ANIMALS IN DISTRESS

Communications will not dispatch any TFR unit to animals in distress. The only approved exception to this policy is in the case of a service animal used as a facilitator for a person with physical challenges, i.e. Seeing Eye dogs or quadriplegic assistants (monkeys). Depending on the nature of the call, Communications will use the emergency numbers on hand for Hillsborough County Animal Control or for a 24 hour Veterinarian.

	Subject: E. M. S. PROCEDURES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: GENERAL INFORMATION	**Thomas E. Forward, Fire Chief**		**400.00**

It is the policy of Tampa Fire Rescue to provide the best possible Emergency Medical Services to all injured or ill patients encountered.

TFR units will respond in an efficient manner to all calls regardless of call level.

Response Levels will be as follows:

- A Response - Non-Emergency
- B Response - Engine / Truck company Emergency, BLS Non-Emergency
- C Response - Rescue Non-Emergency 1st Alarm- less than 8 minutes out
- D Response - Engine / Truck company Emergency, Rescue Emergency
- E Response - Engine / Truck company Emergency, Rescue Emergency
- A & C Level calls will be at the discretion of the officer to determine whether to respond emergency or non-emergency

Communication with the base hospital may be by fire department frequency, MED 7 frequency, or by cellular telephone. Apparatus mobile radios should be utilized in those situations by going through Dispatch. Refer to Radio Format in ALS Administrative Protocol book.

The officer in charge of the ALS unit will ensure that the paramedic assigned to the unit checks the inventory and supply levels of the Trauma and Pedi boxes assigned to the unit at the beginning of each shift and as frequently as necessary to keep supplies at an acceptable level.

All rescue supplies are to be ordered on an “as needed” basis, no more than the recommended allotment. If an increase in allotment is needed, send a DA52 to the Rescue Chief justifying same. Each ALS unit has a designated storage area for supplies. This is to be kept locked at all times. Shift responsible for rescue inventory supplies shall monitor expiration dates and quantity levels as identified on the Medical Supply Order Form.

For more detailed information regarding E. M. S. Procedures, refer to the ALS Protocol or the BLS Protocol books located on each TFR unit (refer to SOG Work Management Section).

	Subject: E. M. S. PROCEDURES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: POLICE INTERFACE DEATH ON SCENE	**Thomas E. Forward, Fire Chief**		**401.00**

DEATH ON SCENE

If TPD does not arrive on scene of a death on scene (DOS), within a reasonable time period (20 minutes), the TFR officer in charge of the unit should exercise reasonable precautions, and go back in service and advise Communications of the situation. Then they may depart the scene.

The Company Officer should inform communications of the confirmed DOS.

Exception to this would be if, in the officer's judgment, they should remain on scene:

1. Obvious crime scene
2. Distraught family members on scene
3. Deceased person located in public area (park, boat ramp etc.)
4. Unsure of time elapsed (In this case you should be doing resuscitative procedures and transporting to hospital).

An Electronic Patient Care Report must be completed for the incident prior to the end of shift.

	Subject: E. M. S. PROCEDURES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: INCIDENT MANAGEMENT	**Thomas E. Forward, Fire Chief**		**402.00**

The objective of all EMS operations shall be to provide appropriate assistance to the individual patients within the capabilities of the personnel and resources available. Patient assessment and treatment Guidelines are intended to provide standard levels of patient care. Personnel are responsible for the treatment of individual patients as assigned by the Incident Commander (I.C. also command). When Guidelines appear to conflict with patient care, personnel are expected to exercise medical judgment and take action in the interest of the patient. Personnel will document deviation from protocol including the reason for deviation.

The Officer in Command of an EMS incident is responsible for management of the scene and all related operations. Paramedics are responsible for advanced life support for individual patients. All fire department personnel engaged at the scene of an incident are under the control of the Incident Commander.

All Tampa Fire Rescue Standard Operating Guidelines are in effect for EMS incidents to the extent applicable to the situation unless modified or superseded specifically by an EMS procedure. Command will be established at all incidents requiring the resources of more than two (2) companies.

	Subject: E. M. S. PROCEDURES	REVISED: 09/01/12	ISSUED: 1/7/2011	*Standard Operating Guidelines*
	Topic: INCIDENT REPORT DOCUMENTATION	**Thomas E. Forward, Fire Chief**		**403.00**

Incident Report Documentation

Comprehensive documentation paints the pre-hospital picture by a detailed assessment, accounting for all the treatment and reflecting the outcome of treatment. Documentation is considered to be the foremost level of professional accountability.

Florida Administrative Code 64J-1.014 requires that a complete and accurate medical incident report be completed within 24 hours for each person evaluated, treated, and/or transported. It is the policy of Tampa Fire Rescue that a complete and accurate electronic medical incident report be completed on all types of calls, "M" (medical) and "F" (fire) that result in any person with a medical complaint being assessed, treated, transferred, refusing service and/or transported by Tampa Fire Rescue personnel. In addition, medical alarms that do not result in patient contact must also be accurately documented. This is inclusive off ALL alarms dispatched including the following: "no incident found on arrival" and "dispatched and cancelled enroute".

All medical calls require that an Electronic Patient Care Report (EPCR) be completed using the medical side of the Documed reporting system. The other unit(s) on the alarm not completing the EPCR must complete a report using the fire side of the Documed reporting system and indicate the appropriate **Incident Type Code** and **Action Taken Code(s)** for the alarm. Up to three **Action Taken Codes** can be entered into each report. Example: an Engine Company on scene assisting a Rescue Unit with a chest pain patient would choose **Incident Type Code:** 321 EMS call – then choose the appropriate **Action Taken Code(s)** indicating the company's actions on scene.

Incident Type Code: 000 Supplemental – is not to be used for medical calls.
Incident Type Code: 000 Supplemental should be used however for a multi-company response to "F" (fire) incidents such as structure fires, hazardous materials incidents, etc. This would typically be an incident where command has been established. Each unit will complete a supplement to the main fire report typically created by the first in Engine or Truck Company officer. Additionally, individuals completing a supplemental report must click on the responder tab on top of the page - indicate their apparatus, then choose the **Action Taken Code(s)** indicating the company's actions on scene.

All **Incident Type Codes** and **Action Taken Codes** are listed in the NFIRS 5.0 Quick Reference Guide accessible in the INET.

To comply with Florida Statute 401.30(3) and Florida Administrative Code 64J-1.014, it is the policy of Tampa Fire Rescue that all medically generated documentation will be completed prior to the end of the assigned shift. In addition it is the policy of Tampa Fire Rescue that a NFIRS Fire Report completed for any "F" (fire) incident will also be completed by the end of the company officer's respective shift or by 0730 hours.

	Subject: E. M. S. PROCEDURES	REVISED: 09/01/12	ISSUED: 1/7/2011	*Standard Operating Guidelines*
	Topic: INCIDENT REPORT DOCUMENTATION	**Thomas E. Forward, Fire Chief**		**403.01**

Upon transfer of care at the receiving facility, an abbreviated run report or a completed EPCR will be provided to the facility.

In the event the electronic medical reporting system is down, the responsible individual can still generate an Electronic Patient Care Report on a local computer. This allows Tampa Fire Rescue to retrieve the report at a later date, even if the system is still down.

In the event an ALS engine arrives on scene first, is confronted with a major medical or major trauma patient, and the paramedic(s) of record initiate ALS treatment (i.e. medication administration, defibrillation/cardioversion, or any invasive airway procedure), it will be the responsibility of the paramedic initiating care to continue care to the hospital and complete the patient care report. This will help ensure superior continuity of care, transfer of patient information at the hospital, and patient incident documentation.

	Subject: E. M. S. PROCEDURES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: EQUIPMENT LEFT WITH OTHER FACILITIES AND PROVIDERS	**Thomas E. Forward, Fire Chief**		**404.00**

The following procedures will be used when leaving equipment at the hospital:

Tampa Fire Rescue equipment will not be left at the hospital unless requested by a physician or nurse attending the patient or necessary for patient care transition.

If the equipment is not ready by the time the Tampa Fire Rescue Unit has completed the alarm, the unit may leave the hospital. The officer or acting officer is ultimately responsible for the equipment. All efforts should be made to retrieve the equipment or have another company retrieve the equipment before shift change. If the equipment can not be retrieved, it should be logged in the company logbook.

Tampa Fire Rescue personnel will not take any equipment from the hospitals that is not designated “Tampa Fire Rescue”. This will include other pre-hospital EMS providers.

If the equipment has not been recovered within 72 hours, the appropriate paperwork will be forwarded to the Assistant Chief of Administration. Every effort should be made to find equipment to include but not limited to physically checking various hospital units and other TFR units.

	Subject: E. M. S. PROCEDURES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: HOSPITAL TRANSPORTATION	**Thomas E. Forward, Fire Chief**		**405.00**

All patients shall be transported to the hospital of their choice when:

1. It is within the geographical boundaries of Hillsborough County, and:

2. Such hospital has the special capabilities or equipment to handle the patient's illness or injury, as determined by the radio physician.

3. Unless circumstances dictate a more appropriate choice (i.e. intoxication or chronic system abuser).

No out of county transportation will be undertaken, except to a hospital in an adjacent county if it is the patient's choice and it is the nearest facility having the specific capabilities or equipment to handle the patient's illness or injury (i.e., west end of Gandy Bridge, Howard Franklin Bridge or Courtney Campbell Causeway).

The only exceptions to the above are:

1. The patient has been placed under protective custody by a police officer;

2. The patient is not of legal age, and the parents or legal guardian request a different hospital;

3. The radio physician orders transportation to a hospital other than the one chosen by the patient or relative,

4. Trauma patients to appropriate trauma center.

5. Mass casualty distribution requirements.

No patients, with the above exceptions, can or will be transported against their will. If the Lieutenant feels that the patient is a danger to himself or others, a police officer may be summoned and the Lieutenant may request that the patient be placed in protective custody. Upon the refusal of the police officer to place the patient in such custody, the Lieutenant has no choice but to leave the scene after having secured a liability release form signed by the patient or a witness.

If the situation at the scene is possibly volatile, the patient is to be loaded and the receiving hospital contacted once the vehicle is in motion. If treatment is indicated, the vehicle may be stopped and treatment administered once the scene has been cleared.

NOTE: An unconscious patient will be transported to the nearest facility capable of handling his/her condition, unless there are family members on the scene who specify otherwise, subject to the receiving hospital's decision.

	Subject: E. M. S. PROCEDURES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: HOSPITAL TRANSPORTATION	**Thomas E. Forward, Fire Chief**		**405.01**

During major medical emergencies or other multiple patient incidents, final determination on hospital allocation by a physician may be impossible. Under these circumstances, the Transportation Officer, in close consultation with the Treatment Officer and/or Paramedics, will make the hospital determination.

The State of Florida Department of Health and Rehabilitative Services does not allow the transport of pre-hospital Advanced Life Support patients in Basic Life Support permitted vehicles. This is described in Florida Statutes 401 and Florida Administrative Code 64J-1. It is the policy of Tampa Fire Rescue not to routinely transport/accompany ALS patients in BLS units, but in extenuating circumstances, it may be necessary.

NOTE: It should be re-emphasized that transporting ALS patients in BLS units should only take place in extreme, life threatening circumstances. In the event of such an occurrence, it should be fully documented in the Electronic Patient Care Report.

The following are examples of some circumstances that may preclude our units from transporting the patient:

1. Rescue unit is utilizing a vehicle without transport capabilities to respond.

2. An ALS Engine is on scene with just a BLS unit.

3. Patient loaded in a BLS unit suddenly deteriorates, then needs ALS treatment and it would be detrimental to the patient to relocate them to an ALS transport unit.

   Patient care should be the primary consideration, while operating within the guidelines of the State of Florida.

	Subject: E. M. S. PROCEDURES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: HELICOPTER MED-EVAC TRANSPORT	**Thomas E. Forward, Fire Chief**		**406.00**

Protocol for use of the Med-Evac **Helicopter**.

Situations in which the helicopter may be useful:

1. The time factor when ground transport time is 20 minutes or longer, due to traffic or distance.

2. Severe burns

3. Amputations

4. Severe head injuries

5. Spinal cord injuries (Ground transportation may aggravate injury)

6. Other life threatening trauma injuries, i.e., gunshot, stabbing, etc.

The following criteria should be considered prior to requesting the helicopter be dispatched to the scene:

1. Is it in the best interest of the patient?

2. Is there an appropriate place for the helicopter to land?

3. A minimum of 60 X 60 feet is required during daylight and a minimum of 100 X 100 feet is required at night, with special attention to electrical wires or other potential hazards. If not, can they be ground transported a short distance to one?

4. Is there a critical factor in treating the patient's injuries?

5. Would ground transportation aggravate the injury (i.e., spinal cord injury, etc.)

NOTE: Tampa Fire Rescue discourages officers from calling for a helicopter during an active code situation. The Helicopter flight services do not want to do CPR in route to the medical center. If the need for CPR arises in route, they do have a duty to act. Conversely they may refuse to transport the patient if active CPR is underway when they arrive. The decision to call the helicopter for Med-Evac will be at the discretion of the Senior Medical Officer on the scene (Capt., Lt. Etc.). Command procedures will be placed in effect and an additional company will be dispatched to establish a landing zone. When the request for the helicopter is made, the following information will be given to Communications, who will relay the information to the appropriate helicopter communications center:

1. Your exact location and Unit designation, (Rescue 8, Howard Franklin Bridge/West Bound Lane, etc.)

2. What type of situation (auto accident, high rise fire, etc.)

3. Number of patients, type of injuries.

4. Any special needs, (i.e. blood procedures, surgeon, and special procedures).

Preparation for a landing site should be made as soon as the helicopter is requested. The LZ Officer will be responsible for directing the helicopter to the landing site. Any objects that may be a hazard to the aircraft, such as power lines (these are very difficult to see by the pilot), should be relayed to the helicopter Communications when requesting the helicopter.

Once the helicopter is in the air and is approximately two (2) minutes out, they will switch to the designated Tampa Fire Rescue frequency and talk directly to the unit on the scene. At this time any additional information may be relayed to the crew.

When the helicopter arrives on the scene, the pilot will notify either BayFlight's or Aeromed Communications of its on scene time. Communications will be requested to notify the receiving hospital of the following:

1. Type of injuries and ETA of the helicopter.

2. Be sure the hospital personnel understand that the patient is being transported by helicopter.

The following precautions and safety procedures should be followed while operating around the helicopter:

1. When the helicopter approaches, personnel should protect themselves and the patient from flying debris.

2. Eye protection must be worn by all personnel directly involved in LZ operations. All other personnel should look away from the helicopter during landings and take off.

3. If possible a vehicle should be placed between the patient and the landing site. BE SURE TO SECURE ANY LOOSE EQUIPMENT, (drug boxes, linen, supplies, baseball caps, etc.).

4. Do not approach the helicopter – unless under direct supervision of the flight crew.

5. NEVER APPROACH THE HELICOPTER FROM THE REAR.

6. Apparatus compartments, doors and windows should be closed during landings and takeoffs.

When asked for assistance by the flight crew, always approach from the front or side, in a crouched position. IV bags should be held at the same height as your head. If helmets are worn, the chinstrap is to be fastened.

When the loading is complete, remaining personnel should exit the area of the helicopter to the front, while remaining bent down until clear of the blades.

TFR personnel will not accompany patient in helicopter unless requested to do so by crew.

DO NOT CLOSE THE HELICOPTER DOORS. The flight crew will complete this task.

Patient treatment/procedures, such as intubation, fracture stabilization, and restraints, should be accomplished prior to loading patient on the aircraft.

NOTE:
300 lb. is maximum limit for patients to be transported by helicopter.

Points to remember when operating around a helicopter:
NEVER APPROACH FROM THE REAR. OR GET NEAR THE TAIL!!!!!!

Never raise your hand, an lV or piece of equipment, etc., above the level of your head.

Be alert at all times and look around for signals from the flight crew.

NEVER shine any type of light at the pilot or in the direction of the aircraft - even to get their attention.

Protect your eyes and the eyes of the patient as the aircraft approaches. If possible place a unit or other vehicle between yourself and landing site.

If the helicopter lands on a slope, **NEVER** approach it from the uphill side.

	Subject: E. M. S. PROCEDURES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: PATIENT TREATMENT	**Thomas E. Forward, Fire Chief**		**407.00**

Paramedic patient treatment should be in accordance with current ALS Protocols approved by the Medical Director and included in this SOG by reference.

E.M.T. patient treatment should be in accordance with current BLS Protocols approved by the Medical Director and included in this SOG by reference.

	Subject: E. M. S. PROCEDURES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: TRIAGE	**Thomas E. Forward, Fire Chief**		**408.00**

Triage is a function, which is performed primarily during extrication and treatment of patients. It is simply a system of identifying patient injuries and classifying the patients according to the severity of injuries and their priority needs for treatment and transportation. The most seriously injured patients are classified as **Immediate** and those with minor injuries are classified as **Minor**. The most visible means of identifying these different patients is by use of a Triage Tagging System (Samples of the accepted Triage Tag can be found later in this chapter. Further information can be found on the City of Tampa I-net).

Triage tags will be used by Tampa Fire Rescue personnel on all "working" multi-patient medical incidents, and independent of any standard field incident report forms. A "working" multiple patient incident is defined as:

Any medical incident involving six or more patients requiring transportation to a hospital.

There are designated levels of Mass Casualty Incidents based on the estimated number of patients. This information is important for escalation of the event by the department, the EOC and possibly state and federal involvement. The levels are:

- Mass Casualty Level 1 = 6-10 estimated victims
- Mass Casualty Level 2 = 11-21 estimated victims
- Mass Casualty Level 3 = Over 21 but less than 100 estimated victims
- Mass Casualty Level 4 = Over 100 but less than 1000 estimated victims
- Mass Casualty Level 5 = Over 1000 estimated victims

During large medical emergencies, triage tagging should be completed during the Primary Survey of all patients and before the Focused History and Physical exam is initiated.

Only correction of ABC's identified in the Primary Survey should be completed at that time.

More complete patient treatment (splinting, bandaging, etc.) will be done in a treatment area location.

TRIAGE TAGGING PROCEDURES:

The START (Simple Triage and Rapid Treatment) system is a very effective system and is to be utilized to identify patients and treatment priorities.

This system utilizes four levels of triage:

MINOR — Walking Wounded, (Green tag) Delayed care: can delay transport and treatment up to three hours.

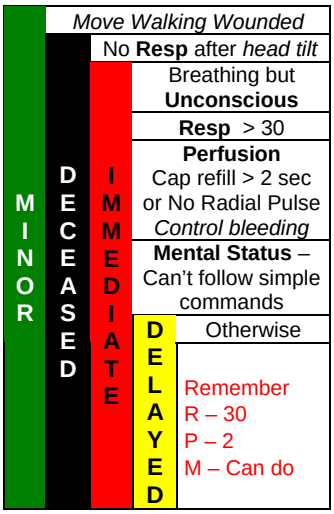
DELAYED — Serious, Near life Threatening Injuries, (Yellow tag, and tear off green tab) - Urgent care: can delay transport and treatment up to one hour.

IMMEDIATE — Life Threatening Injury (Red tag, tear off green and yellow tab) - Immediate care: Life-threatening

MORGUE — Pulse-less, Non-Breathing, (Black tag, tear off red, yellow, and green tabs), No care required, deceased patients or where death appears imminent.

The first step is to tell all the people who can get up and walk to move to a specific area. These patients rarely have any life-threatening injuries. They are then tagged as Minor (green) patients.

The second step is to systematically assess the remaining patients using the following algorithm:



The assessment should not take longer than a minute for each patient. Tag each patient with appropriate priority level.

	Subject: E. M. S. PROCEDURES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: TRIAGE	**Thomas E. Forward, Fire Chief**		**408.02**

There is a very fine line between the obviously mortally injured (dying) patient and a seriously injured patient, who may survive if ALS treatment is administered. If the medical incident involves only a single patient who appears mortally injured enough trained manpower and equipment normally is available to totally commit crews to the patient. However, as the number of seriously injured patients at the medical incident increases, trained manpower and equipment may become extremely limited. Under these circumstances mortally injured patients may need to be black-tagged a Morgue, with no treatment administered, while available resources concentrate on treating a large number of salvageable patients.

Once tagged, Morgue patients should not be moved unless it is necessary to treat other patients. Those that must be moved should be covered and placed in an out of the way location. If possible, mark the position of the body before moving.

Triage tags should be secured preferably to the patient's uninjured ankle or wrist. When securing tags to the wrist, leave the attachment line loose enough so that it can be moved up or down the arm to accommodate an IV line infusion, but tight enough so that it will not slide off the wrist. Do not secure triage tags to belts or clothing.

Triage Tags will be available on TFR apparatus.

- Engines, Rescues, Trucks, District Chiefs and Division Chiefs carry 50 Triage Tags
- ARFF Triage Trailer carries 1000 Triage Tags
- WMD / Mass Casualty Trailer carries 600+ Triage Tags

All units will have an appropriate number of writing instruments included in the Triage Tag Kit.

State Changes After Initial Triage:

If the patient's condition changes to a different priority following the initial triage tagging, attach a new triage tag that better identifies the patient's current condition. Do not remove the old tag. Simply mark a large "X" through the old tag and leave it attached. The old tag may already have the patient's name, vital signs, etc. on it and this will eliminate wasted time in transferring information.

Patient Incident Documentation:

Initially an Abbreviated Run Report will be completed on all patients that refuse treatment or do not require transport. As time permits, and information is available, an Electronic Patient Care report will be completed. All other documentation will be the responsibility of the transporting unit.

Completion of documentation on these patients can be done at the hospital by removing the triage tag and transferring patient information. There is usually enough time to document Minor and Morgue patients, prior to transportation from the scene.

Immediate and Delayed patients should either have a Paramedic riding with them to the hospital or will have one arriving later.

The Transportation Officer will be responsible for removing the top corner portion of the triage tag and noting which hospital and which ambulance (company and unit number) transports the patient. For those patients who have multiple tags, the transportation officer should remove only the upper portion of the current tag (the one without the "X" through it).

USE OF THE TRIAGE TAG

CONTAMINATED

"Contaminated" Tear-off. This is the magenta strip that:

- MUST be removed if the patient is not contaminated.
- If the patient is contaminated, when the patient's clothes are removed, AND decon procedures have commenced, the strip should be removed and placed in with the patient's clothes for evidence collection.

If the magenta strip is not removed, the patient is considered **CONTAMINATED**, and the Triage tag will be used to record **DECONTAMINATION.**

PERSONAL PROPERTY RECIEPT

The "**Personal Property Receipt**" is used when:

- Patient's valuables must be removed from the patient.
  The tag is removed and placed in a plastic zipper bag with the patient's belongings.

The reverse side of the "**Personal Property Receipt**" is used for miscellaneous comments or information.

	Subject: E. M. S. PROCEDURES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: TRIAGE	**Thomas E. Forward, Fire Chief**		**408.04**

PATIENT TRACKING / DESTINATION

This tag provides a redundant tool for patient tracking.
Write in the space provided:

- Hospital destination of patient.
- The transporting agency**.**

This tag is removed by the Ground Ambulance Coordinator for patient tracking.

The patient's name should be documented on the reverse side of the patient tracking strip if time permits.

SLUDGEM

Check appropriate boxes if any of the following symptoms exist such as Salivation, Lacrimation, Urination, Defecation, G.I. Distress, Emesis, and Miosis (pinpoint pupils).

AUTO INJECTOR

Indicate type of Auto Injector and number of Auto Injectors administered.

DIAGRAM

List and diagram injuries.

List Vital Signs.

List drug interventions.

Check contaminating agent if known:

- Radiological
- Biological
- Chemical

Decon Procedures:

- Primary (or gross) Decon
- Secondary Decon
- Or both used

Write what decon solution used if known.

On the reverse side of this section is found:

- RPM: Respirations, Perfusion, Mental Status
- S.T.A.R.T. Triage Method (Simple Triage and Rapid Treatment)

MORGUE

Death totals can be determined by tagging the dead and collecting the morgue receipts.

TRIAGE CATEGORY STRIPS

NEW TEAR-OFFS!! Now the triage category strips will be removed by tearing off only one-half of the strip.

For example:

- Minor patients: Tear off half of the **MINOR** strip leaving the other half displayed.
- Delayed patients: Remove both **MINOR** strips and one **DELAYED** strip.
- The person retrieving category strips will know that the tag they received is actually the type of patient they have. In the past, they would have to realize that if they received a **MINOR** strip, the patient is actually delayed. This new method takes out the guesswork.

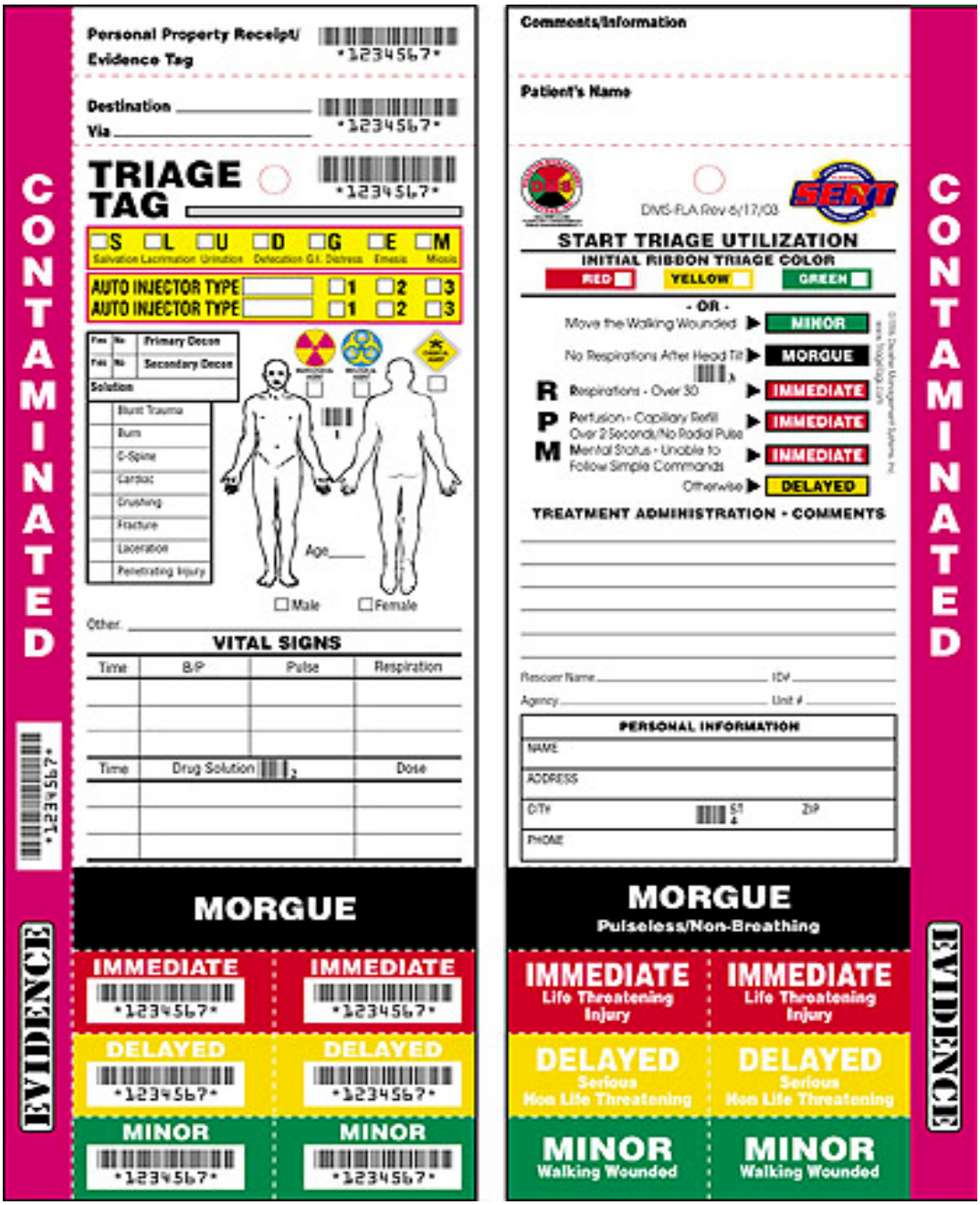
PERSONAL INFORMATION

More detailed patient information can be documented here if time permits.

TRIAGE RIBBON SYSTEM:

Some agencies and organizations may elect to use a triage system that incorporates the use of colored ribbons. The ribbons correspond to the levels of triage determined by color. This information is being presented for information purposes only as TFR does not normally utilize this system.

	Subject: E. M. S. PROCEDURES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: TRIAGE	**Thomas E. Forward, Fire Chief**		**408.06**



	Subject: E.M.S. PROCEDURES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: MEDICAL RESPONSIBILITY	**Thomas E. Forward, Fire Chief**		**409.00**

This Standard Operating Guideline will address who is "in charge of patient care" on medical scenes with respect to direct patient care decisions. The *overall* scene operation still falls under the command of the individual with the highest rank. Tampa Fire Rescue provides multiple levels of medical care utilizing Paramedics as well as EMT configurations: First Responder/ BLS non-transport, ALS non-transport and ALS transport. BLS transport is provided by private companies (AMR, and Transcare). EMT and Paramedics working for Tampa Fire Rescue operate under standard policies and procedures developed by the medical director, pursuant to Florida Administrative Code 64E-2 as well as Florida Statute 401. It shall be TFR policy to provide the finest possible medical care while maintaining the best possible relationships with all individuals involved.

In order to accomplish these goals, it is important that all pre-hospital care providers work together to provide the appropriate care to all patients. If two or more personnel of equal medical certification are on scene together, the ***Highest-ranking officer assigned to the Rescue Division*** is in charge of medical care and implementation of the Standing Orders and Protocols. Otherwise the most senior medical person with the highest pre-hospital certification is in charge of medical care and implementation of the Standard Orders and Protocols. This is determined by the lowest JA number, in addition to having obtained a Paramedic of Record certification and approval by the medical director.

Obviously if personnel with different levels of pre-hospital medical certification are on the scene together, the person with the higher level of certification is in charge of patient care. The on-scene paramedic shall conduct the assessment to determine if the patient's condition meets the criteria in the standing orders and protocols for BLS or ALS care. All decisions regarding patient care will ultimately be the decision of the individual with the higher certification and will not be countermanded by individuals with a lesser certification regardless of their rank. If the person with the higher level of certification is on a non-transport unit (i.e. an ALS Engine Company) they will remain in charge of patient care until the patient is deemed stable for transfer and transport by the BLS unit or until an ALS unit arrives. In the event an ALS Engine is confronted with a major medical or major trauma patient, and the paramedic/s of record initiate ALS treatment i.e. medication administration, defibrillation/cardioversion, or any invasive airway procedure, it will be the responsibility of the paramedic initiating care to continue care to the hospital and complete the patient care report, this will ensure continuity of care.

	Subject: E.M.S. PROCEDURES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: By-STANDER EXPOSURES TO BLOOD-BORNE PATHOGENS	**Thomas E. Forward, Fire Chief**		**410.00**

This Standard Operating Guideline refers to the exposure of Blood Borne Pathogens and/ or body fluids with respect to the civilian "Good Samaritan". If any Tampa Fire Rescue company, while in the performance of their duties, becomes aware of an individual(s) that state they have had an exposure to Blood Borne Pathogens, or body fluids, while attempting to assist the patient prior to TFR arriving on-scene or during TFR scene operations the following procedure should be instituted.

The following are considered exposures as defined by the CDC:
Percutaneous (needle sticks, lacerations/ punctures) exposure to blood, tissue, or Other Possible Infectious Material ("OPIM" includes: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, pericardial fluid, and amniotic fluid) Mucus membrane exposure (eyes, nose, mouth) exposure to blood tissue, or OPIM. Skin (if chapped, abraded, weeping, dermatitis, or open lesions are present) exposure to blood, tissue, or OPIM. (Exposure to intact skin is not necessarily an exposure. Additionally, bites resulting in blood exposure should also be considered an exposure.

Source Patients Transported to the Hospital

Isolate and assist the individual with decontamination procedures. Remove and appropriately collect and package any contaminated clothing the victim may be wearing. Advise the individual that time is extremely critical in this type of situation (optimally treatment within 2-4 hours) they should be seen in the nearest Emergency Room for follow-up testing, obviously their transport can be accomplished via POV. The exposed individual should be directed whenever possible, to go to the same hospital the source patient is being transported to. If available the source patient's name should be given to the exposure individual this will speed up the hospital process (this is not a HIPAA violation exposed individuals have the right to obtain this information for testing). All emergency rooms will be able treat any exposed person as an emergency room patient and provide the most appropriate care.

Source Patients Deceased/Medical Examiners (ME) Case

Exposed individuals should follow the above mentioned steps, in addition they should inform the treating facility the source patient is at the ME's office, the treating facility can then seek exposure information (lab results) from the ME's office.

Additional Required Information

A Patient Care Report will be completed on the civilian(s) with the exposure. The name and demographic information along with any injuries they may have sustained as well as the ultimate disposition (i.e. patient going POV, Transfer of care to a BLS company, or TFR transport) will be included by the appropriate TFR company.

	Subject: SAFETY PROCEDURES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: SAFETY POLICY	**Thomas E. Forward, Fire Chief**		**500.00**

Tampa Fire Rescue is dedicated to providing the safest possible working conditions for its personnel. To accomplish this goal we will take the following steps:

1. Insist that every individual make safety his/her highest priority.

2. Sponsor research programs dealing with new technology in safety and physical fitness.

3. Encourage employee initiative in promoting safe and healthful operations.

4. Provide top quality safety and protective clothing.

5. Provide training to educate and update personnel in changes in safety procedures and technology.

6. Provide, through our Incident Command System, an on scene Safety Officer for all major fire, haz-mat or rescue incidents.

7. Provide, through our Incident Command System, a system of personnel accountability.

8. Continue the use of a Departmental Safety Committee to make recommendation on new safety procedures and to review accidents for educational purposes.

9. Utilize the 'Near Miss' reporting system (TFR 358) on all events / incidents where an unintentional unsafe occurrence could have resulted in an injury, fatality, or property damage.

All employees are reminded that safety is of paramount importance.

	Subject: SAFETY PROCEDURES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: DRIVER SAFETY	**Thomas E. Forward, Fire Chief**		**501.00**

Procedures in this section are intended to emphasize that the safe operation of emergency vehicles is paramount. These procedures are aimed at the safety of both Tampa Fire Rescue personnel and those we serve. The safe arrival of Tampa Fire Rescue service vehicles at the emergency scene is the first priority.

Tampa Fire Rescue vehicles, will not exceed the posted speed limit by more than 10 MPH while on emergency runs, and only at that speed when conditions permit. Under wet, foggy, or any other hazardous weather or road conditions, Tampa Fire Rescue vehicles should react pessimistically to the conditions encountered, and in no case exceed the posted speed limit.

We must respond and react according to the conditions encountered; neither poor road conditions, inclement weather, or the actions of others relieves the driver in the slightest degree of the responsibility to drive safely. These situations are likely to be encountered at any time and we must drive accordingly.

During all emergency responses, Tampa Fire Rescue vehicles shall come to a complete stop in situations as follows:

- Red light intersections
- Stop signs
- Negative right-of-way situations
- Blind intersections
- When you can't account for all lanes of traffic in the intersection
- When other intersection hazards are present
- When encountering a stopped school bus with flashing warning lights

After all vehicles have come to a complete stop or when the hazard is removed, you may proceed with caution through the intersection.

During an emergency response, vehicles should avoid passing other emergency fire vehicles. If unavoidable, the passing arrangement should be conducted through radio communications. When possible, pass on the left side of vehicle being passed unless otherwise communicated.

Drivers shall not operate Tampa Fire Rescue vehicles through floodwaters above the axle of the vehicle.

Avoid backing where possible; where backing is unavoidable, use guides; where guides are unavailable, DISMOUNT AND WALK COMPLETELY AROUND APPARATUS BEFORE BACKING.

	Subject: SAFETY PROCEDURES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: DRIVER SAFETY	**Thomas E. Forward, Fire Chief**		**501.01**

All City of Tampa employees are required to use seat belts when operating a city vehicle. The driver shall not move vehicle until all personnel are seated and secured with seat belts. Anyone riding as a passenger in a City vehicle is required to use seat belts where provided. Members must ride in seats where provided.

Drivers must be aware of the potential that exists for vehicle accidents on or near the fireground due to the distractions caused by the emergency.

The unique hazards of driving on or adjacent to the fireground require the driver to use extreme caution and alertness, and also requires that prudent speed be utilized for the conditions encountered, in order that the driver may react to the unexpected.

When driving apparatus on the fireground, drivers must resist the tendency to drive hastily or imprudently. This tendency is mostly due to the urgent nature of fireground operations.

Drivers must consider the dangers their moving vehicle poses to fireground personnel and spectators who may be pre-occupied with the emergency, and inadvertently step in front of or behind a moving vehicle.

IN THE CASE OF MASS CASUALTIES OR MAJOR DISASTERS. THE APPARATUS OPERATOR MUST EXERCISE EXTREME CARE TO AVOID DRIVING OVER VICTIMS.

Tampa Fire Rescue employees are not permitted to activate traffic signal preemption devices for any reason other than for responding to dispatched alarms. Exceptions maybe provided in cases where firefighters are exiting / entering the vehicle in the street and safety is paramount.

STATE UNIFORM TRAFFIC CONTROL

Chapter 316

316.072 Obedience to and effect of traffic laws

(5) AUTHORIZED EMERGENCY VEHICLES

(a) 1. The driver of an authorized emergency vehicle, when responding to an emergency call, when in the pursuit of an actual or suspected violator of the law, or when responding to a fire alarm, but not returning from a fire;

2. A medical staff physician or technician of a medical facility licensed by the state when responding to an emergency in the line of duty in his or her privately owned vehicle, using red lights as authorized in s. 316.2398; or

3. The driver of an authorized law enforcement vehicle, when conducting a non-emergency escort, to warn public of an approaching motorcade.

May exercise the privileges set forth in this section, but subject to the conditions herein stated.

(b) The driver of a vehicle specified in paragraph (a), except when otherwise directed by a police officer, may:

1. Park or stand, irrespective of the provisions of this chapter;

2. Proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation;

3. Exceed the maximum speed limits so long as he does not endanger life or property;

4. Disregard regulations governing direction or movement or turning in specified directions, so long as he does not endanger life or Property.

(c) The foregoing provisions shall not relieve the driver of a vehicle specified in paragraph (a) from the duty to drive with due regard for the safety of all persons, nor shall such provisions protect the driver from the consequences of his or her reckless disregard for the safety of others.

History.-s 1, ch. 71-135; ss. 1, 7 ch. 76-31; s. 2, ch. 77-456; s. 1, ch. 80-176; s. 1, ch. 88-74; s. 301, ch. 95-148; s. 14, ch. 97-256; s. 15 ch. 97-300

[1]Note.—Repealed by s. 44, ch. 96-350.

Note.-Former s. 316.051

	Subject: SAFETY PROCEDURES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: FIREGROUND SAFETY	**Thomas E. Forward, Fire Chief**		**502.00**

TACTICAL POSITIONING

Positioning of operating companies can severely affect the safety/survival of such companies. Personnel must use caution when placed in the following positions:

- Above the fire (floors/roof)
- Where fire can move in behind them
- When involved with opposing fire streams
- When firefighting tactics cannot control positions/retreat
- With limited access - one way in/out
- Operating under involved roof structures
- In area containing hazardous materials
- Below ground fires (basements, etc.)
- In area where a backdraft potential exists

The safety of firefighting personnel represents the major reason for an effective and well-timed offensive/defensive decision and the decision to "write-off" by Command. When the rescue of savable victims has been completed, an officer must ask:
"Is the risk of my personnel worth the property I can save?"

