

Assistant Fire Marshal

Promotional Examination 2023-2024

Source Material

1. *Fire Inspection and Code Enforcement, 8th Edition*, IFSTA, ISBN: 978-0-87939-605-3. Approximate Cost: \$87.00.
2. *Chief Officer, 4th Edition*, IFSTA, ISBN: 978-0-87939-644-2. Approximate Cost: \$77.50.
3. *Kirk's Fire Investigation* (Brady Fire), 8th Edition, ISBN: 978-0134237923. Approximate Cost: \$146.65
4. *Scientific Protocols for Fire Investigation* (Protocols in Forensic Science), 3rd Edition, ISBN: 978-1138037021. Approximate Cost: \$99.24.
5. SFD SOG's and P&P's -attached.
6. PSH&W- Joint Arson Investigation Team Procedures - attached.
7. Collective Bargaining Agreement: City of Stamford and Stamford Professional Fire Fighters Association, Local #786 of the International Association of Fire Fighters July 1, 2011 - June 30, 2019

[CBA: 7/1/2011 - 6/30/2019](#)

Publishers' Websites and/or Phone Numbers:

www.ICMA.org Jones and Bartlett: www.JBLearning.com International Fire Service Association: [IFSTA | Training Resources For Firefighters](#)

Many of the books listed above are also available from **The Connecticut Fire Academy Bookstore**, 34 Perimeter Road., Windsor Locks, CT 06096 Phone Number (860) 627-6363 Ext. 271 Or at Amazon.com.

OFFICE OF PUBLIC SAFETY, HEALTH AND WELFARE



JOINT ARSON INVESTIGATION TEAM PROCEDURES

INTRODUCTION:

Arson and Reckless Burning are crimes of violence and are felonies in all instances.

There will be a City of Stamford Joint Arson Investigation Team that is comprised of the Stamford Fire Department and the Stamford Police Department.

The purpose of the Team is to investigate potential arson and reckless burning. The Joint Arson Investigation Team Policies will define the response criteria for both agencies and their respective duties and responsibilities.

DEFINITIONS:

Building:

For the purpose of this policy in addition to its ordinary meaning, includes any vehicle, watercraft, aircraft, trailer, sleeping car, railroad car, other structure or vehicle, or any building with a valid certificate of occupancy (as defined in CGS 53a-100).

Arson :

For the purpose of this policy, when a person with the intent to destroy or damage a building, starts a fire or causes an explosion, and the building is inhabited or occupied **or** the person has reason to believe the building may be inhabited or occupied, **or** any other person is injured either directly or indirectly, **or** such fire or explosion was caused for the purpose of collecting insurance proceeds for the resultant loss, **or** at the scene of such fire or explosion a peace officer or firefighter is subjected to a substantial risk of bodily injury **or** such fire or explosion was intended to conceal some criminal act **or** during the course of such arson, causes the death of a person; **or** the actor recklessly causes destruction or damage to a building of his own or another by intentionally starting a fire or causing a fire or by causing an explosion (as defined in CGS 53a-111, 112, 113).

Reckless Burning:

For the purpose of this policy, a person commits when the actor intentionally starts a fire or causes an explosion, whether on his property or another's, and thereby recklessly

places a building of another in danger of destruction or damage (as defined in CGS 53a-114).

RESPONSE POLICIES:

It shall be the policy of the City of Stamford Joint Arson Investigation Team to investigate all arson or reckless burning incidents and to bring them to a final determination for cause and origin and possible criminal prosecution. The fire/crime scene shall not be razed, altered or released until the Joint Arson Investigation Team determines the fire/crime scene investigation is complete or the Chief Building Official, who follows the Connecticut State Building Code and Statutory requirements, determines that the premises is imminently dangerous to life.

1. When there is a confirmed fire the Fire Incident Commander shall notify the 911 Combined Dispatch Center for Fire Marshal response.
2. Upon notification of a suspicious fire by the Fire Marshal, the Fire Dispatch Supervisor at the City of Stamford 911 Combined Dispatch Center shall immediately notify the City of Stamford Police Department Bureau of Criminal Investigation (BCI). The Joint Arson Investigation Team will be activated to respond. In the event of a suspicious fire after business hours, the respective department's callback procedures would be followed with the appropriate notifications.
3. The Fire Marshals Office and the City of Stamford Police Department Bureau of Criminal Investigation shall conduct a joint fire investigation.
4. The Fire Incident Commander or designee when possible shall attempt to photograph persons at the fire scene until the arrival of the Joint Investigation Team (JIT). Any pictures taken as evidence will be turned over to the JIT.
5. **The Fire Marshal's Office responsibilities are as follows:**
 - a. On arrival, receive a briefing from the Fire Incident Commander and gather information from the units on scene.
 - b. Initiate the fire cause and origin investigation. If the fire is suspicious in nature notify 911 Dispatch Center to activate the Joint Arson Investigation Team. Provide the Team with reasons why the fire is suspicious.
 - c. In the event that there is a death or serious physical injury to anyone (including fire department personnel) as a result of a fire, the Fire Marshal shall request the assistance of the State Fire Marshal's office.
 - d. Perform initial interview of victims, complainants, reporting persons, witnesses, residents and neighbors to assist in determining fire cause and origin.
 - e. Collect as much evidence as possible to assist in determining cause and origin.
 - f. On arrival of BCI provide a briefing as to the status of the fire investigation.

- g. Package and label evidence appropriately. Maintain an evidence log of all evidence collected at the fire scene. Provide a copy to BCI. The chain of custody must be maintained. Evidence should be stored in SPD's property room or when necessary in a more appropriate and secure storage facility.
- h. Confer with CSI and prepare a State of Connecticut, Department of Public Safety, Division of Scientific Services, Request for Examination of Physical Evidence and coordinate transport of evidence to the Connecticut Forensic Science Laboratory.
- i. Follow standard fire scene investigative guidelines.
- j. For high profile incidents or when necessary the State Fire Marshal shall be notified and their resources shall be utilized as needed to support the investigation.

6. The BCI responsibilities are as follows:

- a. On arrival receive a briefing from the Fire Marshal and work jointly and in cooperation to interview victims, complainants, reporting persons, witnesses, residents and neighbors.
- b. Photograph persons gathered to observe the fire until the arrival of CSI.
- c. If determined suspicious by the Fire Marshal obtain search warrant to enter the scene to proceed with the criminal investigation.
- d. Follow all Standard Crime Scene investigative procedures.

7. The CSI responsibilities are as follows:

- a. On arrival receive a briefing from BCI and work jointly and in cooperation with BCI and the Fire Marshal's Office.
- b. Photograph persons gathered to observe the fire.
- c. Photograph the exterior of the fire scene.
- d. Photograph, if legally permissible, the interior of the fire scene in cooperation with the Fire Marshal's Office.
- e. Take custody of and preserve all evidence collected at the fire scene.
- f. Complete the City of Stamford Property Sheet and if necessary State of Connecticut Property Sheet for the evidence collected.
- g. Submit all collected evidence into the care and custody of the Stamford Police Department Property Room.
- h. Follow all Standard Crime Scene investigative procedures.

INVESTIGATION AND REPORT COLLABORATION:

An initial Joint Arson Investigation Team briefing shall occur as soon as practical to ensure that information is shared for a complete investigation. Joint Arson Investigation Team briefings shall occur regularly as needed.

INVESTIGATION FINDINGS:

Cause, origin and criminality shall be an accumulative finding based on facts and circumstances discovered at all levels of the investigation by the investigative team.

ARSON INVESTIGATION REPORT:

Reports shall be prepared by the Fire Marshal, BCI, CSI, and Patrol Divisions sequentially and daily as part of the investigative report. There will be an initial arson investigation incident report with incident report narrative supplements endorsed through the chain of command. Everything (initial response, interviews, observations, actions, photographs, sketches, evidence collection, chain of custody, etc) shall be documented and reports submitted in a timely fashion. The final arson investigation report will be a compilation of all incident report narratives and supplements.

The Fire Marshal's Office shall maintain a "Work Copy" of the case that is a mirror image of the reports submitted to the Stamford Police Department Records Division.

The Stamford Police Department Records Division will be used as the repository for reports and will be entered into Records by members of BCI and CSI. A case file of all written documentation will be maintained by BCI investigators assigned to that particular investigation and shared, as needed, with the Joint Arson Investigation Team.

NOTIFICATION OF STATES ATTORNEY'S OFFICE:

In the event that there is a death or serious physical injury to anyone (including fire department personnel) as a result of a fire, the State's Attorney's Office must be notified as soon as possible as per the standard homicide notification procedures (addendum attached).

PUBLIC INFORMATION - MEDIA RELATIONS:

The Joint Arson Investigation Team will compose a media release based on the progress of the investigation. For high profile or noteworthy incidents, all media releases shall be coordinated through the Office of Public Safety.



Stamford Fire Department

Policies & Procedures Manual

911 Supervisor Responsibilities

P&P ID: 911-911Super

Date Updated: 04 October 2021

ALL SHIFTS:

- Verify the radio channel "FIRE" is highlighted green and white indicating it is the selected radio channel.
- Check the repeater radio behind console and make sure "MAGEE" is on the display.
- Check CAD and verify units in/out of service
- Advise all stations and SEMS of street closings VIA radio.
- Advise stations of hydrants OOS and street closings via SFD Intranet and print to all stations.
- On duty Fire Supervisor will respond to any Fire/EMS calls inside the Government Center.

0700-1500

- Update/change on duty daily assignments and on-call personnel assignments on the Fireweb page and the status board behind each console.
- Update Communications Supervisor Daily Worksheet.
- 0800 hr All Station Zetron test.
- Verify payroll sheet, sign when verified. Payroll sheet must have 2 different signatures for verification purposes.
- Fax payroll sheet to Lt's office and Chief @ 0900 place in payroll book after faxing.
- Take outgoing mail to Fire Marshals office (7th flr.), and pick up incoming mail for 911.
- Check for any shift openings for the following day in Vacation book, fill as needed, and make sure the second shift supervisor knows of any un-hired shifts.
- Fill out virtual leave slips for ALL leave requests using the Fireweb portal located under the 911 center link. All virtual slips must be completed by the Thursday of the week of the requested leave (must be done in the proper payroll week).

1500-2300

- Verify out of service status (make phone calls) for fire alarms and apparatus.
- 1800 hr backup tone test for ALL SFD stations.
- 1800 hr pager test on Alpha Page (add text such as "daily pager test"). This is now done automatically with the software. Check your phone to confirm the test.
- Check for shift openings in Vacation book. Follow the shift hiring process for the Communications Center as stated in the CBA. If no one is available and the "Difficult to Hire" sheet has been completed print out the sheet to the DC printer and notify the on-duty DC as soon as possible of the difficult to hire issue.
- 20:00 hour Volunteer Tone Test. No test if units are operating in the field.

2300-0700

- Create / print out payroll sheet for present 24 hr period.
- Create callback list for primary call back group (cross out those on SK, IOD, OT, ML, etc).
- Add names to the next days on-call and on-duty assignments using the Fireweb assignments portal.

DO NOT make any changes without the authorization of the Captain assigned to 911!



Stamford Fire Department

Policies & Procedures Manual

911 Training Requirements & Check-off List

P&P ID: 911-911Training

Date Updated: 29 July 2014

Emergency Communications Division

Supervisors Training Check-off List

911 centers layout and location of all major equipment.

- Consoles 1, 2, & 3 are the fire, and EMS consoles. The supervisor sits at #1, and the Public safety Dispatcher (PSD) sits at #3. #2 is in-between.
- Consoles 4, 5, 6, & 7 are for the PD. The Sergeant sits at #4
- The front four consoles 8, 9, 10, & 11 are call-taker positions. ID for fire and police lines. They have ALI Data Screens for 911 calls including cell phone calls, and TDD capabilities for these positions have caller the deaf. All Call Takers have access to language line for translations.
- CAD System is located in the room behind the fire supervisor's station.
- The Phone line room is located behind the CAD Room.
- Located in the Phone Line Room is the U.P.S. Power Unit. This is the backup power source if the power goes out and the generator fails for building. The U.P.S. Unit will supply about 20-30 minutes of power to the communication center. The alarm for this is behind the Fire supervisor position. Instructions are listed next to alarm panel if alarm goes off. The U.P.S. Status Light Should read at all times. System Normal.
- Repair and Storage room is located opposite the Phone line room.
 - Break room and Kitchen are located at the rear left of the dispatch center.
- Bathrooms are also located at the rear of center near rear Exit.
- EOC room is located on the left before you enter communication Center. Access can only be made with Card Key. This room is open for large emergency's and is staffed by city department heads during that time.

Use of the dispatcher's phones.

- Fire Supervisors line is 4720 and Console 2 line is 5642. Both are recorded. Fire Dispatchers Line is 5643 which is also recorded.
 - **€ To transfer a call** when you are talking with someone you must put them on hold first and then press the Transfer button. After you press this button the phone line will beep at this time you will enter the phone number you want to transfer the caller to. You can stay on the line and have a three way conversation or you can release the line when the other phone lines start to ring.
 - Phone line 5641 will ring and the person will be visible on the monitor screen. If you do not recognize the person as being an **authorized** person, you must answer the phone line and

determine if they are. If you still are not sure you must go out and see proof of authorization. You can unlock the door by clicking on the Disp. Door icon.

- **Speed Dial Buttons** are located to the right of phone line buttons. These small gray buttons have agency names next to them. Example: Troop G, C-MED and SNET.
- **To Speed Dial** you must first pick up an unused phone line by pressing white line button. Example: Press white 4720 line button then press small gray speed dial button labeled **C-MED**. This will speed dial C-MED for you.

Use of the PageGate Paging System.

- PageGate is located on Fire Supervisor Computer. Double click on the small pager icon in the bottom right-hand corner of the screen. If the pager icon isn't there then minimize all screens to access Icon for PageGate Client. Double click the Icon. Scroll down user group list. Highlight a group or person you wish to send a message to then type in message into message box. Once the message is finished, click on the SEND box. This will send message to group or person you have selected.

Use of the Zetron Paging system.

- The Zetron paging system is located above large CAD monitor. This is used to alert all of the fire stations in the city of Stamford. To alert the stations just press the labeled button(s) of the desired station(s) using the Zetron mouse. Then click on the alert with PA button. You may use the main Fire radio or just the Zetron intercom if you do not want your message to go over the air. When finished click on the unselect all button to clear the station(s) selected. If you don't unselect them the dispatcher will not be able to alert those stations until unselected from your screen.

Use of the Motorola Elite Dispatch system.

- The primary radio resource is "Fire 888". It should show white with a green outline.
- You can select other resources by left clicking on the solid dark blue area of the radio resource.
- To alert any **one** of the Medic's or Volunteer fire Departments left click on the pager symbol for **that** Unit.
- To send **multiple** alerts, use the Checklist Page icon and Send Page icon. Both of these icons are located on the toolbar.
- Use the Fire radio to transmit your message after the icons are green again.
- A red dot will show what pagers were activated. After units are responding click on the reset icon to erase the dots.
- Check out the other icons along the top row to see what they do.
- Back up Fire Page, and the Knox box releases work same as above.
- Review the City of Stamford Operator flip book for the Elite Dispatch system.

Status of all Units.

- The "All Units" window shows the status of all On Duty Units. Always check the status of all Units at the beginning of your shift.
- You may clone this box several times. Usually one for EMS Units and one for assigned Units.
- You can change the status of any Unit. Highlight the Unit and then use the icons in the grey bar on top of the "All Units" window.

Assigning units to a call using CAD.

- When call comes up on CAD screen you must select call by clicking on it. That line will turn dark blue when selected and Narrative for that incident will come up in the lower left screen on your CAD Monitor.

- Read the entire Narrative to assess the call and determine the response.
- To select and assign Units to the call you must click on **Sug** above the call box on the left side of your screen. Click on the button and a unit suggest will come up. All Units or Departments that are in blue are selected for response to the incident picked. If this is the response you want to the call then click on the ASSIGN button in the center of your Select Units screen. This will assign all selected Units to the call and set off printers at their station.
- If all of the Units suggested are not required. Click on a unit to select it. If this is the only Unit you want, assign it. If you want more than one Unit but not all suggested. Click on one of the Units you want and hold down the Ctrl key on the keyboard and click on any other units you want. Assign the Units.

Create Incident or OCA Numbers.

- Highlight the call you want to create an incident number for. Then click on **OCA** in "Browse Active Calls" Screen. The Create OCA Number window will appear. You must select the department and then click on create button. This will add an incident number to that Department. **All Fire Departments are given an OCA number. SEMS is not given an OCA number.**

Status of Assigned Units.

- Most all SFRD and SEMS Units should be using their MDT's to show their status on a call (unless their MDT is down). You will have to change the status for All Volunteer Units.
- To change an Assigned Unit Status. Select the proper call, and then select the Unit in the "Units Assigned" window.
- Use the mouse to select E for enroute, O for on scene, L for left scene, A for arrived at Hospital, B for available on scene and R for removed from the call.
Use R to remove all fire and EMS units when there are still Police Units on Scene.
- Only use CLR on top of "Browse Active Calls" when the last Unit is leaving Event. A "Clear Call Confirm" window will appear, click on Clear to close the Call.

Know multi alarm fire procedures and notifications.

- The 911 Reference Manual on shelf behind the console. Go to the SOG section. Follow Multiple Alarm Procedures.
- When you have a Structure Fire you must place WFIRE onto the call from the All Units window and you must set off Air Messenger pager for each upgrade of fire status (ie 2nd alarm). Be sure to follow the current procedure regarding whether to call first or page first (depends on time of day) to notify the chiefs.

Know Fire Marshal call back procedures.

- The sign up list for call back of Fire Marshals is on board behind Fire Supervisor. This must be checked each day and the correct call back person name is hung up on board each day at 0800hrs. At night all Fire Marshals will be called by phone at home first. Use page net or Nextel to contact if they are not home. Procedures are listed on the Marshall schedule. A WMSHL icon has been created and is located in the All Available Units window. This icon is to be used whenever a Fire Marshal is requested to the scene of an incident. Just highlight the WMSHL then click the "D" for dispatch. This informs all the SFD Fire Marshals of the call.

Know how to use Nextel phone and two way radio.

- The Motorola Nextel Phone is located on desk behind Fire Supervisor. Phone should read phone ready. Press Mode button two times and phone should read Privet Ready then press arrow > button that will let you scroll through names. When you find the name you want to talk to press the large button on the side of the radio. If the person has their phone on it will make abeeep and person will answer you. If the person dose not have phone on the phone message will tell you.

Log NAWAS information and distribute if necessary.

- The Nawas Phone is located between fire dispatcher's and center consoles. This phone will ring and give message on speaker. When roll call is given out and Stamford is named you or the dispatcher must pick up hand set and press button and tell them you received message, you must then enter the message into book next to Nawas phone. If there is an actual emergency and not a test you must make notifications.

Print to stations using default printer or changing default printer.

- Use mouse to click on start button at lower left side of you CAD screen.

Move to settings and click on Printers. This will bring up all printers. Right click the station you wish to make your default printer. This will make anything you print go to that printer you have selected as your Default Printer. **EXAMPLE:** If you want to send print out to only SFRD Station Printers you can select PSFIRCITY on NT-911-BDC by using the right click on your mouse and click on PSFFIRCITY and then right click on Set As Default Anything you print using the CAD Computer will now print to all SFRD printers.

When you are done return the default printer to "PS91106S1".

Placing units in or out of service. Log in or out units.

- Use your mouse to click on the Unit you wish to put in or out of service the units are located on the right CAD screen in the "ALL AVAILABLE UNIT'S" window. Then Click on the Blue letter located at the top right of that box. **X** stands for Out Of Service, **I** Stands for In Service. Left Click on **X** button to put unit out of service and left click on **I** to put unit back in service. When you click **X** a dialog window will pop up. If you want to record a note for this unit type it in before clicking enter. For example you may wish to type in DRILL or MECHANICAL to help you keep track of units. This note will show under "Incident Location" on CAD. If you do not wish to record a note just hit enter after you click X.

Retrieve unit or incident information. Apply filters, lookup by incident number or address.

- **To retrieve incident information** use mouse to left click on LOOKUP button located in your BROW ACTIVE CALLS box. This will bring up a look up menu. Select HISTORICAL. This will bring up a box that says you have no rights to edit historical calls just click OK. Now you are looking at the full call/historical edit box. List below in order are all event for police, fire and EMS. You can scroll through all events by using scroll bar to the right of each incident log sheet. Then when you find incident you want to look at click on it. This will out line it in blue. Now you can read this incident.
When done always use Finish Button to exit Box you are in.
- **To apply Filters:** Use mouse to click on LOOKUP button, then HISTORICAL. Again the box will come up saying you have no rights to edit, just click on OK. Now to apply filters look at the top center of the box there you will find Start Date... and END DATE... You can change these dates and times to search for events in the past. After putting in the new dates and times you must click on APPLY DATE FILTER button. This will bring up all calls form the dates and times you entered for your search.
- **When done always use Finish Button to exit Box you are in.**

How to look up by Incident Number now called OCA number:

- Use your mouse to click on LOOKUP button, then HISTORICAL. Box will come up stating you have no rights to edit, just click OK. Now at the bottom of the Full Call/ Historical box click on the OCA Search button. A small box will pop up; now enter the OCA number you wish to search. **EXAMPLE:** SFR01-5530 then click on Start OCA Search button. This will find the incident you requested. **When done always use Finish Button to exit Box you are in.**

Send and receive messages through CAD.

- Use mouse to click on the File at the top left of your CAD screen. Select Send Message. Send Box will pop up click on arrow next to Select Specific TCU This will let you scroll through the names you can send a message to. Click on the name you wish to send message to it will be highlighted in blue. Click on the send message box and write your message. Click on send to one button to send just to the one person you have selected or click on the Send to All button to send to all personnel that are listed in CAD use. **WARNING** when you have the message box up you will not receive any new calls on your screen, you must close out by clicking on Finish Button on message box.

Change calls in full edit. Send or remove from fire or police consoles.

- Select the event you wish to edit by clicking on event. Next you must click on CALL at the top of your CAD screen. Then select Full Edit. This will allow you to take Fire and EMS off of Police calls so it doesn't show on your screen as an active event. To do this you look at the incident after selecting Full Edit you look for Categories You then can remove EMS and Fire from call by clicking in the categories and removing EMS & Fire. This will remove the event from your screen but won't remove event from police. If you are logged in under the FIRESUP password you will not have the ability to do this.

Know how to verify addresses or use landmarks.

- If an address is not verified it will not give you a Unit Suggest or a IRA.

Know what IRA's are and how to use them for non fire incidents.

- The IRA button is located at the top left of your CAD screen under the Call drop down menu. When you click on it will tell you the next due agencies to the incident you have selected. This will not take in to consideration if the agency is on another incident. Also if there is no IRA that means the address was not put in incorrectly and you will not get a unit suggest. You must change address to the correct spelling to get a unit suggest and IRA. You can use the IRA when the police sent you a call that is not a Fire or EMS Type. Example: Assault that has injuries will not suggest EMS or Fire Units. The IRA will tell you what agency is due to that event. But remember if that agency is on a call you must go to the next. The IRA doesn't tell you if the first due agency is OOC. or on another call..

Know how to track hydrants ooc and notify proper personnel.

- The on duty Mechanic will be notified of all hydrants that are put out of service and if he responds off duty a Fire Incident will be generated with incident (OCA) number. All OOC hydrants will be listed on the Daily Status Report Form each d



Stamford Fire Department

Policies & Procedures Manual

Communications Supervisor Involuntary Holdover Policy

P&P ID: 911-Force_Hold

Date Updated: 10 June 2021

Adopted 6/8/2021 by authority of Chief T. Roach

Per Article XXX, Section 7 of the CBA:

In the event of an open shift that cannot be filled by personnel currently assigned to communications first the open shift shall be filled in the following manner:

The open shift shall be offered to a sworn officer of the Department who shall have placed his name on a roster, which shall be maintained in the Communication Center. The roster shall indicate the officer's willingness to be called for filling a vacant open shift in the Communication Center. The officer from this list, with the lowest hours, shall be called first.

In the event that no sworn officer of the Department is available to fill said open shift, the open shift shall be offered to a private on the aforementioned roster with the lowest hours. A private shall be eligible to sign said roster if they are on the current or last existing Civil Service List of candidates for the position of Lieutenant and currently broken in as a fire communications supervisor. In the event the open shift cannot be filled by (a) or (b), the on duty Deputy Chief shall have the option of assigning a qualified officer or qualified private who is on the current or last existing Civil Service List of candidates for the position of Lieutenant, on a temporary shift by shift basis. The working group shall not reduce the staffing level that existed prior to filling the vacant shift in the Communication Center.

When notified of an open shift that cannot be filled by a member assigned to the Communication Center or by (a) or (b) above the Deputy Chief will use the following guidance.

If the overtime "Hit List" has more names than are needed to hire the necessary number of personnel for the line division and a member on the hit list is qualified at the Communication Center that person shall be hired to fill the open shift at the Communication Center. Any member whose current assignment is at the Communication Center who appears on the hit list will be assigned to the vacant shift at the Communication Center before a member is detailed from the on-duty group.

If the overtime hit list has more names than are needed to hire the necessary number of personnel for the line division and no member on the hit list is qualified at the Communication Center the Deputy Chief will detail a qualified member from the on-duty group to fill the shift at the Communication Center and will then hire from the hit list to backfill the opening created in the line division. *If detailing an officer from the on-duty group to the Communication Center will cause the on-duty group to fall below the officer minimum specified in the CBA then the off going 911 Supervisor will be involuntarily held over. (In the event that the*

911 Supervisor scheduled to work the shift following the vacant shift is willing to report early for the second half of the vacant shift then the off going 911 Supervisor will be held over for the first half of the vacant shift.) If the Deputy Chief details a qualified officer or private from the on-duty group the following schedule will be used:

0700-1500 shift:

- Work 0700-1500 at 911
- Off duty 1500-2200
- Work at firehouse 2200-0800

1500-2300 shift:

- Off Duty 0800-1500
- Work 1500-2300 at 911
- Off duty 2300-0100
- Work at firehouse 0100-0800

2300-0700 shift:

- Work at firehouse 0800-1400
- Off duty 1400-2300
- Work 2300-0700 at 911

If the overtime hit list has just enough or less than enough names than are needed to hire the necessary number of personnel for the line division then the off going 911 Supervisor will be involuntarily held over. The shift may be split with the oncoming supervisor as described above. (In other words, if members of the line division are being involuntarily held over the 911 Supervisor will be as well.)

For health and safety reasons Communications Supervisors will only be eligible to be involuntarily held over once per tour.



Stamford Fire Department

Policies & Procedures Manual

Response Protocol for MVA's coded "633 MV Accident-Injury" in Belltown, Springdale & Glenbrook Districts

P&P ID: 911-StaffedVolUnits

Date Updated: 14 August 2014

Belltown Fire Company members will contact Fire Dispatch by phone (or by radio) when a crew of four (4) certified firefighters are available at the Belltown Fire Station to staff Rescue 44. When staffed, Fire Dispatch will log the unit **R44S** in service in the CAD system.

When staffed, BFD Rescue 44 will be dispatched simultaneously with SFD Rescue 1 to all motor vehicle accidents coded "**633 MV Accident-Injury**" in the Belltown, Springdale and Glenbrook Fire Districts.

When Rescue 1 is committed or out of service and Rescue 44 is staffed, the cad will recommend Rescue 44 to respond to any of the Volunteer Fire Districts in addition to a SFD Truck Company.

When Rescue 44 can not be staffed, BFD members will notify Fire Dispatch who will log unit R44S out of service in the CAD System.

It is the responsibility of the Officer (or firefighter acting in that capacity) on Rescue 44 to notify Fire Dispatch when they are no longer able to staff Rescue 44 with four (4) certified firefighters so that they can be removed from service. Instances of failure to do so will be referred to the Belltown Fire Chief and if necessary to the SFD Fire Chief.



Stamford Fire Department

Policies & Procedures Manual

Close Order Drill

P&P ID: ADM-CloseOrderDrill

Date Updated: 29 July 2014

These procedures are designed to provide uniformity and standardization for the Stamford Fire Department Ceremonial Unit and L786 Honor Guard. All Fire Department personnel should familiarize themselves with these procedures in order to understand the commands given from Unit Leaders while the Department is in a mass formation for ceremonies, funerals, parades, etc.

Because of the size of the document, the Close Order Drill P&P has been saved and attached as a PDF. Click on the link below to access it.

[Close Order Drill PDF](#)



Stamford Fire Department

Policies & Procedures Manual

Department Awards Program

P&P ID: ADM-DeptAwards

Date Updated: 20 August 2019

Department Awards Committee

The awards committee of the City of Stamford Fire Department shall consist of the Chief Officers of the Department. The committee shall meet on an as-needed basis.

Award Process

STEP #1:

Any member of the Department may nominate any other member of the City of Stamford Fire Department for an award. This nomination MUST be filed in writing on the department commendation request form (available in the "Forms" folder on the "O drive" or on the Intranet>Files>Company Operations) no later than September 2. The nomination must include the following information:

- Name and rank of the member being nominated.
- Nominee's assignment at the time of the incident.
- Date and location of incident where the action occurred.
- Thorough description of the incident and action taken by the nominee
- Arguments why the nominee should receive the award.
- Name, rank, and assignment of member making the nomination.

The member shall then forward his/her report, along with a copy of the incident (if an incident), to the Office of the Chief of Department (a copy shall also be sent to DC Tripodi) for consideration by the awards committee.

Step #2:

The award committee shall convene to discuss and evaluate the merits of the nomination. The committee shall, if warranted, decide what level of award or citation shall be issued. Per Sec. 47-4 of the City Charter, the Fire Commission must also approve any Class One (1) Award – Medal of Valor.

Step #3:

The Chief of Department or the Assistant Chief shall notify the member(s) receiving the award and the nominating member of the committee's decision.

Step #4:

Normally, the award will be bestowed at the Department's Annual Medal Day Ceremony which will be held during the month of September at the Stamford Government Center (or other appropriate venue). Awards shall be awarded at this ceremony for the preceding year (Sept 1 thru August 31). The Fire Chief may also convene an Awards Ceremony at any other time he/she sees fit.

Award Categories

Class One(1) Award - Medal of Valor

AWARD CRITERIA: *An act of bravery*, taken while under great risk of personal *injury*, that results in the saving of a human life. Examples include, but are not limited to: the rescue of victims from the immediate floor above a fire without the protection of a hoseline, the rescue of a victim trapped within an unstable structure (building collapse), and an off-duty rescue of a victim from a burning structure.

1. MEDAL: Gold medal with a red, white, and blue striped neck ribbon. Center seal is the official department patch. The words "MEDAL OF VALOR" are set below the center seal. The back of the medal is engraved with the recipient's rank, name, and the date of the rescue or award ceremony. (Blackinton catalog #A4117, Karatclad, RC-3 neck ribbon, MEDAL OF VALOR", 11/16" center seal with department patch logo.)
2. COMMENDATION BAR: Enameled bar colored in the same pattern as the medal ribbon with the word "VALOR" set in gold across the front. (Blackinton catalog #A7177 in Karatclad.)
3. CERTIFICATE OF AWARD: An 8 1/2 by 11" certificate describing the action taken, date and location of the action, and award issued.

Class Two(2) Award - Medal of Honor

AWARD CRITERIA: *An act of bravery*, taken while under minimal risk of *personal injury*, that results in the saving of a human life. Examples include, but are not limited to: the rescue of victims from the immediate floor above a fire while under the protection of a hoseline, or multiple rescues by an individual at a single incident.

1. MEDAL: Silver medal with a red, white, red striped neck ribbon. Center seal is the official department patch. The words "MEDAL OF HONOR" are set below the center seal. The back of the medal is engraved with the recipient's rank, name, and the date of the rescue or award ceremony. (Blackinton catalog #A4119, RC-42 neck ribbon, "MEDAL OF HONOR", 11/16" center seal with department patch logo.)
2. COMMENDATION BAR: Enameled bar colored in the same pattern as the medal ribbon with the word "HONOR" set in rhodium across the front. (Blackinton catalog #A7176 in rhodium.)
3. CERTIFICATE OF AWARD: An 8 1/2 by 11" certificate describing the action taken, date and location of the action, and the award issued.

Class Three (3) Award-Medal of Merit

AWARD CRITERIA: *Meritorious action taken during routine emergency operations*. Examples include, but are not limited to: High angle rescue involving a single line rescue, rescue of victims trapped in a submerged vehicle using SCUBA, or a display of exceptional fire fighting which leads to the salvage of essential property (e.g.: exposed hazardous materials or high life hazard exposures, like a nursing home or hospital).

1. MEDAL: Bronze medal with a blue, white, blue striped neck ribbon. Center seal is the official department patch. The

words "MEDAL OF MERIT" are set below the center seal. The back of the medal is engraved with the recipient's rank, name, and the date of the action or award ceremony. (Blackinton catalog #A4118, Bronze, RC-26 neck ribbon, "MEDAL OF MERIT", 11/16" center seal with department patch logo.)

2. COMMENDATION BAR: Enameled bar colored in the same pattern as the medal ribbon with the word "MERIT" set in rhodium across the front.
3. CERTIFICATE OF AWARD: An 8 1/2 by 11" certificate describing the action taken, date and location of action, and the award issued.

Unit Citations

AWARD CRITERIA: Issued to individual companies for exemplary service during emergency duty. Commendation bars and certificates of award are issued to all company members involved.

Engine Company Unit Citation

1. COMMENDATION BAR: Enameled bar with red, white, and yellow stripes set horizontally across bar. A silver speaking trumpet is set in the center of the bar. (United Insignia Co.,Inc., 397 Bridge Street, Brooklyn, N.Y. 11201. www.unitedinsignia.com)
2. CERTIFICATE OF AWARD: Each member of that unit, at the time of the action, shall receive an 8 1/2 by 11" certificate describing the action taken, date and location of action, and the award issued.
3. COMPANY PLAQUE: The unit receiving the award shall receive an engraved plaque to be displayed in it's quarters in a prominent place. The plaque shall list the members involved in the action, the date and location of the action, and a brief description of the action taken.

Truck Company Unit Citation

1. COMMENDATION BAR: Enameled bar with red, yellow, and white stripes set horizontally across bar. A silver axe is set in the center of the bar. (United Insignia Co.,Inc., 397 Bridge Street, Brooklyn, N.Y. 11201. www.unitedinsignia.com)
2. CERTIFICATE OF AWARD: Each member of that unit, at the time of the action, shall receive an 8 1/2 by 11" certificate describing the action taken, date and location of action, and the award issued.
3. COMPANY PLAQUE: The unit receiving the award shall receive an engraved plaque to be displayed in it's quarters in a prominent place. The plaque shall list the members involved in the action, the date and location of the action, and a brief description of the action taken.

Rescue Company Unit Citation

1. COMMENDATION BAR: Enameled bar with red, white, and blue stripes set horizontally across bar. A gold Draeger smoke helmet, Lyle gun, and coiled rope is set in the center of the bar.. (United Insignia Co.,Inc., 397 Bridge Street, Brooklyn, N.Y. 11201. www.unitedinsignia.com)
2. CERTIFICATE OF AWARD: Each member of that unit, at the time of the action, shall receive an 8 1/2 by 11" certificate describing the action taken, date and location of action, and the award issued.
3. COMPANY PLAQUE: The unit receiving the award shall receive an engraved plaque to be displayed in the quarters of the Company in a prominent place. The plaque shall list the members involved in the action, the date and location of the action, and a brief description of the action taken.

Marine Unit Citation

1. COMMENDATION BAR: Enameled bar with blue, white, and blue stripes set horizontally across bar. A blue anchor is inlaid in the center of the bar.. (Blackinton catalog # A11222, GOL-TONE finish)
2. CERTIFICATE OF AWARD: Each member of that unit, at the time of the action, shall receive an 8 1/2 by 11" certificate describing the action taken, date and location of action, and the award issued.
3. COMPANY PLAQUE: The unit receiving the award shall receive an engraved plaque to be displayed in the quarters of the Company staffing the unit in a prominent place. The plaque shall list the members involved in the action, the date and location of the action, and a brief description of the action taken.

Emergency Medical Service Award

AWARD CRITERIA: Awarded to members of the City of Stamford Fire and Rescue Department for exemplary action while operating at an emergency medical service call or when rendering life-saving care while off-duty.

1. **COMMENDATION BAR:** Enameled bar, colored red with stars of life set in gold on the front. (United Insignia Co.,Inc., 397 Bridge Street, Brooklyn, N.Y. 11201. www.unitedinsignia.com)
2. **CERTIFICATE OF AWARD:** Each member of that unit, at the time of the action, shall receive an 8 1/2 by 11" certificate describing the action taken, date and location of action, and the award issued..

Departmental Citations

Chief's Citation:

A certificate, issued by the Chief of the City of Stamford Fire and Rescue Department, awarded to a member who displays extraordinary dedication to the Department.

Commissioners Citation:

A certificate, issued by the Board of Fire Commissioners of the City of Stamford Fire and Rescue Department, awarded to a member whom deserves special recognition for outstanding service to the Department.

Mayor's Citation:

A certificate, issued by the Mayor of the City of Stamford, awarded to a member of the City of Stamford Fire and Rescue Department whom deserves special recognition for outstanding community service.

