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Pemberton Township Fire Department
Organizational Chart

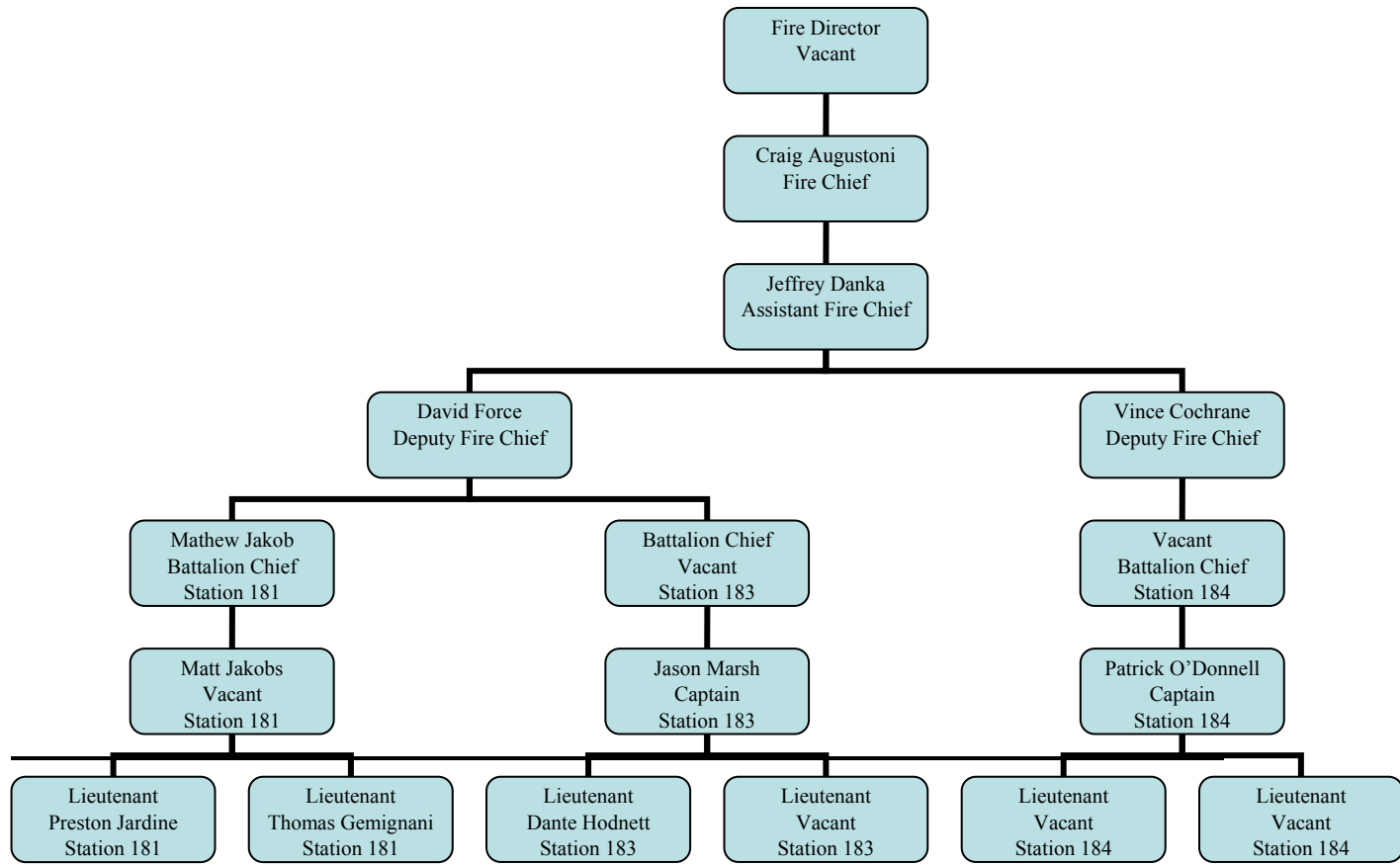


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This manual is for the guidance and information of the fire department personnel. Its purpose is to give department members information regarding the rules, regulations, operating procedures, assignments, and general knowledge for the proper conduct and behavior as a member of the Pemberton Township Fire Department.

The Director in conjunction with the Fire Chief, reserves the right to amend or revoke any of the rules, regulations, assignments, or operating procedures described herein not required by federal, state, or local standard or regulation. Additional rules, regulations, assignments or operating procedures can be inserted as required.

SECTION 1: GENERAL RULES AND REGULATIONS

1.1 FIRE DEPARTMENT ORGANIZATIONAL STATEMENT

- 1.1.1 The fire department should prepare and maintain a written statement or policy that establishes the existence of the fire department; the services that the fire department is required to provide; the basic organizational structure; the expected number of members; the type of functions that the members are expected to perform; and the type, amount, and frequency of training to be provided to members.
- 1.1.2 The organizational statement should be available for inspection by members and reviewed annually.

1.2 RISK MANAGEMENT PLAN

- 1.2.1 The fire department should adopt an official written risk management plan that addresses all company/department policies and procedures.
- 1.2.2 The Risk Management Plan should cover administration, facilities, training, vehicle operation, protective clothing and equipment, operations at emergency incidents, operations at non-emergency incidents and other related activities. It should include at least the following components:
 - (a) *Risk Identification: Potential problems;*
 - (b) *Risk Evaluation: Likelihood of occurrence of a given problem and severity of its consequences;*
 - (c) *Risk Control Techniques: Solutions for elimination or mitigation of potential problems; implementation of the best solution;*
 - (d) *Risk Management Monitoring: Evaluation of effectiveness of risk control techniques.*

1.3 POLICY

- 1.3.1 The fire department should adopt an official written departmental occupational safety and health policy that identifies specific goals and objectives for the prevention and elimination of accidents and occupational injuries, illnesses and fatalities. It should be the policy of the fire department to seek and to provide an occupational safety and health program for its members that complies with the New Jersey Fire Code, NJ PEOSHA standards as well referencing NFPA 1500.
- 1.3.2 The fire department should evaluate the effectiveness of the occupational safety and health program at least once every three years.

1.4 RULES AND RESPONSIBILITIES

- 1.4.1 The fire department shall be responsible for compliance with all applicable laws and legal requirements with respect to member safety and health.
- 1.4.2 The fire department should establish and enforce rules, regulations, and operating procedures to reach the objectives of the New Jersey Fire Code, PEOSHA.
- 1.4.3 The fire department should be responsible for developing and implementing an accident investigation program.
- 1.4.4 All accidents, injuries, fatalities, illnesses, and exposures involving member shall be reported immediately (within 24 hours of the occurrence) and investigated. NJDFS and PEOSH required that any fatality or injury requiring admission to a hospital be reported to them in 24 hours.
- 1.4.5 Each individual member of the fire department should cooperate, participate, and comply with the provisions of the occupational safety and health program.

1.5 FIRE DEPARTMENT SAFETY OFFICER

- 1.5.1 The fire chief should appoint a designated Safety Officer. This position should comply with requirements of the New Jersey State Fire Code.
- 1.5.2 Safety Officers should be responsible for the management of the Occupational Safety and Health Program.
- 1.5.3 Incident Safety Officers should be identified from within the ranks of the department. An Incident Safety Officer should be designated for each incident.
- 1.5.4 The Department Safety and Health Officer should be responsible for the Department's Safety programs such as the Exposure Control Plan, Respiratory Protection Program and any other programs adopted to protect the safety and welfare of the firefighters.

1.6 OCCUPATIONAL SAFETY AND HEALTH COMMITTEE

- 1.6.1 An Occupational Safety and Health Committee should be established and should serve in an advisory capacity to the fire chief. The committee should include the designated Safety Officer, representatives of fire department management, and individual members or representatives of the member organizations.

- 1.6.2 The purpose of this committee should be to conduct research, develop recommendations, and study and review matters pertaining to occupational safety and health within the fire company/department.

1.7 RECORDS

- 1.7.1 The fire department should establish a data collection system and maintain permanent records of all accidents, injuries, illness, or deaths that are or might be job related.
- 1.7.2 The data collection system should also contain individual records of any occupational exposures to known or suspected toxic products or infectious or contagious diseases.
- 1.7.3 Training records shall be maintained for each member indicating dates, subjects covered, satisfactory completion, and, if any, certifications achieved.
- 1.7.4 The fire department shall assure that inspection, maintenance, repair, and service records are maintained for all vehicles and equipment used for emergency operations and training.

SECTION 2. TRAINING AND EDUCATION REQUIREMENTS

2.1 GENERAL REQUIREMENTS

- 2.1.1 The fire department shall establish and maintain a training and education program with a goal of preventing occupational accidents, deaths, injuries, and illnesses.
- 2.1.2 The fire department shall provide training and education for all members for the duties and functions that they are to perform.
- 2.1.3 The training officers should at least meet the qualifications as a Level I Instructor as specified in NJAC 5:73-5 and NJAC 5:18C-5.3.
- 2.1.4 Training should be provided for all members as often as necessary to meet the applicable requirements of PEOSH 12:100-10.3.

2.2 BASIC TRAINING AND EDUCATION REQUIREMENTS

- 2.2.1 All members who engage in structural fire fighting shall at least meet the requirements of Fire Fighter 1 as specified in NJAC 5:73-4.
- 2.2.2 All fire apparatus drivers/operators should meet the applicable requirements of the PTVFD drivers/operators training program.
- 2.2.3 All fire officers shall meet the requirements for Fire Officer as specified in Pemberton Township Ordinance 33-2009 and N.J.A.C.73: 1.6 b.c.
- 2.2.4 All members involved in emergency operations shall be trained to the Incident Management I-100, I-700, I-800 level in accordance with the New Jersey Uniform Fire Safety Code.
- 2.2.5 Training programs for all members engaged in emergency operations should include procedures for the safe exit of members from the dangerous area in the event of equipment failure or sudden changes in conditions.
- 2.2.6 All responders must meet the minimum training requirements per [Annex K](#) as set forth by the NJ Division of Fire Safety , OSHA and PEOSHA:

2.3 TRAINING FOR FIRE FIGHTING

- 2.3.1 Where the fire department is responsible for structural fire fighting operations, the fire department should provide structural fire fighter training at least monthly. Where the training is “Live Fire” this requirement is annual.
- 2.3.2 Members who engage in structural fire fighting must participate in training as

required by NJAC 12:100-10.3..

- 2.3.3 Where the fire department is responsible for non-structural fire fighting operations, including but not limited to wild land or other exterior fires, the fire department shall provide training in such fire fighting operations.
- 2.3.4 Members who are assigned to non-structural fire fighting operations should attend non-structural fire fighting training sessions consisting of at least 9-hours annually.
- 2.3.5 Training in emergency operations should be based on the fire department operating procedures. These procedures should be maintained in written form and should address all anticipated emergency scene operations.

2.4 FIRE SCHOOLS AND SEMINARS

- 2.4.1 The fire department should sponsor members and incur expenses for Fire Fighting instruction courses and seminars. All such courses and prospective students should be subject to final approval by the chief and training officer in accordance with the PTVFD training policy.
- 2.4.2 Upon successful completion of a fire school it is the responsibility of the student to obtain copies of the course certificate and forward to the department training officer for their personnel file.
- 2.2.3 Members shall complete a Fire Fighter 1/Fire Police training course approved by the training officer within one year of induction into the fire service. If the fire fighter has previously completed such a course, then a copy of the fire fighter's certificate of completion should be provided to the training officer. A six (6) month extension to this policy may be granted by the Fire Chief for extenuating circumstances.

2.5 TRAINING OFFICER

- 2.5.1 A qualified training officer should determine the curriculum of topics for drills and training sessions assign the instructors and arrange the training schedule.
- 2.5.2 The training officer should make all the necessary arrangements for scheduling and registration of the eligible members for fire schools or other training programs.
- 2.5.3 The fire department training officer along with the company training officers shall maintain updated training records for the fire department and personnel. The records should include but not be limited to the:

(a) *Report of all drills and training sessions*

- (b) Driver training and qualifications reports*
- (c) Self-contained breathing apparatus certification reports*
- (d) Fire school attendance records and copies of certificates*
- (e) Any other records deemed necessary by the chief*

SECTION 3. VEHICLE OPERATION

3.1.1 All new fire apparatus shall be specified and ordered to meet the applicable requirements of NFPA 1901, Standard for Automotive Fire Apparatus.