When operating in a defensive manner, your operating position should be as far from the involved area as possible and still remain effective. Position and operate from behind barriers if available (fences, walls, etc.)

The intent is for personnel to utilize safe positioning where possible/available, in an effort to safeguard against sudden hazardous developments such as backdraft explosion, structural collapse, etc.

Due to the inherent hazards of the immediate fire or incident scene, efforts will be made by Command personnel to limit the number of personnel on the fireground to those assigned to a necessary function. All personnel shall either:

- Be positioned in Staging Area
- Be assigned to a task or position
- Be assigned to Resource or Rehabilitation Area, after completing assignment, until such time as they can be either reassigned back to an operating area or released to available status.

	Subject: SAFETY PROCEDURES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: FIREGROUND SAFETY	**Thomas E. Forward, Fire Chief**		**502.01**

The intent of this procedure is to minimize fireground confusion/congestion and to limit the number of personnel exposed to fireground hazards to only those necessary to successfully perform the operations. Individuals and/or crews shall be restricted from wandering about the fireground or congregating in non-functional groups. If you have not been assigned or do not have a necessary staff function to perform, stay off the fireground.

In extremely hazardous situations (large quantities of flammable liquids, LP gas, hazardous materials, difficult marginal rescues, etc.) Command will engage whatever personnel are needed within the fireground perimeter. Self-standing master streams will be utilized wherever possible.

In situations where crews must operate from opposing or conflicting positions, such as front vs. rear attack streams, interior vs. exterior streams, roof crews vs. interior crews etc., utilize radio or face-to-face communications to coordinate your actions with those of the opposing crew in an effort to prevent needless injuries.

Do not operate exterior streams, whether hand lines, master streams, ladder pipes, etc., into an area where interior crews are operating. This procedure is intended to prevent injuries to personnel due to stream blast and the driving of fire and/or heavy heat and smoke onto interior crews.

Ground crews must be notified and evacuated from the interior positions before ladder pipes go into operation.

When laddering a roof, the ladder selected shall be one that will extend 2’ - 3’ above the roofline. This shall be done in an effort to provide personnel operating from the roof with a visible means of egress.

If possible, when laddering a building under fire conditions, place the ladder near the corner of the building. These areas are generally more stable in the event of structural failure.

When operating either above or below ground level, establish at least two (2) separate means of egress where possible, such as stairways, ladders, exits, etc., preferably at opposite ends of the building or separated by considerable distance.

Many safety principles revolve around actions which occur on the fireground.

FIREGROUND

For the purpose of Tampa Fire Rescue operations, the fireground perimeter can be defined as: The area inside an imaginary boundary that has been determined by The

Safety Officer and or the I.C. according to the foreseeable hazards of the particular incident. The level of protection with respect to protective gear will be uniform for all personal within that hazard area.

The flexible boundary that determines the fireground can be altered by various safety factors.

All personnel entering the fireground perimeter shall:

- Wear full protective clothing
- All members shall carry a portable radio
- Leave personnel accountability tags (PAR) with the Accountability Officer at the entrance to the hazard area
- Be assigned a task in a specific area
- Maintain crew integrity. Minimum team consists of two TFR members

KEEP ALL OTHERS OUTSIDE!

- Utilize TPD for traffic and perimeter control

FIRE COMPANY SAFETY

The safety of firefighting personnel represents a major reason for ICS and its components thereof. Officers must maintain the capability to communicate with forces under their command so that they can control both the position and function of their company's and account for crewmembers.

Officers shall be able to account for the whereabouts and welfare of all crews and crew members. Officers will account for crewmembers by visual, audible, or physical means. (See SOG Incident Accountability)

Company officers shall ensure that all crewmembers are operating within their assigned group only. Crews will not leave their respective areas unless authorized by the officer in charge of that particular group.

When crews are operating within a division, company officers shall keep the group officer informed of changing conditions within their area, and particularly those changing conditions which may affect the safety of personnel.

Hazards that will affect only a specific area should be addressed within that area and not necessarily affect the entire operation.

In an effort to regulate fatigue suffered by fireground personnel during sustained field operations, Company Officers should frequently assess the physical condition of their crewmembers. When crewmembers exhibit signs of serious physical or

mental fatigue, the entire crew should be reassigned to a Rehabilitation Area, if possible. To be reassigned to a Rehabilitation Area, company officers shall request reassignment from their Group Officer. The Company Officer's request shall indicate the crew's position/condition, etc., and shall advise as to the need for a replacement crew. Individual crews shall not report to the Rehabilitation Area unless assigned to it.

It is the on-going responsibility of Command to summon adequate resources to tactical situations to effectively stabilize that situation, and to maintain adequate resources during extended operations to complete all operational phases.

The rotation of companies will be utilized by Command during extended operations to provide an effective on-going level of personnel and personnel performance.

It is the intent of this policy to reduce the fatigue and trauma experienced during difficult operations to a reasonable (and recoverable) level and is in no way intended to lessen the individual and collective efforts that are expected of all members during field operations.

PERSONNEL IDENTIFICATION SYSTEM

As an accountability measure, Command should track and maintain the identity of all personnel/companies assigned to operate in high hazard areas such as: basement, high rise, etc., particularly where individual assignments are made which may place members in precarious positions.

INCIDENT SAFETY OFFICER (ISO)

Any individual assigned by Command shall operate as the Incident Safety Officer and shall represent the Administrative Safety Officer (Rescue Chief) at all field incidents. The Incident Safety Officer shall report to Command.

The Safety Officer shall have the following responsibilities:

- To routinely observe the emergency scene to ensure safety equipment and procedures are appropriately utilized.
- To identify and cause correction of safety and health hazards in any emergency or non-emergency situation.

General responsibilities includes:

- To coordinate the Safety Function within the ICS / IMS.
- To recommend corrective actions after the incident.
- To present safety concerns, observed at the emergency incident, at the post-incident critique.

	Subject: SAFETY PROCEDURES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: FIREGROUND SAFETY	**Thomas E. Forward, Fire Chief**		**502.04**

At an emergency incident, the Safety Officer shall have the authority to alter, suspend, or terminate any activity judged to present an unsafe condition or imminent hazard to personnel. He shall immediately notify Command of any action taken to correct the situation.

At the scene of an emergency where the Safety Officer identifies an unsafe condition, operation, or hazard that does not present an imminent danger, he shall take appropriate actions through Command to correct the situation.

Where the Safety Officer identifies non-imminent threat hazards, he shall develop suggestions and present them to the Administrative Safety Officer for consideration of the Occupational Health & Safety Committee.

Operating personnel receiving safety instructions from Safety personnel shall immediately take appropriate action. Failure to comply is grounds for disciplinary action.

SAFETY GROUP

A Safety Group is under the direction of the Incident Safety Officer and may be established at those incidents posing a high potential danger to personnel such as:

- Fire complexity, e.g., most multiple alarm fires.
- Hazardous structural conditions, existing or potential.
- Hazardous materials and chemicals, etc.
- Any other situation where a Safety Group could be advantageous to the safety of the operation.

The establishment of a safety group on the scene in no way diminishes the responsibility of all officers for the safety of their assigned personnel. Each and every member is to utilize common (safety) sense, and work within safety guidelines at all times.

STRUCTURAL COLLAPSE

Structural collapse is a possibility when a building is subject to intense fire. If fire is allowed to affect a structure long enough structural failure is inevitable.

Regardless of the age and exterior appearance of the building, there is always the possibility that a principal structural or supporting member is being seriously affected by heat and may collapse suddenly, inflicting serious injury to firefighters.

In the typical fireground building, the roof is the most likely candidate for failure. Additionally, failure of the roof may trigger a collapse of one or more of the wall sections. This is especially true if the roof is a peak or dome type, which may exert outward pressure against both the bearing and non-bearing walls upon collapse. In multi-

story buildings or buildings with basements, the floor section above the fire may collapse if support members are directly exposed to heat and flames.

Knowledge of building construction can be invaluable to the fire officer from a safety standpoint as certain types of construction can be expected to fail sooner than others. Under fire conditions lightweight truss and bar joist roof construction can be expected to fail after minimal fire exposure.

Structures have been known to collapse without warning, but usually there are signs that may tip off an alert Fire Officer.

Tell Tale Signs.

- cracks and bulges in exterior walls
- Sounds of structural movement - creaking, groaning, snapping, etc.
- Smoke or water leaking through walls
- Flexible movement of any floor or roof where firefighters walk
- Interior or exterior bearing walls or columns – leaning, twisting or flexing.

The following construction features or conditions have been known to fail prematurely or contribute to early structural failure when affected by fire.

Contributing Factors:

- Large open (unsupported) areas - supermarkets, warehouses
- Large signs or marquees - which may pull away from weakened walls
- Cantilevered canopies - which may pull away from weakened walls
- Ornamental or secondary front or side walls - which may pull away and Collapse
- Buildings with lightweight truss, bar joist, or bow string truss, roofs
- Buildings supported by unprotected metal beams, columns, etc.
- Parapet Walls

Buildings containing one or more of the above features must be constantly evaluated for collapse potential. These evaluations should be of major consideration toward determining the tactical mode, i.e., offensive/defensive.

In commercial structures containing bar joist or bowstring truss assembly, any sign of fire in truss area constitutes the strategy being changed to a defensive operation.

It is a principal Command responsibility to continually evaluate and determine if the fire building is tenable for interior operations. This on-going evaluation of structural and fire conditions requires the input of Company Officers advising Command of the conditions in their area of operations.

Structures of other than fire protected/heavy timber construction are not designed to withstand the effects of fire, and can be expected to fail after approximately twenty minutes of heavy fire involvement. If after 10-15 minutes of interior operations heavy fire conditions still exist, Command should initiate a careful evaluation of structural conditions and should be fully prepared to withdraw interior crews and resort to a defensive position.

If structural failure of a building or section of a building appears likely, a perimeter must be established a safe distance from the area that may collapse. All personnel must remain outside this perimeter.

EVACUATION

Interior firefighting operations should be abandoned when the extent of the fire prohibits or the structure becomes unsafe to operate within. When such conditions become untenable, evacuate, re-group, re-communicate, and re-deploy.

The method of evacuation selected will vary depending on the following circumstances:

- Imminence of the hazard
- Type and extent of hazard
- Evaluation of the area affected by the hazard

Upon receipt of the emergency retreat order or emergency evacuation, Company Officers shall assemble their crews and promptly exit to a safe location, where the company officer will again account for all crewmembers. Shortly after the retreat order, officers shall begin the process of accounting for all evacuated crews. When Command or the Accountability Officer receives a PAR from all crews, the evacuation process is complete. At this time a more specific determination as to the reality/extent of the hazard can be made and efforts initiated to redeploy/redirect attack forces.

Crews retreating from interior operations often require hose line protection. The personal protection afforded to firefighting personnel in such situations represents a major function of back-up lines.

Building evacuation generally involves a shift from offensive to defensive as an operational strategy. In such cases, Command must develop a corresponding operational plan and must communicate that plan to all operating elements. This can be a difficult shift to complete, as units are committed to positions in an offensive manner. It is extremely important that everyone gets the word that a strategic shift has been made.

Hazards noted of a less than imminent nature should usually be handled by a consultation of Command, Command Staff, General Staff, company officer, and any outside agency authorities on the scene. These officers and/or specialists should make a determination as

to the nature and possible effect of the suspected hazard and advise Command so an informed decision, regarding the proper course of action, can be made.

SEARCH AND RESCUE OF CIVILIANS

Search and rescue should be performed according to an efficient, well-planned procedure that has included the safety of the search crew personnel.

The objective of the search effort is to locate possible victims, not create additional victims by neglecting the safety of the search crew.

Prior to entering the search area, all search team members should be familiar with a specific search plan including the overall objective, a designation of the search area, individual assignments, etc. This may require a brief conference among crewmembers before entering the search area to develop and communicate the plan.

Teams of two or more members should conduct individual search activities.

Company officers must maintain an awareness of the location and function of all members within their crew during search operations.

A brief look around the floor below the fire may provide good reference for the search team, as floors in multi-story occupancies usually have a similar layout.

Whenever a search is conducted that exposes search crews to fire conditions (particularly above the fire floor) the search team should be protected as soon as possible with a charged hose line.

If search personnel are operating without a hose line, lifelines should be used when encountering conditions of severely limited visibility.

HIGH-RISE SAFETY

Fire personnel conducting operations in high-rise buildings are faced with many non-typical hazards due to the design, elevation, limited access/egress, etc., inherent in these buildings.

Under “working fire” conditions, these structures are considered to be a high hazard area.

If a working fire is suspected in a high-rise building, the following procedure shall be adhered to:

- Utilize stairways to go aloft if possible

When operating in a high-rise building where the potential hazards of falling glass and

debris exist, a fireground perimeter shall be established approximately 200' from the building and shall be observed by all fire personnel as a high hazard area.

The fireground perimeter will be at the discretion of Command based on need. Engines supplying water shall utilize hydrants outside the perimeter area if possible.

Command, Command Staff, General Staff, and support personnel shall remain outside the perimeter area unless entering the area to assist with interior operations.

To ensure accountability of personnel operating in high-rise buildings, the Lobby Control Officer shall note the names of all crewmembers going aloft or operating on upper floors. (REFERENCE SOG Incident Command)

	Subject: SAFETY PROCEDURES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: PROTECTIVE CLOTHING	**Thomas E. Forward, Fire Chief**		**503.00**

The following are the Tampa Fire Rescue guidelines for wearing protective clothing. Full protective clothing shall be worn at all times when operating within the fireground perimeter. These policies apply to all members, line or staff.

Full protective clothing shall be defined as helmet with eye protection, bunker coat, bunker pants, gloves, boots, and hood.

Full protective clothing shall be worn by all personnel **while responding** to all fire alarms. (Optional for drivers, command personnel, staff officers, and rescue unit personnel).

When responding from quarters, all members shall dress accordingly prior to response. Company officers may use their discretion to regulate this in terms of unusual circumstances such as extremely long responses, out of quarters responses, or when the company is moving at the time they are dispatched. It is the intent of this guideline that no member shall cause a delay in any firefighting operation by not being fully prepared to engage in firefighting activities upon arrival at the scene. It should be understood that all personnel are required to wear seatbelts when the apparatus is moving, at no time should donning protective clothing violate this seatbelt policy.

While operating at EMS incidents, all members shall wear whatever protective clothing is required to afford complete personal protection. Helmets and approved DOT vests shall be worn when operating near moving vehicles, such as EMS incidents in the street. Command may use discretion to regulate the use of protective clothing in those situations where exceptions to the above policy appear necessary.

When operating forcible entry equipment and tools, full protective clothing shall be worn.

The use of bunker coats during overhaul operations will be at the discretion of each Company Commander.

Eye protection and/or ear protection shall be utilized in hazardous areas and situations.

Gloves shall be worn when engaged in firefighting, overhaul, training with hose and ladders, when using hand or power tools, and any other situation where injuries to the hand are likely to occur. Personnel shall not use gloves, non-issued gloves. (Exception: Departmentally approved rappelling gloves).

<u>IN SPECIFIC SITUATIONS FOR WHICH NO GUIDELINES HAVE BEEN PROVIDED, THE PROPER PROTECTIVE CLOTHING TO PROTECT AGAINST ALL FORESEEABLE HAZARDS SHALL BE WORN.</u>

	Subject: SAFETY PROCEDURES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: PROTECTIVE CLOTHING	**Thomas E. Forward, Fire Chief**		**503.01**

Protective clothing is to be kept clean at all times. Employees are responsible for washing clothing, according to laundry requirements per manufacturer recommendations, as needed to maintain cleanliness and to protect employee from possible contamination. Commercial washing machines are available at stations #2, #13, and #21.

Supervisors are to inspect employee's protective clothing at least once quarterly to insure compliance with above policy.

NERVE AGENT ANTIDOTE / AUTO-INJECTOR

- See Tampa Fire Rescue Occupational Health Policies and Procedures, Section 300.00.

	Subject: SAFETY PROCEDURES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: SELF-CONTAINED BREATHING APPARATUS	**Thomas E. Forward, Fire Chief**		**504.00**

It is the policy of Tampa Fire Rescue that all personnel in areas of atmospheric contamination shall utilize self-contained breathing apparatus (S.C.B.A.).

An evaluation of all members of the Operations Division will be conducted annually. Each member shall be able to demonstrate a high level of proficiency and compatibility with the S.C.B.A. under conditions comparable to those the member is expected to function under as a job requirement.

Each member of the Fire Suppression Division shall be accountable for one (1) S.C.B.A. and shall check that S.C.B.A for condition at the beginning of each shift and after each use, or at any other time it may be necessary to render the equipment in a state of readiness. Each member shall physically perform a functional check of his/her S.C.B.A. at the beginning of the tour of duty and complete the accompanying TFR 217 S.C.B.A. apparatus report. The Company Officer will be responsible for the completion of the daily physical readiness checks of all unassigned S.C.B.A.'s on his/her company. He/she will also be accountable for the completion of the TFR 217 form for each unassigned S.C.B.A. If an S.C. B.A. malfunctions, it shall be taken out of service, reported, and replaced as soon as possible. Replacement S.C.B.A.'s are available through the Vent Truck driver.

Each member of the operations division will be assigned an individual S.C.B.A. face piece and an Air Purifying Respirator (A.P.R.). Members will be accountable for their own face piece, and A.P.R. It is the members' responsibility to take his/her face piece and A.P.R. with them on temporary duty assignments.

All personnel shall utilize S.C.B.A. when encountering the following emergencies:

- When involved in offensive fire operations
- Above ground level operations
- Below ground level operations
- Contaminated atmospheres
- Situations where it is likely that the atmosphere may become contaminated

Resist the tendency to prematurely remove breathing apparatus during routine fire situations. We all must be aware of the respiratory hazards that exist in fire situations. It is generally true that carbon monoxide levels increase during overhaul, due to the incomplete combustion of smoldering materials.

Do not remove your S.C.B.A. until the atmosphere has been determined to be safe to operate within. Use S.C.B.A. or change the atmosphere.

	Subject: SAFETY PROCEDURES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: SELF-CONTAINED BREATHING APPARATUS	**Thomas E. Forward, Fire Chief**		**504.01**

The Company or Chief Officer will make the determination as to removal of breathing apparatus.

ROUTINE DAILY CHECKS OF S.C.B.A.

Each day the following visual check will be performed for:

Damage, Wear, and Cleanliness

1. Facepiece (spider, exhalation valve, etc.)
2. Harness (extension, buckles, straps, etc.)
3. Regulator
4. Cylinder (gauge, knob, etc.)

Cylinder pressure

If pressure is less than 4000 psi, replace cylinder and notify the Vent truck driver.

Daily Functional System Test

1. Operate S.C.B. A. according to manufacturer's instructions.
2. Operate integrated P.A.S.S. device according to manufacturer's instructions.

*Note: Should P.A.S.S. device battery need replacement, refer to the MSA air mask manual.

WEEKLY AND AFTER EACH USE MAINTENANCE SCHEDULE FOR TESTING AND CLEANING S.C.B.A.

Weekly cleaning and inspection of S.C.B.A. will be done on Thursday.

S.C.B.A. will be cleaned, inspected and sanitized, after each use according to the weekly maintenance schedule.

Listed below are the steps and procedures that should be followed for testing and cleaning the S.C.B.A.:

1. Remove S.C.B.A. from mounting bracket on apparatus and place on floor or table.

2. CHECK CYLINDER AND REGULATOR PRESSURE GAUGES

   a. Open the cylinder valve FULLY

b. The warning bell should ring and then stop. (This takes place as the warning bell is placed in operation by the pressure from the cylinder.)

Check the pressure reading on the regulator and cylinder gauges.

(1) There should NOT be a variation of OVER 300-psi between the two gauges.

(2) If there is a variation of over 300 psi between the cylinder and regulator gauges, change the air cylinder and check the reading between the gauges again.

(3) If, AFTER changing cylinders, there is still a variation of OVER 300 psi, that should indicate that the regulator gauge has a malfunction and the Vent Truck Driver should be notified. The air mask should not be put out of service, but should be considered serviceable until a replacement mask is received.

	Subject: SAFETY PROCEDURES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: STATION SAFETY	**Thomas E. Forward, Fire Chief**		**505.00**

Many personnel injuries occur while participating in routine activities at or around the station. Most of these injuries could be prevented by observing proper safety practices and adopting a safety conscious attitude.

It is the Captain's responsibility to insure that safety practices are followed by station personnel and that safety hazards are corrected.

STATION MAINTENANCE

Many personnel injuries could be prevented by improved station maintenance.

Keep apparatus floors free from slippery substances and obstructions; water, oil, hydraulic fluid, etc. should be mopped up whenever accumulations appear, especially in traffic areas around and between apparatus.

Station floors also must be free of slippery substances. Traffic route areas, hallways, stairs, etc. should be clear of unnecessary obstacles and obstructions. Low Flash Point liquids must not be used for cleaning purposes (gasoline, etc.).

To avoid damage to vehicle or station, apparatus compartment doors shall not be left open when unattended. When leaving the station on the apparatus, driver shall check all apparatus compartment doors to ensure they are closed.

Apparatus bay doors should be either fully opened or closed.

FLAMMABLE LIQUID STORAGE

All flammable liquids shall be stored in the provided yellow flammable liquid storage locker, located on the apparatus floors. Class 1 flammable liquids shall be stored in approved safety cans. Quantities on hand will not exceed 25 gallons in total at any time.

TOXIC SUBSTANCES STORAGE AND USAGE

Refer to MSDS information in station for storage and usage of toxic substances. Any substance found in a fire station, that does not have a corresponding MSDS, is not authorized to be in that fire station and should be removed immediately. Any specialized substances to a particular station's needs should have prior approval by the Administration then be added to the list. Station MSDS shall be located in the station library.

Tampa Fire Rescue will train all personnel on the MSDS information. The station officers are responsible for training all personnel on the MSDS information at least annually thereafter.

	Subject: SAFETY PROCEDURES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: STATION SAFETY	**Thomas E. Forward, Fire Chief**		**505.01**

GROUNDS MAINTENANCE

While general lawn maintenance services are contracted, station crews should police the property daily for debris.

LIFTING/PULLING

Utilize the following proper lifting techniques when lifting moderate to heavy objects:

- Use your legs to lift - bend your knees.
- Keep your back straight, perpendicular to the ground
- Do not twist your body while lifting - reposition your feet to avoid twisting.
- To lift heavy objects, position your body as close to the object as possible.

Heavy objects should ideally be stored at approximately waist level when possible - to prevent unnecessary lifting.

Do not attempt to lift or carry more than you can easily handle - if necessary get help!

	Subject: SAFETY PROCEDURES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: MARINE FIRE SAFETY	**Thomas E. Forward, Fire Chief**		**506.00**

PREFACE

Fire incidents aboard ships are extraordinarily dangerous. See Daily Station Training Program for further information.

The Incident Management System (IMS) must be used.

An understanding of general terms is important (named as the ship is underway).

TERMS	**DEFINITIONS**
Bow.	The front of the vessel.
Forward, fore.	Toward the front.
Stern.	The rear of the vessel.
Aft.	Toward the rear.
Port.	The left side of the vessel.
Starboard.	The right side of the vessel.
Bulkhead	Heavy duty structural member.
Frame	Structural member.
Keel.	Main longitudinal structural member.
Deck.	Horizontal “floor”. Several decks will be present.
Weather Deck.	Topmost deck, where the sun shines.
Overhead.	The ceiling in a space.
Companionway.	A vertical ladder, facilitating deck to deck travel.
Escape Trunk.	Vertical shaft for escape from below deck.

Ships are divided vertically into large sections, referred to as Main Vertical Zones, (MVZ’s).

Fire rated, watertight bulkheads identify these boundaries on the Ship’s Fire Plan.

Longitudinally, ships are constructed using a keel, then attaching, perpendicularly, bulkheads and frames. Bulkheads and frames are numbered, typically the numbering sequence begins at the bow.

TAG / SEARCH LINES MUST BE USED BY ALL INTERIOR GROUPS / TEAMS.

USE DECK NAMES OR NUMBERS AND BULKHEAD / FRAME NUMBERS TO IDENTIFY YOUR LOCATION WITHIN THE VESSEL.

	Subject: SAFETY PROCEDURES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: MARINE FIRE SAFETY	**Thomas E. Forward, Fire Chief**		**506.01**

Prior to entering a burning, secured space:

Have two charged hose lines ready, positioned on the non-hinge side of the door. If present, locking dogs on the entry door must be opened hinge - side first (to avert a backdraft explosion).

HAND LINES

Never rely on shipboard fire fighting equipment. Utilize Tampa Fire Rescue Services provided equipment and supplies to establish a reliable onboard water supply. Adjust nozzles for maximum GPM flow. Test hand lines before use.

Many compartment spaces have six sides; the overhead, floor, and four sides…. All six must be evaluated to identify all potential avenues of fire spread through conduction, convection and / or radiation.

In the event that a primary fire boundary fails, be prepared to retreat to the next intact boundary. Preserve an escape route.

Due to the metal construction, virtually instantaneous fire stream conversion occurs, resulting in an increased potential for steam burns.

LADDERS

When ascending or descending vertical ladders or companionways, face the ladder or companionway. Beware of missing deck plates at the landing.

Vertical ladders ultimately lead to the weather deck. Escape scuttles in cargo and machinery spaces generally lead to the weather deck.

Beware of missing or failure-prone rungs and steps.

When entering an opening or descending a ladder, the lead person should have a tag line applied to facilitate departure from the space.

SEARCH AND RESCUE

When searching in dense smoke or darkness, crawl and feel carefully for holes in deck.

If lost find a handline and move toward light or ventilation.

The higher you go the hotter it will get.

	Subject: SAFETY PROCEDURES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: MARINE FIRE SAFETY	**Thomas E. Forward, Fire Chief**		**506.02**

ON THE WATERFRONT OR VESSEL

Avoid exposure to dangerous situations whenever possible.

Do not unnecessarily expose yourself to the chance of falling overboard. Whenever possible, work where you are protected.

Don your life jacket and work vest properly - keep them fully fastened when there is any chance you may fall overboard.

Never stand when riding in a skiff or small boat.

Keep guardrails and lifelines in place and pulled up snugly. Do not hang or sit on lifelines.

Do not lean against walls of locks, docks or other shore structures when you are on a vessel, or barge.

Carry loads on your outboard side.

Use a pike pole to handle lines or wires beyond the edge of the boat or barge.

Observe “No Smoking” areas carefully. Never throw burning material over the side.

Except in an emergency, never run or jump on the boat.

Stay alert at all times. Watch for tripping hazards, open hatches, and slick spots on deck.

Place guards around open manhole covers if they must remain open.

Never walk on dry cargo barge hatch covers.

Keep your hands and feet away from places where they are liable to be crushed.

Make sure portable ladders are securely set. Watch out for cracked or broken rungs and rails.

Stand clear of all lines and cables under tension. Do not straddle lines that are being tightened.

Keep your fingers out from between bitts or timberheads and the wires or ropes being handled.

Do not stand in the bight of a line at any time.

Keep all portable gangways and the walkways secured so they will not slip when used.

If you notice that any item or equipment is damaged, or discover any hazardous or dangerous condition, report it to your immediate Supervisor.

Beware of fenders hanging from moving boats as they come alongside stationary tows, docks, pilings, or sea walls.

	Subject: SAFETY PROCEDURES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: LOCKOUT/TAGOUT	**Thomas E. Forward, Fire Chief**		**507.00**

LOCKOUT – The securing of power, machinery, or processes by physically locking the control switches and/or valves.

TAG OUT - The securing of power, machinery, or processes by attaching a tag to or near the control switches and/or valves.

WHO WILL USE LOCKOUT/TAGOUT PROCEDURES

All Tampa Fire Rescue teams working with the Heavy Rescue Team in any of the following situations:

- Working inside tanks or vats which could be filled with some product.
- Working in or around high voltage equipment.
- Working in or around any industrial machinery or process that would maim or kill rescuers if energized.

APPLYING CONTROLS

The following procedures must be performed in the following order:

1. Preparation For Shutdown

   Before application of Lockout/Tagout Rescuers must identify the hazards of and all control points for all components of the power, machinery, or processes to be entered. Example: A mixing vat may have a power switch to turn on mixing blades and one or more valves to fill the vat with raw materials.

2. Shutdown

   If the power, machinery, or process has not been secured prior to our arrival, it must be shut down in an orderly fashion to avoid additional or increased hazards to victims or workers as a result of de-energization.

3. Isolation

   All energy isolating devices and valves that are needed to control the power, machinery, or process must be located and operated in such a manner as to isolate and secure the machine or equipment.

4. Applying Lockout or Tagout Devices

   A lockout or tagout device must be affixed to each switch or valve by the

persons performing the lockout/tagout. These must be applied in a manner so that they will hold the switch or valve in a "safe" or "off" position.

- If tagout devices are used, they must clearly indicate that the operation or movement of switches or valves from the "safe" or "off" position is prohibited.

- If a tag is used in place of a lock on a switch or valve that is capable of being locked, the tag must be placed where the lock would have been attached.

- If a tag cannot be affixed directly to a switch or valve, it must be located as close as safely possible to the device, in a position that will be immediately obvious to anyone attempting to operate the device.

- Since tags do not provide the physical restraint that lockouts do, a guard should be posted to prevent anyone from operating the switch or valve.

5. Stored Energy

   Following the application of lockout or tagout devices to switches or valves, all potentially hazardous stored or residual energy must be relieved, disconnected, restrained or otherwise made safe. If there is a danger that stored energy will re-accumulate to a hazardous level, you must continue to verify isolation until the rescue is completed, or until the possibility that such accumulation no longer exists.

6. Verification of Isolation

Before entering the machinery or process, you must verify that the isolation and de-energization of the machinery or process has been effective.

7. Release From Lockout or Tagout

   Before removing lockout and tagout devices, inspect the rescue area to ensure that all equipment and personnel have been removed from the scene.

   Notify the plant personnel on scene that the locks and tags will be removed. Then remove only the locks and/or tags that you attached.

	Subject: SAFETY PROCEDURES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: LOCKOUT/TAGOUT	**Thomas E. Forward, Fire Chief**		**507.02**

INDIVIDUAL LOCKOUT

The Rescue Group Leader will give each member of the appropriate rescue team a color coded lock and its key and record the name of the person and their lock color. Each team member will place his lock on the group lockout hasp prior to site entry. If more than one hasp is used (locking separate switches and valves), each member of a two-man team (buddy system) should place their lock on a different hasp. As the rescue team members leave the scene each will remove their own lock and return it and its key to the appropriate supervisor. Once your lock and key are turned in DO NOT RETURN TO THE SCENE!

GROUP LOCKOUT

The following specific requirements apply to group lockout.

- The Heavy Rescue Team officer must take primary responsibility for a set number of firefighters working under the protection of a group lockout or tagout device.

- The Heavy Rescue Team officer must determine the exposure status of the lockout or tagout to the individual crewmembers with regard to machine and/or equipment.

- If more than one crew is involved, the Heavy Rescue Team officer is designated to coordinate the affected rescue force and ensure continuity of protection for all. A lock or tag may be assigned to each company officer rather than to individual firefighters.

- Each company officer participating must place a personal lockout or tagout device to the group lockout device, group lock-box, or other mechanism when the crew begins work. Each company officer must remove his own locks or tags when his or her crew ceases work and leaves the scene.

SHIFT OR PERSONNEL CHANGES

Continuity of lockout or tagout protection must be provided, including provision for the orderly transfer of lockout or tagout devices between off-going and on-coming employees.

	Subject: SAFETY PROCEDURES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
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SPECIAL CIRCUMSTANCES

REMOVAL OF LOCKS BY OTHERS

If the firefighters who placed a lock or tag has left the scene and is not available to remove it, the Heavy Rescue Team officer using his master key set may remove the lock.

- The Heavy Rescue Team officer must verify that the firefighter who attached the device is not at the facility.

POSITIONING MACHINES AND EQUIPMENT

In situations where lockout or tagout devices need to be temporarily removed from energy isolating devices and the machine or equipment energized to position that machine or equipment, the following sequence of procedures must be followed:

- Clear the machine of equipment or tools.
- Remove personnel from the machine or equipment area.
- Remove the locks and tags.
- Energize and proceed with positioning.
- De-energize all systems.
- Reapply energy control measures.
- Proceed as with any other lockout/tagout procedure.

LOCKOUT/TAGOUT CHECKLIST

Use the Lockout/Tagout Checklist, (Located on Truck 1), every time lockout/tagout procedures are used. Use the checklist to record lock assignments and lock and key returns.

	Subject: SAFETY PROCEDURES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: LOCKOUT/TAGOUT	**Thomas E. Forward, Fire Chief**		**507.04**

LOCKOUT/TAGOUT CHECKLIST

Incident: _____ _____ HIT 6

Date: _____

Time: _____

____ 1. Prepare for shutdown. Identify all control switches and valves.

Switches	Valves
_____	_____
_____	_____
_____	_____
_____	_____

____ 2. Turn off switches, close valves.

____ 3. Lock out all switches, chain and lock valves

____ 4. Relieve, disconnect, or restrain stored energy devices or accumulators.

____ 5. Verify isolation of emergency site.

____ 6. Perform rescue.

____ 7. Remove personnel and equipment.

____ 8. Notify plant representatives.

____ 9. Remove lockout/tagout. **DO NOT GO BACK TO SCENE.**

	Subject: SAFETY PROCEDURES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: LOCKOUT/TAGOUT	**Thomas E. Forward, Fire Chief**		**507.05**

LOCKS ASSIGNED TO:

Color	Individual or Crew		Lock/Key Returned
Red	_____	_____	_____
Yellow	_____	_____	_____
Blue	_____	_____	_____
Green	_____	_____	_____
White	_____	_____	_____
Black	_____	_____	_____

	Subject: Fireground Operations	REVISED: 9/20/2012	ISSUED: 9/1/2006	*Rules And Regulations*
	Topic: **Emergency Incident Rehabilitation**	**Thomas E. Forward, Fire Chief**		**508.00**

EMERGENCY INCIDENT REHABILITATION

1. PURPOSE.

To ensure that the physical and mental condition of members operating at the scene of an emergency or a training exercise does not deteriorate to a point that affects the safety of each member or that jeopardizes the safety and integrity of the operation.

2. SCOPE.

This procedure shall apply to all emergency operations and training exercises where strenuous physical activity or exposures to heat or cold exist.

3. RESPONSIBILITIES.

a. *Incident Commander.*

The Incident Commander shall consider the circumstances of each incident and make adequate provisions early in the incident for the rest and rehabilitation for all members operating at the scene. These provisions shall include: medical evaluation, treatment and monitoring; food and fluid replenishment; mental rest; and relief from extreme climatic conditions and the other environmental parameters of the incident. The rehabilitation shall include the provision of Medical Support (EMS) at the Basic Life Support (BLS) level or higher.

b. *Company Officers.*

All supervisors shall maintain an awareness of the condition of each member operating within their span of control and ensure that adequate steps are taken to provide for each member's safety and health. The command structure shall be utilized to request relief and the reassignment of fatigued crews.

c. *Personnel.*

During periods of hot weather, members shall be encouraged to drink water and activity beverages throughout the work day. During any emergency incident or training evolution, all members shall advise their supervisor when they believe that their level of fatigue or exposure to heat or cold is approaching a level that could affect themselves, their crew, or the operation in which they are involved. Members shall also remain aware of the health and safety of other members of their crew.

4. ESTABLISHMENT OF REHABILITATION SECTOR.

a. *Responsibility.*

The Incident Commander will establish a Rehabilitation Division or Group when conditions indicate that rest and rehabilitation is needed for personnel operating at an incident scene or training evolution. A member will be placed in charge of the division /group and shall be known as the Rehab Officer. The Rehab Officer may be a Chief or senior officer of TFR and will report to the Incident Commander in the framework of the incident management system. The Incident Commander (IC) may designate one of the EMS crew members as the Rehab Officer and the other crew member will assume the duties of Treatment Officer.

b. *Location.*

(1) The location for the Rehabilitation Area will normally be designated by the Incident Commander. If a specific location has not been designated, the Rehab Officer shall select an appropriate location based on the site characteristics and designations below.

(2) Rehab Unit will be stationed in this area.

c. *Site Characteristics.*

(1) It should be in a location that will provide physical rest by allowing the body to recuperate from the demands and hazards of the emergency operation or training evolution.

(2) It should be far enough away from the scene that members may safely remove their turnout gear and SCBA and be afforded mental rest from the stress and pressure of the emergency operation or training evolution.

(3) It should provide suitable protection from the prevailing environmental conditions. During hot weather, it should be in a cool, shaded area. During cold weather, it should be in a warm, dry area.

(4) It should enable members to be free of exhaust fumes from apparatus, vehicles, or equipment (including those involved in the Rehabilitation Sector/Group operations).

(5) It should be large enough to accommodate multiple crews, based on the size of the incident.

(6) It should be easily accessible by EMS units.

(7) It should allow prompt reentry back into the emergency operations upon complete recuperation.

d. *Site Designation.*

(1) An open area in which a rehab can be created using tarps/ pop-up tents, fans.

(2) Fire apparatus, ambulance, or other emergency vehicles at the scene or called to the scene.

(3) A nearby garage, building lobby, or other structure.

(4) A school bus, municipal bus.

e. *Resources.*

The Rehab Officer shall secure all necessary resources required to adequately staff and supply the Rehabilitation Area. The supplies should include the items listed below:

(1) Fluids – water, activity beverage, oral electrolyte solutions and ice.

(2) Food – soup, broth, or stew in hot/cold cups.

(3) Medical – blood pressure cuffs, stethoscopes, oxygen administration devices, cardiac monitors, intravenous solutions and thermometers.

(4) Other – chairs, awnings, fans, tarps, smoke ejectors, heaters, dry clothing, extra equipment, floodlights, blankets and towels, traffic cones and fire line tape (to identify the entrance and exit of the Rehabilitation Area).

5. **GUIDELINES.**

a. *Rehabilitation Sector/Group Establishment.*

Rehabilitation should be considered by staff officers during the initial planning stages of an emergency response. However, the climatic or environmental conditions of the emergency scene should not be the sole justification for establishing a Rehabilitation Area. Any activity will rapidly deplete the energy and strength of personnel and therefore merits consideration for rehabilitation.

Climatic or environmental conditions that indicate the need to establish a Rehabilitation Area are a heat stress index above 90°F (see table 1-1) or wind chill index below 10°F (see table 1-2).

b. *Hydration.*

A critical factor in the prevention of heat injury is the maintenance of water and electrolytes. Water must be replaced during exercise periods and at emergency incidents. During heat stress, the member should consume at least one quart of water per half hour (preferably one quart of water for every 17 minutes of firefighting activity). The rehydration solution should be a 50/50 mixture of water and a commercially prepared activity beverage and administered at about 40° F. Rehydration is important even during cold weather operations where, despite the outside temperature, heat stress may occur during firefighting or other strenuous activity when protective equipment is worn. Alcohol and caffeine beverages should be avoided before and during heat stress because both interfere with the body's water conservation mechanisms. Carbonated beverages should also be avoided.

c. *Nourishment.*

The Rehab Officer should provide food at the scene of an extended incident when units are engaged for three or more hours. A cup of soup, broth, or stew is highly recommended because it is digested much faster than sandwiches and fast food products. In addition, foods such as apples, oranges, and bananas provide supplemental forms of energy replacement. Fatty and/or salty foods should be avoided.

d. *Rest.*

A 45 minute rule of "work time" is recommended as an acceptable level prior to **mandatory** rehabilitation for a **healthy, physically fit firefighter**. Members shall rehydrate (at least eight ounces) while SCBA cylinders are being changed. Firefighters having worked for 45 minutes shall be immediately placed in the Rehabilitation Area for rest and evaluation. In all cases, the objective evaluation of a member's fatigue level shall be the criteria for rehab time. Rest shall not be less than fifteen minutes and may exceed an hour as determined by the Rehab Officer. Fresh crews, or crews released from the Rehabilitation Division/Group, shall be available in the Staging Area to ensure that fatigued members are not required to return to duty before they are rested, evaluated, and released by the Rehab Officer.