Firefighter Of The Year Award

AWARD CRITERIA: Awarded to a member, or members, of the City of Stamford Fire and Rescue Department in recognition of significant contributions to the department and the citizens of the city. The award is sponsored by the Stamford Lions Club and is awarded with direction by the department awards committee.

1. **CERTIFICATE OF AWARD:** A certificate is awarded by the president of the Stamford Lions Club at the annual luncheon.
2. **COMMENDATION BAR:** An enameled bar with red, white, and red horizontal stripes and the last two digits of the year awarded set in the center in silver. (United Insignia Co.,Inc., 397 Bridge Street, Brooklyn, N.Y. 11201. www.unitedinsignia.com)

Civilian Recognition Award

AWARD CRITERIA: Awarded to any civilian in recognition of actions taken during time of emergency, that have significantly assisted the fire rescue department in the delivery of its services.

1. **CERTIFICATE OF AWARD:** A certificate is awarded by the Awards Committee of the City of Stamford Fire and Rescue Department at the Department's Annual Medal day ceremony.

Display Of Departmental Citations

MEDALS: Are worn with the Class A uniform during departmental award ceremonies only.

COMMENDATION BARS: Are worn on the Class A uniform at all times. The bars are to be placed on the Class A coat on the right breast, centered and even with the badge, which is on the left breast. Commendation bars may, at the member's option, be

worn on the Class B uniform jacket directly over the right pocket. Award bars issued by civic or fraternal groups (e.g.: American Legion or PFIA) may be worn with department bars as indicated.

MILITARY VETERANS: Military veterans may, should they so desire, wear a veterans pin(s) which **may be purchased at their own expense** from Blackinton (www.blackinton.com). The pins authorized for display on Class A uniform or Class B uniform jacket are #A7140-UU, A7140-TT, A7140-VV, A7140-WW, or A7140XX in GOL-TONE finish.

LOST BARS: Lost (or damaged) commendation bars will be replaced by the department at no cost to the member.



Stamford Fire Department

Policies & Procedures Manual

Criteria For Riding Engine 7

P&P ID: ADM-E7

Date Updated: 29 July 2014

Springdale Fire Co. personnel seeking clearance for the purpose of riding on SFD Engine #7, must meet and maintain the minimum required qualifications for a SFD probationary Firefighter, including the SFD Company Commanders requirements for training.

Springdale Fire Co. personnel who meet the qualification standards for riding Engine #7, must seek verbal permission from the on-duty Captain for clearance to ride during that shift.

The SFD Captain will review the Firefighters qualifications and familiarity with the apparatus and its equipment prior to granting permission to ride.

The SFD Captains stationed at Engine #7 will maintain a written log of Springdale Fire Co. personnel who meet the minimum requirements needed for riding Engine #7.

Once a member of the Springdale Fire Co. has received clearance to ride Engine #7 by the on duty Captain, they will comply with the rules and regulations of the SFD and any rules set forth by the company commander for his crew.

Springdale Fire Co. personnel assigned to ride Engine #7 will not be allowed to leave the building without notifying the Company Commander.

All Springdale Fire Co. personnel will follow the Personnel Accountability System (PAS) established by the SFD.

Springdale Fire Co. personnel are expected to participate in company activities, including all in house training and station details.

The Springdale Fire Co. personnel shall at no time, for any reason, be used to replace a career member of the assigned staff on any apparatus.

No Springdale Fire Co. personnel will be allowed to respond to alarms within the SFD districts.

All SFRD personnel will fall under the command and direction of the on-duty Deputy Chief of the SFD.

The Engine #7 Captain will not be responsible for the operation of any personnel that do not follow the SFD Personnel Accountability System (PAS) currently in place.

The drill schedule in place for Engine #7 is not to be considered as a change in the current practice. The SFD will not change the current drill schedule in place at other Companies.



Stamford Fire Department

Policies & Procedures Manual

Funeral Procedures

P&P ID: ADM-FuneralProcedures

Date Updated: 19 September 2014

The death of a Firefighter may occur under a variety of circumstances. Based on the circumstances, the Department should provide appropriate services from the planning of the funeral through the survivor follow-up process. This procedure will ensure all fallen firefighters are honored in a consistent manner in accordance with the information listed on the individual Firefighter's emergency contact form and the Firefighters' families wishes that are considered appropriate for the type of death incurred.

Definitions:

Line-of-duty: The death must be the result of an injury suffered in the line of duty.

1. **Job-related traumatic injury:** A blow to the body by an outside force, e.g., crushing injuries suffered in a building collapse, apparatus accident, or a fall. Burns, smoke inhalation, electrocution etc. are considered traumatic injuries.
2. **Job-related non-traumatic injury:** A non-traumatic injury that is strongly believed or has been proven to be attributable to the job. Examples are stress, heart attacks, strokes, diseases.

Non-job related death: Deaths, natural and traumatic, that are not suffered in the line of duty.

Active member: A full-time member of the Stamford Fire Department.

Inactive member: A retired member of the Stamford Fire Department

Types of Services

Level One: A line-of-duty or job-related death. This includes an inactive member whose death has originated from an injury sustained during active duty.

Level Two: A non-job-related death of an active member.

Level three: A non-job-related death of an inactive member.

Suggested Funeral Service Options

Level One	Level Two	Level Three
American and/or Fire service casket Flag	American and/or Fire service casket Flag	American and/or Fire service casket Flag
Badge shrouds	Badge shrouds	Badge shrouds
Bagpipers		

Bell service	Bell service	
Bugler/Taps		
Fire service Eulogy	Fire service Eulogy	
Engine caisson	Hearse	Hearse
Department vehicle Flower Unit	Department vehicle Flower Unit	
Honor Guard	Honor Guard	Honor Guard
Color Guard		
Pallbearers	Pallbearers	Pallbearers
Station bunting	Station bunting	
Vehicle bunting		
Walkthrough	Walkthrough	Walkthrough
Drive-by		
Aerial ladder display		

Notifications

Upon learning of the death of a Firefighter (Level 1, 2 or 3), any member of the Department shall contact the Office of the Chief of Department and a member of the L786 Executive board.

A member of the Fire Chief's Administration will contact the Ceremonial Unit Leader and a member of the L786 executive board will contact the Honor Guard President.

The Administration of the Department will consult the deceased member's Emergency Contact Form and review the deceased member's final wishes i.e. the name of another member who shall accompany a Chief Officer to make a family notification in the case of a LODD or a general funeral preference.

A Chief Officer along with a member from the L786 Executive board will contact the deceased firefighter's family and offer any services (according to the matrix above) that the Department can provide for funeral arrangements according to the type of death. **Note: Not all options have to be conducted, remember we are attempting to meet the needs of the deceased Firefighter and their family. These wishes always come before the needs and wishes of the Department.**



Stamford Fire Department

Policies & Procedures Manual

Hair and Grooming Standards

P&P ID: ADM-Hair&Grooming

Date Updated: 29 July 2014

To facilitate a professional appearance, hair and grooming standards must be followed.

These standards have been modified to meet contemporary styles without jeopardizing the safety of firefighters involved in the hazardous activities associated with firefighting.

Always bear in mind that numerous times during any given shift you may be called into someone's home or place of business and that your appearance, grooming and hygiene reflect on yourself, your Company, the SFD and the City of Stamford.

Failure to adhere to all provisions of this policy shall be considered Conduct Detrimental to the Department and discipline will be initiated.

Hair:

Hair shall be neatly groomed and the length or bulk of the hair shall not be excessive or present a ragged, unkept or extreme appearance.

(MEN) Hair may cover one half of, but not the entire, ear.

- Mustaches may be worn but must be neatly trimmed and may not extend below the lower edge of the bottom lip. Sideburns shall be neatly trimmed and shall not extend below the bottom of the earlobe. **Any other facial hair or beards of any sort are not permitted.**

(WOMEN) Hair may not extend beyond the lower part of the shoulder blades.

- Hair must be clean and neatly arranged. When in uniform, hair in the back must not fall more than one quarter inch below the lower edge of the collar. No hair may show under the front brim of fire service headgear. In no case is the bulk of the hair permitted to interfere with the proper wearing of fire service headgear.
- Only pins, combs, or barrettes that are similar in color to the individual's hair color may be worn to meet the requirements of the regulation.
- It is recognized that traditionally acceptable standards of female hairstyles differ considerably from those of males. Female hairstyles that would normally not conform to the standard of this policy may be pinned up or secured in order to comply while on duty, and shall not interfere with the proper wearing of uniform hats or protective equipment, or in any way create a safety hazard.

Jewelry:

With the exception of watches, members shall not wear rings or other jewelry on the fire ground or at the training facility as they can become entangled in machinery or interfere with personal protective equipment. Wedding rings may be worn but are discouraged while on duty.

Personal Hygeine:

Members are expected to keep their person clean, neat and well groomed at all times. This includes the proper cleanliness and condition of the uniform (see Uniform Policy). They shall practice and maintain good personal hygeine at all times while on duty. Shower facilities are provided in all stations and should be utilized as necessary especially after fires, drills or other strenous activities.

Perfume, cologne or aftershave may be worn in moderation.

Hand Washing:

Hand washing shall be considered mandatory after handling any firefighting equipment, upon returning from an emergency call, prior to and after handling food, after using bathroom facilities, and upon completion of cleaning details. Hand washing shall conform to the procedures outlined in the Infectious Disease Program (see SOG's).



Stamford Fire Department

Policies & Procedures Manual

Department Health & Safety Officer

P&P ID: ADM-HealthSafetyOfficer

Date Updated: 29 July 2014

Overview

The Department Health and Safety Officer (HSO) shall be appointed by the Fire Chief.

The HSO shall be responsible for the development, implementation, and management of the official written risk management plan as specified in Chapter 4 of NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*.

The HSO shall oversee the communication of and training in all health and safety aspects of the risk management plan.

The HSO shall develop, implement, and maintain health and safety programs to control risks as identified in the risk management plan.

The HSO shall monitor the effectiveness of all aspects of the plan and ensure that it is updated as necessary.

The HSO shall oversee the departments Incident Safety Officer program and coordinate ISO training as necessary.

Duties and Responsibilities

The duties and responsibilities of the Department Health and Safety Officer shall be as outlined in the most current adopted edition of NFPA 1521, *Standard for Fire Department Safety Officer*, Chapter 5, *Functions of the Health and Safety Officer*. The HSO appointed by the Fire Chief shall be responsible for monitoring changes to the standard and ensuring compliance with the current standard.

The general duties as outlined by the standard are as follows:

- Risk Management
- Laws, Codes, and Standards
- Training and Education
- Accident Prevention
- Accident Investigation, Procedures, and Review
- Records Management and Data Analysis
- Apparatus and Equipment
- Facility Inspection
- Health Maintenance
- Liaison
- Occupational Safety and Health Committee

- Infection Control
- Critical Incident Stress Management
- Post-Incident Analysis

The HSO may delegate said duties as necessary and appropriate but shall retain final responsibility and authority for compliance with the standard as designated by the Fire Chief. The HSO may appoint Assistant Health & Safety Officer(s) (AHSO) as he/she deems necessary.

The Department HSO shall coordinate with City of Stamford risk management and human resources personnel as necessary.

The Department HSO shall be a permanent member of, and shall coordinate with the joint SFD, SPFFA, City of Stamford Safety Committee.



Stamford Fire Department

Policies & Procedures Manual

Department Identification Cards

P&P ID: ADM-ID_Cards

Date Updated: 29 July 2014

State of Connecticut regulations require that any person who performs duties as an EMS First Responder or who holds State Certification as an EMR, EMT, or AEMT must wear photo identification with their certification level.

Accordingly, all SFD personnel are required to wear their department issued photo identification at all times during incidents of any nature, during inspections, and during public relations details.

SFD ID cards contain a radio frequency (RF) chip that will be used to activate city fuel pumps and will be needed in order to obtain fuel.

The ID cards will also activate the turnstiles at the Government Center allowing city employees access to the building without being required to sign in.



Stamford Fire Department

Policies & Procedures Manual

S.F.D. Employee Off-Boarding Policy

P&P ID: ADM-OffBoarding

Date Updated: 06 March 2019

Effective upon acceptance or approval by the Stamford Firefighter's Pension Board of a member's intent to voluntarily retire, the Secretary of the Pension Board shall notify the Chief of the Department. The Chief of the Department will provide the retiring member's name to their respective Deputy Chief or Department Head and the effective date of retirement. The Training Division shall also be notified of the member's pending retirement.

The Training Division will create a list of all Department issued equipment for each retiring member. Prior to their retirement, a representative from Training shall meet with each member and confirm or reconcile their issued equipment with Department records. The representative from Training shall set-up a drop location and time for the retiring member to have all issued equipment returned to the Department. The retiring member shall be given the option of retaining their fire helmet and shield and at no cost to the member. Retiring members will have the option of turning-in any unused or unopened station uniforms to the Training Division. Department identification cards shall be returned upon retirement. A new, non expiring, "Retired Member" Department identification card shall be provided to the retiring member if the member so desires.

Following the member's retirement, a representative from Training shall collect and inspect the member's issued equipment. The equipment shall be evaluated for its age and condition and placed back into future service, if warranted.

It shall be the responsibility of the Group Deputy Chief or Department head to confirm the retiring member's last working shift or tour. This information will be placed onto the calendar in the Deputy Chief's office and shared with the retiring member's immediate Supervisor.

On the morning of (or evening of, if applicable) the retiring member's last shift, the Deputy Chief's Office shall contact the on-duty Communication's Supervisor and provide the following information for transmission:

- Retiring member's name and rank
- Retiring member's last assignment (Group and Station)
- Retiring member's total length of service to the Department

The Communications Supervisor will verify the information and prepare a written farewell statement for general broadcast. The statement shall be read during the morning roll call at 08:00 hours or whenever emergency call volume allows. **The farewell statement shall be read only by the on-duty Fire Department Communication's Supervisor and not by the Fire Dispatcher.**

The statement shall be read in the following format:

[BEGIN:]

“Stand-by for a special announcement....”

[PAUSE FOR 3 SECONDS]

“The Stamford Fire Department would like to announce the retirement of [rank] [first name] [last name] of [Unit #], Group [#]. The Officers and Members of the Department thank you for your dedication and [number] years of service to the City of Stamford and the Stamford Fire Department.

[OPTION:] [Rank] [Name] *is working [his/her] last tour today.*

We hope you have a happy and healthy retirement.”

[END]

The farewell statements shall not be combined with any other members that are retiring on the same date. Each member retiring shall be recognized as individuals and for their service to the Department.

Spouses or family members are encouraged to be present in the fire station for the member’s last roll call before retirement.

The on-duty Deputy Chief shall attempt to accommodate any fire company and/or on-duty personnel that wish to visit with the retiring member during their last shift with the Department.

The retiring member’s official City of Stamford e-mail address shall be maintained for a period of 30 days following the member’s retirement and in order for them to communicate their change of employment status with contacts and resolve any outstanding matters related to their previous position with the Department.

This process shall not apply to member’s that are terminated or separated from employment through an involuntary or disciplinary process.



Stamford Fire Department

Policies & Procedures Manual

SFD - SPFFA Local 786 Joint Overtime Policy

P&P ID: ADM-OvertimePolicy

Date Updated: 18 July 2017

In accordance with Article XI, paragraph 2 of the Collective Bargaining Agreement between the City of Stamford and The Stamford Professional Firefighters Association and pursuant to a Memorandum of Understanding between the Fire Chief and President of IAFF Local 786 dated December 30, 2011 the following Joint Overtime Policy is in effect and shall remain so unless amended by the above named parties.

1. An overtime roster with the names of firefighters and officers who wish to be called for overtime shall be maintained in the work office at fire headquarters. The on-duty Captain or Acting Captain shall be the Overtime Officer.
2. Pursuant to this policy, all overtime is to be distributed as equitably as possible among the employees of the bargaining unit. Every effort shall be made to hire the employee with the lowest total (exceptions in 4b and 4c below) accumulated overtime hours without the employee exceeding 38 hours of continuous work. This may require the reassignment of some officers and firefighters to address the need for acting officers and drivers.
3. When two or more employees have the same accumulated overtime hours, departmental seniority shall prevail.
4. Except in the case of an emergency, no employee shall be permitted to work more than 38 consecutive hours, whether on a regular shift, overtime shift, mutual leave coverage or any combination of said shifts. The following shall apply:
 - a. An employee is permitted to work up to 14 hours immediately prior to or immediately following their regularly assigned shift.
 - b. AN EMPLOYEE SIGNING UP TO WORK OVERTIME IMMEDIATELY PRIOR TO THEIR REGULARLY ASSIGNED SHIFT WILL APPEAR AS "LAST TO BE HIRED" ON THE OVERTIME ELIGIBILITY HIT LIST.
 - c. AN EMPLOYEE SIGNING UP TO WORK OVERTIME FOLLOWING THEIR REGULARLY ASSIGNED SHIFT WILL APPEAR BY "LOWEST HOURS" ALONG WITH ALL OTHER EMPLOYEES.
 - d. No employee shall be permitted to work following a 38 hour shift without a minimum of 6 hours off duty between shifts.
5. Signing up for overtime shall be done using the following guidelines:

There will be an expanded advance overtime sign up eligibility list.

Employees may sign up for their next six (6) off duty tours following the guidelines as described below:

- a. It is the responsibility of each employee who wishes to work overtime to notify his or her company officer no later than 1200 hours.
- b. It is the responsibility for the company officer to notify the overtime officer by 1300 hours, of the employees who wish to be called for overtime.
- c. Any member that is not on duty during his regular assigned shift must call in to his or her company officer no later than 1200 hours to be considered for the hiring for the next day shift.

- d. Any member who calls in after 1300 hours will be added to the day shift hit list but shall not displace any employee hired for overtime prior to the employee calling in.
 - e. Any employee may remove his or her name from the overtime roster at any time by calling 203-977-5295 and leaving a message if there is no answer from the overtime officer.
 - f. To be eligible to sign up for overtime or to work a fire watch, an employee must NOT have been on sick leave at any time during his or her previous assigned workday (entire 24 hour period). At no time may an employee's name be placed on the overtime roster while on sick leave. In order to be eligible to sign up for overtime after coming off sick leave an employee must work TWO (2) consecutive shifts.
6. Overtime shall be distributed using the following procedure:
- :
- a. Every effort will be made by the on-duty Deputy Chief to provide the Overtime Officer with the SFD's overtime requirements in a timely manner by determining the overtime required, and to hire the overtime, if any, by 1800 hours for the following day tour.
 - b. Every effort will be made by the on-duty Overtime Officer to hire any required overtime by 2000 hours for the following night tour.
 - c. Overtime shall be distributed to the employee with the lowest accumulated overtime hours worked, without preference to group assignment provided that no employee shall be permitted to work beyond the 38 hour maximum except in case of an emergency.
 - d. All overtime hiring shall be on a shift by shift basis: day then night shift or night then day shift basis.
 - e. To distribute overtime as equitably as possible among the employees of the bargaining unit with the lowest total accumulated overtime hours, an employee's overtime hours shall be calculated and added to the employees accumulated overtime hours prior to being hired for the next shift.
 - f. An employee shall be hired for a single shift based on whether the employee has the lowest accumulated overtime hours. Preference shall not be given to an employee who has signed up for day shifts only, night shifts only, or an entire 24 hour period.
 - g. An employee shall be hired for a full 24 hour shift (two back-to-back shifts that require overtime) only if the employee has the lowest accumulated overtime hours after the hours from the first shift have been calculated and the employee still has the lowest accumulated overtime hours.
 - h. If more than one employee has the same amount of accumulated overtime hours then departmental seniority shall prevail.
7. Employees who sign up for the day shift overtime and receive a message for overtime hiring should call back within 1 hour of the initial call from the overtime officer. If an employee does not call back within 1 hour to accept the shift, the overtime officer may call the next eligible employee on the hit list, provided that the employee calling back first to accept the overtime, shall be given the overtime.
8. An employee signing up for overtime must have a home phone number where they can be reached as per department policy. However, a cellular phone number may be added to the overtime roster to facilitate overtime hiring, but will not be considered a home phone number. If an employee signs up to be called for overtime, it is the employee's responsibility to remain available to be contacted by the overtime officer. The employee shall designate which telephone number the overtime officer will use as the primary contact number for the employee.
9. The Overtime Officer will note on the hit list when an employee was called and if a message was left plus the time it was left. The Overtime Officer will use his or her discretion as to how many times to call an employee for hiring purposes but for this document and as a clarification the overtime officer will call an employee a minimum of TWO times and messages will be left.
10. Every effort shall be made to maintain a minimum of NINE (9) sworn officers on duty. Efforts shall be made to staff Stations 6, 8, & 9 with sworn officers. The overtime officer may skip employees with lower hours to reach the next sworn officer on the OT hit list with the lowest hours. If there is no sworn officer available to work a vacant officer position, the acting officers section of the CBA (contract) shall apply. It should be understood that a grievance cannot be filed if an employee is bypassed to accommodate hiring the minimum number of sworn officers.
11. The on-duty Deputy Chief or Acting Deputy Chief shall be responsible for maintaining the minimum manpower limits as set forth in this policy and the CBA. The placement of firefighters or officers on overtime shall be at the discretion of the on-duty Deputy Chief, but, every effort shall be made to assign employees in accordance with the CBA.
12. In addition, the on-duty Deputy Chief or Acting Deputy Chief shall be responsible for assigning acting officers to

assignments that are in the best interests of the operations of the SFD, provided such placement of personnel is not in violation of the provisions of this policy and the CBA.

13. The on-duty Deputy Chief shall inform the overtime officer of the number of vacancies that are to be filled by overtime personnel and shall also inform the overtime officer of the number of sworn officers needed to maintain the minimum stated in this policy. The on-duty Deputy Chief shall assign overtime acting officers, overtime sworn officers, and overtime firefighters on the hit list as needed.
14. If a vacancy occurs in an officer position and an employee of a different rank has the lowest hours, every reasonable effort shall be made to reassign personnel so that the employee with the lowest accumulated hours can be hired. There may be an occasion when an employee with the lowest accumulated hours is passed over to hire a driver or sworn officer. It should be understood that a grievance cannot be filed by an employee who is bypassed to accommodate such hiring.
15. When a probationary employee becomes eligible for overtime sign up (must have completed 36 weeks of employment), the employee's hours will be averaged in with all employees in the overtime pool. The "average" hours shall mean the total overtime hours worked for the then current overtime period by all employees from all groups divided by the number of personnel who are eligible to work.
16. Any employee who is on the overtime roster when called for work and refuses the overtime for any reason shall be charged with the hours that the employee was being asked to work. If the employee was not on the roster and is called for overtime and refuses, the employee will not be charged.
17. In the event a vacancy develops within 60 minutes of the start of a shift or after the shift has started, an employee who is contacted to work and is unable to work, will not be charged the hours refused, provided that it is not a call back situation, which no employee can refuse if ordered back to duty.
18. Occasionally an overtime shift develops at or near the beginning of a shift. If an employee is called to work such overtime, the employee must inform the Overtime Officer that the employee cannot arrive before the start of the shift. The Overtime Officer shall notify the on-duty Deputy Chief and the Company Officer of the company where the employee has been assigned. If the employee is going to arrive late the on-duty Deputy Chief has the option of hiring another employee from the overtime list who is closer and can make it in on time to cover. Alternately, the Deputy Chief may elect to hold over an employee for one hour and charge the employee hired on overtime with one less hour of overtime and compensate the held over employee for the overtime worked.
19. The Overtime Officer shall be responsible for keeping the overtime hours current and upon request by an employee make the hours available for inspection by that employee. All overtime hours will accumulate from October 1st and reset to zero on the evening of September 30th of the following year.
20. Any employee that works overtime between 0800 hours on December 24th (Christmas Eve) and 0800 hours on December 26, will not be charged any overtime hours worked during this 48 hour period. In addition if an employee is mandated to stay on a holdover basis, there shall be no charge for the mandated holdover overtime hours.
21. A holdover list shall be established if the OT hit list is exhausted. If there are not sufficient members available to fill the vacant shifts, the Department shall mandate members to stay and fill the vacant shifts.
22. Any member who is mandated to stay will not be charged the overtime hours.
23. Such mandated overtime shall be filled using inverse departmental seniority, from Firefighter through Deputy Chief, and shall be equally rotated amongst all members of the bargaining unit. Each group will maintain a holdover list for their own group. The list of mandated holdovers will reset every October 1st, when the OT hours reset to zero.



Stamford Fire Department

Policies & Procedures Manual

Restricted Duty

P&P ID: ADM-RD

Date Updated: 01 October 2014

Any individual may request to be placed on restricted duty with a written permission statement from their physician.

The Fire Chief or an Assistant Fire Chief may order any individual on sick leave/injury leave to an examination by a city physician to confirm a diagnosis/prognosis.

If, in the opinion of the city physician the employee may perform restricted duty, the employee may be assigned restricted duty in the following manner.

1. The Fire Chief or Assistant Fire Chief will determine where the member on restricted duty will be assigned and that individual's duties. The assignment will be based upon the abilities of the individual and the needs of the department.
2. The individual assigned to restricted duty will work a schedule determined by the Chief of Department or the Assistant Chief (not to exceed 42 hrs per week).
3. The individual assigned to restricted duty shall not work holidays.
4. The individual on restricted duty will not work overtime until he/she has recovered sufficiently to assume his/her regular duties. This will require written confirmation by the employee's physician.



Stamford Fire Department

Policies & Procedures Manual

Return to Active Duty Policy

P&P ID: ADM-Return to Duty

Date Updated: 02 April 2019

This guideline applies to all uniformed and investigatory personnel of the Stamford Fire Department.

To establish a guideline for all personnel to return to work following an extended leave from their normal duties and assignment.

Whenever an employee of the Stamford Fire Department is out on leave for any reason and exceeding a period of time greater than **180 days**, the employee must be evaluated by the Training Division prior to their return to full or normal duty.

For the purposes of this guideline, being out of leave shall be defined as sick leave, injured leave, military leave, jury duty, bereavement leave, restricted duty, vacation time, leave of absence, educational leave, assignment to the Communications Center, or any other type of occurrence that prevents the employee from performing their normal assignment and schedule.

All Employees assigned to the Training Division for the purposes of evaluation after an extended leave shall successfully complete the 13 essential job tasks as found in Chapter 5, Section 5.1.1 of NFPA 1582, *Standard on Comprehensive Medical Programs for Fire Departments*. Personnel assigned to the Fire Marshal Division will not be required to perform the 13 essential job tasks, unless they are transferring out of the Fire Marshal Division and returning to the Line Division.

In addition to successful completion of the 13 essential job tasks, all employees (including the Fire Marshal Division) will be evaluated to ensure that they have completed the annual physical examination and been cleared for full duty by the Fire Department Physician. For the purposes of this policy, the Fire Department Physician shall be a licensed doctor of medicine or osteopathy who has been designated by the fire department to provide professional expertise in the areas of occupational safety and health as they related to emergency services (ref: NFPA 1582, Chapter 3.3.7). Employees will also successfully pass a mask fitness test and complete any related compliance or mandated training programs as the designated by the Stamford Fire Department Training Division.

Members that are unable to complete any of the required steps or tasks contained within this guideline shall remain assigned to the Training Division until they successfully complete all required steps and tasks. The Training Division will develop a specific work-improvement program for any member that is unable to complete the requirements of this guideline and provide weekly updates to the Deputy Chief of Training regarding the member's progress. The Deputy Chief of Training shall notify the Chief and Assistant Chief of Department of the progress of all members under evaluation by the Training Division.

NFPA 1582 – 13 Essential Job Tasks and Descriptions (Ref: NFPA 1582, Chapter 5.1.1)

1. Wearing personal protective ensemble and SCBA, performing fire-fighting tasks (hose line operations, extensive crawling, lifting and carrying heavy objects, ventilating roofs or walls using power or hand tools, forcible entry, etc.), rescue operations, and other emergency response actions under stressful conditions, including working in extremely hot or cold environments for prolonged time periods.
2. Wearing an SCBA, which includes a demand valve–type positive-pressure face piece or HEPA filter masks, which requires the ability to tolerate increased respiratory workloads.
3. Exposure to toxic fumes, irritants, particulates, biological (infectious) and non-biological hazards, and/or heated gases, despite the use of personal protective ensembles and SCBA.
4. Depending on the local jurisdiction, climbing six or more flights of stairs while wearing fire protective ensemble weighing at least 50 lb or more and carrying equipment/tools weighing an additional 20 to 40 lb (see demonstration requirements & explanation).
5. Wearing fire protective ensemble that is encapsulating and insulated, which will result in a significant fluid loss that frequently progresses to clinical dehydration and can elevate core temperature to levels exceeding 102.2°F.
6. Wearing personal protective ensemble and SCBA, searching, finding, and rescue-dragging or carrying victims ranging from newborns to adults weighing over 200 lb to safety despite hazardous conditions and low visibility.
7. Wearing personal protective ensemble and SCBA, advancing water-filled hose lines up to 2 ½” in diameter from fire apparatus to occupancy approximately 150 ft, which can involve negotiating multiple flights of stairs, ladders, and other obstacles.
8. Wearing personal protective ensemble and SCBA, climbing ladders, operating from heights, walking or crawling in the dark along narrow and uneven surfaces, and operating in proximity to electrical power lines and/or other hazards.
9. Unpredictable emergency requirements for prolonged periods of extreme physical exertion without benefit of warm-up, scheduled rest periods, meals, access to medication(s), or hydration.
10. Operating fire apparatus or other vehicles in an emergency mode with emergency lights and sirens.
11. Critical, time-sensitive, complex problem solving during physical exertion in stressful, hazardous environments, including hot, dark, tightly enclosed spaces, that is further aggravated by fatigue, flashing lights, sirens, and other distractions.
12. Ability to communicate (give and comprehend verbal orders) while wearing personal protective ensembles and SCBA under conditions of high background noise, poor visibility, and drenching from hose lines and/or fixed protection systems (sprinklers).
13. Functioning as an integral component of a team, where sudden incapacitation of a member can result in mission .failure or in risk of injury or death to civilians or other team members.

Reference: Stamford Fire Department Training Division Essential Job Task Evaluation Form.

Skill	How Demonstrated	Evaluator Signature	Date
1. Wearing personal protective ensemble and SCBA, performing fire-fighting tasks (hoseline operations, extensive crawling, lifting and carrying heavy objects, ventilating roofs or walls using power or hand tools, forcible entry, etc.), rescue operations, and other emergency response actions under stressful conditions, including working in extremely hot or cold environments for prolonged time periods.	Firefighter shall complete 1 or more evolutions in Mask Confidence course using full PPE including SCBA.		

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|--|---|
| 2. Wearing an SCBA, which includes a demand valve–type positive-pressure facepiece or HEPA filter masks, which requires the ability to tolerate increased respiratory workloads. | See Item #1. |
| 3. Exposure to toxic fumes, irritants, particulates, biological (infectious) and non-biological hazards, and/or heated gases, despite the use of personal protective ensembles and SCBA. | See Item #1. |
| 4. Depending on the local jurisdiction, climbing six or more flights of stairs while wearing fire protective ensemble weighing at least 50 lb or more and carrying equipment/tools weighing an additional 20 to 40 lb (see demonstration requirements & explanation) . | Firefighter shall climb to top of drill tower wearing Full PPE and SCBA carrying the following items:
2 ½ gallon Extinguisher (full)
Avg. weight – 26.5 lbs
1 High Rise Hose section w/ nozzle
Avg. weight – 47.5 lbs
(reasonable/regularly assigned tasks)* |
| 5. Wearing fire protective ensemble that is encapsulating and insulated, which will result in significant fluid loss that frequently progresses to clinical dehydration and can elevate core temperature to levels exceeding 102.2°F. | See Item #1 |
| 6. Wearing personal protective ensemble and SCBA, searching, finding, and rescue-dragging or carrying victims ranging from newborns to adults weighing over 200 lb to safety despite hazardous conditions and low visibility. | Firefighter shall conduct 1 or more search evolutions to “rescue” a victim. Average weighted rescue victim. |
| 7. Wearing personal protective ensemble and SCBA, advancing water-filled hoselines up to 2 ½” in diameter from fire apparatus to occupancy [approximately 150 ft, which can involve negotiating multiple flights of stairs, ladders, and other obstacles. | Personnel shall wear full PPE & SCBA and advance a charged 1 ¾” line by oneself 150’ to 2nd floor of drill tower; advance a charged 2 ½” line (as a member of a team) 150’ to 2nd floor of drill tower. |
| 8. Wearing personal protective ensemble and SCBA, climbing ladders, operating from heights, walking or crawling in the dark along narrow and uneven surfaces, and operating in proximity to electrical power lines and/or other hazards. | See Item #1 |
| 9. Unpredictable emergency requirements for prolonged periods of extreme physical exertion without benefit of warm-up, scheduled rest periods, meals, access to medication(s), or hydration. | See Item #1 |

10. Operating fire apparatus or other vehicles in an emergency mode with emergency lights and sirens. For Assigned/Relief Drivers – Firefighter shall perform CDL Practice Course using representative FD Vehicle.
11. Critical, time-sensitive, complex problem solving during physical exertion in stressful, hazardous environments, including hot, dark, tightly enclosed spaces, that is further aggravated by fatigue, flashing lights, sirens, and other distractions. See Item #1
12. Ability to communicate (give and comprehend verbal orders) while wearing personal protective ensembles and SCBA under conditions of high background noise, poor visibility, and drenching from hoselines and/or fixed protection systems (sprinklers) See Item #1 & Item #6
13. Functioning as an integral component of a team, where sudden incapacitation of a member can result in mission failure or in risk of injury or death to civilians or other team members See Item #6
- 14 Other Skills (if warranted)



Stamford Fire Department

Policies & Procedures Manual

Sexual Harassment Policy

P&P ID: ADM-SexHarass

Date Updated: 29 July 2014

The City of Stamford expressly forbids the practice of any and all forms of sexual harassment. Sexual harassment as defined by Connecticut Law is:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or;
- such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Title VII of the Civil Rights Act and Connecticut General Statute 46a-60, Section 8 now recognize sexual harassment as grounds for litigation.

Any employee who believes he or she has been the subject of sexual harassment should immediately report the alleged misconduct to the Personnel Director or other Personnel Department professional staff member.

Complainant may choose to file a complaint with the City or State Human Rights Commission instead of the Personnel Department.

A confidential investigation of any complaint will be undertaken immediately.

The practice of sexual harassment by an employee shall be considered misconduct and grounds for disciplinary action.

- 8/28/80 Adopted by Personnel Commission
- 2/22/90 Revised by Personnel Commission



Stamford Fire Department

Policies & Procedures Manual

Departmental Uniform Regulations

P&P ID: ADM-Uniforms

Date Updated: 06 June 2021

CLASS A UNIFORM - DRESS UNIFORM

1. The Class A uniform will consist of department issued blouse, shirt, pants, bell type hat, and two badges. Black shoes, black socks and black ties are required and must be supplied by employee. Shoes are expected to be polished at all times. Patent leather shoes are acceptable.
2. Firefighters will be issued single breasted blouses with silver buttons. Captains and lieutenants will be issued double breasted blouses with silver buttons. Chief officers will be issued double breasted blouses with gold buttons. The breast badge must be attached to the Class A uniform blouse. The hat badge must be attached to the bell type Class A hat. Long sleeve shirts as issued by the department must be worn with the Class A uniform. The shirts will be white for officers and blue for firefighters. Officers will attach collar pins and lapel pins. The officers Class A blouse will have silver or gold piping on the sleeve. Firefighters will wear blue hats with the Class A uniform and officers will wear white hats with the Class A uniform. The department patch will be attached on the left shoulder of each blouse approximately one half inch below the shoulder seam. No other patches will be allowed unless approved by the Chief of Department.
3. Long "London Fog Type" FD uniform overcoats may be worn with the Class A uniform in inclement weather.
4. IT IS THE EMPLOYEES RESPONSIBILITY TO KEEP HIS/HER UNIFORM NEAT, CLEAN, AND PRESSED, SO AS TO PROJECT A PROFESSIONAL APPEARANCE. Remember - the outward image you project tells the public a great deal about our department.
5. The members of the Stamford Fire Department will be required to stand roll call, in Class A uniform, twice a year during shift changes. This should be done by each group on the first shift worked after the uniform of the day changes between summer uniform and winter uniform or vice versa (April 1 and November 1). Company commanders are responsible for inspecting the Class A uniform of every member under his/her command. Inspect for neatness, cleanliness, fit, and general wear and tear. Any uniform that is in need of repair or replacement should immediately be reported to the Deputy Chief.
6. Unless authorization is granted by the Chief of the Department, Class A uniforms will be worn at designated department functions, parades, funerals, and ceremonial functions only.

CLASS B UNIFORM - STATION DUTY UNIFORM

Class B uniform shall be donned prior to reporting for duty. Members electing not to wear their uniforms to and from work are not considered on duty until they are attired in the proper uniform of the day. Per General Order 14-2 "No member is considered properly relieved from his/her shift until the relieving member is in proper work uniform. No member shall respond in 'Street Clothes' to any incident."

SUMMER DUTY UNIFORM (April 1st - October 31)

The summer duty uniform (Class B) shall consist of the department issued pants, short sleeve department issued golf shirt, bell type hat with badge attached, black shoes, and black socks. **Members wearing the department golf shirt shall have the Class B short sleeve dress shirt available at all times.**

OR

The summer duty uniform (Class B) shall consist of department issued pants, short sleeve department issued dress shirt with SFD patch, bell type hat with badge attached, black shoes, and black socks. Department issued badge and Officers collar trim must be worn at all times and will be supplied by the department.