3.1.2 When tools, equipment, or SCBA are carried within enclosed seating areas of fire department vehicles, such items shall be secured by either a positive mechanical means of holding the item in its stowed position or a compartment with a positive latching door.

3.2 DRIVERS/OPERATORS OF FIRE DEPARTMENT VEHICLES

3.2.1 Fire department vehicles shall be operated only by members who have successfully completed an approved driver training program or by student drivers who are under the supervision of a qualified driver during non emergency operations.

3.2.2 Drivers of vehicles shall have a valid driver's license. Vehicles shall be operated in compliance with all traffic laws including sections pertaining to emergency vehicles, and any requirements within the authority having jurisdiction.

3.2.3 Drivers of vehicles shall be directly responsible for the safe operation of the vehicles under all conditions. When the driver is under the direct supervision of an officer, that officer should also assume the responsibility of the actions of the driver.

3.2.4 Drivers shall not move any vehicle until all persons on the vehicle are seated and secured with seatbelts or in approved riding positions.

3.2.5 Drivers of vehicles shall obey all traffic vehicle control signals and signs, and all laws and rules of the road of the jurisdiction for the operation of motor vehicles.

3.2.6 The fire department should develop written operating procedures for safely driving vehicles during non-emergency travel and emergency response and should include criteria for vehicle speed, crossing intersections, and traversing railroad grade crossings. Such procedures for emergency response should emphasize that the safe arrival of fire department vehicles at the emergency scene is the first priority.

3.2.7 During emergency response, drivers of vehicles should bring the vehicle to a complete stop for any of the following:

(a) When directed by a law enforcement officer

- (b) *Red traffic lights*
- (c) *Stop signs*
- (d) *Negative right-of-way intersections*
- (e) *Blind intersections*
- (f) *When the driver cannot account for all lanes of traffic in an intersection*
- (g) *When other intersection hazards are present*
- (h) *When encountering a stopped school bus with flashing warning lights*

3.2.8 Drivers should proceed through intersections only when the driver can account for all lanes of traffic in the intersection.

3.2.9 During emergency response or non-emergency travel, drivers of vehicles should come to a complete stop at all unguarded railroad grade crossings. Drivers should assure that it is safe to proceed before crossing the railroad tracks.

3.2.10 The fire department should develop written operating procedures requiring drivers to discontinue the use of manual brake limiting valves, frequently labeled as a "wet road/dry road" switch, and requiring that the valve/switch remain in the "dry road" position.

- (a) *Emergency Response: Drivers should respond to emergency and drill locations safely. All traffic lights and intersections must be approached at a low enough speed so that the vehicle can be stopped if necessary. Emergency vehicles will stop at all red traffic lights and stop signs before proceeding with caution.*
- (b) *Reduced speed: When an order to respond at reduced speed is given all units should refrain from using sirens and should stop at all signs and red lights. All lights and warning lights should be terminated as soon as safely possible once the reduce speed order has been issued.*
- (c) *Responsibility for vehicle equipment: The driver is responsible for all equipment carried on the vehicle. The driver should see that all equipment is accounted for before leaving the scene of the emergency or training session.*
- (d) *Duties on location: Once on location the driver of the vehicle is expected to perform all duties necessary for the proper operation of*

the pump and rapid delivery of water as needed. All vehicles should be chocked in a stationary position. The driver should remain with the vehicle until relieved or given other orders by the officer in charge. If the water tank was used during fire attack operations, the pump operator should see that the tank is refilled on location by slowly opening the tank fill valve and filling the tank as the truck receives its water supply from another source.

- (e) Returning to station: When returning to quarters all warning lights should be off.*
- (f) Truck reports: Upon return to the station, the driver and crew are responsible for returning the vehicle to ready condition. Truck reports should be completed and initialed by the driver and the officer in charge of the incident.*
- (g) Use of headlights: All vehicles should have headlights on while on the road. In order to avoid blinding oncoming traffic, it should be a standard procedure to use low beams. High beams may be used at night if traffic conditions permit.*
- (h) Flushing pump: If the pumper has been used to draft or received water from a pumper at draft, the pump should be completely flushed out before placing the truck back in service.*
- (i) Four wheel drive operations: Vehicles should be stopped and placed in four wheel drive for off the road operations as soon as it leaves the paved roadway.*
- (j) Fuel: Fuel tanks on the apparatus should not be permitted to drop below three quarters. When this occurs, it is the driver's responsibility to take the vehicle for fuel. The vehicle should be manned by no less than two members whenever possible.*
- (k) Repairs to apparatus and equipment: If the apparatus or any of its equipment is in need of repair, it shall be the driver's responsibility to report the type and extent of repairs needed. The driver shall fill out PTVFD maintenance repair form.*
- (l) Out of Service apparatus and equipment: Drivers shall report all out of service apparatus and equipment immediately to the senior officers of the assigned station. In the event no officers are available at that time the driver shall contact the Deputy Fire Chief, Assistant Fire Chief or the Fire Chief.*

3.3 PERSONS RIDING ON FIRE APPARATUS

3.3.1 All persons riding on fire apparatus shall be seated in approved riding positions and shall be secured to the vehicle by seatbelts when the vehicle is in motion. Riding on tail steps, side steps, running boards or in any other exposed position, or standing while riding should be specifically prohibited.

3.3.2 On existing fire apparatus where there is an insufficient number of seats available for the number of members assigned to or expected to ride on the apparatus, alternate means of transportation that provide seating should be used. Such alternate means of transportation should include, but not be limited to, other fire apparatus, automobiles or vans.

3.4 INSPECTION, MAINTENANCE, AND REPAIR OF VEHICLES

3.4.1. All vehicles should be inspected in accordance with the PTVFD vehicle inspection policy. (See Annex G)

3.4.2 A preventive maintenance program should be established, and records should be maintained. Maintenance, inspections, and repairs should be performed by qualified persons in accordance with manufacturer's instructions. Manufacturer's instructions should be considered as minimum criteria for the maintenance, inspection and repair of the equipment.

3.4.3 Fire pumps on apparatus should be service tested in accordance with the applicable requirements of NFPA 1911, Standard for Fire Service Tests of Pumps on Fire Department Apparatus.

3.4.4 All aerial devices should be inspected and service tested in accordance with the applicable requirements of NFPA 1914, Standard for Testing Fire Department Aerial Devices.

3.5 TOOLS AND EQUIPMENT

3.5.1 All new ground ladders should be specified in order to meet the applicable requirements of NFPA 1931, Standard on Design of and Design Verification Tests for Fire Department Ground Ladders.

3.5.2 All new fire hose should be specified in order to meet the applicable requirements of NFPA 1961, Standard on Fire Hose.

3.5.3 All new spray nozzles should be specified in order to meet the applicable requirements of NFPA 1964, Standard for Spray Nozzles (shut off and tip).

3.5.4 All equipment carried on fire apparatus or designated for training should be tested at least annually in accordance with the manufacturer's instructions and applicable standards.

3.5.5 Fire fighting equipment found to be defective or in unserviceable condition

should be removed from service and repaired or replaced.

- 3.5.6 All ground ladders should be inspected and service tested in accordance with the applicable requirements of NFPA 1932, Standard on Use, Maintenance, and Service Testing of Fire Department Ground Ladders.
- 3.5.7 All fire hose should be inspected and service tested in accordance with applicable requirements of NFPA 1962, Standard for the Care, Use, and Maintenance of Fire Hose Including Couplings and Nozzles.
- 3.5.8. All fire extinguishers should be inspected and tested in accordance with the applicable requirements NFPA 10, Standard for Portable Fire Extinguishers.

SECTION 4. PROTECTIVE CLOTHING AND EQUIPMENT

4.1 GENERAL

- 4.1.1 The fire department shall provide each member with the appropriate protective clothing and protective equipment to provide protection from the hazards to which the member is or is likely to be exposed. Such protective clothing and protective equipment shall be suitable for the task that the member is expected to perform.
- 4.1.2 Protective clothing and protective equipment shall be used whenever the member is exposed or potentially exposed to the hazards for which it is provided.
- 4.1.3 Members should be fully trained in the care, use, inspection, maintenance, and limitations of the protective clothing and protective equipment assigned to them or available for their use.
- 4.1.4 Protective clothing & protective equipment should be used and maintained in accordance with manufacturer's instructions. A maintenance and inspection program should be established for protective clothing and equipment. Specific responsibilities should be assigned for inspection and maintenance.
- 4.1.5 Structural fire fighting protective clothing should be periodically cleaned at least every six months as specified in section 5-4 of NFPA 1581, Standard on Fire Department Infection Control Program.
- 4.1.6 The fire department should provide for the cleaning of protective clothing and station/work uniforms. Such cleanings should be performed by either a cleaning service that is equipped to handle contaminated clothing or a fire department facility that is equipped to handle contaminated clothing. Where such cleaning is conducted in fire stations, at least one washing machine should be provided for this purpose. This washing machine should be marked or labeled "**FOR WASHING PROTECTIVE OR WORK CLOTHING ONLY**".

4.2 PROTECTIVE CLOTHING FOR STRUCTURAL FIRE FIGHTING

- 4.2.1 Members who engage in or are exposed to the hazards of structural fire fighting shall be provided with and use both protective ensembles which meet the requirements of NFPA 1971, Standard on Protective Ensemble for Structural Fire fighting and NJAC 12:100-10.
- 4.2.2 The fire company/department shall require all members to wear all the protective clothing in this section at all times when involved in or exposed to the hazards of structural fire fighting or in the hazardous area at an emergency scene.

4.3 SELF-CONTAINED BREATHING APPARATUS (SCBA)

- 4.3.1 Open-circuit SCBA shall be positive pressure and meet the requirements of CFR 1910.134 and NJAC 12:100-10. Closed circuit SCBA shall be NIOSH/MSHA certified with a minimum service of at least 30 minutes and should operate in the positive pressure mode only.
- 4.3.2 SCBA shall be provided for and be used by all members working in areas where:
- (a) *The atmosphere is hazardous*
 - (b) *The atmosphere is suspected of being hazardous*
 - (c) *The atmosphere may rapidly become hazardous*
- 4.3.3 Members using SCBA shall operate in teams of two or more, with a minimum of two firefighters outside the structure, equipped and ready to react if those inside the structure are in trouble.
- 4.3.4 The fire department shall adopt and maintain a respiratory protection program that addresses selection, inspection, use, maintenance, training, and air quality testing. Members shall be tested and certified in the safe and proper use of SCBA at least annually.
- 4.3.5 Prior to being assigned to wear SCBA, every firefighter must pass a medical evaluation by a Licensed Health Care Provider that verifies that the firefighter is physically fit to wear the respirator.
- 4.3.6 SCBA cylinders shall be hydro-statically tested within the periods specified by the manufacturer and the applicable government agencies.
- 4.3.7 The face piece seal capability of each member qualified to use SCBA should be verified by qualitative fit testing on an annual basis and whenever new types of SCBA or face pieces are issued. Each new member should be tested before being permitted to use SCBA in a hazardous atmosphere. Only members with a properly fitting face piece should be permitted by a fire department to function in a hazardous atmosphere with SCBA.
- 4.3.8 All PTVFD personnel who have the potential of responding to an incident which may require the use of a respirator or a self contained breathing apparatus during the course of the incident shall have no facial hair that may interfere with the proper sealing of the face piece or respirator as outlined in Section 4.3.9
- 4.3.9 Facial hair Lengths:
- **Side burns-** will not exceed past the earlobe or one inch in length whichever is shorter or come in contact with the SCBA mask.
 - **Mustache-** will not exceed $\frac{3}{4}$ inch below the corner of the mouth or come in contact with the sealing surface of the SCBA mask, whichever is shorter.