Prior to taking anything orally, the firefighter will **clean hands and face**. On scene fire department will provide water and cleaning agent.

(1) Rest
(2) Oral rehydration and nutrition, (vent truck, canteen service) minimum of 1-2 quarts of fluids over a 15 minute time period (eg. Half-strength Gatorade® or 10-K®). Avoid any substance containing caffeine (eg. Coke®, Pepsi®, Mountain Dew®, sodas, coffee, tea, etc.)
(3) Oxygen (humidified, Nebulizer).
(4) Cool environment (eg., shade, electric fan, air conditioning, removal of bunker gear, showers, etc.).
(5) ALS Protocols.

e. *Recovery.*

Members in the Rehabilitation Area should maintain a high level of hydration, Members should not be moved from a hot environment directly into an air conditioned area because the body's cooling system can shut down in response to the external cooling. An air conditioned environment is acceptable after a cool-down period at ambient temperature with sufficient air movement. Certain drugs impair the body's ability to sweat and extreme caution must be exercised if the member has taken antihistamines, such as Actifed or Benadryl, or has taken diuretics or stimulants.

f. *Medical Evaluation.*

(1) Medical Oversight – Support should be provided and staffed on the scene by trained and qualified EMS personnel (at a minimum of BLS level). They shall evaluate vital signs, examine members, and make proper disposition (return to duty, continued rehabilitation, or medical treatment and transport to medical facility). Continued rehabilitation should consist of additional monitoring of vital signs, providing rest, and providing fluids for rehydration. Personnel that require IV fluid rehabilitative measures will be transported to Tampa General Hospital for further evaluation and final disposition, i.e., work status. Medical treatment for a member, whose signs and/or symptoms indicate a potential problem, should be provided in accordance with TFR medical control procedures. All personnel shall be assertive in an effort to find potential medical problems early.

(2) Heart rate and Temperature – The heart rate should be measured for 30 seconds as early as possible in the rest period. If a member's heart rate exceeds 110 beats per minute, a tympanic temperature should be taken. If the member's temperature exceeds 100.6°F, he/she should not be permitted to wear protective equipment. If it is below 100.6°F and heart rate remains above 110 beats per minute, rehabilitation time should be increased. If the heart rate is less than 110 beats per minute, the chance of heat stress is negligible.

Entry Evaluation Findings Mandating Triage to the Medical Evaluation/Treatment Area

Heart Rate	> 120
Blood Pressure	> 200 systolic < 90 systolic >110 diastolic
Injuries	Any

Reevaluation findings mandating continued time in rehab sector

Heart Rate	> 100	
Blood Pressure	> 160 systolic, > 90 diastolic	< 100 systolic

Notify the IC of personnel transported out of the rehab area to the hospital for further evaluation and treatment.

(3) Unidentified Hazards: Rehab personnel must watch for a pattern of unusual complaints, illnesses or injuries. Example: If several firefighters complain of excessive salivation, runny noses and diarrhea, the fire may involve organophosphate pesticides. Additionally, be aware of the potential for carbon monoxide exposure as well. Immediately report the finding the IC so appropriate actions can be taken.

(4) Documentation – All medical evaluations shall be recorded on standard TFR forms along with the member's name and complaints and must be signed, dated and timed by the Rehab Officer or his/her designee.

g. *Accountability.*

Firefighters or emergency response personnel sent to or reporting to the Rehabilitation Division/Group shall enter and exit the Rehabilitation Area as a crew or company. The crew designation, number of crew members, and the times of entry to and exit from the Rehabilitation Area shall be documented by the Rehab Officer or his/her designee. Firefighters or emergency response personnel sent to the Rehabilitation Area shall not leave until authorized to do so by the Rehab Officer.

	Subject: Fireground Operations	REVISED: 9/20/2012	ISSUED: 9/1/2006	Rules And Regulations
	Topic: **Emergency Incident Rehabilitation**	**Thomas E. Forward, Fire Chief**		**508.04**

HEAT STRESS INDEX

RELATIVE HUMIDITY

TEMPERATURE °F.	10%	20%	30%	40%	50%	60%	70%	80%	90%
104	98	104	110	120	132				
102	97	101	108	117	125				
100	95	99	105	110	120	132			
98	93	97	101	106	110	125			
96	91	95	98	104	108	120	128		
94	89	93	95	100	105	111	122		
92	87	90	92	96	100	106	115	122	
90	85	88	90	92	96	100	106	114	122
88	82	86	87	89	93	95	100	106	115
86	80	84	85	97	90	92	96	100	109
84	78	81	83	95	86	89	91	95	99
82	77	79	80	91	84	86	89	91	95
80	75	77	78	79	81	83	85	86	89
79	72	75	77	78	79	80	81	83	85
76	70	72	75	76	77	77	77	78	79
74	68	70	73	74	75	75	75	76	77

NOTE: Add 10°F when protective clothing is worn and add 10°F when in direct sunlight.

Humiture °F	Danger Category	Injury Threat
Below 60°	None	Little or no danger under normal circumstances
80-90	Caution	Fatigue possible if exposure is prolonged and there is physical activity.
90-105	Extreme Caution	Heat cramps and heat exhaustion possible if exposure is prolonged and there is physical activity.
105-130	Danger	Heat cramps or exhaustion likely, heat stroke possible if exposure is prolonged and there is physical activity.
Above 130	Extreme Danger	Heat Stroke Imminent!

Table 1-1

WIND CHILL INDEX

TEMPERATURE °F

WIND SPPED (MPH)	**45**	**40**	**35**	**30**	**25**	**20**	**15**	**10**	**5**	**0**	**-5**	**-10**	**-15**
5	43	37	32	27	22	16	11	6	0	-5	-10	-15	-21
10	34	28	22	16	10	3	-3	-9	-15	-22	-27	-34	-40
15	29	23	16	9	2	-5	-11	-18	-25	-31	-38	-45	-51
20	26	19	12	4	-3	-10	-17	-24	-31	-39	-46	-53	-60
25	23	16	8	1	-7	-15	-22	-29	-36	-44	-51	-59	-66
30	21	13	6	-2	-10	-18	-25	-33	-41	-49	-56	-64	-71
35	20	12	4	-4	-12	-20	-27	-35	-43	-52	-58	-67	-75
40	19	11	3	-5	-13	-21	-29	-37	-45	-53	-60	-69	-76
45	18	10	2	-6	-14	-22	-30	-38	-46	-54	-62	-70	-78
			A							**B**			**C**

	Wind Chill Temperature °F	**DANGER**
B	-25° F/ -75° F	INCREASING DANGER, FLESH MAY FREEZE
C	BELOW -75° F	GREAT DANGER, FLESH MAY FREEZE

Table 1-2

	Subject: Fireground Operations	REVISED: 9/20/2012	ISSUED: 9/1/2006	***Rules And Regulations***
	Topic: **Emergency Incident Rehabilitation**	**Thomas E. Forward, Fire Chief**		**508.06**

EMERGENCY INCIDENT REHABILITATION REPORT

Rehab Officer: _____ EMS Crew: _____

Rehab Sector/Group Established: Date:_____ Time:_____

Incident Address:_____ Responding Unit:_____

Time In: _____ Unit ID: _____ # in Unit:_____

Medical Evaluation Form

Name	Age	Sex	Unit:	Medical History:	Medications	Rehab Time In:	Complaint:

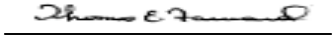
Signs/Symptoms:
_____
_____

Time 10mins	BP	Pulse	Resp.	Cap	Eyes	Skin	Lung	EKG	GCS	Comments

Treatment provided: _____
_____
_____
_____

Released to Staging:	Continue Observation:	Transport:

Treatment Officer: _____

	Subject: SAFETY PROCEDURES	REVISED: 09/01/12	ISSUED: 01/04/12	*Standard Operating Guidelines*
	Topic: RESPONSE TO POTENTIALLY VIOLENT INCIDENTS	**AUTHORIZATION**  **Thomas E. Forward, Fire Chief**		**509.00**

Purpose:

The purpose of this standard operating guideline is to ensure the safety of personnel operating at EMS, fire or other incidents that by their nature are or may become violent.

Scope:

This policy applies to all members of Tampa Fire Rescue.

Definitions:

Potentially violent incidents may include, but are not limited to the following:

- Domestic violence incidents
- Shooting or stabbing incidents
- Fights and/or assaults or other similar situations.
- Incidents involving drugs and/or alcohol
- Reports of injuries due to unknown causes
- Suicide attempts

Scene Secure:

Law Enforcement Officers (LEO) on scene have entered the building/area involved and have confirmed that it is safe for fire personnel to approach.

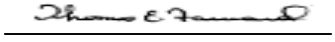
Guideline to Response:

- Companies responding to incidents involving the potential for violence are to confirm with Dispatch that LEO units have been dispatched to the scene.

Scene approach and staging:

Companies responding to potentially violent incidents shall:

- Discontinue the use of sirens (if appropriate) when approaching area.
- Stage at least one (1) block from the incident location in a position that does not place them in direct sight of the incident.
- Advise Dispatch tat they are staged.
- Remain staged until LEO confirms on scene that the scene is secure (as defined above).

	Subject: SAFETY PROCEDURES	REVISED: 09/01/12	ISSUED: 01/04/12	*Standard Operating Guidelines*
	Topic: RESPONSE TO POTENTIALLY VIOLENT INCIDENTS	**AUTHORIZATION**  **Thomas E. Forward, Fire Chief**		**509.00**

Should an incident escalate into a violent or potentially violent situation, personnel shall retreat to a safe area, request immediate LEO assistance and remain in the safe area until the scene is secured by Tampa Police Department or in some case Hillsborough County Sheriff's Office. If patient treatment is occurring when scene safety deteriorates, personnel shall attempt to relocate the patient to a safe area if at all possible. This may involve moving the ambulance with the patient and/or TFR vehicles away from the scene to a location that is deemed safe. Only as a last resort, in order to preserve personal safety, TFR members may terminate scene operations and leave the area until law enforcement can secure the scene. Maintain situational awareness at all times to ensure personal safety for all members and the public.

	Subject: TACTICAL GUIDELINES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: SHIP FIRES	**Thomas E. Forward, Fire Chief**		**600.00**

AUTHORITY AND RESPONSIBILITY

Tampa Fire Rescue's responsibility at ship fires within the City limits is the same as for building fires. All of the local industrialized Port Area is within the City limits.

Outside the City limits Tampa Fire Rescue units will be operating on a mutual aid basis with the Coast Guard. The Coast Guard will be the Federal On-Scene Coordinator, but all firefighting operations will be under the control of either the T.F.R. Incident Commander or Hillsborough County Fire Rescue if incident is in the county.

The Coast Guard has no statutory responsibility to fight ship fires, however the responsibility for port safety is given to the Coast Guard Captain of the Port (COTP). The United States Code gives the COTP the authority to "take full or partial possession or control of any vessel in COTP's jurisdiction, if it appears to the COTP that such action is necessary to prevent damage or injury to any vessel or waterfront facility." For all practical purposes the COTP can be deemed to be the final authority when danger threatens a ship in a United States port. Tampa Fire Rescue, Hillsborough County Fire Rescue, The Tampa Port Authority, and the Coast Guard are the four participants in the Vessel Casualty and Marine Fire Fighting Contingency plan.

FIRST IN COMPANY

Determine if hazardous materials are present. Whatever the situation COMMUNICATE so the proper response can be mounted as swiftly as possible.

COMMAND

An aggressive, coordinated attack is the most effective tactical option in the majority of ship fire situations. The quicker the command structure is built, the faster an attack can be organized and executed. Use a team approach, taking advantage of all the assistance available for members of the ship's crew, the Coast Guard, and technical advisors.

Do not hesitate to call extra alarms for manpower or call for special equipment such as the high-expansion foam truck (Foam 4 X)

Command has the responsibility to maintain the stability of the vessel on fire through control of water application and removal. Note: Each 2 1/2" handline in operation is adding 1 ton of water to the ship every minute it is flowing water.

Command must also ensure that there is a fireboat, rescue boat, or Coast Guard boat on the outboard side of the vessel in case of a man overboard.

	Subject: TACTICAL GUIDELINES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: SHIP FIRES	**Thomas E. Forward, Fire Chief**		**600.01**

MANPOWER

The heat and smoke at ship fires will take a heavy toll on firefighters. Accomplish tasks by company assignment. Rotate companies on a regular basis.

Four (4) person teams under the supervision of a Captain are best for hose teams or other work units. Keep track of your crew.

A two (2) person team is the minimum unit for any assignment aboard the vessel.

Wear full protective clothing and breathing apparatus at all times.

SHIPS UNDERWAY OR AT ANCHOR

If the burning ship is underway or at anchor the fire will be fought from the Fireboat. The crews of Truck 9, and Engine-3 will provide the manpower for firefighting. These companies will take their full bunker gear, SCBA / face piece, and spare air cylinders aboard the fireboats with them. The Coast Guard may transport additional companies and equipment to the scene.

SHIP FIRE KITS

Ship fire kits containing forms and tables will be available in the Command Post, the Fireboat, and Chief's cars.

The checklists and forms in the contingency plan is a tool for use in coordinating and recording ship fire operations. These forms cannot take the place of initiative and careful evaluation of the situation. Use those that apply to your advantage.

The following units have International Shore Connections: E6, T1, and FB1.

The final section provides information and instructions for Carbon dioxide flooding operations. A Marine Chemist will make a determination as to which extinguishing agent to use. These operations will be done only if the vessel's owner or agent makes arrangements for the hose fittings, and bulk Carbon Dioxide.

NOTE: See S.O.G. SECTION on MARINE FIRE SAFETY

	Subject: TACTICAL GUIDELINES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: AIRCRAFT EMERGENCIES	**Thomas E. Forward, Fire Chief**		**601.00**

I. PURPOSE

The purpose of this procedure is to establish guidelines for the response of Fire Rescue personnel and equipment to control aircraft emergencies within the City limits or at Tampa International Airport.

II. RESPONSIBILITIES

This procedure outlines the responsibilities for both on airport and off airport responding units. It identifies and defines the alarm terminology, response, staging areas, standby location and communications requirements.

III. ALARM TERMINOLOGY

The following classifications of aircraft emergencies are used by the Federal Aviation Administration to describe an unsafe condition or situation involving aircraft. They are:

ALERT-1 (Stand-by Response), Minor difficulty. This indicates an aircraft approaching the airport with an emergency (deferred potential emergency).

ALERT-2 (Airfield Response),Major difficulty. This indicates an aircraft approaching the airfield with a major mechanical difficulty or may be on airfield.

ALERT - 3 (Accident Response), This indicates that an aircraft is involved in an accident.

Tampa Fire Rescue further classifies the alarm according to location using the following classifications:

RED ALERT Tampa International Airport

BLUE ALERT Peter 0. Knight Airport

YELLOW ALERT Off the airport.

IV. PROCEDURE

A. RESPONSE

Upon notification of an alert from the TIA Tower, ARFF Command will advise the TIA Tower and TFR Communications of their level of response.

After initial notification, Tampa ARFF Command will update Communications via the radio concerning developments and requirements for additional support.

Because the above definitions do not alone lend themselves to determining the proper firefighting response, the responsibility for determining the correct response will rest with the officer receiving notification of the alert.

The main factors in determining a proper response are the aircraft size, passenger carrying capabilities, and location. The following provides a functional guide:

RED ALERT-1	(Stand-by Response), All ARFF units stand by in station. Airport Chief notified.
RED ALERT-2	(Air-Field Response), All ARFF units take stand-by positions along appropriate runway, all other responding units standby at P-11 gate (old station #22). Airport Chief responds.
RED ALERT - 3	(Accident Response), All ARFF units proceed to scene. All apparatus, all other responding units standby at P-11 gate (old station #22) until directed to proceed to the scene.
BLUE ALERT	Full first alarm response plus Heavy Rescue 1, Engine 6, Hit 6, and Rescue 1 to Peter O. Knight Airport.
YELLOW ALERT	Full first alarm response to scene for private aircraft plus Heavy Rescue 1, Engine 6, Hit 6, and Rescue 1.

Third alarm response to scene for commercial aircraft plus Foam-4 and ARFF units from Airport as appropriate.

The first-in officer may implement the COUNTYWIDE DISASTER PLAN upon evaluation of the situation.

B. MEDICAL RESPONSES AT TIA

At Terminal Call Level	**At Airside** Call Level
A- BLS & ARFF 6	A- BLS & ARFF 6
B- BLS & ARFF 6	B- BLS & ARFF 6
C- Rescue & ARFF 6	C- Rescue & ARFF 6
D- Rescue & ARFF 6	D- Rescue, ARFF 6 & appropriate ARFF unit
E- Rescue & ARFF 6	E- Rescue, ARFF 6 & appropriate ARFF unit

- If ARFF 6 is not available for Airside calls, TFR Communications will dispatch the appropriate ARFF unit.
- If ARFF 6 is not available for Terminal calls, TFR Communications will dispatch the appropriate ARFF unit and the closest engine or truck company
- TFR will dispatch all AED alarms as an M09E1

C. STAGING AND STANDBY POSITIONS - TAMPA INTERNATIONAL AIRPORT

When TFR Communications dispatches a Red Alert to TFR units on the air, the only information that will be given is the P-11 gate (old Station #22) address. Otherwise if all units are in quarters the alarm is not aired on the radio.

Communications will notify the Airport chief, the Airport Training Officer and follow the emergency airport notification list form.

All command procedures at TIA are to be called "Tampa ARFF Command"

The staging areas shown on the map are pre-determined for off field fire and emergency equipment. The units will go to these locations and stage uncommitted until assigned.

STAGE	=	STAGING LOCATION
ARFF Units		Assume standby positions as specified by Tampa International Airport Emergency Response Manual. Positions will be adjusted according to the type of aircraft and the nature of the emergency.

STAGE	=	STAGING LOCATION
District and/or Airport Chief		Upon arrival, follow standard transfer of command procedures with Command.

COMPANIES FROM OFF AIRPORT STATIONS

LEVEL 1 - STAGING	All fire, ambulance, and emergency medical personnel will stage on the ramp adjacent to P-11 gate (old station #22) and await further instructions on Channel 8- Staging.
LEVEL 2 - STAGING	Level II Staging will be initiated by Command in the event of a major emergency. Level II Staging will take place in an area designated by Command in an appropriate area near the emergency scene.

NOTE: DO NOT APPROACH AIRCRAFT **MOVEMENT AREAS** WITHOUT AN AIRPORT ESCORT! Uninvolved runways and taxiways may remain open to aircraft traffic.

RESPONSE AND STAGING - PETER O. KNIGHT AIRPORT

In the event of an accident at Peter O. Knight, all first alarm units will go directly to the scene. The second due engine will lay from the hydrant on Danube at Hudson or from the hydrants at each end of the parking lot in front of the Administration Building as directed by Engine -17.

LEVEL 1 - STAGING	All fire, ambulance, and emergency medical personnel will stage at Danube and Hudson or in the parking area in front of the Administration Building as directed.
LEVEL 2 - STAGING	Level 2 Staging will be initiated by Command in the event of a major emergency. Level 2 Staging will take place in an area near the scene as designated by Command.

NOTE: Peter 0. Knight is not a controlled airport like Tampa International. It does not have a control tower as such and operates under visual flying rules.

Stay clear of the runways as much as the situation will permit. Vehicles equipped with flashing lights should keep them on at all times in any area near the runways, taxiways, or aircraft apron area. If it is necessary to cross or travel along runways the personnel on the vehicles must look for aircraft traffic.

There is a gate in the airport perimeter fence on S. Davis at Danube. If Engine - 17 uses this gate it will be left open for incoming units.

D. GENERAL INFORMATION

Upon arrival evaluate and communicate as soon as possible. Let Communications know what you find and what you need.

During your approach watch for victims or survivors thrown clear, spectators, and debris. You may have to take an alternate route to reach the scene.

Your primary purpose is to protect and support any evacuation in progress upon your arrival. After that, keep fire away from the passenger cabin and fuel tanks in the wings as much as possible.

Foam is the preferred firefighting agent to combat aviation fuel fires. Water fog can be used effectively. DO NOT WASH FOAM AWAY WITH WATER. Replenish the foam blanket at regular intervals.

Do not move any wreckage except as necessary for rescue or for fire extinguishment. Do not move fatalities.

BALLISITIC RECOVERY SYSTEM
Parachute system for General Aviation and ultra-light aircraft. Emergency personnel should use caution around these aircraft. Most systems deploy from the rear of the cabin. Approach aircraft from the sides, look for the BRS warning label and consider **ALL** GA aircraft as having this system until otherwise determined. Contact ARFF for information on securing the system.

Do not use saws except as a last resort. They are a source of ignition for fuel spills.

Keep personnel in the hazard area to a minimum - only those necessary for the task. All personnel without full protective gear will remain out of the hazardous area.

As soon as a qualified individual becomes available, scan the whole site with a radiological meter, being alert for any package with hazardous materials labels (Biohazard, Radiological etc.) as these items are routinely shipped by air.

Once the scene is secured, the survivors removed, and the fire extinguished, remove all personnel to the perimeter. Turn the scene over to the police or the airport operations personnel (General Aviation, Operations, and Fixed Based Operator).

MILITARY AIRCRAFT

In the event of a crash involving military aircraft of the United States or foreign countries, the Chief of MacDill AFB Fire Department, or his representative, will assume the role of "operations" after his arrival at the scene. Overall command of the fire area will remain with Tampa Fire Rescue.

STEPS TO FOLLOW

1. Rescue survivors. Search the entire area for survivors.

2. Give medical aid to survivors

3. Secure the area

    a. No Smoking

    b. Establish a 1500 feet perimeter. Keep spectators and unnecessary persons out.

    c. Do not move any wreckage except for rescue or to extinguish fire.

    d. Evacuate homes or buildings as necessary

4. Do not move or disturb fatalities.

FIREFIGHTING

1. Approach from upwind if possible. Watch for survivors thrown clear or walking away.

2. Assume the aircraft was carrying weapons as well as fuel.

3. Approach bomber, cargo, and tanker (large) aircraft from front or rear, if possible.

4. Approach fighters (small) aircraft from the side. Rockets, missiles, and guns fire forward and exhaust blast to rear.

5. Do not disturb any munitions thrown clear as they may be armed.

6. Cool all munitions and protect from heat. High explosives will not explode if kept below 300

7. Nuclear weapons create no greater hazard than high explosives except minor chemical and radiation hazard. Keep people clear of smoke. WEAR SCBA.

8. Use care in jettisoning cartridge-actuated canopies or hatches. They are ejected violently and may ignite fuel spills or fall on personnel.

9. DO NOT RAISE, MOVE, OR TAMPER with arm rests of crewmembers' seats as these armrests activate the ejection seats and are extremely dangerous. These controls are painted yellow and black.

10. The ARFF trucks carry military aircraft emergency information books that cover all military aircraft and most commercial aircraft.

E. COMMERCIAL AIRCRAFT CRASH IN TAMPA BAY

RESPONSE

The first units on scene will probably be a Coast Guard helicopter, a Florida Marine Patrol boat, civilian boats, TFR boats and the T.F.R. Tactical Medical Response Team.

Within the first hour there may be three (3) Coast Guard boats, three (3) Marine Patrol boats, and three (3) Tampa Fire Rescue rescue boats on-scene. Two Fireboats will be dispatched to provide prolonged support or on-scene assistance where possible.

The Marine Corps Reserve amphibians based at Gandy Bridge may be available with drivers only. T.F.R. personnel may act as crew aboard these amphibians. These personnel must take their portable radios with them. The amphibians may hold 25 ambulatory or 8 stretcher patients each.

Personnel and equipment from the Airport Division may be dispatched to the scene to advise and assist with extinguishment, entry and evacuation. Chief 5 or the station officer will make this determination.

PWCs (personal watercraft), IBAs (inflatable buoyancy apparatus), TPD Marine Division, TPD Dive Team, HCSO Dive Team, are some of the equipment and teams called upon to assist in rescue operations.

COMMAND

The Coast Guard will be the On Scene Commander at the crash site. The disaster plans on both sides of the bay will be implemented as appropriate. Tampa Police Department's Command Module and the Pinellas County Mobile Communications Unit will be the Shore Command Post on their respective sides of the bay.

COMMUNICATIONS

Initial on scene communications between agencies will be on Channel 16 and then shift to set up a working network on Channel 22 (VHF-FM). These are Marine Radio Channels and will be available on the fireboat.

Tampa Fire Rescue personnel operating aboard Marine Corps amphibians should ensure there is a TFR portable radio aboard the amphibian they are staffing before departing the dock.

STAGING

LEVEL 1 - STAGING	The Rescue Units and boats and the Combat units necessary to assist with their launch and support, will respond to the boat ramp nearest the scene. All other companies may be directed to stage at an appropriate location.
LEVEL 2-STAGING	Level 2 staging will be initiated by Command in the area most appropriate to support recovery operations.

	Subject: TACTICAL GUIDELINES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: HAZARDOUS MATERIALS	**Thomas E. Forward, Fire Chief**		**602.00**

A hazardous materials incident involves a release or threat of release, through fire or spill, of substances that pose imminent and substantial danger to public health, property or the environment. Any incident represents a potentially hostile situation. Chemicals that are combustible, explosive, corrosive, toxic, or reactive along with biological and radioactive materials, can affect the general public or the environment as well as response personnel. While the response activities needed at each incident are unique there are many similarities. One is that all responses require protecting the health and ensuring the safety of the responding personnel. In no case shall life be risked in a chemical incident except in a calculated, intelligent attempt to save life.

This plan provides basic guidelines for hazardous materials situations. All Tampa Fire Rescue Standard Operating Procedures, unless superseded by a specific part of this plan, remain in effect for hazardous materials incidents.

If you are on scene or responding to any type of alarm be observant and ask yourself these three questions:

1. Is something unusual happening? (strange colored smoke, unusual fuming. people or animals acting in a peculiar manner, vegetation changing colors. etc.)

2. Can you identify the material involved as hazardous by name or identification number, labels or placards? (name or numbers found in NFPA 49. DOT Guide Book)

3. Are unknown and unidentifiable chemicals involved? (drums or containers on which the labels or numbers are missing or illegible)

IF THE ANSWER TO ANY OF THE ABOVE QUESTIONS IS YES - STOP

DO NOT SEND PERSONNEL INTO THE IMMEDIATE INCIDENT AREA (HOT ZONE)

IF YOU ARE IN THE HOT ZONE. GET OUT!

1. Stop at or get to a safe location upwind, upgrade

2. Call for a Haz-Mat Response, giving as much information as is available. Implement ICS.

3. Take all possible steps for your protection.

    A. Do not go back into the Hot Zone

B. No eating, drinking, smoking, chewing.

C. If you are contaminated strip off your bunker gear (watches, jewelry, belts, etc.) and wash with soap and water. Leave all contaminated gear in a pile.

4. Take Control of the site

A. Limit Access

B. Perform evacuation or rescue, as appropriate, providing for firefighter safety

5. Gather information

A. Any industry personnel on scene

B. Shipping papers, placards, labels, preplans, etc.

C. Your observations

A SAFE and EFFECTIVE Haz-mat Response DEPENDS on the quality and quantity of information gathered to use for research and decision making.

6. Decontamination

A. Assemble all contaminated persons in a safe area for decontamination and medical evaluation.

B. All persons must be decontaminated PRIOR to transport to hospital, if possible.

C. Your observations.

7. Dike or divert spill where safely possible.

8. Secure a water supply and lay out handlines, if indicated. Water must not be used indiscriminately.

Never underestimate the potential danger when dealing with a hazardous material. Many haz-mats have no smell or taste and can not be seen.

GET HELP EARLY - YOUR LIFE IS AT STAKE

	Subject: TACTICAL GUIDELINES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: HAZARDOUS MATERIALS	**Thomas E. Forward, Fire Chief**		**602.02**

HIT 6, ENGINE 6 - HAZARDOUS MATERIALS OPERATIONS

In general, Tampa Fire Rescue's plan for a hazardous materials release divides the response into three phases:

PHASE I - Preliminary Assessment

PHASE II - Mitigation

PHASE III - Termination

PHASE I - PRELIMINARY ASSESSMENT

The first due District Chief will assume Command upon arrival at the hazardous materials incident. Haz-Mat Team Captain will be Operations Group. A designated Haz-mat Rescue Unit will be Safety Group (Operations). All releases are to be considered extremely hazardous until proven otherwise. If the identity of the substance is not known, personnel must not enter the affected area unless directed to do so by Operations to accomplish a specific objective in accordance with the Site Safety Plan.

Rescue may be accomplished concurrently with the preliminary assessment if conditions permit. The purpose of the preliminary assessment is to evaluate the situation and gather sufficient information to develop effective plans for mitigation and termination of the Incident. The safety of all concerned personnel will depend upon the action taken and information gathered during this phase.

The Preliminary Assessment should be terminated when Operations determines:

1. There is no release.
2. The release involves neither a hazardous substance, nor a contaminant that may pose an imminent and substantial danger to public health, property, systems, or the environment.
3. The amount released and its disposition does not warrant further action.
4. The responsible parties or agencies are taking appropriate action.
5. The assessment is complete.

PHASE II – MITIGATION

1. Collecting, measuring, or analyzing samples.
2. Controlling the source of release.
3. Ensuring the removal of hazardous substances.
4. Placing physical barriers to deter the spread of materials.
5. Controlling the water runoff.
6. Making evacuation recommendations.
7. Using chemicals or other materials to restrain the spread of the hazardous materials or mitigate their affects.

PHASE III - TERMINATION

Operations may request termination of the incident under any of the following conditions:

1. It is determined that the release does not involve a hazardous material, or does not pose an imminent and substantial danger to the public, property, systems, or the environment.
2. The amount of material released and its disposition does not warrant further action.
3. The situation is under control and has been turned over to the appropriate industry, clean-up contractor, or other agency personnel.

NOTIFICATION

See SOG Section on Communications, for procedures and list of agencies for notification.

DOCUMENTATION

During all phases, documentation shall be collected and maintained to support all actions taken and to form the basis for possible cost recovery. In general, documentation should be sufficient to provide the source and circumstances of the condition, the identity of the responsible parties, accurate accounting of Tampa Fire Rescue's commitment in terms of personnel, equipment, and supplies, and impact or potential impact to public health, property, systems, or the environment.

Documentation, if possible, will include tape recording of the incident, video tape recording, or photographs. Chemical samples may also be taken for analysis to confirm or deny contamination and pollution. This is a finance function of ICS.

PERSONNEL GUIDELINES

No personnel may be used in response positions for which they have not been trained or equipped, or when they are not physically able to perform a desired function.

At least one person from the designated haz-mat rescue Unit, who has had toxicology training, must remain at the medical station for toxicology and medical evaluation duties.

HIT 6 - Engine 6 (Hazardous Incident Team) STANDARD OPERATING PROCEDURES

For hazardous materials operations, the standard operating procedures consist of the following:

"Standard Operating Safety Guide", United States Environmental Protection Agency and, "Occupational Safety and Health Guidance Manual for Hazardous Waste Site Activities", United States Department of Health and Human Services as amended for Tampa Fire Rescue.

The amendments to the above publications are:

1. In all cases, self-contained breathing apparatus will be used in the hot zone and contamination reduction zone.

2. In all cases, entry and back-up teams will consist of a minimum of two (2) persons.

3. Level D protection is not used in the hot zone by Tampa Fire Rescue personnel.

4. Tampa Fire Rescue Standard Decontamination Plan will be used.

5. Tampa Fire Rescue Site Safety Plan will be used.

Small spills of diesel, gas, or oil (a vehicle's fuel tank or crankcase) should be covered with sand or OIL DRY and left to evaporate. It may also be washed off of the roadway with water. If the spill has not entered the storm drains, keep it out if at all possible.

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	Topic: HAZARDOUS MATERIALS	**Thomas E. Forward, Fire Chief**		**602.05**

All hazardous materials and bulk quantities of petroleum products should be diked using the most expedient means available to keep it out of the drainage system and confine it to the smallest possible area. Use whatever is available on scene or call for a truckload of sand.

DO NOT FLUSH WITH WATER unless it is chemically and/or environmentally appropriate to do so. The objective is to confine it to and contaminate the smallest area possible until a cleanup contractor can safely remove it.

Whatever the spilled material, the scene must be left in a SAFE condition.
To comply with this directive all apparatus are equipped with a 40-pound bag of OIL Dry.

THE COMMUNICATIONS NEEDED WHEN CONTACTING THE COUNTY WARNING POINT (HAZARDOUS MATERIALS INCIDENT)

A). INFORMATION NEEDED WHENEVER POSSIBLE:

1. Location of incident.

2. When appropriate, the Incident Commander shall have Communications contact the "County Warning Point" with the above information and shall request special agency assistance as needed i.e., Coast Guard, D.E.R., D.N.R., etc.

3. Situation and containment/abatement measures taken.

4. Responsible party.

5. First responder contact person and phone number.

6. Whether or not D.E.R. on-scene assistance is needed.

B). **REPORTABLE QUANTITIES: (reported to County Warning Point)**

1. Any petroleum product incident of 25 gallons or more should be reported.

2. Other than petroleum products, incidents involving 5 gallons or 25 pounds of most hazardous materials should be reported.

3. For acutely toxic or reactive materials, any amount should be reported.

4. In the event of accidental, non-permitted, or emergency releases of domestic waste and sludge, sewer and lift station malfunctions, or sludge vehicle accidents.

HAZMAT DISPATCH PROCEDURES

Upon conformation of a Hazardous Material Incident, Communications will notify Hillsborough County Emergency Dispatch Center (EDC). EDC is responsible for notifying the appropriate authorities depending upon the size and scope of the incident.

All Hazardous Materials Incidents will be dispatched as follows:

F17A -Dispatch the closest Engine or Truck Company. The situations would include: Fuel spills not to exceed approximately 5 gallons, or 50 square feet, Residential gas emergencies involving appliance pilot lights out, Odor of gas, Carbon Monoxide detectors in non-fossil fuel residences or businesses. Fossil fuels are considered to be Natural Gas, LPG or Fuel Oil.

F17B -Dispatch the closest Engine 6 and Hit 6. The situations would include: Carbon Monoxide alarm in areas where there is fossil fuel used but no person at the scene is symptomatic, Abandoned drums, Anthrax scares-(Follow current procedures and dispatch when appropriate), Odor investigations (Like Pepper Spray, Mace etc. If we do not know where the smell / source came from), Dispersal devices, Aerosols and other call similar in nature (Note: if there are to be any hot zone activities conducted, then a medical response unit with transport capabilities must be on scene

F17C – Dispatch closest Engine, Engine 6 and Hit 6, District Chief and Rescue 1 (or the closest Rescue if Rescue 1 is not available). The situations would include: Carbon monoxide with symptomatic persons (ask the questions off the M08 card and dispatch under F17C), Minor leaks of flammable or poisonous materials, MVA with spills of hazardous materials other than fuels > more than 5 gallons, MVA's involving vehicles transporting cylinders, Cryogenic cylinders at roadside cable conduits (example: underground telecommunications lines, fiber-optic underground conduits etc.), Odor investigations, where persons are symptomatic Leaks in small pressure cylinders (example: 20 pound LPG/BBQ grill cylinders or smaller).

F17D – Dispatch 3 Engines, Engine 6 HIT 6, 2 Trucks, 2 Rescues, (Rescue 1 and the closest Rescue, if Rescue 1 is not available send the closest 2 Rescues), Vent Truck, C11, 2 District Chief's. The situations would include: Overturned tankers, Distribution lines for natural gas, LP gas cylinders larger than 20 pounds or inside structures, Railroad incidents, Mass Casualty without cause (consider terrorist event with chemical agent or radiological device), Pipeline leaks, Large fuel spills on land or water more than 6 gallons, Tank farm incidents.

	Subject: TACTICAL GUIDELINES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: INTERSTATE HIGHWAYS & EXPRESSWAYS	**Thomas E. Forward, Fire Chief**		**603.00**

APPARATUS PLACEMENT

Place your apparatus between you and the on-coming traffic.

Employ warning lights as available or directed by a Law Enforcement Officer, i.e., on the scene. Traffic control and warning devices should be left to TPD whenever possible. (The use of front warning lights tend to confuse on-coming traffic.) Communicate with TPD whenever flammable liquid leaks, spills, etc. are present with regard to using flares.

Leave a crewmember (usually the Driver/Engineer) to watch the traffic and set warning lights. Parking brakes are to be set and the apparatus set with the wheels at an angle to the side.

A. Consider parking above or below (on access road) if the traffic conditions are such that entry is impossible or difficult.

B. A life line may be employed to ascend or descend to or from the highway proper.

C. Where the highway is elevated, a ladder is effective to gain access and to effect evacuation from above.

D. Only apparatus that are absolutely necessary shall be taken onto the highway.

E. Position apparatus in the emergency parking lane or on the shoulder, as far off the traffic lanes as possible.

F. Do your job as rapidly as possible and THEN CLEAR THE TRAFFIC LANES.

G. A Truck company spotted on the access road will usually provide the best method of advancing a line to elevated sections of the highway.

H. Several sections of the interstate system or expressways have no access roads and will require laying hose for long distances from on-ramps or over fences if a supply line is needed. Relay pumping and tank trucks should be considered in these cases.

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	Topic: INTERSTATE HIGHWAYS & EXPRESSWAYS	**Thomas E. Forward, Fire Chief**		**603.01**

FREEWAY CONFIGURATIONS

In different areas the details of construction vary considerably. This presents several tactical situations that should be considered in advance.

Company officers will inform Communications of any unusual situations, to be conveyed to other responding companies.

RESPONSE

Assignments on highways follow Communications, MPDS, Fire, and Hazmat protocol.

Communications may receive information on a highway incident from law enforcement agency or a variety or other sources. Communications must be established and maintained with law enforcement to assure that needed information is exchanged during an incident. In most cases law enforcement agency will arrive first at an incident and may be able to provide updated information on traffic conditions and access. This information should be relayed to responding companies immediately.

The Company Officer on a responding unit is responsible for redirecting other companies or having Communications dispatch additional companies if it becomes apparent that the first company will be unable to reach the incident due to traffic congestion.