Golf shirts will not be permitted for formal events (i.e. wakes, funerals, and/or ceremonial events).

ANSI compliant jackets and/or quilted ("Game type") jackets may be worn if desired with the summer uniform when Blauer type jackets are not required.

If cold weather prevails (temps below 70 degrees) the winter duty uniform may be worn at the discretion of the Deputy Chief.

WINTER DUTY UNIFORM (November 1 - March 31st)

The winter duty uniform (Class B) shall consist of department issued pants, long sleeve department issued shirt, bell type hat with badge attached, navy blue Blauer type outer jacket (department issued) with badge attached, black shoes (polished), black socks, and black tie. Officer collar trim must be worn at all times and will be supplied by the department. If unseasonable weather prevails (temps above 70 degrees) summer duty uniforms may be worn at the discretion of the Deputy Chief.

ANSI compliant jackets and/or quilted jackets are not to be worn in place of the uniform navy blue "Blauer type" jacket. ANSI and quilted jackets may be worn on duty after roll call.

CLASS C UNIFORMS - TURNOUT UNIFORM

1. The Class C uniform will consist of department issued protective turnout coat, protective turnout pants with suspenders, protective helmet, protective gloves, protective bunker boots, SCBA facepiece with protective bag and protective hood.
2. The Class C uniform shall be worn by members operating at emergencies, training evolutions, and other department functions that may call for the protection offered by wearing a Class C uniform.
3. Members will be allowed to wear personally purchased protective gear that meets the current N.F.P.A. standard AND IS APPROVED BY THE DEPARTMENT SAFETY OFFICER.
4. Members are required to wear ALL components of the Class C uniform while actively involved in operations during emergency incidents and (When in the opinion of the company commander and/or training officer) during training evolutions. Members are not required to wear the Class C uniform while operating at emergency medical calls where the member will not be exposed to hazards other than routine biomedical hazards unless the member is wearing department issued shorts. Members will wear the Class C uniform when responding to emergency incidents.
5. All components of the Class C uniform shall meet the most current issue of the N.F.P.A. standards in effect at the time of purchase. These standards will be those addressing protective clothing, helmets, footwear, and gloves.
6. The members of the Stamford Fire Department will be required to present their Class C uniform for inspection at the same time the Class A uniforms are worn during roll call. The Class C uniform will be inspected by each company commander to insure it is in compliance with N.F.P.A. standards and that it fits properly and for general wear and tear. Any uniform that is in need of repair or replacement shall be reported immediately to the group commander.
7. It is in the best interest of each member that problems with his/her Class C uniform be reported to the company commander immediately. Provisions shall be made for temporary replacement of any Class C component until a permanent replacement can be made.
8. Replacement Class C uniform components shall be issued through the administration office. The member shall request replacement through his/her company commander who, along with the group commander shall approve the requisition for the replacement gear. The equipment being replaced shall be exchanged for new equipment. Helmets declared unsafe and/or non serviceable will be disposed of by the safety officer.
9. The coat, pants, and gloves shall be kept clean and free of residue which may place the member in danger and project an unprofessional appearance. The department will provide facilities for cleaning the above mentioned gear. **All protective clothing shall be cleaned at least once every 6 months.** Protective clothing shall be cleaned as needed in the event that protective clothing is contaminated at times other than normal routine scheduled cleanings. A cleaning and repair record shall be maintained and a copy sent to the Safety Officer.
10. **Company officers are responsible for assuring that an employee does not use other employee's equipment.**

11. All SCBA facepieces shall be kept in a protective bag except when responding to a call that may require the use of SCBA.

Tampering with protective clothing shall not be tolerated and will be dealt with severely.

911 DISPATCH CENTER DUTY UNIFORM

0700 - 1500 The 911 Dispatch Center Duty Uniform shall consist of the following:

1. Department issued dress shirt
2. Department issued pants
3. Department issued bell type cap with badge (while traveling to work and returning home).
4. Black belt, black socks, black shoes (polished)

1600 -2300 The 911 Dispatch Center Duty Uniform shall consist of the following items:

1. Department issues dress shirt
2. 911 Center Dispatch personnel have the option of changing into the department issued golf shirt during the 1500-2300 shift.
3. At no time will tee shirts be allowed.
4. Department issued pants.
5. Department issued bell type hat with badge. (While traveling to work and returning home)
6. Black belt, black socks, black shoes (polished).

2300 -0700 The 911 Dispatch Center Duty Uniform shall consist of the following items:

1. Department issued dress shirt while coming to and from work.
2. 911 Dispatch personnel have the option of changing into the department issued golf shirt during the 2300-0700 shift.
3. At no time will tee shirts be allowed.
4. Department issued pants.
5. Department issued bell type hat with badge. (While traveling to work and returning home)
6. Black belt, black socks, black shoes (polished).

FIRE MARSHALL OFFICE DAYTIME DUTY UNIFORM

0800 - 1700 The Fire Marshal Daytime Duty Uniform shall consist of the following items:

1. Department issued dress shirt (with tie when winter duty uniforms are worn).
2. Department issued pants.
3. Department issued bell type hat with badge.
4. Black belt, black socks, black shoes (polished).

OTHER PERMISSIBLE STATION WEAR

Golf Shirts

1. Stamford Fire Department line members may wear department issued golf shirts to and from work. Members wearing the department golf shirt shall have the Class B dress shirt (long or short sleeved as appropriate) available at all times. Company Officers shall wear light blue or gray, Chief Officers and Fire Marshals shall wear white, and Firefighters shall wear navy blue.
2. Stamford Fire Department line members will be allowed to wear the department issued golf shirt while performing house watch duty.
3. The golf shirt may be worn under turnout gear for emergency calls and normally scheduled company drills.

Hats

1. Baseball style hats issued by the department, or purchased from the Burn Foundation may be worn while on-duty.

2. Department bell caps with badge shall be worn at roll call, during building inspections, and at formal events such as wakes, funerals, etc.
3. Bell caps shall be available at all times.
4. All hats will be worn in the proper manner (brim forward) at all times.

Tee Shirts

1. Only blue tee-shirts with the Stamford Fire Department name/insignia will be worn. No other tee shirts will be allowed with the following exceptions.
 - The "uniform of the day" for the month of October shall include the **pink t-shirts** issued by SFD/Local 786 to support the "Cares Enough To Wear Pink" proclamation in honor of women who have or have had cancer.
 - The "uniform of the day" for the following days shall include the **military green t-shirt** issued by SFD/Local 786.
 - **Memorial Day Weekend** (the last Monday in May as well as the associated Saturday & Sunday)
 - **D-Day** (June 6th)
 - **Veterans Day** (November 11th)
 - **Pearl Harbor Day** (December 7th)
 - The "uniform of the day" for the month of April shall include the **royal blue t-shirt** issued by SFD/Local 786 in Support of Autism Awareness.
2. Tee Shirts may be worn on a weekday dayshift only with the permission of the company commander. **Tee shirts shall not be worn while on watch detail.** Tee shirts will not be worn while leaving the fire station except for an emergency call or normally scheduled drill.
3. Tee Shirts may be worn after 18:00 hours as part of the summer in-station wear. **Tee shirts shall not be worn while on watch detail.**
4. **Tee shirts shall not be worn at any time with shorts while on duty.** *(With the exception of training evolutions at the discretion of Company Officers and Acting Officers.)*
5. Tee shirts **may** be worn at any time (including with shorts) by members working at the Mechanical Division (assigned or detailed).
6. Tee shirts **may** be worn (including with shorts) by members while crewing or training on the Fire Boat.

Sweatshirts

1. The department issued sweatshirt is optional while on-duty. They shall not be worn during inspections, parades, wakes, ceremonies, etc.

Turtlenecks

1. Turtleneck shirts may be worn in addition to the Winter Duty Uniform replacing the tie. Only approved turtleneck shirts with the Stamford Fire Department logo on the neck (SFD) are allowed. A tie will be kept available at all times.

Shorts

1. Shorts may be worn with the Summer Duty Uniforms. Only department approved shorts may be worn. In addition to shorts, department approved golf shirts, black socks, and black shoes must be worn. Any time shorts are worn members must have uniform pants immediately available.
2. When responding to alarms, Class C Uniforms must be worn if the firefighter is wearing shorts.
3. Drivers may wear shorts on routine calls, but shall don the Class C Uniform pants as appropriate based on the nature of the call. Company Officers and Acting Officers are expected to monitor and enforce this rule.
4. *Golf shirts are required to be worn with shorts. No tee shirts will be permitted. (With the exception of training evolutions at the discretion of Company Officers and Acting Officers.)*
5. **Shorts shall not be worn for wakes, funerals, or formal events.**

GENERAL DEPARTMENTAL UNIFORM REGULATIONS

1. Per **General Order 14-01** members are not required to wear their uniforms to and from work. However, "No member is considered properly relieved from his/her shift until the relieving member is in proper work uniform. No member shall respond in 'Street Clothes' to any incident." By extrapolation, no member is considered on duty until they are attired in the proper uniform of the day.
2. **Members are required to wear uniforms that are clean, neat and pressed.** A substantial uniform maintenance allowance is provided to each employee annually. All cleaning must be done in compliance with manufacturers instructions.
3. Only uniforms issued by the Stamford Fire Department are to be worn while on duty. Department issued uniforms can also be worn while officially representing the Stamford Fire Department or while involved in official department sponsored events.
4. Members will be held responsible for department issued badges. If a department issued badge is lost, stolen or otherwise misplaced, the member will reimburse the Stamford Fire Department for the total cost of replacement.
5. Replacement caps, hats and jackets will be issued through the Training Division. The member shall request replacement through his/her company commander. The company commander and group Deputy Chief will approve requisition, the worn uniform cap, hat or jacket will be exchanged for a new replacement.
6. Duty shoes shall be black. Members may wear NFPA approved dual duty shoes (station wear and firefighting wear).
7. Shirts should be tucked in to ensure a professional appearance.
8. Members who fail to comply with department uniform standards and regulations are subject to disciplinary actions.



Stamford Fire Department

Policies & Procedures Manual

SFD Volunteer Station House Rules

P&P ID: ADM-VolHouseRules

Date Updated: 01 August 2015

Scope:

These "House" related work details and chores are to be followed in Volunteer Fire Stations staffed by SFD career personnel. The Company Commander shall create a schedule so as to accomplish the necessary details and chores to be performed on an equitable basis among the four working groups. Company Officers' shall ensure that scheduled activities are completed and shall direct the completion of any other reasonable chore/detail that may become necessary.

In the event that additional Station chores or details are required beyond the scope of this document, the Fire Chief of the respective Volunteer Department and the Company Commander of the career unit will confer and attempt to resolve the issue using career and/or volunteer personnel. It is expected of all parties that no unreasonable requests will be made and that no reasonable request will be denied.

Career staff will maintain bunk and living areas designated for or assigned to career personnel. Career staff shall not be expected to perform details or complete chores in volunteer areas including but not limited to: offices, meeting rooms/halls, bunk areas, recreational areas, workbench or shop areas except in cases when they make use of those areas. All personnel career and volunteer are expected to clean up after themselves at all times. Career staff will maintain the portions of apparatus floors that they make use of however the Volunteer Companies and volunteers shall be responsible for the portions of the apparatus floors dedicated to their use.

Station Details/Chores:

- General Station cleaning:
 - All trash and recycling receptacles shall be emptied into the appropriate trash bin, dumpster, or recycling bin.
 - Kitchen countertops and tables shall be cleaned and kept neat.
 - Recreational area and office area cleaned as necessary.
 - Bathrooms in the career areas cleaned and mopped.
 - Kitchen floor shall be swept and mopped.
 - Carpeted areas shall be vacuumed Tuesdays, Thursdays, Saturdays and any other time when necessary.
- Cellars and Walkways:
 - The cellar area will be visually checked for any leaks or unusual mechanical issues.
 - Cellar stairs will be swept as needed and kept free and clear of any obstructions or stored items.
 - Walkways will be swept or blown as needed.

- When conditions warrant walkways, discharge areas and sidewalks will be cleared of snow by shovel or snowblower.
- Apparatus Floor:
 - The area under and immediately surrounding the career apparatus will be swept and cleared of any fluid leaks.
 - When conditions warrant the area will also be swept or blown using a leaf blower to clear any accumulation of leaves, grass, salt, etc.
 - Additional areas of the apparatus floor may be swept, blown or washed as needed upon a schedule mutually agreed upon between the SFD Company Commander and the Chief of the Volunteer Company.
- Generators:
 - If not on a pre-programmed start or run schedule, the in-station generator will be run on a schedule as mutually agreed upon between the SFD Company Commander and the Chief of the Volunteer Company.
- Building Exterior:
 - Snow removal for the overall parking lot, ramp, driveway and general paved areas will be the responsibility of the Volunteer Company and/or the City of Stamford.
 - Grass areas will be cut and maintained weekly or when conditions warrant a more or less frequent schedule.
 - Additional exterior details may be completed when mutually agreed upon by the SFD Company Commander and the Chief of the Volunteer Company.
- Windows:
 - On Friday of each week, the interior of windows in all career areas and on the apparatus floor shall be washed.

Other Details:

- Kitchen:
 - Once per quarter the kitchen area will be thoroughly cleaned including all appliances according to the following schedule:
 - January - Group 1
 - April - Group 2
 - July - Group 3
 - October - Group 4
- Seasonal Cleaning
 - Each spring and fall stations shall be thoroughly cleaned and any broken or unneeded items will be thrown away or recycled. Dumpsters or trash runs will be assigned as necessary. This detail is to be coordinated with the Deputy Chief overseeing House & Property (DC 4)
- Functions
 - If any portion of the building or property to include meeting halls, outside property, apparatus floors or any other building area is used by the Volunteer Company for any type of event, function, picnic, training class, party, etc. or is rented, leased or otherwise loaned to any outside group or agency for any purpose the maintenance and cleaning of those areas shall be the sole responsibility of the Volunteer Company and its' members. Career staff will not be responsible for maintenance and/or cleaning following such events.



Stamford Fire Department

Policies & Procedures Manual

Educational Leave

P&P ID: BEN-EDL

Date Updated: 29 July 2014

Prior to attending any College, University, or State of Connecticut Commission of Fire Prevention and Control certified course(s) the employee must get prior approval from the Assistant Chief if the employee expects reimbursement for said course.

After completion of an approved College/University course, fire related course/seminar, or any authorized degree program (as stated in Article XXIX section 3 of the collective bargaining agreement), the student will submit to the Training Division an Educational Leave Reimbursement Form (available in the Benefits folder on the Intranet).

A certificate of completion with a completion date and a memo from the employee's Company Commander stating which vacation days were used to attend the course shall be attached to the EDL Form.

The Training Officer will review the documents for completion and accuracy and submit a recommendation to the Assistant Chief regarding reimbursement of educational leave days.

Within a reasonable amount of time, the Assistant Chief will issue an Administrative Order to reimburse the student for the number of days used up to a maximum of three per calendar year.

Any days issued will be designated as EDL days in the department record books.

[DOWNLOAD THE EDUCATIONAL LEAVE REIMBURSEMENT FORM](#)



Stamford Fire Department

Policies & Procedures Manual

Tuition Reimbursement

P&P ID: BEN-Tuition

Date Updated: 29 July 2014

Prior to enrolling in a college accredited course, the SFD member must notify the administrative office of his/her intention to attend a course. This allows the department to arrange the necessary budgeting to ensure prompt and full payment of tuition expenses.

No payments will be made without the prior approval of the Assistant Chief.

Upon enrolling in a college course, the student will be responsible for keeping all pertinent records for tuition, books, etc.

Upon successful completion of said course, the student will submit the original receipts and original course completion documents to the Training Division Deputy Chief. Copies will not be accepted.

The Training Division will examine the receipts for completion and accuracy and submit them to the Administrative Assistant for payment. No payments will be made without the approval of the Training Division.

[Tuition Reimbursement Form](#)



Stamford Fire Department

Policies & Procedures Manual

Announcing Visitors

P&P ID: COO-AnnVisitors

Date Updated: 13 May 2015

Call the appropriate number to contact the person to be seen.

If you can not contact the person being seen, the visitor is NOT to be granted access to these areas! NO EXCEPTIONS!

All visitors will be required to sign in.

ALL VISITORS must be announced Via the PA before they are allowed to proceed to non public areas (i.e. day rooms, bunk areas, etc.).



Stamford Fire Department

Policies & Procedures Manual

House Watches

P&P ID: COO-HouseWatches

Date Updated: 13 May 2015

Every member on house watch duty shall:

Ensure that all alarms received by the Communication Center via watch desk printer be given promptly to the appropriate Company Officer.

Call the Communications Center in the event of a walk-in reported incident.

State their station, rank and last name when answering all telephone calls.

Receive all persons cordially and professionally and determine their purpose in visiting. If they have business within the Department, the member shall have each visitor sign the visitors log (General Order 95-12), then announce the visitor via telephone or paging system. When authorized, the member shall direct or escort such visitor to the appropriate office. All other inquires shall be directed towards a Company Officer.

Not allow any visitors in areas other than watch desk and/or apparatus floor area without authorization.

Make announcements via paging system of any fire units out of service as directed by the Company Commander.

Not allow any vehicles to park in front of the apparatus doors and/or impede in any way the fire apparatus.

Ensure that there is no loitering of members and/or persons within the watch desk area.

Upon receipt of alarm, when all units are assigned, be responsible for securing the station.

Wear the appropriate uniform assigned for that shift.

Keep the watch desk clean and in a presentable condition.

Close apparatus doors after units have pulled away from the ramp area. Doors are NOT to be closed from the watch desk area if the view is obstructed in any way.



Stamford Fire Department

Policies & Procedures Manual

Fall Cold Weather Hydrant Pumping

P&P ID: COO-HydrantPumping

Date Updated: 29 July 2014

Every fall, each Company will be provided with a set of four maps and tables, numbered 1 thru 4, to designate which Group is assigned to which territory. Company Commanders may rotate the hydrants inspected between the Groups so each Group services all district hydrants over a four year period.

- All hydrants shall be checked. Any hydrants that are wet should be pumped at that time.
- Check the ID number of the hydrant versus the ID number in the table, if wrong please correct in the table, if missing note that as well.
- Note any discrepancies in comments.
- All hydrants found to be wet shall be checked and pumped a second and third time.
- A minimum of one week between hydrant pumps is necessary.
- Any hydrant found to be wet at the third check shall be noted and reported to the Mechanical division.
- All completed forms shall be returned to the Training Division by January 1st so that the mapping system can be updated.



Stamford Fire Department

Policies & Procedures Manual

Filing An Injury Report

P&P ID: COO-InjuryReport

Date Updated: 03 March 2017

The First Report of Injury Report application is found under the applications menu of the FireWeb.

<http://fireweb/ops/froi/index.cfm>



Stamford Fire Department

Policies & Procedures Manual

Routine Officer Duties

P&P ID: COO-OfficerDuties

Date Updated: 29 July 2014

The following duties are to be performed daily:

Hold a Company Roll call and review any Orders or communications.

Check Company e-mail no less than twice a day (minimally at 0800 and again at 1800).

Check Personal city email account.

Create an Activity Report in Firehouse for Roll Call. State the status of all personnel changes. State the condition of the house and apparatus. List any Orders reviewed With your personnel.

Create an Activity Report for rebooting the MDT.

Complete all "Incident Reports" before leaving shift.

Complete a training Record for each and every training event of the shift.

Enter a "Journal Entry" for other documentable events, including fuel-ups.



Stamford Fire Department

Policies & Procedures Manual

Quarterly Fire Station Cleaning Detail

P&P ID: COO-Quarterly Station Details

Date Updated: 03 January 2023

Quarterly Fire Station Cleaning

In an effort to promote a healthy and productive work environment the following areas are to be thoroughly cleaned on a quarterly basis.

Duties may vary slightly based on station arrangement.

Kitchen –

Stove shall be thoroughly cleaned, easily removable parts should be taken off and cleaned/soaked as appropriate, stove should be pulled out and cleaned behind. All cabinets and counter tops should be thoroughly wiped down. Refrigerator should be emptied of all items and thoroughly cleaned, any expired items shall be discarded. The refrigerator shall be pulled out from its location and the areas behind and underneath cleaned. All cabinets should be emptied and shelves cleaned. Top of cabinets should be dusted/cleaned. Kitchen floor shall be cleaned, scrubbed, stripped as appropriate for type of flooring. Organize items in station clutch cabinet and check expiration dates, discarding expired items.

The outdoor grill shall also be cleaned as part of this detail.

Jan. Group 3 _____ **April Group 4** _____ **July Group 1** _____ **Oct. Group 2** _____

Apparatus Floor –

Entire apparatus area should be swept clean and organized. Work benches should be cleaned and organized. SCBA cylinder storage cabinet should be pulled out and vacuumed behind. All SCBA cylinders shall be checked for hydro date (removed from service and tagged for Mechanical Division if appropriate). Turnout gear storage area should be blown out/vacuumed as appropriate. Equipment storage racks and shelves should be pulled out and cleaned behind. All spare equipment should be neatly

organized (i.e. spare speedy dry neatly piled). EMS storage storage locker should be organized. Expiration dates on EMS supplies should be checked, expired items shall be sent to the Training Division for use in teaching.

Jan. Group 4 _____ April Group 1 _____ July Group 2 _____ Oct. Group 3 _____

Bunk Room –

Tops of all lockers should be dusted. Beds pulled out and vacuumed behind. Mattress covers should be removed, washed and replaced. Windows, including sills and blinds, will be dusted and cleaned. All tables and electronics should be cleaned/dusted. Group clutch storage locker should be organized. Expiration dates on items should be checked.

Jan. Group 1 _____ April Group 2 _____ July Group 3 _____ Oct. Group 4 _____

Office/Bathrooms –

Top of all lockers to be dusted. Bed(s) pulled out and vacuumed behind. Desk(s), filing cabinets, credenzas and all electronics to be dusted then cleaned or polished as appropriate. Bathrooms to be thoroughly cleaned and disinfected including showers.

Jan. Group 2 _____ April Group 3 _____ July Group 4 _____ Oct. Group 1 _____

A copy of this policy should be printed each January and posted in each Company Office. Company Officers are to initial and date when quarterly cleaning is completed. After the detail is completed in October of each year this document shall be forwarded to the Deputy Chief in charge of Buildings & Grounds (DC 4).



Stamford Fire Department

Policies & Procedures Manual

Requests for Child Safety Seat Installations

P&P ID: COO-SafetySeats

Date Updated: 29 July 2014

At this time, the Stamford Fire Department has NO certified technicians for the installation of child safety seats into vehicles. No Firefighter should attempt to install these seats without the proper training.

At this time, all requests for installations should be referred to one of the following agencies that has one or more certified installation technicians.

1. Darien Police Department

25 Hecher Avenue
Darien, CT 06820
Phone: 203-662-5300 Ext.8
Contact: Michael Delvecchio

2. Greenwich Fire Department

75 Holly Hill Lane
Greenwich, CT 06830
Phone: 203-622-3959
Contact: Firefighter Roth

3. New Canaan Police Department

174 South Avenue
New Canaan, CT 06840
Phone: 203-594-3500
Contact: Officer Jason Ferraro

4. POUND RIDGE POLICE DEPT

177 WESTCHESTER AVENUE
POUND RIDGE, NY 10576
Hours: By appointment only
Phone: 914-764-4206
Contact: DAVID RYAN

5. LEWISBORO POLICE DEPT

81 SPRING STREET
SOUTH SALEM, NY 10590
Hours: 1ST SATURDAY OF THE MONTH, 10 AM - 2 PM
Phone: 914-763-8903
Contact: STEVEN BROOMER

6. NORTH CASTLE POLICE DEPT

15 BEDFORD ROAD
ARMONK, NY 10504
Hours: By appointment only
Phone: 914-273-9500
Contact: JAMES THOMAS

7. LARCHMONT POLICE DEPT

120 LARCHMONT AVENUE
LARCHMONT, NY 10538
Hours: By appointment only
Phone: 914-834-1000
Contact: Rocco Greco

8. GREENBURGH POLICE Department

177 HILLSIDE AVENUE
Greenburgh Town Hall
WHITE PLAINS, NY 10603
Hours: 1ST & 3RD SATURDAY OF THE MONTH, 11 AM - 2 PM
Phone: 914-682-5334
Contact: PETER DANDEANO

9. NEW CASTLE POLICE DEPT

200 SOUTH GREELEY AVENUE
CHAPPAQUA, NY 10514
Hours: 2ND & 4TH TUESDAY OF THE MONTH, 9 AM - 2 PM
Phone: 914-238-4422
Contact: MICHAEL SKELLY

10. Wilton Police Department

240 Danbury Road
Wilton, CT 06897
Hours: Call for Appointments Residents Only
Phone: 203-834-6260
Contact: David Hartman

11. HARRISON POLICE DEPT

650 NORTH STREET
HARRISON, NY 10528
Hours: By appointment only
Phone: 914-967-5111 EXT 40
Contact: RICHARD DIBUONO

12. WESTCHESTER SAFE KIDS/BLYTHEDALE CHILDREN

95 BRADHURST AVENUE
VALHALLA, NY 10595
Hours: By appointment only
Phone: 914-592-7138, X647
Contact: SUE LARKIN



Stamford Fire Department

Policies & Procedures Manual

Company Scheduling of Tours and Fire Prevention Programs

P&P ID: COO-ToursAndPrograms

Date Updated: 01 November 2015

If an Officer receives a phone call or message requesting a Fire Station / Apparatus Tour or Fire Prevention Program, the Company Officer should make every attempt to schedule it for a time when their shift is working.

If the caller requires a date that does not fall on a scheduled tour of the Officer answering the request, the date may be "tentitively" added to the schedule tour of another group. Notification shall be made by phone or email to the affected Officer(s) and the caller should be advised to call the Company Officer on the next regularly scheduled tour of that group that has the "tentitive" tour or program.



Stamford Fire Department

Policies & Procedures Manual

Bi-Annual Uniform and Turnout Gear Inspection

P&P ID: COO-UniformInspec

Date Updated: 02 April 2019

Abstract:

Class A and Class C uniforms shall be inspected biannually for all members by their Company Officer during the Summer and Winter uniform change periods. In Companies with a single unit the Officer may designate the senior Firefighter to complete his/her inspection or may have an Officer from a different Group at that Company perform the inspection.

Purpose:

The purpose of this policy is to implement and maintain a protective clothing and protective equipment program and to provide for the periodic inspection and evaluation of all protective clothing to determine its suitability for continued service. A copy of the current edition of NFPA 1851, *Standard on Selection, Care, and Maintenance of Structural Fire-Fighting and proximity Fire-Fighting Protective Ensembles*, will be made available to all personnel.

Scope:

This policy applies to all members who are issued personal protective equipment.

Background:

Providing and maintaining safe and effective protective clothing and equipment is a high priority for the department. All members have a responsibility to ensure that the Department issued protective clothing is maintained in a state of good repair.

Policy:

1. Turnout gear will be inspected bi-annually by the Company Officer and after each emergency incident in which the gear was exposed to any hazard by the employee. **Company Officers shall use one form for each set of turnout gear issued to the employee.**
2. The bi-annual inspections will be completed for each employee and a Uniform/PPE Inspection form(s) will be filled out no later than **April 15 and November 15** respectively.
3. Group Deputy Chiefs will ensure that the bi-annual inspections are completed and the appropriate forms are properly filed in a timely manner.
4. The protective clothing to be inspected includes: Helmet with eye protection, protective hood, turnout coat, turnout pants, fire gloves, fire boots, SCBA face piece, PASS tags and CPR pocket mask.
5. Upon completion, all forms shall be uploaded and saved to the appropriate folder on the "O: Drive". Path O: Uniforms / Uniform Inspections / 'Season-Year' / Station#-Group# (for the appropriate year, season, station and employee # with name and primary or secondary set.
 - Example: 10643 Palmer - Primary

- 10643 Palmer - Secondary
- 6. Turnout gear will be cleaned and repaired in accordance with the manufacturer's specifications.
- 7. If, during the inspection, any piece of the protective ensemble fails inspection, the Officer will make the necessary notifications to coordinate the replacement of equipment immediately.

Procedure:

During inspections, the following criteria shall be used to evaluate the condition of the turnout gear and equipment. Each item will receive an "OK" or "Not OK - See Comments Section"

Helmet

- Inspect all components: shell, suspensions, headband, sweatbands, and any accessories for signs of cracks, holes, weakened material, and burns/charring.
- Inspect the face shield/goggles for damage (cracks, poor visibility, etc.)
- Inspect the reflective trim for reflectiveness and heat/burn damage.
- Inspect for label markings (NFPA Compliance)

Hood

- Inspect for tears, holes, burns and fraying.
- Inspect for proper label markings (NFPA Compliance)
- Check for proper fit (pay special attention to elasticity around face and facepiece).

Gloves (Fire and Work)

- Inspect for tears, holes and fraying.
- Inspect moisture barrier for delaminating, tears, holes and fraying (Fire gloves).
- Inspect for label markings (NFPA Compliance) (Fire gloves).
- Check for proper glove/coat interface (Fire gloves).
- Check for proper fit.

Boots

- Inspect exterior (leather or rubber) for contamination, tears, holes, fraying, weakened material and burns/charring.
- Inspect inner liner for thermal damage, moisture barrier delaminating, tears, holes and fraying.
- Inspect for label markings (NFPA Compliance).
- Check for proper fit.

Turnout Coat

- Inspect outer shell for contamination, tears, holes, fraying, weakened material and burns/charring.
- Inspect inner liner for thermal damage, moisture barrier delaminating, tears, holes and fraying.
- Inspect hardware/software (snaps, zippers, velcro) for functionality.
- Inspect reflective trim for thermal damage, tears, holes and visibility.
- Inspect for label markings (NFPA Compliance).
- Check for proper fit.

Turnout Pants

- Inspect outer shell for contamination, tears, holes, fraying, weakened material and burns/charring.
- Inspect inner liner for thermal damage, moisture barrier delaminating, tears, holes and fraying.
- Inspect hardware/software (snaps, zippers, velcro) for functionality.

- Inspect reflective trim for thermal damage, tears, holes and visibility.
- Inspect for label markings (NFPA Compliancy).
- Check for proper fit.

SCBA Facepiece

- Inspect for contamination, damage and visibility.
- Check for proper fit.

PASS Tag

- Ensure proper, Department issued tag is present and in good condition.
- Temporary tags are not acceptable.
- Tags shall be maintained on the small carabiner that was issued with the tag (do not replace with a large carabiner, clip, ring, etc. as they are cumbersome when the tags are collected and placed on the board). No other tag, card, paper, or any other item is to be attached to the tag/carabiner. The only approved exception to this are the cards used by divers indicating their equipment sizes/preferences and the Dive Line Tender signal "cheat" cards.

The form for the bi-annual uniform and turnout gear inspection can be found here:

http://fireweb/company_ops/files/FileDetails.cfm??FileID=173



Stamford Fire Department

Policies & Procedures Manual

Reporting of Automobile Accidents and Other Liability Claims

P&P ID: DRV-Accidents

Date Updated: 29 July 2014

Per General Order 01-03 dated May 23, 2001

This procedure is written for all City employees and is worded accordingly. Procedures specific to SFD have been added in bold text.

Each apparatus shall have an accident reporting envelope ("kit") that contains the City of Stamford Drivers Accident Reporting Form. This form should be completed as soon as possible after an accident occurs with a City owned/leased vehicle.

This kit should remain in the vehicle glove compartment (or other appropriate area if no glove compartment) and used when involved in an accident of any type. **This form along with the incident report, 1st report of injury (if applicable) and police report should be submitted to the On-Duty Deputy Chief and forwarded to the Administrative Office.**

The following guideline of procedures should be followed when personnel are involved in an accident using a City owned/leased vehicle.

1. Stop at once, investigate, document witness names.
2. Protect the scene. Use warning devices if appropriate. Turn off all engines. Guard against fire.
3. Don't move injured persons unless absolutely necessary. Summon ambulance if needed.
4. Get help. Notify your manager and police. **(Notify Fire Dispatch who will notify on-duty Deputy Chief and SPD (or appropriate law enforcement if out of town). If in Stamford a police supervisor must respond to take pictures).** Give the location and nature of accident accurately. If vehicle accident occurs out of town (Stamford) call the local police of the town where the accident occurred.
5. Identify yourself and your employer. Show license and registration on request.
6. BE COURTEOUS. Make no statement about the accident except to police, your manager and the City's Legal and Risk Management Departments.
7. Fill out and check off all applicable information on the City of Stamford's Accident Reporting Form.
8. In case of serious injury, report the accident to the Risk Manager immediately at 977-4083.
9. **Copies of accident reports and police reports and any other related documentation must be submitted to the On-Duty Deputy Chief and forwarded to the Administrative Office, who will then forward all documentation to the Risk Management Office and the Legal Department.**



Stamford Fire Department

Policies & Procedures Manual

Backing of Apparatus

P&P ID: DRV-ApparatusBacking

Date Updated: 29 July 2014

All fire department drivers, regardless of the vehicle being driven, should follow safe driving practices while backing fire department vehicles. In fact, all fire department members are responsible to operate fire department vehicles in a safe manner at all times. Every fire department vehicle, with the exception of staff vehicles, command units, and pick-up trucks with unrestricted rear views (and without trailers attached) should have a member serve as a backing guide to assist the driver and ensure safe driving operation while backing.

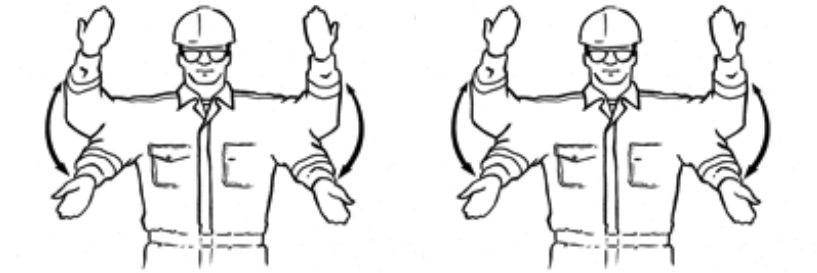
- Anytime a SFD fire or rescue unit is moving in reverse gear, ALL PERSONNEL EXCEPT THE DRIVER shall dismount the apparatus and assist the procedure.
- Backing of fire department apparatus or ambulances should be avoided whenever possible. Where backing is unavoidable spotters shall be used. In addition, spotters shall be used when vehicles must negotiate forward turns with restrictive side clearances and where height clearances are uncertain.
- Backing up of apparatus shall not begin until spotters are in position and signal their approval to start the backing. Spotters will remain visible to the driver at all times. **Anytime the driver loses sight of a spotter, the vehicle shall be stopped immediately until the spotter is visible and the signal to continue backing is given.** While all of these tasks shall be communicated using gestures and hand signals all members of the spotting crew shall have portable radios turned on, tuned to the fire channel (except in situations as outlined in the next bullet point), and close at hand. In the event that a member of the spotting crew finds themselves or the backing operation in peril due to any type of obstruction, pedestrian, slip & fall, etc. they shall immediately order the vehicle to stop over the radio or press the emergency button. Drivers shall listen closely for any "keying" of a radio or any emergency signal and shall immediately stop the vehicle until they are certain that all personnel are safe and the signal to resume backing is given.
- If an especially dangerous backing situation occurs due to the terrain or route (for example a narrow winding driveway) radio communications should be employed. All members of the spotting crew shall utilize portable radios and the driver shall monitor the vehicle radio. All aforementioned radios shall be placed on the same tactical, training, or administrative radio channel. (Not the "Fire" channel to avoid interfering with Fire Dispatch or scene operations.) If this causes the crew to be unable to also monitor the "Fire" channel the Officer shall place the apparatus out of service until the backing maneuver is complete.
- Apparatus reverse speed is to be no greater than walking speed.
- In the event a vehicle must be backed during an emergency or other extraordinary circumstances, and no member is available to guide the driver, the driver should exit the vehicle and walk completely around the unit to ensure it is safe to back up.
- Members acting as backing guides for drivers should position themselves at the rear of the vehicle so they may be viewed by the driver in the left-side, rear view mirror at all times. Depending on need, there may be any number of members posted to assist the driver of an apparatus while backing, however, the only member in continuous direct communications with the driver should be that member posted at the rear, driver's side.
- Backing collisions, although usually at slow speed and rarely resulting in injuries, account for a majority of vehicle-related collisions in the fire department. In fact, 85% of all vehicle collisions involving fire apparatus occur during backing. As a major source of collisions, backing collisions account for considerable property damage, both to the fire department and private property. In addition to the dollar loss due to damage, these collisions account for a significant deal of "out of service" time for necessary repairs. These guidelines have been established in an effort to facilitate the safe backing of fire department vehicles with limited or restricted rear views.

- When vehicles must be backed where other vehicle traffic exists, the vehicle's emergency lights shall be operating.
- Spotters are not permitted to ride tailboard positions while backing fire apparatus.
- Road Guards.....

Spotter Signals

SIGNAL 1 - PROCEED SLOWLY - STRAIGHT FORWARD OR BACKWARD

PURPOSE: To move the vehicle in a straight line either forward or backward.