- **Beards-** prohibited
- **Goatee-** prohibited

- 4.3.10 Refilling of SCBA cylinders shall only be done inside an approved containment system designed to contain any failure of a cylinder.
- 4.3.11 The inspection and maintenance of the SCBA shall be in accordance with PTVFD Respiratory Protection Policy. (see annex F)

SECTION 5. PROTECTIVE CLOTHING FOR EMERGENCY MEDICAL OPERATIONS

- 5.1.1 Members who perform emergency medical care or otherwise are likely to be exposed to blood or other bodily fluids shall be provided with emergency medical garments, emergency medical face protection devices, and emergency medical gloves that meet the applicable requirements of NFPA 1999, Standard on Protective Clothing for Emergency Medical Operations.
- 5.1.2 Members should wear emergency medical gloves when providing emergency medical care. Patient care should not be initiated before the gloves are in place.
- 5.1.3 Each member shall use emergency medical garments and emergency medical face protection devices prior to any patient care during which large splashes of bodily fluids can occur, such as situations involving spurting blood or childbirth.
- 5.1.4 Contaminated emergency medical garments, emergency medical face protection devices, and emergency medical gloves must be cleaned and disinfected or disposed of in accordance with NFPA 1589, Standard on Fire Department Infection Control Plan.

5.2 CHEMICAL PROTECTIVE CLOTHING FOR HAZARDOUS CHEMICAL EMERGENCY OPERATIONS

- 5.2.1 Vapor protective garments:
 - (1) Members who engage in operations during hazardous chemical emergencies that will expose them to known chemicals in vapor form or to unknown chemicals shall be provided with and use:
 - (a) *Vapor protective suits meeting the applicable requirements of NFPA 1991, Standard on Vapor Protective Suits for Hazardous Emergencies*
 - (b) *SCBA that meet the applicable requirements of NFPA 1981, Standard on Open Circuit Self-Contained Breathing Apparatus for Fire Fighters*
 - (2) Vapor protective suits should not be used alone for any fire fighting applications or for protection from radiological, biological, cryogenic agents or inflammable or explosive atmospheres.
 - (3) Vapor protective suits can be permitted to be used for protection from liquid splashes or solid chemicals and particulates.

5.2.2 Liquid Splash Protective Garments:

- (1) Members who engage in operations during hazardous chemical emergencies that will expose them to known chemicals in liquid splash form shall be provided with and use:
 - (a) *Liquid splash protective suits that meet the applicable requirements of NFPA 1992, Standard on Liquid Splash Protective Suits for Hazardous Chemical Emergencies.*
 - (b) *SCBA that meet the applicable requirements of NFPA 1981, Standard on Open Circuit Self-Contained Breathing Apparatus for Fire Fighters or respiratory protective devices that are NIOSH/MSHA certified under 30 CFR 11 as suitable for the specific chemical environment.*
- (2) Liquid splash protective suits should not be used for protection from:
 - (a) *Chemicals in vapor or from unknown liquid chemicals or chemical mixtures.*
 - (b) *From chemicals or specific chemical mixtures with known or suspected carcinogenicity.*
 - (c) *Protection from chemicals or specific chemical mixtures with skin toxicity notations.*
 - (d) *Any firefighting applications or from protection from biological, radiological or cryogenic agents; from flammable or explosive atmospheres; or from hazardous chemical vapor atmospheres.*

5.2.3 Support Functions Protective Garments:

- (1) Members who provide functional support outside the hot zone during hazardous chemical emergencies shall be provided with and use:
 - (a) *Support function protective garments meeting the applicable requirements of NFPA 1993, Standard on Support Function Protection Garments for Hazardous Chemical Operations.*
 - (b) *SCBA that meet the applicable requirements of NFPA, 1981 Standard on Open Circuits Self-Contained Breathing Apparatus for Fire Fighter or respiratory protective devices that are NIOSH/MSHA certified*

under 30 CFR 11 as suitable for this specific environment.

(2) Support function protective garments should not be used:

(a) In any hot zone of any hazardous chemical operation.

(b) For any fire fighting applications or from protection from radiological, biological, or cryogenic agents; from flammable or explosive atmospheres

(c) These garments can be permitted for use as protection against solid chemicals and particulates outside of the hot zone.

5.3 EYE AND FACE PROTECTION

5.3.1 Primary face and eye protection appropriate for a given specific hazard should be provided for and used by members exposed to that specific hazard. Such primary face and eye protection should meet the requirements of ANSI Z87.1, Practice for Occupational and Educational Eye and Face Protection.

5.3.2 The full face piece of the SCBA should constitute face and eye protection when worn. SCBA that have face piece mounted regulators, which, when disconnected provide a direct path for flying objects to strike the face or eyes, should have the regulator attached to be considered eye and face protection.

5.3.3 When operating in the hazardous area at an emergency scene without the full face piece of the SCBA being worn, members should deploy the helmet face shield for partial face protection.

5.4 HEARING PROTECTION

Note: NJAC 12:100-10.13 says Hearing protections required for non emergencies only.

5.4.1 Hearing protection should be provided for and used by all members operating or riding on fire apparatus when subject to noise in excess of 90 dBA.

5.4.2 Hearing protection should be provided for and used by all members when exposed to noise in excess of 90 dBA caused by power tools or equipment, other than in situations where the use of such protective equipment would create an additional hazard to the user.

5.4.3 The fire company/department should engage in a hearing conservation program to identify and reduce or eliminate potentially harmful sources in the work environment.

SECTION 6. EMERGENCY OPERATIONS

6.1 INCIDENT MANAGEMENT

- 6.1.1 Emergency operations and other situations that pose similar hazards, including but not limited to training exercises, should be conducted in a manner that recognizes hazards and prevents accidents and injuries.
- 6.1.2 An incident management system that meets the requirements of NFPA 1561, Standard on Fire Department Incident Management System, N.J.A.C. 5:75 and the Burlington County Fire Chiefs Association ICS Guideline should be established with written operating procedures applying to all members involved in emergency operations. All members involved in emergency operations should be familiar with the system.
- 6.1.3 At an emergency incident, the incident commander shall be responsible for the overall safety of all members and activities occurring at the scene.
- 6.1.4 At an emergency incident, the incident commander shall have the responsibility to:
 - (a) *Assume / confirm commands and take an effective command position;*
 - (b) *Perform situation evaluation that includes risk assessment;*
 - (c) *Initiate, maintain, and control incident communications;*
 - (d) *Develop an overall strategy / attack plan and assign units to operations;*
 - (e) *Develop an effective incident organization by managing resources, maintaining an effective span of control, and maintaining direct supervision over the entire incident by creating geographical and functional sectors;*
 - (f) *Review, evaluate, and revise the attack plan as required;*
 - (g) *Continue, transfer and terminate command.*

6.2 RISK MANAGEMENT DURING EMERGENCY OPERATIONS

- 6.2.1 The incident commander should integrate risk management into the regular functions of incident command.
- 6.2.2 The concept of risk management should be utilized on the basis of the following principals:
 - (a) *Activities that present a significant risk to the safety of members shall be limited to situations where there is a potential to save endangered lives.*

(b) *Activities that are routinely employed to protect property should be recognized as inherent risks to the safety of members and actions should be taken to reduce or avoid these risks.*

(c) *No risk to the safety of members should be acceptable when there is no possibility to save lives or property.*

6.2.3 The incident commander should evaluate the risk to members with respect to the purpose and potential results of their actions in each situation. In situations where the risks to members are excessive, activities should be limited to defensive operations.

6.2.4 Risk management principals should be routinely employed by supervisory personnel at all levels of the incident management system to define the limits of acceptable and unacceptable positions and functions for all members at the incident scene.

6.2.5 Emergency Evacuation of a structure shall be signaled by three blasts of the air horns on all apparatus on scene. Each blast will last 3 – 5 seconds. Upon sounding of the signal, all firefighters shall exit the building for accountability.

6.3 ACCOUNTABILITY

6.3.1 The fire department shall operate under the Burlington County Fire Chief Associations Personnel Accountability System Guideline.

6.3.2 Personnel accountability systems should be used at all incidents.

6.3.3 The standard operating procedures should provide the use of additional accountability officers based on the size, complexity, or needs of the incident. These accountability officers should work with the incident commander and sector officers to assist in the ongoing tracking and accountability of members.

6.3.4 Definitions

Hazard Area: any location that may pose a significant safety or health risk to members due to but not limited to: (the presence of products of combustion, Oxygen deficient or enriched atmospheres, any IDLH atmosphere, hazardous equipment or operations, fire suppression, any area or location which predisposes members to become lost, disoriented or trapped, including confined spaces and wild land interface zones).

IDLH: Immediately Dangerous to Life and Health.

PAS: Personnel Accountability System.

PAS TAG: A tag made of engraved plastic or laminated luggage type, with a snap hook connector that can easily be attached to an accountability board or collector ring.

Riding Tag: PAS Tag left on the apparatus the member responded on.

Work Tag: PAS Tag placed on apparatus collector ring, to be placed on the accountability board.

Medical / Information Tag: optional tag remaining with the member containing personal or medical information.

Accountability Board: Used by the Incident Commander or Personnel Accountability Officer to track personnel assigned and operating within a Hazard area at an incident.

Personnel Accountability Officer: Assigned by the Incident Commander to track and maintain personnel accountability.

I. Purpose

- A. To address the minimum requirements for tracking of personnel and resources on an incident scene, as required in N.F.P.A. 1500 and 1561, and N.J.A.C 5:75-1.5. This guideline shall also serve to help standardize personnel accountability procedures between all departments in Burlington County. The following are *baseline recommendations* for the Chief Officer to utilize in setting up a system in the department where he or she operates. **Individual department SOPs / SOGs for Personnel Accountability may be more detailed or expansive than the guidelines in this document.**

II. Scope

- A. The department shall adopt and routinely use a system to maintain accountability for all personnel assigned to the incident scene. It shall be the responsibility of all members operating at an emergency incident to actively participate in the Personnel Accountability System (P.A.S.).
- B. A passport or tagging system shall be one component of, but not the primary part of a Personnel Accountability System.
- C. All supervisors shall maintain a constant awareness of the position and function of all personnel assigned to operate under their supervision. This awareness shall serve as the basic means of accountability that shall be required for operational safety. Company officers /group supervisors shall maintain an ongoing awareness of the location and condition of all company/group members.

- D. Crew integrity shall be maintained during the course of the incident. This will help maintain personnel accountability on the incident scene and also prevent freelancing. Companies/Groups may be split only when necessary. If a company/group is split, companies/groups must always operate with a minimum of two personnel and shall have a portable radio.
- E. The PTVFD Chief will designate a person to maintain the integrity of the Personnel Accountability System. This person will maintain the accountability boards on the apparatus and issue temporary and permanent P.A.S. tags. This person will also ensure that training is being done on the use of the P.A.S.

III. P.A.S. Tags

- A. Personnel Accountability System (P.A.S.) Tags will be made of engraved plastic or laminated luggage tag type, with a snap hook connector that can be attached to an accountability board. Each person will be issued a minimum of **two (2)** tags. These tags will be attached to the member's personal protective equipment in a location that is easily identifiable (i.e. – rear of helmet or front of bunker coat).
- B. The **primary** tag will be the “Riding Tag”. The “Riding Tag” will be attached at each member's seat assignment. The tag shall remain at this position until the unit returns to the station or if the incident commander directs someone to collect them. The main purpose of this tag is to provide a complete list of all responders who have arrived on location at an incident and to identify the unit to which they are assigned.
- C. The **secondary** tag will be the “Work Tag”. The “Work Tag” will be handed to the officer prior to unit response. The officer will place the “Work Tag” on an apparatus collector ring. This tag will be used for on-scene accountability at the incident. This tag may also contain basic medical information about the person, such as medical allergies, disabilities or pertinent medical history. If this information is located on the inside of a laminated card tag, the outside of the tag will state that medical information is enclosed inside. This tag will go with the injured personnel to the hospital or medical treatment area.
- D. If a department so desires, medical information may be contained within a third tag. The “Medical / Information Tag” will be secured in an interior bunker coat pocket, in order to protect the tag from the hostile working environment. If an inside pocket is not available, this tag should be secured in an exterior coat pocket.
- E. The minimum information on a P.A.S. tag will be the person's name **and** the Department name (not initials) or Station #. This information is very important for the collection of tags at an incident scene that involves multiple agencies. Additional information (rank, i.d. #, etc.) may be included at the discretion of the individual department. Medical information may be laminated on the inside of the tag.