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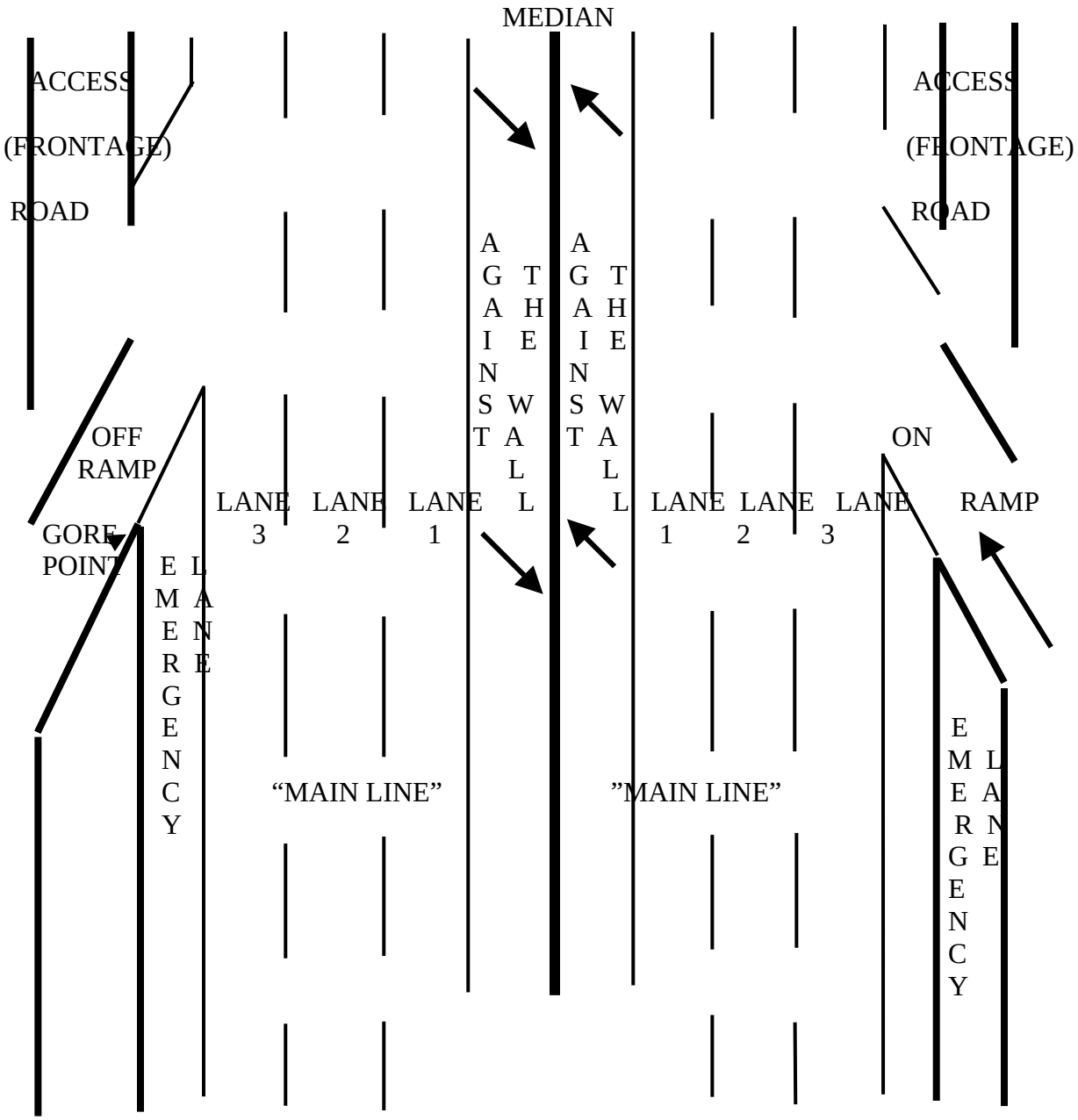
TERMINOLOGY



This diagram illustrates terminology often used in describing limited access highway features.

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	Topic: INTERSTATE HIGHWAYS & EXPRESSWAYS	**Thomas E. Forward, Fire Chief**		**603.03**

APPROACH AND STAGING

Units should attempt to reach the scene in the direction of the reported incident unless otherwise instructed by law enforcement. If the direction is unknown, units will be dispatched to check in both directions.

In some cases, law enforcement may advise the best access is via the access road or by travel against the normal traffic flow. Units should proceed in the opposite direction to normal flow ONLY at the specific request of law enforcement when it is assured that all traffic has been stopped.

It is the responsibility of the first unit to direct other units via alternate access if the responding unit is unable to reach the scene. Specific directions should be given regarding approach and direction for other companies when problems are encountered.

COMMAND

The first unit arriving on the scene of a multiple unit incident will establish Command and give an initial report. The initial report should include:

1. Traffic Conditions
    a. Stopped
    b. One lane open
    c. All lanes open
2. Fire/No Fire (smoke showing, working fire, fully involved) A follow-up report should indicate:
    a. Injuries/Number
    b. Extrication needed
    c. Evacuation
    d. Hazardous materials spill
    e. Call for necessary help/or alarms

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	Topic: INTERSTATE HIGHWAYS & EXPRESSWAYS	**Thomas E. Forward, Fire Chief**		**603.04**

COMMAND POST LOCATION

The Command Post location should be carefully chosen for major incidents, to provide access and a good view of the scene.

LIAISON WITH LAW ENFORCEMENT

Command will establish liaison with law enforcement at the scene as quickly as possible. In serious incidents an officer with a portable radio shall be designated to specifically handle a Law Enforcement Liaison.

The primary responsibilities of liaison with law enforcement include traffic control, directing the approach of additional resources needed at the scene and crowd control. Law enforcement may also provide a helicopter for aerial surveillance on request.

Law enforcement will shut down the highway completely when Fire Rescue Command feels the situation requires this action.

SPECIAL CONSIDERATION

Each Company Officer is responsible to research and know the location of hydrants and access to the freeway.

Water supplies and other problems must be pre-planned by the first due officers. Some typical problems which must be considered:

EXAMPLE:

1. Early call for additional personnel to handle lines that may have to be extended long distances, over many obstacles.

2. Relay pumping probabilities.

3. Special equipment needs (tankers, foam, sand, wreckers, etc. will be called according to the current Communication's policy).

4. Early call for traffic control.

5. Sewer (when dealing with spilled products).

6. Peak traffic hours.

7. Access to the freeway (ladders, on/off ramps)

	Subject: TACTICAL GUIDELINES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: INTERSTATE HIGHWAYS & EXPRESSWAYS	**Thomas E. Forward, Fire Chief**		**603.05**

PURPOSE

The purpose of this Policy is to describe the required personal protective apparel to be worn by Tampa Fire Rescue members when working at an incident that places the member in or near moving traffic. Incidents such as vehicle collisions/injury crashes, extrications, fluid spills, dangerous conditions, and vehicle fires are typical situations where this policy is applicable.

BACKGROUND

For incidents where exposure to the hazards of moving traffic are present for fire department personnel working on foot, this department policy can be summarized in the statement. "If your feet are on the street, your vest is on your chest." Conforming to this policy places the member in compliance with Federal law 23 CFR Part 634 and applicable provisions of the Federal Highway Administration's Manual on Uniform Traffic Devices (MUTCD).

PROCEDURE

Specifically, when the nature of the incident requires the member to work in or near moving traffic, the following personal protective apparel shall be worn;

- Structural Fire Helmet with chin strap properly donned
- ANSI 107-compliant Class II vest, Class III Highway Safety garment, or ANSI 207 Public Safety vest
- Protective Footwear

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

Structural bunker pants and boots may be worn in lieu of standard protective footwear.

	Subject: TACTICAL GUIDELINES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
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NON-VEST INCIDENTS

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

The exemptions for wearing a highway safety vest applies only to members directly involved in activities within an established "Hot Zone" and only when the "Hot Zone" is protected from the hazards of moving traffic by apparatus blocking, lane closures, etc.

The required ANSI-compliant Highway Safety vest need not be worn when a member is required to;

1) Don structural PPE and SCBA to work in close proximity to a source of heat such as during suppression of a vehicle fire,

2) Don hazardous material personal protective equipment to avoid potential exposure to chemicals or other contaminants, or

3) Don technical rescue PPE and/or equipment for a technical rescue incident such as extrication, high or low-angle rope rescue, swift water rescue, etc.

All members on-scene performing duties or involved at activities other than those listed above are required to don ANSI-compliant vests when working in or near moving traffic.

Members directly involved in source of heat, chemical, or technical rescue activities as listed above who complete their activities within the designated Hot Zone are required to don ANSI-compliant vests once their activities within the Hot Zone are completed or they leave the immediate "hot Zone' area of the incident scene.

	Subject: TACTICAL GUIDELINES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: HIGHRISE BUILDING FIRES	**Thomas E. Forward, Fire Chief**		**604.00**

PURPOSE

The successful mitigation of a high-rise incident will be dependent on the actions of the first arriving company. First arriving officers must realize that incidents of this type will be manpower intensive and severely tax the Department's resources. **If there is any indication of an actual working fire, then the first in officer will request a 3rd alarm.** Experience has shown that certain tasks must be completed in a sequential order for the operation to progress smoothly to a successful conclusion. It is the intent of this document to provide a standard for responding companies in order to cover critical tactical positions that are present in all high-rise fire scenarios.

High-rise fires present unique problems in firefighting operations. High-rise building construction effectively shields the interior from the outside. Even with nothing showing, an assumption of a concealed fire should be made by the first units arriving. The Life Safety aspect of a fire in a high-rise structure is always a primary concern.

Nothing in this guideline should prevent the IC from making changes in tactical assignments as the event dictates.

PROCEDURE

The initial arriving unit should be concerned with:

1. Identifying and sizing up the fire floor.
2. Providing for the life safety of persons in immediate danger.
3. Assembling a fire attack team with a minimum of 2 Engine companies.

The first due Engine:

1. Give arrival report and ensure Incident Management system is established. Company officer will be in charge of the fire attack team as soon as command is transferred to 1st district chief upon arrival
2. Obtain access and fireman's service elevator keys
3. Confirm the floor number of the reported fire / determine tenability of stairwells for attack and evacuation purposes.
4. Assemble hoses and equipment (as outlined in General Requirements section) for making a fire attack from a standpipe system / ascend to 2 floors below the indicated fire floor / D/E stay in the lobby to control elevators and establish lobby division.
5. Make connection of 35' - 3 inch hose with connected 2 ½ inch wye and in-line pressure gauge at standpipe 1 floor below the reported fire floor. Advance wye end of hose to the landing on the reported fire floor
6. Lay 100' of hose up the stairwell. 50' to the next landing and back down the stairwell so that the nozzle is positioned for advancement of the hose into the hallway

7. Determine and report to command the conditions of the fire floor hallway and Stairwell

Second due Engine: Assemble hoses and equipment (as outlined in General Requirements section) for making a fire attack from a standpipe system with all personnel.

1. Forms up with first-due engine and connects hose to 2 ½ inch wye as back up line or extends attack hose for a total of 200' of attack line.
2. First and second-due engine companies will then attack the fire under the command of the first-due engine officer.

Third due Engine:

1. Insure that all F.D. connections serving the building are supplied
2. Report to the fire pump room to insure that the fire pump is operational at the proper pressure. This is at the discretion of the I.C.
3. All additional engine personnel will report to the lobby with the equipment outlined in General Requirements section of this procedure.
4. The company officer will assume lobby control officer and establish 'Level 3' Accountability.

Fourth due Engine:

1. Report to the lobby with the equipment outlined in General Requirements section of this procedure and a Rapid Attack Monitor (RAM).
2. Ascend to the established fire floor division and report to the division officer.

Fifth due Engine:

1. Assume RIC and report to one floor below the fire floor with the required equipment per RIC SOG plus an additional RIC bag.
2. 4 extra air bottles
3. Monitor appropriate channels as identified in RIC SOG.

First due Truck Company:

1. Assemble hoses and equipment for (as outlined in General Requirements section) making a fire attack from a standpipe system with all personnel if fire floor is above the reach of their ladder device.
2. Ascend to floor above the fire to search, evacuate, and check for extension.
3. Determine and report to command the conditions of the floor, hallway, and stairwell. Communicate immediate needs, and actions taken.
4. Hand lines should be in place for exposure protection and the need to prevent fire from extending.

Second due Truck Company (full crew):

1. Report to the lobby with the equipment outlined in General Requirements section of this procedure.
2. Establish Search and Rescue Group with First due Rescue.
3. Primary searches will be prioritized in the following areas:
    a. Fire Floor
    b. Floor above the fire
    c. Attack stairwell – due to the possibility of numerous citizens trying to evacuate through the stairwells, this will take priority in clearing the Attack Stairwell for companies to operate on the fire floor.
4. Evacuation in High Rise incidents will be dictated by the time of day and number of occupants. Because of this, three concepts should be considered for evacuation of occupants:
    a. Evacuation to a place of safe refuge (several floors below)
    b. Shelter in place
    c. Total Evacuation
5. For Evacuation of occupants, the Incident Commander should consider the 3-floor rule:
    a. Evacuation of the fire floor and 3 floors directly above and below
    b. Evacuation of the top 3 floors due to the possible accumulation of smoke and gases.
    c. Shelter in place all others unless conditions dictate otherwise.

First due Rescue:

1. Report to the lobby with the equipment outlined in General Requirements section of this procedure.
2. Establish Search and Rescue Group with Second due Truck.

Second due Rescue Company:

1. Assemble equipment to establish a Medical Group at a location designated by command or where needed in anticipation of victim treatment.
2. Notify command of the exact location where patients need to be delivered for treatment / evacuation and communication needs. (Refer to the Mass Casualty SOG).

First arriving District Chief:

1. Reports to building command/control room or lobby and assumes command
2. Assigns first D/E or additional F/F as chief's aid.
3. Utilizes P/A system, and insures evacuation procedures have been implemented.
4. Determines adequacy of building features and their function; HVAC, elevators, fire pumps, etc.…
5. Set up Incident Management structure for assignments and accountability.
6. Determines needed fire flow, required resources and fire attack measures in place from reported conditions. At all times, reevaluation of structural stability needs to

be made paramount by taking into consideration reports from the outside, fuel load and characteristics of the structure, etc.….

7. Designate and Communicate the 'Attack' stairwell and the 'Evacuation' stairwell.
8. When relieved by ranking officer, becomes Division Leader on fire floor.

First arriving Division Chief:

1. Relieves and reassigns the first arriving District Chief and assumes command.

Vent Truck:

1. Reports to Command for assignment of pressurizing the 'Attack Stairwell'

2nd Alarm Companies:

The First due Engine on 2nd Alarm:

1. Report to the lobby with the equipment outlined in General Requirements section of this procedure.
2. Ascend to 2 floors below the designated fire floor and establishes 'Staging'.
3. Establishes an area for:
    a. Equipment Staging (fresh SCBA bottles, hose, etc...)
    b. Company Staging (fresh crews)
    c. Empty SCBA drop off
    d. Rest and Recovery area with medical montioring
4. Maintain level of resources as directed by IC (2 company minimum)
5. Coordinate with Base for additional resources
6. Establishes a plan for refilling of SCBA bottles
7. Maintain log of activities.

Remaining Engine Companies on 2nd Alarm:

1. Report to the lobby with the equipment outlined in General Requirements section of this procedure.
2. Ascend to 'Staging' area and reports to Staging Officer.

Third due Truck:

1. Report to the lobby with the equipment outlined in General Requirements section of this procedure.
2. Ascends to the floor above the fire and reports to the Division officer.

Fourth due Truck:

1. Report to the lobby with the equipment outlined in General Requirements section of this procedure.
2. Ascend to 'Staging' area and reports to Staging Officer.

3rd and 4th due Rescue:

1. Establishes 'Rehab' at Staging area with appropriate medical equipment for fire fighter monitoring and treatment (as outlined in General Requirements section).
2. Coordinates needs through 'Staging Officer'

Second arriving District Chief:

1. Ascends to 2 floors below the fire and assumes 'Staging'.

3rd Alarm Companies: The first and second alarm companies report to the Incident Commander, 3rd and subsequent alarm companies will respond and report to 'Base'. The location of 'Base' will be desigated by the IC and staffed by the officer and crew of the First due Engine on 3rd Alarm.

GENERAL REQUIREMENTS AND PROCEDURES

Engine Companies shall carry the following equipment:

- Assigned high-rise kit
- If unit does not have a departmental high rise kit, then they are to bring 100' of 2 ½" hose with low pressure nozzle and 50' of 3" hose
- 4 extra air bottles
- All personnel with full PPE

Truck Companies shall carry the following equipment:

- Forcible entry equipment: flat head axe, halligan
- high-rise kit
- Thermal Imager
- Pike Poles
- 4 extra air bottles
- All personnel with full PPE

Rescue Companies shall carry the following equipment:

- Forcible entry equipment: flat head axe, halligan
- 2 extra air bottles
- All personnel with full PPE
- Rescue Companies fulfilling 'Rehab' duties in 'Staging' will also take:
    - Stretcher
    - ALS Equipment
    - Backboard

	Subject: TACTICAL GUIDELINES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: HIGHRISE BUILDING FIRES	**Thomas E. Forward, Fire Chief**		**604.05**

The first and second arriving truck companies will spot at the most advantageous location for use of the aerial. Uses of the aerial at fire buildings are in the following order of priority:

- Rescue/removal of occupants
- Access to target floors (fire floor, floors above and below)
- Ventilation / providing secondary means of escape for firefighters

Initial companies should determine the existence and limitations pressure reducing devices (P.R.D.) place on built-in fire suppression systems. Determine a method to by-pass or negate the P.R.D. if appropriate.

All Members entering the structure should bring spare SCBA cylinders whenever possible. The Staging officer will be responsible for establishing air supply/refill operations at the appropriate location.

Investigations of any alarms in a high-rise structure shall be undertaken by both the first arriving Engine Company and/or the first-arriving Truck Company, ALL personnel, including chief officers entering the building will have full personal protective equipment and required equipment.

Elevator Operations

1. If the fire is on the seventh floor or below, avoid using the elevator. Walk up.
2. Elevator use is permitted only when the service is under key-operated fire department control. If the elevators cannot be put into fire department service mode, they will not be used.
3. One firefighter with a portable radio is assigned to operate the elevator. One firefighter must be left in the elevator car at all times when the elevator is put in fire department service mode.

4. The initial action is to take control of the elevator(s), restricting use by civilians and firefighting personnel until the safety of the system can be determined. Any elevator capable of stopping at the involved floor should not be used to go any higher than two floors below the fire.
5. Elevators that have shafts that do not go to the fire floor are always preferred.
6. Elevator shafts must be assessed for smoke or other conditions that would create a risk before they may be used.
7. Always carry forcible entry tools when using elevators.
8. The number of firefighters per car is limited to six.
9. While in use, stop midway between the lobby and the desired upper floor location. First-up crews must stop at every fifth floor to check the shaft for smoke or other risks. When the car stops at the test floors, open the doors, shine a light up the shaft to check for smoke, and check the floor to determine the location of

the nearest stairway. This will provide a check of the elevator control system and, with the elevator doors open, the hoist way can be checked for smoke conditions.

10. The elevator is stopped two floors below the fire floor, and crews must proceed from there by stairwell
11. If an elevator is used and it fails to stop at the midway point or at two floors below the fire floor, the emergency stop button should be used immediately. If the elevator does not stop, call a "May Day" and prepare for the elevator to go to the fire floor, don protective equipment and insert haligan into exterior door to prevent door from opening. If there is the slightest doubt that the elevators are not safe, use the stairways, and advise command concerning the condition of the elevators. Before you leave this location, put the car out of service (by using the car controls or blocking the car door open), and then continue to your destination by walking up the stairs.

Single source automatic alarms

1. First arriving engine or ladder will investigate the alarm
   - All personnel shall be in P.P.E. including SCBA
   - All personnel shall carry assigned equipment
   - Members shall not use elevators if the reported alarm is on floors 1 through 3
   - Any elevator that is used shall have Phase II Firefighter service

Multiple source automatic alarm and/or verbal report of smoke or fire

1. First arriving engine or ladder will investigate the alarm
   - All personnel shall be in P.P.E. including SCBA
   - All personnel shall carry assigned equipment
   - Members shall not use elevators if the reported alarm is on floors 1 through 3
   - Any elevator that is used shall have Phase II Firefighter service
   - Request a full high rise assignment

ICS POSITIONS

INCIDENT COMMANDER - The ICP should be established at a location which allows for the maximum use of communications and the least disruption to the overall function of the command post. The mobile command post spotted at a safe location within view of the building is strongly recommended for the ICP. The ICP may also be established in the lobby of the fire building, but consideration must be given to the level of noise and activity that will fill the lobby. The IC should have capabilities to monitor command and operational radio frequencies as well as cell phone and/or land line capabilities. Regardless of the location, communication must be maintained between the IC and building command/control room.

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	Topic: HIGHRISE BUILDING FIRES	**Thomas E. Forward, Fire Chief**		**604.07**

BASE -Additional alarms will require Base to be announced. Base is considered the location at least 200' from the building where apparatus will initially report. A location should be chosen that best facilitates access and accommodation for the large number of apparatus that will respond to a confirmed incident. The base area manager will report directly to the IC.

STAGING – Staging is located two floors below the fire floor or at an appropriate location when the fire is on the #2 floor or below. When the fire floor is 2 or below, staging and forward staging may be combined into one function. Staging is the initial location of the RIC, and the equipment cache location. The staging area manager reports directly to operations or the IC when no Operations position is established.

SEARCH / RESCUE GROUP -. The S&R group will be responsible for locating and removing endangered occupants to a safe area or out of the building. If the S&R function requires more than 5 companies, the S&R branch will be established with appropriate floor divisions being established.

PLANNING - The planning section chief will be located near the ICP when so staffed by the IC.

LOGISTICS - The logistics section chief will be located near the ICP when so staffed by the IC.

LOBBY CONTROL - The lobby control officer will coordinate the use of elevators and stairwells to access floors aloft. The LC officer may also be used to coordinate equipment relays via manpower in the stairwell.

SAFETY GROUP - Large-scale incidents will require the staffing of a safety group.

Expanded ICS positions must be filled by the IC as required.

IN CASES OF MAJOR INVOLVEMENT, COMMAND WILL ESTABLISH THE COMMAND POST ON THE FIRE FRONT (OUTSIDE THE 200 FT PERIMETER

Tactical Reminders:

1. Communications will become paramount and alternative methods should be evaluated as soon as possible; Bi-Directional Amplifier (BDA), stairwell phones, tactical channel on separate frequency, etc.…
2. Vent-1 and Vent-2 should be assigned to pressurize the stairwells to assist building system.
3. The need to identify an attack stairwell and an evacuation stairwell is paramount.

4. Crews need to stay together and have an assigned task. These crews need to stay on the assigned task. If injured occupants are encountered enroute to an assignment, notify command and continue on to the assignment.
5. Command should set up an area designated for the evacuated personnel so as to account for all occupants as information is obtained. This should be controlled and maintained by TPD personnel.

	Subject: TACTICAL GUIDELINES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: BOMB THREATS	**Thomas E. Forward, Fire Chief**		**605.00**

Primary Responsibility

The Tampa Police Department has primary responsibility for action related to the handling and disposal of explosive devices. In the event of a bomb threat or explosion, Tampa Fire Rescue shall serve in a support role to the Police Department.

COMMUNICATIONS

a. When a bomb or report of a found object suspected to be an explosive device is received, a first alarm response shall be dispatched to the scene to stand by in case of an explosion. Additional fire apparatus will be dispatched as needed.

b. Following dispatch of fire units, Communications Division will notify the appropriate Division/District Chief of the situation and status. Responding units will be advised of the Police Command Post location, officer in charge and other available pertinent information.

RESPONDING UNITS

a. Arrival of responding units will be announced at least three blocks from the scene where they will assume Level One staging. (Maintain minimum 1000' perimeter).

b. Beware of secondary devices. Use care in placement of personnel or apparatus near possible concealment locations.

c. Electronic devices will be left in the "off" position within 150 feet of the suspected device or area.

d. A TFR representative will maintain liaison with Police Command and establish contact with Fire Communications by telephone whenever possible.

e. Apparatus and personnel will be positioned to minimize exposure to flying glass and debris. In the event units must be positioned closer than1000 feet from the involved area or building, the units should be positioned along a wall with no openings or behind other physical barriers. If this cannot be accomplished, position the unit at a corner of the structure.

f. Initial arriving pumper(s) will take position at the appropriate key hydrant. The key hydrant will be the closest hydrant to the threatened building that would be outside the danger area in the event an explosion should occur.

	Subject: TACTICAL GUIDELINES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: BOMB THREATS	**Thomas E. Forward, Fire Chief**		**605.01**

IN THE EVENT OF AN EXPLOSION

No personnel other than qualified bomb squad technicians will enter the scene unless rescue efforts are necessary.

a. Special Areas of Concern

1. Assess structural integrity before entry.
2. Maintain scene security to preserve chain of evidence.
3. Take care not to move or destroy evidence, i.e., footprints, tire tracks, hair, blood, fingerprints, torn clothing, etc.
4. Stay alert for structural hazards, secondary explosives and entrapment devices.
5. DO NOT use electronic devices within the search area (150' minimum distance).

Bomb Threat in Municipal Buildings (Fire Stations, City Hall, etc.).

Supervisors who work in a threatened structure, because of their familiarity with their work area, should accompany the police officers assigned to search the structure.

	Subject: TACTICAL GUIDELINES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: FIRES IN POSTAL FACILITIES	**Thomas E. Forward, Fire Chief**		**606.00**

A fire involving Postal Service property is basically the same as any other alarm. The first concern is to respond and extinguish it.

The first arriving Company Officer is in charge of all firefighting operations until relieved.

Every effort should be made to protect the mail. Strangers should be kept from entering the structure housing the postal facility. After the fireground action ceases, every effort should be made to guard and secure the installation.

If the contents of a postal installation are removed from the original structure, they should be placed under guard until the proper authority arrives on the scene.

A competent postal official should be contacted as soon as possible and advised of the situation. Then, be guided by his advice. The Officer in Charge should require identification from any individual claiming to be a postal official.

The recommended extinguishing agent for mail matter is "carbon dioxide" or "dry chemical," since water will obliterate the addresses; also, this particular agent will not cause any deterioration of the contents of the mail.

Use of water on the outside of the mailbox may be desirable to reduce ignition temperature. Extinguishment should be through the slot opening, using "dry chemical" only.

Should water have to be used on the structure itself, every effort should be made to prevent the mail from becoming wet. Spread covers and take other necessary salvage steps.

The foregoing instructions apply to storage mail car fires as well as fires in postal vehicles. Break the seal of the lock on the door of the car, put out the fire, and protect it until a postal representative can assume custody.

	Subject: TACTICAL GUIDELINES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: MASS CASUALTY	**Thomas E. Forward, Fire Chief**		**607.00**

This procedure will establish a standard structure and guidelines for the operation of Fire Rescue units in a mass-casualty emergency medical situation involving 6 or more victims. The basic system may be applied to any mass-casualty disaster. Such situations may or may not include firefighting operations, which are not a part of this procedure. This procedure will integrate into the overall fireground management system. All Tampa Fire Rescue standard fireground guidelines will be applied to medical emergencies.

It will be the responsibility of Command to make an early determination of situations requiring the implementation of this procedure. The basic system outlined in this procedure is applicable to all multiple patient situations and will be used routinely in such standard command structure at E.M.S. incidents requiring the commitment of three (3) or more companies.

The declaration of a "Mass Casualty Emergency" will call for implementation of this procedure. This action will be initiated by Command when a large-scale incident is encountered. With implementation of a "Mass Casualty Emergency procedure, Communications will automatically provide for notification of pre-arranged outside agencies for assistance. The degree of implementation will depend on the extent of the situation as reported by Command.

Situations calling for this action would include those in which the number of patients involved and/or the severity of their injuries requires coordination with several hospitals and situations in which complex extrication, treatment or patient transportation problems are encountered.

There are designated levels of Mass Casualty Incidents based on the estimated number of patients. This information is important for escalation of the event by the department, the EOC and possibly state and federal involvement. The levels are:

- Mass Casualty Level 1 = 6-10 estimated victims
- Mass Casualty Level 2 = 11-21 estimated victims
- Mass Casualty Level 3 = Over 21 but less than 100 estimated victims
- Mass Casualty Level 4 = Over 100 but less than 1000 estimated victims
- Mass Casualty Level 5 = Over 1000 estimated victims

COMMAND RESPONSIBILITIES

The responsibilities assigned to the Medical Branch will vary to some degree in each situation. These responsibilities generally include:

1. Taking control of Medical Branch.

2. Maintaining initial and continuing situation evaluation and reporting to Command.

3. Extrication of trapped victims.

4. Triage of victims.

5. Field treatment stabilization and preparation of patients for transportation.

6. Provisions for transportation of victims.

7. Distribution of patients to medical facilities.

8. Provisions for medical supplies, as needed, at scene. *

*May be assigned to other branch.

The officer assigned overall responsibility for these functions may subdivide this responsibility to various groups. The details of these assignments will vary with the particular circumstances, but the following guidelines will serve as a basic organizational model, which should be used in most cases.

The officer in command may make assignments for various functions to any personnel on the scene. All Tampa Fire Rescue personnel shall respect the authority of such assigned personnel.

The initial and continuing progress reports should indicate:

- Type of situation
- Number of victims
- Condition, type of injuries of victims (as a group)
- Resource requirements
- Need for special equipment, supplies, etc.
- Fire stability

COMMAND OPTIONS

The type and complexity of various situations suggest different but similar organizational structures.

A. AUTOMOBILE ACCIDENT - Several victims

In this situation, Command would assign each company the responsibility for a specific function. This incident is entirely of an E.M.S. nature and Command is responsible for coordination

B. FIRE WITH VICTIMS

At a working fire, Medical may be one of several groups assigned by Command. It may be a rescue company assigned to set up and aid station or several companies working under a Medical Branch Officer.

C. MAJOR MEDICAL EMERGENCY

In the case of a major disaster, the structure above should be instituted. When fire is involved it will probably be wise to split Suppression Operation and Medical Branch, each under a branch officer who reports to Command. The Medical Operations Officer is responsible for the entire medical function and assigns units and groups, which report to him.

If there is no fire Command may elect to omit the Medical Operations level and personally command this function.

NOTE: Medical Branch Radio designation "Medical"

EXTRICATION GROUP

The Extrication Group is responsible for victim management at the actual incident site and for any treatment or extrication efforts before the victims are moved to a separate treatment area. This includes the moving of these patients from the actual site. An important decision must be made whether to provide triage and primary treatment at the actual site or to move the patients quickly to a separate treatment area. In many cases it will be necessary to move the victims on backboards after only a brief examination (ABC's).

The Extrication Group responsibilities may be summarized as follows:

1. Determine whether triage and treatment is to be conducted "on site" or at a separate treatment area.

2. Evaluation of resources needed for extrication of trapped victims and removal of victims to Treatment Area.

3. Evaluation of resources needed for triage and primary treatment of patients.

4. Communication of resource requirements to Command.

5. Resource allocation.

6. Supervision of assigned companies.

7. Reporting of progress to Command and "all clear" when all victims have been removed.

8. Coordination with other groups is required.

EXTRICATION GUIDELINES

The Extrication Officer should assign crews or aids to help size up the situation and report resource requirements. An initial commitment of one company per five (5) victims is reasonable for extending initial and immediate care when many victims are involved. The Extrication Officer should be positioned in a readily visible location, accessible to arriving companies and messengers and with a view of the scene. Face-to-face communications should be used within the group. Company Officers should use messengers to relay information to the Extrication Group Leader. A command vehicle equipped with P.A. system could be valuable.

Ambulatory patients who do not need urgent medical assistance should be removed from the scene as soon as possible to reduce confusion. This may require the assignment of one or more companies to assemble these patients and remove them to an area where they will receive medical attention if needed. These patients will initially be gathered together at an "assembly area." A city bus may be used to transport these people from the assembly area to a suitable location that could be a fire station or other convenient location.

If the victims are spread out in a safe area allowing for "on the spot" triage and treatment, companies could be assigned to a specific area or group of patients. The Company Officer assigned will have to determine the needs of those patients and ask for assistance if necessary. The Company Officer has responsibility for all those patients until they are delivered to a Treatment Area, to Transportation group, or handed over to another company. This company would then become available for re-assignment and report back to the Extrication Branch.

	Subject: TACTICAL GUIDELINES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: MASS CASUALTY	**Thomas E. Forward, Fire Chief**		**607.04**

All patients treated "on the spot" should be triaged and tagged. The first priority for moving patients to the Treatment Area will be those needing "Immediate" paramedic level treatment. "Delayed" treatment patients should be held until later. Patients should not be moved until a treatment area has been established and reported in readiness.

All non-ambulatory patients shall be moved on backboards, with cervical collars, if indicated.

Companies may be assigned as "litter bearers" to assist in this movement. Pick-up trucks, rescue vehicles, baggage carts or similar conveyances may also be used.

Trapped victims requiring prolonged extrication should be triaged by paramedics and receive IV's or other treatment if possible. Non-trapped victims will receive IV's only in the "Immediate" Treatment Area.

When victims require physical extrication, truck companies and/or Heavy Rescue 1 should preferably be assigned to this duty. Aerial apparatus should be brought in close to the scene in this case. Other apparatus should be parked at a distance from the scene to avoid confusion.

Extrication may have to coordinate with Suppression Branch to maintain the fire stability of the scene. It is the responsibility of the Extrication Officer to make sure the safety of the operational zone is being maintained.

TREATMENT GROUP

The Treatment Group is responsible for the establishment and operation of a treatment area in a suitable location. The proximity of this area must be determined by the circumstances; it must be in a readily accessible area but away from any dangerous conditions associated with the incident. The function is to provide critical treatment for stabilization and continuing care of patients until they can be transported to a medical facility.

The Treatment Group should be prepared for the arrival of patients from the Extrication Group and should report when ready. The Treatment Group should first establish a "Immediate" Treatment Area where paramedic level treatment will be given. A "Delayed" Treatment Area should be established if there is a need to hold non-critical patients where basic treatment and supervision is available.

The Treatment Group will determine priorities for patients to be transported to medical facilities and will consult with the Transportation Group on the allocation of patients to facilities.

	Subject: TACTICAL GUIDELINES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: MASS CASUALTY	**Thomas E. Forward, Fire Chief**		**607.05**

The Treatment Group is responsible for:

1. Evaluation of resources required for treatment and reporting needs to command.
2. Identification of suitable "Immediate" and "Delayed" Treatment Areas.
3. Assignment and coordination of companies to provide suitable treatment for all patients.
4. Reporting of progress with Command (or Medical).
5. Coordination with other groups.

TREATMENT GUIDELINES

The Treatment Area should have a readily identifiable entrance. Traffic cones or other markers should be used to make this entrance obvious and the location should be announced. Personnel should be assigned to meet and direct arriving litter-bearers on the placement of patients in "Immediate", "Delayed", or "Assembly" Areas.

Patients arriving at the Treatment Area without triage tags must be triaged at the entrance and tagged. If the incident is in an urgent removal mode, a triage team should be established as a first priority, since patients will not have been triaged before removal.

Patients in the Treatment Area should be arranged in rows with 5 feet between patients and heads toward the aisles to provide working room.

Paramedic functions, particularly IV's, will be given only in the "Immediate" Treatment Area. Less intensive patient monitoring and treatment will be given in the "Delayed" Treatment Area with fewer personnel assigned to area.

If the condition of a patient changes significantly (better or worse) it may be necessary to transfer the patient to a higher or lower priority area.

Firefighting personnel, paramedics, ambulance personnel, medical staff and others may be assigned to the Treatment Group. The Treatment Group Officer must have specific assignments for these varied personnel to patients in need of treatment and provide the necessary level of support.

	Subject: TACTICAL GUIDELINES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: MASS CASUALTY	**Thomas E. Forward, Fire Chief**		**607.06**

TRANSPORTATION GROUP

The Transportation Group is responsible for the provision of patient transportation to appropriate medical facilities and the provision of medical supplies needed at the scene.

The Transportation Group also maintains hospital capacity status received from the Dispatcher and uses this to allocate patients to appropriate facilities in consultation with the Treatment Group.

Transportation Group responsibilities include:

1. Determine patient transportation requirements and availability of ambulances and other transportation.

2. Identify ambulance staging and loading areas and helicopter landing areas, if needed.

3. Communicate with dispatcher to keep medical facilities advised on number of victims being transported to their respective hospital.

4. Procure supplies needed at scene. (May be assigned to other group)

5. Coordinate patient transportation and allocation (with treatment).

6. Report resource requirements and progress to Command.

7. Coordinate with other groups.

The Transportation Group Officer should be stationed close to the Treatment Areas since frequent coordination and communication is necessary between these factions.

Communications between Transportation and the dispatcher will initially be on Med 6 (UHF), then will be switched by Communications to an available channel. This designated channel should be constantly monitored by an aide since all ambulance and hospital information will be relayed on this channel.

Ambulances should be initially staged at the regular Level II Staging Area and brought in one at a time to load. At some point it may be necessary to establish a separate ambulance Staging Area closer to the Treatment Area. Two coordinators should be assigned to this function. Each ambulance should be loaded with patients for one hospital only.

Reserve Rescue Units may be used as extra ambulances if necessary by assigning drivers and attendants. Supplies and equipment that may be needed at the scene should first be unloaded.

If helicopters are to be used, a landing area must be identified at a safe distance from the scene. (Refer to SOG HELICOPTER MED-EVAC TRANSPORT). Coordinators must be assigned to keep track of patients' allocation and to maintain safety in the area.

Radio communications will be necessary with these coordinators.

It may be necessary to use ambulances or other vehicles to carry patients to the landing area.

Ambulance personnel may be requested to bring back needed material and supplies from hospitals. Police cars or helicopters may also perform this duty. One company should be assigned to set up a supply pool and gather equipment, which may be needed, from parked apparatus. The supply pools should be close to the Treatment and Extrication Areas.

Transportation Group should advise Communications of the number and condition of patients being sent in each ambulance or helicopter. This will be relayed by Communications to the appropriate hospital. The Transportation Group should keep track of the number of patients sent to each hospital by listing names and triage tag number.

TRIAGE

Triage is a function that may be performed primarily under the Extrication or Treatment Groups. It if is not performed in Extrication, a triage team must be stationed at the entrance to the Treatment Area.

A triage tag should be attached to the patient to indicate that the patient has received attention and to guide the allocation of each patient. All patients should be monitored for changing conditions that would affect triage classification.

Treatment decisions will vary greatly with the situation. The goal must be to save as many lives as possible. In situations involving many victims this may mean by passing hopeless and minor injuries to concentrate on those who will receive the most benefit from the available treatment forces. The basic impulse to provide care and comfort to all victims may have to be temporarily set aside.

TRIAGE TAGS

See SOG TRIAGE for tagging Procedures.

	Subject: TACTICAL GUIDELINES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: MASS CASUALTY	**Thomas E. Forward, Fire Chief**		**607.08**

COMMUNICATIONS COORDINATION

Upon the declaration of a major medical emergency, Communications will begin to institute procedures to call in extra ambulances, alert hospitals, advise outside agencies and react to the needs of the situation. The extent to which this will be instituted will depend on the nature and extent of the incident as reported from Command at the scene. A good size-up and continuing reports are essential, particularly the number of victims, types of injuries, fire stability, and need for additional resources. Communications will notify EOC of the mass casualty situation.

Radio traffic will be at peak capacity and all nonessential radio traffic will be avoided. Medic radio channels (UHF) will be used for all ambulance and hospital traffic. Communications between transportation and Communications will be on Med 6 (UHF) initially, Communications will assign a Med channel (UHF). Communications between Command and all groups and/or functions will be made on the assigned channel (portable). Communications between Command and Communications will be on the dispatch assigned fire channel. Units within groups will use face-to-face communications if possible.

	Subject: TACTICAL GUIDELINES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: SEARCH AND RESCUE	**Thomas E. Forward, Fire Chief**		**608.00**

The following Search and Rescue Procedures are now being used throughout the country by Urban Search and Rescue Teams and will be followed where applicable by personnel of Tampa Fire Rescue.