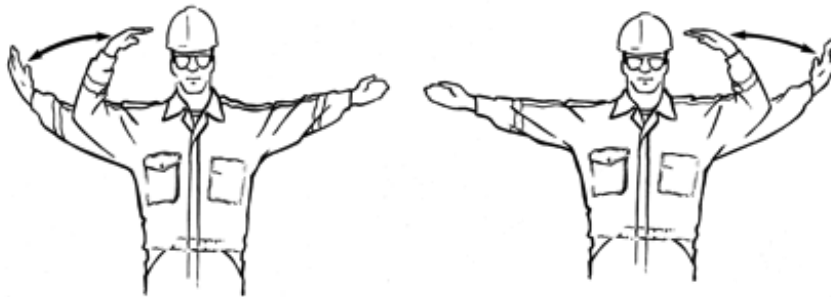
ACTIONS: Both arms extended forward and slightly wider than the body, parallel to the ground.

Palms facing the direction of desired travel. Together bend both arms repeatedly toward the head and chest then extend.

SIGNAL 2 AND 3 – TURN

PURPOSE: To move the vehicle either to the right or left while the vehicle is moving.

NOTE: The rear of the vehicle should travel in the direction that the stationary arm is pointing.



ACTIONS: Both arms extended forward and slightly wider than the body, parallel to the ground.

Palms facing the direction of desired travel. Together bend both arms repeatedly toward the head and chest then extend.

SIGNAL 4 - DISTANCE TO STOPPING POINT

PURPOSE: To provide the driver a visual reference for the distance to the stop point.



ACTIONS: Both arms extended sideways with elbows bent upward at 90 degrees. Palms facing forwards. Keep hands above head bring elbows forward as the distance narrows. As the elbows reach the straightforward position continue the hands coming together above the head to indicate the stop point is being reached. Upon reaching the stop point, give the STOP signal (Signal #5).

SIGNAL 5 - STOP

PURPOSE: Stop all movement of the vehicle, await further instructions.



ACTIONS: Cross arms at the wrists (forearms) above the head, and hold in position until the vehicle stops moving.

SIGNAL 6 - EMERGENCY STOP

PURPOSE: To stop all movement of the vehicle immediately.



ACTIONS: Both arms extended above the head with crossed arms at the wrists, palms forward. Both arms waved repeatedly down until parallel to the ground then return to the stop position above the head (Signal #5) until the vehicle stops moving.



Stamford Fire Department

Policies & Procedures Manual

Apparatus Operator Qualification Procedures

P&P ID: DRV-AppQual

Date Updated: 11 February 2018

All personnel who desire to drive pumper, rescue, or aerial apparatus must be qualified and "broken in" as per the following procedure.

The driver trainee will work with his Company Officer and other drivers to learn everything about the apparatus. The driver trainee may drive the apparatus in a non-emergency manner for training purposes. The driver trainee should study IFSTA manuals: *Fire Department Pumping Apparatus (or Aerial Apparatus)*, *Fire Streams*, *Water Supply*, and *Safety*.

When the Company Officer determines that the driver trainee is ready, he will fill out the "Driver Break-in Request" form and forward to-the Training Division.

The Training Division will administer a written test to the trainee and determine that the trainee has the appropriate Drivers License to operate said vehicle in the State of Connecticut. The test will be graded and reviewed with the trainee. 70% will be considered a passing grade. The Training Division may, at their discretion, waive the written test in lieu of State of Connecticut, Pro-Board, or equivalent Pump Operator Certification / Aerial Operator Certification as appropriate.

Upon passing the-written test, the Training Division will forward the test answer sheet and "Driver Break-in Request" forms to the Driver Qualifying Authority (DQA). The DQA will arrange and administer a practical driving/pumping test either thru the member's company officer or a training staff member. The driving test is similar to the State of-CT MVD driving test for Class II licensing and is covered in detail in IFSTA *Fire Department Pumping Apparatus* manual.

Upon satisfactory completion, the Company Officer or training staff member will notify the Deputy Chief's Office and the Administrative Office of the candidates successful completion of the break-in process. The Training Division will keep the test results of all drivers on record.

[Download the Driver Break-in Request](#)



Stamford Fire Department

Policies & Procedures Manual

DC Aide Qualifications

P&P ID: DRV-DCQual

Date Updated: 02 August 2014

The position of "DC Aide" is an extremely important driving position with many unique responsibilities. Since the "DC Aide" acts as an agent of the Deputy Chief the following qualifications must be met before being assigned as the permanent or temporary DC Aide:

- The DC Aide must have Seniority and Experience (preferably at least 5 years of documented fire ground experience)
- Must have thorough knowledge of the duties and responsibilities of the Safety Officer position as defined by IFSTA.
- Must have a valid Drivers License
- Must have a good driving record.
- Must have thorough knowledge of Streets (Both SFD Districts and the Volunteer Districts)
- Must have a thorough knowledge of the "Incident Command System"
- Must have a working knowledge of the "Knox Box Rapid Entry System"
- Must have a working knowledge of the "Personnel Accountability System"
- Must have previous SFD Driving Experience (ie Turned in as an Engine, Truck, and/or Rescue Driver)
- Must have a general knowledge of Alarm Systems and Alarm Reset procedures.
- Must be capable of selecting a location, setting up, and operating a Command Post.
- Must be familiar with the operation of the Command Vehicles' special operational equipment (ie radios, Cell phones, Street Signal pre-emption system, mapping system, and pre fire plans)
- Must have communication skills and the ability to contact and interact with support agencies (ie Police, SEMS, GEMS, Glenbrook Fire, Belltown Fire, TOR Fire, Red Cross, Building and Health Departments, Public Works Dept., Fairfield County Haz-Mat, Yankee Gas, SNET, and other neighboring fire departments)
- Must possess a clear understanding of the operation of the multi channel radio system in current use by SFD.
- Must possess a clear understanding and knowledge of SFD SOG's & P&P's especially those concerning Safety, Communications, Rehab, Personnel Accountability, and ICS.

To be qualified as a temporary or relief "DC Aide" a firefighter must first qualify by

- Being qualified as a driver of an Engine, Truck, or Rescue vehicle.
- Receive training conducted by a permanently assigned Aide.
- The firefighter must then demonstrate driving and operational skills and be "turned in" officially by the Company Commander at #1 Company

To be assigned as a permanent "DC Aide" a candidate must be qualified as above. He/she will then be appointed in seniority order as defined in our Collective Bargaining Agreement and our current driving policy.



Stamford Fire Department

Policies & Procedures Manual

License & Certification Requirements

P&P ID: DRV-Licensing

Date Updated: 29 July 2014

All personnel assigned to drive fire department apparatus or vehicles must possess a valid State of Connecticut driver's license.

Personnel assigned to drive fire apparatus will be certified by the Training Division after passing a written exam prepared by the Training Division and after completing practical and road training by the Company Commander.

Personnel assigned to drive fire apparatus must possess a valid State of Connecticut CDL (Class A, B, or C) or a Class D with Q endorsement.

Personnel assigned to drive any fire department vehicle must notify the company commander and the group Deputy Chief in writing if his/her license is revoked for any reason.



Stamford Fire Department

Policies & Procedures Manual

Unattended Fire Apparatus

P&P ID: DRV-Unattended Apparatus

Date Updated: 13 May 2015

When operating at any type of emergency scene or service call SFD apparatus shall remain running. Apparatus should not be shut off unless so directed by a Chief Officer or a member of the Mechanical Division. The Mechanical Division will refuel apparatus on scene as necessary.

Apparatus shall not be left unattended during routine activities such as grocery shopping. At least one member shall remain with and secure the apparatus.

For details requiring the participation of the entire crew such as building surveys, training, physicals etc. the driver shall place the pump transfer switch in the pump position (for apparatus that is equipped with a pump) and leave the transmission in neutral rendering the apparatus undriveable to those not skilled in fire apparatus operation. Wheel chocks shall be placed appropriately.

During emergency calls, service calls, inspections or training the decision as to whether to leave a crew member with the apparatus is left to the discretion of the Officer/Acting Officer of that unit.

These procedures are not intended to apply to fire department (including volunteer) properties or other secure City properties.



Stamford Fire Department

Policies & Procedures Manual

Care and Maintenance of the Reflective Traffic Vests

P&P ID: EQP-CareOfVests

Date Updated: 29 July 2014

When Washing:

- Machine wash (regular washer only – do not use turn out gear washer), initial water temperature should not exceed 105 degrees
- Turn the Reflective garment inside-out
- Mild detergent
- No bleach
- Line dry, do not tumble dry
- Do NOT Dry-clean
- Do Not Iron
- Garments may be hand-washed, also using warm water and mild detergent

Store garment out of direct sunlight, in a clean, dry area.



Stamford Fire Department

Policies & Procedures Manual

SCBA Maintenance

P&P ID: EQP-SCBAMaint

Date Updated: 29 July 2014

All SCBA units are to be cleaned after a fire. This is to include the frame, the harness, and the air cylinder. It is also essential that they are clean prior to being sent to the garage for repair.



Stamford Fire Department

Policies & Procedures Manual

Cell Phone Use While On Duty

P&P ID: ITC-CellPhone

Date Updated: 29 July 2014

Authority: Administrative Order 12-28 Use of Personal Cell Phones Dated: April 11, 2012

There shall be NO use of personal cell phones, tablets, computers or similar devices while responding to or operating at any emergency service incident. This is meant to include talking, texting, emailing, web browsing or any other activity.

All personnel are expected to be focused on fire or other emergency operations at any scene or, while responding, preparing for such operations.

Similarly, while conducting inspections, building surveys, street surveys, etc. members shall not utilize these devices and shall maintain a professional attitude and appearance.

Drivers are expected to be focused on driving, traffic and road conditions, and pedestrians at all times while operating SFD vehicles or apparatus. The intent of this policy is to restrict all use by drivers while operating SFD vehicles or apparatus and is meant to include "hands free" or "bluetooth" devices.

Officers and Acting Officers are authorized use of cell phones at their discretion to conduct department business, and to contact Communications, their station, their immediate supervisor or the Shift Commander.

Professional conduct is expected of all SFD members at all times and should include keeping public interests and public perception as our primary goal.

Use of electronic devices for personal business should be conducted in the privacy of SFD fire stations.

This Policy applies to all members and all divisions of the SFD.



Stamford Fire Department

Policies & Procedures Manual

NFIRS Reporting Quality Assurance

P&P ID: ITC-NFIRS

Date Updated: 16 March 2023

Purpose:

To assure accuracy and quality for all incident reports required of SFD Officers and Acting Officers.

Scope:

This policy applies to all members of all divisions of the Stamford Fire Department.

Policy:

The Company Officer assigned to Station 7, whether permanently assigned, special detailed, covering, on mutual leave, or on overtime, shall be assigned as the daily SFD *National Fire Incident Reporting System (NFIRS)* **Quality Assurance Officer**.

Procedure:

The daily responsibilities of the Quality Assurance Officer shall include reviewing all NFIRS reports for quality, ensuring compliance, and tracking missing NFIRS reports and/or unit activity logs using the NFIRS Q&A application available on the Intranet.

A list of these responsibilities will be kept in the Station 7 company office.

The Station 7 Company Officer (or a Deputy Chief or supervisory Fire Marshal) shall be the ONLY officer permitted to “authorize” any “Pending Authorization” incidents. This shall be completed after they have reviewed the incident report for any errors or noncompliance issues.

Each officer and/or acting officer that responds to any type of incident has the responsibility to complete all sections of the report pertaining to their actions. Once the member completes his or her section(s) of the report, they will then click on the “complete” button to ensure there are no errors. If there are no errors, this action will send the report to the “Pending Authorization” status for review by the Station 7 company officer.

EMS reports will be completed by officers and/or acting officers responding to any type of EMS incident whenever possible. **???If you arrived after the medic and simply assisted them you are not required to complete an EMS report. However, if it is an unusual incident that may result in future litigation or investigation you should cover yourself and complete an EMS report.???**

Each officer and/or acting officer is required to complete their report by the end of the shift they are working on the day the report

is created.

Upon returning to work on their next shift, each officer and/or acting officer shall check for any incomplete NFIRS reports or any incomplete unit reports by using links created on the Intranet fireweb page under the “My Fireweb” link.

Once the missing report is completed, the officer and/or acting officer shall return to the listing for that report on the fireweb page and click on the button that is presented. This action will inform the Station 7 company officer that this report is now “Pending Authorization” and ready for review.



Stamford Fire Department

Policies & Procedures Manual

NFIRS Incident Reporting Policy

P&P ID: ITC-NFIRS Reports

Date Updated: 17 January 2015

Abstract

The timely writing of complete and accurate NFIRS Reports is a primary responsibility of all SFD Officers and Acting Officers. The NFIRS Report is required to document all Fire Service activities when responding to any emergency, non-emergency, fire service injury, or service call or to document any damage to City property. A complete report is required for every activity that results in the generation of an Incident number by the Communications Division.

In the past reports were often "auto-generated" in Firehouse Software in order to save time and the specific details were supposed to be appended to this "auto-generated" report. A review of SFD NFIRS reports has shown that these details are often omitted and the "auto-generated" report was allowed to stand as the entire narrative. This practice is not acceptable and the "auto-generation" feature has been disabled. **All Officers and Acting Officers are required to document their (and their crews) actions by creating and typing their own detailed narrative.**

It is important to remember that the NFIRS report is an official document subject to freedom of information requests, subpoena and other legal actions. This report is the only official record of what actions you, on behalf of the SFD, took. If it is not documented there is no proof that you did it. Bear in mind that the nature of litigation is that a legal action may not be initiated or adjudicated for many years after an event. You may be subpoenaed five or more years later regarding any incident. It is unreasonable to expect that you will remember details of an incident months or years in the past if you have not completed a comprehensive documentation of the incident and your actions. As a legal document you would be allowed to refer to your NFIRS report during a deposition or court action, the same may not be true for unofficial notes you may keep.

Besides being a requirement of your position of employment **it is imperative that you document a complete and comprehensive narrative of every incident to which you are assigned.** Remember that you may be named personally in a legal action and you must have proper documentation in order to defend yourself.

In the near future we will be creating a "stock narrative" for incidents that overwhelm the system at times such as wires or tree limbs down. If you do nothing but investigate and refer to the proper agency you may use this stock narrative for these specific type of calls.

For EMS calls, if you arrive after the Medic unit and simply assist them you may do a simple NFIRS report and state what you did in the fire report narrative. If you initiate and render care prior to the arrival of EMS and hand off care to them upon their arrival

you are required to also create a NFIRS EMS Report. The narrative of your actions on EMS calls where you provide patient care are to be placed in this EMS Report as it is not subject to Freedom of Information requests and is protected under HIPPA regulations.

NFIRS Report Policy

The first arriving Company Officer/Acting Officer is responsible for the initiation and completion of the NFIRS report. In the event the Officer responsible for completion of the report is not available, a member of the first arriving company as identified by the Duty Chief shall initiate and complete the report.

- All Officers and Acting Officers shall place the names of their crew members on the station roster and unit area of the Firehouse program when coming on shift. Any staffing changes during the shift(s) shall also be reflected in this area. This will ensure that the report factually reflects all personnel on any particular incident.

All other responding Companies shall create and complete a Staff Activity Report. A unit Staff Activity MUST be completed for all calls where an incident number is generated.

- Supplemental reports shall be completed in the Unit Narrative section of the Units & Personnel tab in the Firehouse software program.
- Supplemental reports should contain only the actions of that particular unit on the incident.

Each NFIRS incident report shall be completed as outlined in the NFIRS Manual. All entries shall be accurate representations of the circumstances encountered.

Each incident report requires a narrative section. By writing a narrative, the Officer or Acting Officer is creating a permanent record of the incident for recollection and public record purposes. Narratives should be as detailed as necessary to describe the activities that occurred at the incident. Content of narrative shall:

- Be stated clearly.
- Be grammatically correct. Correct spelling by using “spell check”.
- Be accurate. Detail reflections of actions and observations.
- Identify unusual circumstances.
- Completely describe the incident.
- Identify damage to property.
- Not contain any criminal or HIPPA information.

Fire Investigation information may be placed in the Narrative section provided that the Reporting Officer performed the cause and origin investigation.

- If a Fire Investigator performed the investigation, then he/she shall complete the investigation area of the Firehouse report and place a note in the narrative referring to their investigation report. Company Officers shall refer to the Fire Investigators report in the narrative area for cause and origin information.
- If the cause has not been determined or has not been confirmed by the reporting Officer, then the Officer shall fill in the investigation report area as undetermined. The Fire Investigator shall make changes based on the results of the investigation.

Persons involved in the incident shall be identified in the incident involvement area in the Firehouse software program.

- All patients involved in any medical incident shall be identified in the incident involvement area.
 - The narrative should not contain any patient care information, cause of any illness or injury in order to conform to HIPPA regulations.
- Homeowners, Tenants, Property Owners, Reporting Party, Drivers, Passengers, Witnesses, Occupants, Victims, Property Manager, etc are examples of the types of persons which should be listed in the involvement area of the NFIRS.

The incident type should fit the incident, do not rely on the auto fill from the Computer Aided Dispatch System. Types of calls for service are commonly used for statistical purpose and should reflect the actual type of call.

Late responses to Medical calls require a “reason” code and an explanation on the signature tab.

- If there was an error in the times of the call and ANY changes are made to the times in the report, the late response tab shall be filled in with the appropriate reason and explanation. If call times are changed by the Reporting Officer the “late” tab will not turn red and the NFIRS report can be saved. Officers and Acting Officers shall ensure that that a reason is filled in if any call times are changed in the report.

The property loss area of the NFIRS shall also be filled in by all reporting Officers and Acting Officers.

The vehicle accident area of the NFIRS shall be filled in for all accident with injury incidents.

- The vehicle accident information is critical for statistical analysis and reporting for grant funding.

Each NFIRS or supplemental report shall be completed prior to being relieved of duty under normal circumstances.

If circumstances exist which prevent routine incident reports from being completed during that shift, those reports may be completed during the next scheduled work shift unless the employee is pre-approved for leave (in which case it is to be completed prior to leaving duty).

Under no circumstances, except system wide computer failure, shall Officers or Acting Officers fail to complete incident reports for any major call including but not limited to: structure fires, large brush fires, vehicle fires, hazard materials releases, technical rescues, extrications, or any incident resulting in fire service injury or death or civilian injury (other than routine EMS first response incidents) or death prior to leaving duty for regular shift leave. This provision extends to any incident that may have possible legal implications/issues and any incident that may generate press attention or public scrutiny.

When a delay in writing incident reports cannot be avoided, officers and acting officers shall conscientiously protect their field notes and sketches.

- When a computer failure prevents the timely completion of any incident report, the employee shall enter a log entry indicating computer failure and notify the on Duty Chief.
- All reports shall be completed and saved prior to the end of each month to facilitate the call time requirements of the State Of Connecticut, Fire Marshal’s Office.

NFIRS Report Submission to Shift Commander

Reports regarding the below listed incidents shall be printed to the printer in the Deputy Chiefs Office immediately upon completion. If network or other system problems prevent printing to the DC Office the Officer shall call the on duty Deputy Chief and inform him so that he can print it or review it on line.

- Structure Fires, vehicle fires, large brush fires
- Technical Rescues
- Vehicle or Machinery Extrications (other than routine)
- Fire service injury or death
- Civilian injury or death (other than routine EMS first response incidents)
- Any incident that may have possible legal implications
- Any incident that may generate press attention or public scrutiny.

Click on link below for article "Writing Your Structure Fire Report Narrative"

<https://stamfordfireweb.org/images/content/files/Writing%20Your%20Structure%20Fire%20Report%20Narrative.doc>



Stamford Fire Department

Policies & Procedures Manual

Social Media Policy

P&P ID: ITC-Social Media

Date Updated: 10 January 2023

Purpose

The fire department endorses the secure use of social media to enhance communication and information exchange, streamline processes, and foster productivity with its employees. This policy establishes the fire departments position on the use and management of social media and provides guidelines on its' management, administration, and oversight.

Introduction

Social media provides a valuable means of assisting the fire department and its personnel in meeting community education, community information, fire prevention, and other related organizational and community objectives. This department also recognizes the role that social media tools may play in the personal lives of department personnel. The personal use of social media can have an effect on fire departmental personnel in their official capacity as firefighters. This policy is a means to provide guidance of a precautionary nature, as well as restrictions and prohibitions on the use of social media by department personnel.

Definitions

Blog-A self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions, or comments.

Post-Content an individual shares on a social media site, or the act of publishing content on a site.

Profile-Information that a user provides about himself or herself on a social networking site.

Social Media-A category of Internet based resources that enable the user to generate content and encourage other user participation. This includes, but is not limited to, social networking sites: Facebook, MySpace, Twitter, LinkedIn, YouTube, Wikipedia, blogs, and other sites.

Social Networks-Platforms where users can create profiles, share information, and socialize with others using a range of technologies.

Speech-Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication.

Use of Official Resources

The City of Stamford Technology Policy establishes the proper use of the computer, electronic and other telecommunication technology systems, including but not limited to, internet, intranet, satellite, broadband, cable, and similar platforms.

Personal and Professional Use

Department personnel shall conduct themselves at all times as representatives of the department, and accordingly, shall adhere to all department standards of conduct and observe conventionally accepted protocols and proper decorum.

Department personnel are free to express themselves as private citizens on social media sites to the degree that their speech does not impair working relationships of this department for which loyalty and confidentiality are important, impede the performance of duties, impair discipline and harmony among coworkers, or negatively affect the public perception of the department.

Department personnel shall not post, transmit, or otherwise disseminate confidential information, internal administrative policy and procedure documents, internal email communications, photographs or videos related to department training, activities, or work-related assignments without express written permission from the Fire Chief or designee.

As public employees, department personnel are cautioned that their speech either on or off duty, and in the course of their official duties that has a nexus to the employee's professional duties and responsibilities, may not necessarily be protected speech under the First Amendment.

Department personnel should assume that their speech and related activity on social media sites will reflect upon their position within the department and of this department.

Department personnel are cautioned not to do the following:

- Display department logos, uniforms, or similar identifying items on personal web pages without prior written permission.
- Use speech containing obscene or sexually explicit language, images, or acts and statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, any religion, or any protected class of individuals.
- Use speech involving themselves or other department personnel reflecting behavior that would reasonably be considered reckless or irresponsible.

Department personnel may not divulge information gained by reason of their authority; make any statements, speeches, appearances, and endorsements; or publish materials that could reasonably be considered to represent the views or positions of this department without express authorization.

When using social media, department personnel should be mindful and expect that their speech becomes part of the worldwide web. Any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by the department at any time without prior notice.

Violations

Any employee becoming aware of, or having knowledge of, a posting, website, or web page in violation of the provisions of this policy shall notify his or her supervisor immediately for follow-up action.

Violation of this policy may result in discipline as outlined in Article V of the Collective Bargaining Agreement.



Stamford Fire Department

Policies & Procedures Manual

City of Stamford Technology Policy

P&P ID: ITC-TechPolicy

Date Updated: 29 July 2014

All Stamford employees and users of City technology services are subject to the Stamford Technology Policy. The Stamford Technology policy can be found on the FireWeb at the URL below.

<http://fireweb/home/files/FileDetails.cfm?FileID=63>

Purpose:

To establish a policy regarding the proper use of the computer, electronic and telecommunication technology systems (collectively the "Technology Systems") of the City of Stamford, Connecticut (the "City") by each City officer, employee or any other person or entity authorized by the City to use the Technology Systems (hereafter referred to as a "User").

Overview:

The City's Technology Systems, including E-mail, are City property and are intended for City business purposes, and may not be used for other commercial purposes. Incidental personal use of the Technology Systems which is not inconsistent with this policy is permitted. Any such personal use must be occasional and shall not interfere with the User's performance of his or her job duties.



Stamford Fire Department

Policies & Procedures Manual

Answering City Telephone Lines

P&P ID: ITC-Telephones

Date Updated: 13 May 2015

Any SFD employee shall answer any department or city telephone in the following manner:

Station (or location), Rank, Name

No Exceptions!



Stamford Fire Department

Policies & Procedures Manual

Assistant Chief of Career Services

P&P ID: ROC-ROC-AChief Career

Date Updated: 09 October 2014

Will perform such duties and responsibilities as are assigned to him/her by the Chief of Department and the Charter of the City of Stamford.

In the absence of the Chief of Department, The Assistant Chief will act as Chief of the department and assume all the responsibility and authority of the Chief of the Stamford Fire Department.

No Assistant Chief shall act in a manner which is unethical, immoral or detrimental to the Department or the City of Stamford while on duty or in the presence of the citizens of Stamford.



Stamford Fire Department

Policies & Procedures Manual

Assistant Chief Of Volunteer Services

P&P ID: ROC-ROC-ACHiefVolunteer

Date Updated: 09 October 2014

General Summary of Duties:

Under the general supervision of the Chief of the Fire Department, performs administrative duties, does related work as required and assists the Chief in fulfilling all duties as set forth in Section C5-40-3 of the Charter of the City of Stamford.

Distinguishing Features of the Position:

The Assistant Chief of Volunteer Services (ACVS) is a full-time position involving responsibility for planning, developing, implementing and coordinating volunteer recruitment and retention programs in order to maintain a viable volunteer firefighting component of the City of Stamford Fire Department (S.F.D.). Work is performed under the general supervision of the Chief of the Fire Department.

General Duties of the Position:

- Assists the Chief of the Fire Department with projects which are intended to improve the effectiveness of the volunteer component of the department.
- Assists in preparing documents and prepares, together with the Chief of the Fire Department, the capital and operating budgets for the volunteer fire components.
- Maintains volunteer personnel records and prepares regular reports on volunteer activities.
- Maintains inventory and testing records of apparatus and equipment utilized by the volunteer components of the department.
- Is responsible for implementation and maintenance of operational accountability of volunteer members of the SFD. Will ensure all volunteer members' familiarity and compliance with all accountability procedures of the SFD.
- Plans and coordinates volunteer firefighter recruitment and retention activities and incentives.
- Develops and executes publicity programs to inform prospective volunteer firefighter applicants.
- Helps to develop processes for recruitment and screening of volunteer firefighter applicants.
- Establishes liaison with the five volunteer fire companies of the SFD and related organizations on a continuing basis.
- Assures that members of the volunteer companies have a working knowledge of and comply with all policies and procedures (P&P's) and standard operating guidelines (SOG's) of the SFD, and all Directives issued by the Chief of the Fire Department and/or the City of Stamford Fire Commission.
- Coordinates all training activities within the volunteer components of the SFD.
- Prepares news releases pertaining to the volunteer components of the SFD.
- Participates in meetings and conferences designed to improve support for and retention of volunteer members of the SFD.
- Speaks before public, private, and employer groups for the purpose of soliciting support for the volunteer fire companies of the SFD.
- Investigates and prepares reports on complaints of misconduct against volunteer officers and volunteer firefighters of the SFD.
- Investigates and prepares reports on grievances submitted by volunteer officers and volunteer firefighters of the SFD.

- Performs related work as assigned by the Chief of the Fire Department.

Full Performance Knowledge, Skills, Abilities, and Personal Characteristics:

- Possess excellent knowledge of the organization, operation, and activities of volunteer firefighters within a combination fire department.
- Possess a thorough knowledge of fire service administration.
- Possess a thorough knowledge of modern firefighting methodology and equipment.
- Possess the ability to plan and review the work of a large number of subordinates.
- Knowledge of activities in the field of promotion and advertising.
- Knowledge of recruitment and retention initiatives for volunteer firefighters.
- Working knowledge of interviewing and placement techniques.
- Knowledge of computers, business software applications (i.e.. Microsoft Office Suite), and fire service software applications and databases (i.e.. Firehouse Software).
- Ability to prepare and deliver interesting oral and written presentations using various media formats.
- Ability to establish and maintain professional working relationships with others.
- Ability to plan and initiate programs to ensure recruitment and retention of volunteer firefighters.
- Demonstrates initiative, tact, courtesy, good judgment and emotional maturity.
- Willing to work a flexible schedule including weekends and evenings.
- Maintain physical conditioning and abilities commensurate with the demands of the position.

Minimum Training and Experience Required:

- A minimum of ten (10) years of firefighting experience with at least five (5) years of supervisory experience.
- Be selected by the Chief of the Fire Department from a pool of three (3) nominees provided by a majority of votes by the Chiefs of the five Volunteer Fire Companies.

No Assistant Chief shall act in a manner which is unethical, immoral or detrimental to the Department or the City of Stamford while on duty or in the presence of the citizens of Stamford.



Stamford Fire Department

Policies & Procedures Manual

Acting Officers

P&P ID: ROC-ROC-ActingOfficers

Date Updated: 29 July 2014

Any member "Acting" in a higher job classification or rank shall be considered for the duration of that period to possess that classification or rank. They shall be entitled to all rights, privileges and benefits of that position. They shall be subject to all duties, standards and responsibilities of that position.



Stamford Fire Department

Policies & Procedures Manual

Deputy Fire Chief & Chief Fire Marshal

P&P ID: ROC-ROC-DeputyChief

Date Updated: 29 July 2014

Each line Deputy Chief shall be held accountable for the conduct of the fire fighting force while he/she is on duty.

Will assure that all records are accurately and adequately maintained.

Will assure that Company quarters and furnishings are being maintained in a clean, orderly, and usable manner and that the use of such quarters is in full compliance with the rules and regulations.

Will assure that the Company Commanders are adequately instructed in, and properly performing their duties. Also that the Company Commanders are properly instructing their subordinates in the performance of their duties.

Will assure that all orders and official communications are delivered to all Fire Stations as soon as possible.

Prior to going off duty will impart to the oncoming Deputy Chief any unusual conditions that exist and all information concerning important events that occurred during his/her tour of duty.

When assuming command at the scene of a fire or other emergency, the Deputy Chief shall:

- Exercise reasonable and prudent professional judgment in the deployment of the companies responding.
- Promptly summon additional help when the situation appears to be going in the direction that will soon put it beyond the ability of existing companies to control and/or extinguish.
- Exercise due care in providing for the safety of the personnel under his/her charge at the scene of a fire, or other emergency. The Deputy Chief shall avoid exposing them to imminent danger of injury and/or death.

Each Deputy Chief will be assigned oversight of various non-incident related programs, policies, divisions, special units, facilities, etc. at the discretion of the Fire Chief.

No Deputy Chief shall act in a manner which is unethical, immoral or detrimental to the Department or the City of Stamford while on duty or in the presence of the citizens of Stamford.



Stamford Fire Department

Policies & Procedures Manual

Drivers

P&P ID: ROC-ROC-Drivers

Date Updated: 23 December 2018

All Assigned and Relief Drivers Shall:

- Posses the proper Connecticut Driver License required by the CBA.
- Be certified by the Training Division to drive and operate any apparatus.
- Per General Order 18-02
 - *The oncoming driver shall notify the offgoing driver when he/she is ready to relieve him/her of duty.*
 - *The offgoing driver shall then inform the oncoming driver as to the condition of the apparatus and notify relieving member of any issues regarding the apparatus that occurred during the previous shift.*
- Keep the unit clean and satisfactorily deliver the unit to the oncoming driver.
- Be responsible for the good order and operating condition of apparatus to which they are assigned.
- Be responsible for all equipment and tools as detailed in the unit's inventory sheet.
- Notify the Company Commander immediately if a mechanical or operational defect occurs with the unit.
- Notify the Company Commander immediately in event that any tools and/or equipment are missing or inoperable.
- Be responsible for the condition and application of snow chains for their unit.
- Obey all existing traffic laws while operating their unit. **(S.O.G. SAF-Driving)**.
- Operate the unit under complete control at all times.
- Never back up the apparatus without the assistance of a member in the rear of the unit to guide you. **(S.O.G. SAF-Driving)**.
- Never leave the apparatus unattended while operating at emergency or non emergency scenes such as building surveys unless directed to do so by the Company Commander.
- Chock the wheels of the apparatus if recommended for that particular purpose.
- Follow the instructions and recommendations of the Mechanical Division pertaining to any maintenance and use of the apparatus.
- Complete a daily apparatus report on the SFD Intranet and notify their Officer of any deficiencies.
- Notify the Company Commander when in need of fuel or other fluids.



Stamford Fire Department

Policies & Procedures Manual

Fire Captain

P&P ID: ROC-ROC-FireCapt

Date Updated: 29 July 2014

The Captain shall be responsible for the efficiency and the effectiveness of his/her company.

The Captain shall preserve order and discipline at all times.

The Captain shall be responsible for the proper care of all equipment and apparatus, including the building & grounds, put under his/her charge.

The Captain shall report, or have a designee report to the Emergency Communications Center, whenever apparatus under his/her command is out of service for any reason.

The Captain shall instruct each member under his/her command in the proper use of all equipment, apparatus, tools, the location of hydrants and streets in the City of Stamford.

The Captain shall assign each member of his/her company such portion of work at quarters as he/she considers proper. Each member shall be apportioned as equal a share as possible. It shall be the Captains responsibility to see to it that each assignment is carried out.

The Captain shall hold roll call each tour of duty at the changing of shifts. At that time the Captain shall read to the company all orders, notices, and any other important information received since the previous roll call.

The Captain shall be able to grant any member, at his discretion and for good cause, not more than one hour off duty, provided his command will be maintained at minimum strength.

The Captain shall ensure that, if requested, visitors are escorted politely through the station and courteous explanations concerning the apparatus and equipment are made to them. No visitor shall be allowed to enter any area, except for the apparatus floor, without the consent of the company commander. No children shall be allowed in the building without the accompaniment of an adult.

The Captain shall not allow the lounging around of any person who is not a member of the department and/or not regularly assigned to the station except by permission of the Chief.

The Captain shall enforce all rules relating to house watch duties.

The Captain shall remain on duty until properly relieved by the on coming Captain. If, in the opinion of the on duty Captain, the

oncoming Captain is not in proper condition to take command, he shall notify the on duty Deputy Chief immediately. The Deputy Chief shall notify the Chief and/or Assistant Chief at once, then go to the fire station in question and remain with the Captain until the arrival of the Chief and/or Assistant Chief and proper relief is made under the Chiefs or Assistant Chiefs orders.

The Captain Shall Ensure That:

- no alcoholic beverages or non-prescription drugs are brought into the station or used in or on any fire department property.
- members under his/her command wear the prescribed uniform which is to be kept clean and neat and that the members of his/her command meet grooming requirements.
- no bed is occupied between the hours of 6:30 a.m. and 8:00 p.m. except when injury or illness requires it.
- the American flag and other flags are properly displayed when allowed by law or custom.
- that Company journals are kept in such a manner that they will be, in themselves, an accurate and complete history of happenings and operations for each day. The journals will include everything in any manner pertaining to the administration of the Company, or to the interest of the Department.
- the Deputy Chief be notified immediately if any member appears to be:
 - unable to perform his/her duties,
 - guilty of disorderly conduct while on duty,
 - has violated the rules and regulations of the Stamford Fire Department.
- the Deputy Chief be notified of any accident involving apparatus, equipment or other property belonging to the City of Stamford, stating cause and nature. He/she shall be certain all reports are properly filled out and submitted to the proper authority.
- the Deputy Chief be notified of any defect or irregularity in the apparatus which may or does decrease the efficiency and operation of said apparatus.
- a file of all department orders, bulletins and all other department communications shall be kept in the company office.
- prior to going off duty, the Captain shall notify the on coming Captain of all information, happenings, etc. , which have occurred during his/her tour of duty. All papers and records relating to his/her command shall be accessible at all times to all Captains.

No Captain shall act in a manner which is unethical, immoral or detrimental to the Stamford Fire Department while on duty and/or in the presence of the citizens of Stamford.



Stamford Fire Department

Policies & Procedures Manual

Fire Chief

P&P ID: ROC-ROC-FireChief

Date Updated: 29 July 2014

The Stamford Fire Department Chief shall have command over all persons connected with the department and all duties assigned to and/or performed by members of the department.

The Chief shall issue such orders as he/she deems necessary to govern the department, including assignments, transfers, and details which, in his/her judgement, are in the best interest of the department. He/She shall report same to the Fire Commission and the Director of Public Safety, Health and Welfare.

The Chief shall promptly report to the Fire Commission and the Director of Public Safety, Health and Welfare any Officer or member of the department who for reason of absence, illness, accident or any other incompetence does not and/or can not fully, promptly and properly perform his/her duties.

The Chief of the Stamford Fire Department shall have the authority to summarily suspend from duty any officer or member of the department for insubordination, disorderly conduct, or neglect of duty and shall report such suspension immediately to the Fire Commission and the Director of Public Safety, Health and Welfare.

The Chief shall meet with the Firefighters Certified bargaining unit, when necessary, to study suggestions made by members of the department with a view towards increasing the efficiency and morale, and, if possible, to work out solutions to any grievances which might arise on the part of any member or members of the department.

The Chief shall promulgate and enforce all orders of the Fire Commission and/or the Director of Public Safety, Health and Welfare, and ensure that the Charter and the Ordinances of the City of Stamford applicable to the department are faithfully observed, including the performance of all duties required of him/her by the Charter

The Chief of the Stamford Fire Department shall possess all powers granted him/her by the Charter of the City of Stamford.

The Chief of the Stamford Fire Department shall not act in a manner which is unethical, immoral, or detrimental to the Department or the City of Stamford while on duty or in the presence of the citizens of Stamford.