- F. Blank P.A.S. tags will be kept with the Accountability board for use by Official visitors, local government officials, outside agency personnel (utilities, DEP, State Police) or mutual aid companies without P.A.S Tags. The Blank tags will be written on or labeled with the person's name and agency or Station #.

IV. Accountability Procedures

- A. **Personnel Accountability will be done on every assignment.**
- B. Upon donning their respective PPE and boarding the apparatus, the each member shall attach the "Riding Tag" to the 1st apparatus collector ring at their designated seat assignment and pass their "Work Tag" to the Officer for collection. The Officer shall attach all "Work Tags" to the 2nd apparatus collector ring. Apparatus collector rings will be located in the front cab and easily visible to anyone looking in the cab to collect this ring and tags. The apparatus collector ring shall have a tag that clearly identifies the apparatus number. The apparatus operator will **not** attach his/her "Work Tag" to the apparatus collector ring, **unless** the operator is working on the incident scene as part of the crew and not as an apparatus operator.
- C. Upon arrival at the incident scene with no Command Officer present, the Officer or Acting Officer of the first arriving unit shall immediately have the apparatus collector ring placed on the Accountability Board apparatus. If a Command Unit is present the apparatus collector ring and accountability board should be delivered to the Incident Commander ASAP. If the crews need to go into service immediately the apparatus operator shall deliver the accountability board / apparatus collector ring to the Incident Commander ASAP.
- D. Additional arriving apparatus shall place their apparatus collector rings on the accountability board, which will be beside the pump panel of the first due engine or at the Incident Command Post. Personnel arriving in a P.O.V. will report directly to the Command Post (or Incident Commander if no C.P.) with their "Work Tag" for an assignment. Personnel missing their P.A.S. tag will report directly to the Command Post to be issued a temporary P.A.S. tag.
- E. At such time as the incident dictates, such as "All Companies in Service" **OR** whenever the Incident Commander's span of control exceeds 5 units operating at the incident scene a designated Personnel Accountability Officer should be assigned, as soon as personnel becomes available. The Personnel Accountability Officer may be identified by wearing the ACCOUNTABILITY OFFICER vest. The Personnel Accountability Officer should be located in Division A of the Hazard Area or near the first due engine. When an Accountability Officer is present the apparatus collector rings should be delivered to him/her. At times the Incident Commander may have to retain the role of Personnel Accountability Officer as well as his/her respective duties. Anytime personnel leave the hazardous area they must collect their "Work Tag". This includes going to rehab, etc.

- F. In keeping with ICS best practices, crew integrity is a vital part of the accountability process. It shall be the responsibility of all members and officers to ensure crew integrity. Every effort shall be made to enter, remain and exit together as a crew. The Incident Commander and Personnel Accountability Officer shall maintain a working knowledge of the locations and assignments of crews operating within the Hazardous Area. As assignments and locations change, that information must be relayed to the incident Commander and the Personnel Accountability Officer. The Personnel Accountability Officer, through the Incident Commander or Command Post, can request from Central what apparatus are responding and on location at the incident. The Accountability Officer will maintain / update the accountability board to track the units operating on the incident scene. The Incident Commander should also use a written resource tracking board or incident management worksheet to assist with tracking units responding on the initial alarm. This will allow the Accountability Officer to verify that all Apparatus collector Rings have been collected and accounted for. By monitoring radio transmissions and meeting with the Incident Commander, the Accountability Officer can note the progress of the incident and continue tracking units on the accountability board, without yet having a unit's P.A.S. tags.
- G. Incident scenes covering large geographical areas (ex. – warehouse, hospital, school, hi-rise, apartment complex, and row homes) may require that multiple Personnel Accountability Officers be assigned by Divisions to effectively track personnel. The Incident Commander should assign additional staff to Accountability based on the needs of the incident.

V. Additional Recommendations

- A. After a R.I.T. has arrived on the incident scene and prepared its personnel and equipment for operation, the R.I.T. Officer may designate one team member to assist the Personnel Accountability Officer with tracking units and personnel. This will also allow the R.I.T. to know where units are operating on the incident scene. This member should remain available for service if the R.I.T. is activated.

VI. Conducting a Personnel Accountability Report (P.A.R.)

- A. A Personnel Accountability Report (P.A.R.) or roll call will be taken as needed, based on the scale of the incident. A P.A.R. will also be done any time a catastrophic event has occurred on the incident scene (ex. – Building collapse, explosion, fire-ground evacuation, etc.).
- B. When conducting a P.A.R., the Incident Command Post (I.C.P.) will contact all staff officers (Division Officers, Chiefs, Safety, etc.) and request a P.A.R. The Division Officer and companies/groups answering to a request for a P.A.R. shall report the status of their companies/groups and their assignment (ex. – “CP30 from Division A – all companies/groups accounted for and making good progress”, OR “Command from Division 2, we’re missing two personnel”). The Division Officer

will check with all company officer/group leaders operating in their Division to confirm that all personnel are accounted for. The P.A.S. tags will also be used as a secondary method to check the position and status of personnel operating in the Division or on the incident scene.

- C. In the event of any missing personnel, the Division Officer or runner will report to the Command Post immediately with the names of the missing personnel. Names or company/group number should not be given over the radio. A P.A.R. should not delay a search for missing personnel. Start a search immediately and then confirm the need for a search with a P.A.R.

VII. Accountability Kit

- A. The department shall provide accountability kits to assist with personnel accountability at an incident scene. It is recommended that a Personnel Accountability Kit be assigned to at least the department Chief's/Incident Command vehicle and the first out apparatus at each station. Each kit will be located in the cab of the vehicle for easy access and visibility, and be labeled with the apparatus number. The kit will include: **(1) Accountability board with rings, (1) grease pencil or wipe off marker, (1) dry cloth, (10) blank P.A.S. tags.**

VIII. Training

- A. Training on the Personnel Accountability System will be done at least annually. All new members will be trained on the P.A.S., so that they can function as part of the system. It is encouraged that P.A.S. be used during all department training evolutions, especially those involving live fire. Accountability should also be practiced on **every** response, so that when a true emergency arises, we will be able to use the P.A.S. to assist with accounting for all of our personnel in a timely manner.

6.4 MEMBERS OPERATING AT EMERGENCY INCIDENTS

- 6.4.1 The fire department shall provide an adequate number of personnel to safely conduct emergency scene operations. Operations should be limited to those that can be safely performed by the personnel available at the scene. No member or members should commence or perform any fire fighting functions or evolution that is not within the established safety criteria of the organizational statement.
- 6.4.2 Members operating in hazardous area at emergency incidents should operate in teams of two or more. Team members operating in hazardous areas should be in communication with each other through visual, audible, physical, safety guide rope, electronic means, or by other means in order to coordinate their activities. Team members should be in close proximity to each other to provide assistance in case of emergency.

- 6.4.3 In the initial stages of an incident where only one team is operating in the hazardous area, a minimum of two additional members should be assigned to standby outside of the hazardous area where the team is operating. This standby team shall be responsible for maintaining a constant awareness of the number and identity of members operating in the hazardous area, their locations and function, and time of entry. The standby team shall remain in radio, visual, voice, or signal line communication with the interior teams and the Incident Commander.
- 6.4.4 The "initial stages" of an incident should encompass the tasks undertaken by the first arriving company with only one team assigned or operating in the hazardous area. No interior structural fire fighting may be initiated until the second team of two is available on scene. Rescue of known victims can be initiated prior to the arrival of the second team of two, but only when imminent threat to the victim's lives is determined.
- 6.4.5 Only one member of the stand by team shall be permitted to perform other duties outside of the hazardous area, such as incident commander, technician or aide provided constant communication is maintained between the standby team and the members of the interior team.
- 6.4.6 Once a second team is assigned or operating in the hazardous area, the incident should no longer be considered in the "initial stages," and at least one rapid intervention crew should be required.
- 6.4.7 When members are operating at an emergency incident and their assignment places them in potential conflict with motor vehicle traffic, they should wear a garment with fluorescent retro-reflective material.
- 6.4.8 Apparatus should be utilized as a shield from oncoming traffic whenever possible. When acting as shield, apparatus warning lights should remain on, and fluorescent and retro-reflective warning devices such as traffic cones, illuminated warning devices such as highway flares, or other appropriate warning devices should be used to warn oncoming traffic of the emergency operations and the hazards to members operating at the incident.
- 6.4.9 When operating on a highway or roadway with moving traffic, a safe work-zone should be established as soon as practicable. The Manual on Uniform Traffic Control Devices should be followed to establish this safe work-zone.
- 6.4.10 Interior Firefighters-
- Exterior Firefighters-
- 6.4.11 All firefighters engaged in interior structural firefighting shall use S.C.B.A.s.
- 6.4.12 All personal shall wear the appropriate PPE during all incidents as described in Annex P

6.5 RAPID INTERVENTION FOR RESCUE OF MEMBERS

- 6.5.1 The fire department shall provide personnel for the rescue of the members operating at emergency incidents if the need arises in accordance with N.J.A.C. 5:75-2.8 and the Burlington County Fire Chiefs Association Rapid Intervention Crew (R.I.C.)

Rapid Intervention Crew

(R.I.C.)

Appendixes

[Appendix 1 – RIC Leader Checklist](#)

[Appendix 2 – Tools and Equipment](#)

PURPOSE:

To provide Emergency Services Organizations with recommended Rapid Intervention Crew (RIC) operations protocols where an Immediately Dangerous to Life and Health (IDLH) environment would be present or any such incident where the Incident Commander deemed appropriate.

SCOPE:

The application of this guideline shall apply to all Emergency Services Organizations actively engaged in fire suppression activities or anytime the safety of firefighters operating at an incident would be enhanced.

GENERAL PROVISION:

There should be an established list of qualified RIC Teams to assist Emergency Services Organizations in setting up their response boxes/grids. The dispatchers at the Communications Center should be allotted the authority to automatically move up a RIC or RIC Task Force when a RIC is committed for firefighting duties by Incident Commander (IC).

GUIDELINE:

Initial Dispatch Response

1. It is recommended that a single RIC be dispatched in conjunction with the first alarm structure response or as pre-determined by the local response agency.
2. It is recommended that Commercial or High Hazard Boxes/Grids have two or more RIC Teams on the first alarm structure dispatch or as pre-determined by the local response agency.

Confirmed Fires or IDLH Incident Responses

1. It is recommended the following Rapid Intervention resources (a RIC Task Force) be dispatched to confirmed fires or entrance into a IDLH atmosphere
 - ☐ A RIC Team meeting the standards in the Guideline.
 - ☐ A RIC Group Supervisor

- ☐ Additional BLS Unit(s)

RIC Company Staffing

1. A Minimum of 4 (four) interior structural firefighters, 1 (one) of which should be the Team Leader with an IMS Level 1 certification.
2. Members of the RIC should be trained in Rapid Intervention skills and techniques.

Response Channel

1. Companies responding should operate on the radio frequency for that response area or designated by the Communication Center.
2. The RIC should monitor all fireground frequencies being utilized.
3. If the crew splits for proactive RIC operations each team should monitor the frequencies in use.
4. All RIC members should be equipped with portable radios with the appropriate channels programmed.
5. Upon a report of a downed, trapped or lost firefighter or collapse with interior operations the Communications Center shall dispatch an emergency tone to have all unnecessary communications cease unless urgent.
6. All companies not involved in the firefighter rescue should be switched to a secondary frequency at the IC discretion; RIC Operations shall continue on the channel that the Mayday was called.
7. The IC or his/her designee should transmit the same information over the fire ground operations channel unless this is covered by the Communications Center.

Team Staging and Identification

1. Radio and fire ground identification to follow NIMS terminology for single resources. Example: RIC 241, RIC 161 or RIC 113
2. The IC may make adjustments in the RIC designation based on evolving incidents, size and complexity (i.e. Multiple RIC's and/or various staging locations).
3. Individual RIC team members should be identified by their seating position or job assignment when necessary while away from or if separated from their crew. The Leader of the RIC team should answer for the entire team when the team is called
4. Tool staging for RIC should be in close proximity to the team location.
5. A stokes basket or ground ladder should be used to transport equipment to reduce strain on RIC members. This allows the movement of the RIC as a unit.
6. Only RIC members shall be authorized to utilize RIC tools.