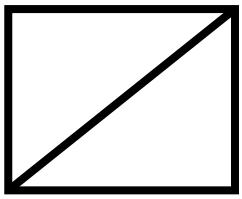
The first mark to be placed on a building will be a structural marking placed on the address side of the building by using fluorescent orange spray paint. A structural engineer should accomplish this task. It signifies the stability of the structure as follows:

(FLTF3 = Florida Task force 3)

FLTF3
10/01/04

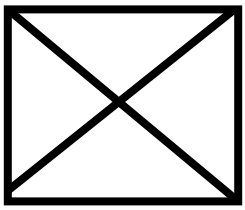
Structure safe for search and rescue operations

FLTF3
10/01/04



Structure has some structural compromise and shoring is needed before search and rescue operations are conducted

FLTF3
10/01/04

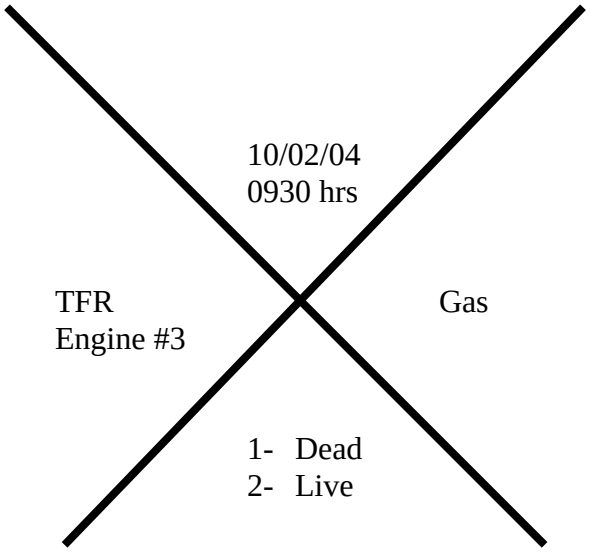


Structure is not safe for search and rescue operations

When a search is being made, a large "X" will be placed on the address side of the building by using fluorescent orange spray paint. The size of the 'X' will be a minimum of 2'x2'.

- In the left quadrant, the unit completing the search will be placed.
- In the upper quadrant, the date and time of the search will be placed
- In the right quadrant, any hazards will be noted: rats, water, haz- mat, etc.
- In the lower quadrant, the number of victims both alive and dead will be marked. If there are no victims, this section will be left blank

- **Make Slash (/) when entering**
- **Make EX (X) when exiting, then fill in findings**



	Subject: TACTICAL GUIDELINES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: TACTICAL MEDIC RESPONSE TEAM	**Thomas E. Forward, Fire Chief**		**609.00**

FUNCTION:

The function of the Tactical Medic Response Team (TMRT) shall be to:

Respond as an advance medical support unit (ALS) with the Tampa Police Department Tactical Response Team (TRT) during such incidents as hostage situations, barricaded persons, T.P.D. raids when armed resistance is anticipated, and to stand by for visiting dignitaries.

Respond to any water or rugged terrain rescue situation.

Respond via T.P.D. helicopter. Locate victims, deploy team members (to stabilize ALS) and evacuate victims that may otherwise be inaccessible and may be delayed in receiving treatment from T.F.R. ground units due to conditions, (i.e. water, swamp, rough terrain, transit system failure, or any other situation wherein the most expedient access is by air).

Respond to working high rise incidents wherein airborne access would enhance operational capabilities. (i.e. rooftop evacuation, above fire access, etc.)

Assist regular T.F.R. units in any incident when medical, tactical, airborne or Marine operational assistance may be needed. (i.e. mass casualty, mass evacuation, flooding, special events, etc.)

SCOPE:

To maintain a highly trained and motivated team of T.F.R. paramedics integrated into the Tampa Police Department Tactical Response Team, responsible for providing immediate on scene advanced life support medical treatment, stabilization and rapid extrication of police officers, victims, suspects, or bystanders injured during hazardous police tactical (S.W.A.T.) operations.

To maintain an air rescue contingent, highly skilled in techniques enabling airborne deployments to, and negotiation of adverse conditions such as water, rough terrain, swamp, high rise, or any other condition otherwise inaccessible by normal expedient means when rescue, medical treatment, or firefighting operations are necessary.

OPERATIONS:

Since the team serves two separate functions and operates under two different command procedures, it will be necessary to address two operational guidelines: Tactical and Air Rescue. Upon notification of any T.M.R.T response, involved

members are placed on special assignment status.

TRAINING

In addition to initial training, T.M.R T personnel are required to attend monthly training. During these training operations they are placed on special assignment status.

AIR RESCUE OPERATIONS:

Upon notification of any water or rugged-terrain rescue situation or any area not immediately accessible by normal means. (i.e.. marine, swamp, forest. or transit system failure , or working high-rise incident), the following procedures will be implemented:

T.F.R. Communications Division will obtain the following information:

1. Location and type of incident

2. If the necessity for Air deployment is anticipated

3. Nature of terrain

4. Tide and wind conditions

T.F.R. Communications Division will notify the following:

1. Group Page T.M.R.T

2. T.P.D. Air Service

3. Page Group #1 Chiefs

4. Additional on-call T M R T members at on-scene command's discretion

5. Responding T.M.R.T. members will report to designated staging area with necessary equipment and join T.P.D. Air Service for air deployment or respond directly to the incident scene as dictated by the situation.

6. T.F.R. command procedures will be utilized and all operations will be subject to T.F.R. Due to the particularly high risks involved in these types operations, a high degree of safety awareness will be maintained at all times. It is the responsibility of the deployment master, along with the pilot, to make the decision to deploy and to notify the incident commander of that decision.

	Subject: TACTICAL GUIDELINES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: TACTICAL MEDIC RESPONSE TEAM	**Thomas E. Forward, Fire Chief**		**609.02**

TACTICAL OPERATIONS:

Upon notification from Tampa Police Dispatch of a tactical response, the following procedures will be implemented:

The T.F.R. Communications Division shall obtain the following information:

1. Type of incident
2. Address of incident (including T. P. D. grid number)
3. Staging Area
4. Approach route
5. T.P.D. Radio channel to he used

T.F.R. Communications Division will immediately notify the following personnel:

1. Group Page T.M.R.T
2. Division Chief 1 and Chief Officer (in whose district incident occurs)

Two On-duty T.M.R.T. members will respond directly to the staging area for briefing and assignments with T.P.D. T.R.T.. If two TMRT medics are not on duty, then a second page will be sent and opened up for any off-duty TMRT medics. Equipment will include complete tactical, medical and rappelling gear. Due to the particularly high risk involved in these types of operations, a high degree of safety awareness will be maintained at all times. Additionally, one of the two team leaders will also respond as liaison between TMRT and TRT Commanders.

Each T.M.R.T. member involved in a tactical situation will be armed (strictly defensive) with the firearm of his particular certification. T.M.R T. members will be governed by the Tampa Police Department's deadly force policy.

On-scene tactical operations of the T.M.R.T. are the responsibility of the Deputy Chief of the Tampa Police Department (or his designee).

WATER RESCUE OPERATIONS:
Under Revision at this time.

	Subject: TACTICAL GUIDELINES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: CONFINED SPACE OPERATIONS	**Thomas E. Forward, Fire Chief**		**610.00**

OVERVIEW

The purpose of this procedure is to establish guidelines for the response of Fire Rescue personnel and equipment to Confined Space Emergencies as prescribed by OSHA Regulation 29 CFR 1910.146.

According to the Regulation, the definition of a Confined Space is "Any enclosed space that has three specific conditions", which are:

A. Large enough and so configured that a person can bodily enter the space and perform assigned work.

B. Limited or restricted in the means of entry or exit. (It is generally accepted that if a person walks upright into the space then it probably is not meeting this criterion).

C. Not designed for continuous occupancy.

The regulation also identifies certain functions of personnel who will be operating in Confined Space situations:

A. Authorized entrant - an employee who is authorized by the employer to enter a permit required confined space.

B. Attendant - an individual stationed outside one or more confined spaces who will monitor the authorized entrants and who performs all attendant's duties assigned in the employer's permit space program.

C. Entry Supervisor - means the person (such as the employer, foreman or crew chief) responsible for:

1. Determining if acceptable entry conditions are present at a permit space where entry is planned.
2. Authorizing entry
3. Overseeing entry operations, and
4. Terminating entry as required by the Regulation

NOTE: Under certain conditions, a supervisor may also serve as an attendant or as an authorized entrant.

Upon arrival of Tampa Fire Rescue personnel, they will assume the responsibilities of these functions.

	Subject: TACTICAL GUIDELINES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: CONFINED SPACE OPERATIONS	**Thomas E. Forward, Fire Chief**		**610.01**

EMERGENCY OPERATIONS AT A CONFINED SPACE INCIDENT

On arrival at the scene of a Confined Space incident, the first arriving TFR unit (Engine, Truck or Rescue) will after reporting on scene, verify the following:

A. Response of Heavy Rescue Team.

B. Notification of the appropriate Division/District Chief.

The first arriving Combat Operational Officer will enact the Incident Command System. The Incident Commander will contact the entry supervisor for an appraisal of the situation and activities performed. There may be a sense of urgency at the scene. Fire Rescue members must resist the tendency to act based on the urgency of someone's insistence.

Resist the tendency to "only stick your head in to look". According to the Regulation, at the point that any portion of someone's body breaks the invisible plane at the opening of a Confined Space, they are, according to OSHA, considered to have entered that Confined Space.

Prior to entering a Confined Space there must be a determination of whether there are conditions that are considered to be Immediately Dangerous to Life or Health (IDLH). Examples of the major hazards considered to be IDLH hazards include:

A. Atmospheric hazards - asphyxiating, flammable or toxic.

B. Burn hazards - thermal (from atmosphere) or chemical.

C. Mechanical hazards - electrical or machinery. (Refer to SOG Lockout/Tagout Section).

D. Engulfment in liquids or finely divided solid particles.

To assess the hazard situation prior to entry, the following must be done:

A. TFR personnel should obtain the "Permit for Confined Space Entry", when available. This may provide responders with valuable information about associated hazards. (Example is included at the end of this section).

B. For situations where there has been no permit established for a Confined Space entry or an unauthorized party is discovered in a Confined Space and is in need of rescue, the following activities must be performed:

1. Rescue may be performed by First Responding TFR personnel if no entry into the Confined Space is required. (Example: retrieval system already in place, pike pole, rope, floats, etc.)

2. Appropriately trained personnel must perform atmospheric testing.

   a. Test for oxygen content - The regulations have established criteria for oxygen concentration. Criteria for safe operations have been established by OSHA and are as follows: Minimum concentration - 19.5% oxygen (considered to be oxygen-deficient); maximum concentration - 23.5% oxygen (considered to be oxygen-enriched).

NOTE: Enriched atmospheres may lead to spontaneous ignition of some organic products (bunker gear, clothing, etc.) and must be a concern to the rescuers. At no time will any TFR member operate in a Confined Space without an air system; a Supplied Air Respirator system (SAR) or an SCBA, if configuration allows.

   b. Test for flammable atmosphere - Any reading 10% or above the Lower Explosive Limit (LEL) of the gas for which the monitoring device is calibrated will be cause for atmospheric change prior to entry. If a specific flammable gas presence is known and there is a method to test for the concentration of that specific gas using the monitoring devices available then that specific gas must be tested for.

   c. Test at two levels - At a point near the top of the Confined Space for lighter-than-air products. Then one to two feet above the floor for heavier-than-air products. Allow for meter response time - suggested 5 minutes on most meters.

   d. DO NOT enter the suspect atmosphere to conduct the testing.

   Extend meter or probe into space to obtain sampling of atmospheres.

C. Working in Hazardous Conditions:

In most Confined Space situations, the standard issue fire fighting clothing will be too constrictive and impede normal movement and operations. The heat stress factor must also be considered for the protection of the rescuers

inside the Confined Space. Tampa Fire Rescue will provide durable coveralls made of material capable of withstanding high abrasion. Six coveralls will be kept on the Heavy Rescue Team

1. To prevent burn hazards from thermal sources, wear the full protective clothing ensemble and hood, along with air supply from either SCBA or SAR.

2. For chemical burn sources, Level A or Level B, Chemical Protective Clothing (CPC) will be determined by the Special Operations Unit Company Officer and will be utilized.

NOTE: Remember that Chemical Protective Clothing is susceptible to abrasion and thus loses its protective abilities rapidly inside a Confined Space.

3. For machinery and/or energized electrical equipment, the following must occur:

   a. One TFR member must proceed to the controls for the machinery and/or the electrical service disconnects. Personnel on the scene must identify the service and/or machinery controls.

   b. A Tampa Fire Rescue member must insure that the electrical service and/or machinery are de-energized.

   c. The TFR member charged with establishing verification of disconnection will remain at that post and prevent anyone from accidentally or intentionally reactivating or energizing equipment or circuits.

   d. The Lockout/tagout Device will be utilized to secure the machinery or electrical service as soon as the Heavy Rescue Team arrives

4. For engulfment situations, such as a hopper or bin with loosely divided particles, when the victim is accessible, immediately establish an air supply if not already in place. Use a separate SCBA for the victim except in respiratory distress. If experiencing dyspnea, use supplemental oxygen via non-rebreather full-face mask.

   NOTE: Use oxygen only if no oil products are present.

   a. Remove as much of the engulfing material from the victim's thorax and face. Do not continue removal of materials if your activities cause further engulfment.

b. All personnel working inside a Confined Space with engulfment potential will wear appropriate protective clothing; air-supplied respirator or SCBA and be secured with either a lifeline/rescue knot or a Class Ill body harness with attached line.

c. Summon Heavy Rescue Team vehicle for its shoring materials and request mutual aid from Hillsborough County Fire Rescue, specifically their trench rescue/cave-in personnel for consultation.

d. Secure victim with rope, body harness or ladder belt if no retrieval harness/lifeline is in place.

ACTIVITIES ASSOCIATED WITH VICTIM RESCUE FROM A CONFINED SPACE

Incident Commander will confirm that the "Rescue Tripod" is on one of the responding units. If the "Rescue Tripod" is out of service or unavailable, the Incident Commander will request dispatchers to call mutual aid for this device.

Situations complicated by trauma to the victim or entrant will be evaluated on a case by case basis as to how the victim will be packaged. Equipment available will include, but is not limited to the long spine boards, KEDS, the SKED , scoop stretchers, Stokes baskets, cervical collars, mattress vacuum splints, etc.

DO NOT use any air system in place at the scene. The air system in place may have created the situation necessitating a victim rescue.

At no time will a TFR member enter a confined space without a mechanism for retrieval. Suggested mechanisms, in order of preference, are a Class III body harness with lifeline, attached to a mechanical retrieval device, or lifeline with rescue knot.

For atmospheres determined to be hazardous due to super-oxygenation (above 23.5% oxygen content) or any flammable atmosphere, there must be a provision for atmospheric change prior to emergency entry. Use Vent truck, Typhoon fan or portable blower with 500 CFM or larger capacity to direct air into the Confined Space for air exchange.

Each entrant will carry a battery-powered intrinsically safe portable light source (flashlight).

Portable electric lights may also be used if a flammable atmosphere has not been detected. This does not supersede each entrant’s possession of a battery-powered light source.

	Subject: TACTICAL GUIDELINES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: CONFINED SPACE OPERATIONS	**Thomas E. Forward, Fire Chief**		**610.05**

Each entry team will carry an operating TFR portable radio tuned to the assigned frequency. Portable radio, voice, rope, etc. must maintain constant communication with each member of the entry team.

All victims requiring transportation to a medical facility shall be decontaminated prior to transport. Full decontamination will include removal of all clothing, washing with water when no water-reactive material is suspected, and covering with a clean sheet. For all material known to have been in the Confined Space, an MSDS, if available, should be hand-carried or faxed to the receiving medical facility.

Personnel who have entered the Confined Space for patient assessment or victim retrieval will not be utilized to transport, unless they have been fully decontaminated.

All TFR personnel entering a Confined Space which contained a known or suspected chemical hazard will remain on scene until a proper method of decontamination can be determined by the Company Officer of the Heavy Rescue Team. The Company Officer of the Heavy Rescue Team, or their designee, will determine proper procedures to follow for decontamination of Personal Protective Equipment and equipment used in rescue operations.

Documentation as to TFR activities will include the Rescue Unit incident report and a TFR 243 from each member on scene, as well as videotape, if available from public or private individuals.

NOTE: Many Confined Space Rescue Incidents are actually body recovery situations. Do not unnecessarily jeopardize yourself or members of the Department.

	Subject: TACTICAL GUIDELINES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: URBAN SEARCH AND RESCUE	**Thomas E. Forward, Fire Chief**		**611.00**

The tactical guidelines for Tampa Fire's Urban Search and Rescue Team will be forthcoming.

	Subject: TACTICAL GUIDELINES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: ACCESSING LOCKED AUTOMOBILES	**Thomas E. Forward, Fire Chief**		**612.00**

The following guidelines regarding accessing automobiles will be observed.

Communications Division

When Communications receives a request for a "Locked out of a vehicle:"

1. Determine the extent of the emergency first. TFR will only respond emergency to "life threatening" situations as determined by Communications.

2. At the determination of Communications that a "true emergency" exists the following policy will be utilized:

   A. The appropriate TFR unit(s) will be dispatched

   B. According to the current MOA Communications will call the "AAA Tampa Bay Service Center". Please identify the nature of the emergency and the specific location**.**

   C. If at the discretion of the officer that entry into the vehicle is needed for life saving purposes, then the company will make entry with the most expedient manner.

	Subject: TACTICAL GUIDELINES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: Water Rescue	**Thomas E. Forward, Fire Chief**		**613.00**

This plan is intended to adapt normal Standard Operating Procedures and systems to a water rescue mode of operations.

Water rescue situations present some particular problems in rescue operations. Most of these are related to the difficulties of access, situational diversity, time urgency and multi-jurisdictional responses. By virtue of these considerations, any water rescue is more complicated than the same situation occurring in a normal environment, will require as a minimum a full alarm response. Maximum response is essential for the safety of personnel and the success of the operation. An expedient coordinated operation has proven to be the most effective tactical option in the majority of water rescue situations.

The Life Safety aspects of a water rescue are always a primary concern for Command.

All units must execute their respective assignments and maintain personnel accountability at all times

There are three basic types of water rescue situations potentially encountered in Tampa; open water or oceanic, river, and confined bodies of water.
An effective size-up communicated in a clear and expedient manner is essential to insure that responding units have a clear picture of the situation and knowledge of command's expectations. (What do I have, what needs to be done, how, with whom, and can I do it with what I have on scene or enroute)

ESTABLISH COMMAND

In most water rescue situations the need for establishing a Command Post is secondary to the urgency of getting "eyes on" the victim or Point Last Seen (PLS).

A unified Command Structure is essential for a coordinated search and rescue operation. All responding entities must be made aware of the identity and location of Command and modes of communication. In the initial stages of Response it may be necessary to contact various joint responding agencies on Marine Frequency 16 until a patch can be established through TFR Communications Division. For the safety and operability of all personnel a single and clear command structure must be established. Tampa Fire Rescue is the authority having jurisdiction on all water rescues within our response zones unless the US Coast Guard elects to exercise its dominion and assume command.

	Subject: TACTICAL GUIDELINES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: Water Rescue	**Thomas E. Forward, Fire Chief**		**613.01**

INITIAL Duties

The first arriving company will insure that the following tasks be accomplished:
NOTE: All personnel within 10 feet of the water must wear an approved Personal Flotation Device.

1. Implement Scene Management
2. Rapid extrication of accessible victims if feasible using available resources in the following priority.
   a. Reach (Poles and throw bags)
   b. Throw (Non-tethered flotsam)
   c. Row (Boat based)
   d. Go (Swimmer in the water)
3. Eyes on the victim or Point Last Seen (PLS) a dedicated Spotter will be appointed
4. Command Established and Identified (Location and Frequency)
5. Deny Entry to the water rescue area. **Only TFR sanctioned rescuers will enter the water in accordance with TFR SOG 614.**
6. Segregate and interview witnesses (See Appendix 1)
7. Deploy an anchored Point Last Seen (PLS) marker and a free-floating drift marker. (Time of deployment noted to signal)
8. Insure proper level of response including sufficient companies, marine division, TMRT, aviation support, USCG and other agencies as warranted.
9. Deploy Scouts/Spotters up and down stream/current.
10. Identify prevailing conditions
11. Identify entry and egress points for swimmers.
12. Determine the method of entrapment.
13. Formulate an Incident Action Plan taking into account a **live** victim's probable location and survivability.

A safety officer will be established to insure maximum personnel safety. This will be transferred to the second arriving Chief Officer on their arrival.

Position Duties

Spotter (Eyes on Victim) This position insures that visual and/or verbal contact is maintained with the victim. In the absence of a visualized victim they will search the Point Last Seen for signs of the victim.

Scout/Spotter These personnel will review and evaluate water conditions such as current, river flow characteristics, tides, waves, etc. Their findings will be reported to command for consideration of potential victim location and in the deployment of personnel (ie. additional spotters, swimmers, and equipment). Spotter Scouts will also advise on any changes in conditions through out the operation. They will also serve as a safety warning of any debris or traffic encroachment into the operational area.

	Subject: TACTICAL GUIDELINES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: Water Rescue	**Thomas E. Forward, Fire Chief**		**613.02**

Swimmer Activities

A Rapid Intervention Swimmer (RIC) will be established and ready to effect whatever assistance necessary to insure the safety of the initially deployed swimmer or to effect rescue of personnel inadvertently entering the water.

A swimmer tender/spotter will be provided for each swimmer that enters the water. This person will be responsible for the accountability of the swimmer, communication to and from them and coordination of emergency or support activities for that swimmer. In the event that the swimmer is tethered the spotter will be the tender. Tethers to swimmers will be affixed to approved quick release devices or the line will be held in the hand of the swimmer. **Ropes will not be tied about a swimmer.**

Rescue Line Signals with the Line Tenders: OATH

a. One pull OK ?/!
b. Two Pulls Advance Line (Give Me line)
c. Three Pulls Take up Line (Pull Me In)
d. Four Pulls Help! Haul

All swimmers entering or with the potential for entry into the water will have as a minimum:

1. Personal Floatation
2. Whistle and Light / Visual Signaling device
3. A cutting device; Knife, crash scissors, etc
4. Thermal protection (as needed)
5. Foot Protection
6. Approved Water Rescue Helmet. **Fire helmets must not me worn in the water.**

Swimmers entering the water should be trained to the technician level. All personnel entering the water shall have received training and have attained a skill level applicable to the required task. All personnel utilizing SCUBA shall posses a certification through a nationally recognized agency. Early request for TMRT response will enhance operational success. For SCUBA operations refer to SOG 614.

Marine Division

The Marine division will respond in support of search and rescue activities as needed. All boat activity will be coordinated by Command with consideration for safety of swimmers and other responding agencies.

Law Enforcement

	Subject: TACTICAL GUIDELINES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: Water Rescue	**Thomas E. Forward, Fire Chief**		**613.03**

In accordance with the National Incident Management System all responding agencies will be answerable to a single unified command. In the case of Water Rescue the authority having jurisdiction is Tampa Fire Rescue or the US Coast Guard. Law Enforcement, ancillary agency or civilian marine, aviation and swimmer activities will be under the coordination of Command. It is strongly encouraged that a Law Enforcement presence be established to insure the safety of rescue activities through the denial of entry into the operational area. A well-established and controlled boundary for search activities will help insure the safety of rescuers. Civilian watercraft participating in rescue activities must be sanctioned by and in communication with Command.

Call for additional resources. Any type of working situation will quickly utilize an entire first alarm assignment. CALL FOR ADDITIONAL ALARMS AS SOON AS THE NEED IS IDENTIFIED.

	Subject: TACTICAL GUIDELINES	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: Water Rescue	**Thomas E. Forward, Fire Chief**		**613.04**

Appendix 1

Water Rescue Interview information sheet

1. Time last seen
2. Location last seen
3. Number of Victims
4. Personal description
   a. Name
   b. Age and Sex
   c. Physical description
   d. Swimming abilities
   e. Handicaps or injuries
   f. Language
   g. Method of dress
   h. Safety Equipment
   i. State of Faculties
5. Method or circumstances of Entry/Entrapment

	Subject: TACTICAL GUIDELINES SPECIAL APPARATUS	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: VENT 1 & 2	**Thomas E. Forward, Fire Chief**		**700.00**

VENT 1

Vent 1 and Vent 2 are special ventilation vehicles with 80,000 C.F.M. fan and tubing to direct airflow as needed. Vent 1 is housed at Station 1 with an assigned driver. They respond to building fires and other alarms as needed. Vent 1 is equipped with a high-rise air fill system and can be used up to 400 feet above ground level.

REMOTE FILL STATION

The remote fill station on Vent 1 gives personnel the advantage of filling air bottles at an established point; in close proximity to the scene of operations; in a safe location; eliminating having to use much needed staffing to shuffle air bottles to and from Vent 1. Remote fill capabilities are not available on Vent 2.

Personnel shall place the remote fill station as dictated by Command in any complex command operation where the Operations Section is inaccessible to air fill apparatus, i.e., high-rise fire, haz- mat emergencies, ship fires, parking garage incidents, aircraft emergencies, or any major incident.

FEATURES

Can be put into service in a matter of minutes
400 feet of high-pressure hose
Portable fill panel, capable of filling two (2) cylinders at a time.
Increases number of cylinders that can be filled simultaneously from 2 to 4.

INSTRUCTIONS FOR USE

Remove fill panel and the 2 hoses for cylinder connection from Vent 1, Panel and hoses may be carried by hand to area designated for filling cylinders. The 400-ft. of high-pressure hose, from reel, can be hoisted up the outside of a building and into an available window or opening. High-pressure hose should be laid in an area where no vehicle traffic will cross it. REMEMBER: THERE IS UP TO 4500 PSI PRESENT IN THIS HOSE; IF IT IS CUT OR RUPTURES, INJURY MAY RESULT.

Connect high-pressure hose to portable fill panel at connection marked “compressor”. Connect cylinder fill hoses or “whips” to connections marked Fill 1 or Fill 2. Prior to charging system, make sure fill valves 1 and 2 are turned off.
Air may now be admitted to system. At right side of Vent 1, turn on 1 of the 3 banks marked "Bank 1, 2, or 3". Also open remote fill valve; this allows air from banks to flow to the remote panel.

	Subject: TACTICAL GUIDELINES SPECIAL APPARATUS	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: VENT 1 & 2	**Thomas E. Forward, Fire Chief**		**700.01**

To properly execute cascade effect, when filling large numbers of cylinders, with remote fill station requires 2 people, 1 at Vent Truck and 1 at Remote Fill Station. They must be able to communicate by either radio or hand signals.

Adjust regulator at fill panel to 4500 psi prior to filling cylinders. This is done by checking inlet pressure gauge making sure it reads 4500 psi or above and adjusting regulator until outlet pressure gauge reads 4500 psi. Failure to do this may result in over-pressure of a cylinder and rupture of a burst disc. Connect and open cylinders; crack "Fill 1" and" Fill 2" valves on panel and slowly fill cylinders to avoid overheating. Bleed air from supply high-pressure hose prior to replacement on reel.

NOTE: Fill stations on Vent 1 may be used in conjunction with remote panel.

	Subject: TACTICAL GUIDELINES SPECIAL APPARATUS	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: FIRELITE 1, 8, 13, 14	**Thomas E. Forward, Fire Chief**		**701.00**

I. FIRELITE 1, 8, 13, and 14

Firelite 1, 8, 13, and 14 are Pickup Truck Skid Units mounted on a commercial pick up truck.

Specifications:

FIRELITE Transport Deluxe Skid Unit FDHP-09

- 9 HP Darley-Davey Pump Electric Start w/manual start back up / Honda Gas Engine
- 160 Gallon Water
- 5 gallon foam tank

Response:

The unit does not have an assigned driver. A driver from other companies in the station where it is housed staffs it. Firelite units will be dispatched to Blue alerts, Yellow alerts involving private aircraft, and Yellow alerts involving commercial aircraft.

Firelite units are available on-call for emergencies or fires involving but not limited to:

Elevated parking garage fires

Brush fires

Staffing:

These units are crossed staffed by Engine #1 (Firelite #1), Engine #8 (Firelite #8), Engine #13 (Firelite #13) and Engine #14 (Firelite #14).

Operations:

Forthcoming

	Subject: TACTICAL GUIDELINES SPECIAL APPARATUS	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: HIGH EXPANSION FOAM TRUCK-FOAM 4X	**Thomas E. Forward, Fire Chief**		**702.00**

Foam 4X is housed at station 4 and staffed by an operator drawn from station personnel. Other companies on scene must supply staffing for set up and operation. The driver will direct the proper set up and operation of the high expansion foam generators.

Foam 4X will respond, upon request, to any incident requiring high expansion foam. High expansion foam is recommended for but not limited to the following:

Ship Fires - Engine rooms and cargo holds or tanks

Hazardous Materials - Any situation where the water run-off would be toxic or radioactive.

High Piled Storage - Furniture warehouse, etc., where personnel would be endangered by collapsing storage racks.

Used Tire Dumps,
Waste Paper Yards - High expansion foam stops flame and smoke production, allows personnel to work close and overhaul, inerting the atmosphere in any confined space.

High expansion foam is NOT recommended for open flammable liquid spill fires.

SAFETY

Personnel should not enter high expansion foam filled areas except for rescue. Vision is reduced to zero in the foam so there is danger of falling or bumping into hazards.

OPERATIONAL GUIDELINES

Locate the generator as high as possible in relation to the space to be filled.

Ventilate the far end of the space so the high expansion foam can flow to the far end of the space and fire gasses will be driven out.

Locate the high expansion generator in fresh air. Hot, smoke filled air does not make good high expansion foam.

Ducting may be used with each generator to conduct foam into fire area.

The generators may be hoisted by and operated from aerial apparatus. They have little nozzle reaction.

The higher the expansion ratio the stiffer the foam. At maximum expansion (1200/1) the foam will occupy a lot of space but not flow into smaller voids. At lower expansion ratios (450/1) (500/1) the foam is "soupier" and will flow into smaller voids but not occupy large volumes as rapidly. The foam generators may be used individually or in combination to take advantage of these characteristics depending on the configuration of the fuel and space involved in the fire.

AGENTS AND EQUIPMENT

40-5 gallon cans high expansion foam (color coded red)
2 proximity suits

1 Turbex

Output	7000 Cubic Feet per Minute
Water use	70 GPM Maximum
Foam use	1.2 GPM Maximum
Operational Pressure	150 PSI (10 BAR) at unit
Maximum Hose Length	Unlimited 2-1/2" hose
Weight	120 lbs.
Expendable ducting	100 feet - cut off amount needed
Eductor setting	fixed
Expansion Ratio	1200 to 1 Maximum

2 Jet-X-2

Output	2200 Cubic Feet per Minute
Water use	40 GPM Maximum
Foam use	.8 GPM
Operating Pressure	80 PSI at unit
Maximum Hose Length	500 feet 1-1/2" or 1-3/4" hose
Weight	45 lbs.
Collapsible Ducts	20 feet
Eductor Setting	2%
Expansion Ratio	450 to 1

Locate the Turbex in fresh air as close to the fire as possible.

A. Location should be as high as possible.

B. Far end of space should be vented.

C. The expendable plastic ducting may be used to duct the foam into the fire area. Cut off the amount needed from the 100-ft. roll and attach it to the Turbex.

Any amount of 2-1/2" hose may be used for the inlet. Outlet hose use is optional.

Start pumping to the Turbex, starting at 60 psi (4 bar) and increase pressure until Turbex operator signals OK. Maximum operating pressure at Turbex is 150 psi (10 bar) Foam characteristics are controlled by inlet pressure and by-pass control. Expansion ratio may be adjusted from 500/1 to 1200/1. 500/1 foam is "soupier" and will flow in smaller voids - 1200/1 foam is "stiffer" and will fill large spaces rapidly but not flow into smaller spaces.

Attaching plastic duct.

A. Remove the black channels from the top and sides by pulling the lock pins.

B. Slide the plastic tube in place

C. Replace and pin the channels

D. Cut the plastic tube long enough so that it will reach into the area on fire.

OPERATING DATA

By-Pass Closed

Expansion Ratio	Water Pressure	Water Used	Cubic Feet of Foam
	PSI/BAR		
500/1	60/4	42 GPM	2800
590/1	90/6	50 GPM	4000
690/1	120/8	58 GPM	5400
760/1	150/10	66 GPM	6700

By-Pass Open

800/1	60/4	45 GPM	3100
1000/1	90/6	55 GPM	4700
1100/1	105/7	60 GPM	5500
1200/1	120/8	65 GPM	6300
1200/1	150/10	70 GPM	7000

Maximum foam use 1.2 GPM
Weight 120 lbs

	Subject: TACTICAL GUIDELINES SPECIAL APPARATUS	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: HIGH EXPANSION FOAM TRUCK-FOAM 4X	**Thomas E. Forward, Fire Chief**		**702.03**

NOTE: The pressure gauge on the unit is marked in "BAR." I BAR = 14.7 psi. Therefore 10 BAR is approximately 150 psi.

	Subject: TACTICAL GUIDELINES SPECIAL APPARATUS	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: Tactical Support Unit	**Thomas E. Forward, Fire Chief**		**703.00**

Tactical Support Unit:

Specifications:

- 2012 Dodge Sprinter
- Frontline Communications package

Response:

The unit does not have an assigned driver. A driver from other companies in the station where it is housed staffs it. It should be considered for all multiple alarm incidents.

The Tactical Support Unit is available on-call for all emergencies or fires.

Operations:

Forthcoming

	Subject: TACTICAL GUIDELINES SPECIAL APPARATUS	REVISED: 09/01/12	ISSUED: 11/7/88	*Standard Operating Guidelines*
	Topic: TAMPA FIRE BOATS	**Thomas E. Forward, Fire Chief**		**704.00**

It is the policy of Tampa Fire Rescue to dispatch a Fire or Rescue Boat to effect rescue of people involved in boating accidents, fire, and other situations requiring the use of a boat in the waterways within the boundaries of the City of Tampa.

When a jurisdiction outside the boundaries of the City of Tampa request mutual aid, Communication Division shall notify the Chief of Operations or Chief 1 (after normal business hours), and the respective District Chief.

Tampa Fire Rescue has strategically located boats in the following location**:**

Marjorie Park

FB-1	Size	69ft. Firestorm (Metalcraft Marine)
	Inboard	4 x Iveco 825hp
	Pump	4 x Hale 13,500 gpm
	Stored	Marjorie Park Marina
FB-17	Size	30ft SeaArk
	Outboard	Triple Mercury 225 hp
	Pump	1250 gpm
	Stored	Marjorie Park.

Station 14

B-14	Size	22ft. Boston Whaler
	Outboard	2 Mercury 115hp
	Towed by	Pull Truck #14

Station 19

FB-19	Size	27ft. Boston Whaler
	Outboard	Twinn Mercury 225 HP
	Pump	Optimax 1250 gpm
	Stored	Tampa Harbor Yacht Club

Station 20

B-20	Size	19ft. Offshore
	Outboard	1 Mercury 150 HP
	Towed by	Brush 20

	Subject: TACTICAL GUIDELINES SPECIAL APPARATUS	REVISED: 09/01/12	ISSUED: 11/7/88	*Standard Operating Guidelines*
	Topic: TAMPA FIRE BOATS	**Thomas E. Forward, Fire Chief**		**704.01**

The Station Officer where Boats and PWC's are assigned is responsible for proper operation and maintenance.

FireBoats 1, 17, and 19 are marine firefighting vessels. FireBoats 1, & 17 are moored at Marjorie Park Marina and FireBoat 19 is moored at Tampa Harbor Yacht Club. These vessels are staffed and operated by Station #17 and #19 personnel respectively.

The Officer In Charge is responsible to ensure that the vessel is maintained in a seaworthy condition at all times and will fill out the log book assigned to the vessel in the same manner as the log book assigned to the engine.

RESPONSE

FireBoats 1, & 19 will be the primary response vessels for all emergencies, including fires involving but not limited to commercial ships, private boats, tank farms, hazardous materials, or any other incident in, near, or adjacent to the waterways in the port. This includes, but is not limited to McKay Bay, Hillsborough Bay, and Old Tampa Bay. Fireboat 17 will be the primary response vessel for all emergencies in the Hillsborough River below the dam. Rescue boats 14 & 20 will be the primary response vessels for all emergencies in lakes and the Hillsborough River above the dam.

STAFFING

All FireBoats are to be cross staffed with a minimum of three people.

When responding to a ship fire in open waters, Engine 3 is to be dispatched to Marjorie Park so that personnel, with firefighting gear, can respond with FireBoat 1 for additional staffing. If Engine 3 is not available, Truck 9 will be dispatched. Engine 15 will be dispatched to Tampa harbor Yacht Club to respond with Fireboat 19. If additional personnel are needed, they will be shuttled by Fireboat 17.

SAFETY

Personal Floatation Devices (PFD's) shall be worn, by all personnel on the vessel, any time while in operation, i.e., training, fire fighting operations, rescue operations, etc.

All loose items should be secured prior to leaving dock.

At any time when the vessel is operating on a plane, all crewmembers will maintain a lookout and call out significant traffic to the operator providing they are not involved with other operational responsibilities such as navigation, patient care, etc.

MAINTENANCE

Due to the fact that these apparatus operate in the saltwaters of Tampa Bay, there is a great demand for proper and frequent maintenance. Maintenance Checklist's have been developed to guide the officers and operators through a series of checks. These procedures are conducted daily, and after each operation of the vessel. In addition to the daily inspections, routine checks based on hourly usage will be completed as necessary.

Extra precaution will be taken when personnel are in the water performing bottom maintenance. All water rescue safety procedures will be followed during these operations. Under no circumstances should the main engines be operating when bottom maintenance is in progress.

Safety procedures include:
-Surface spotter.
-Two in, two out rule will be maintained.
-Safety lines attached to throw rings will be ready for deployment.

CAPACITIES AND CAPABILITIES

FireBoat 1

Speed	40 mph
Range	TBD
Fuel Capacity	1000 gals
Pump Capacity	13,500 GPM
Foam	500-gallon tank
Overhead requirement	TBD (Afloat)

Boat 14

Speed	45 mph
Fuel Capacity	70 gals
Range	125 miles
Overhead requirement	10 ft. (Afloat)

FireBoat 17

Speed	45 MPH
Fuel Capacity	200 gals
Range	160 miles
Pump Capacity	1,250 GPM
Foam	50 Gallon Tank
Overhead Required	15 ft. (Afloat)

FireBoat 19

Speed	46 MPH
Fuel Capacity	200
Range	300 miles
Pump Capacity	1,250 GPM
Overhead Requirement	9ft. (Afloat)

Boat 20

Speed	35 mph
Fuel Capacity	18 gals
Range	20 miles
Overhead requirement	8 ft. (Afloat)

OPERATIONAL GUIDELINES

FireBoat 1

FireBoat 1 will transmit a security via channel 16 when responding to an emergency.

Observe all wake zones at all times.

Vent pump engine compartment before starting engines.

Routinely check all gauges, outboard exhaust discharges for water, and engine compartment for any fuel, oil, water, or exhaust lines for leakage.

Scuttles must be secured for watertightness at all times, except when they are open for inspection, cleaning, painting, etc. They must never be left open overnight or when crewmembers are not engaged in work.

Open deck closures slowly, escaping air may mean that water is entering the hull and the closure might spring open.

Operate the vessel in no less than **10 ft** of water at all times.

Towing of other vessels is to be avoided. Towing can be considered in a life-threatening situation or a navigational hazard that requires immediate action.

Use emergency shutdown system only for emergencies.

Vessel is not to be operated outside of channels unless operationally essential and then only after careful consideration of conditions, depth, and any factors that might effect the safety and integrity of the vessel and/or crew.

Boat 14

Observe all wake zones at all times.

Routinely check all gauges, outboard exhaust discharges for water, and engine compartment for any fuel, oil, water, or exhaust lines for leakage.

FireBoat 17

Observe all wake zones at all times.

Vent pump engine compartment 2 to 3 minutes before starting pump engine.

Routinely check all gauges, outboard exhaust discharges for water, and engine compartment for any fuel, oil, water, or exhaust lines for leakage.

Operate vessel in no less than 4 ft. of water at all times.

Towing of other vessels is to be avoided. Towing can be considered in a life-threatening situation or a navigational hazard that requires immediate action.

FireBoat 19

Observe all wake zones at all times.