Stamford Fire Department

Policies & Procedures Manual

Fire Lieutenants

P&P ID: ROC-ROC-FireLieut

Date Updated: 29 July 2014

Each Lieutenant Shall:

- perform such duties as are assigned or instructed to him/her by the Captain and shall have access to all department records necessary to perform his/her duties.
- act in the place of Captains when necessary and assume all the responsibilities and authority of the Captain in his/her absence.
- In single unit Companies where a Lieutenant is assigned as the Company Officer, he/she shall perform the duties listed under the rules and regulations for Fire Captains and shall be subject to the orders and directions of the Company Commander for that Company.

No Lieutenant shall act in a manner which is unethical, immoral or detrimental to the Stamford Fire Department while on duty or in the presence of the citizens of Stamford.



Stamford Fire Department

Policies & Procedures Manual

Fire Prevention Division

P&P ID: ROC-ROC-FirePrev

Date Updated: 29 July 2014

The Supervisor of the Fire Prevention Bureau/Fire Marshal, shall be in charge of the office of the Fire Marshal and the Fire Prevention Division and all members assigned to that division. The Chief Fire Marshal shall be responsible to the Chief of the Stamford Fire Department for the conduct of the office and its members.

The Supervisor of the Fire Prevention Bureau/Fire Marshal, shall, in addition to the duties imposed by the charter and ordinances of the City of Stamford and the State of Connecticut, perform such other duties as the Chief of the Stamford Fire Department may direct.

No member of the Fire Prevention Bureau shall act in a manner which is unethical, immoral or detrimental to the Department or the City of Stamford while on duty or in the presence of the citizens of Stamford.



Stamford Fire Department

Policies & Procedures Manual

General Rules of Conduct For All

P&P ID: ROC-ROC-General

Date Updated: 09 May 2021

The following list of directives represents standards of conduct for the members of the Stamford Fire Department. These regulations are based on the following policy:

Every member of the Stamford Fire Department is expected to operate in a highly self-disciplined manner and is responsible to regulate their own conduct in a positive, productive, and mature way. Failure to do so will result in disciplinary action ranging from counseling to dismissal. Disciplinary action should be corrective, progressive and lawful. Guidelines describing the Unions role in the disciplinary process are clearly pointed out in the collective bargaining agreement.

All Members Shall:

- Follow the Standard Operating Guidelines and written directives of the Stamford Fire Department.
- Act in accordance with the Code of Ethics of the City of Stamford.
- Use their training and abilities to protect the public at all times.
- Work competently in their positions to cause all department programs to operate effectively.
- Always conduct themselves to reflect credit on the Department.
- Supervisors will manage in an effective, considerate manner. Subordinates will follow instructions in a positive, cooperative manner.
- Always conduct themselves in a manner that creates good order within the Department.
- Keep themselves informed to do their jobs effectively.
- Be concerned and protective of each members welfare.
- Operate safely and use good judgment.
- Observe the work hours of their position.
- Meet all certification requirements as set forth by the State of Connecticut Commission of Fire Prevention and Control.
- Be careful of all department equipment and property.
- When off duty, promptly return to duty upon notification by the Communication Division.
- Respect all Officers by addressing them by their appropriate titles.
- Obtain permission from his/her Company Commander prior to seeing the Deputy Chief, Assistant Chief or Chief of the Stamford Fire Department.
- Knock prior to entering the office of any Officer.
- Obey and operate in accordance with the law.

Members Shall Not:

- Engage in any activity that is detrimental to the Department.
- Engage in a conflict of interest to the Department or use their positions with the Department for personal gain or influence.

- Fight.
- Abuse Sick Leave.
- Steal.
- Use alcohol, non-prescription drugs, or any substance that could impair their physical or mental capabilities on duty.
- Engage in any sexual activity while on duty.
- Gamble while on duty or in any department building.
- Disclose any "confidential information " relative to the business or affairs of the Department without prior authorization from Chief of Department.
- Act in a manner which is unethical, immoral or detrimental to the Stamford Fire Department while on duty and/or in the presence of the citizens of Stamford.

Discipline

Any member found to have neglected his/her duties, be disobedience of orders and/or violations of Department Rules & Regulations shall be liable for punishment by reprimand, loss of time, forfeiture of holidays reduction of rank or grade, or any other punishment, including dismissal, if deemed reasonable for the offense.

Uniforms

The proper uniform shall be worn by all members while on duty, and when authorized by the Fire Chief. Uniforms include all dress (Class A) and duty (Class B) issued clothing. It is the responsibility of each member to see that all articles of their uniform are maintained and in clean and presentable condition. Uniforms shall be inspected by Company Commanders at roll call each shift.

Uniforms shall be consistent to the standards outlined in the Uniform Regulation. It is each members responsibility to understand the Guideline and to comply with the proper uniform as written.

Replacement uniforms shall be issued only when required, damaged, or contaminated.

Each member shall be responsible for supplying their own Black Shoes, Black Belt, Black Tie, and Black Socks and will be a standard part of their Class A and Class B uniforms.

Sickness or Injury

In the event of illness it is the responsibility of the member to notify the on duty Deputy Chief. The member shall make notification via the sick leave telephone. Members are required to make all notifications prior to the beginning of their shift. If notification is not made prior to the beginning of that members shift, that member will be considered absent without leave (AWOL).

If a member becomes ill during their shift, they are to report their condition to their Company Commander. If illness requires a member to leave duty, it will be the responsibility of the Company Commander to notify the on duty Deputy Chief prior to their leaving.

In the event of an injury while operating in the line of duty, the member shall immediately notify their Company Commander and follow all directions, as outlined in General Order 95-17 and any corresponding guidelines. A member who is injured on duty must follow up and see a physician as soon as possible. This rule applies to all incidents including exposures to all infectious diseases.



Stamford Fire Department

Policies & Procedures Manual

Rules of Conduct Introduction

P&P ID: ROC-ROC-Intro

Date Updated: 29 July 2014

This document was prepared by the members of this department to summarize the philosophy of this exceptional group of people. It is intended to help guide the behavior of all current and future members to ensure that we continually reinforce this departments philosophy in our day to day interactions with each other and the public we serve. By setting forth these tenets, we have set a standard by which to measure our personal and organizational behavior, as well as to provide us with a model of behavior.

Let us first recognize our organizational goal. **Our Department's goal is to provide the highest quality of emergency services to the people and their property we protect.** With our "goal" in mind, we have begun to follow a path toward an efficient and effective organization.

The Stamford Fire Department's fundamental principal recognizes that its' members are the foundation of this organization. We consider ourselves only as strong as our membership. Being a member of the Stamford Fire Department includes a commitment to our fellow department members and most importantly to the citizens of Stamford. This Commitment begins with each individual member being responsible for their own actions. Personal respect and individual integrity are the essential ingredients of a positive, unified work environment yielding a healthy and effective organization.

The work environment is maintained by commitment and discipline, preferably self-discipline. Each member is expected to manage their own behavior in a manner that conforms with this department's Rules & Regulations. In situations where discipline breaks down, disciplinary action must be imposed. Preferably, punitive action should only be used in conjunction with other corrective measures designed to resolve the problem. The department has the responsibility to help members "get back" or re-enter the organization after disciplinary action, as long as the members are willing to put forth an earnest and sincere effort to help themselves.

Leaders and supervisors play an important role in making this departments philosophy work. Positive motivation is much more effective in guiding members productivity rather than simply identifying and punishing negative behavior or performance. Positive behavior and performance should be recognized at every possible opportunity.

Leadership is critical in maintaining the high standards of performance and the positive image of this department in the eyes of our community and the fire service as a whole. A leader is a person who shares a vision with a group of people, articulates the vision so that everyone understands it, and shows the rest of the group how to make the vision a reality. This clearly illustrates why the overall effectiveness of a leader is imperative to the success of this organization. Therefore, it is an inherent responsibility of the leaders of the Stamford Fire Department to develop and instruct its members into becoming the future leaders of the organization.

Each member must also accept the responsibility associated with maintaining our environment, delivering quality service, and cultivating change and improvements. This requires a high level of commitment by all involved to make it effective. It demands dedication to focusing on the best interests of this organization and the public we **serve**.

This department recognizes that the opinions and the viewpoints of all its members makes for the best possible solutions. This department provides the opportunities for all members to channel their concerns, suggestions, criticisms and complaints within the structure of the organization. A portion of this process involves recognition of the Unions role in this department. Union leadership has shown a consistently positive approach to improving service to the community and maintaining a safe, effective work environment.

True commitment requires loyalty to the organization. Member commitment is easy during good times, but is truly tested during the more difficult times. It is up to our membership to make this organization better. Members are responsible to the organization and it can only get as good as we are willing to commit to making it. An organization is constantly changing and evolving, but the Stamford Fire Department has made the decision to commit to making these changes a positive and healthy experience for our members. Each of us must be able to recognize organizational problems as opportunities to continue to improve.

Stamford Fire Department's personnel are not just employees, we are members. Members of an exceptional team of professionals. Members who thrive to be the best and in turn strive to take care of each other. It is within this organization's members and their families that respect and quality interaction occurs. Let us continually demonstrate the respect to each other that is needed to be most effective.



Stamford Fire Department

Policies & Procedures Manual

Mechanical Division

P&P ID: ROC-ROC-MechDiv

Date Updated: 29 July 2014

The Mechanical Supervisor shall be in charge of the Mechanical Division and all members assigned to that division. The Mechanical Supervisor shall be responsible to the Chief of the Stamford Fire Department for the conduct of the office and its members.

It is the responsibility of the Mechanical Supervisor to maintain in good working order, execute repairs, and recommend modifications and replacements promptly on all apparatus and equipment of the department and on all fire hydrants in the City of Stamford.

The Mechanical Supervisor shall not allow anyone not assigned to the Mechanical Division to make any modifications or alterations to any apparatus or equipment belonging to the Stamford Fire Department without written authorization of the Fire Chief or Assistant Chief, except in emergencies.

The Mechanical Supervisor shall be responsible for the requisition of any materials, parts, supplies and/or labor needed to ensure the smooth operation of the mechanical division. He/She shall keep a record of all materials received and the use thereof and any other records as the Chief may require.

The Mechanical Supervisor or his designee shall ensure that all drivers are thoroughly trained in the operation of their equipment and are diligent and careful.



Stamford Fire Department

Policies & Procedures Manual

Rules of Conduct Overview

P&P ID: ROC-ROC-Overview

Date Updated: 29 July 2014

All members of the Stamford Fire Department will be issued a copy of the Rules and Regulations of the department and will make written acknowledgment of receipt of their copy.

All members are responsible for reading and understanding each article in these Rules and Regulations.



Stamford Fire Department

Policies & Procedures Manual

Preamble

P&P ID: ROC-ROC-Preamble

Date Updated: 01 October 2014

In accordance with the charter of the City of Stamford, Connecticut, the rules of conduct and regulations prescribed hereforth are designed for the members of the Stamford Fire Department in performing their duties and responsibilities.

Although no specific code of rules and regulations can be devised to sufficiently provide a specific formula for every situation or circumstance, it is expected that these rules and regulations, as well as all amendments and revisions that are promulgated, will fulfill a generalized outline to the obligations of each member of this department.

All members of this department shall make themselves fully aquatinted with these Rules of Conduct and Regulations as well as all Departmental Orders established.



Stamford Fire Department

Policies & Procedures Manual

Training Division

P&P ID: ROC-ROC-Training

Date Updated: 29 July 2014

The Deputy Chief of Training/Training Officer shall be in charge of the Training Division and be responsible for the proper and adequate training of all members of the Stamford Fire Department. This training shall include, but not be limited to, firefighting, emergency medical training, and other specialized training that deals with emergencies.

The Training Officer shall be responsible for the scheduling and operation of the Training Center.

The Training Officer shall be responsible for the accurate compilation and storage of all training records.

The Training Officer shall be responsible for compiling all probationary and/or evaluation reports as required by the laws of the State of Connecticut, the Director of Public Safety, Health and Welfare, the Fire Commission or the Chief of the Stamford Fire Department.

The Training Officer shall be in charge of the Training Division and all members assigned to that division. He will be responsible to the Chief of the Stamford Fire Department for the conduct of his/her office and its members. He/She shall perform such other duties as directed by the Chief.

No member of the Training Division shall act in a manner which is unethical, immoral or detrimental to the Department or the City of Stamford while on duty or in the presence of the citizens of Stamford.



Stamford Fire Department

Policies & Procedures Manual

Health & Safety Policy Statement

P&P ID: SAF-HandSSatement

Date Updated: 29 July 2014

Health & Safety Policy Statement

It is the policy of the City of Stamford Fire Department to provide a safe and healthy workplace for all employees. To accomplish this goal, we must recognize that it is a **joint effort on the part of management and employees to share in the responsibility to protect worker safety.**

It is the responsibility of the Stamford Fire Department to provide a workplace free from recognized hazards. In order to achieve this there are four basic elements that establish a solid foundation to promote and ultimately attain Health and Safety in the Workplace. These elements are:

- **Management Commitment and Employee Involvement:** Shift commanders and company officers must stress the importance of safety on a regular basis. They must also oversee the administration of proper safety practices within their respective commands and conduct regular safety discussions. It is the responsibility of the employee to report any perceived hazardous conditions to his or her immediate supervisor. Employees shall refrain from activities that may jeopardize the safety of fellow workers. Inoperative or faulty equipment, including personal protective equipment should be reported as soon as it is noticed. Job related injury and or illness should be reported immediately to management and proper treatment administered swiftly.
- **Worksite Analysis and Documentation:** The workplace will be continually analyzed to identify and correct all potential and existing hazards. Investigations of all accidents, injuries and illnesses will be conducted, and all required reports including corrective action taken will be immediately provided to department administration.
- **Hazard Prevention and Control:** Methods to prevent or control existing/potential hazards will be put in place and maintained in order to reduce injuries on the job. Regular equipment maintenance should be provided to prevent breakdowns that could ultimately create hazards. Commitment must be made by management to follow through with required repairs of equipment and when necessary repairs in the workplace.
- **Training for all Employees:** Training should be provided on specific safe work practices to all employees as well as training on every potential hazard that may be encountered and how to mitigate the hazard. Additional training topics can be researched and or viewed at www.osha.gov. Additional training should be provided when new work practices are put into place or when near misses occur.

Health and Safety in the workplace is just as important as fire ground safety and must be recognized as such. It should be reflected in everyone's day to day operations, becoming second nature in all activities, and incorporated into all Firehouse conduct. Even though all accidents and injuries are not 100% preventable we believe that with Management and Employees working together the highest level of workplace safety can be achieved.



Stamford Fire Department

Policies & Procedures Manual

Protective Clothing (Class C Uniform) Standards

P&P ID: SAF-ProtClothes

Date Updated: 11 March 2017

Definitions

Protective clothing:

shall include all components of the Class C uniform as defined by Stamford Fire Department Uniform Regulations.

Fire station living areas:

consist of the non-public lavatories, day rooms, dormitories, offices, elevators, gymnasium areas and kitchens.

Policy

In order to protect all SFD members, other city employees and members of the public from contamination the following procedures shall be followed:

Per General Order 17-01

"All personnel shall wear only their most recently department issued class C turnout ensemble (coat/pants) as primary gear for all activities requiring such gear. The exception being only when primary gear is being laundered, repaired, or has been placed out of service by the Department Health and Safety Officer."

"No member of the department shall wear a non-Department issued class C turnout ensemble (coat/pants) for any reason, without the express written permission of the Chief of Department or his designee."

"All members shall launder their class C gear, or arrange to have their class C gear laundered, as soon as possible following firefighting activities whereas such gear is considered contaminated with products of combustion. Gear is considered contaminated when it has an odor of the fire activity it was exposed to."

"Each member shall be required to launder one of the two issued protective hoods each Sunday shift they are assigned."

All protective clothing shall be cleaned or decontaminated any time the equipment becomes contaminated or soiled. This contamination may occur during training, emergency and routine calls for: service, fire, rescue, Haz-Mat or EMS, etc.

Protective clothing should only be worn on the apparatus floor, on board fire apparatus, during training evolutions, or during any routine or emergency call.

To avoid cross contamination from soiled gear to "clean areas" protective clothing should never be worn or brought into the defined living areas of the fire stations or into public spaces such as restaurants, grocery stores, the Government Center, bank lobbies etc. while conducting routine errands. This provision is intended to apply to situations such as picking up food, cashing a check etc. not during calls. **Appropriate level of protective clothing should always be worn during routine or emergency calls for service.**

Turnout pants and boots shall be rinsed off and, if needed, scrubbed with soap and water to assure gross removal of contaminants encountered during firefighting activities.

Protective clothing shall be decontaminated periodically and immediately after heavy contamination utilizing the gear washers/extractors located at any SFRD Station. **All protective clothing shall be cleaned at least once in every six (6) month period as stated in NFPA 1500, section 5-1.5.**

Protective Clothing that cannot be adequately decontaminated shall be properly disposed of, members should use their back-up gear or if unavailable temporary replacement gear shall be obtained from Fire Headquarters, and the Training Division should be notified to obtain permanent replacement gear.

Company officers (and Acting Officers) are responsible to see that these safety precautions are adhered to and are documented in Firehouse software as staff activities where applicable.

Records are to be kept of all cleaning/maintenance of protective clothing.



Stamford Fire Department

Policies & Procedures Manual

Wearing of ANSI Class 2/3 Road Vests or Reflective Jackets

P&P ID: SAF-ReflectiveVests

Date Updated: 25 January 2020

Over the years, injuries and fatalities continue to occur to workers on roads and highways. Although recent statistics reflect a slowing of the increase the reversal of this trend remains a focus for regulatory agencies and employers.

On November 24, 2008, a new federal regulation (**23 Code of Federal Regulations Part 634**) went into effect mandating that "anyone working (working in this context means people on foot whose duties place them within the right-of-way of a federal-aid highway (freeway or public way) such as highway construction and maintenance forces, survey crews, utility crews, **responders to incidents within the highway right-of-way**, and law enforcement personnel when directing traffic, investigating crashes, and handling lane closures, obstructed roadways, and disasters within the right-of-way of a Federal-aid highway) must be wearing high visibility safety vest or jackets. This apparel is intended to provide conspicuity during both daytime and nighttime usage, and **meets the performance Class 2 or 3 requirements of the ANSI/SEA 107-2004** publication."

Wearing the High Visibility Safety Vest (HVV)

The (HVV) may be worn anytime a member feels it necessary to do so. However, the safety vest shall be worn prior to exiting the apparatus anytime a member is actively working on the Highway/Roadway incidents:

- Directing traffic around an accident scene or fire incident
- Aiding a stranded motorist
- Attending to injured and /or ill patients in vehicles directly adjacent to moving traffic (i.e. EMS incidents)
- Performing functions at a traffic diversion (i.e. blocking traffic with Heavy Apparatus)
- Whenever a member is on the highway or roadway controlling traffic for backing operations of light or heavy apparatus.

Exceptions to wearing the High Visibility Safety Vest

However, the Fire service is faced with competing hazards on roadway incidents. The safety vest shall not be worn to the following incidents:

- Fire Suppression activities
- Physical Rescue/extrication
- Hazardous Materials mitigation measures
- Immediately Dangerous to Life and Health environments (IDLH)
- Incident specific competing hazards (placing the firefighter at a personal risk level greater than the potential risk of exposure to traffic conditions.)

- Incidents that require immediate action from responding personnel to effect life saving measures

It is recommended that firefighters involved in any of the above suppression activities should not wear the high visibility vest; however, when their work is downscaling or complete, they shall immediately don the vest while actively working on the roadway or highway.

A high visibility vest or jacket shall be worn in a fashion that allows it to be seen by oncoming traffic. The vest can be worn over the firefighting turnout coat, brush jacket or work uniform shirt. Personnel who are on-scene and are not directly exposed to fire, flame, excessive heat, hazardous materials or other competing hazards would be expected to wear high visibility vest. (i.e. pump operators, support personnel, command officers etc.)

High visibility is one of the most prominent needs for firefighters who must perform their tasks near moving vehicles or equipment. The need to be visible by those who drive or operate vehicles or equipment is recognized as a critical issue for firefighter safety. Firefighters responding to incidents must devote their attention to completing their assigned tasks and might not completely focus on the hazardous surroundings where they are working. The more visible FD personnel are when operating in the vicinity of motor vehicles the more time a driver will have to avoid an accident.



Stamford Fire Department

Policies & Procedures Manual

Mandatory use of Seatbelts in City Vehicles

P&P ID: SAF-SeatBeltUse

Date Updated: 29 July 2014

SFD recognizes that seat belts are extremely effective in preventing injuries and loss of life.

It is a simple fact that wearing your seat belt can reduce the risk of dying in a traffic accident by 45% in a car and as much as 60% in a truck or SUV.

Firefighter seat belt use statistics are illustrative. Approximately 6 to 10 firefighters are killed in the line of duty each year simply because they did not take the time to secure their seatbelt, making it the 2nd leading cause of LODD's. In the last 30 years nearly 400 firefighters have died in vehicle accidents with more than 300 of these not wearing seat belts. This behavior also causes a significant number of firefighter injuries annually.

In February 2010 the State of Oklahoma conducted a survey of 2419 firefighters; 588 individuals responded and following are the results:

- 45.5% (261) of the firefighters *always* wear their seat belt; 38.7% (222) *sometimes* do.
- 60.6% (352) feel their peers *sometimes* wear their seat belt; 19.3% (112) feel they *rarely* wear them.
- During medical emergencies, 43.5% (246) wear their seat belt 100% of the time.
- During vehicle emergencies, 38.8% (219) wear their seat belt 100% of the time.
- **During fire emergencies, 40.2% (228) wear their seat belt 0-25% of the time.**
- During routine driving, 53.0% (303) wear their seat belt 100% of the time.
- 72.2% (419) said the duration of a trip does not impact their seat belt use.
- 55.9% (320) reported being in zero accidents while on duty; 41.8% (239) reported being involved in one to three accidents while on duty.
- 60.6% (341) said seat belt use within their fire department is recommended; 30.0% (169) reported that they automatically use their seat belt.
- 40.6% (230) are sometimes encouraged by their peers to wear a seat belt.
- 94.0% (530) reported all of their fire department vehicles were equipped with seat belts.
- 48.5% (271) reported they had not received seat belt training from their fire department.

The Stamford Fire Department cares about our employees and want to make sure that no one is injured or killed in a tragedy that could have been prevented by the use of seat belts.

Therefore, **all employees of the Stamford Fire Department must wear seat belts when operating a City owned vehicle, or any vehicle on City premises or on City business. All occupants are to wear seat belts when riding in a City owned vehicle or in a personal vehicle being used for City business. It is the duty of all Officers and drivers to confirm adherence to this**

policy at all times. Seat belts shall be secured before the parking brake is released and remain that way until the parking brake is once again engaged.

Failure to adhere to this policy will result in the initiation of disciplinary action as outlined in Article V of the Collective Bargaining Agreement.

All employees and their families are strongly encouraged to always use seat belts and proper child restraint devices whenever they are driving or riding in any vehicle, in any seating position.



Stamford Fire Department

Standard Operating Guideline

Boating Incident Reporting Requirements

SOG ID: ADM-BoatReporting (2048)

Date Updated: 16 June 2023

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire Department.

Purpose: Connecticut Department of Energy and Environmental Protection requirements for reporting of marine incidents.

A reportable boating accident in CT which results in any of the circumstances noted below requires DEEP notification:

- The death of any person from whatever cause.
- The disappearance of any person from on board.
- The injury of any person sufficient to require medical attention beyond simple first aid.

As a reminder, if the fire department receives the initial report of a boating accident in which a person is killed or injured or disappears from on board under circumstances suggesting a possibility of death or injury shall immediately notify the **DEEP Emergency Dispatch at (860) 424-3333**. Local Law Enforcement should also always be notified.

If interested DEEP boating guidelines and info can be found [HERE](#).

DEEP contact as of 6/2023:

Yolanda Cooley

Boating Division

Bureau of Outdoor Recreation

Connecticut Department of Energy and Environmental Protection

333 Ferry Road, P.O. Box Old Lyme, CT 06371

P: 860.447.4343

F: 860.434.3501



Stamford Fire Department

Standard Operating Guideline

Civilian Complaint Review Board

SOG ID: ADM-CCRB (33)

Date Updated: 16 May 2011

Scope: The Civilian Complaint Review Board will receive and review any civilian complaints registered against the SFRD or any of its employees

Purpose:

The Stamford Fire and Rescue Department will appoint a four person Civilian Complaint Review Board (CCRB). The boards purpose will be to receive, review, investigate, and resolve any complaint registered against the SFRD, or any of its employees, by a civilian.

The board will be compromised of one Deputy Chief, one Captain, one Lieutenant, and one firefighter.

The CCRB will immediately investigate any complaint registered against any department member. These complaints may include but are not limited to:

1. Complaints concerning any departmental action at emergency or non-emergency activity.
2. Complaints concerning any departmental inaction.
3. Complaints concerning any employee's action.
4. Complaints concerning any employee's inaction.
5. Complaints concerning actions of off-duty employees.

The CCRB will investigate all civilian complaints, take appropriate written statements, review findings, and recommend a suitable course of action to the Fire Chief.

The CCRB will create a complaint file which will be maintained in the office of the Fire Chief. The complaint file shall remain confidential. Each complaint file should contain the following:

1. Copy of the original complaint.
2. Written statements from all parties concerned.
3. Written statements of any witness to the event.
4. Background information on the incident where applicable.
5. CCRB resolution of the complaint.
6. Committee recommendations as forwarded to the Fire Chief.

The CCRB files, as stated above, shall remain confidential. Complaints against employees will not become part of the "Personnel Files" until the complaint is substantiated and the issue is forwarded to the Fire Chief for further action or disciplinary action.

All actions of the CCRB shall be conducted in a timely fashion. When necessary the CCRB will convene and begin investigation immediately upon receipt of a complaint. Board members shall be compensated in a manner consistent with departmental policies currently in effect.

The Fire Chief will be responsible for any continuing action or disciplinary action after the board makes its findings known to him/her. The Fire Chief shall also notify the complainant of the departmental resolution of the complaint.

The CCRB will only review complaints received from civilians. The chain of command structure of the SFRD has adequate ability to handle any internal complaints arising between SFRD members or employees.

If an employee has a reasonable belief that discipline may result from answers that are given in the investigatory interview, the employee has the right to request union representation before the interview continues. When an investigatory interview occurs, the following rules apply:

1. The employee must make a clear request for union representation before or during the interview. The employee cannot be punished for making this request.
2. After the employee makes the request, the supervisor has the following three options:
 - Grant the request and delay the interview until the union representative arrives and has a chance to consult privately with the employee.
 - Deny the request and end the interview immediately
 - Give the employee a choice of having the interview without representation or ending the interview
3. If the supervisor denies the request and continues with the interview, this action may constitute an unfair labor practice and the employee has a right to refuse to answer questions. An employee cannot be disciplined for such a refusal but is required to sit through the interview until the supervisor terminates the interview. Leaving before this time may constitute an act of punishable insubordination.



Stamford Fire Department

Standard Operating Guideline

Smoke Detector Installation Program Guidelines

SOG ID: ADM-DetectorInstallations (837)

Date Updated: 15 January 2020

Scope: This document has been developed to function as a program model that utilizes the best practices within the fire service and should be applied to serve as an operational guideline for all career and volunteer fire personnel from the Stamford Fire Department, The Belltown Fire Department, The Glenbrook Fire Department, The Long Ridge Fire Company, The Springdale Fire Company, and the Turn of River Fire Department located within the City of Stamford, Connecticut.

Purpose: To provide and install free smoke and carbon monoxide detectors to the residents of the City of Stamford that reside in single or two-family residences and in the sole discretion of the Fire Officer or Fire Fighter in charge of the installation determines that the resident is a need of a detector, while utilizing Stamford career and volunteer fire personnel to perform the installation of the detectors and operating within the capacity of their respective Fire Companies.

Scope:

This document has been developed to function as a program model that utilizes the best practices within the fire service and should be applied to serve as an operational guideline for all career and volunteer fire personnel from the Stamford Fire Department, The Belltown Fire Department, The Glenbrook Fire Department, The Long Ridge Fire Company, The Springdale Fire Company, and the Turn of River Fire Department located within the City of Stamford, Connecticut.

Purpose:

To provide and install free smoke and carbon monoxide detectors to the residents of the City of Stamford *that reside in single or two-family residences and in the sole discretion of the Fire Officer or Fire Fighter in charge of the installation determines that the resident is a need of a detector, while utilizing Stamford career and volunteer fire personnel* to perform the installation of the detectors and operating within the capacity of their respective Fire Departments.

Authority:

The individual Fire Chief of any one of the six (6) agencies providing Fire Protection within the City of Stamford, which includes: The Stamford Fire Department, The Belltown Fire Department, The Glenbrook (New Hope) Fire Department, The Long Ridge Fire Company, The Springdale Fire Company, and The Turn of River Fire Department.

Access To The Program:

The City of Stamford will make space available on its web site (www.cityofstamford.org) with instructions for City residents for the purpose of obtaining free smoke or carbon monoxide detectors and to be installed by City of Stamford career or volunteer Fire Fighters while on duty. The six (6) individual Stamford Fire Departments will also be requested to also provide information on their web sites advising residents about this program and how to access it.

City of Stamford residents will be instructed to contact their closest Fire Station by dialing the general Fire Department telephone number in Fire Communications at **203-977-5555**. This is the only number that shall be used for Stamford resident's requesting the installation of a smoke detector.

If a resident calls a fire station directly, the Fire Fighter or Fire Officer receiving the call will obtain the pertinent information from the caller, and then notify Fire Dispatch at 203.977.5555 with the proper information. Fire Dispatch will then generate the incident for the specific fire station or Fire Department. At no time, should an installation take place without an incident being generated first by Fire Dispatch. This will assure that every installation within the City of Stamford is recorded and it's information trackable.

Availability of the Program:

The Smoke and Carbon Monoxide Detector Program will be available to any City of Stamford resident 365 days per year. Scheduled installation by on-duty Fire Department personnel will be scheduled only for the hours between 8:00 AM and 8:00 PM. Installations outside of this time frame will be done at the discretion of the Fire Officer within the specific fire response area where the installation request is being made.

Fire Dispatch Processing Of The Request For Installation

Upon receipt of a request for a smoke detector, the call-taker in Fire Dispatch will generate a non-emergency smoke detector installation incident using CAD code "**F INSTALL**". Once the pertinent information is entered, the incident will then be forwarded via the CAD system to the on-duty Communications Fire Supervisor. The request for a detector installation **will NOT be dispatched using the fire radio as an actual incident**. Rather, the Communications Fire Supervisor will notify the Station and/or appropriate Fire Officer within the response area of the request via telephone and will follow the process as outlined below.

Upon receipt of the request for The Fire Supervisor will read the information from the CAD and determine, which fire response district the address is located in. The Fire Supervisor will then call the closest Fire Station within that district* and speak with a Fire Officer to advise him/her of the installation request. The Fire Officer within the fire response district receiving the request will call-back the resident seeking the installation and *schedule the installation within a reasonable time period.* (*For installation requests within the Turn of River response area, the Communications Fire Supervisor will place a call to Turn of River Fire Station 1 first to see if an in-house crew is available. If Turn of River Station 1 cannot respond to the request or no one is available, the Communications Supervisor will contact the Company Officer of Engine 8 or Engine 9.)

When the Fire Officer or Acting Officer of the fire apparatus or fire unit assigned to perform the installation leaves the Station and is in route to the installation address, the Officer or Acting Officer will advise Fire Dispatch to assign their apparatus or unit to the pending detector installation request on CAD. The Officer or Acting Officer will make certain that they issue an arrival time and the in-service time using the radio or the Mobile Data Terminal (if equipped). Fire Dispatch will make certain that every detector installation is assigned an incident number (OCA) for the appropriate responding Stamford Fire Department and close out the call on CAD.

Priority:

Whenever possible, fire personnel should monitor their portable radios and attempt to remain in-service for other emergency incidents occurring within their response area while they are performing a smoke or carbon monoxide detector installation.

Emergency incidents shall take priority over all detector installations.

Installation and Liability:

In accordance with **Connecticut General Statutes Section 52-557r, *Immunity From Liability Of Fire Departments For Installation or Delivery Of Smoke And Carbon Monoxide Detectors***, all fire personnel performing installation will be considered on-duty and within the official capacity of their respective Stamford Fire Department and will perform the installation in accordance with the manufacturers instructions.

Minimum Number of Personnel To Perform An Installation:

Whenever possible and as long as an specific Department's staffing levels permit, no fewer than two (2) fire service personnel should respond to any residence for the purpose of installing a smoke or carbon monoxide detector.

Personnel should also make certain that someone in the residence requesting the installation is at least eighteen (18) year of age when performing the detector installation(s).

Installation Kits:

All Fire Stations within the City of Stamford shall have at least one (1) Smoke Detector Installation Kit. The Installation Kit may be carried on board whichever fire apparatus or vehicle that the Fire Chief or his/her designee feels is the most sufficient for performing smoke or carbon monoxide detector installations. At no time, shall a Smoke Detector Installation Kit be carried on board a personal vehicle for the use of

performing a detector installation.

Detector Type:

The preferred type of detector for installations is the photoelectric type if available. If unavailable the ionization type will suffice. Also, when available, at least one (1) Carbon Monoxide or combination smoke and Carbon Monoxide detector may also be installed *in addition to* the one (1) photoelectric smoke detector.

Detector Release Form

Upon the arrival at the address requesting a detector installation and after determining the appropriate number of detectors required at the residence, the Fire Fighter or Fire Officer in charge will have the resident requesting the installation sign a completed City of Stamford Application for Smoke or Carbon Monoxide Detector Installation and Release Form.

The American Red Cross Service Acknowledgment Form must also be filled out and forwarded to the Office of the Fire Marshal (usually through the Deputy Chief's Office). The Red Cross will only replenish our supply of detectors in an exchange for these forms (up to two per form).

The Fire Fighter or Fire Officer in charge will complete all sections of the form and indicate the additional number of detectors that may be recommended beyond the number that the Fire Department is able to install at the time. The resident will be made aware that any additional detectors required beyond the amount installed by the Fire Department and the care and maintenance of the detectors installed by the Fire Department will be the responsibility of the resident seeking the installation. All residents seeking installation and signing the release form must be at least eighteen (18) years old.

Completed release forms will be forwarded to an internal point of contact determined by each Stamford Fire Department participating in this program. The release forms may be scanned into an electronic file database maintained by the Fire Department. All paper and electronic records shall be stored and maintained by the Fire Department for no less than ten (10) years.

Number of Detectors To Be Installed:

At least one (1) smoke detector shall be installed in all residences in need of a detector. The goal of this installation program is to provide a minimum level of protection for each residence. Personnel performing installations should follow the manufacturers recommendations for installation within the residence. Installation guidelines for fire personnel are contained in Appendix A and B included in this document.

As a general guideline, fire personnel should not be installing more than three (3) detectors in most residences. ***However, The final determination for the total number of detectors to be installed will be at the discretion of the Fire Officer performing the installation. If the Fire Officer present at the installation determines that additional detectors are needed, the detectors are to be installed.***

Post-Installation Procedures:

Once fire personnel have completed the detector(s) installation, the detector(s) should be tested using the "test" button on each detector and to assure that they operate properly. In addition, the User's Manual and guide for the detector(s) installed should be removed from the packaging and be left with the resident or homeowner.

Detector Distribution:

Fire personnel responding to a residence for the purpose of installing a smoke or carbon monoxide detector will only provide the detector(s) as long as the fire personnel perform the installation(s). **At no time, should fire personnel offer to drop-off or leave the detector(s) without performing the installation of the detectors.** This will ensure that all detectors distributed through this program are actually installed into the homes and in the most suitable location(s).

Fire Hazards and Code Violations:

In the event that fire personnel are called to a residence to perform an installation and find a fire hazard or code violation within the residence, the Officer in charge should try and correct the problem by educating the occupant as to the reason(s) why the problem cannot persist. The Fire Officer in charge should not use the opportunity to engage the occupant(s) in a threatening manner. Whenever possible, a reasonable approach of educating the occupant(s) to the hazard(s) should be maintained. In the event that a serious code or fire hazard exists, the on-duty or on-call Fire Marshal for the specific area should be notified in an attempt to assist.