Tools and Equipment

1. Upon arrival, the RIC should assemble the minimum following equipment for all assignments.
 - ☐ Full Turnout Gear, SCBA, & Pass Device
 - ☐ Flashlight (each member)
 - ☐ Portable Radio (each member, if available)
 - ☐ Thermal Imaging Camera / spare battery
 - ☐ RIC Emergency Air Supply for Downed Firefighter
 - ☐ 100ft Life Safety Rope

- ☐ Steel 6ft Hook
- ☐ Sets of Irons (Flat Axe/Halligan)
- ☐ Sledge Hammer/Maul
- ☐ Rotary Saw (Metal & Wood Capable)
- ☐ Chain Saw
- ☐ Search Rope (minimum 100')
- ☐ Bolt Cutters
- ☐ Stokes Basket or Ground Ladder for Tool Transport

Commercial/Multi-Story Occupancies add the following equipment:

- ☐ Search Rope (Minimum 200' w/ Tag Lines)
- ☐ Hydra Ram/Rabbit Tool

Optional Tool Compliment

- ☐ Emergency Medical Equipment w/ AED, unless supplied by designated RIC BLS unit(s).
- ☐ Firefighter Removal Device (Half SKED, RIT Drag Device, etc)
- ☐ Basic Rope Rescue Equipment (3:1 Mechanical Advantage)
- ☐ Reciprocating Saw (Battery Powered Preferred)
- ☐ Additional SCBA Cylinders

Rapid Intervention Crew Responsibilities

1. Upon arrival, the Leader and (1) firefighter should report to IC to initiate 2-In, 2-Out coverage while the remainder of the crew gathers equipment.
2. The Leader should obtain a briefing of the incident from the IC, verify RIC operations channel and confirm staging area for the RIC.
3. RIC should stage close to fire building. In the event the situation is a high-rise building (6 stories or higher), RIC should stage one floor below the fire floor, the 2nd RIC should be staged in the Lobby.
4. When possible all RIC members should conduct a 360 size-up (walk-around the building, incident, etc.) and report any findings (construction features, forcible entry problems, special hazards, fire location, etc.) to the RIC Leader who should report to the IC.
5. Members of the RIC shall monitor their radios for the duration of the incident.
6. The RIC Leader and/or RIC Group Supervisor should determine what needs to be done for a RIC operation should a Mayday be transmitted (additional ground ladders, removal of barriers that could impede firefighter egress, etc.). Prepare the incident scene for RIC activation; this should be coordinate with the IC and the Operations Chief prior to implementation.
7. Formulate a secondary plan of action (i.e., alternate means and location of ingress and egress).
8. RIC should determine which companies are on the scene and where they are operating.
9. The RIC Group Supervisor will be directly responsible for the accountability of the RIC Team(s) at all times.
10. The RIC Group Supervisor will oversee and coordinate all RIC operations and deployments, reporting directly to the IC.
11. The RIC Group Supervisor should monitor conditions and request the IC to dispatch

additional RIC Team for support and incident coverage.

12. The RIC Group Supervisor should monitor the standby times of the RIC Team. Relief crews may be needed due to weather conditions / duration.
13. The RIC Group Supervisor should pre-determine the Recon, Rescue and Removal RIC Teams or positions of a team.

RIC Termination

1. IDLH atmosphere has been eliminated or none exists due to suppression / control actions
2. Present and potential hazards no longer exist.
3. The IC has placed the incident under control.
4. When the IC determines that emergency personnel operating at the incident are no longer exposed to harmful risk.

Recommended Rapid Intervention Crew Training

Rapid Intervention Awareness:

1. The RIC Awareness class will be the introductory course.
2. This course will be the prerequisite for the RIC Operations Course.
3. It is recommended that the student not participate in a Rapid Intervention Crew until having completed the RIC Operations.
4. It is recommended that the Awareness course consist of a minimum of a three (3) hour lecture covering a basic overview introduction into Rapid Intervention.

Rapid Intervention Crew Operations:

1. The following are the pre-requisites for Firefighters who wish to attend Operational level training:
 - ☐ Successfully attend and complete Rapid Intervention Awareness.
 - ☐ Be a State of New Jersey, Division of Fire Safety Certified Firefighter Level 1.
2. The RIC Operations training should consist of a minimum of Twenty-four (24) total hours of training.
 - Four (4) hours of lecture
 - Twenty (20) hours of skills-based training.
3. It is recommended that personnel operating as a RIC be trained to this level.

Appendixes

Appendix 1 – RIC Leader Checklist

Appendix 2 – Tools and Equipment

APPENDIX 1

RIC LEADER CHECKLIST

Set-Up

- ☐ IC Briefing ☐ Crew location(s) ☐ Team Location ☐ Assemble Equipment
- ☐ Accountability System ☐ Radio channel ☐ Designate Company Assignments

Equipment

☐ RIC Equipment List

Initial Size-Up

Building Dimensions _____ x _____ Occupancy: _____

Type: ☐ Wood Frame ☐ Heavy Timber ☐ Ordinary ☐ Noncombustible

☐ Fire resistive Roof Type: _____ ☐ Utilities controlled

Access/Egress

☐ Windows ☐ Doors ☐ Scuttles/Hatches ☐ Basement Access ☐ Ladders

Obstructions

☐ Window Bars ☐ Storm Doors ☐ Fences ☐ Animals ☐ Window AC Units

Tactics

☐ Offensive ☐ Defensive ☐ Attack line(s) ☐ Back-up line(s)

☐ Master Streams ☐ Number of Interior Crews ☐ Division(s) ☐ Time Factor

Responsibilities

Size-up: ☐ 10 minutes ☐ 15 minutes ☐ 20 minutes ☐ 25 minutes ☐ 30 minutes

Utilities: ☐ Secured ☐ Unsecured ☐ Natural gas ☐ Propane ☐ Oil

☐ Electric

Collapse Potential: ☐ High ☐ Moderate ☐ Low

Ventilation:

Tasks

☐ Open Egress Points

☐ Additional Ladders Placed to all sides

☐ Open entire window/door area

☐ Secure back-up/protection line

☐ Monitor number and locations of interior crews

☐ Evaluate need for additional RIC's

☐ EMS Location

☐ Check with Safety/Accountability Officer

☐ Review Pre-Plans

☐ Provide additional scene lighting

APPENDIX 2

**Burlington and Camden County Regional Guidelines
Rapid Intervention Crew**

TOOLS and EQUIPMENT

Upon arrival the Rapid Intervention Crew should assemble the following equipment. The equipment compliment listed below will serve as the minimum requirement for a Rapid Intervention Company.

- ___ Full Turnout Gear, SCBA, & Pass Device
- ___ Flashlight (Each Member)
- ___ Portable Radio (Each Member, If Available)
- ___ Thermal Imaging Camera
- ___ RIC Emergency Air Supply for Downed Firefighter
- ___ Search Rope - (Minimum of 100')
- ___ 100ft Life Safety Rope
- ___ Steel 6ft Hook
- ___ Sets of Irons (Flat Axe/Halligan)
- ___ Sledge Hammer/Maul
- ___ Rotary Saw (Metal & Wood Capable)
- ___ Chain Saw
- ___ Bolt Cutters
- ___ Stokes Basket or Ground Ladder for Tool Transport

Commercial/Multi-Story Occupancies add the following equipment:

- ___ Search Rope (Minimum 200' w/ Tag Lines)
- ___ Hydra Ram/Rabbit Tool

6.6 REHABILITATION DURING EMERGENCY OPERATIONS

- 6.6.1 All supervisors shall maintain an awareness of the condition of members operating within their span of control and ensure that adequate steps are taken to provide for their safety and health. The command structure should be utilized to request relief and reassignment of fatigued crews.
- 6.6.2 The incident commander shall consider the circumstances of each incident and make suitable provisions for rest and rehabilitation for members operating at the

scene. These provisions should be in accordance with section 4-4 of NFPA 1561, Standard on Fire Department Incident Management System, and N.J.A.C. 5:75-2.9 should include medical evaluation and treatment, food and fluid replenishment, and relief from extreme climatic conditions according to the circumstances of the incident.

6.6.3 Refer to Annex L

6.7 **MAYDAY GUIDELINE**

6.7.1 Purpose

- A. This policy is designed to prepare all personnel for any sudden life-threatening occurrence that may injure, trap, disorient or distress any emergency response personnel during an incident. This policy will also standardize the language to be used during such incidents, and the circumstances that warrant issuing a MAYDAY or URGENT message.
- B. It is strongly encouraged that all fire leaders will attempt to create an acceptable culture concerning the use of MAYDAY, teaching and encouraging all fire service personnel that it is “ok” to use a MAYDAY and to do so when they first believe that they are in trouble.

6.7.2 Scope

- A. This policy applies to all members operating on an incident or event.
- B. It is the intent of this guideline to ensure compliance with the National Incident Management System (NIMS). Standard terminology, strike team components, and other resources are identified using NIMS guidelines.

6.7.3 Policy

- A. The following radio transmissions are to be used with discretion. The terms, “Urgent” and “Mayday” must only be used as indicated herein. They are intended for use in situations where immediate communication is necessary to protect life or prevent injury.
- B. To minimize misunderstanding, the terminology used below is mandatory. All members must be completely familiar with the terminology and use it exclusively for its intended purpose.
- C. “Mayday” transmissions have priority over “Urgent” transmissions.

- D. Whenever the terms “Urgent” or “Mayday” are transmitted, all radio communications are to cease except those between the member initiating the emergency transmission and Command until advised otherwise by Command.
- E. The Incident Commander will gain control of the radio channel in order to alert all units to a “MAYDAY” or “URGENT” transmission.
- F. In the event that Command does not receive an emergency transmission, the following guidelines shall be adhered to:
 - 1. The member initiating a “MAYDAY” transmission must, if possible, activate the EMERGENCY BUTTON on their portable radio, thus taking control of the radio channel, and announce “MAYDAY, MAYDAY” until it is acknowledged either by the Incident Commander or an Officer. After the MAYDAY is acknowledged, and all information relayed, the member will activate their PASS device and monitor the radio.
 - 2. Members initiating an “URGENT” message will follow the same protocol but WILL NOT activate the emergency button or PASS device.
 - 3. Any Officer hearing a “MAYDAY” or “URGENT” transmission and realizing that it is not being acknowledged by Command must acknowledge transmission, ascertain the nature of the emergency and promptly relay information to Command.

6.7.4 Procedure “MAYDAY”

- A. The “MAYDAY” radio message shall be used to indicate that a life-threatening situation has developed such as:
 - 1. Becoming trapped or entangled
 - 2. Cut off by fire
 - 3. Cut off by collapse
 - 4. Falling through a floor or roof
 - 5. Becoming pinned
 - 6. Any SCBA failure
 - 7. Firefighter down
 - 8. Becoming lost or disoriented, or losing a member of your crew.
 - 9. Anytime a PASS device is fully activated and a PAR report confirms a member in distress.
 - 10. Structural Collapse during interior firefighting.
 - 11. Air supply is less than required to exit IDLH atmosphere.
 - 12. Or any other life threatening condition not listed in the above-specified conditions.