Vent pump engine compartment 2-3 minutes before starting pump engine.

Routinely check all gauges, outboard exhaust discharges for water, and engine compartment for any fuel, oil, water, or exhaust lines for leakage.

Scuttles must be secured for water tightness at all times, except when they are open for inspection, cleaning, painting, etc. They must never be left open overnight or when crewmembers are not engaged in work.

Open deck closures slowly, escaping air may mean that water is entering the hull and the closure might spring open.

Operate vessel in no less than 4 ft. of water at all times.

Towing of other vessels is to be avoided. Towing can be considered in a life-threatening situation or a navigational hazard that requires immediate action.

Use emergency shutdown system only for emergencies.

Boat 20

Observe all wake zones at all times.

Routinely check all gauges, outboard exhaust discharges for water, and engine compartment for any fuel, oil, water, or exhaust lines for leakage.

FUELING

FireBoat 1

The Marjorie Park Marina is to be the only source for diesel. In an emergency contact Chief 1 for directions.

The normal hours for operation for the Marjorie Park Marina and fuel dock are: Open 7 days a week from 9am thru 5pm. Closed on major holidays.

It is the responsibility of the officer in charge of the vessel at the time to sign and obtain a copy of the purchase receipt (date, cost, and amount of fuel received), and forward to the Budget Analyst, through channels, the next day.

The oil used for the outboard engines will be available through the Supply Division by following normal procedures for supplies.

Fill fuel tanks to 98% full.

Boat 14

Fuel at station 8 or 1

The oil used for the outboard engines will be available through the Supply Division by following normal procedures for supplies.

Fill fuel tanks to 98% full.

FireBoat 17

The Marjorie Park Marina is to be the only source for gasoline. In an emergency contact Chief 1 for directions.

The normal hours for operation for the Marjorie Park Marina and fuel dock are: Open 7 days a week from 9am thru 5pm. Closed on major holidays.

It is the responsibility of the officer in charge of the vessel at the time to sign and obtain a copy of the purchase receipt (date, cost, and amount of fuel received), and forward to the Budget Analyst, through channels, the next day.

The oil used for the outboard engines will be available through the Supply Division by following normal procedures for supplies.

Fill fuel tanks to 98% full.

FireBoat 19

The Tampa Harbor Yacht Club is to be the primary source for gasoline. Marjorie Park Marina will be used as a back-up.

The oil used for the outboard engines will be available through the Supply Division by following normal procedures for supplies.

Fill fuel tanks to 98% full.

Boat 20

Fuel at station 1 or 20

The oil used for the outboard engines will be available through the Supply Division by following normal procedures for supplies.

Fill fuel tanks to 98% full.

	Subject: TACTICAL GUIDELINES SPECIAL APPARATUS	REVISED: 09/01/12	ISSUED: 11/7/88	*Standard Operating Guidelines*
	Topic: TAMPA FIRE BOATS	**Thomas E. Forward, Fire Chief**		**704.07**

NOTE: ALL SITUATIONS CANNOT BE ADDRESSED IN THESE PROCEDURES. COMPANY OFFICERS MAY FIND IT NECESSARY TO MODIFY ANY PARTICULAR PROCEDURE (OR PORTION OF) TO MEET SPECIAL/UNUSUAL CIRCUMSTANCES.

	Subject: TACTICAL GUIDELINES SPECIAL APPARATUS	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: TRACTOR TRAILER (F-4)	**Thomas E. Forward, Fire Chief**		**705.00**

FOAM 4

Foam 4 is an 18 wheel tractor-trailer apparatus, which is housed at Station 4. Upon call from Command, this unit will respond with a trained driver, assigned by the company officer from the station.

EQUIPMENT

Foam 4 carries assorted reducers, pick up tubes and adapters essential for various foam operations.

8 - 275 gallon totes of ATC foam (four 1/3% and four 3/6%)
26 – 55 gallon barrels of 3/6% ATC Foam
2 - ground monitors
2 - 250 GPM foam eductors
3 - 1000 GPM Boots & Coots nozzles 3% only
3-750 GPM Boots & Coots nozzles 3% or 6%
2 - 95 GPM Eductors
2 – Williams around-the-pump proportioners @1500 gpm

The LW 750 nozzle has a range of 200 ft. at 100 psi and a flow of 750 GPM. The LW 1000 nozzle has a range of 240 ft. at 100 psi and a flow of 1000 GPM.

Model 1 A, 2A, and 3A Jet Ratio Controller Pumps are used when the foam supply is remote or when the nozzle is elevated (aerial use).

<u>Maximum Head Pressure (lift to nozzle):</u>

25 ft. at 100 psi
30 ft. at 120 psi
40 ft. at 140 psi
50 ft. at 160 psi
70 ft. at 180 psi
80 ft. at 200 psi

<u>Boots & Coots Wands:</u>

Refer to manual kept on Foam 4 for information on the L-100 Wands.

	Subject: TACTICAL GUIDELINES SPECIAL APPARATUS	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: BRUSH TRUCK	**Thomas E. Forward, Fire Chief**		**706.00**

The following policy is in effect regarding the dispatch, response, and use of brush apparatus.

All company officers will use their discretion in calling for brush unit's assistance and should be alert to areas in their response zones that will require the additional water carried on this apparatus.

In addition to the above, a brush unit may be special called to any incident where required. Command will specify either a truck with driver only, or a full crew. When a full crew is requested, the assigned company will respond with the truck plus their regular apparatus unless otherwise instructed. Under no circumstances will Booster Lines be utilized for structural fire attack.

If the company housed with the closest available brush unit is not in quarters, Communications will dispatch an available company to pick up the brush unit and respond. Instructions on staffing for the brush unit response will be given at that time.

The brush unit will always retain its home station identification regardless of the assigned crews. Example: "Engine 14 responding with Brush 19."

Personnel assigned to stations housing brush vehicles will maintain and service the trucks in accordance with Tampa Fire Rescue S.O.G. Companies assigned to respond with a brush unit will service, clean, and restore the apparatus to acceptable standard condition upon completion of incident.

Current Assignments – Stations 19, 20, 21 and 22
Primary Purpose – Provide small water supply to confined areas, including off-road, and/or to incidents requiring utilization of fire pump water while remaining mobile.

Brush 19 Description:

- 1999 F450 Super Duty

Brush 19 Features:

- 2 Front bumper hooks
- Skid 250 g.p.m. Waterous pump
- 300 gallon tank
- Hose reel
- Hard suction for drafting capabilities
- Tow hitch – 2000 lb.

	Subject: TACTICAL GUIDELINES SPECIAL APPARATUS	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: BRUSH TRUCK	**Thomas E. Forward, Fire Chief**		**706.01**

Brush 20 Description:

- 1999 F450 Super Duty

Brush 20 Features:

- Skid 250 g.p.m. Waterous pump
- 300 gallon tank
- 4-wheel drive

Brush 21 Description:

- 2004 Freightliner 70
- GVWR – 33,000 lb.
- Net weight – 12,000 lb.

Brush 22 Description:

- 2011 Freightliner
- Medium Duty

Brush 21 and 22 Features:

- Rear mounted skid 450 g.p.m. pump
- 800 gallon tank
- Hose reel
- 1 ¾" pre-connect hose
- 30 gallons class "A" foam
- 20 gallons class "B" foam

Brush 21 and 22 Special Considerations:

- High profile vehicle (height clearance)
- Weight of vehicle restricts off-road activity

	Subject: TACTICAL GUIDELINES SPECIAL APPARATUS	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: Patrol Units	**Thomas E. Forward, Fire Chief**		**707.00**

Patrol Units:

The following policy is in effect regarding the dispatch, response, and use of patrol apparatus. These units are assigned to the Operations Division and are assigned as appropriate by the Chief of Operations.

All company officers will use their discretion in calling for patrol unit's assistance and should be alert to areas in their response zones that will require the versatility of this unit.

Under no circumstances will Booster Lines be utilized for structural fire attack.

Personnel assigned to stations housing patrol vehicles will maintain and service the trucks in accordance with Tampa Fire Rescue S.O.G. Companies assigned to respond with a patrol unit will service, clean, and restore the apparatus to acceptable standard condition upon completion of incident.

Primary Purpose – Provide small water supply to confined areas, including off-road, and/or to incidents requiring utilization of fire pump water while remaining mobile. The main purpose for these units is to provide suppression support for the various events the City of Tampa supports where large crowds gather.

Patrol Description:

- 2005 Kubota Utility Vehicle / 2012 Bobcat Utility Vehicle
- Kimtech Skid Unit

Patrol Features:

- Rear mounted skid 50 g.p.m. pump
- 75 gallon water tank
- Hose reel
- 5 gallons class "B" foam

	Subject: TACTICAL GUIDELINES SPECIAL APPARATUS	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic:	**Thomas E. Forward, Fire Chief**		**708.00**

Left Blank for future consideration

	Subject: TACTICAL GUIDELINES SPECIAL APPARATUS	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: BAMBI BUCKET	**Thomas E. Forward, Fire Chief**		**709.00**

A Bambi Bucket is housed in the Police Hangar at Tampa International Airport.

Capacity: approximately 110 gallons. The bucket may be used to make aerial water drops on wildland fires using the T.P.D. helicopter.

When notified that bucket is needed, Signal will notify T.P.D. Aviation Unit and a TMRT page will be initiated. TMRT personnel are trained in operation of bucket and Air Service requirements for spotting.

Personnel authorized to call for bucket: District Chief or above. The bucket should be requested when fire is inaccessible to ground units and/or a more rapid extinguishment is needed to prevent spread of fire.

Ground units are responsible to confirm extinguishment of the fire following use of Bambi Bucket.

SAFETY

Personnel should not be working in close proximity to area where water to be dropped.

The pilot will have final decision when it is safe for helicopter to operate, pending location of fire and weather conditions at the time.

	Subject: TACTICAL GUIDELINES SPECIAL APPARATUS	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: Pull / Decon Trailer Pull 16 / Decon Trailer 16	**Thomas E. Forward, Fire Chief**		**710.00**

Pull Truck and Decon Trailer at Supply

Current Designation – Pull Truck

Current Assignment – Supply

Primary Purpose – Tow decontamination trailer

Vehicle Description:

- F250 Ford Diesel
- GVWR – 8800 lb.
- GAWR (Front/Rear) – 4250/6084
- Towing Capacity- 12,500

Vehicle Features:

- Retractable mirrors
- Electric Trailer brakes
- Reese hitch
- 2 $^{5}/_{16}$" ball mount (gross towing capacity – 12,500 lb.)

Special Considerations:

Mirrors need to be retracted when entering/exiting any confined area .

Pull Truck 16 and Decon Trailer 16

Current Designation – Pull Truck 16

Current Assignment – Station 16

Primary Purpose – Tow decontamination trailer

Secondary Purpose – Multiple hitch options to tow other apparatus/trailer as dictated by any particular situation.

Vehicle Description:

- Freightliner LLC
- GVWR – 31,000 lb.
- GAWR (Front/Rear) – 10,000/21,000

	Subject: TACTICAL GUIDELINES SPECIAL APPARATUS	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: Pull / Decon Trailer Pull 16 / Decon Trailer 16	**Thomas E. Forward, Fire Chief**		**710.01**

Vehicle Features:

- Retractable mirrors
- Trailer air supply
- Multi-direction hitch (up/down, in/out, right/left) with four lock pins
- Pentle hitch (gross towing capacity – 30,000 lb.)
- $2\ ^{5}/_{16}$" ball mount (gross towing capacity – 10,000 lb.)
- 2" Receiver ball mount (gross towing capacity – 8,000 lb./ 800lb. tongue weight)
- $1\ ^{7}/_{8}$" ball mount (gross towing capacity – 2,000 lb.)

Special Considerations:

Mirrors need to be retracted when entering/exiting any confined area including apparatus doorways.

	Subject: TACTICAL GUIDELINES SPECIAL APPARATUS	REVISED: 09/01/12	ISSUED: 11/23/09	*Standard Operating Guidelines*
	Topic: Heavy Rescue	**Thomas E. Forward, Fire Chief**		**711.00**

Response:

It is the policy of Tampa Fire Rescue to dispatch Heavy Rescue to all situations concerning, but not limited too, rope rescue, confined space, trench rescue, structural collapse, vehicles into buildings, vehicle extrications in which the first arriving companies are unable to extricate the patient.

Staffing:

Heavy Rescue 1will is cross-staffed by Truck #1.

Safety:

The appropriate personal protective equipment will be utilized at the discretion of the company officer. Structural fire fighting gear may not be the appropriate equipment to be used in rope rescue and confined space rescue operations.

Operational Guidelines: Vehicle Extrication

When a unit has requested Heavy Rescue to respond to vehicle accidents, the crews should have the battery disengaged, vehicle cribbed, and a charged hose line in place before the arrival of Heavy Rescue. In addition, if possible, the person(s) in charge of patient care should be inside the vehicle with appropriate PPE tending to the patient(s)

Operational Guidelines: Rope Rescue

First arriving companies should secure the perimeter and make contact with the patient if possible. .

Operational Guidelines: Trench Rescue

Establish a safe perimeter approximately 100 feet around the trench and allow no access prior to the arrival of Heavy Rescue. If safe to do so, power down heavy equipment. If de-watering operations are occurring, be sure not to disrupt the process.

Operational Guidelines: Confined Space

Engine 6/Hit 6 is to be dispatched along with Heavy Rescue to all confined space alarms. First arriving companies should establish a safe perimeter and not enter the area unless safe to do so.

	Subject: TACTICAL GUIDELINES SPECIAL APPARATUS	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: Bariatric Unit / Rescue #20	**Thomas E. Forward, Fire Chief**		**712.00**

Rescue #20

Policy
To provide guidelines for the transportation of bariatric patients. Rescue 20 will provide bariatric transport services to surrounding agencies, upon request. They will also provide bariatric, inter-facility transport services, if the originating facility is within Hillsborough County. For critical care patients, this will involve consultation with the OIC of Rescue 3.

Purpose
To provide specialized transportation for patients whose needs exceed normal resources of Tampa Fire Rescue.

Definitions
Bariatric patient: a patient who weighs more than 500 lbs. or whose girth exceeds the width of a normal stretcher.

Resources
Rescue 20 will serve a dual role as a bariatric transport unit and is equipped with:

- an electric / hydraulic stretcher that is capable of lifting 700 lbs. and has a carrying capacity of 1000 lbs. in the full down position.
  - The stretcher has a Large Body Surface (LBS) attachment that extends its width to 35 inches.
- an aluminum ramp and winch system to assist with loading bariatric patients.

Procedure

- 911 calls for service to bariatric patients will be triaged through normal dispatch protocols.
- When a TFR unit arrives on scene, the OIC will make the determination that bariatric services are required. Consideration should be given to the time required to respond and set up the equipment. A critical patient may be better served utilizing other means of transport such as calling for additional manpower and using the bariatric transfer tarp to move the patient to the floor of a closer, available TFR transport vehicle.
- In cases where there is a known bariatric patient (prior visits, caller information, etc.), Rescue 20 may be dispatched along with the normal response.
- In all cases, a minimum of one Engine and one Truck Company will be dispatched with Rescue 20 to assist with set up and loading.
- Hospital personnel should be utilized to assist with unloading the patient at the receiving facility. This information will need to be communicated to the receiving facility.

	Subject: COMPANY QUARTERLY REPORTS	Revised 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: COMPANY QUARTERLY REPORTS	**Thomas E. Forward, Fire Chief**		**800.00**

Purpose:
The purpose of this program is to re-institute monthly training, pre-fire plans, and Special Operations Drills along with community involvement that was put on hold during the Accreditation process. The following components will be involved in this process:

Pre-Fire Plans – there are two types of Pre-Fire Plans to be completed:

1. "Quick Reference" (tear and go) Pre-Fire Plan information – this is the type that the units have already been accustomed to. The individual companies will enter the information into the AS 400 at the station level. This type of pre-fire plan is for companies to obtain vital information on-site while discussing the issues with crewmembers.

2. Site Profiler (see SOG#)– this is where companies document the rest of the walk-thru information on target hazards such as high rise buildings, hospitals, tank farms, etc., in their territory. The information on the building is documented in the AS 400 (tear and go information) as well as on the Site Profiler TFR#6 (see below for symbols).

Pre-Fire Plan Review – these are Pre-Fire Plans completed by the other shifts – content is to be reviewed for familiarity.

Multi-Company Drills – see Multi-Company Drills below.

Special Operations Training - see Special Operations Training below.

Community Involvement – this is to get the companies involved with the individual communities. This involves Open Houses, Home Association Meetings, tours, demos, etc.

Daily Lesson Plans / EMU / SOG / R & R – these are the individual training elements set out by training. The TFR 14 will not be used any more to document this training. Individual tests for each component will be completed on the Test Module on the INET page.

The following are guidelines outlining company requirements per quarter:

1. Engine Company / Ladder Company:
   a. Pre-Fire Plans – 4
   b. Pre-Fire Plan Review – 4
   c. Multi-Company Drill – 1
   d. Special Operations Training – 8
   e. Daily Lesson Plans / EMU / SOG / R & R – as per Training Guidelines
   f. Community Involvement – 5

2. Rescue Company:
   a. Pre-fire Plans – 2
   b. Pre-Fire Plan Review – 2
   c. Multi-Company Drill – 1
   d. Special Operations Training – 8
   e. Daily Lesson Plans / EMU / SOG / R & R – as per Training Guidelines
   f. Community Involvement – 3

3. Survey new construction in your first alarm territory to identify new target hazards. Prevention Division is available, if needed, for identification. List new hazards with address and building name.

4. Review buildings that pose a hazard to fire fighters to insure we have a plan for mitigating any situation that may be presented.

5. Plan quarterly Multi-Company drills and those companies assigned to conduct them.

- D/V1 and each District Chief will prepare a summary on the updated TFR 332 of the Company's quarterly Reports at the end of each quarter:
  - Quarter #1: January 1 – March 31
  - Quarter #2: April 1 – June 30
  - Quarter #3: July 1 – September 30
  - Quarter #4: October 1 – December 31

Preplanning Symbols

Railroad

Overhead Wires

Fence (with gate)
(draw x's every inch)

Tree/Shrub

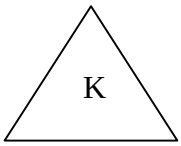
Pond

Body of Water

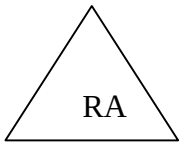
FD

Fire Rescue Access Point

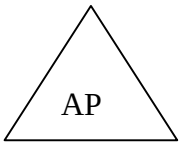
	Subject: COMPANY QUARTERLY REPORTS	Revised 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: COMPANY QUARTERLY REPORTS	**Thomas E. Forward, Fire Chief**		**800.02**



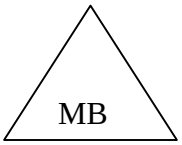
Knox Box



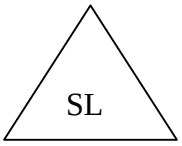
Roof Access



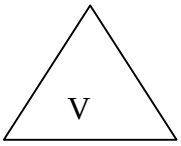
Annunciator Panel



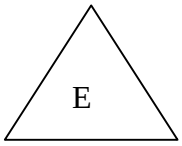
Master Box



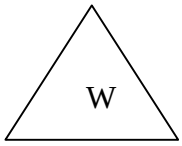
Sky Light



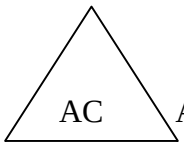
Ventilators



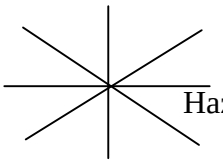
Electric Shutoff



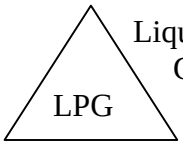
Water Shutoff



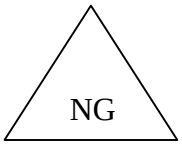
Air Conditioning Shutoff



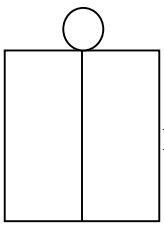
Hazard Location



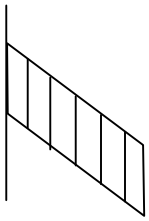
Liquefied Petroleum Gas (LP) Gas



Natural Gas



Elevator



Fire Escape

	Subject: COMPANY QUARTERLY REPORTS	Revised 09/01/12	ISSUED: 01/01/09	***Standard Operating Guidelines***
	Topic: COMPANY QUARTERLY REPORTS	**Thomas E. Forward, Fire Chief**		**800.03**

2nd
3hr
Fire Wall (indicate floor and rating)

AS
Fully Sprinklered Space

AS
Partially Sprinkled Space

NS
Non-sprinkled Space

HL
Halon System

CO_2
Carbon Dioxide (CO_2) System

Standpipe Connection

Sprinkler Connection

City Hydrant (with steamer)

Private Hydrant (with steamer)

FP
Fire Pump Room

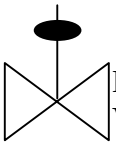
WH
Wall hydrant

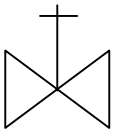
Valve (General)

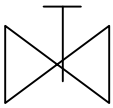
Valve in Pit

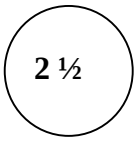
Post Indicator Valve

	Subject: COMPANY QUARTERLY REPORTS	Revised 09/01/12	ISSUED: 01/01/09	***Standard Operating Guidelines***
	Topic: COMPANY QUARTERLY REPORTS	**Thomas E. Forward, Fire Chief**		**800.04**

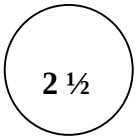

Key-operated Valve


Outside Stem And Yoke (OS&Y) Valve

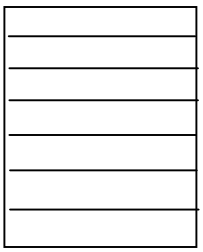

Non-indicating Valve

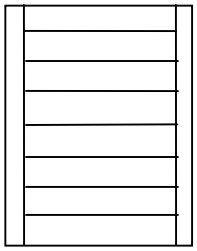


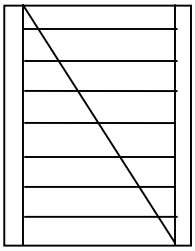
Standpipe Outlet



Standpipe Outlet (with pressure-reducing device)
PRD


Open Stairwell


Enclosed Stairwell


Enclosed Stairwell (self-locking)*

*(Diagonal Line makes either style self-locking)

	Subject: COMPANY QUARTERLY REPORTS	Revised 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: COMPANY QUARTERLY REPORTS	**Thomas E. Forward, Fire Chief**		**800.05**

Multi-Company Drills:

The Training Division, in conjunction with the Division/District Chiefs, will establish the subject and the objectives for the four annual "Quarterly Multi-Company Drills" that all the Operations Branch Companies will participate in each calendar year. The subject chosen will be uniform for each quarter across the three shifts and all districts.

- The Training Division in conjunction with their Division/District Chief will decide upon the topics. The Training Division will provide the goals and objectives as guidelines for the companies. They will be focused around the following topics:
  1. Pump Operations / Fire Stream Evolutions
  2. Gas Emergencies / Live Burn Simulator
  3. Foam Operations
  4. High Rise Operations / ICS
  5. Vehicle Extrication
  6. Shipboard Firefighting / Marine

- The Division/District Chiefs will assign 4 to 6 companies to attend the drills. Please consider involving other divisions such as Signal, Fire Prevention, Supply, etc.

- The assignment of companies will be done in a manner that will provide maximum possible coverage for services. This may necessitate the use of an adjoining district's company.

- The Chief Officer of each district will set the date and time of the drill in conjunction with the Officer designated as the Lead Officer. Whoever is designated as the Lead Officer should be the individual most familiar with the subject matter. The officers in each district will be afforded the opportunity to conduct a multi-company drill annually. Chief Officers must attend and observe scheduled multi-company drills in their district.

- The Company Officer assigned as Lead Officer will complete a DA 52 outlining the specifics about the drill to include: date, time, companies, location, objectives to meet listed goals, and potential outcomes. This will be forwarded to the Assistant Chief of Operations to be placed on the Master Calendar.

- Dates for the drills will be scheduled so they will not conflict with the in-service schedule. This may require scheduling dates when there is no in-service, evenings, and Saturdays. The annual in-service schedule is available for use from the Training Division. This scheduling will ensure all companies participating will remain out of service and engaged for the entire drill.

- Division C-1 will ensure that no two multi-company drills occur simultaneously.

	Subject: COMPANY QUARTERLY REPORTS	Revised 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: COMPANY QUARTERLY REPORTS	**Thomas E. Forward, Fire Chief**		**800.06**

- All companies will complete the quarterly multi-company drill assigned for a specific quarter within that quarter.

- On completion of the drill, the Lead Officer and the assigned Division/District Chief will identify lessons learned, outcomes, and areas needed for improvement. These will be forwarded to the Training Division within 14 days after completing the multi-company drill on a DA 55.

- The Training Division will compile the reports and summarize the results on an annual basis. This information will be assessed for future training needs.

- If an emergency arises that prevents the drill from being conducted on the scheduled date, then it must be conducted within 30 days of the original scheduled date. The officer designated as the Lead Officer of the missed drill will communicate the newly scheduled date to the Training Division.

Special Operations Training:

- The Special Operations Drill subject matter will not include material that will be addressed by the annual multi-company drills.

- The Chief Officer will consider the special training needs of their district when selecting drill topics.

- All companies within that district must conduct all 8 Special Operations Drills in any order during the calendar year. Coordination between the officers to ensure completion and no duplication of the drills must occur.

	Subject: WORK MANAGEMENT	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: THE TRAINING DIVISION	**Thomas E. Forward, Fire Chief**		**801.00**

THE TRAINING DIVISION

The Training Division consists of the Chief of Training and staff.

In addition to the regular duties of initiating and maintaining an on-going comprehensive training program and other related duties, the members of the Training Division will respond to greater alarms of fire or other emergency scenes when called. The Communications Division will follow the prescribed procedures for call in as determined by protocol. They will assist in rescue efforts, extinguishment, if needed, or perform other duties as directed by Command.

During disaster operations (natural, accidental, civil and major civil) Training Division personnel will follow the guidelines outlined in the Emergency Operating Plan (OPCON) of this manual.

The Chief of Training will report to Command, who will assign duties. In the event that no need exists at that time, the Chief of Training will perform the regular duty of observing and bringing to the immediate attention of Command, any unsafe infractions or practices observed.

	Subject: WORK MANAGEMENT	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: SUPPLY DIVISION	**Thomas E. Forward, Fire Chief**		**802.00**

SUPPLY DIVISION

Normal hours of operation are between 0730 hours and 1630 hours Monday through Friday, excluding holidays. The Inventory Supervisor or the designated back up will be available for recall after normal working hours. It is the responsibility of Fire Supply to provide the materials, equipment, office supplies and forms needed to maintain fire suppression, EMS service and all other Tampa Fire Rescue operations.

The following functions represent the standard operation that will be performed by the Supply Division:

To purchase, receive, warehouse, and distribute items needed.

To provide a scheduled pickup and delivery service of rescue supplies, station supplies, linen, clothing, and all related materials and equipment requiring cleaning, repair, or replacement.

To maintain an accurate inventory and filing system on all items requiring control and documentation.

Establish on-hand and re-order levels consistent with needs and usage.

ORDERING PROCEDURES

Monthly Supply Allotment:

The Station Officer will complete the Monthly Supply Order Forms (TFR 322, 323 & TFR 192) using the optimal ordering guideline provided by the Supply Division. In the event the ordering guideline does not meet the station's needs, a DA52 specifying the need for changing the amount will be submitted to the Supply Division from the Station Officer. The Supply Division will evaluate the request.

Vehicles that do not provide ALS service will order their Rescue Supplies from the Monthly Station Supply Order Form only (TFR 322). ALS vehicles will use the Weekly Rescue Supplies Form for their rescue supplies (TFR 323).

One shift will be responsible for ordering monthly station supplies. The selected shift will be responsible for one full calendar year (beginning in January each year). This responsibility will be rotated annually.

	Subject: WORK MANAGEMENT	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: SUPPLY DIVISION	**Thomas E. Forward, Fire Chief**		**802.01**

The responsible shift Station Officer will complete the TFR 322 Thursday, Friday, or Saturday. The ordering day will be determined according to which day the responsible shift is on duty and the District supply request cycle. The "Monthly Station Supply Calendar" will be followed. The Supply Order Form sort button must be utilized.

Medical Supply orders are to be electronically sent to 'Special Events' email address and Station Supply orders are to be electronically sent to Tampa Fire Rescue Supply Supervisor.

When preparing TFR 322 and TFR 323, (Station / Medical Supply Forms), for requisitioning Medical and Station supplies, the Supply Division will not accept any forms created outside the form format as it appears with current software loaded on Station and Division computers.

Also, forms not sorted in a numerical sequence, by Product Code, will not be processed and will be returned to the originating installation. Use the sort button.

The on duty shift on Sundays will see that rescue linen and dishtowels, are counted and ready for pickup before departure next morning. Supply Division will pick up and deliver linen on each Monday. It is the station officer's responsibility to maintain an accurate linen inventory record.

Rescue linen:

Rescue linen (towels and sheets) are picked up each Monday morning.

Clothing Salvage:

Clothing will be salvaged each month, on the first week (except holidays**)** containing Monday, Tuesday, and Wednesday. Supply Division will pick up salvaged clothing on Thursday and secure replacement. Each individual will place their clothing in individual bags with completed TFR Form 57. Clothing must be cleaned and properly marked. Dirty or smelly clothing will be returned to the sender for cleaning, before replacement.

Bunker Gear:

Bunker Gear, including boots and gloves will be replaced by submitting a TFR 22 form. The Company Officer and District Chief must inspect bunker gear prior to an individual requesting replacement.

	Subject: WORK MANAGEMENT	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: SUPPLY DIVISION	**Thomas E. Forward, Fire Chief**		**802.02**

Gas, Oil, Diesel fuel:

Gas and/or Diesel fuel will be requested by the Company Officer by phoning the budget office and logging same in the station log book. Oil (Engine and Priming), 2-cycle oil, and Bio-Con are ordered by the Company Officer from the Supply Division (by telephone). All other fluids must be requested from the Maintenance Division.

Fire Extinguishers:

Fire extinguishers are replaced on a one-for-one basis through the Supply Division. Company Officers will request by telephone and submit form DA52.

Electrical repairs:

All electrical repairs are to be requested on a TFR-22, through channels to the Supply Division. Emergency electrical repairs can be handled by telephone to the Supply manager and followed up with a TFR-22.

Electronics:

All electronics (mobile and portable radios, pagers and electronic sirens) repairs are to be handled through the Supply Division by telephone. No freelance appointments with the Electronics Division will be allowed. After hours replacement of portable radios can be coordinated through the Dispatch Supervisor.

Biological Hazardous Waste Pick up:

Biological Hazardous Waste pickup is coordinated by telephone through the Supply Division. Biological Hazardous Waste must be properly contained prior to pick up by Supply.

All Biological Hazardous Waste should be placed into small Biological Hazardous Waste bags. Once these bags are full, they are to be taped shut and then placed into a large Biological Hazardous Waste bag inside the red Biological Hazardous Waste container.

Non-contained liquids will NOT be placed in Biological Hazardous Waste bags.

Large bags found leaking by either Station or Supply personnel shall be placed in 2 large bags and taped closed by Station personnel to guard against further leakage during transport, or while at Supply awaiting pick up by Biological Hazardous Waste vendor. Supply will not pick up or handle leaking bags.

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	Topic: SUPPLY DIVISION	**Thomas E. Forward, Fire Chief**		**802.03**

Sharps containers must be taped closed so needles won't fall out. Place container in red Biological Hazardous Waste container lined with large Biological Hazardous Waste bag.

Biological Hazardous Waste will not be accepted from the public. Direct them to the hospital.

Large Biological Hazardous Waste should not exceed 35 lbs. Once they are full, they are to be taped closed and placed aside. No more than 1 bag placed on the side should be stored. Call Supply for pickup.

Areas where Biological Hazardous Waste is stored must be marked with a decal.

	Subject: WORK MANAGEMENT	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: FUEL DISBURSEMENT	**Thomas E. Forward, Fire Chief**		**803.00**

FUEL DISBURSEMENT

This guideline addresses fueling T.F.R. vehicles, for disbursing of fuel from fire station tanks and activities relating to ordering, recording, and reporting of fuel consumption and inventory. Tampa Fire Rescue units will maintain all apparatus fuel tanks at or above 3/4 capacity.

It shall be the policy of Tampa Fire Rescue to refill all storage fuel tanks at 1/3 capacity.

As a normal procedure, fuel supplies are reserved for T.F.R. purposes only and should not be disbursed for any other purpose or vehicle whether City owned or private. Emergency or unusual situations may cause a T.F.R. officer to alter this policy. In such cases, permission must be secured from the Fire Chief or his designee, by phone, and followed up with a DA 52 submitted through channels, for each occasion, describing the circumstances and vehicle involved.

Fire Station #21 fueling facility is operated by City Fleet and is available for all City Department to fuel from. Personnel at Station #21 do not need to complete the information as listed above for non TFR vehicles.

Apparatus Officers will place their vehicle out of service for fueling. The time should be coordinated through Communications to ensure no other vehicles are out of service fueling. Fueling time limit will be 15 minutes.

When fueling trucks at any TFR facility, the assigned employee shall monitor the operation at all times. Never leave the vehicle unattended while filling is in progress. If there are small fuel spills while filling, notify the appropriate Division/District Chief.

Each time fuel is disbursed at those location other than #1, #13 or #21, record: the date, station, vehicle ID or equipment, gallons pumped, type of fuel, quarts of oil, meter reading and name of employee responsible, on a TFR 8 (Gasoline, Diesel, and Oil Distribution Record), and a TFR 27 (Driver's Monthly Apparatus Report) and station fuel log book. The Driver of the vehicle fueling is accountable for properly completing all appropriate paperwork before departing the fueling station. For stations #1, #13, and #21, the operator still has to complete the record in the TFR 27 (Driver's Monthly Apparatus Report).

The amount of fuel is reported in whole gallons. Calculate the gallons pumped by subtracting starting meter reading from ending meter reading. Record only the whole gallons after subtraction and ignore any remaining tenths of a gallon.

Fuel disbursed into or for use by gasoline powered tools (saws, Hurst Tool, lawn mowers, etc.) should be identified with apparatus assigned to or housed with, and use that apparatus's form for reporting purposes. (See Sample Forms Booklet)

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For questions regarding fuel tanks, fuel report and fueling procedures consult General Order 2003-13, dated 19 August 2003.

ORDERING FUEL

Order fuel before tank level drops to 1/3 total capacity, i.e. 330 gal - 1000. In case of an emergency order for any type of fuel, the Company Officer will advise the Budget Analyst of the type of fuel needed and the amount. The Company Officer will follow up with the normal request with a notation in the Logbook that the fuel was ordered verbally and on what date. (See SOG Emergency Operating Plan (OPCON) Natural Disaster for requests during natural disaster).

FUEL DELIVERY

Delivery of fuel may be delayed from time to time due to its non-availability. This increases the importance of ordering fuel promptly when the authorized level is reached. The Budget Analyst should be advised of any significant delays in the delivery of fuel so that contingency plans can be activated.

Obtain a stick reading of fuel and water before and after delivery and determine gallons delivered. Compare this with the amount of fuel reported by the person making the delivery. If a discrepancy exists, report this to the Budget Analyst.

Enter before and after stick readings, and total gallons delivered in the fuel logbook.

Enter in the Station Logbook the time, company delivering, type fuel and amount. The officer will sign and date the billing ticket. The Division/District Chief will pick up and deliver the ticket to the Budget Analyst.

REPORTING PROCEDURE

In compliance with the State DER, the Station Officer "on shift" is responsible for taking a stick reading each day before 0900 hours on all storage tanks. The amount of fuel and water in the tank will be logged in the Station Logbook in inches or gallons, in red ink, immediately following the equipment check.

Any changes from the previous day that cannot be reconciled are to be reported to the Division/District Chief.

The aboveground fuel storage tanks are to be inspected weekly for the following:

Monitoring port for any product that may have leaked into outer tank. Visual checks of surrounding area for any rusting or staining of tank, soil, or cement pad.

A T.F.R. (Above Ground) weekly fuel tank inspection form will be completed each week, signed and dated by the Captain and kept in the Station Record Book. The Captain is responsible for notifying the Division or District Chief if any discrepancies are found. The completed inspection form will be retained in the Station for one year.

FUEL TRUCK FOR EMERGENCY SITUATIONS

Should an emergency fuel situation be encountered, the company needing Fuel should notify Communications. Communications will notify Public Works to respond to the scene.

A Fuel Truck will respond to second or greater alarms upon request from Command and will report to the staging area.

When ordering fuel, advise Communications if additional supplies, i.e. Oil, Grease, or Gasoline are needed in addition to Diesel Fuel.

All fuel used from the Public Works Fuel Truck will be recorded on a TFD 27 and logged in the Public Works Fuel Truck logbook.

TEST WELLS

Test wells exist at stations #1, #3, #17, and #20 where underground tanks were removed. This well will be tested monthly (or as otherwise requested by EPA) for the presence of product (i.e., diesel) into the ground water. This will be done by an individual designated by the Fire Chief and shall receive full cooperation of station personnel.

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	Topic: FUEL DISBURSEMENT	**Thomas E. Forward, Fire Chief**		**803.03**

FUEL STORAGE CAPACITY

LOCATION FUEL	UNLEADED GAS CAPACITY	DIESEL CAPACITY
Fire Station # 1 (Above ground) 808 E. Zack Street, 33602	4000	4000
Fire Station # 7 (Above ground) 6129 N. Nebraska Ave. 33604	N/A	1000
Fire Station # 8 (Above ground) 2015 N. Manhattan Ave. 33607	500	500
Fire Station # 12 (Above ground) 3073 W. Hillsborough Ave.33614	N/A	500
Fire Station # 13 (Above ground) 2713 Annie St. 33612	1000	1000
Fire Station # 15 (Above ground) 4919 S. Himes Ave. 33611	N/A	1000
Fire Station # 21 (Above Ground) 18902 Green Pine Lane 33947	7500	7500
Fire Training (Above ground) 116 S. 34th St. 33605	N/A	1000

FUEL TANKS, FUEL REPORT AND FUELING PROCEDURES

Fuel pumps will be calibrated annually for accuracy.

Fuel tanks will be stuck daily before 0900 hours and recorded. This also includes tanks with electronic metering. The Station Officer is responsible for completion and accuracy.

Fuel tanks will also be stuck before and after each delivery**.**

Fuel reports will consist of the following:

- TFR Monthly Fuel Consumption Report.
- TFR 8 Gasoline, Diesel, and Oil Distribution Record.
- TFR Fuel Consumption Vehicle Summary Report.

- TFR 27 Driver's Monthly Apparatus Report.

(NOTE* These reports must be turned in together as a complete package.)

One shift will be responsible for completing all fuel reports for one calendar year. This responsibility will be rotated annually.

The responsible shift will complete all fuel reports on one of the final three days of the month. This day will be determined according to the day the responsible shift is on duty.

Fuel beginning balance will be determined the morning the fuel report is calculated. The responsible District Chief will pick up the completed fuel report forms on their fuel report day.

The Division and District chiefs will meet on their shifts fuel day to reconcile the reports. The fuel reports will be delivered to TFR headquarters by 08:30 hours the following day.

The Driver of the vehicle fueling is accountable for properly completing all appropriate paperwork, (TFR 27, keys and all station forms), before departing the fuel station.

Apparatus Officer will place their vehicle out of service for fueling. The time should be coordinated through Communications to ensure no other vehicles are out of service fueling.

Fueling time limits will be 15 minutes.