Record Keeping:

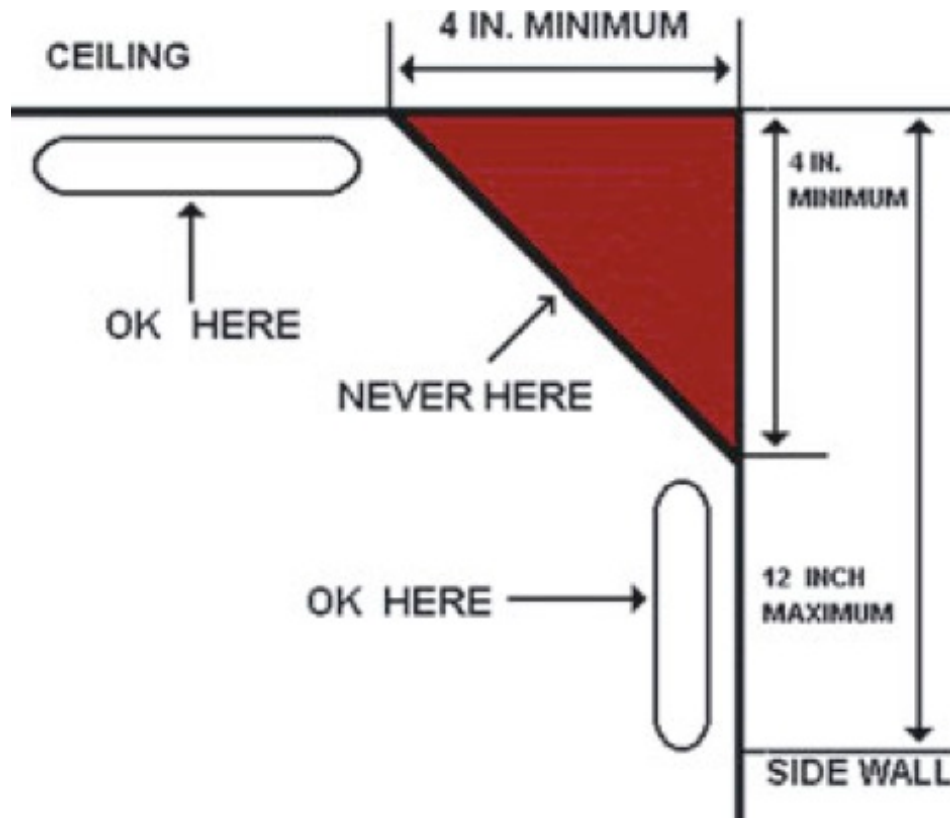
Upon completion of every smoke and carbon monoxide detector installation, the Fire Officer or Fire Fighter in charge of the installation shall complete the appropriate NFIRS incident report for a detector installation. For Stamford Fire personnel: the Incident Type using Firehouse Software NFIRS is #5531, Public Service Detector Installation. Proper documentation and reporting of every installation performed will allow all Stamford Fire Departments to keep track on the total number of installations performed annually and also the location of new detectors.

Restocking:

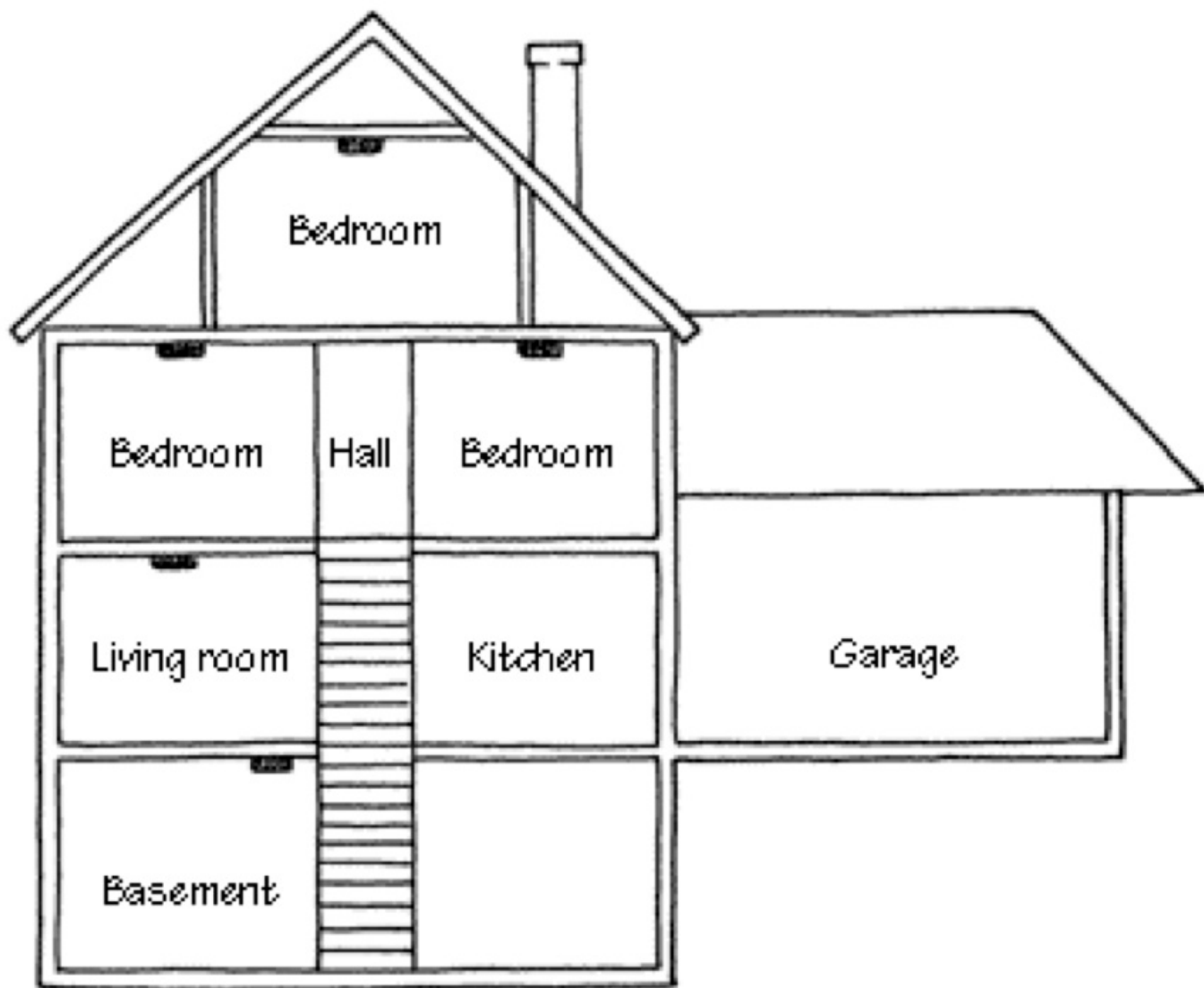
An inventory of additional smoke and carbon monoxide detectors will be maintained at the **Stamford Fire Department Training Division**. Companies in need of restocking should contact a member of the Training Division during their regular hours to replenish smoke and carbon monoxide detectors as needed. Members are expected to plan ahead so as not to run out of detectors at night, on weekends etc.

APPENDIX A – INSTALLATION GUIDELINES

- As a guideline, there should be at least one (1) smoke detector for each floor of a residence, including the basement. Emphasis should be made to assure that there is a detector placed in the hallway or common areas outside of bedrooms.
- There are certain locations to avoid such as near bathrooms, heating appliances, windows, or close to ceiling fans.
- Don't place smoke detectors in kitchens, bathrooms, furnace rooms, workshops, garages, or in other spaces where temperatures can fall below 32°F, or exceed 100°F. These areas are subject to fumes, steam, dust and smoke, which can generate false alarms and contaminate the alarm.
- Don't install alarms where air movement can delay the alarm. This means they should be away from windows and at least 3 ft from warm or cold air ducts or return ducts.
- Also, don't install them between an air return and a bedroom door. Smoke alarms should not be located within 3 ft of doors to a kitchen or bathroom with tub or shower.
- Don't place alarms where it is inconvenient or unsafe to test them, like in tall foyers or high over a stairway.
- If smoke alarms are placed in a room with sloped ceilings, the alarm should be located on the high side of the ceiling.
- A smoke alarm installed in a stairwell must be located in such a way that smoke rising in the stairwell cannot be prevented from reaching the alarm by an intervening door or obstruction.
- A smoke alarm installed to detect a fire in the basement must be located close to the stairway leading to the floor above.
- Smoke alarms should be mounted on the ceiling at least 4 inches from a wall or on a wall with the top of the alarm not less than 4 inches, or more than 12 inches, below the ceiling.



APPENDIX B – SUGGESTED INSTALLATION LOCATIONS



APPENDIX C – CONNECTICUT GENERAL STATUTES 52-557r:

Sec. 52-557r. Immunity from liability of fire department for installation or delivery of smoke and carbon monoxide detectors.

(a) For the purposes of this section "fire department" includes any municipal fire department, independent fire department, fire district, independent fire company, volunteer fire department and any member thereof; "device" includes any battery-operated or plug-in smoke detector, carbon monoxide detector, or combination smoke and carbon monoxide detector; and "installation" does not include the alteration or installation of electrical wiring.

(b) A fire department that delivers to, or installs at, residential premises a device or batteries for such a device shall not be liable for civil damages for personal injury, wrongful death, property damage or other loss, provided (1) such installation was done in accordance with the manufacturer's instructions, and (2) such installation or delivery was in such department's official capacity.

(c) Any device delivered or installed pursuant to subsection (b) of this section shall be new and shall meet all applicable current safety and manufacturing standards.

(d) Any fire department that delivers or installs a device in accordance with this section shall keep records documenting every such delivery or installation for not less than five years after such delivery or installation.

(e) Nothing in this section shall be construed to limit or otherwise affect the obligations and duties of the owner or occupier of the residential premises receiving such delivery or installation services.

**APPENDIX D - CITY OF STAMFORD APPLICATION FOR SMOKE OR
CARBON MONOXIDE DETECTOR INSTALLATION AND RELEASE FORM**

[Download the Form.](#)



Stamford Fire Department

Standard Operating Guideline

On The Job Injuries

SOG ID: ADM-OnJobInjury (811)

Date Updated: 16 January 2019

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire and Rescue Department.

Purpose: To establish guidelines for the care of SFRD personnel injured while on duty.

When an employee of the SFD sustains an on-duty injury that necessitates emergency care they may seek evaluation/treatment at AFC Urgent Care (Summer Street, Stamford), Greenwich Occupational Health (260 Long Ridge Road, Suite 2140) or, for serious injuries/illnesses or after hours, Stamford Hospital or

Greenwich Hospital. The following procedures shall apply:

1. The employee will be transported to the health facility by another member of this department using a department vehicle. (If SEMS is not involved.)
2. The member will remain at the Health Facility with the injured employee to provide the injured employee with any assistance he may require. (This includes notifying the employees family member, notifying the injured employees company commander as to the progress of emergency care, or any other service that can make the employees stay at the emergency facility more comfortable)
3. Once a determination is made as to the length of time the stay at the health facility will require, the assisting member will do the following:
 - If a family member of the injured employee has arrived at the health facility the assisting member shall return to station duty.
 - If a family member is not available, the assisting member will remain with the injured employee until the emergency care is concluded. If this requires more than approximately one hour, the group Deputy Chief shall be notified and replacement member(s) shall be obtained to maintain the minimum group staffing. (Hire overtime personnel if necessary)
 - When the emergency care is concluded the injured employee shall be returned to the fire station, to his/her personal vehicle, or driven to his/her home as the situation dictates.

Every effort shall be made to assist the injured department member. Treat them as you would want to be treated under similar circumstances.



Stamford Fire Department

Standard Operating Guideline

Aircraft Accident Guidelines

SOG ID: COM-AircraftGuide (449)

Date Updated: 09 June 2012

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire & Rescue Department.

Purpose: The purpose of this guideline is to insure adequate number of responding qualified personnel and equipment, and proper notification of supporting agencies

In the event of an actual airline crash or a forced landing, the following procedures shall be followed.

Dispatch & Size-up

Fire Dispatch shall assign 3 Engine Companies, 2 Truck Companies, 1 Rescue Company, Command (DC), Haz-Mat #1, 1 Medic unit and EMS Supervisor 901.

Fire Units shall confirm if an aircraft is down. If so, the Incident Commander (IC) shall forward the following information to Fire Dispatch:

1. Type of Aircraft (include Aircraft ID Number)
2. Exact location.
3. If the incident needs a second alarm.
4. Estimate of the number of persons on board.
5. If a Mass Casualty Incident is needed.
6. If the aircraft is in the water.
7. If a HazMat Incident is declared (Signal 19).

If aircraft is down in the City of Stamford, Fire Dispatch shall notify a Federal Aviation Agency Flight Facility as soon as possible.

Need to contact only one. Call in order listed.

- New England Regional Operation Center781-238-7001
- New York Approach Control.....516-683-2981
- Westchester Tower..... 1-914-948-6748 (24 hour Emergency)

When calling any of the towers, caller should ask for the "supervisor in charge". The FAA will need to know the Aircraft Number and the Airline Name, if available.

- Location of aircraft numbers:
 - On military aircraft, the number is located on the vertical stabilizer.
 - On commercial aircraft the number is located on the side of the fuselage or the vertical stabilizer.
 - On small aircraft, the number is on the fuselage.

Department Notifications

* Call the following telephone numbers in listed order. *

1. Fire Chief, Assistant Chief -Administration, Assistant Chief - Operations; second alarm page notification (Mayor, Director of PSH&W, Director of Operations)

2. Captain of Fire Communications
3. On duty Fire Marshal and supervisory Fire Marshal. If additional Marshals are needed at the scene the call will originate from the on-scene Supervisory Fire Marshal.
4. Training Officer or on-call Safety Officer (Safety/HazMat).
5. Connecticut Department of Transportation: 860-594-2000
6. City of Stamford Director of Emergency Operations:
Office 977-5900
7. Mechanical Division (For fuel and Air supply)
8. Stamford Police Chief
9. Utility Companies as required
10. Red Cross (if needed for emergency sheltering)

If Aircraft Is In Local Waters, The Following Shall be Notified:

1. Coast Guard, New Haven 1-203-468-4401 for Boat or Helicopter rescue.
2. City of Stamford Harbor Master

The Fire Dispatch Supervisor shall use discretion in hiring back another Fire Dispatch Supervisor or Fire Dispatcher as needed to handle the incident.



Stamford Fire Department

Standard Operating Guideline

Alarm Response Assignments

SOG ID: COM-AlarmResponse (2011)

Date Updated: 31 January 2023

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire Department and the City of Stamford Emergency Dispatch Center.

Purpose: To define and standardize the terminology and incident dispatch procedures used by all personnel of the Stamford Fire Department and the City of Stamford Emergency Dispatch Center.

The SFD responds to a wide variety of calls for assistance. The following is a guide for dispatchers to use in assigning fire units to handle fire and EMS emergencies. Every conceivable incident type cannot possibly be listed and nothing stated herein shall replace good judgement on the part of the Dispatcher or Fire Supervisor. Adjustments to the suggested response may be made by the Fire Supervisor as the need dictates:

Incident Type Response

EMS Emergency (Any critical or life threatening Emergency)

- (1) Engine Company or (1) Truck Company or (1) Rescue Company
- (1) EMS Unit

Assault with a Weapon (ASLTW) call type:

When the ECC receives a call for a shooting or stabbing the original dispatch will be for an "assault with a weapon (ASTLW)" call type. This will generate the following response which will stage at a remote location and await further direction and/or clearance from PD. The Fire Supervisor and/or PSD are encouraged to **augment this response as they deem appropriate** based on the information coming into the ECC.

- (1) Engine Company or (1) Truck Company or (1) Rescue Company
- (1) EMS Unit
- (1) Public Safety Tactical Channel

Active Assailant Incident (AAI) call type:

If there is any indication or determination that the call is an active assailant (AAI) incident an "EMS Task Force (EMSTF)" will be automatically dispatched.

- (1) EMS Supervisor AND a 2nd EMS Supervisor if available (with Mass Trauma Pack & BPPE)
- (1) Deputy Chief with Aide
- (3) EMS Transport Units (Medic 5 if available)
- (3) SFD First Responder Units (Engines and/or Rescue)
- (1) SFD Truck Company for staging and equipment purposes
- (1) Public Safety Tactical Channel AND 2 Tactical Channels

If the incident is confirmed to be an active assailant and/or a Mass Casualty:

- Dispatch the Safety Officer
- Consider additional units as outlined in the SOG [SPOP-Active Assailant](#) under Section C. Operations, subsection Dispatch.

Industrial/Construction Accident

- 1st due Engine Company
- (1) Truck Company
- (1) Rescue Company
- (1) EMS Unit
- Incident Safety Officer

Car Fire (On street or outside of a structure)

- (1) Engine Company
- (1) Truck Company
- If confirmed to be an electric or hybrid-electric vehicle (EV or HEV) add (1) Water Supply Engine Company

Car Fire (On I-95, Merritt Parkway, or Non-hydranted area)

- (2) Engine Companies (Second due stage adjacent to on ramp)
- (1) Truck Company
- If confirmed to be an electric or hybrid-electric vehicle (EV or HEV) add (1) Tanker

Car Fire (Potential Exposures, E.g. inside parking structure, next to building) (EFD 71-D-3)

- (3) Engine Companies
- (1) Truck Company
- (1) Rescue Company
- Deputy Chief

MVA w/Injuries

- (1) One Engine Company
- (1) One Rescue Company (if not available (1) Truck Company)
- (1) EMS Unit

MVA w/Fire and Injuries

- (1) Engine Company
- (1) Rescue Company
- (1) Truck Company
- Deputy Chief
- (1) EMS Unit

MVA w/Fire on limited access highways (I-95 or Merritt Parkway)

- (2) Engine Companies (Second due stage adjacent to on ramp)
- (1) Rescue Company
- (1) Truck Company
- (1) EMS Unit

Minor Fire (Outside Structure)

- (1) Engine Company

Automatic Alarm Residential (1 or 2 family, non- target hazard)

- (1) Engine Company
- (1) Truck Company

Automatic Alarm Commercial / Residential (3 or more family; including residential high rise, also 1 or 2 family residential target hazards)

- (2) Engine Companies
- (1) Truck Company
- Incident Command

Automatic Alarm (High Life Hazard; including Occupied Schools, Hospitals, Nursing Homes, Assisted Living Facilities, College Dormitories)

- (3) Engine Companies
- (1) Truck Company
- (1) Rescue Company
- Incident Command

Automatic Alarm (Non-sprinklered High Rise Residential buildings)

- (3) Engine Companies
- (1) Truck Company
- (1) Rescue Company
- Incident Command

Structure Fire (Fire in progress confirmed by officer of first arriving unit, police officer, EMS, off duty FF; or multiple calls.)

- (3) Engine Companies
- (1) Truck Company
- (1) Rescue Company
- Incident Command
- (1) RIT Team (to respond Code 1 until confirmed).

High Hazard Structure Fire (School, Hospital, Chemical Plant, Nursing Home)

- (3) Engine Companies
- (2) Truck Companies
- (1) Rescue Company
- Incident Command
- (1) RIT Team (to respond Code 1 until confirmed).

Hazardous Materials Incident - Incidental HazMat Situation (ie small fuel or oil spill, investigation of slick on waterway) (EFD 61-B-1) (i.e. Gas Leak Res/Com, Gas Leak Outside)

- (1) Engine Company OR (1) Truck Company

Hazardous Materials Incident - Combustible Gas Leaks or other incidents requiring Combustible Gas metering outside of a structure (ie Natural Gas, Propane Metering outside of structure) (EFD 60-C-2)

- (1) Engine Company
- Truck 2 (if Truck 2 is unavailable then dispatch Engine 2, if neither are available dispatch Rescue 1, if none are available dispatch the next due truck)

Hazardous Materials Incident - Combustible Gas Leaks inside a structure (EFD 60-D-4) (i.e. Gas Leak High Haz)

- (1) Engine Company
- Truck 2 (If Truck 2 is unavailable then dispatch Engine 2, if neither are available dispatch Rescue 1, if none are available dispatch the next due Truck)

Hazardous Materials Incident - Significant HazMat Situation (Chemical Spills Chlorine leaks, Tank Truck incidents) (EFD 61-D-1)

- (1) Engine Company
- HazMat Response Team consisting of Rescue 1, Haz-Mat 1, Engine 2, & Truck 2
- Incident Command
- Incident Safety Officer

Hazardous Materials Incident - CO Detector (Detector sounding - no illness)

- (1) Engine Company OR (1) Truck Company

Hazardous Materials Incident - CO Detector (detector sounding w/reported illness)

- (1) Engine Company
- Truck 2 (if Truck 2 is unavailable then dispatch Engine 2, if neither are available dispatch Rescue 1, if none are available dispatch the next due truck)
- (1) EMS Unit

Residential Lock In/Out

- (1) Truck Company **OR** (1) Rescue Company

Vehicle Lock In/Out

- (1) Closest Unit (preferably Truck Company in multi-Company districts)

Water Leak

- (1) Truck Company (if none available (1) Engine Company)

Rapid Intervention Team

- (1) Engine Company (if no Engine Company available (1) Truck Company)

Water/Ice Rescue (Applies to SFRD District and the Big 5 Districts)

- 1st Due Engine Company
- Rescue 1
- Engine 5 (substitute another Engine Company if E-5 is not available or is the 1st Due Engine Company)
- Incident Command
- Incident Safety Officer

Elevator Calls (trapped occupants) (EFD 56-A-1)

- (1) Truck Company
- (1) Rescue Company
- In volunteer districts add (1) Closest staffed unit & reduce Truck Company response to Code 1 travel (if Rescue is unavailable Truck responds Code 3)

Technical Rescue Calls

- 1st due Engine Company
- 1st due Truck Company
- Rescue 1
- Engine 5 (if Engine 5 is unavailable, send the next due Engine)
- Incident Command
- Incident Safety Officer



Stamford Fire Department

Standard Operating Guideline

Call Back Guidelines

SOG ID: COM-CallBacks (1875)

Date Updated: 05 May 2021

Scope: This guideline applies to all Officers and Acting Officers serving as Communications Division Supervisors.

Purpose: To facilitate the orderly call back of off duty personnel during multiple alarm incidents or other emergencies requiring the staffing of reserve apparatus.

Call Back Guideline

If the on duty group is odd numbered (1 or 3) call back the other odd numbered group.

If the on duty group is even numbered (2 or 4) call back the other even numbered group.

Working Group	Primary Callback	Secondary Callback	Tertiary Callback
Group 1 Fire	Group 3	Group 4	Group 2
Group 2 Fire	Group 4	Group 1	Group 3
Group 3 Fire	Group 1	Group 2	Group 4
Group 4 Fire	Group 2	Group 3	Group 1

- Callback the closest off duty group members with the intention of placing reserve apparatus in service and available to respond to emergencies in the shortest amount of time.
- All call back personnel are to report to Fire Headquarters with all protective gear and equipment unless otherwise directed.
- Personnel assigned to the Communications Division shall report to the Communications Center unless otherwise directed.

Whenever reserve companies are manned by callback personnel, the minimum staffing shall be as follows:

Engine Company = 1 Officer (preferably a Captain) and 4 firefighters.

Truck Company = 1 Officer (preferably a Captain) and 4 firefighters.

Whenever a **Working fire** is declared (or during large storms etc.), the shift commander may request a Deputy Chief and Aide be called back (should be requested if the IC will be at the scene for a prolonged period). *Note, since the IC will have many things going on early in an incident the Dispatcher or Fire Dispatch Supervisor should prompt the IC (or Aide) by asking if they would like a DC called back when receiving the accountability report in response to the first MARC.*

Whenever a **2rd alarm** is sounded, the following additional personnel shall be called back:

- Deputy Chief & Aide- to respond to Fire Headquarters and coordinate staffing and activities and to respond to alarms. (If no Deputy Chief is available, callback a Captain on the current or last Deputy Chief Eligibility List.)

- On Call Mechanic - to report to the IC at the Command Post.
- Department Safety Officer (DC of Training) - to report to the IC at the Command Post to be assigned as an additional ISO or as the Safety Officer for any Branch or Division within the ICS System. (i.e. to be assigned as the Safety Officer for the Rescue Group in case of a Mayday situation.) If unable to reach DC of Training attempt to reach the other Training Captain (not on call), if unable to reach either, or if they are not able to respond, call back any certified Incident Safety Officer (preferably a Captain). *Note: The on call Training Officer should have been notified upon declaration of a working fire and should be on scene by this time. The Communications Supervisor will always have the option of consulting the on scene ISO to determine the needs, safety-wise, of the incident.*

When a **3rd alarm** is sounded, the following additional personnel shall be called back:

- Communications Captain - to respond to the Emergency Communications Center. (Assigned Communications Lieutenant if Communications Captain is unavailable or working. Other qualified Officer if none of the Officers assigned to Communications are available.)
- Additional personnel as per callback DC.

When a **4th alarm** is sounded, the following additional personnel shall be called back:

- Remaining Deputy Chiefs (& Aide for each)
- Additional personnel as per callback DC.

When a **5th alarm (and each subsequent alarm)** is sounded, the Dispatch Supervisor shall contact the Chief of Department or Assistant Chief of Career Services to determine the additional personnel to be called back. If the Chief or A/C are unavailable additional personnel shall be called back as per callback DC.



Stamford Fire Department

Standard Operating Guideline

Chief Officer Notification and Update Policy

SOG ID: COM-ChiefsPage (836)

Date Updated: 10 December 2019

Scope: This guideline applies to all uniformed and investigatory personnel and civilian employees of the Stamford Fire Department and the City of Stamford Emergency Communications Center.

Purpose: To provide a guideline for the notification and updating of all Chief Officers of the SFD during a fire, technical rescue, significant hazardous materials response or any other incident that may result in the call back of a Chief Officer and/or result in significant interest from the public or the press.

During a structure fire, technical rescue, significant hazardous materials response or other significant incident it is imperative that the Chief Officers of the department be notified and kept regularly updated as to the operational status, scope of the incident, conditions, expected outcome, etc. The Chief Officers of SFD shall be kept informed of the status of these incidents in order that they may prepare to report for duty as necessary as well as to allow them to monitor the incident for safety reasons. All Chief Officers (as well as Training Captains) have take home radios which they will monitor during an incident if they are available.

The Chief's Page Group shall include the following personnel:

Fire Chief
Assistant Chief of Career Services
Assistant Chief of Volunteer Services
Deputy Chief of Training
Deputy Chiefs (Line Division)
Fire Marshal
Assistant Fire Marshals
Captain's currently assigned to the Training Division

No other personnel will be added to this page group without the formal approval of the Fire Chief.

The following information will be sent to this page group in a timely manner during any applicable incident:

- Declaration of a 'working fire', to include size-up details
For example: "Working Fire, 629 Main Street. 3 story non-combustible commercial occupancy, FG 2, Defensive mode"
- Any preliminary or progress report from the Incident Commander (or Aide) or other Officer.
For example: "100' x 50' fire station, all hands working, defensive mode, fire doubtful"
- Any additional alarm including the reason for the alarm if provided (if, for instance, the additional alarm is due to extreme heat or cold ambient temperature).
For example: "3rd alarm for rehab units, all hands working, defensive mode, progress being made."
- Any change in operational mode or status of the incident.
*For example: "Defensive to Offensive attack."
"Fire knocked down" or "Fire under control"
"Recall holding all units"*
- Outside Mutual Aid received.
For example: "Norwalk E-1 & T-2 covering HQ"
- Any other information the PSD or Supervisor feels should be conveyed.



Stamford Fire Department

Standard Operating Guideline

Procedure for assigning covering (acting) fire units

SOG ID: COM-CoveringUnits (695)

Date Updated: 12 June 2016

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire Department and the City of Stamford Emergency Communications Center.

Purpose: To define and standardize the procedures used for assigning units to cover out of service or out of place units.

Covering Unit - Routine

To be used for training coverage, mechanical issues, administrative reasons, etc.

- Upon notification by the on duty Deputy Chief of assignment:
 - The **Officer of the covering unit** shall:
 - Notify the Fire Communications Supervisor via landline.
 - The **covering unit shall remain In Service** during transit to the covering assignment and will respond to any calls assigned by the "closest to the pin" feature of the CAD.
 - Monitor the Fire radio channel for the entire duration of the covering assignment as activating the Zetron alerting system for covering units is not easy to accomplish by the ECC consistently.
 - **Personnel assigned to the covering unit shall not touch the Zetron at the station to which they relocate as this will change the CAD status of the unit they are covering & not themselves.**
 - The **Officer of the Covered unit** shall:
 - Place themselves OOS on their MDT and select the appropriate reason (e.g.. Staffing, Training, Mechanical).
 - This unit may go out of service at whatever time is necessary in order to arrive at their assignment on time, they do not have to wait until the covering unit arrives in their district unless otherwise directed by the Shift Commander.
 - The unit that is being covered (regardless of being out of service) **shall respond to high priority or life threatening calls that they may be closest to during transit at the discretion of the Officer of said unit, the Communications Supervisor or the Shift Commander.**
 - The **Communications Division** shall:
 - Update the covering unit's "Quarters" to the district being covered.
- Upon completion of the assignment:
 - The **Officer of the Covered Unit** shall:
 - Update status to "in service" on the MDT upon completion of the task.
 - The **Officer of the Covering Unit** shall:
 - Notify the ECC of completion of the assignment (preferably via landline).
 - The **Communications Division** shall:
 - Restore the "Quarters" of the covering unit to the unit's normally assigned station.

Covering Unit - Emergency

To be used for relocations due to a fire or other emergency.

- The Fire Communications Supervisor will notify unit (preferably via landline) of assignment
 - **The Covering Unit** will respond Code 1 to new district while remaining in service
 - **The ECC** shall update the Quarters of the covering unit
- Upon completion:
 - **The Covering Unit** will notify the ECC (preferably via landline).
 - **The ECC** will change the Quarters to the appropriate station.



Stamford Fire Department

Standard Operating Guideline

Fireground Emergency Communication Procedure

SOG ID: COM-EmerCommProced (1974)

Date Updated: 21 September 2022

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire Department.

Purpose: To establish procedures for initiating emergency communications.

Procedure

The emergency button (orange) on the portable radio or the radio microphone can be used to declare an emergency. When either button is pushed for approximately 1 second it will immediately alert all radios tuned to the same channel as the radio on which the button was pushed. It will also immediately alert the fire consoles at the Emergency Communications Center (ECC). That channel will then be "locked open" at the ECC until the activating radio is reset.

The display on all radios and at the ECC will also show the radio ID of the radio declaring an emergency i.e. "21B"

Any person pushing the emergency button on a radio shall also, **if capable**, press the transmit button on the radio and verbally declare a MAYDAY. In accordance with department policy (refer to SOG FRG-MAYDAY), when declaring a Mayday, as much information as possible should be transmitted provided the person in distress is physically able to do so. Information will be given using the **LIP** acronym: **L**ocation, **I**dentification (unit & name), **P**roblem, and any other pertinent information as outlined in SOG FRG-MAYDAY. Personnel shall activate their PASS alarms and, if possible, turn on flashlights to assist in locating them. Personnel who are not themselves in a Mayday situation but know or suspect that another responder should initiate a Mayday on that person's behalf.

- When the emergency button is pressed, the **IC** will **IMMEDIATELY** attempt to contact that radio's operator to confirm an emergency.
- If the **IC (or their Aide)** does not answer the emergency in a timely manner, then the **Incident Safety Officer (ISO)**, then the **RIT Team Commander** will attempt to contact that radio's operator (in that order).
- If after a **total of roughly 30 seconds**, none of the above named have attempted to contact the operator and acknowledged the emergency, **it is the responsibility of each and every person operating on that scene to ensure that the IC, ISO, and RIT Team are aware of the declaration of an emergency. If that is not possible or practical, then they should themselves attempt to contact the radio operator to confirm an emergency or loss of communication.**
- It is the responsibility of the ECC to constantly monitor radio traffic especially when a radio emergency button has been activated. If a radio emergency beacon is received and they do not hear a member of the on-scene command group attempt to contact that radio's operator then the **ECC will contact the IC (or Aide) and ensure he/she is aware of the radio emergency.**

If an emergency is confirmed or if the operator(s) of the radio(s) declaring an emergency can not be reached, the ECC will activate an alert tone and declare Emergency Radio Procedures in effect and all non-essential radio traffic in the City shall cease until the Emergency Radio Procedures are cancelled by the IC or ISO.

The IC (or if designated, the ISO) will immediately initiate a Member Accountability Roll Call (MARC) for that radio operator's entire unit/crew (i.e. the entire E-1 crew). Each member of that unit will individually answer the roll call (the officer will not report for the entire crew as with a standard MARC).

If there is no response, if a verbal MAYDAY accompanies the emergency radio signal, or if an emergency has otherwise been confirmed the IC will (in accordance with SOG's FRG-MAYDAY & FRG-RIT):

- ***The IC should consider moving all routine fireground radio traffic to the "SUPPRESSION" channel clearing the original operating channel (i.e. Ground 1 or 2) on which the Mayday was called of all traffic not related to the rescue effort. If the IC orders this channel change, then the original Ground channel will be dedicated solely for the use of the RIT Team(s), Safety Branch, ISO's, IC, and any other units/personnel directly involved in attempting to mitigate the Mayday.*** The person(s) calling the Mayday may not be

able to change the channel on their radio. This is why all other personnel on scene will instead switch channels on their radio's.

- **One of the radio repeaters on the scene MUST be adjusted to the *SUPPRESSION* channel in case it becomes the new fireground/tactical channel. In order to ensure that this important safety measure is followed, it shall be SFD policy that the Officer of whatever unit is assigned to any incident as the RIT Team shall *IMMEDIATELY* upon entering his/her apparatus set the repeater to *SUPPRESSION* and shall ensure that the repeater in their apparatus remains on *SUPPRESSION* for the duration of their assignment as the RIT Team.**
- The repeater in Rescue 1 should always be set to *SUPPRESSION* unless it is necessary to change it to a different channel due to operations at an MVA, rescue, or elevator type incident.
- **The repeaters in all other apparatus assigned to an incident shall be tuned to the Ground channel assigned to that incident. The repeater in each apparatus not assigned to RIT (or R1) shall be tuned to the assigned Ground channel prior to responding to the call.**
- **The Dispatch Supervisor and/or Dispatcher shall remind the IC or his Aide when the *SUPPRESSION* channel is assigned.** The DC Aide shall be responsible for checking to ensure that at least one repeater on the scene is set to the *SUPPRESSION* channel.
- The Dispatch Supervisor shall closely monitor the fireground/tactical channel assigned to the Mayday operation.
- *Activate the RIT Team.* Upon activation of the RIT Team, the Rescue Group is automatically activated in accordance with the Incident Command System. The Department Safety Officer (D.C. Training) or, in his absence, the ISO on scene will be the Rescue Group Commander. The RIT Team shall operate under the command and coordination of the Rescue Group Commander who will report to the IC.
- *An alarm assignment (Engine & Truck) shall be dispatched to the RIT/rescue operation.* These units will report to the Rescue Group Commander.
- *Put a halt to all non-essential fire ground operations until the emergency is mitigated while ensuring that essential operations that may be keeping the fire/incident in check thus protecting the person(s) in crisis continue.*

When the emergency is over or the incident is mitigated, the IC will notify the ECC and resume fire ground operations at their discretion.

The ECC will end the Emergency Radio Procedure and normal radio traffic will continue.

The radio used to declare the emergency must be reset or the radio will be locked in this mode and the console at the ECC will remain "locked open". The radio is reset by pressing and holding the emergency button on the radio (and not the microphone speaker) until a tone is heard.

If the button is at any time pressed accidentally it will show up on the board at the ECC as above. When the ECC attempts to contact the operator of that radio, state that the activation was accidental and then reset the radio by pressing the button on the radio until a tone is heard as described above.



Stamford Fire Department

Standard Operating Guideline

Hazardous Materials Dispatch Guidelines

SOG ID: COM-HMGuide (1894)

Date Updated: 10 June 2021

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire & Rescue Department.

Purpose: The purpose of this guideline is to provide for an orderly system of dispatching operating personnel to releases or potential releases of Hazardous Materials, and to provide for the proper notification of appropriate support agencies.

Definitions (for the purposes of this guideline)

HAZARDOUS MATERIAL

A substance that when released from its container is capable of creating harm to people, the environment, and property.

HAZARDOUS MATERIALS FIRST RESPONDER - OPERATIONAL

Personnel who respond to releases or potential releases of Hazardous Materials as part of the initial response to the incident for the purpose of protecting nearby persons, the environment, or property from the effects of the release. Operational level personnel are expected to respond in a defensive fashion to control the release from a safe distance and keep it from spreading. However, they may take offensive action when handling certain **Incidental spills** while recognizing their level of training, the nature of the hazard, limitations of personal protective equipment, and availability of specialized control equipment. Such incidental spills include gasoline/diesel spills from fuel tanks or motor vehicles, leaks of flammable gases from 20 lb. propane cylinders, or flammable gas leaks such as natural gas within a structure. All SFD line personnel are trained to a minimum of Operational Level.

HAZARDOUS MATERIALS TECHNICIAN

Personnel who respond to releases or potential releases of Hazardous Materials for the purposes of controlling the release. Technician level personnel may take offensive action to control the release within the limitations of their individual training, available chemical protective clothing, and specialized control equipment. SFD is the authority having jurisdiction certifying Hazardous Materials Technicians for its Hazardous Materials Response Team. The SFD maintains personnel at the Technician Level through appropriate training.

HAZARDOUS MATERIALS RESPONSE TEAM

An organized group of trained response personnel operating under an emergency response plan and appropriate standard operating guidelines who handle and control actual or potential leaks or spills of hazardous materials requiring possible close approach to the material. The team members respond to releases or potential releases of hazardous materials for the purpose of control or stabilization of the incident. The SFD Hazardous Materials Response Team consists of Technician Level personnel primarily assigned to Truck 2, Engine 2 and Rescue 1, with support from Operational Level (or Technician Level) personnel from all other companies.

Guideline

Whenever fire dispatch receives a request for SFD assistance at a release or potential release of a hazardous material, the following guideline will be followed:

The dispatcher and/or Fire Supervisor will attempt to obtain as much information as possible about the product involved and the extent of release or potential release. This information is to be relayed to responding units upon initial dispatch and updated as warranted.