- B. Note: The term “URGENT” shall NOT be utilized for any of the above situations. These situations are sufficiently serious to warrant a “MAYDAY” transmission.
- C. IF ANY OF THE ABOVE HAPPENS TO YOU AND YOU ARE NOT EQUIPPED WITH A PORTABLE RADIO ACTIVATE YOUR PASS DEVICE IMMEDIATELY!!
- D. Anytime a PASS device is FULLY ACTIVATED for greater than 15 seconds the Incident Commander will initiate or be advised by a member hearing the PASS to initiate a PAR. If a member is in distress it will be treated as a MAYDAY.
- E. Format:
1. The member initiating the emergency communication will begin by repeating “MAYDAY” two times followed by the remainder of the message. The message will include in LUNAR form:
 - a. Last Known Location
 - b. Unit Number
 - c. Notable Event (what happened)
 - d. Assignment
 - e. Remaining Air, Resources Needed, and Radio Equipped
- F. Example:
1. Member: “MAYDAY-MAYDAY. Command from 2215 Bravo, MAYDAY.”
 2. Command: “All units STAND-BY, 2215 Bravo from command, proceed with your MAYDAY.”
 3. Member: “Command from 2215 Bravo, MAYDAY, 2215 Bravo, I was operating on the second floor doing a search when it collapsed. I have 1500psi in my bottle, I am in a hole, and I have a radio.”
 4. Command: Received 2215 Bravo, 1500psi in your bottle, fell through the second floor trapped in a hole. Maintain Radio communication, activate your pass device, we are coming to get you!!”
- G. The Incident Commander will assign resources to assist lost or trapped Firefighter and remain in contact with the downed firefighter via portable radio.

6.7.5 Procedure “URGENT”

- A. The “URGENT” radio message shall be used to indicate a serious condition or change in conditions such as:

1. A firefighter has suffered an injury that is not immediately life threatening, but requires medical assistance.
2. Signs of structural instability indicating danger of imminent structural collapse.
3. Sudden increase in fire or smoke conditions that may inhibit firefighter egress.
4. An interior attack is to be discontinued and an exterior attack instituted.
5. Loss of water that may endanger firefighters.
6. Immediate need for additional resources such as:
 - a. Ground ladders for trapped occupants in imminent danger.
 - b. Immediate alternate means of egress due to fire conditions.
7. Fire extension into an exposure to a degree that any delay may considerably enlarge the fire problem.
8. Structural collapse has occurred during defensive operations.
9. Or any other dangerous condition not listed in the above-specified conditions.

B. Format:

1. The member initiating the emergency communication will begin by repeating “URGENT” two times followed by the remainder of the message including LUNAR information.
2. Example:
 - a. Member: “URGENT-URGENT. Command from 2212 Officer, URGENT.”
 - b. Command: “2212 Officer from Command, proceed with your URGENT.”
 - c. Member: “Command from 2212 Officer, URGENT, We are located on Division C and I have 2212 Charlie who tripped over a hose and possibly has a broken leg.”
 - d. Command: “2212 Officer from Command, I am sending resources to Division C to assist.”

6.7.6 Responsibility

- A. It is the responsibility of every member to abide by this policy. It is instituted for the member’s safety and shall not be deviated from. Officers will be responsible for the correct use of this procedure and enforcement of members who do not comply.

6.7.7 Closing

- A. All fire departments in Burlington County shall receive a copy of this guideline. All Chief Officers shall become familiar with this plan.

- B. Any guideline previously published that is in conflict with this guideline is hereby rescinded.

Footnotes:

L.U.N.A.R. – An acronym that provides for Location; Unit; Assignment; Notable Event; and Resources needed. The “N” has been changed from “name” in the national standard to “notable event” in order to conform policy of not transmitting names in radio transmissions.

P.A.R. – Personnel Accountability Report

6.8 CIVIL DISTURBANCE

- 6.8.1 The fire department should develop and maintain written operating procedures that establish a standardized approach to the safety of members at incidents that involve violence, unrest, or civil disturbance. Such situations should include but not be limited to riots, fights, violent crimes, drug-related situations, family disturbances, deranged individuals, and people interfering with emergency operations.
- 6.8.2 The fire department should be responsible for developing an interagency agreement with its local law enforcement agency counterpart to provide protection for fire department members in situations that involve violence. Such violent situations should be considered essentially a law enforcement event.
- 6.8.3 In such violent situations, the fire company/department incident commander should stage all fire resources in a safe area until the law enforcement agency has secured the scene. When violence occurs after emergency operations have been initiated, the department incident commander should either secure immediate law enforcement agency protection or should withdraw all members to a safe staging area.

6.9 POST-INCIDENT ANALYSIS

- 6.9.1 The fire department should establish requirements and operating procedures for a standardized post-incident analysis of significant incidents or those that involved fire fighter serious injury or death.
- 6.9.2 The Occupational Safety and Health Committee should be involved in critiques as defined by the operating procedures.
- 6.9.3 The critique process should include a standardized action plan for such necessary changes. The action plan should include the change needed, responsibilities, dates and details of such actions.

6.10 VEHICLE RESPONSES

- 6.10.1 Vehicle response shall be determined by the Battalion Chief in consultation with the Fire Chief or his/her designee.

SECTION 7. FACILITY SAFETY

7.1 SAFETY STANDARDS

- 7.1.1 All fire department facilities should comply with all legally applicable health, safety, building, and fire code requirements.
- 7.1.2 All new and existing fire stations and fire department facilities should comply with NFPA 101, Life Safety Code.
- 7.1.3 Fire stations should be designed and provided with provisions to ventilate exhaust emissions from fire apparatus to prevent exposure to fire fighters and contamination of living and sleeping areas.
- 7.1.4 All facilities should have designated smoke free areas that include work, sleeping, kitchen, and eating areas.

7.2 INSPECTIONS

- 7.2.1 All facilities should be inspected at least annually. Inspections should be documented and recorded.
- 7.2.2 All facilities should be inspected at least monthly to identify and provide any correction of any safety or health hazards.

SECTION 8. MEDICAL AND PHYSICAL

8.1 MEDICAL REQUIREMENTS

- 8.1.1 Prior to becoming members, candidates should be medically evaluated and certified by the fire company/department physician. Medical evaluation for all candidates and members should take into account the risks and functions associated with the individuals' duties and responsibilities.
- 8.1.2 Candidates and members who will engage in fire suppression should meet the medical requirements specified in CFR 1910.134, prior to being medically certified for duty by the fire company/department physician.
- 8.1.3 All members who engage in fire suppression should be medically evaluated periodically as directed by the Licensed Health care Provider performing the initial medical evaluation, and before being reassigned to emergency duties after debilitating illness or injuries. Members that have not met the medical evaluation requirements should not be permitted to engage in fire suppression. Where a physician other than the fire company/department physician conducts medical evaluations, the evaluation should be subject to review and should be approved by the fire company/department physician.
- 8.1.4 The medical evaluations should be at no cost to the candidate, current fire fighter or other member.
- 8.1.5 Members who are under the influence of alcohol or drugs should not participate in any fire department operations or other functions.

8.2 PHYSICAL PERFORMANCE REQUIREMENTS

- 8.2.1 The fire department should develop physical performance requirements for candidates and members who engage in emergency operations.
- 8.2.2 Candidates should be certified by the fire company/department as meeting the physical requirements prior to entering into a training program to become a fire fighter.
- 8.2.3 Members who engage in emergency operations should be annually evaluated and certified by the fire company/dept as meeting the physical performance requirements. Members who did not meet the required level of physical performance should not be permitted to engage in emergency operations.
- 8.2.4 Members who are unable to meet the physical performance requirements should enter a physical performance rehabilitation program to facilitate progress in obtaining a level of performance commensurate with the individual's assigned functions and activities.

8.3 PHYSICAL FITNESS

- 8.3.1 The fire department should establish and provide a physical fitness program to enable members to develop and maintain an appropriate level of fitness to safely perform their assigned functions. The maintenance of fitness levels specified in the program should be based on fitness standards determined by the fire company/department physician that reflect the individuals assigned functions and activities, and are intended to reduce the probability and severity of occupational injuries and illness.
- 8.3.2 The fire department should require a structured participation of all members in the physical fitness program.

8.4 INFECTION CONTROL

- 8.4.1 The fire department should actively attempt to identify and limit or prevent the exposure of members to infectious and contagious diseases in the performance of their assigned duties.
- 8.4.2 The fire department should operate an infection control program that meets the requirements of NFPA 1581, Standard on Fire Department Infection Control Program and OSHA 1910.1030. If necessary, inoculations, vaccinations, and other treatments should be made available.

8.5 FIRE DEPARTMENT PHYSICIAN

- 8.5.1 The fire department should have an officially designated physician who should be responsible for guiding, directing, and advising the members with regard to their health, fitness and suitability for various duties.
- 8.5.2 This physician should provide medical guidance in the management of the Occupational Safety and Health Program.
- 8.5.3 The physician should be a licensed medical doctor or osteopathic physician qualified to provide professional experience in the areas of occupational safety and health as they relate to emergency services.

SECTION 9. BEHAVIOR AT THE FIREHOUSE

9.1 RESPONSIBILITIES

- 9.1.1 Members should behave in a responsible manner while at the station. Excessive rowdiness in and around the station should be prohibited.
- 9.1.2 Tampering with personal protective gear or other equipment is prohibited.

SECTION 10. PERSONAL RESPONSE

10.1 RESPONSIBILITIES

- 10.1.1 Response to the station: While responding to the station, all laws and rules of the State of New Jersey and/or the Township of Pemberton or any municipalities through which a member travels shall be adhered to. This shall include, but not be limited to, the requirement pursuant to N.J.S.A. 39:3-10 that all members (18 or older) shall possess a valid and current driver's license issued by the State of New Jersey or otherwise valid in the State of New Jersey. The fire company/department will assume no responsibility for driving negligence on the part of a member responding to the station and will provide no monetary or legal assistance should such negligence result in a citation and/or accident. Any member who is cited for a traffic violation under these circumstances should be suspended from any or all activities. The chief or his designate should determine the duration of the suspension. Any such member who is cited for a traffic violation and does not possess a valid driver's license in accordance with this section may be subject to termination.
- 10.1.2 The motor vehicle and traffic laws of the State of New Jersey (Chapter 3, section 39.3-54) permits the use of blue warning lights by firemen responding to an alarm. Authorized use of blue lights is dependant upon possession of the proper permit. Application for blue light permits may be obtained through the fire chief or borough/township official. Chief Officers are permitted to display a red light with the proper permits issued by the Motor Vehicle Commission.
- 10.1.3 Upon the last out vehicle leaving the station, a member should be responsible for securing the bay doors. Under no circumstances should bay door controls be activated before the apparatus is entirely clear of the bay.

SECTION 11. RADIO PROCEDURES

- 11.1 The radio procedures of the PTVFD shall be in accordance with the Burlington County Radio Manual section three fire and EMS. (see Annex B)

SECTION 12. CHAIN OF COMMAND AND LINE OFFICERS RESPONSIBILITIES

- 12.1.1 Formal line of command: The formal line of command is as follows: Chief, Assistant Chief, Deputy Chief, Battalion Chief, Captain and Lieutenant. If no line officers are on the scene the senior member on location should assume command until the arrival of an officer.
- 12.1.2 When responding to a mutual aid call, the officer or senior member in charge of the company should report to and be responsible to the officer in command of the incident in that fire district.
- 12.1.3 Upon return to the fire station, the officer in charge should be responsible for the completion of all fire reports in accordance with NJAC 5:18. If any injuries and deaths occur while the station is in service, a separate report must be filed on this occurrence.
- 12.1.4 Any order given by any Chief Officers, Company Officers shall be considered a direct order from the Fire Chief.

12.2 PRESS RELEASES

- 12.2.1 While on the fire ground or other emergency incident only the fire ground commander or his/her designee should answer questions by the press. If fire fighters or line officers are questioned they must direct the interviewer to the incident commander.
- 12.2.2 If the media contacts the fire station after an incident they should be directed to contact the chief. All line officers and fire fighters should politely refuse to answer any question directed toward them.
- 12.2.3 The Fire Department Photographer shall be the only department authorized person to take pictures at, during and after emergencies, training or special events involving fire department. The use of personal cameras of any type to photograph these events is strictly prohibited without the consent of the department chief or his/hers designee.

SECTION 13. PROBATIONAL AND FIRST YEAR MEMBERS

- 13.1.1 All new members will be given a department orientation within the first week of their acceptance into the fire department. It shall be the responsibility of the Battalion Chief to ensure that the probationary firefighter is contacted and given the orientation within the time frame stated above, also the Battalion Chief shall assign a coach during the probationary period to assist the firefighter during his or hers probationary period. The probationary firefighter shall be issued an updated copy of the department rules and regulations upon introduction into the organization. All members should receive an updated copy as amendments or deletions to the rules and regulations are performed.