If no one is at the fueling station, the apparatus Officer will notify the respective Division / District Chief of their fueling location.

When fueling trucks at any TFR facility, the assigned employee shall monitor the operation at all times. Never leave the vehicle unattended while filling is in progress. If there are small fuel spills while filling notify the appropriate District Chief.

	Subject: WORK MANAGEMENT	REVISED: 09/01/12	ISSUED: 11/7/88	*Standard Operating Guidelines*
	Topic: RESCUE SUPPLY ORDERS	**Thomas E. Forward, Fire Chief**		**804.00**

PROCEDURES FOR ORDERING DRUGS AND MEDICAL SUPPLIES

Personnel assigned to ALS Units will inventory their station drug and medical supply cabinet on Thursday, Friday or Saturday of the shift that is responsible for ordering.

Supplies will be rotated from the supply storage cabinet to Rescue Unit and fresh supplies placed in cabinet.

It is the responsibility of the Lt., Acting Lt. and/or Station Captain to ensure that the station medical supply cabinet is locked at all times when not in use.

Each Rescue vehicle and ALS Engine will complete the Weekly Rescue Supply Order Form (323) using the optimal ordering guideline provided by the EEMSO. The lieutenant or the ALS Engine Captain will complete the form for their respective vehicles. In the event the ordering guideline does not meet the vehicle usage, a DA52 will be submitted to the EEMSO specifying the need for change. The EEMSO will evaluate the request.

Rescue and ALS Engine Companies will not combine Weekly Rescue Supply Orders on one form. Each Rescue and ALS Engine Company will submit an individual Weekly Rescue Supply Order.

One shift will be responsible for the ordering Weekly Rescue Supplies. The selected shift will be responsible for one full calendar year (beginning in January each year). This responsibility will be rotated annually.

The responsible shift will complete the Weekly Rescue Supply Order Form (TFR 323) Friday, Saturday, or Sunday. The ordering day will be determined according to which day the responsible shift is on duty. This will be done weekly and emailed to TFR_Special_Events@tampagov.net by 2200 hours Sunday night.

When preparing TFR 323, (Weekly Medical Supply Forms), for requisitioning Medical supplies, the Supply Division will not accept any forms created outside the form format as it appears with current software loaded on Station and Division computers.

Also, forms not sorted in a numerical sequence, by Product Code, will not be processed and will be returned to the originating installation. Use the sort button.

The Rescue Chief and/or his/her designee will review the requests and process as appropriate on Monday morning.

	Subject: WORK MANAGEMENT	REVISED: 09/01/12	ISSUED: 11/7/88	*Standard Operating Guidelines*
	Topic: RESCUE SUPPLY ORDERS	**Thomas E. Forward, Fire Chief**		**804.01**

Central Supply will fill orders on Monday and the TFR Supply Division will deliver to stations on Tuesday.

Emergency requests may be forwarded to Supply by notifying the Rescue Chief and/or the E.E.M.S. Officer by phone. A Stock Issue Requisition Form will be completed and forwarded to the Rescue Office as soon as possible.

Oxygen supplies will be kept at Stations 1, 8, 13, and 15. The Lt. or Acting Lt. on R-1, R-8, R-13, and R-15 will be responsible for inventory of oxygen supplies at their respective stations and notifying the Rescue Office by phone each Monday, prior to 0900 hours, of the number and size (D & M) of empty cylinders on hand. Deliveries are on Tuesdays and Fridays by contractual obligation.

	Subject: WORK MANAGEMENT	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: FIRE PREVENTION BUREAU	**Thomas E. Forward, Fire Chief**		**805.00**

The Fire Prevention Bureau establishes:

Arrest Procedures
Firearm Policy & Procedures
Use of Deadly Force Policy
Incident Review Board
Emergency Operations of Investigation Vehicles

More detailed information on these and other Fire Prevention activities can be found in the Fire Prevention Guidelines in the Fire Prevention Office.

Fire Investigation Call Out Procedures

The following guidelines are to be followed when a Fire Investigator is requested to assist the Incident Commander with cause and origin determinations:

1. Salvage and overhaul activities should be kept to a minimum

2. All access points to the fire scene must be secured

3. No entry by civilians is allowed (T.F.R. personnel may retrieve medications, wallets, purses and appropriate clothing for fire victims after clearing the removal of these items with the investigator)

4. Adequate illumination for nighttime fire scenes must be provided and maintained throughout the fire scene investigations.

The following incident situations will require the response of a Fire Investigator:

1. All fire related burn injuries, with the exception of minor accidental burn injuries

2. All fire fatalities

3. All fires suspected to be incendiary by the Incident Commander

4. All fires suspected to be suspicious by the Incident Commander

5. All fires that a cause cannot be determined by the Incident Commander

6. All fires with property losses in excess of $250,000

7. All third alarm or greater fires

8. All unlawful releases of hazardous materials.

9. All responses to explosives or post blast incidents.

If there is any question by the Incident Commander as to whether to call out an Investigator, contact Communications and have the Investigator paged.

	Subject: WORK MANAGEMENT	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: MAINTENANCE DIVISION	**Thomas E. Forward, Fire Chief**		**806.00**

APPARATUS MAINTENANCE

The Apparatus Maintenance Division provides 24 hour mechanical repairs for all vehicles and equipment of Tampa Fire Rescue. One Maintenance Center Supervisor staffs and supervises maintenance division personnel.

It is the responsibility of the Maintenance Division to staff this facility on an 8-hour day, 5 days a week, on a regular basis from 0700 hours to 1600 hours Monday through Friday. It is also the responsibility of this Division to furnish emergency maintenance or repairs during all hours other than normal duty hours, 1600 hours to 0700 hours Monday through Friday, Saturday, Sunday and Holidays on a 24 hour basis. To identify these responsibilities, a roster will be maintained designating personnel filling these positions. The roster will consider all leaves and absences, and will be filled out each Monday and shall include the week from 1600 on Monday to 0700 the following Monday.

It will be the responsibility of the following members of the Apparatus Maintenance Division to respond to multiple alarm fires and unusual incidents to provide technical skills and specialized equipment and to support the Incident Commander as required.

1. TFR Maintenance Center Supervisor - called when deemed necessary by the Chief of Operations or Incident Commander. He will supervise Maintenance personnel and call for additional assistance if needed.

2. Fleet Mechanic Supervisor - Called when Automotive Repair Center Supervisor is not available and in cases of unusual circumstances.

3. On- Call Mechanic - Will respond to all after duty alarms when deemed necessary by the Incident Commander. The on-call mechanic roster will be made available to the Communications Center for dispatching.

	Subject: WORK MANAGEMENT	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: PUBLIC INFORMATION OFFICER	**Thomas E. Forward, Fire Chief**		**807.00**

INTRODUCTION

It is the policy of Tampa Fire Rescue to establish and maintain a positive operating relationship with the news media.

This directive will establish a standard operating guideline to provide the news media with information normally requested from the fire department about various emergency incidents including fire, EMS and hazardous materials calls; to control the movements of media personnel for safety reasons; and to establish an operating framework for Public Information that will effectively integrate into the overall incident management system.

STANDARD OPERATING GUIDELINE

The Fire Chief will appoint a staff Public Information Officer for Tampa Fire Rescue. All information released to the general public and news media pertaining to Tampa Fire Rescue should be approved by the Fire Chief or the Public Information Officer.

All requests for information from the news media should be directed to the staff PIO. The staff PIO is the primary designated spokesperson for Tampa Fire Rescue.

Communications personnel should notify the staff PIO, as soon as possible, of the following types of incidents:

- Emergencies that require a full second alarm and above.
- Injuries or deaths related to fire and/or fire products.
- Injuries or deaths of Fire Rescue personnel, or major damage to fire department property.
- Confirmed train derailments, aircraft crashes, or hazardous materials incidents in which the Fire Rescue has operations.
- Any other incidents considered significant or newsworthy in which the Fire Rescue personnel are operating.
- Any incident in which Tampa Fire Rescue is providing assistance outside the city, excluding automatic aid responses.
- If the Incident Commander, Fire Investigator, Company Officer or any member of the news media requests the staff PIO to respond.

At emergency scenes Command will be responsible for the management of public information. As soon as practical, after appropriate response procedures are underway, Command will establish a Public Information Sector. The effective establishment of this sector will relieve Command of the need to deal directly with the media during critical command stages and will provide the standard information the media will require to accurately report the situation.

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	Topic: PUBLIC INFORMATION OFFICER	**Thomas E. Forward, Fire Chief**		**807.01**

The Public Information Officer will report to Command, upon his/ her arrival on the emergency scene, to determine the status of the Public Information Sector. The staff Public Information Officer will establish a Public Information Sector or relieve the assigned sector officer.

Prior to the arrival of the staff Public Information Officer, Command may assign an officer or company to the Information Sector. The assigned officer will begin to gather information on the incident. The Public Information officer will station themselves in a readily visible and accessible location adjacent to the Command Post to meet and provide information for media personnel.
Radio designation will be "Information Sector."

A media worksheet form has been provided to all District Chiefs as a guide for information gathering. This form is also available on the I-net.

Individuals assigned to perform Public Information Sector functions should be regulated by the following general guidelines:

It is the responsibility of every member of Tampa Fire Rescue to protect the reputation of the department and the City. With this in mind, if possible, add anything to the basic information on the form that will enhance the story of the situation; such information might include:

- An extremely hazardous situation.
- A rescue.
- A person or company that did an outstanding job.
- The extra information will make a better story for the reporters and tell the citizens how the fire department provides fire and/or EMS services.
- If possible, a personal interview with the fire officer or crewmember is encouraged.
- Don't be afraid to talk to reporters. They will report the facts as you give them. Tell them everything you can, but make sure everything you tell them is correct.

INFORMATION RELEASE

Names of injured victims and/or injured fire rescue personnel will only be released to the news media by the staff PIO.

The names of deceased or injured civilians or Fire Rescue personnel should not be used over the radio or released to the media except by the staff Public Information Officer.

Only the approximate age and gender of the fatality or injury and what hospital, if any, the person(s) was transported to should be released to the media on the scene. The name of the victim should not be released until their family has been notified.

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	Topic: PUBLIC INFORMATION OFFICER	**Thomas E. Forward, Fire Chief**		**807.02**

The PIO must exercise care, common sense, and discretion to avoid rendering statements and/or information that if later quoted may create a misunderstanding or compromise the effectiveness of the Tampa Fire Rescue.

The causes of fires, and any other incident, should not be released to the news media without approval of the Incident Commander or the investigating official. It is better to make sure of the exact cause than to make a premature statement and have to retract it later. If the cause is not known, or you are not sure please use the statement, "It is UNDER INVESTIGATION."

Fires, which are suspicious in nature, should not be referred to as "arson" unless ruled as an arson fire by Tampa Fire Investigators. Elements of a suspicious fire should not be released to the media and/or pubic unless approved by Tampa Fire Investigators. All information released by Fire Investigators to the news media should also be sent to the staff PIO as soon as possible.

Fire Investigators or the Incident Commander will determine damage estimates (in dollar amounts). If the figure is not available use a word assessment such as "heavily damaged" or "lightly damaged".

In regards to traffic collisions, information about the circumstances of the collision should be disseminated by a spokesperson from the law enforcement agency in charge of the collision investigation. Fire Rescue personnel will refrain from speculating on how the collision might have occurred or discuss circumstances of the collision with the media.

The names of persons treated at emergency scenes are confidential under several State and Federal privacy laws. The approximate age, gender and what hospital they were transported to can initially be released. If the names appear on a Fire Incident Report or a Fire Investigation Report, this is a public record.

In reference to aircraft incidents, automobile collisions and train derailments, only information concerning rescue and fire protection procedures should be discussed with the media. Items such as what caused the accident, who is at fault and similar statements, should not be discussed. The media should be referred to the investigating agency that will be responsible for the incident.

Other information that should NOT routinely be released by any member of Tampa Fire Rescue to the news media or general public shall include the following:

- Any opinion of department personnel regarding the guilt or innocence of any accused.
- The identity, testimony or credibility of a prospective witness.
- Any opinion of agency personnel regarding the merits of any incident or case or quality of service rendered.

- Any information concerning the identity of individuals under the age of 18 years.
- Residence or personal phone numbers of Fire Department personnel.
- The identity of fatalities or critically injured without the notification of the next of kin.
- The release of information received from other fire or law enforcement agencies without the authorization to release that information.

Information that shall be released only by the Fire Chief or the staff PIO with approval of the Fire Chief includes the following:

- The name of any Fire Rescue personnel involved in any accident or incident that the fire department is investigating.
- The names of Fire Rescue personnel or any statements made regarding disciplinary action against any member of Tampa Fire Rescue.
- Official mugshots or photographs made by Fire Rescue personnel.
- Statements of department policy governing specific organizational changes (general organizational policy is public information).
- News releases or information released concerning the Fire Rescue through the convening of a press conference.

If the news media requests immediate information from Communications, the following information can be released immediately:

- Type of call, nature of call received.
- Location or address of the incident. (Unless the incident is a medical call)
- Units responding to the incident.
- If known, the current action being taken by fire rescue personnel (e.g.: Investigating, Extinguishing, Evacuation, etc.)

The Incident Commander, Communications personnel, or other Fire Department personnel should make available to the Public Information Officer the following information:

- Type of call, nature of the call.
- Location or address of the incident.
- Name of occupants and/or owner.
- Type and size of structure and contents.
- Damage estimate.
- Cause of the incident.
- Current action being taken by the Fire Department.
- Casualty(s)'s name, age, address and extent of injuries.

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	Topic: PUBLIC INFORMATION OFFICER	**Thomas E. Forward, Fire Chief**		**807.04**

PROCEDURES FOR INTERVIEWS

When being interviewed by the media, all Fire Rescue personnel will present themselves in a professional manner.

They should not wear sunglasses, chew gum, eat/drink food products or use tobacco products.

The use of slang, profane or obscene language is strictly prohibited.

Fire Rescue personnel giving interviews to the news media should state only the facts. Causes, damage estimates and the like should not be released to the news media unless the facts are absolutely known and confirmed.

Fire Rescue personnel will refrain from expressing personal opinions or feelings or from any type of speculations. Personnel should not make statements they wouldn't want quoted. Personnel can be held accountable and liable for their statements to the media. Discretion should be used in every case.
Descriptions of activities should be in plain English, rather than Fire Rescue terminology or abbreviations.

Examples: The public may relate to a "water cannon" instead of a master stream or deluge gun; "ladder truck" instead of truck company; "fire hose" instead of an inch and three quarter line.

The following guidelines will describe the information that is normally requested or provided at a fire or other emergency scene:

- Reporters are interested in the number of units that respond to the incident, not necessarily their unit designation. They are also interested in total personnel figures.

  Example: 4 Engines + 1 Truck + 1 Rescue Car + 2 DC's = 7 units and about 20 responders.

- They will also want to know how long it took the department to get on the scene, and how long it took to control the situation. Volunteer the other information if it is not requested.
- Tell what the first unit on the scene encountered and the action taken.

  Example: Engine 9 arrived on the scene and the house was well involved in fire and smoke. Firefighters quickly attacked the fire and searched the house for anyone who might be trapped. Firefighters found one adult female unconscious inside the house. Firefighters carried her outside where paramedics treated her and transported her to Tampa General Hospital.

- Also, if confirmed, note points about private fire protection (i.e., fire was stopped by sprinkler system, a smoke detector may have possibly prevented this serious injury, etc.).
- Interviews with "first-in" Captains are encouraged.

Whenever another member of the fire department, other than the Public Information Officer, makes statements or is interviewed by the news media, the staff PIO should be made aware as soon as possible so the same information can be released to the other media sources, or if the news media calls back for more information, the PIO will be aware of the event.

Once the incident has been terminated the staff PIO will be responsible for all public information requests concerning that incident. Any request from the news media for information about any incident, after it has been terminated, shall be directed to the staff PIO.

NEWS MEDIA at EMERGENCY SCENES

Concerning news media representatives at the scene of fires, disasters, emergencies, or other incidents where Tampa Fire Rescue is the lead agency, the following shall apply:

- Access to fires, disasters, emergencies or other incidents under the control of Tampa Fire Rescue and to which the general public has been excluded by the establishment of police, fire or other designated lines, shall be granted to news media representatives with valid news media identification cards or other verifiable press credentials, unless the news media representative's presence is reasonably likely to jeopardize department operations or there is reason to believe that their safety maybe compromised or in danger.
- When in any restricted or operational area the news media representatives will be accompanied by the PIO or his / her designee. If media personnel create a safety problem or hinder operations they should be requested to move in a positive manner, avoiding confrontations. It is the stated policy of Tampa Fire Rescue to cooperate with the news media as best as possible at all times.
- News media representatives are not permitted to interfere with, obstruct, or hamper any operations. The presence of a photographer or a reporter at an incident and the taking of pictures or asking of questions relative to the incident do not of themselves constitute interference and should not be restricted, except in accordance with the section above.
- News media representatives may be asked to show their press credentials to Fire Rescue personnel or other Public Safety agency personnel at the perimeter of the incident.

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	Topic: PUBLIC INFORMATION OFFICER	**Thomas E. Forward, Fire Chief**		**807.06**

- News media representatives shall be allowed to photograph and report events that transpire on public property unless their actions significantly jeopardize current Fire Rescue operations.
- Fire Rescue personnel should not restrict a news media representative from taking pictures or asking questions, even though members of Fire Rescue may disagree with the nature of the pictures or questions, unless their actions are clearly interfering with an ongoing incident or investigation which is under control of Tampa Fire Rescue.
- News media personnel who violate any laws or interfere with the operations of Tampa Fire Rescue will be dealt with in the same manner as any other violator.
- Members of Tampa Fire Rescue are not allowed to give permission to the media to gain access to private property. If the media wishes to film or photograph damage inside of a structure, they will have to get permission directly from the property owner, after fire department operations are completed. If they are able to obtain permission during an incident, they may enter the private property, under escort by a Public Information Officer, with approval of the Incident Commander.

In the event of a large-scale multi-jurisdictional event the staff PIO will coordinate efforts with the Unified Command by assisting in establishing a Joint Information Center.

	Subject: WORK MANAGEMENT	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: PERFORMANCE EVALUATIONS	**Thomas E. Forward, Fire Chief**		**808.00**

PERFORMANCE EVALUATIONS

The following procedures will be followed to successfully complete employee evaluations:

1. All performance evaluations will be distributed to the appropriate supervisor by the first of the month, two months prior to the month due.

2. The performance evaluation will be completed and returned to the Personnel Office by the first of the month, one month prior to the month due.

   EXAMPLE: A performance evaluation that covers the period from 4-22-98 would be distributed by 2-1-99 and returned to Personnel by 3-1-99.

3. Any employee that is off-duty on L.O.A., with exceptions of Work Comp L.O.A., etc., for more than 30 days shall have their evaluation period extended. If an evaluation is distributed inadvertently for any employee in this category, the evaluation should be returned to the Personnel Office for proper processing.

4. Evaluations must cover a twelve-month period. If the supervisor or subordinate is transferred, retires, etc., an evaluation must be completed for the period supervised, if more than 30 days. This transfer evaluation is put in the employee's pending evaluation file and sent to the next supervisor. When the annual evaluation is due, the supervisor will complete the evaluation, for the period of time he supervised the employee. All preceding transfer evaluations will be combined with the annual evaluation to formulate 1(one) evaluation to be turned in. A 1-year period must be covered for all uniformed personnel.
   - A TFR 319 must be attached to Employees evaluation

   EXCEPTION: Because civilian employees have a six-month probationary period, a performance evaluation is required for new civilian employees by the end of the probationary period.

5. Performance evaluations for Rescue Lieutenants will be completed by the Station Officer and reviewed by their Division or District Chief. The evaluation will be returned to the station and signed by the Lieutenant being evaluated. The evaluation will then be forwarded to the Fire Chief through C-1.

6. Performance evaluations for the F-4 (Paramedics) will be completed by the Rescue Lieutenant and reviewed by their Division or District Chief, and signed by the Station Captain. The evaluation will be returned to the Rescue Lieutenant and signed by the F-4 (Paramedic) being evaluated. The evaluation will then be forwarded to the Fire Chief through C-1.

	Subject: WORK MANAGEMENT	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: PROBATIONARY FIREFIGHTER PERFORMANCE STANDARDS	**Thomas E. Forward, Fire Chief**		**809.00**

FIREFIGHTER PERFORMANCE STANDARDS

1. The Probationary Firefighter Performance Standards Program consists of four sections of study material, each section taking no more than nine (9) weeks to complete. The entire program will be finished within 36 weeks of beginning date. The participant can, however, progress at his own rate.

2. The Company Officer will evaluate the participant in each subject, using the sectional "Check-Off Sheet". Each Company Officer must witness the performance to sign off a firefighter.

3. 100% accuracy on evaluations is expected.

4. When the participant has completed a section and is signed off by the Company Officer, the District Chief will be notified, and he will evaluate the individual utilizing the sectional "Check-Off Sheet" as well.

5. When a section has been completed and checked off by the Company Officer and District Chief, a copy of that sectional check-off sheet will be forwarded to the Training Division for record keeping.

6. Any participant who is unable to display proficiency in any section of study will be reviewed by the District Chief and Company Officer within 10 days of the noted deficiency. The Company Officer will submit, in writing, the fact of the deficiency with a brief description of the problem to the Training Division.

7. If a participant cannot pass the Company Officer and/or District Chief Evaluation, this will be considered grounds for dismissal.

8. Personal records will be maintained in two locations. Sectional "Check-Off Sheet" kept in the firefighter's study book and a copy of it at the Training Division.

9. Recruit firefighters will spend their first 30 calendar days at their assigned stations. TFR-7's will be completed **weekly** during this 30-day period.

Recruits may jerry after the 30-day period to maintain staffing levels.

A TFR-7 will be completed daily after the 30- day period by the officer at the station the recruit is assigned to for that day. **When the employee works continuous days at the same station, only one TFR-7 is needed for that time period.** If the employee should work at more than one station during a 24 hour shift, the Captain or Acting Captain that records the training hours will complete the TFR-7.

Captains or Acting Captains of stations where the employee worked are responsible for completing and forwarding the TFR-7 to the recruit's home station the following duty day or after completing a continuous stay.

The TFR-7's will be kept in the employee's pending file and unsatisfactory reports will be brought to the attention of their Chief, the Chief of Operations and the Personnel Chief.

Upon satisfactory completion of a one-year probationary period, the officer at the station where the recruit is assigned will complete their annual evaluation along with a DA-52 recommending permanent employment. The Division and District Chief will review the TFR-7s at the time the annual evaluation is being completed.

10. The Company Officer will have the probationary firefighter initial every item placed in his/her pending file at the time the item is placed in the file or within three working days.

	Subject: WORK MANAGEMENT	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: FIRE HOSE: CARE AND MAINTENANCE	**Thomas E. Forward, Fire Chief**		**810.00**

This standard shall apply to the care of all types of fire hose, couplings, and nozzles while in service, in use, and after use; including record keeping, inspecting, and service testing. The purpose of this standard is to provide a reasonable level of safety for users of fire hose and a reasonable degree of assurance that the hose, couplings, and nozzles will perform as designed.

Below are some important factors to consider when using the hose:

1. Always lay the hose with care, so that injury will not result from contact with sharp or rough objects. Remember that vibrations from a fire pump sometimes cause chafing of the hose near the pump. This can be avoided by providing chafing blocks, pads or similar protection where it comes in contact with curbing or pavement.

2. Do not drag the hose when kinked and/or partially filled with water. Serious damage will result from dragging while the hose is kinked. If you must drag the hose, drag it flat and not on it's edge.

3. Avoid driving over the hose, particularly the large diameter supply hose and never over the couplings. If you must drive over the large diameter hose, hose bridges are recommended for that use. Alternatively, drive over the hose at an angle and be sure the vehicle has sufficient clearance and momentum. Attempting to go over hose too slowly may result in pushing it ahead of the tires.

4. Open and close valves and nozzles slowly to avoid shock loading the hose. Pressure surge and water hammer are hazards that can cause bursts. Do not exceed the maximum service testing pressure. The life of the hose is directly related to the operating pressure.

5. During the loading of hose after use, physical inspection shall determine that the hose, couplings, and any nozzle have not been vandalized, are free of debris, and exhibit no evidence of mildew, rot, or damage by chemicals, burns, cuts, abrasion, and vermin.

6. At least once quarterly or at any time the hose is laid, shall be repacked in a different position to avoid folds and strains occurring at the same location. Fire hose shall be washed clean after use. All dirt and grit shall be washed from the threads on both couplings, the gasket removed from the female coupling, the coupling placed in a bucket of water and turned to remove grit from the swivel. If drying is necessary, no hose will be left outside overnight.

	Subject: WORK MANAGEMENT	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: FIRE HOSE: CARE AND MAINTENANCE	**Thomas E. Forward, Fire Chief**		**810.01**

The booster hose shall be removed from the reel once every quarter and reversed in such a manner that every section will be placed first on the reel. Booster hose shall not be stored on the reel under pressure. The hose shall not be stored kinked, and care shall be taken to avoid twisting the hose when rolling it onto the reel. Booster hose shall be service tested at least annually to 110% of its maximum working pressure. If a maximum working pressure cannot be determined for the hose, it shall be tested to 110% of the normal highest working pressure as used by that company. Working pressure shall not exceed the service testing pressure.

Attack hose (1 ¾ to 3") shall be rotated after each use and at least quarterly. Shall be service tested annually at a pressure not to exceed 250 psig for 5 minutes. Normal working pressure will not exceed the service test pressure at any time.

Large diameter hose marked "SUPPLY HOSE" shall be rotated after each use and at least quarterly and logged on the "Hose Rotation Record" in the station inspection book. Large diameter hose shall be service tested annually at a test pressure not to exceed 200 psig for 5 minutes. Large diameter hose shall not be used at operating pressures exceeding 200 psig when supplying pumpers from hydrants; when relaying water from pumper to pumper; and when directly supplying attack lines, master stream appliances, portable hydrants, manifolds, and standpipe and sprinkler systems.

Annual hose tests shall be conducted in accordance with NFPA 1962, Chapter 5. Districts will perform hose testing on an annual basis. This will include all reserve apparatus. The Districts will adhere to the following schedule:

All fire department apparatus will test hose annually during the first two weeks of January. The Training Division will schedule this time on their calendar.

There will be no in-service training, suppression PEO events, preventive maintenance or training scheduled that may interfere with completion of hose testing. Division heads will arrange their schedules with the appropriate shifts Division Chief 1 to avoid any scheduling conflicts.

Division and District Chiefs will coordinate the assigned apparatus to test the hose on the scheduled date or a make-up date.

If a company should miss their scheduled day it will be that company and shift's responsibility to schedule the make-up day by coordinating the scheduling with their Chief. This will insure we continue with the same rotation. Shifts will rotate hose testing annually.

Any apparatus with hose, (ex. Foam 8, Br-3, etc.), will be tested by the engine crew that houses the apparatus.

	Subject: WORK MANAGEMENT	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: FIRE HOSE: CARE AND MAINTENANCE	**Thomas E. Forward, Fire Chief**		**810.02**

It is the responsibility of the shift completing the hose testing to complete all the necessary forms.

Each length of hose to be tested simultaneously shall be of the same service test pressure. The hose test layout shall be straight, without kinks or twists. Care should be taken to remove all air from the hose before the nozzle or test cap is closed and the pressure raised.

The following procedures will be used for testing fire hose:

1. Lay all hose being tested, (including pony sections), making sure there are no sharp bends or turns to prevent kinking.

2. Place apparatus at positive water source, (hydrant), and make all connections to the appropriate discharge. Attach a nozzle or other type of appliance to the discharge end of each hose so that all air can be expelled from hose.

3. Record all coupling numbers and mark hose at each coupling with a marker so hose can be checked to make sure there is no slippage from the couplings.

4. Slowly fill hose with water making sure that there is no leaking from couplings. Once the hose is filled and air has been allowed to escape, the pump operator will raise the pressure to 200 psi for all hose 1 ¾ " – 3" and 200psi for any hose larger than3". Once the appropriate pressure has been reached the pressure will be maintained for 5 minutes.

5. Crewmembers should use caution and maintain a safe distance from the hose during testing. A burst section of hose can cause severe injuries. If any problems occur, (a burst section), the pump operator should shut down immediately.

6. After test is complete and while breaking couplings each crewmember should check the marks on each coupling make sure no slippage has occurred.

7. All faulty hose should be placed out of service and Supply notified immediately for hose repair.

8. Hose that is not color-coded or that the color code has become worn should be marked before reloading.

9. Hose in need of repair should be clearly marked where the damage or faulty area is located. If marking the area is not practical, a clear description of that problem should be noted on a DA-52 addressed to Supply.

10. Upon completion, the Company Officer or Acting Officer that tested the hose will complete the TFR-48 Hose Test Forms and forward to supply.

All hose failing the physical examination, bursting, leaking, or having couplings that fail because of slippage or leakage shall be tagged and taken to supply after all hose testing has been completed. All failed hose shall be tagged, removed from service and taken to supply.

All couplings will be identified with respective color-coding prior to taking to supply.

Synthetic hose, with the location of rupture being more than 10ft. from either end or in excess of 10ft. combing the distance, if repair is needed on both ends the hose will not necessarily be condemned. Determination will be made at the time of repair. Repaired hose will be re-service tested one length at a time, at supply, by the respective company.

All stations and Divisions will have listed in advance, on a TFR-48, starting with the hose size 1 ¾ " in alpha-numeric sequence and hand carry to supply with the hose needing repair and the respective hose cards.

Each vehicle will carry a hose inventory sheet issued by Supply Division. This sheet is to be kept in the Apparatus Inventory book with a copy in the Station Inventory book.

	Subject: WORK MANAGEMENT	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic:	**Thomas E. Forward, Fire Chief**		**811.00**

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	Subject: WORK MANAGEMENT	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: PUBLIC EDUCATION OFFICE	**Thomas E. Forward, Fire Chief**		**812.00**

The Public Education Office is dedicated to increasing citizen awareness regarding personal and community safety. The focus of our interventions shall include, but not be limited to decreasing the number of personal injuries and property loss by encouraging healthy lifestyles in the Tampa area through education and information.

The scope of these interventions shall include each and every member of the Tampa Fire Rescue team.

The following guidelines will be followed in an effort to streamline distribution of Public Education Activities and guarantee responsibility for attendance.

- PEO Office will deliver "Public Education Activities" (TFR 315) to the appropriate Division Chief / Acting Division Chief **30 days prior to the event**.
- DIV-1 will place the "Public Education Activities" form (TFR 315) in the activity binder located in the Chief's Conference Room and review it **daily** for scheduling events.
- DIV-1 will distribute the activity form to the responsible Chief.
- The DIV-1 and D/C's responsible for the event will assign the companies they deem necessary according to the event's needs. If an assigned company is unable to attend, the responsible Chief will assign another company.
- DIV-1 and the D/C will determine if the company they assigned will be placed out of service for the event.
- The DIV-1 or D/C will send the yellow copy of the completed TFR 315 to the Public Education office **14 days prior to the event**, retain the goldenrod copy until the event is completed and then submit that copy to PEO. The pink copy is for the records of the assigned company. Once the event is completed, no copies should remain in the Activity Binder.
- The completed TFR 315 will detail:
  a. Acceptance or refusal, of the request, (If refused, attach a DA52 stating the reason i.e., limited manpower, multi-company drill scheduling conflict, etc.).
  b. The company or companies assigned.
- PEO will deliver associated event material to the third floor conference room at Station #1. DIV-1 or the D/C responsible for the event will distribute the materials to the assigned company.

SCHEDULING

1. All requests will be forwarded to the Public Education Coordinator for scheduling of events. This will help prevent conflicts in scheduling. This order also pertains to station visits. No shift will schedule events for another shift at any time.

2. Station tours will be restricted to a maximum of 25 children. If the number is greater than 25 a PEO representative must attend along with enough chaperones to insure the

children's safety. Station officers will use discretion based on station size when following this criterion.

3. If the number of children attending the station tour is greater than 25, the Officer in charge will facilitate the event and send a DA 52 to the Assistant Chief of Operations through Channels.

4. The Public Education Coordinator will request one chaperone per seven children ages ten and under to attend all station visits.

5. The Public Education Coordinator will include one Pocket Mask Resuscitator for Light Duty personnel to use to perform CPR if necessary for all events that occur in locations other than a fire station.

6. D/C's should attempt to utilize light duty personnel to cover Public Education events when appropriate (i.e. events that occur on the weekends and/or evenings, in which there is no request for a fire apparatus).

NUMBER OF EVENTS PER DAY

- There are to be no more than four units out of service at any one time.
- There are to be no more than two units out of service at anyone time per district
- During each morning meeting the D/C's will coordinate among themselves regarding appropriate coverage during scheduled Public Education events and notify dispatch when coverage is needed (i.e. E-11 and E-13 both at a Public Education events at the same time).
- If a unit is at a Public Education event with four personnel and are required to respond to an alarm, one F/F can be left at the event at the discretion of the Officer in charge.

LENGTH OF EVENT

- Complete a DA 52 outlining the rotation schedule of multiple companies assigned, in the event that the scheduled activity requires participation for more than four hours. Scheduling will be coordinated with DIV-1 and the D/C's if more than one district is involved in the rotation process. DIV-1 will ensure adequate coverage is maintained at all times. Attach the DA 52 to the TFR 315.

	Subject: WORK MANAGEMENT	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: PUBLIC EDUCATION OFFICE	**Thomas E. Forward, Fire Chief**		**812.02**

Fire Apparatus Demonstrations

As with any public appearance, employees representing the department shall be in class B uniform for show truck demonstrations away from the fire stations. There will be no use of tobacco products allowed in front of the general public.

Fire apparatus demonstrations generally fall into two distinct categories:

Educational Demonstrations

Fire apparatus are often requested to be an integral part of the educational process for the youngest members of our community, Pre-K through primary grades. Included in this category are career days, The Great American Teach-In, Private Day Care Center's, and Summer Camps. The primary expectation on these occasions will almost always include the donning of Firefighting apparel to illustrate what a Firefighter will look like during a home fire rescue. The purpose of this exhibition shall be to eliminate the fear of a young child seeing a firefighter up close and in bunker gear.

Exhibitions

Exhibitions shall include block parties, festivals, fairs, carnivals and open house events. In many cases the fire service is one of many agencies represented. At these events Engine companies and Rescue units will be responsible for disseminating information about their careers, (*and)* the job responsibilities of their profession, and fire and life safety related materials/ trinkets. They will show the apparatus to interested parties and demonstrate equipment. if requested.

The following actions should be taken at a truck exhibition:

- Park the vehicle in a prominent place that will get public traffic and attention
- Open up all the doors in order to display equipment
- Lay out a tarp on the ground to display special fire fighting equipment, e.g. Jaws of Life, axes, combat gear, etc.
- Be available to answer questions from the public
- Distribute literature / trinkets as provided by the Public Education Office
- Use discretion about:
- Allowing children to climb through the cab area, making certain that a TFR worker is stationed on both sides of the cab for assistance.
- Photo opportunities for civilians in/on the truck

	Subject: WORK MANAGEMENT	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: PUBLIC EDUCATION OFFICE	**Thomas E. Forward, Fire Chief**		**812.03**

Station Tours

Firefighters should consider fire station tours as an opportunity to personally deliver a safety message to their audience. Safety messages should not be limited to only fire safety considerations. Examples of safety messages that are applicable for children may include topics such as proper seat belt use, bicycle safety, pool/water safety, Christmas season safety, etc.

- After the introduction of the station tour guides, start your discussion by explaining what the visitors should do in case of an alarm.
- Clearly designate a safe zone for the visitors to gather if necessary. Use fire-line tape and/or cones in order to visually mark the boundaries of the gathering area.
- Immediately, conduct a practice run with the audience before continuing the tour.
- After the practice run explain to the audience the concept and importance of EDITH (Exit Drills In The Home.)
- Always keep the group together, and never allow visitor's to roam the station unsupervised. Keep the tour limited to the ground floor. A third firefighter should be summoned to escort visitors to the rest room or telephone if a request is made.
- Be aware of the attentiveness of your audience. The younger the children, the shorter the tour.

Apparatus and Equipment Demonstration at Station Tour

- Refrain from blowing sirens around children when they are in close proximity to the apparatus. Demonstrate the emergency warning and flashing lights without starting the apparatus in order to eliminate exposure to the vehicle's exhaust fumes.
- Remove or secure any loose equipment located in the driver's and Captain's seat. Allow the children to sit inside the apparatus.
- One firefighter should supervise the children taking turns sitting in the fire apparatus while the other firefighter begins to remove equipment for display. Children are especially interested in unusual tools such as the Halligan Bar, or Pike Pole and heavy duty forcible entry equipment such as Jaws of Life.
- After all the children have had the opportunity to sit in the fire apparatus, one firefighter can start to put on their protective clothing for display, discussing each article of clothing as it is donned. Be careful not to scare young children by suddenly appearing in full protective gear and SCBA.
- Allow the children to take turns wearing a bunker jacket and/or boots. Do not allow children to put on helmet as it can injure the neck. Rather, pass the helmet around to demonstrate its weight.
- As an alternative, ask a teacher to don the Fire Equipment.
- Tell the audience about a fire scenario, or an emergency medical incident that you participated in. Be sure to animate the presentation in order to capture and maintain

the children's attention. Avoid especially gruesome or horrific accounts with small children.

- Continuously ask the audience if there are any questions during your presentation. Keep in mind that small children cannot discern between asking a question and telling a story.
- Conclude the station tour by deputizing the children as junior firefighters, and assign them the task of making sure that their family and house is protected by an operational smoke detector and an emergency exit plan.

Static Displays

Firefighters may be required to set up and man booths, or display tables at health fairs, open houses, career expos, etc. with materials provided by the Public Education Office.

While manning these booths and tables it is inappropriate to have your feet propped up on tables, eat food or smoke. Food and drinks may be consumed away from the display area. Remember the impact you have on the public reflects on everyone.

Materials

When requesting materials for various educational assignments, please allow notice to the PEO office by the shift prior to the event. This allows PEO office enough time to gather materials and have them to you by the morning of the event. We have materials available in limited quantities. Although we are limited by the budget, we will do our best to accommodate your needs.

No Shows

Response to an emergency call and inclement weather shall be the only acceptable reason for a No Show. If a crew is unable to complete an educational commitment, it is the responsibility of the Station Captain to contact the Division Chief and the Public Education office and leave a message with information regarding circumstances.

Juvenile Firesetters Network

Tampa Fire Rescue, in conjunction with 5 other fire agencies in Hillsborough County, has streamlined the process of handling children with a curiosity toward fire play and fire setting behaviors. Our program is a non-punitive, redirection for children that have gotten into trouble for fire setting. Although we enroll minors up to the age of 15, we are not geared toward handling the hard core teenage arsonist. Usually a child under the age of 7 is not under suspicion of arson. Over the age of 7, malicious intent must be considered, and a Fire Investigator should be contacted. Often these children are voluntary referrals from parents, but the majority of referrals come from Fire Captains in the field. Both types of children are candidates for this program. The students have one opportunity to

participate in our class. If they are referred a second time, they must go through the Juvenile Justice System.

Please be sure to complete the Juvenile Firesetters form with as much information as possible. After you have completed the information on the form, please forward it to Public Education.

Replacement forms can be requested from our office or through your District Chief.

Operation Fire Safe

Operation Fire Safe is a program designed to serve homeowners that are residents of the City of Tampa.

Through this program the neighborhood stations are the contact points for the vast majority of requests that we receive. Smoke alarms should be limited to one (1) per resident.

The Captain shall be responsible for filling out the smoke detector logbook with the names and the addresses of the individuals requesting alarms. When the station is low (less than 6) left in the case, please send your log sheet to the PEO and request another case.