The SFD initial response to the incident will be determined by the reported nature and extent of the release.

Incidental Haz-Mat Releases - able to be handled by a single Engine Company at the first responder-operational level. Examples: Automobile with leaking fluids; investigation of spill/slick on a waterway; fuel oil spill; Carbon Monoxide detector alarm without report of illness.

Incidental Haz-Mat Releases requiring combustible gas metering - ability to be handled by responding companies at the operational level with accessibility to combustible gas meters. Examples: Natural gas leak; leaking propane tank.

Significant Haz-Mat Releases - potential for the incident to be beyond the control of a single Company at the operational level. The need for Technician level training is most likely needed. Examples: Chemical spill at a manufacturing facility; Chemical leak from a tanker truck; etc.

Based upon the information received at fire dispatch (or in consultation with the on-duty Haz-Mat Officer) the following units will be initially dispatched:

Incidental Haz-Mat Release

- First due engine company

Incidental Haz-Mat release requiring combustible gas metering (*Gas Leak Res/Com, Gas Leak Outside*)

- First due Engine and Truck 2
- If Truck 2 is unavailable, dispatch Engine 2
- If Truck 1 and Engine 2 are unavailable, dispatch Rescue 1 for metering in addition to the first due engine/truck

Significant Haz-Mat Releases (*Gas Leak High Haz*)

- First due engine company
- The Haz-Mat Response Team (Rescue 1; Truck 2; Engine 2)
- Unit 4

The Incident Commander (IC) can upgrade or downgrade the response as necessary.

The SFD Hazardous Materials Officer page group should be notified of any Haz-Mat Team responses. The on duty Hazardous Materials Officer shall be notified. The Hazardous Materials Officer(s) will respond to such incidents at their discretion or at the request of the IC.

The IC can request a response from the Fairfield County Hazardous Materials Response Team depending upon the size and scope of the incident. This Unit can be mobilized for a specific piece of equipment or a “Full Team Fan-Out”. Indications to mobilize a “Full Team Fan-Out” would be a limited number of SFD Technician Level Personnel on-scene to make a hot zone entry or response as a back-up to our level A entry. A staging area for a “Full Team Fan-Out” should be designated by the IC. The FCHMRT will operate under the SFD Incident Command System. To mobilize this unit, refer to the FCHMRT Fan-Out Procedure Binder.

Request for SFD Haz-Mat Team response beyond the City borders shall be authorized by the on-duty Deputy Chief pursuant to mutual-aid agreements.

It is recommended that the Communications Supervisor contact the on-duty Haz-Mat Officer by landline or radio for assistance in determining the appropriate resources/response prior to or immediately after dispatch.



Stamford Fire Department

Standard Operating Guideline

Hydrant Status Protocol for Communications Division

SOG ID: COM-Hydrant_Status (1905)

Date Updated: 28 July 2021

Scope: It is the responsibility of the Communications Supervisor to maintain hydrant status as "Out of Service" or "In Service" in both the FireWeb and the CAD system.

Purpose: To ensure that fire hydrants are accurately identified as "In service" or "Out of Service" for fire protection. It is important the two SFD hydrant tracking systems mirror each other for accurate information regarding hydrants.

The Communications Supervisor will ensure that any report of an issue regarding a fire hydrant is investigated by a district unit. The investigating company officer (or acting officer) will verify the status of the hydrant and report back to the 911 Supervisor. The 911 Supervisor will document the issue on the FireWeb utilizing the appropriate hydrant widget (under the Mechanical heading) and change the status of the hydrant as appropriate (e.g. Aquarion working in area, service needed, Out of Service, etc.). The 911 Supervisor should input all the necessary info regarding the issue in the notes section for that hydrant. Once completed an email will automatically be generated to the personnel that need to know of the status change (Hydrant Officer, Mechanical Supervisor, DC email, Chiefs, etc.). If the hydrant's status is changed to OOS the Supervisor must also mirror the status change in CAD. Any discrepancies between the two systems should be forwarded to the Hydrant Officer.

The same process will apply during hydrant inspections. While units are out checking hydrants, any issue with a hydrant will be documented by the officer utilizing the Hydrant Inspection widget on the FireWeb (under the Mechanical heading). If a hydrant must be placed OOS, the officer will report it to the 911 Supervisor. The 911 Supervisor will enter the necessary info into the hydrant widget and make the appropriate changes both in the FireWeb and CAD. The hydrant issue will then be reviewed by Hydrant Managers.

In the event a hydrant is damaged or knocked off its base due to an MVA, the SFD incident # and the SPD incident # for the MVA shall be recorded in the notes section for that specific hydrant in the appropriate hydrant widget on the FireWeb. The Mechanical Division (or, if after hours, the on-call mechanic) should be called directly to retrieve the hydrant.

In the event of a "hit and run" of a hydrant, an SFD incident # should be generated and the appropriate district unit should go investigate and determine the status of the hydrant. If it is confirmed that the hydrant is damaged, SPD should be notified to respond and generate a SPD incident # for city property damage purposes. Both incident numbers shall be entered into the hydrant data section by the 911 Supervisor.

When repairs are made and hydrants are ready to be put back in service, the 911 Supervisor will be notified by either the Hydrant Officer or the Mechanical Supervisor to make the status change. The 911 Supervisor will then change the status in both the FireWeb and CAD to "In Service".

Note:

The Communications Supervisor and PSD are the only ones who can see if a hydrant is "In Service" or "Out of Service" on the CAD maps. (Field units cannot see "Out of Service" hydrants on their MDT's.) Therefore, it is important that the 911 Supervisor and/or Dispatcher alert incoming units of "Out of Service" hydrants in the area of any given incident.

Aquarion may call the Communications Supervisor directly to inform 911 of hydrants being shut off for various reasons. Appropriate questions should be asked such as:

- name of the reporting Aquarion employee
- their contact information
- the location of the hydrant(s) affected
- the reason for the shut down
- the anticipated length of time the hydrant(s) will be shut down

- any other appropriate question

This info must be added into the notes section for that hydrant. These hydrants must then also have their status changed as appropriate in FireWeb and CAD. Aquarion will call when they have placed the hydrant back in service. At that time the status can be changed back. If the anticipated time frame has expired and Aquarion has not called to update the status of said hydrant(s) a follow-up phone call to the technician should be made.

All OOS hydrants must have a RED ring placed on them by a district unit or member of the Mechanical Division.



Stamford Fire Department

Standard Operating Guideline

Marine Incident Notifications

SOG ID: COM-MarineNotifications (1978)

Date Updated: 03 January 2023

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire & Rescue Department and the City of Stamford Emergency Dispatch Center.

Purpose: To provide a guideline for the notification of outside agencies.

Anytime there is a response to a marine incident, regardless of the nature of the response, on the Long Island Sound or its contiguous bodies of water (waterways, channels, marinas, etc.) the U.S. Coast Guard Command Center (New Haven) shall be notified.

If Unit 236 is involved in the response it shall be the duty of the coxswain to ensure that the USCG Command Center has been notified by radio or, preferably, through dispatch by phone.

If the incident does not involve Unit 236, it is the duty of the Incident Commander to ensure that the USCG Command Center is notified.

The USCG Command Center prefers a phone call {(203) 468-4401} as opposed to a VHF radio call if at all possible.

Any maritime incident of any type that necessitates the issuance of a NFIRS number requires Coast Guard notification. The only exception to this rule would be incidents occurring on inland bodies of water that are not under the jurisdiction of the USCG such as the reservoir or the Mianus river.



Stamford Fire Department

Standard Operating Guideline

Mobile Data Terminals

SOG ID: COM-MDT (772)

Date Updated: 11 April 2018

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire Department.

Purpose: To establish policy for the use of Mobile Data Terminals and policies for their care and upkeep.

Summary

Use of the Mobile Data Terminals (MDT's) by units in the field allows for more accurate time reporting, less superfluous radio traffic, incident specific mapping, and will allow the user to access a wealth of information about the structure/location of the incident. Some of the key points of SFD use of the MDT's are:

- Silently report status as responding to an incident.
- Continue Verbal Size-Up by the first arriving unit in accordance with SFD and ICS policies. All other units change their status to on scene silently and with time accuracy.
- Silently clear units from calls when they become available.
- Each unit is responsible for their own status changes and, if done correctly, will ensure more accurate times to be used in NFIRS reporting.

Use on Calls

1. Each individual apparatus (officer) will change their status to responding by using the ENROUTE button.
 - Do not use the radio unless you have specific instructions or information regarding the response route, emergency location, etc. that you want to make everyone aware of.
 - Take advantage of the information available to you by reading the screen. The dispatch screen may contain info, such as the business name, that was not broadcast over the radio system.
 - You can find additional information regarding the current call, previous calls to this address, Knox Box information, other responding units, geographic locations and landmarks, exposures, and much more on the various user accessible screens.
2. A verbal size-up will still be given by the first arriving unit over the radio in accordance with SFD and ICS protocols.
 - The first arriving unit, in addition to giving a verbal size-up should still change their own status to ON-SCENE to ensure accurate time reporting.
 - All other units will change their status to on scene when they arrive at their staging location or at the actual scene.
 - **If you do not arrive at the scene/staging, do not place yourself on scene!**
3. When your unit is cleared from the call, change your status to AVAILABLE.
 - When recall is sounded you are still responsible for changing your unit status even though you are presumed to be returning to service. This is so that if you are in the building or remote from your vehicle and not ready to respond yet you will have time to return to your vehicle.
 - Only you know the exact availability or status of your apparatus, dispatch can only assume.
 - If your status does not change to available, the CAD will not recommend you for the next call.
 - **If recall is sounded or if you are cancelled while enroute, DO NOT change your status to ON SCENE (as you are not on scene), change directly to AVAILABLE.** Failure to adhere to this policy is technically falsifying response data.

Maintenance and Use

At the beginning of each shift you should reboot the MDT. This entails closing the TriTech Inform Mobile software using the red "X" in the upper right corner of the screen. Click on the "Start" button and then choose "Restart". Once the computer restarts you will see a login screen for NetMotion. Your unit ID should already be on the screen and the password is always "netmotion" (same for all units, always lower case), click OK. On the Inform Mobile screen match your unit's ID to the vehicle ID and from the dropdown staff list choose your on duty personnel and click "Login". Double check the upper right corner of screen to be sure your status is either "AVA - Available" or if in station – "IQ – In Quarters". The green connected flag on Netmotion icon and the green bar on upper right side of screen should show your correctly logged into MDT.

If during the shift you need to change over to a reserve or temporary unit all department units have live ready to go mobile connections and working MDT's. You should log off your MDT and then log back in as the same unit in the reserve machine.

Any questions, comments or problems should be emailed to SFD.Technology@StamfordCT.Gov as soon as possible. This procedure will ensure written documentation to ensure issues are not human error.

The computer itself can be wiped down with a damp cloth as necessary. Take care not to use too much liquid.

When switching vehicles you must place the SIM card from your units modem into the modem of the unit you are switching into. This should be done by a member of the mechanical division or a person familiar with the procedure.



Stamford Fire Department

Standard Operating Guideline

Relocation & Mutual Aid Guidelines

SOG ID: COM-MutualAid (2022)

Date Updated: 16 March 2023

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire & Rescue Department.

Purpose: To establish guidelines for the orderly means of handling a large scale emergency incident or extraordinary call volume in the City of Stamford.

Staffing & Mutual Aid Guidelines

The Communications Division shall maintain a minimum of **three Engines and one Truck in commission in the city at all times**. This will be accomplished by callbacks, mutual aid and relocations as required. Communications personnel are authorized to request mutual aid when they can no longer maintain 3 Engine Companies and 1 Truck Company in the city to answer alarms. See *SOG FRG-Multiple Alarm Procedures*.

Mutual Aid and relocating companies used to fulfill this requirement **must** be staffed with a minimum of one officer and three firefighters (including driver), at least one of whom must be an EMT possessing current and valid State of Connecticut certification.

Stamford Volunteer Fire Companies are to call the Fire Communications Center when they have an Engine or Truck staffed with a minimum of (4) certified personnel on board. At this time, the unit can be placed in service (and relocated if necessary) to fulfil the minimum.

Volunteer units that do not meet this minimum staffing requirement may still be placed in service and assigned to respond to calls but shall not be counted toward the 3 Engine/1 Truck minimum.

Mutual aid shall be handled in the following manner:

- 1 Engine & 1 Truck from the **Norwalk Fire Department**
- 1 Engine OR 1 Truck from the **Greenwich Fire Department**
- Additional single units, Task Force(s) and/or Strike Teams through DEMHS Region 1 Coordinator. (With approval of a Chief Officer.)

Out of town units can be released, with the approval of the on-duty shift commander or the call back Deputy Chief, if the minimum of 3 Engines and 1 Truck can be maintained by either volunteer companies or callback companies.

Relocation Guidelines

In order to provide adequate and timely fire department response to the entire City of Stamford during these situations the following stationing/relocation matrix shall be used.

Level 1 Staffing

Should be fulfilled by:

- Callbacks
- Staffed volunteer companies
- Mutual Aid

The required 3 Engines & 1 Truck shall be positioned to best cover the entire City of Stamford; units are to be stationed/relocated in the following order:

1. Fire Headquarters (Truck)

2. Fire Headquarters (Engine)
3. Station 9 / TRFD Station 2 (Engine)
4. Station 3 (Engine)

Level 2 Staffing

As callback and staffed volunteer units become available resulting in more than the 3 Engines & 1 Truck required as above, Level 2 staffing will be implemented with the additional units being stationed/relocated in the following order:

5. Station 8 / TRFD Station 1 (Engine)
6. Station 5 (Rescue 2)
7. LRFC Station 1 (Engine)
8. Station 2 (Truck)

Providing Mutual Aid to Outside Agencies

If an agency outside of the City of Stamford (but within the State of Connecticut) requests mutual aid from SFD the Dispatch Supervisor should, if possible, contact the on-duty Deputy Chief for approval. If the DC is not available the Supervisor is authorized to send the mutual aid requested as long as system resources allow. Requests for mutual aid from agencies outside of the State of Connecticut (with the exceptions of Banksville and Pound Ridge) must be approved by the Chief of Department prior to their dispatch.

If any SFD unit leaves the City of Stamford (but not the State) for Mutual Aid the Fire Chief must be notified but notification may be made after units have been dispatched.

In response to requests for mutual aid outside the City of Stamford, the SFD will send two (2) suppression units (1 Engine & 1 Truck OR 2 Engines according to the desires of the agency requesting the aid and system resources) and a Safety Officer. All fire stations (career and volunteer) shall be alerted.

If an outside agency requests a single resource for a specific purpose, eg a RIT Team, the single resource and a Safety Officer should be dispatched.

If an outside agency requests mutual aid for a special situation such as a technical rescue SFD will send our usual compliment for that type of incident with the exception of the first due Engine (which will be the role of the outside agencies first due unit). For example, for a request for mutual aid for a trench rescue we will send E-5, R-1, a Truck Company and a Safety Officer (Deputy Chief may respond at his discretion).



Stamford Fire Department

Standard Operating Guideline

Portable Radio Maintenance and Repair Procedures

SOG ID: COM-PortableMaint (671)

Date Updated: 20 October 2015

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire Department.

Purpose: To maintain the reliability of portable radios used by SFD personnel.

Routine Portable Radio Maintenance

In order to maintain an effective communications system the following maintenance schedule shall be followed:

Battery Rotation: All batteries shall be rotated at both 0800 and 1800 hours.

Battery Reconditioning: NIGHT batteries shall be reconditioned every Sunday morning at 0800 hours after the battery rotation. The DAY batteries shall be reconditioned every Sunday night at 1800 hours after the battery rotation.

1. To recondition a battery, the member places the battery into the charger. If the YELLOW light comes on it's already in the reconditioning mode.
2. If the RED light comes on the member shall remove the battery from the charger and immediately replace it into the charger. The light should now be YELLOW indicating the battery is being reconditioned.
3. The reconditioning process will be complete by the next battery rotation period.

Radio Cleaning: Each portable radio shall be externally cleaned with a damp cloth weekly (Sunday) and after every incident where it may have been contaminated.

Portable Radio Repair Procedures

Replacing a Malfunctioning Portable Radio:

1. The radio shall be immediately removed from service.
2. The spare radio for that company shall be placed into service. If there is no radio available a SPARE radio located in the radio room at HQ shall be signed out for the replacement.
3. The company officer shall notify Fire Dispatch by phone that portable (Unit designation) is being replaced by portable (unit designation). This is extremely important to maintain on scene member accountability (As per SOGCOM-SparePortables).
4. Upon the return of a repaired unit Fire Dispatch shall be informed of the change and the replacement radio shall be returned to its stored location.

Radio Repair Request Procedure:

1. Utilizing the Fireweb go to LINE DIVISION > TOOLS > OPERATIONAL INCIDENT REPORTS > RADIO.
2. Complete the report as indicated including radio unit number and a detailed description of the problem in the comments field at the bottom.
3. If you have multiple radios complete one form per radio.
4. Print a copy of the form and include it with the radio when delivering it for repair.
5. Remove the battery, antenna, and microphone and keep them at the station for when the radio returns from service. They are not required for the repair.
6. Deliver the radio to the DC office at HQ. Be sure to verbally notify the on duty DC that the radio is being brought in for service.

/· The radio shall be sent out for repair and will be returned to the appropriate company after it has been tested by communications.



Stamford Fire Department

Standard Operating Guideline

Public Service Call Dispatch Guidelines

SOG ID: COM-PubServGuide (297)

Date Updated: 22 August 2011

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire & Rescue Department and the City of Stamford Emergency Dispatch Center.

Purpose: To define and standardize the terminology and incident dispatch procedures use by all personnel of the Stamford Fire & Rescue Department and the City of Stamford Emergency Dispatch Center.

The 911 Fire Supervisor shall make all decisions and may use his/her discretion when dispatching fire personnel to Public Service calls.

Definition: Public Service Calls shall be defined as any call to assist the public, that does not threaten life, and does not pose a threat of fire or explosion.

1. Vehicle Lock In:

The closest Company (preferably a Truck Company in multi-company districts) shall be dispatched in the event a person or pet is locked inside a motor vehicle or a motor vehicle is locked and running in a garage or other enclosed area.

Any other request for lock-in or lock-out assistance shall be at the discretion of the Communications Supervisor and/or the Company Commander. It is the policy of SFRD to provide service and assistance to the residents and visitors of Stamford, however, unit availability and system-wide call volume should be considered when these non-emergency requests are made.

2. Residential Lock Out/In:

A Truck Company or a Rescue Company shall be dispatched to assist the public in the event they are locked out of a residence or in the event that a child may be locked in a residence or part thereof.

3. Water leaks in buildings:

A Truck Company shall be dispatched to any uncontrolled water leak in a structure. (In the event no Truck Company is available, the closest Engine Company shall be dispatched.) The responding company will determine if the leak may cause a fire, electrical short, or pose any other danger to life. The responding company will take remedial action as required.

Calls for minor leaks or plumbing problems shall be referred to the building owner or management for repair.

4. Power Outages at Senior Citizens Multiple Family Residence:

Dispatch a Rescue Company or a Truck Company to a senior citizen multiple dwelling to provide emergency lighting, temporary electric power, and EMS support not later than 1 hour after a power interruption to the building. If a call(s) for assistance are received prior to 1 hour, dispatch the appropriate Company to investigate and determine needed resources.



Stamford Fire Department

Standard Operating Guideline

Standard Fire Radio Communications

SOG ID: COM-RadioComm (651)

Date Updated: 22 June 2015

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire Department (including volunteer companies), the City of Stamford Emergency Communications Center and all others who utilize the fire radio system.

Purpose: To define and standardize radio communications utilized by all members of the City of Stamford Fire Department, the City of Stamford Emergency Communications Center and all other agencies with the goal of increasing communications interoperability.

Use of Plain Language

The use of plain language in emergency response is a matter of public safety, especially the safety of first responders and those affected by the incident. It is critical that all local responders, as well as those coming into the impacted area from other jurisdictions and other states as well as the federal government, know and utilize commonly established operational structures, terminology, policies, and procedures. This is what NIMS and the Incident Command System are all about – achieving interoperability across agencies, jurisdictions, and disciplines.

With this concept in mind, the City of Stamford Fire Department, The City of Stamford Emergency Communications Center, and all other agencies utilizing the fire radio system shall no longer utilize codes or signals. The following are acceptable plain language equivalents to the former signals:

Company is on the air or cleared from an incident: **“(Unit ID) IN SERVICE”**

Company is responding to an incident: **“(Unit ID) RESPONDING”**

Company is out of service: **“(Unit ID) OUT OF SERVICE”**

Company is returning to quarters: **“(Unit ID) RETURNING TO QUARTERS”**

Company is arriving on the scene of an incident: **“(Unit ID) ON THE SCENE”**

Company requesting a release of the Knox Key: **“(Unit ID) RELEASE KNOX KEY”**

Last company is leaving an incident scene: **“(Unit ID) INCIDENT CLOSED”**

Acknowledging an order: **“(Unit ID) Received”**

Yes: **“(Unit ID) Affirmative”**

No: **“(Unit ID) Negative”**

An unstaffed company (volunteer or reserve career) is responding to an incident: **“(Unit ID) RESPONDING WITH (The number of qualified personnel on the apparatus). (See Unstaffed Company Response Notification Below)**

Company is requesting police BUT is in immediate danger and cannot verbalize situation over the air: **“CODE 30”**. (See Requests for Police Assistance Below)

The Incident Commander is covertly requesting that an occupancy be charged for violating Alarm Ordinance #599: **“CODE 1-7-1”**

Declaring an emergency and all nonessential communications is to cease immediately **“EMERGENCY COMMUNICATIONS ONLY IS IN EFFECT”**

Unstaffed Company Response Notification

In order to assure an adequate response to an incident, the responding incident commander needs to know the amount of both physical and human resources responding to an incident. For example, an engine company responding with one member may be useful for water supply but not fire attack. An understaffed truck company may be able to set up an aerial device but not be able to provide ventilation functions on the scene. In both cases the incident commander, knowing the actual staffing level of each apparatus, could assign additional personnel to assist the understaffed companies in order to meet the strategic goals of managing the incident.

When normally unstaffed (or understaffed) companies, whether career reserve or volunteer units, respond to an incident the company shall announce that the company is responding and the number of interior certified members are on board that apparatus. Companies that have a fixed staffing level of three or more certified members need not announce the number of members riding the apparatus.

Examples:

“Fire Dispatch...Engine 12 responding with five”

“Fire Dispatch...Engine 71 responding with one”

Transmission of Sensitive Information

In those situations where sensitive information needs to be transmitted without the use of the fire radio the following resources should be utilized.

- Mobile Data Terminals – use the CHAT function to send information to dispatch and between units.
- Telephone (Cell, Landline, or Text messaging).
- Face to face communications.

Caution must be used when dealing with sensitive medical information shared via any medium as it may be a violation of the Health Insurance Portability and Accountability Act (HIPAA).

Requests for Police Assistance

Company officers requesting police response either for non-emergency or emergency response, and can do so using clear language shall do so accordingly. The terms **“POLICE”** or **“PD”** shall be used. The former Signal Ten shall no longer be used. Besides the request for police response the officer shall also give the reason why so the telecommunicator can properly assign the police units to the incident.

Company officers, who are in a situation where they must covertly call for police emergency assistance, shall declare a **“CODE 30”** over the radio. This indicates that the company is in immediate, and potentially life threatening, danger and requires an emergency police response. The telecommunicator shall only acknowledge the call by stating **“(Unit ID) CODE 30 ACKNOWLEDGED”** and immediately send the request to police dispatch. The police response for this call will be the same for a police officer calling for emergency assistance (SPD Code 30). Unless the requesting member contacts fire dispatch with more information on the situation, the dispatcher is not to request further information from the scene as to do so may further endanger our members.

“CODE 30” and **“CODE 1-7-1”**, as well as response modes **“CODE 1”** and **“CODE 3”** are the only exceptions to the department’s policy of plain language communications.

Use of the Phonetic Alphabet

In order to assure clear communications reducing the need to clarify the spelling of a word, apartment letter, or a division the **PHONETIC**

ALPHABET can be utilized. The preferred version used by the SFD, ECC, and all others on the Stamford Fire Radio is the **NATO Phonetic Alphabet**. No other version shall be used unless changed within the context of this standard operating guideline.

The phonetic alphabet			
A	Alpha	N	November
B	Bravo	O	Oscar
C	Charlie	P	Papa
D	Delta	Q	Quebec
E	Echo	R	Romeo
F	Foxtrot	S	Sierra
G	Golf	T	Tango
H	Hotel	U	Uniform
I	India	V	Victor
J	Juliet	W	Whisky
K	Kilo	X	X-ray
L	Lima	Y	Yankee
M	Mike	Z	Zulu

Examples of its use:

“.....telephone report of a smoke condition in apartment 16 KILO (16K)....”

“26 CHARLIE...this is Command”

“16 BRAVO this is 16”

“Command this is 4 ALPHA”

Use of Mobile Data Terminals

In order to reduce excessive radio communications all members are encouraged to utilize the mobile data terminal in each apparatus to communicate apparatus status and other data to fire dispatch and other fire companies. The system also allows the officer to add comments to the Computer Aided Dispatch (CAD) system directly from the apparatus. This reduces radio transmissions and creates a record in the CAD of company actions.

For example, if an engine company has pulled a Knox key for entry into an occupancy and the key has been secured in the key vault, the officer can type “KNOX KEY SECURED” in the officer comments field on the MDT and transmit that into dispatch. Another case could be when giving a pole number for a utility call, that number can be typed into the comments. It will be permanently recorded in CAD and it will be available, from the 911 report, when the company officer is preparing his or her incident report.

When a company is the final unit clearing up from a scene the officer needs to only remove the unit from the call via the MDT and fire dispatch will determine that the incident is closed. The incident can also be closed verbally in those cases when an MDT is not available as in the case of a volunteer chief officer (who does not have an MDT).



Stamford Fire Department

Standard Operating Guideline

Radio Unit Designations

SOG ID: COM-RadioDesig (839)

Date Updated: 25 January 2020

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire & Rescue Department.

Purpose: To define and standardize the terminology and incident dispatch procedures used by all personnel of the Stamford Fire & Rescue Department and the City of Stamford Emergency Dispatch Center.

The following are the assigned unit designations for SFRD personnel and apparatus.

Staff, Command, and Ancillary vehicles:

Unit 1	Chief of Department
Unit 2	Assistant Chief of Administration
Unit 3	Assistant Chief of Volunteer Services
Unit 4	Duty Deputy Chief
4A	Duty Deputy Chief's Aide
Unit 5	Call-Back/Extra Deputy Chief
5A	Call-Back Deputy Chief's Aide
Unit 6	Deputy Chief of Training - Department Safety Officer
Unit 7	Training Division Captain - Safety Officer
Unit 8	Training Division Captain - Safety Officer
Unit 9	Mobile Command Post - Field Communications
Unit 10	Service pick-up truck
Unit 11	
Unit 18	Service cargo van

Front Line, Reserve, and Call Back Apparatus:

The Officer of an apparatus shall be identified by the following unit numbers when they are operating outside the apparatus. While they are operating inside the apparatus they should identify themselves by the apparatus designation. For example, the Lieutenant/Captain on Engine 1 should refer to themselves on the mobile radio as "Engine 1" while responding, staging, etc. When they operate outside the vehicle and use their portables they would then use the designation "Unit 21" as in the chart below.

Also, the remaining personnel on the apparatus will be identified by the Officer's designation with a letter appended to it. The firefighter who sits behind the Officer will be identified by the letter "A", the firefighter who sits behind the driver/operator by the letter "B", the driver/operator by the letter "C". If there is a fifth member assigned to that unit they will use the designation "D". Using the example above, then, the

driver/operator of Engine 1 will identify themselves as and be addressed as "21C" when using a portable radio. This applies for all apparatus.

Unit 15	Rescue 2	Reserve/Call Back
Unit 16	Rescue 1	
Unit 17	Haz-Mat 2	
Unit 19	Haz-Mat 1	
Unit 21	Engine 1	
Unit 22	Engine 2	
Unit 23	Engine 3	
Unit 24	Engine 4	
Unit 25	Engine 5	
Unit 26	Engine 6	
Unit 27	Engine 7	
Unit 28	Engine 8	
Unit 29	Engine 9	
Unit 210	Engine 10	Reserve
Unit 212	Engine 12	Call Back (1 Co.)
Unit 213		
Unit 214	Engine 14	Fire School/Drillfield ONLY
Unit 215	Engine 15	Reserve (4 Co.)
Unit 216	Engine 16	Reserve (Mech. Div.)
Unit 221	Truck 1	95' Tower Ladder
Unit 222	Truck 2	100' Tower Ladder
Unit 223	Truck 3	104' straight mid mount
Unit 224	Truck 4	Reserve 109' straight rear mount (1 Co.)
Unit 225	Truck 5	

Note: The above listed locations of reserve and call back apparatus is their usual location and should be considered flexible.

Non Line Division

Unit 101	Chief Fire Marshal
Unit 102	Assistant Fire Marshal
Unit 103	Assistant Fire Marshal
Units 104-112	Deputy Fire Marshals
Unit 121	Mechanical Supervisor
Unit 122	Mechanic
Unit 123	Hydrant Mechanic



Stamford Fire Department

Standard Operating Guideline

Mobile Repeaters

SOG ID: COM-Repeaters (1975)

Date Updated: 23 September 2022

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire Department.

Purpose: To ensure reliable communications at emergency incidents.

Mobile repeaters are a vital part of the Stamford Fire Department's communications system. In order to ensure that all communications at an emergency incident can be heard clearly it is imperative that the mobile repeaters on the scene are tuned to the proper channel(s).

Accordingly, in order to ensure that the repeaters of all apparatus assigned to an incident are set correctly the following shall be the standing policy of the SFD:

- The correct fire-ground channel shall be selected on the vehicle repeater prior to the apparatus moving when assigned to an incident.
- The driver shall confirm with the officer that the proper channel has been selected prior to the driver shifting the apparatus out of park.

It is equally important that units not assigned to an incident or who have been released from an incident do not have their repeaters tuned to a channel while driving around. In this situation radios on the scene may be trying to use a repeater that is departing the scene, driving past the scene, etc which will cause degradation of communications. **When not actively assigned to an incident all mobile repeaters** (except R1, see below) **shall be tuned to the off position.** Accordingly, the following shall be the standing policy of the SFD:

- When a unit is released from an incident the repeater shall be switched to the off position prior to the apparatus moving.
- The driver shall confirm with the officer that the repeater is in the off position prior to the driver shifting the apparatus out of park.

Exceptions per SOG COM-EmerCommProced:

1. The repeater in Rescue 1 should always be set to *SUPPRESSION* unless it is necessary to change it to a different channel due to operations at an MVA, rescue, or elevator type incident.
2. The officer of whatever unit is assigned to any incident as the RIT Team shall IMMEDIATELY upon entering his/her apparatus set the repeater to *SUPPRESSION* and shall ensure that the repeater in their apparatus remains on *SUPPRESSION* for the duration of their assignment as the RIT Team. *This exception relates to the channel only and the above procedures regarding tuning the channel and apparatus movement are to be followed.*

While firefighter safety is the responsibility of every department member, the officer is ultimately responsible for the safety of his/her crew and shall make sure the above policy is followed.



Stamford Fire Department

Standard Operating Guideline

Response Modes

SOG ID: COM-ResponseModes (648)

Date Updated: 14 June 2015

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire Department (including Volunteer Companies, the City of Stamford Emergency Communications Center and all others who utilize the fire radio system.

Purpose: To define and standardize the terminology and incident dispatch procedures used by all personnel of the Stamford Fire Department and the City of Stamford Emergency Dispatch Center.

The City of Stamford Fire Department, its' volunteer fire companies and all others using the Stamford Fire radio system shall have two modes of responding to calls for service:

Code 3: Emergency Calls

1. Use visual and audible warning devices.
2. Follow all laws and safe driving practices involved in emergency response.
3. All Units shall respond Code 3 for all Fire, Rescue, and EMS Calls unless otherwise directed.

Code 1: Non-Emergency Calls

1. **DO NOT** use visual or audible warning devices.
2. **DO USE** visual warning devices upon arrival for purposes of maintaining scene safety.
3. Obey all traffic laws including traffic control devices and posted speed limits.
4. Proceed with due caution.
5. All units shall respond **Code 1** on all non-emergency calls and public assistance calls.
6. Whatever mode is ordered by the on-duty deputy chief, volunteer district chief, or the designated Incident Commander.

Response Downgrade Protocol

Response mode downgrade of fire units responding to automatic alarms and reported structure fires is the sole responsibility of the on-duty deputy chief or the volunteer district chief. In the event that the deputy chief is delayed, or not responding, then DC shall allow command to be established according to the provisions of the incident command system.

The first arriving company officer shall perform a complete and proper size-up of the incident. The information obtained in the size-up process is to be communicated either face to face, or by radio via the assigned fireground/TAC channel to the on duty deputy chief, the volunteer district chief or the designated incident commander.

This size-up information, and any recommendations, will be used by the IC in the decision making process should any change in response mode (Code 1 or Code 3) be required.

Example:

When a unit is on the scene of a stable incident, the on-scene officer will radio the incoming chief or incident commander and give a situation report. The Chief or ICS designee may at their discretion downgrade other responding units to normal travel (Code 1). The chief or IC should accomplish this through the Emergency Communications Center by ordering: "All Units respond Code 1". The Fire Dispatcher or

Supervisor should always broadcast or re-broadcast this message to assure that all responding units have received and understood the message. Upon this mode change, the Code 1 units are still assigned to the incident and are not available for reassignment to other incidents.

EMS Response

The Communications Division will complete EMD protocols for all EMS calls and will assign a "Baseline Response Assignment" which will determine the response protocol for that incident. The matrix developed by the Communications Division uses "Hot" to denote Code 3 and "Cold" to denote Code 1 responses.

ECHO	Fire Hot Ambulance Hot
DELTA	Fire Hot Ambulance Hot
CHARLIE	No Fire* Ambulance Hot
BRAVO	Fire Hot Ambulance Cold (alone Hot if closest unit)
ALPHA	No Fire Ambulance Cold
OMEGA	No Fire Ambulance Cold

*For Allergies / Envenomations (Protocol #2), EMS Responses with a CHARLIE Determinant Level require a FIRE HOT, AMBULANCE HOT response.



Stamford Fire Department

Standard Operating Guideline

Spare Portable Radios

SOG ID: COM-SparePortables (637)

Date Updated: 02 June 2015

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire & Rescue Department.

Purpose: To establish procedures and provide accountability for the use of spare or temporarily assigned portable radios.

Summary

The Motorola XTS 2500 portable radios (circa 2008) each have an identification code. Each front line unit will have 5 portable radios assigned to it. Each will be numbered (for example: 21, 21A, 21 B, 21C, and 21D). The "D" portable will be the spare radio for each unit. The spare radio will be kept in the Captain's office until needed. The batteries for the spare unit will be kept charged at all times.

When the push to talk (PTT) button is pressed, the identity of the radio keyed will show at the Emergency Communications Center (ECC) on the CAD screen. If the radio's Emergency Button is pressed, in addition to the identity being shown at the ECC, it will also appear in the display of all portable or mobile radios tuned to the channel. This is a safety feature to allow all personnel operating at a scene to immediately know when someone is in distress and who that person is (to the extent of their riding assignment).

Due to this feature, when any radio is taken out of service for any reason, the Fire Dispatch Supervisor will be notified by the company officer that a spare or back-up radio is being used for a given riding position, and what the replacement radio's designation is. Likewise, when the regular radio is returned to service, the officer must notify dispatch so they can remove it from their board.

For example, if the "24A" portable is OOC and that person is using "Spare 3", dispatch must be apprized of that fact so that they can keep track of it. If the person using "Spare 3" later pushes the emergency button to declare a MAYDAY, dispatch must know that the person declaring the emergency that comes up on their screen as "Spare 3" is in actuality the firefighter sitting behind the officer on Engine 4.

Sample Designations

Radio 21 - Engine 1 Officer

21A - Firefighter riding behind officer on Engine 1

21B - Firefighter riding behind driver on Engine 1

21C - Engine 1 Chauffer

21D - Engine 1 spare



Stamford Fire Department

Standard Operating Guideline

Standardized Communications

SOG ID: COM-StdComs (2037)

Date Updated: 11 May 2023

Scope: Authority: General Order 23-01 issued 5/11/2023

Purpose: Along with common tactics and best practices, standardized communications are a key component of firefighter safety. It is the intention of the department to have Company Officers announce their role and function in order to improve communication. Therefore, the following communication strategies have been approved by the command staff and are in effect immediately.

All Fire Alarms and other multi-unit investigations:

- The first arriving unit shall give an appropriate size-up of the structure and their intended action (e.g. Company Investigating).
- The second arriving suppression unit shall announce, on both the Fire channel and the Ground (or TAC) channel that they are on the scene and are assuming command.
 - A later arriving officer may, at their discretion, relieve above of command if they are of a higher rank or senior.
- If the location of the alarm is a structure that is equipped with sprinklers and/or standpipes, the driver of the 1st due Engine shall locate the FDC and announce its location on the ground (or TAC) channel. It is not necessary to address this to a specific person, just make the announcement on the appropriate channel when the air is clear.