SECTION 14. MISCELLANEOUS REGULATIONS

14.1 GENERAL REGULATIONS

- 14.1.1 No apparatus, equipment or tools may be removed from the station for non-company related business without the approval of the Battalion Chief or line officer.
- 14.1.2 No one other than qualified drivers should start, operate or move any apparatus except during training evolutions as authorized by the department chiefs or officers in charge. Special authorization should be given for each and every instance.
- 14.1.3 With the exception of Law Enforcement Officers, firearms are prohibited in the station or on fire company/department property.
- 14.1.4 No original fire reports are to be taken from the station or loaned out. Copies can be made available upon the discretion of the chief.
- 14.1.5 A copy of all insurance, damage and equipment loss reports are to be retained for department and company records.
- 14.1.6 All personnel should respond to the station upon receipt of an alarm unless authorized to respond directly to scene.
- 14.1.7 Credit for attendance at alarms and drills are subjected to the individual fire company's constitution and by-laws.
- 14.1.8 The fire department shall keep and maintain updated personal records of all company members. A separate file should be kept on each member. Each members file should include but not be limited to:
 - (a) *Membership applications*
 - (b) *Physical examination*
 - (c) *Personal gear inventory*
 - (d) *Record of offices held by the member*
 - (e) *Copies of schools certificates*
 - (f) *Disciplinary actions*

SECTION 15. FIRE DEPARTMENT CHAPLAIN, LINE OF DUTY DEATH AND FUNERAL GUIDELINES	15.1.1 See Annex A
SECTION 16. BURLINGTON COUNTY GUIDELINES	16.1.1 See Annex B
SECTION 17. PEMBERTON TOWNSHIP FIRE DEPARTMENT FORMS	17.1.1 See Annex C
SECTION 18. MEDICAL LEAVES AND TRANSITIONAL DUTY	18.1.1 See Annex D
SECTION 19. WORK PLACE HARRASEMENT & SEXUAL HARRASMENT	19.1.1 See Annex E
SECTION 20 RESPIRATORY PROTECTION POLICY	20.1.1. See Annex F
SECTION 21 VEHICLE USEAGE & PROCEDURE POLICY	21.1.1 See Annex G
SECTION 22 EQUAL EMPLOYMENT OPPORTUNITY POLICY	22.1.1 See Annex H
SECTION 23 MANDATROY TRAINING AND CONTIUING EDUCTION POLICY	23.1.1 See Annex I
SECTION 25 FIREFIGHTER AND FIRE POLIC ORIENTATION PROGRAM	24.1.1 See Annex J
SECTION 25 NEW JERSEY HIGHWAY SAFETY POLICY	25.1.1 See Annex K
SECTION 26 THERMAL IMAGING CAMERA PROCEDURE	26.1.1 See Annex L
SECTION 27 FIRE HYRANT INDENTIFICATION SYSTEM	28.1.1 See Annex M

SECTION 28 FIRE POLICE OFFICERS

28.1.1 It shall be the duty as a member of the Fire Police to perform your duties under the supervision of the Fire Officer in charge or his/her designee of the fire, emergency or drill.

The duties of said Fire Police subject to the supervision aforesaid shall be to:

- (1) Protect property and contents.
- (2) Establish and maintain fire lines.
- (3) Perform such traffic duties as necessary, from the fire station to and at the vicinity of the fire, fire drill or other emergency calls, until the arrival of a duly authorized Police Officer.
- (4) In the absence of investigating authorities, Fire Police shall investigate all causes of fire and preserve all evidence pertaining to questionable fire and turn evidence over to proper investigating authorities.
- (5) Wear the authorized Fire Police Badge on the left breast of the outermost garment while on duty.

28.1.2 Provided, however, nothing herein contained shall give the Fire Police or any of them the right to supersede a duly authorized Police Officer.

28.1.3 If any person shall unreasonably refuse to obey the orders of the Fire Police, such Fire Police may arrest him / her and keep him / her under arrest until the fire is extinguished or the drill is completed. If the offender is found guilty by a municipal court or county district court, he / she shall be sentenced to pay a fine not exceeding \$200.00 and cost.

Although the aforesaid is as per N.J.S.A. 15:8-4, the Fire Police of our Department will notify the Pemberton Township Police or New Jersey State Police in their jurisdiction when an arrest may be warranted. We will leave such decisions to the Pemberton Township Police or New Jersey State Police in their jurisdiction and cooperate with such in any way they may request.

28.1.4 All Fire Police when dealing with others will have a positive attitude, effective communication technique, professional enforcement tactics, and an understanding of human relations, all of which are conducive to building good will and avoiding resentment.

28.1.5 All Fire Police will be observant to any suspicious vehicles, persons or articles at all scenes and notify the commanding officer of such ASAP. Allow no one past fire lines unless told to do so by the commanding officer.

28.1.6 Always be alert for the unexpected. You will be exposed to personal hazards when dealing with traffic.

28.1.7 Know your authority.

28.1.8 When wearing your uniform and equipment you will wear it properly, i.e. (vests zippered, hat or helmet straight, proper badge displayed properly).

28.1.9 No Fire Police officer of this Department will perform his / her duties while under the influence of any alcohol or drugs. If you are suspected of such you will be removed from duty. If you suspect any other Fire Police Officer of being under the influence of the aforesaid it is your duty to notify the commanding officer or his designee immediately of such.

28.1.10 Responding

Alarms: The Captain or Designated Officer will respond to the scene, all other Fire Police will respond to the Fire Station and await orders from the Officer at the scene.

All Other Fire Emergencies: The Captain or Designated Officer will respond to the scene. The other Fire Police will ensure that their designated post are covered until the last piece of Emergency Apparatus has past at which time they will respond to the scene and await orders.

SECTION 29 JUNIOR FIREFIGHTER

29.1 Purpose and History

The Pemberton Township Fire Department was established in 2009 to provide fire protection services to the community. We are proud to be 100% volunteer. A junior firefighter program was established to develop youth with fire training and service. Being a junior firefighter is a rewarding way to learn skills used in firefighting and emergency medicine. Upon learning a minimum number of skills, advanced juniors can and are expected to respond to emergency calls under the supervision of senior firefighters. The jobs that junior firefighters do, free up qualified senior firefighters to perform other crucial tasks. Juniors will learn on the job and with regular training, be able to fight real fires once becoming a active member. All training, uniforms and personal protective equipment are provided at no cost.

Being a firefighter can be a dangerous job. Strict laws exist to protect minors from the most hazardous dangers. For example, junior firefighters will never enter a burning building or operate on top of a roof. The Pemberton Township Fire Department takes safety very seriously and will not tolerate horseplay during training or real emergencies. It must also be recognized that during emergency conditions, a junior might be asked to complete a task prohibited by law. In this case, the junior member must take responsibility to alert the member asking to the fact it is prohibited. You should then report the request to command at the scene. Once back at the station, you should report the incident to a junior advisor so that follow up training can be provided to the crew. **YOU SHOULD NEVER INTENTIONALLY BREAK THE LAW, EVEN IN AN EMERGENCY SITUATION.**

29.2 Introduction

The requirements to be a junior firefighter are as follows. Junior firefighters must be at least 16 years old but not older than 18 years old. They must be able to follow directions under stressful conditions. They should be in good physical condition to perform essential fire ground tasks. Juniors should be willing and able to attend at least 50% of scheduled meetings and required training. Special trainings are optional but highly encouraged. Juniors must maintain a 75% average or higher in their schoolwork to remain active.

Junior firefighters need to be self-starters and be willing to learn. Juniors who regularly strive to learn more and be involved will be rewarded with increasing levels of responsibility and opportunities. Junior members who do not contribute to the department will be removed from active status to allow other juniors the opportunity to participate.

The fire department is proud of its members; junior members are expected to conduct themselves in a professional manner when representing the fire department. Talking about internal fire department activities including finances and other fire departments reduces the public trust and will be dealt with appropriately.

We are happy to have you as a member of the Pemberton Township Fire Department. We

look forward to some great training and your assistance during actual emergencies.

29.3 Rules and Regulations

1. The regular fire department officers will directly supervise the Junior Fire Department. A committee made up of members of the regular fire department, assigned by the Chief, to act as the “Junior Advisors”.
2. The Junior Fire Department shall abide by all federal, state and departmental rules and regulations.
3. All members of the Junior Fire Department shall meet the minimum standards and must provide at least 2 references which will be checked prior to initial interview.
4. After the initial interview by the personnel committee, the junior applicant will be brought to a vote by the regular fire department membership. If majority members at the business meeting accept the applicant, then the applicant shall become an official junior member.
5. Junior members do not have voting privileges within the regular fire department. They may attend meetings, but might be asked to leave the room while some issues are discussed.
6. The Pemberton Township Fire Department has established a limit of 12 junior positions, if more applications are received; candidates will be evaluated in order in which the applications were received.
7. Dependents of active fire department personnel are automatically accepted regardless of the total number of junior members currently on hand.
8. All juniors must complete the department Junior Orientation Program (JOP). This program includes departmental procedures, building policies, apparatus orientation and command structure.
9. All fire department members must recognize rules and regulations that govern minors and their safety. Junior members are not permitted to participate in activities that are prohibited. Junior members must recognize when they have been asked to perform something not appropriate and will report this to the requesting firefighter and commanding officer.
10. Junior members should not be at the station unsupervised, except during a emergency call.
11. All junior members must sign in and out of the junior time log sheet at the station every time they enter the building. **NO EXCEPTIONS!**

12. Only officers may talk to the media. All junior members will refer all questions regarding the fire department to the most senior officer on the scene. Juniors are expected to represent the fire department in a positive manner. It is not appropriate to discuss internal matters of the fire department or talk negatively about other fire departments.
13. Junior members and their immediate family may use the station by request and approval of your junior advisor. DO NOT bring your friends to hang around the fire station. An occasional, small group is permitted with the approval of your junior advisor.
14. Any injuries occurring during training or a scene call are converted by Worker's Compensation Insurance. All injuries must be reported to the senior officer as soon as practical for documentation and treatment.
15. Alcohol beverages are **NOT** allowed on fire department property or functions at any time.
16. Do not respond to calls or come to the station if you are sick or under the influence of medication, drugs or alcohol.

29.4 HOURS OF OPERATIONS AGE 16

The following are guidelines to hours of scene calls. The hours specified by the work permit or parents always supersede the hours listed below. Training and hanging out at the station do not count towards these hours.

1. Maximum 6 days per week with 30-minute meal period after 4 hours. The beginning of the week is Monday at 6:00AM.
2. No activity while school is in session. NO EXCEPTIONS!
3. No activity between 7:00PM (10:00PM with note from parent) and 7:00AM.
4. Maximum of 18 hours per school week (Monday through Friday).
5. Maximum of 3 hours on school days.
6. Maximum of 8 hours total for Saturday and/or Sunday.
7. Maximum of 8 hours on school holidays.
8. No activity from 10PM and 7AM during school breaks.
9. Maximum of 40 hours per week/8 hours per day.

HOURS OF OPERATIONS AGES 17-18

1. Maximum 6 days per week with 30-minute meal period after 4 hours. The beginning of the week is Monday at 6:00AM.
2. No activity while school is in session. NO EXCEPTIONS!
3. May attend training and meetings after 7PM but must be out of the station by 10PM.
4. No scene responses between midnight and 6AM.
5. No scene responses between 1AM and 6AM on weekends and holidays.
6. Calls answered before the deadline MAY continue to serve the call, but they may not answer any new calls dispatched after the deadline.
7. Maximum of 28 hours Monday through Friday while school is in session.
8. Maximum of 8 hours on Saturday.
9. Maximum of 8 hours on Sunday.
10. Maximum daily hours cannot exceed 8 hours per day.
11. No restrictions during school breaks.
12. Maximum of 44 hours per week/8 hours per day.