On occasion, we receive referrals from other agencies with a focus in elder/senior care. In these circumstances the Public Education Office will request an installation using the TFR 315. The installation shall be completed at the earliest possible convenience with DIV-1, District Chief, and Station Captain following procedure as listed in SOG 812. Upon the completion of the installation, Captain shall notify the PEO office with date and time of installation written on goldenrod copy.

	Subject: WORK MANAGEMENT	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: NON-FIRE RESCUE PERSONNEL	**Thomas E. Forward, Fire Chief**		**813.00**

NON-FIRE RESCUE PERSONNEL RIDING APPARATUS

The following regulations shall apply to all non-TFR or non-sworn personnel whose job or course of study requires that they ride Fire Rescue units.

All personnel desiring to ride Fire Rescue apparatus shall report to the Division Chief One to be interviewed and to complete the required paperwork, consisting of an Authorization to Ride, a Release of Liability form and a HIPPA Confidentiality form. The Authorization to Ride is valid for the dates and times listed on the Authorization to Ride form, and is renewable at the discretion of the Division Chief One.

The Lieutenant and/or Station Captain shall not permit these personnel, who do not present a current Authorization form, to ride Fire Rescue apparatus. If the Authorization is not current, it will be necessary to renew it.

WHO MAY PARTICIPATE?

Eligibility for the Ride-Along Program is limited to students over the age of 18. They must be currently enrolled in the EMS/ALLIED HEALTH related course work at a college or university, and in need of preceptor hours to graduate. For Example:

- Special forces Medics
- Paramedical/Medical Students
- Physician/Nursing Program
- Reporters/Local Media or Special Interest Projects
- Fire Explorer Post Members
- Students currently enrolled in 420 Hours Firefighter Academy

NOTE: Eligibility requisites are at the discretion of the Rescue Division Chief.

HOURS PERMITTED TO RIDE

Authorized hours shall mean 0800 to 2200 hours, unless special permission has been granted by Division Chief One.

APPROPRIATE APPAREL WHILE RIDING FIRE DEPARTMENT APPARATUS

Appropriate apparel shall mean a lab coat worn over civilian clothes, i.e., trousers and shirt, or jacket. Jeans (no frayed hems or holes) are acceptable. If the occupation of the rider requires they wear a uniform (fire fighter, nurse, lab technician, etc.), this is permissible. However, a civilian shall not wear a uniform and insignia impersonating Tampa Fire Rescue uniformed employees, i.e., TFR fire fighter, paramedic, EMT, etc. All non-fire rescue personnel riding fire department apparatus shall be well groomed,

without jewelry and body piercings (watches, medical alert jewelry and wedding bands are acceptable)

ON SCENE PATIENT CARE

Non-fire rescue personnel are not to participate in patient care except within the scope of their training, skills, and certification in emergency medical services. Participating shall be solely as authorized and directed by the officer in charge.

STATION FOOD BILLS

Those individuals who elect to take their meals with fire rescue personnel at the station are expected to contribute their share of meal costs. Arrangements for this are to be made with the Station Captain.

THE MAXIMUM NUMBER OF NON-TFR OR NON-SWORN PERSONNEL ALLOWED TO RIDE ON EACH RESCUE UNIT AND/OR OTHER FIRE RESCUE APPARATUS SHALL BE ONE (1). EXCEPTIONS TO THIS RULE WILL BE REVIEWED ON A CASE BY CASE BASIS BY THE RESCUE CHIEF.

At no time will non-TFR personnel be allowed to ride TFR apparatus without proper seating and safety equipment. It is required that all non-TFR or non-sworn personnel telephone the station in advance (prior to 0800 hours on the day they wish to ride) to secure space available status for riding apparatus.

Finally, be advised that all non-fire rescue personnel riding fire rescue apparatus shall be under the Fire Rescue chain-of-command and Standard Operating Guidelines while riding fire rescue apparatus, and shall conduct themselves accordingly, both personally and professionally, at all times. Failure to do so will result in revocation of existing and denial of future requests for permission to ride fire rescue apparatus.

	Subject: WORK MANAGEMENT	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: RECYCLING PROCEDURES FLUORESCENT BULBS	**Thomas E. Forward, Fire Chief**		**814.00**

FLUORESCENT BULBS
As of July 1,1994 a law is in effect which prohibits all fluorescent bulbs and other Mercury-containing devices from being disposed of in waste-to-energy facilities. Bulbs can no longer be disposed of in the garbage.

PURPOSE
To minimize the release of mercury into our environment, through fluorescent bulb breakage.

REMOVAL AND REPLACEMENT OF BULBS
Only one end of a bulb container will be opened for removal of new and replacement of old bulbs.

No more than one bulb should be removed from a container at a time.

As one bulb space is vacated, it must be filled with a non-functioning bulb prior to another new bulb being removed.

Once a non-functional bulb is placed back into the container, the bulb should be marked on the exposed end indicating that it is a non-working bulb. A black marker works well for this.

DISPOSAL
Once the container is filled to its designed capacity, Supply Division will be notified for pickup and disposal by the generating facility.

REQUISITIONING
When ordering fluorescent bulbs, no less than 30 units each, which makes up one case, will be requested on the monthly supply requisition.

NOTE:

Due to the packaging configuration inside of the container, if six (6) bulbs in any one row are removed prior to inserting at least two (2) bulbs, personnel will experience a most difficult time placing bulbs back in the package. If a bulb is broken, dispose of the glass in the station solid waste container.

DO NOT place broken glass back in the container.

	Subject: APPARATUS MAINTENANCE	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: APPARATUS MAINTENANCE BOOK	**Thomas E. Forward, Fire Chief**		**900.00**

Tampa Fire Rescue shall maintain in the Apparatus Maintenance Book, on each emergency response vehicle, the following forms: TFR 309, TFR 311 and the TFR 312.

The **TFR 309**, Daily Apparatus Maintenance & Inventory Record Sheet will cover a three-month period. The driver/operator assigned to each emergency response vehicle will check and inventory his or her vehicle each day and sign their name in the appropriate section on the form. The signature of the driver/operator will indicate that the apparatus, fuel, fluid levels, inventories etc. were in fact inventoried and checked by the person signing the form. Personnel assigned by the station officer will carry out this function with reserve or special equipment.

The **TFR 312**, Apparatus Equipment Inventory Tracking/Record Sheet is use to keep track of any piece of equipment that has been damaged or is off of its vehicle for any period of time for any of the following reasons: it is found missing, damaged, lost, stolen, defective or has been borrowed by another company, distributed or in use at an emergency scene or is not available at the time the company is leaving the scene, etc. The officer is to document this occurrence by writing the date of the incident, the disposition of the piece of equipment and their signature. The final outcome (the equipment is found, repaired, replaced, removed from inventory, etc.) is to be documented in the space next to the original incident in the same manner.

The **TFR 311**, Reserve Apparatus Transfer Record is to be used to track reserve apparatus as they are put into service as other companies. The company officer placing the vehicle into service will note the date and time and company designation on the form. When the company is finished using the vehicle, the company officer will document where the vehicle is returned. This will normally but not necessarily be its place of origin.

Once these forms are full, they shall be stored in the fire station files for a period of two years.

	Subject: APPARATUS MAINTENANCE	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: DAILY APPARATUS MAINTENANCE AND DAILY CHECKS	**Thomas E. Forward, Fire Chief**		**901.00**

The following are daily checks that constitute the driver's preventive maintenance. They apply to all vehicles on Tampa Fire Rescue. They should be performed at the start of the driver's shift.

DAILY CHECKS

The driver shall start the daily check when he/she mounts the cab of the apparatus. All equipment on this vehicle will be inventoried according to the Apparatus Maintenance Book.

A. All tools and equipment carried in the cab.

B. Steering wheel free of play and feels normal (2 inch maximum play).

C. Fuel level

D. Check switches for correct position

E. Brakes: foot brake and parking brake
exercise brakes
check stop lights
DRAIN CONDENSATION FROM ALL AIR TANK RESERVOIRS

F. Driving lights, spotlights, cab lights, panel lights, warning lights, back up lights and back up beeper, and siren for readiness.

G. Power take off in neutral and locked; pump switch not engaged.

H. Rear view mirrors for alignment

I. All glass for operation and cleanliness

J. Windshield wipers for operation and alignment

K. Overall cleanliness of cab

L. All instrument gauges for proper operation.

M. Seat for proper alignment

N. Safety belt: operation and condition

O. Priming oil level

P. Protective clothing, helmets, flashlight and raincoats

DRIVER DISMOUNTS THE CAB AND CONTINUES THE DAILY CHECKS

1. Check pump operators panel and controls

2. Check all gates and valves for ease of operation

3. Change over valve for position and operation. All Pierce 2 Stage Pumps should be stored in the "VOLUME" position.

4. All gate valves in the "normal" position for that vehicle

5. Pump drain valves closed

6. Primer oil level and primer pump operation

7. Control panel lights for operation

8. Cooler valves closed

9. Check gauges for proper operation

10. Check Pressure Governor or Pressure Relief Valve for proper operation and position.

11. Check for abnormal leaks under the apparatus

12. Check tires with a mallet and check for cuts, punctures, imbedded objects and unusual wear.

13. Check compartments for lights and presence of moisture.

14. Check compartments for inventoried items. Check equipment for condition, cleanliness, readiness, oil and fuel levels (where appropriate) and proper operation.

15. Check the hard suction hose (where applicable) for condition, adapters, gaskets and if properly secured.

16. Ladders for condition, operation, cleanliness, halyard and pulleys

17. Tighten all loose screws

18. Booster tank for water level

19. Hose bed covers for condition and alignment and cleanliness

20. Booster reels (if applicable) for proper load and cleanliness and nozzle operation

21. Check bumper line (if applicable) for proper load and cleanliness and nozzle operation

22. Check hose beds cleanliness and that they are free of obstructions and that the hose will pull freely

23. Pike poles for presence, cleanliness and properly secured

24. Auxiliary tools (mops, rakes, shovels, etc.) for their presence and condition

25. Visually check under the apparatus for anything unusual

DRIVER THEN RAISES THE HOOD, TILTS THE CAB OR OPENS THE ENGINE COMPARTMENT

A. Check all fluid levels applicable to the respective vehicle. Make sure vehicle is on level ground. Including but not limited to the following: Transmission, power steering, coolant and engine oil. Add fluids required. Be careful not to overfill, as it may cause damage to the vehicle.

B. Check for unusual leaks

C. When checking coolant level, the engine should be cool

D. Radiator cap for condition. Radiator hose for condition and clamps.

(CAUTION: BE SURE ENGINE IS COOL AND RADIATOR PRESSURE IS RELEASED!)

E. Emergency cooling valve for operation

F. Fan belt(s) for tightness and condition

G. Loose wiring and loose bolts or screws

H. Cleanliness of engine; debris in engine compartment

I. Check brake fluid reservoir. If you notice a low fluid level, according to the manufacturer's guidelines, the shop shall be notified and an appointment made to have it checked. After normal operating hours, weekends and holidays notify the Division/District Chief for possible shop call out. NO BRAKE FLUID IS TO BE ADDED TO THE BRAKE FLUID RESERVOIR BY NON-MAINTENANCE SHOP PERSONNEL.

J. Check battery(ies) for: Electrolyte level, condition of terminals, carrying case for corrosion and evidence of trapped water and debris

NOTE: Close hood, tilt cab or close compartment when completed.

DRIVER PROCEEDS UNDER THE VEHICLE WITH A CREEPER

1. Makes a visual check of nuts, bolts, screws, cotter pins, etc. for presence and tightness

2. Check for seepage of oil, water, grease or any other fluid leakage

3. Listen for air leaks

4. Check universal joints for tightness

5. Check for damaged or bent exhaust piping, muffler and tail pipe

6. Check fuel sediment bowl for water or debris

7. Loose or bent steering components

8. Unusual leaking from pump packing or pump piping

9. Any unusual debris caught up under the vehicle

Remedies are usually self evident in most cases. If there is any doubt, advise the Maintenance shop through channels.

	Subject: APPARATUS MAINTENANCE	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: WEEKLY APPARATUS MAINTENANCE AND WEEKLY CHECKS	**Thomas E. Forward, Fire Chief**		**902.00**

WEEKLY CHECKS TO BE COMPLETED ON THURSDAYS

A. Complete all daily checks as outlined in S.O.G. Section 901

B. Check all instrument gauges for operation and accuracy

C. Check ignition switch(es) for operation

D. Check for any unusual noises coming from the engine or the pump

E. Check pump gauges. If pressure differential is in excess of 10 pounds, notify the Maintenance Shop.

F. Engage the pump using the normal method and also the emergency method to engage the pump.

G. Hydraulic fluid checks on the aerial apparatus

H. Check tire pressures (correct "COLD" pressure stamped into the wall of every tire). Record these pressure readings in the Station LogBook.

I. Check wheel lugs for presence and tightness

J. Drain, flush and refill booster tank with fresh water (if the tank has not been used since the time this was done)

CHECKS DURING DRIVING OPERATIONS

1. Any unusual sounds in other operating parts such as the clutch, transmission, drive train or air conditioner.

2. Check steering for: loose, shimmy, wandering or pulling

3. Check brakes for: grabbing, pulling, releasing or reserve pedal (one half; applies only to hydraulic brakes)

	Subject: APPARATUS MAINTENANCE	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: APPARATUS MAINTENANCE AND CHECKS DURING AND AFTER PUMPING	**Thomas E. Forward, Fire Chief**		**903.00**

CHECKS DURING PUMPING OPERATIONS

A. Parking brake engaged

B. Pump gear locked in pump position

C. Engine and pump gauges

Fuel
Oil
Temperature
Tachometer
Pressures of oil and water
Compound gauge reading

D. Outside radio speaker "ON"

E. Battery switch should be positioned at "BOTH"

F. Listen for RPM changes

G. Watch speedometer movement for indication that pump is engaged

H. Don't let the pump run HOT, check by touch (Steamer Connection), always leave a discharge valve slightly cracked

I. Any shifting or sinking of apparatus

CHECKS AFTER PUMPING OPERATIONS HAVE FINISHED

A. Perform all daily checks and inventory all equipment

B. If pump has operated up to 3 hours, perform weekly checks

C. After each DRAFTING operation, weekly checks shall be performed after returning to the station and before returning to service.

D. The Maintenance Shop will be notified after each 6 hour continuous pumping operation

	Subject: APPARATUS MAINTENANCE	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: APPARATUS MAINTENANCE AND CHECKS DURING AND AFTER PUMPING	**Thomas E. Forward, Fire Chief**		**903.01**

PUMP FLUSHING FROM A HYDRANT

A. Connect hose from the discharge gate on the pump to the hydrant

B. Open all suction intakes and flush

C. Remove hose from the pump discharge and place it on the suction side of the pump and continue to flush

D. Flush pressure controls

E. Flush primer pump

F. Flush all discharge openings and gates

G. Flush all drains

H. Flush all gauges

I. Drain and flush the booster tank

J. Flush change over valve by operating from pressure to volume and vise versa

K. Flush all hose and appliances that had draft water flowing through them

L. If salt water was used to cool the radiator or the auxiliary cooler valve was open, notify the Maintenance shop through channels for further direction

	Subject: APPARATUS MAINTENANCE	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: APPARATUS MAINTENANCE AND CHECKS DURING AND AFTER PUMPING	**Thomas E. Forward, Fire Chief**		**903.02**

Tampa Fire Rescue Department Operational Guidelines

Title: Removing Emergency Vehicle From Service

Purpose:

Establish a procedure to be used by the operator of a vehicle, to place a vehicle judged to be unsafe out of service.

Procedure:

1. Removing a vehicle from service:

A. The operator of any apparatus or motorized vehicle shall have the authority to place a vehicle out of service whenever one or more of the following defects are discovered:

- Failure of the braking system that results in the vehicle being difficult or impossible to stop, i.e. "seems weak" or "feels spongy". An audible air brake leak at any wheel with the brake pedal applied. Brake warning light illuminated while driving this includes low air warning alarm and light while driving.
- Failure of the windshield wipers during inclement weather. (Note: On sunny day, the failure of wipers would not be a justifiable reason to remove the vehicle from service.) A cracked windshield that would obstruct vision and or is located over wiper blade area.
- Failure of the headlights (brake and tail) to operate.
- One or more flat tires. Tire that is flat or has a leak that can be felt or heard. Sidewall damage that exposes cords; any cut or other damage; Imbedded foreign objects, or bulge in any part of tire. Tread wear bar is making contact with road.
- "Stop Engine ", "Check Engine", "Do Not Shift", or "Check Transmission" lamp illuminated.
- Obvious engine or transmission overheating or oil pressure loss.
- Dead batteries - <u>Do Not Jump-Start.</u>
- Vehicle is stuck. <u>Never attempt to rock out or pull out with another vehicle, call Communications for a tow truck. TFR 4 wheel drive vehicles are excluded from this rule.</u>
- **The inability to engage or operate the fire pump and or intake / discharge valves or pressure control device.**
- Failure of the hydraulic system or other component that prevents the operation of aerial device.

- Failure of the power steering system and or any obvious damaged or broken steering or suspension part.

Failure of the coolant system that causes the engine to overheat.

Failure of HVAC system (heat, ventilation, and air conditioning system) in the patient compartment of a rescue vehicle.

Alternator or electrical system failure that prevents the vehicle from being started or results in the discharge of the electrical system.

Failure of the mobile radio if a portable is not available to replace the mobile radio.

Any defect that, if not immediately corrected, would cause further damage to the apparatus or vehicle, or would endanger the lives of the general public and/or the personnel assigned to the vehicle.

Must have at least one working siren in order to remain in service.

Seatbelts that are torn or have melted webbing, missing or broken buckles, or loose mounting; or inoperable.

Missing or broken rearview mirrors that obstruct the driver's/operator's view.

Door latches that are defective, preventing proper closure or unlatching after being properly closed.

Oil that contains coolant, water or diesel fuel.

Fuel tank that is leaking or loose due to mountings or Straps that are defective.

Coolant that contains oil.

Parking brake operation that is ineffective.

Whenever a defect is discovered in a vehicle that routinely responds to emergency incidents and discovered defect would require that the vehicle be placed out of service, the officer or person responsible for the vehicle shall notify the Division or District Chief and Communications when the vehicle will be placed out of service.

If a reserve vehicle is available to replace the unit being placed out of service, the officer or person in charge of the vehicle shall transfer their personal and all necessary

equipment to the reserve and notify the Division or District Chief and Communications when the company is back in service**.**

If a reserve unit is unavailable, Division Chief 1 shall decide on staffing and placement of vehicles.

The officer or person in charge of the vehicle shall be responsible for having the repairs made that will return the vehicle to service. The officer will make arrangements for repairs through the shop supervisor.

Items that require repair, but do not justify placing a vehicle out of service:

Any defect that will need to be repaired as soon as possible. Most defects do not necessitate placing a vehicle out of service, even though the defect may be annoying or hamper normal operations.

Responsibilities:

It is everyone's responsibility to ensure that the vehicle, which they have been assigned, is safe to operate. Whenever any defect is discovered, it shall be reported in accordance with departmental policies and shall be repaired as soon as it is possible to do so.

The burden of determining whether or not the vehicle is safe to operate shall rest primarily with the assigned driver of the vehicle. The driver has primary responsibility for maintaining the vehicle and is the one crewmember most familiar with the operational characteristics of the vehicle**.**

Officers shall be responsible for ensuring that the vehicles assigned to their command are in proper working order and are properly maintained.

The Division or District Chiefs are responsible for reviewing all of the daily checklists and repair requests to monitor the overall status and condition of the fleet.

The Fleet Maintenance Supervisor shall be responsible for confirming that all regularly scheduled maintenance is performed and coordinating all off-site maintenance and repair work.

	Subject: APPARATUS MAINTENANCE	REVISED: 09/01/12	ISSUED: 11/7/88	*Standard Operating Guidelines*
	Topic: RESERVE APPARATUS	**Thomas E. Forward, Fire Chief**		**904.00**

Accountability for reserve apparatus is the responsibility of the operator of the regular apparatus to which the reserve unit is assigned.

Any time that a company is required to transfer into a reserve apparatus, they will transfer into the nearest available unit. The above will be accomplished as often as it is operationally feasible. All moves into reserve apparatus will be coordinated through Division Chief 1.

When crews change from one vehicle to another and change is done during Maintenance Shop hours (0700-1600), then and only then is a TFR 255M filled out with any repairs that may have to be completed. The TFR 255M is filled out by the Maintenance Supervisor. If a vehicle is returned to the Maintenance Shop after hours, the crews will make a list and leave that list with the vehicle.

AVL/MDT Laptop will not be changed out by individual crew members.

Reserve Vehicle Protocol

1. Fueling
   - The company returning the reserve vehicle will fuel the reserve vehicle, and fill all fluids to proper levels before returning to the host station or supply.
   - If the host station is a fueling depot, the company returning the reserve may fuel at this location rather than before delivery.

2. Washing

   - The company returning the vehicle will make every effort to assure the reserve vehicle is washed and decontaminated.
   - In case of extenuating circumstances (time of day, severe weather, alarm, etc.) the officer in charge will contact the receiving officer and consult with that officer.
   - The receiving officer may at that time determine the best course of action; it then becomes the responsibility of the receiving officer.

3. Inventory

   - The driver receiving the reserve vehicle will check the inventory for completeness and condition.
   - The driver will also check the condition of the vehicle, making note of any damage. Any mechanical malfunctions or noted discrepancies, while in the possession of the user or hosting station, will be their responsibility to coordinate repairs with the Maintenance Shop. Proper documentation will be noted in the apparatus book.

- In the event the driver finds missing items, damaged items or damage to the vehicle it will be noted in the station log, and the time underlined in red for future reference. Items will also be noted in the reserve apparatus book.
- The Officer or Inventory Tech will complete a TFR 22, TFR 151 or appropriate paperwork. This will depend on the vehicle status. If the vehicle is being delivered by Supply then the Inventory Tech. Will take responsibility. If the vehicle is being returned, the returnee is responsible.
- If the driver fails to inventory the reserve vehicle, the driver assumes all responsibility for the damage to the vehicle.

4. Supply

- The hours of operation at Supply for receiving reserve vehicles are between 0700 hours and 1600 hours, Monday through Friday. After hours and on weekends, reserve vehicles should be house at the user Station / District, or when repairs necessitate, TFR Maintenance Shop for return to permanently location.
- Division / District Chiefs are the only authorized personnel with access to the supply division during non-working hours. Keys to the gate and warehouse will be located on District Chief or Division Chief 1's car key ring. The access code and password will be available in the vehicle. The password is needed in the event of a problem and the alarm company calls back requesting the password. In the event the keys fall into the wrong hands, it would still necessitate a keypad code and password. The Communications Center will need the name of the on duty Division Chief 1 for security purposes. The key must remain with whatever vehicle Division Chief 1 is driving (reserve Vehicle).
- A station logbook will be provided and located at the desk by the warehouse entry door, and requires the same data entry as any station.
- Booster tanks will need to be purged before entry into the warehouse. The facility has no drains and the water could damage store items. Purging the tank may be performed at the supply parking lot.
- Supply personnel can be reached through our Communications Division if there is a problem with setting up the security system.

After Hours Access To Reserve Apparatus

1. After entering the gate, go to the warehouse entry door that faces to the west.

2. **HAVE A HANDLIGHT WITH YOU.** Obtain entry with key.

3. After entering, the keypad will start beeping. Alarm keypad and warehouse light switch is just inside the door on the left.

4. **To Disarm System** – Enter your 4-digit code, then press #1. Window in keypad should state "disarmed", and beeping should now be silenced. * If system isn't cleared or disarmed after a minute or so, the alarm will go off and the Central Monitoring Station will call on the phone next to the keypad on the desk. They will ask if everything is all right, your name, code and password, etc. to verify. The phone number for this line is 242-5336, Supply's primary number, and Supply's address is 3507 E. 21st Avenue. If you are still having problems clearing alarm, they may be able to help you through it or refer you to someone who can. The phone number is 1(800) 509-4911. If TFR Dispatch is needed, TFR Dispatch number is 232-6805.

5. **Lights –** If entry is required after hours, once entry is made through the single door, the lighting that is left on by supply personnel should be sufficient enough to conduct business. If not, once entry is made, a light switch is on the wall to the left for more lighting.

6. **Logbook** – Individuals who enter after hours to pick up or return equipment must log in. Logbook is on the desk next to the phone. Log: Time in, Individuals name, vehicle number picked up or dropped off, and destination of the reserve unit.

7. **Doors** – Switches are next to west overhead doors.

8. **Exiting and Setting Alarm –** All personnel other than individual setting alarm shall be out of the building and all doors fully closed, including entry door. You may have to stand still in front of keypad for a moment due to motion detectors. Alarm can be set when green READY light appears. Enter 4-digit code, then Press #2. Keypad should start beeping and message in keypad window should say "Armed". Turn off warehouse lights (leave nightlight on) and exit building making sure lock is secured with key and then secure gate lock.

	Subject: APPARATUS MAINTENANCE	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: EQUIPMENT COLOR CODES	**Thomas E. Forward, Fire Chief**		**905.00**

Tampa Fire Rescue equipment color codes are as follows:

CHIEF 1 (DIVISION CHIEF 1)	C-1	WHITE PAINT
CHIEF 2 (DISTRICT CHIEF 2)	C-2	WHITE PAINT
CHIEF 3 (DISTRICT CHIEF 3)	C-3	WHITE PAINT
CHIEF 4 (DISTRICT CHIEF 4)	C-4	WHITE PAINT
CHIEF 5 (AIRPORT CHIEF)	C-5	WHITE PAINT
CHIEF 6 (FIRE CHIEF)	C-6	WHITE PAINT
CHIEF 7 (CHIEF OF ADMIN)	C-7	WHITE PAINT
CHIEF 8 (CHIEF OF OPERATIONS)	C-8	WHITE PAINT
CHIEF 9		
CHIEF 10 (PERSONNEL CHIEF)	C-10	WHITE PAINT
CHIEF 11 (SPECIAL OPS CHIEF)	C-11	WHITE PAINT
CHIEF 12 (DISTRICT CHIEF, RESCUE)	C-12	WHITE PAINT
RESCUE 1	R-1	YELLOW PAINT
RESCUE 3	R-3	YELLOW PAINT
RESCUE 4	R-4	YELLOW PAINT
RESCUE 5	R-5	YELLOW PAINT
RESCUE 7	R-7	YELLOW PAINT
RESCUE 8	R-8	YELLOW PAINT
RESCUE 9	R-9	YELLOW PAINT
RESCUE 11	R-11	YELLOW PAINT
RESCUE 13	R-13	YELLOW PAINT
RECSUE 14	R-14	YELLOW PAINT
RESCUE 15	R-15	YELLOW PAINT
RESCUE 18	R-18	YELLOW PAINT
RESCUE 20	R-20	YELLOW PAINT
RESCUE 21	R-21	YELLOW PAINT
RESCUE 33 (T.M.R.T.)	R-33	YELLOW PAINT
ENGINE 1	E-1	2 RED STRIPES
TRUCK 1	T-1	1 RED STRIPE
VENT 1	V-1	4 RED STRIPES
FIRELITE 1	F-1	1 RED AND 1GREY
HEAVY RESCUE 1	HR-1	BLACK-RED-BLACK
PULL TRUCK 1	PT-1	N/A
LIGHT TOWER 1	LT-1	N/A
LIGHT TOWER 2	LT2	N/A
ENGINE 3	E-3	1 BLUE STRIPE
PULL TRUCK 3	PT-3	N/A
MASS CASUALTY 3	MC-3	2 GREEN STRIPES

	Subject: APPARATUS MAINTENANCE	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: EQUIPMENT COLOR CODES	**Thomas E. Forward, Fire Chief**		**905.01**

ENGINE 4	E-4	2 YELLOW STRIPE
FOAM 4	F-4	3 YELLOW STRIPES
FOAM 4X	F-4X	YELLOW - ORANGE
ENGINE 5	E-5	1 ORANGE STRIPE
ENGINE 6	E-6	1 BROWN STRIPE
HAZ MAT 6	HIT-6	2 BROWN STRIPES
ENGINE 7	E-7	1 ORANGE - 1 GRAY
ENGINE 8	E-8	1 RED STRIPE AND 1 YELLOW STRIPE
FIRELITE 8	F-8	2 RED STRIPES AND 1 YELLOW
ENGINE 9	E-9	1 PINK STRIPE
TRUCK 9	T-9	2 PINK STRIPES
ENGINE 10	E-10	1 GREY STRIPE
ENGINE 11	E-11	1 BLUE AND 1 YELLOW STRIPE
ENGINE 12	E-12	1RED AND 1 GREEN STRIPE
ENGINE 13	E-13	1 ORANGE AND 1 BLACK STRIPE
TRUCK 13	T-13	BLACK – ORANGE – BLACK
ENGINE 14	E-14	1 ORANGE AND 1 WHITE STRIPE
TRUCK 14	T-14	WHITE – ORANGE – WHITE
BOAT 14	BT-14	TO BE DETERMINED
ENGINE 15	E-15	1 RED AND 1 BLACK STRIPE
ENGINE 16	E-16	1 BLUE AND 1 WHITE

	Subject: APPARATUS MAINTENANCE	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: EQUIPMENT COLOR CODES	**Thomas E. Forward, Fire Chief**		**905.02**

		STRIPE
DECON TRAILER 16	DT-16	4 GREEN STRIPES
TOW TRUCK16	DT-16	N/A
ENGINE 17	E-17	1 GREEN AND 1 YELLOW
FIRE BOAT 1	FB-1	RED-WHITE-RED
ENGINE 18	E-18	1 BLACK AND 1 PINK STRIPE
ENGINE 19	E-19	1 YELLOW AND 1 ALUMINUM STRIPE
BRUSH 19	BR-19	ALUMINUM – YELLOW– ALUMINUM
FIREBOAT 19	BT-19	ALUMINUM – YELLOW– ALUMINUM
ENGINE 20	E-20	1 RED AND 1 BLUE
BRUSH 20	BR-20	RED - BLUE – RED
ENGINE 21	E-21	RED - YELLOW - RED
BRUSH 21	BR-21	2 BLUE STRIPES – 1 RED
TRUCK 21	T-21	YELLOW – RED - YELLOW
ENGINE 22	E-22	BLUE - BLACK
BRUSH 22	BR-22	BLUE – BLACK-BLUE
TRAINING DIVISION	TRNG	2 LIGHT BLUE STRIPES
ARFF 1	ARFF- 1	LIME GREEN
ARFF 2	ARFF- 2	LIME GREEN
ARFF 3	ARFF- 3	LIME GREEN
ARFF 4	ARFF- 4	LIME GREEN
ARFF 6 (ARFF PARAMEDICS)	ARFF- 6	LIME GREEN
ARFF 8 (ARFF TRAINING OFFICER)	ARFF- 8	N/A
TRAUMA TRAILER 22	TT-22	N/A

ALL RESERVE EQUIPMENT IS NOW COLOR CODED PURPLE

	Subject: Apparatus Maintenance	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: Engine Company Compartment Configuration	**Thomas E. Forward, Fire Chief**		**906.00**

Tampa Fire Rescue
Engine Company
Compartment Configuration

All Tampa Fire Rescue Engine Companies will have the following compartment configuration. The basic compartment configuration will be utilized to standardize Engine Companies with the addition of the following hoseloads:

Crosslays – 200’ of 1 ¾” hose (initial attack lines)

Bumper – 100’ of 1 ¾” hose with low pressure / high volume nozzle.

Hose Bed – 1,000’ of 5” Supply Line

- 400’ of 3” (Standpipe connections)
- 150’ of 2 ½” attack line with smooth bore 1 ¼ “ tip.

	Subject: Apparatus Maintenance	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: Engine Company Compartment Configuration	Thomas E. Forward, Fire Chief		**906.01**

Passenger Side

Center Compartment Passenger Side: 5 cans of ATC Foam / Eductor with SM 30 nozzle attached.

	Subject: Apparatus Maintenance	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: Engine Company Compartment Configuration	**Thomas E. Forward, Fire Chief**		**906.02**

Front Compartment Passenger Side:
Fire Extinguishers, Ropes, High-rise Pack

	Subject: Apparatus Maintenance	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: Engine Company Compartment Configuration	**Thomas E. Forward, Fire Chief**		**906.03**

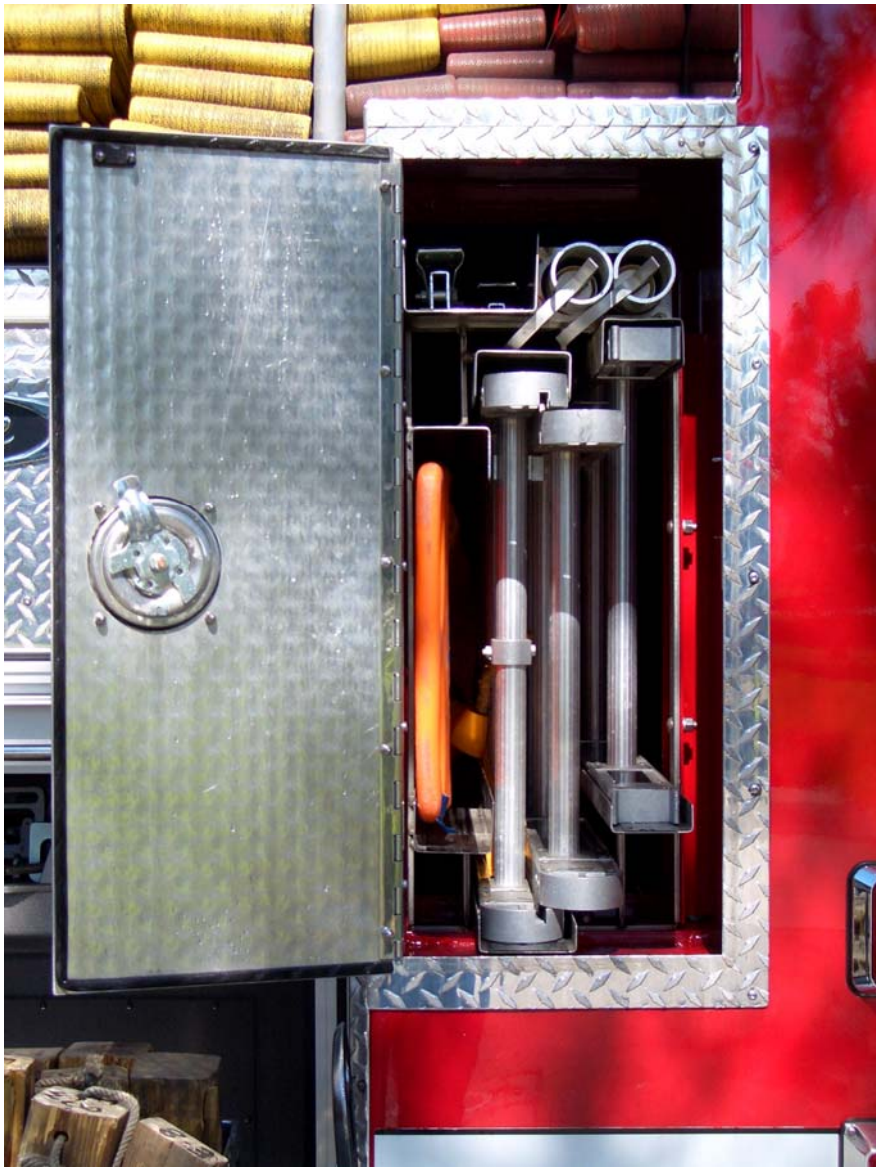
Rear Compartment Passenger Side:
EMS Equipment

	Subject: Apparatus Maintenance	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: Engine Company Compartment Configuration	**Thomas E. Forward, Fire Chief**		**906.04**

Rear of Truck

Hand tools, cooler, cribbing

	Subject: Apparatus Maintenance	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: Engine Company Compartment Configuration	**Thomas E. Forward, Fire Chief**		**906.05**



Ladders, pike poles, and backboard

	Subject: Apparatus Maintenance	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: Engine Company Compartment Configuration	**Thomas E. Forward, Fire Chief**		**906.06**

Driver's Side

	Subject: Apparatus Maintenance	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: Engine Company Compartment Configuration	**Thomas E. Forward, Fire Chief**		**906.07**

Front Compartment: Driver
Engineer's Equipment

	Subject: Apparatus Maintenance	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: Engine Company Compartment Configuration	**Thomas E. Forward, Fire Chief**		**906.08**

Center Compartment: Hand tools, RAM, gated wyes.

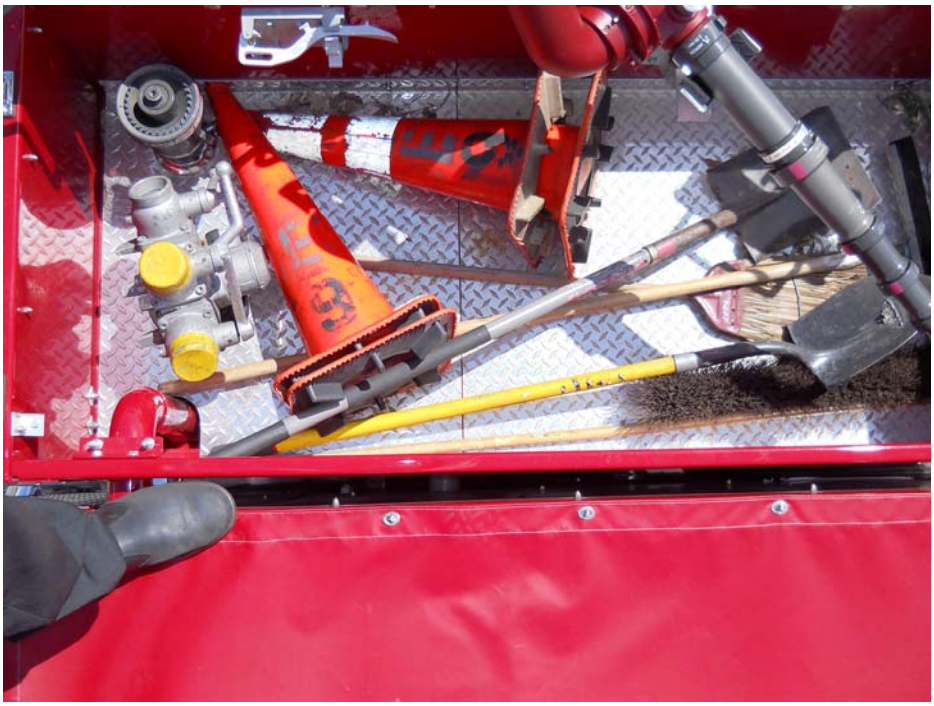
Behind the Door: Various Adapters / Appliances

	Subject: Apparatus Maintenance	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: Engine Company Compartment Configuration	**Thomas E. Forward, Fire Chief**		**906.09**

Back Compartment: Appliances, Pony sections

	Subject: Apparatus Maintenance	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: Engine Company Compartment Configuration	**Thomas E. Forward, Fire Chief**		**906.10**

Miscellaneous Compartments and Areas



Storage Area above Pump Panel

Driver's side Pump Panel step: misc. equipment

	Subject: Apparatus Maintenance	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: Engine Company Compartment Configuration	**Thomas E. Forward, Fire Chief**		**906.11**

1 ¾-inch attack lines in the Minute Man load configuration

Passenger side Pump Panel step: Bio-trash and bleach

	Subject: Apparatus Maintenance	REVISED: 09/01/12	ISSUED: 01/01/09	*Standard Operating Guidelines*
	Topic: Engine Company Compartment Configuration	**Thomas E. Forward, Fire Chief**		**906.12**

Firefighters' entry-step: Hydrant wrench and spanners

- Note – the McGard Hydrant wrench will be kept in the cab for use by the 'Plugman'.