29.5 DRIVING OF PERSONAL VEHICLES

1. Only members that are at least 17 years old and have a valid New Jersey driver's license may drive personal vehicles to the fire station.
2. All juniors must report to the station for all calls. If all apparatus have responded prior to your arrival, you must stand-by at the station until either a senior member of Pemberton Township Fire Department drives them to the scene or wait until the department returns from the call to assist in clean-up. Juniors are NOT permitted to respond with any backup departments.
3. UNDER NO CIRCUMSTANCES ARE JUNIORS TO GO DIRECTLY TO THE SCENE! The public might pressure you as a firefighter into entering a burning building or perform other tasks you are not authorized to undertake.
4. At no time is a junior member permitted to use colored light, hazard lights, honk horn or use any other warning devices while enroute to the station.

5. All speed limits and traffic laws are to be strictly followed while responding to the station.
6. The Pemberton Township Fire Department is in no way responsible or liable for any moving violations or accidents while enroute to or from the station for a call or training.
7. Failure to abide by these rules will result in a suspension of at least 30 days and possible expulsion from the junior program.

29.6 RESPONDING TO CALLS ON APPARATUS

1. Junior member must be in good standing with the department. Must be Level II or higher, be at least **17 years old**, and attend at least 50% of scheduled meetings and/or training's. No exceptions are allowed.
2. Junior firefighters shall don full protective bunker gear before boarding any piece of fire apparatus that is responding to a call. Juniors shall wear full protective turnout gear to all calls unless otherwise instructed by the senior officer.
3. Junior firefighter will obtain verbal permission from the officer or senior member in charge of an apparatus prior to boarding an apparatus. The officer or senior member must be willing and able to supervise the junior firefighter at all times.
4. Junior member must place their accountability tag on the ring of the apparatus you are boarding.
5. Junior firefighters, in reverse seniority, shall give up their seat to any senior firefighter upon request. No questions or arguing. Reclaim your accountability tag and get off the apparatus and wait for the next unit going to the scene.
6. When riding any piece of apparatus, junior firefighters shall position themselves in a seat with a seat belt in place and securely fastened. Under no circumstances will a junior stand up on an apparatus while the apparatus is moving.
7. Junior firefighters shall remain in the apparatus until given instructions by the officer. If no instructions are given, tell the apparatus operator you are reporting to command. Check in with the Incident Commander and wait for instructions.
8. All instructions of the officer must be followed exactly. If you are not sure what you are doing or have been assigned something you are not permitted to do, say so right away so your task can be clarified or someone else can be given the assignment.
9. Junior firefighters shall NOT at anytime, start or attempt to start or move any fire department vehicle. No Exceptions.
10. Upon returning to the station, assists in clean up, store your gear for the next call and

sign the logbook. Make sure to fill out the time sheet report.

29.7 MOTOR VEHICLE ACCIDENTS

Junior firefighters (16-17 years old) are prohibited from responding or assisting (fire or medical duties) at any accident on a public roadway. Juniors (any age) are not permitted to perform any traffic control duties.

29.8 EMERGENCY MEDICAL SERVICES

Juniors WILL NOT assist in any patient care or respond to emergency medical alarms. Juniors WILL NOT assist in any hazardous materials situations.

29.9 PROHIBITED ACTIVITIES BY LAW and/or PTFDR

PTFD and/or state law specifically prohibits members under the age of **18** of an emergency service organization from participating in the following activities:

1. Operating organizational vehicles.
2. Operating various types of power driven saws and shears.
3. Using rubber electric gloves, insulated wire cutters, life nets or acetylene cutting torches.
4. Operations of pumps of any fire department vehicle at the scene.
5. Entering a burning structure.
6. Operating high-pressure hose lines (water, air or hydraulic) except during training.
7. Ascending ladders, except during training.
8. Operate any aerial device (cranes or hoists), non-automatic elevators, air bags for lifting or winches.
9. Perform operations in tunnels, shafts or trenches.
10. Participate in emergencies at explosives or fireworks plants, retailers or in support of public safety for a public display.
11. An emergency operation in or around mines, strip-mines or quarries.
12. Participate in operations with incidents involving paint, acid or poisons (any HAZMAT).
13. Participate in operations involving radioactive substances.
14. Roof top ventilation or any work on top of a roof.
15. Wrecking or demolition including use of acetylene torches, cutting or crushing equipment or respond to structural collapse incidents.
16. Participate in on-scene operations of natural destruction (tornado, floods, etc.).
17. Entry into a hazardous atmosphere (including training).

PERMITTED ACTIVITIES

Minors 16-17 years Old

1. Participate in organized training activities in which an adult member of the organization is present and supervising the junior member.
2. All aspects of fire suppression training except interior live fire extinguishment.
3. Rescue training.
4. Hazardous material training except entry using Level A and B personal protection

equipment.

5. Safety training.

6. Wild land firefighting and Wilderness Search and Rescue training.

7. Provide canteen services.

8. Participate in support capacity for searches, rescues, wild fires, Hazmat incidents and water supply operations while under direct supervision of a senior member.

LEVELS

Training is a very important part of being a firefighter. All Fire and EMS related training is paid for by the Pemberton Township Fire Department. Filling out a training request form requires prior approval and having it approved by the proper Junior Advisor. You are encouraged to take as much training as possible.

Probation

During the probation period, the new member will have no junior voting privileges and may not respond to calls except during training. Probationary members may attend special events such as banquets and picnics. Probationary members may not attend regular fire department business meetings.

Requirements:

1. Complete 3 months of service.

2. Attend 50% of all scheduled meetings.

3. Have an understanding of the Pemberton Township Fire Department Operations and apparatus. Accountability command structure, Personal Protective Equipment, Safety and hydrant operations.

4. Be recommended by Junior Advisors and approved by the Junior Chairman.

Failure to complete the probationary requirements will result in a one-time extension of the probationary period. Continued failure to complete the probationary requirements will result in loss of membership. If this happens, a new application must be submitted.

Level I

1. Complete probation requirements.

2. Successfully complete Fire Operations Module A or equivalent.

3. Be recommended by Junior Advisors and approved by the Junior Chairman.

Upon earning Level I, junior member will be presented a Pemberton Township Fire Department tee shirt and be allowed to attend regular department meetings. Junior member Level I may ride in a fire apparatus on non-emergency events.

Level II

1. Completed Level I requirements.

2. Hold a valid CPR card.

3. Complete any approved fire related course.

4. Be recommended by Junior Advisors and approved by the Junior Chairman.

5. Junior member Level II or higher may respond to calls and ride fire apparatus provided they meet the minimum training attendance.

Upon earning Level II, Junior member will be presented with a Pemberton Township Fire Department sweatshirt.

Pemberton Township Fire Department

SECTION 30 - Vehicle/Apparatus Inspection

30.1 - PURPOSE

To establish policy and guidelines for the weekly and post-use inspection of departmental vehicles and apparatus.

30.2 - POLICY

Inspection Group

The group will be responsible for the bi-weekly inspection and operation of said apparatus, within their training and experience. The Station Commander will be responsible for coordinating the group's inspections.

30.3 - Bi-Weekly Inspections

The Station Commander will cause to have each apparatus inspected on a Bi-weekly basis. A bi-weekly inspection is to be a thorough examination of the apparatus and any equipment placed on said vehicle. The inspection will consist of an assessment in accordance with Pemberton Township Fire Department Vehicle Inspection Forms to also include:

1. Steering Mechanism
2. Tire (tread, inflation)
3. Mirrors/Windows
4. Windshield/wiper Inspection
5. Wheels and Rims
6. Lighting and Reflectors
7. Horn/Siren/Warning Equipment
8. Frame -Body
9. Emergency Equipment (flares/triangles/fire extinguisher)
10. Braking System
11. Apparatus Specific Equipment (see checklist)
12. Fluid Levels

Training will be provided in conjunction with the Station Training Officer to familiarize the inspection group with the departmental apparatus, inspection procedure and forms used by the department. Members conducting the inspections will utilize the apparatus checklist form each time an inspection is conducted. All pertinent information will be obtained during each inspection.

30.4 - Post-Use Inspections

It is the legal responsibility of every driver/operator of each apparatus to conduct and document a Post Use inspection. This is required by federal regulation. After each use, when a departmental vehicle or apparatus is moved onto public property an inspection will be required. The Post-Use inspection will consist of the following:

1. Steering Mechanism
2. Tire (tread, inflation)

3. Mirrors/Windows
4. Windshield/wiper Inspection
5. Wheels and Rims
6. Lighting and Reflectors
7. Horn
8. Braking System
9. Emergency Equipment

Driver/operators conducting the inspections will utilize the Post-Use report form each time an inspection is conducted. All pertinent information will be obtained during each inspection.

30.5 - Defects / Deficiencies

During a Bi-Weekly or Post-Use inspection or during normal operations, a deficiency may occur with the equipment or operation of the apparatus. If a defect or deficiency is noticed, the item shall be noted on the Post-Use Report and notification shall be made to the Station Commander. If the item is one of the items below, the vehicle shall be parked and the Station Commander notified immediately. The following are items that constitute an immediate safety hazard:

- *Braking System-** audible/visual air leaks, air line bulge, loose mounts, oil seepage, cracked drum, inoperative low air alarm, master cylinder less than half full
- *Steering System-** excessive free play (30 degrees or more), worn universal joint, loose tie rod
- *Exhaust System-** leak forward or below cab
- *Frame-** cracked, loose or broken frame member
- *Fuel System-** visible leak, Tank not secured
- *Springs/Suspension-** U-bolts cracked or loose, missing leaf springs
- *Tires/Wheels-** poor tread depth, core exposed, flat tire, missing or cracked lug nut
- *Windshield/Wipers/Glass-** visible obstructions, improper operations, large cracks
- *Lighting/Warning Devices-** low/high beam inoperable, both brake/tail lights inoperable, any turn signal inoperable, inoperable siren, emergency lighting; 2-3 bulbs inoperable, *(must have solid red facing forward)*
- *Engine-** overheat, fluid swap (oil in radiator), missing belts, major leaks, defective charging system
- *Pump-** will not engage, throttle defective, moderate water leak, PTO will not engage, cable sheaves worn/defective, major hydraulic leak
- *Cab/Body-** broken mirror, defective door latches, defective defroster, and defective seatbelts '

Anyone with the proper training or that observes a safety violation can take a vehicle out of service. If a vehicle/apparatus is placed out of service, the Station Commander shall make notification to the Duty officer and to Central Communications. It is the responsibility of the observer to make sure the Station Commander or their immediate supervisor is aware of the deficiency.

30.6 - Repairs

If a defect or deficiency is noticed and the above procedures are followed, the Station Commander will make arrangements to have the defect repaired or replaced. If the defect is minor in nature and can be addressed by the members of the department in a safe and practical

manner, then that defect can be repaired and signed off on the deficiency form. If the defect is moderate or a safety hazard, the item must be examined and repaired by Pemberton Township Fleet Maintenance Department. That entity will then sign for or will designate, via a receipt that the repairs have been made and the vehicle/apparatus is safe to operate again.

1. If, at any time, an item is found to be broken, missing or in need of repair, the Station Commander or designee will be immediately notified in order to take action and the equipment maintenance form will be completed and submitted up the chain of command.
2. If a deficiency is noticed on the apparatus, the Post-Use report shall be annotated.
3. The Assistant Fire Chief will be tasked with the following areas of interest:
 - A. Facilitate approved repairs or alterations
 - B. Oversee Inspection Program
 - C. Cause to Maintain a Repair/Replacement Log For Each Apparatus
 - D. Maintain or Cause to Maintain all Records Relating to the Department's Fleet
4. Inspection records shall be maintained on the apparatus as required by law. The previous months checklist will remain in the Station Log Book, the preceding records will be removed and submitted to the Fire Chief or designee for safekeeping for no less than two years.
5. If an apparatus is deemed to be unsafe, an "Out of Service" sign will be displayed on or as near as possible to the steering wheel and be in a visible location, so that the apparatus is not operated while unsafe.

SECTION 31 - CARBON MONOXIDE RESPONSE GUIDELINE- See Annex M

SECTION 32- LOCK OUT / TAG OUT PROCEDURES- See Annex O

SECTION 33- PPE REQUIREMENTS -See Annex P

SECTION 34- VEHICLE RESPONSE POLICY- See Annex Q