Structure Fires:

- Upon arrival, the **1st due unit** will provide a size-up that includes:
 - Height of the structure (may use "high rise" if over 10 stories)
 - Construction type and occupancy
 - Conditions observed
 - Declare it a Fire (if appropriate)
 - Mode of operation (if it is a fire)
 - Standard operating modes are: Offensive, Defensive, or Rescue.
 - Intended actions
 - For example: 'Engine 1 on the scene, 2 ½ story wood frame (or Class V) single family residential, with fire showing from the rear. Declaring a working fire, we will be in Offensive Mode, pulling a 1 ¾ line through the front door.'
- While en-route the unit that will assume the role of **water supply officer** will announce on the Fire Channel what hydrant they intend to use for water supply.
 - Some of the benefits this provides are the following:
 - It informs the rest of the responding units that someone has taken ownership of water supply. This is especially important when multiple units are responding from locations other than in quarters which will likely change order of arrival (see below).
 - It allows the incoming DC to affirm or change that choice if they so choose.
 - The Dispatch Supervisor should check the status of the hydrant and verify it is in service once this announcement is made.
 - It provides the Dispatch Supervisor with information that would become crucial in the event of 2nd, 3rd, etc. alarms so they can direct those later arriving units to different hydrants to provide for independent water supplies.
 - It is critical to be cognizant of the fact that units may be responding from locations other than in station which may alter the arrival order.
 - Remember that per SOG's the type of structure on fire will change which unit is responsible for water supply. Members should review all applicable SOG's. For example:

- Standard residential structure fire, 2nd due Engine is water supply
- High rise structure fire, 3rd due Engine is water supply
- Non-hydrant district structure fire will have a dedicated water supply team including 3rd due Engine.
- When a volunteer unit takes on the role of water supply, the career officer/unit will remain the Water Supply Officer and will assist the volunteer unit until such time as a positive water supply is fully established and adequate.
- Once located at the hydrant, the officer of the water supply unit should ensure that the hydrant is visually inspected and it is prepared for use. It should be briefly flowed to confirm its operation if time allows prior to hook up.
- The Officer of the **attack crew** shall announce on the Ground channel (or TAC if assigned due to reception issues) when they have **“water on the fire”** and at that time may relay to the IC any additional information they deem appropriate.
 - This announcement will provide very important benchmark information to the IC including an idea of the amount of time that the fire has burned unchecked between the first notification was made to dispatch and the start of suppression.
 - This information is also crucial for decision making on proper and effective coordinated ventilation efforts.



Stamford Fire Department

Standard Operating Guideline

Water Supply Tanker Response

SOG ID: COM-Tankers (2049)

Date Updated: 11 August 2023

Scope: This SOG applies to all uniformed and investigatory personnel of the Stamford Fire Department and Public Safety Dispatchers.

Purpose: To provide a guideline for ensuring adequate portable water supplies for fires in non-hydranted areas of the City of Stamford.

This SOG is intended to serve as a guideline for obtaining mutual aid Tanker apparatus response to fires in areas of the city without hydrants or with insufficient hydrants. This is a guideline only and SFD personnel and PSD's may make changes as the particular situation warrants.

The Water Supply Matrix contains 3 levels, each level contains a group of 5 Mutual Aid Tankers (exceptions being TOR & Long Ridge in the first group).

A Level 1 response should be activated and Tankers dispatched and/or mutual aid requested as soon as a working fire is confirmed in a non-hydrant area (which SFD defines as **1,000 feet or greater from a hydrant**) or at the request of the Incident Commander or Shift Commander. For the purposes of this SOG, multiple calls reporting a fire shall be considered confirmation of a working fire. When requested by command or a chief officer, this additional engine shall be added when the Water Supply Sector requires a tanker fill site. Dispatch of this additional unit shall constitute an additional alarm (See SOG's FRG-MultiAlarm & FRG-NonHydrant).

- The PSD or Communications Supervisor does not need permission from the Deputy Chief (or other Incident Commander) to begin this process.
- The Tankers for Level 1 are assigned to this group based on their relative proximity, history of providing consistent responses, and interdepartmental training.
- This is designed to take the guess work out of the equation for Command or Water Supply Officers in the field to plan for water supply during the initial phases of an incident.
- Early request for dispatch of out of town tankers can be critical if SFD tankers are not able to respond immediately.

Note: The ETA's for out of town resources were calculated using 269 Haviland Rd. simply because this is a central location in North Stamford. ETA's do not include time to request, dispatch, and response lead time.

Level 1

1. LRFD Tanker 78 (3,000 gal.) (LRFC Engine 73 may respond also with 2,135 Gallons)
 2. TRFD Tanker 68 (3,000 gal.) (TRFD Tanker 69 may respond also with 3,750 Gallons)
 3. Banksville FD Tanker 7 (3,500 gal.)
 4. Pound Ridge FD Tanker 3 (3,550 gal.)
 5. New Canaan FD Tanker 8 (3,000 gal.) (Staffed by career personnel, "always" available.)
- This provides **16,800 gallons** of water enroute to the scene (exclusive of the gallonage carried on the first due units).
 - ETA's for out of town units:
 - Banksville - 15 minutes
 - Pound Ridge - 11 minutes
 - New Canaan - 15 minutes

Level 2

1. Banksville FD Tanker 17 (3,000 gal.)
2. Round Hill FD Tanker 6 (4,500 gal.)
3. Noroton Heights FD Tanker 22 (2,000 gal.)
4. Darien FD Tanker 45 (2,500 gal.)
5. Cos Cob Tanker 2 (3,000 gal.)

- This provides **15,000 gallons.**
- ETA's for out of town units:
 - Banksville - 15 minutes
 - Round Hill - 14 minutes
 - Noroton Heights - 17 minutes
 - Darien - 17 minutes
 - Cos Cob - 18 minutes

Level 3

1. South Salem FD Tanker 2 (3,500 gal.)
2. Vista FD Tanker 4 (3,500 gal.)
3. Bedford Hills FD Tanker 5 (2,750 gal.)
4. Wilton FD Engine 4 (2,500 gal.)
5. Weston FD Engine 2 (2,500 gal.)

- This provides **14,750 gallons.**
- ETA's for out of town units:
 - South Salem - 19 minutes
 - Vista - 21 minutes
 - Bedford Hills - 21 minutes
 - Wilton - 22 minutes
 - Weston - 22 minutes

Contact Matrix

STAMFORD FIRE DISPATCH

Tanker Water Supply Levels Response

Order	Department	City/Town	Unit ID	Tank Size	Dispatch Center	Phone #	E.T.A.
Level 1							
1	Turn of River	Stamford	Tanker 68	3,750	Stamford		
2	Long Ridge	Stamford	Tanker 78	3,000	Stamford		
3	Banksville	North Castle, NY	Tanker 7	3,500	60 Control	(914) 231-1900	15 Minutes
4	Pound Ridge	Pound Ridge, NY	Tanker 3	3,550	60 Control	(914) 231-1900	11 Minutes
5	New Canaan	New Canaan, CT	Tanker 8	3,000	Westport Dispatch	(203) 594-3159	15 Minutes
Level 2							
1	Banksville	North Castle, NY	Tanker 17	3,000	60 Control	(914) 231-1900	15 Minutes
2	Round Hill FD	Greenwich	Tanker 6	4,500	Greenwich Dispatch	(203) 622-7800	14 Minutes
3	Noroton Heights	Darien	Tanker 22	2,000	Southwest C-Med	(203) 225-1131	17 Minutes
4	Darien FD	Darien	Tanker 45	2,500	Southwest C-Med	(203) 225-1131	17 Minutes
5	Cos Cob FD	Greenwich	Tanker 2	3,000	Greenwich Dispatch	(203) 622-7800	18 Minutes
Level 3							
1	South Salem	South Salem	Tanker 2	3,500	60 Control	(914) 231-1900	19 minutes
2	Vista	Lewisboro, NY	Tanker 4	3,500	60 Control	(914) 231-1900	21 Minutes
3	Bedford Hills	Bedford, NY	Tanker 5	2,750	60 Control	(914) 231-1900	21 Minutes
4	Wilton	Wilton	Engine 4	2,500	Wilton	(203) 834-6246	22 Minutes
5	Weston	Weston	Engine 2	2,500	Weston	(203) 222-2600	22 minutes
Dispatch Notes							
Tankers will respond to the designated staging area and await coordination from the designated Water Supply Resource Officer.							
Long Ridge Engine 73 carries 2,000 gallons.							
New Canaan Tanker 8 is available with Career personnel. All other apparatus are On Call / Volunteer units.							
E.T.A.is based on central address of 269 Haviland Rd							

Updated 1/9/2021



Stamford Fire Department

Standard Operating Guideline

Citywide Water / Ice Rescue Dispatch Guidelines

SOG ID: COM-WaterRescue (579)

Date Updated: 11 March 2014

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire & Rescue Department.

Purpose: The purpose of this guideline is to provide trained personnel and specialized equipment to water/ice related incidents for the purpose of rescuing human life.

Citywide

For requests for water/ice rescue services within the Stamford Fire Rescue District, or the Stamford Volunteer Fire Districts, the following guideline shall be followed:

Dispatch 1st due Engine, Rescue 1, Engine 5, and the first due Medic to the scene.

- If additional on-duty divers or equipment are required, dispatch additional companies.
- If additional off-duty divers are required, initiate call back procedures.

Dispatch shall assign an Operational Channel for the Incident.

Dispatch shall assign an Incident Safety Officer.

- Routine purposes such as training, equipment maintenance/evaluations, maintenance of the fire boat, etc., do not require an ISO unless requested by the Officer in charge.

Notify the Stamford Police Department. Dispatch the SPD Marine Division for incidents located on Long Island Sound.

Notify the Connecticut State Police Dive Team to standby for possible deployment.

The SFRD public safety dive team operates as a "rescue" dive team only. If the incident transitions to a body, property, or evidence "recovery", or exceeds 60-90 minutes in duration, the Connecticut State Police Dive Team will be called to the scene.

Mutual Aid Requests

For mutual aid requests for water/ice rescue services to another municipality, the following guideline shall be followed:

Request for SFD Dive Team response beyond the City borders shall be authorized by the on-duty Deputy Chief pursuant to mutual-aid agreements.

Dispatch Rescue 1 and Engine 5 to the scene

- If additional on-duty divers or equipment are required, dispatch additional companies
- If additional off-duty divers are required, initiate call back procedures

Dispatch shall assign a Safety Officer whenever SFRD divers are operating at an incident.



Stamford Fire Department

Standard Operating Guideline

Prehospital Defibrillation Guidelines

SOG ID: EMS-Defib (778)

Date Updated: 10 June 2018

Scope: This SOG applies to all uniformed and investigatory personnel of the Stamford Fire Department performing at either the EMT or EMR (old MRT) level.

Purpose: To provide rapid detection and intervention of ventricular fibrillation for any cardiac arrest patient in the pre-hospital setting.

Treatment Protocol:

Refer to the Southwestern Connecticut Emergency Medical Services Council [Guidelines for Automated External Defibrillation \(AED\)](#) found in Appendix A of this SOG. Particular operational questions on the Physio-Control Lifepak AED are addressed in the Physio-Control Operating Instructions book available in each station or from the Training Division.

Inspection and Maintenance Procedures:

Daily Inspection

- The Lifepak unit shall be visually inspected every day after the 0800 hour roll call.
- The Firefighter inspecting the AED shall:
 - Check readiness display for:
 - Wrench symbol - take out of service and notify Training Division
 - OK symbol - no action
 - Battery level - replace if one bar or less on the battery status indicator
 - Check use by date on electrode packet. If packet is open inspect pads and wires
 - Check spare battery if applicable
 - Check ancillary defibrillation equipment such as razors, gauze pads (4), alcohol preps, and EMS Shears.
 - Check defibrillator for:
 - Damage or cracks - notify the Training Division
 - Foreign substances - clean the device

Auto Self-Test Procedure

- The Lifepak AED automatically self tests every day at 0300 hours. During this time the AED will turn itself on, test its circuits, charge to 50 Joules, and discharge. The self test will pose no hazards to the operator if the AED is being carried or held at that time. If the AED is operating at 0300 hours, the auto test shall not interfere with normal operations of the AED.
- If the AED detects a problem during an auto test that requires immediate service, it activates an intermittent, audible alarm (5 second alarm every 20 minutes). If this occurs remove the AED from service and make notifications as above.

Data Management Procedures

Downloading of data is presently on an "as needed" basis. If AED data is required by the hospital, downloading can be arranged through SEMS.

Review

This SOG should be reviewed annually and should be adjusted to reflect current equipment, operational procedures, and regional and national

standards.

Appendix A

Southwest Connecticut BLS Guidelines Approved, Feb. 2007

Southwest EMS Guideline #1

Guidelines for Automated External Defibrillation [AED]

Indications:

Any patient above the age of one year in cardiac arrest from any etiology.

NOTE: IN TRAUMATIC ARREST DO NOT DELAY TRANSPORT.

Contraindications:

- A. Valid DNR orders as per state of Connecticut guidelines.
- B. Patients under the age of one year, per manufacturer's guidelines for AED to be used.
- C. Patients greater than 1 and up to 8 years of age, follow the manufacturer's guidelines as to defibrillator pad required.
 - 1. AHA child CPR guidelines for healthcare providers apply to victims from about 1 year of age to the onset of adolescence or puberty (about 12-14 years of age) as defined by the presence of secondary sex characteristics.

Automated External Defibrillators

- A. The defibrillator will be brought to the side of any patient complaining of chest pain, any respiratory difficulty, an altered mental state of any etiology, syncope, near syncope, or palpitations.
 - 1. Paramedic intercept/response will be confirmed or requested as soon as possible after resuscitation has begun.
 - 2. If patient is in cardiac arrest, DO NOT delay or interrupt CPR and/or use of the AED to confirm or request a Paramedic Intercept.
- B. An initial assessment and routine BLS care will be instituted. If cardiac arrest is confirmed, effective CPR will be performed.
- C. The appropriate sized defibrillator electrodes [per manufacturer's guidelines] will be applied to every patient who is in respiratory or cardiac arrest.
- D. If cardiac arrest is unwitnessed with a down time greater than 5 minutes AND no CPR was performed prior to EMS (or FD) arrival, perform 2 minutes of CPR prior to first defibrillation.
- E. If cardiac arrest was witnessed with a down time of less than 5 minutes OR CPR was performed prior to EMS (or FD) arrival, attach AED immediately:
 - 1. Turn on AED, attach defibrillator pads, and follow prompts.
 - 2. Allow AED to analyze the patient rhythm.
 - 3. Follow the AED prompts for defibrillation and resumption of CPR.
 - 4. If "shock is advised", ensure safety of responders and bystanders, state loudly, "CLEAR" and press "shock".
 - 5. Resume CPR and after 2 minutes re-evaluate patient.
 - 6. If "no shock advised" AND no pulse is present, follow the AED prompts.
 - 7. If "no shock advised" AND a pulse is present, follow routine BLS care and Post Resuscitative Care below.

NOTE: CPR should not be interrupted for longer than needed to defibrillate. The AHA recommends that CPR should be stopped for no more than 10 seconds.

NOTE: Analysis of patient rhythm and defibrillation must not be performed in a moving vehicle or when someone is touching the patient.

ADDENDUM

Post Resuscitative Care

- A. Maintain patent airway using appropriate adjuncts. Ventilate patient using supplemental oxygen.
- B. Carotid pulse should be monitored closely.
- C. If at any time, the patient rearrests, restart the sequence. Do not delay transport.
- D. The status of paramedic intercept/response will be confirmed.
- E. The receiving hospital should be contacted en route if paramedic is not available.
- F. Once applied, AED should not be turned off or removed from patient until turned over to paramedic or emergency department staff.
- G. Follow AED manufacturer's guidelines in usage and maintenance of the device. Follow Sponsor Hospital guidelines in downloading data from each application of device.

Documentation

At the conclusion of the call, all activities and times will be documented. Copies of all run forms and ECG's will be submitted to the EMS Coordinator at the receiving hospital at the conclusion of the call.

Training Committee Dates: 2/07

MAC Approval Date: 2/07



Stamford Fire Department

Standard Operating Guideline

Mandatory Reporting of Elder Abuse and Neglect Resources

SOG ID: EMS-ElderAbuse_Resources (2045)

Date Updated: 31 May 2023

Scope: Public Act 22-58 modifying CGS 17b-451

Purpose: Resource materials, training program, contact info, forms, etc. related to the Mandatory Reporting of Elder Abuse and Neglect by emergency service personnel in Connecticut.

[Public Act 22-145](#) changed CGS 17b-451 adding a mandatory educational training program to promote and encourage the accurate and prompt identification and reporting of abuse, neglect, exploitation, and abandonment of elderly persons for all mandated reporters, including EMS providers.

This training must be completed within 90 days of becoming a mandated reporter. EMS providers must complete this training by June 30, 2023.

The approved training program is available online. [Direct link to the training.](#)

As you learned or will learn in the training program, suspicions of elder abuse in any form must be reported to Protective Services for the Elderly (PSE) within the DSS. Their contact info is below and you can access the [reporting form here](#).

Additional information is available at the [Department of Social Services website](#).

How to Make a Report

Call Protective Services for the Elderly (PSE) in DSS at

1-888-385-4225

If after-hours, call the 211 Infoline.



For out-of-state calls, contact the Infoline at

1-800-203-1234

How to Make a Report

The Report Form for Protective Services for the Elderly (W-675) may be sent in addition to calling.

It should be sent to

55 Farmington Ave.
Hartford, CT 06105

Or preferably faxed to

(860) 424-5091



Stamford Fire Department

Standard Operating Guideline

EMS First Responder

SOG ID: EMS-FirstResp (443)

Date Updated: 21 March 2012

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire & Rescue Department.

Purpose: In order to provide for the timely and efficient care of persons experiencing a medical and/or traumatic emergency, Stamford Fire and Rescue Department units will respond to selected EMS calls on a first responder basis as outlined within this guideline.

All fire companies will be supplied with the necessary EMS supplies: bandages, blood pressure equipment, bag mask, oxygen, etc. It is the responsibility of each apparatus driver to insure that the necessary supplies are kept in stock and up to date.

All Engine, Truck, and Rescue companies will carry automatic defibrillators.

At least one EMT shall be assigned to each piece of apparatus that is in service.

Many times Stamford Fire Rescue Department units will arrive on the scene prior to the arrival of EMS units. It is our responsibility to initiate basic medical care and continue to assist EMS personnel as needed.

The fire unit on the scene may cancel the EMS unit and the EMS unit on the scene may cancel the fire unit ONLY IF THE CALL IS UNFOUNDED. The first unit on the scene may request that other responding units continue in on a Code 1 response, but can not cancel other units for any reason except as stated above.

Fire companies will be dispatched in accordance with current departmental policy.

Rescue #1 will respond along with the first Responder Unit in all situations where their expertise and/or equipment might be needed.

To maintain safety at incidents, all personnel will operate in full protective clothing while operating in the "hot" zone at motor vehicle or industrial accidents, appropriate protective equipment at rescue incidents, or appropriate isolation equipment at hazardous materials incidents. Officers and firefighters should always use common sense and experience when choosing the appropriate level of protective equipment necessary. Properly protected personnel will stabilize patients and bring them to a safe area for additional treatment and transport.

Whenever a dispatcher receives a request for medical assistance, the following guide should be used in judging when a fire and/or rescue company should be dispatched. Fire units should be sent to all, but not limited to, the following EMS calls:

- All INCIDENTS POTENTIALLY REQUIRING OXYGEN THERAPY.
 - Cardiac Arrest
 - Respiratory Arrest
 - Chest Pain
 - Difficulty Breathing
 - Unconscious Individual
 - Burns or Smoke Inhalation
 - Obstructed Airway/choking
 - Motor Vehicle accidents with report of Injury or Entrapment
 - Suspected Drowning (Need Rescue/Scuba Company)
 - Diabetic emergencies
- ANY EMERGENCY INVOLVING MAJOR TRAUMA
 - Shootings
 - Stabbings

- Amputations
- Severe Bleeding
- Falls with report of SEVERE injury
- Multiple fractures
- Pedestrian struck and injured by a motor vehicle
- ELECTRICAL SHOCK
- HAZARDOUS MATERIALS INCIDENTS INVOLVING CHEMICAL INJURY OR EXPOSURE
- INDUSTRIAL OR CONSTRUCTION ACCIDENTS
- LIFELINE ALARMS
- FORCIBLE ENTRY
- NO EMS UNIT AVAILABLE
- GREATER THAN EIGHT MINUTE DELAY OF EMS UNIT



Stamford Fire Department

Standard Operating Guideline

Infectious Disease Control Program (Sections 1 through 4)

SOG ID: EMS-InfDisease1-4 (469)

Date Updated: 09 September 2012

Scope: This guideline applies to all personnel who have a potential for occupational exposure to blood or other potentially infectious materials.

Purpose: The Stamford Fire & Rescue Department is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this endeavor, the following Infection Control Plan is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens."

POLICY STATEMENT

Stamford Fire & Rescue Department has established a written Infection Control Policy that is available at all fire stations and work-sites. The SFRD Training Officer is the Infection Control Coordinator for this program. When the SFRD Training Officer is absent the following persons are responsible for administering the program:

- SFRD On-Duty Deputy Chief
- SFRD EMS Officer
- SFRD Safety Officer (Training Officer)

The Stamford Fire & Rescue Department is committed to full compliance with applicable laws and policies dealing with infection control. The Department will develop plans leading to compliance for any deficient areas identified by this program.

Each employee is directly responsible for following the policies and procedures outlined in the Infectious Disease Control Program (EMS-InfDisease (all sections)). The Infection Control Manual contains guidelines for the following areas:

- Overview
- Definition of Terms
- Measures for Prevention
- Scene Management
- Care and Cleaning
- Housekeeping
- Occupational Exposure Determination
- Post-Exposure Evaluation and Follow Up
- Confidentiality of Patient Information
- Health Maintenance System
- Record Keeping
- Training

The Infection Control Program will be reviewed and updated at least annually (every 12 months) and whenever necessary to reflect new or modified tasks and procedures that affect occupational exposure, and to reflect new or revised employee positions with occupational exposure.

Section 1: Overview

Employee Exposure Determination

Stamford Fire & Rescue Department identifies the following employees “at risk”.

- All uniformed line and staff officers and firefighters regardless of assignment, including but not limited to Chief of Department, Assistant Chief of Administration, Assistant Chief of Operations, Training Officer, Fire Prevention and Mechanical Division personnel.

Stamford Fire & Rescue Department identifies the following employees “NOT at risk”.

- Administrative Assistant
- Clerical Staff

Employer Responsibilities

Stamford Fire & Rescue Department provides policies that exist to:

- Designate the SFRD Training Officer as the Infection Control Coordinator for the Department.
- Teach all health care workers in its employ about the epidemiology, modes of transmission, and prevention of HIV, Hepatitis, other blood-borne and airborne diseases.
- Emphasize the need for routine use of standard blood and body fluid precautions for all patients.
- Provide personal protective equipment and supplies necessary to minimize the risk of infection with HIV, Hepatitis and other blood-borne and airborne pathogens.
- Monitor employee adherence to recommended protective measures. When monitoring reveals a failure to follow recommended precautions, appropriate counseling, education, or retraining will be provided. If these measures are unsuccessful, appropriate disciplinary action will be considered.

Employee Responsibilities

The employee must learn the basics of infection control, including modes of disease transmission, and exposure risks. Each employee is responsible for ensuring compliance with the policies and procedures outlined in the Infection Control Manual.

Section 2: Definition of Terms

Standard Precautions

The Centers for Disease Control (CDC) recommends the use of "Standard Precautions" when emergency response personnel work with blood or body fluids from any patient. This precaution says that emergency response personnel must consider all blood and body fluids from any patient as potentially infectious.

Communicable Diseases

A communicable disease is a disease that can be transmitted from one person to another. It is also known as a contagious disease.

Infectious Disease

An infectious disease is an illness or disease resulting from invasion of a host by disease-producing organisms such as bacteria, viruses, fungi, or parasites.

Modes of Transmission

A communicable disease can be spread through two means: direct and indirect transmission. Bloodborne diseases spread through direct blood-to-blood contact. Blood is the single greatest source of HIV and HBV in the workplace setting. Airborne diseases spread via droplets expelled into the air by a productive cough or sneeze.

Occupational Risk

Occupational exposure may occur in many ways, including needle-stick, cut injuries, or aerosols of body fluids. Health care workers are at high risk for blood-borne infections due to routinely increased exposure to body fluids from potentially infected patients. Any exposure to a communicable disease carries a certain amount of risk. Emergency response personnel are in an occupation that directly exposes them to body fluids and must be considered at substantial risk of occupational exposures.

For other definitions related to infection control, personnel can consult the publication, "Infectious Disease Handbook for Emergency Care Personnel." This book, written by Ms. Katherine H. West, R.N., an authority in the infection control field, is an excellent resource book. Each station library contains a copy of this book.

Section 3: Measures For Prevention

Health History

A complete and detailed health history for each employee is a critical preventive measure. An individual's health history helps to identify potential high-risk areas that may require special attention. All emergency response personnel will participate in a pre-employment physical. Emergency response personnel will receive periodic examinations as recommended in post exposure situations.

Immunizations/ Vaccinations

Immunizations reduce the risk of contracting a communicable disease. This protects the health of the workers and their families. Due to the nature of emergency services the CDC highly recommends that all personnel maintain immunizations against Hepatitis B, measles, mumps, and rubella (MMR) diphtheria, polio, and tetanus (DPT), varicella (chickenpox), and influenza (yearly). SFRD makes available the Hepatitis B vaccination, and a booster dose(s) for Hepatitis B at a future date. PPD

screening for Tuberculosis is recommended by the CDC and is offered initially upon hire, then annually as per SFRD policy, to all employees who have a potential for occupational exposure. The employee is responsible for ensuring that all recommended immunizations/vaccinations are up to date.

Hepatitis-B Vaccination Program

Stamford Fire & Rescue Department complies with the OSHA mandate by providing the Hepatitis-B vaccination free of charge to all employees classified "at risk" for exposure, and it will be provided after the member receives the Bloodborne Pathogens training. In all cases, vaccinations will be provided within 10 days of assignment to a position which will involve potential exposure.

All employees classified "at risk" as outline in the Employee Exposure Determination section of this plan are required to do ONE of the following:

- Accept the FREE Hepatitis-B vaccination series as provided by the SFRD.
- Sign a refusal indicating that the FREE vaccination series is declined. Note: the employee may change their mind and receive the inoculations at any time. (Copy of the approved declination form can be found within this plan.)
- Provide medical documentation that the vaccination series is not required due to the immunity from previous vaccination or exposure to Hepatitis.

If an employee has had the Hepatitis-B vaccination series elsewhere, the Stamford Fire & Rescue Department will provide a form letter to be sent out to the medical professional who administered the vaccines. The form indicating the dates and organization that provided the inoculations must be completed and returned to the Chief or Infection Control Officer so the employee's medical records are complete in the department's files.

The SFRD will provide a booster dose(s) for Hepatitis-B at a future date according to standard recommendations for medical practice.

Any additional questions about the Hepatitis-B inoculation program should be directed to the Infection Control Officer.

Any Stamford Fire & Rescue Department emergency responder who declines the vaccination must complete and sign a waiver. Such an individual may change their mind at any time and receive the vaccination free of charge.

Hepatitis B vaccines are available for all personnel at the Stamford Health Department. Contact the Infection Control Coordinator(SFRD Training Officer) for details about the Hepatitis-B vaccination series, or to obtain a waiver form if the vaccination is declined.

Personal Protective Equipment

Emergency response personnel often work in unpredictable and uncontrolled situations. To minimize the risk of exposure, safe work practices and appropriate protective equipment must be used. Personal protective equipment includes protective equipment for eyes, face, head, and extremities. The Stamford Fire and Rescue Department will provide, and emergency response personnel must use, personal protective clothing to reduce personal exposure to infected blood or body fluids.

Personal protective clothing must be maintained in a sanitary and reliable condition. Such clothing must be properly used when necessary because of hazard or environment. Emergency response personnel must ensure that any personal cuts, abrasions, wounds, etc., are always properly dressed for their own protection and the patient's.

* ALL SFRD EMPLOYEES WILL BRING, AS A MINIMUM, THE EMS BAG CONTAINING BSI EQUIPMENT TO ANY EMS INCIDENT INVOLVING DELIVERY OF PATIENT CARE/CONTACT *

Gloves

Disposable gloves are a standard component of emergency response equipment in the Stamford Fire & Rescue Department. Gloves should be donned by all personnel before initiating any emergency care tasks involving delivery of patient care. Gloves must be of appropriate material, usually intact latex or intact vinyl, of appropriate quality for the procedures done, and of appropriate size for each emergency response personnel. Gloves should be changed after contact with each patient. Employees should replace a torn glove when possible.

Unit drivers should change gloves before entering the driver's compartment. This will prevent contamination of the steering wheel, radio, seats, etc.

Masks, Respirators and Eye Protection

Personnel are required to use masks and protective eye-wear, or face shields, when there exists a possibility for exposure to contaminated body fluids from the following:

- mucosal membranes
- eyes, mouth, or nose
- where splashes or aerosols of material are likely to occur

The wearing of Masks and Eye Protection is mandatory when providing emergency care to a patient's airway.

Personnel are required to wear N95 or a HepaMask when entering an area occupied by a patient with known or suspected infectious tuberculosis, and when attending or transporting such a patient in a confined environment or a vehicle.

Masks may be placed on a patient when the potential for airborne transmission of disease exists. Routine care does not require the use of masks. Respirators (N95, HepaMasks) shall not be placed on a patient.

Gowns

Gowns shall be worn when personnel reasonably expect that there is a possibility of having blood or other potentially infectious materials splashed onto their clothing or upper extremities.

EQUIPMENT

Latex and non-latex gloves in sizes S,M,L,XL
N95 Respirators in sizes S, Reg.
Disposable goggles/eyewear
Disposable gowns
Antiseptic Hand Cleaner
Pocket masks
Disposable bag-valve resuscitators

LOCATION

Response vehicles, EMS kits
EMS Kits
EMS Kits
EMS Kits
Response Vehicles, Sanitation Kits
Issued
EMS Kits

All personnel shall familiarize themselves with the location of Personal Protective Equipment prior to the need of use. Personnel are encouraged to be aware of the national increase in latex allergies and be prepared to use non-latex items if necessary for appropriate patient care.

Handwashing

Handwashing is the single most important means of preventing the spread of infection. After removing gloves, hands and other skin surfaces will be washed thoroughly. Personnel should scrub hands briskly for 1 minute with warm water and soap or anti-bacterial hand cleaners. General handwashing between tasks should last at least 15 seconds, washing all surfaces of the hands, with particular attention to the fingernails. Handwashing signs will be posted in all fire station restrooms.

Hands shall be washed:

- After each emergency medical incident, immediately or as soon as feasibly possible after the removal of gloves and personal protective equipment.
- After cleaning and disinfecting of emergency medical equipment.
- After cleaning of personal protective equipment.
- After any cleaning function.
- After using the bathroom.

- Before and after handling food or cooking and food utensils.

Hand washing after all emergency medical incidents or handling of potentially infectious materials shall be done at the designated hand cleaning area on the apparatus floor prior to entering the fire station living areas.

Personnel shall wash their hands using the waterless antibacterial / antimicrobial hand cleaner (VIONEX), located on the apparatus, immediately after stowing EMS equipment in its compartment. It is the SFRD's goal to eliminate the spread of infectious diseases. This can only be accomplished if we keep these diseases at its source, not on our equipment or apparatus. Employees must wash their hands using traditional methods (soap and water) as soon as feasibly possible thereafter.

Sharp Instrument Handling

To prevent needle-stick injuries, contaminated needles will not be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated with the hands. Sharps should be disposed of in sharps containers, immediately after use. If a sharp must be recapped, a one handed technique should be used.

Re-sheathing instruments, self-sheathing needles, or forceps should be used to prevent recapping needles. All SFRD and EMS vehicles are equipped with puncture resistant containers (sharps container) to dispose of needles, disposable syringes, and other sharp surface instruments. These sharp's containers can be found within the SFRD Trauma Bags.

If a needle must be recapped because a sharps container is not readily accessible, place the cap on a flat surface, or step on it. The needle can then be placed in the cap, and then secured with the other hand.

All sharps should be properly disposed of in the appropriate sharps container located on each SEMS vehicle.

NEVER stick your hand or finger into a sharp's container.

NEVER place medical waste/trash into sharp's container.

NEVER let someone else hand you a sharp for disposal.

NEVER stick sharps into the cot or mattress of a crew bench or stretcher mattress.

Resuscitative Equipment Use

Mechanical respiratory devices are available to all emergency response personnel that respond, or potentially respond, to medical emergencies or victim rescues. Disposable resuscitation equipment should be the primary means of artificial ventilation.

Section 4: Scene Management

Incident Command

Emergency response personnel will use the Stamford Fire & Rescue Department Incident Command System to manage the emergency scene effectively. This includes following the infection control measures at all emergencies and the following, but is not limited to:

- Proper use of PPE (gloves, masks, eye protection, etc.) for patient care vs. extrication
- Proper packaging and disposal of contaminated equipment
- The Incident Commander will assure that personnel answer infection control questions arising from contact with the public consistently. Citizen inquiries about the use of PPE will be answered as follows:
- "Our use of personal protective equipment is as much for the patient's safety as ours. Wearing such equipment assures your safety, and ours, from any contaminants that may be present."

Exposure at Scene

In the event that a member is exposed with either a Level II or Level III exposure (as outlined in the Occupational Exposure section of this plan) to blood or other potentially infectious materials, the member shall as soon as practical prior to boarding the apparatus perform the following procedure to avoid any further exposure and contamination.

- Apply waterless anti-bacterial/anti-microbial gel found in the BSI and Emergency Sanitation Kit to the exposed sites.
- Remove all contaminated PPE as outlined in the procedure for contaminated PPE.
- Seek medical attention as indicated in the Occupational Exposure of this SOG.

Contaminated PPE at Scene

In the event that a member's PPE is contaminated by potentially infectious materials, they shall remove all contaminated PPE at the scene prior to leaving the emergency scene. The following procedure shall be used to prevent further contamination:

- Remove contaminated gloves and place them in biohazard container located in the Medic's vehicle.
- Don a clean, unused pair of gloves.
- Remove all contaminated PPE, turnouts, duty uniforms, personal items, etc., and place them into a red biohazard bag which will be held open by a member with clean gloves.
- Doff all gloves and place in Biohazard bag.
- Seal bag.
- If necessary, don a Tyvek suit located in the BSI and Emergency Sanitation Kit.
- Return bag to fire headquarters for laundering or decontamination in the specified cleaning area or at the disinfecting area located at Station #1.
- Clean and disinfect PPE as outlined in cleaning area.

Contaminated Equipment at Scene

In the event that emergency medical equipment is contaminated at the scene, the following procedure should be used:

- Place contaminated equipment into a Red Biohazard Bag.
- Return bag to cleaning area.
- Clean and disinfect according to the CARE of SPECIFIC CONTAMINATED EQUIPMENT schedule outlined in this plan.
- Return equipment to service.

There will be NO eating, drinking, smoking, application of lip balm or make-up, or handling of contact lenses in SFRD vehicles, or work areas, where there is a reasonable likelihood of occupational exposure to blood, or other potentially infectious materials.



Stamford Fire Department

Standard Operating Guideline

Infectious Disease Control Program (Sections 5 through 8)

SOG ID: EMS-InfDisease5-8 (606)

Date Updated: 25 October 2014

Scope: This guideline applies to all personnel who have a potential for occupational exposure to blood or other potentially infectious materials.

Purpose: The Stamford Fire & Rescue Department is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this endeavor, the following Infection Control Plan is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens."

Section 5: Care & Cleaning

Cleaning

Cleaning is the physical removal of contamination using soap and water using a scrubbing action.

Disinfection

Disinfection is reducing the number of disease-producing organisms by physical or chemical means. Personnel should clean the item with soap and water, then apply a disinfecting solution. Solutions such as EnviroCide Spray On Disinfectant or bleach and water at a 1:10 dilution ratio are acceptable disinfectants for emergency medical equipment. A fresh disinfectant solution must be made every day. DO NOT use bleach solution in the cleaning of electronic equipment or structural firefighting clothing. Refer to the MSDS for each disinfectant solution to decide what personal protective equipment may be needed.

Remember, disinfectants can be toxic or caustic. Disinfecting solutions should have an EPA registry number and show that they are effective against HIV, HBV, and mycobacterium tuberculosis. Routine disposal of the germicidal cleaning water in the drainage is acceptable.

Cleaning and Disinfecting Areas

The Stamford Fire & Rescue Department has designated authorized cleaning and disinfecting areas to be used for contaminated equipment.

Cleaning Areas

Used equipment from an emergency incident should be bagged and transported to the designated cleaning area, or if necessary to the disinfecting area located at Station #1. Burn boxes designated for contaminated equipment must have the biohazard symbol. Each station will allocate a specific area for cleaning contaminated equipment.

Contaminated PPE, portable equipment, and other clothing other than uniforms shall be cleaned at each station's designated cleaning area. This area shall include the following at all times:

- 1 Sign indicating "Designated Infectious Disease Cleaning Area"
- 1 Sink with knee operated faucet
- 1 Wall mounted Bacterial Soap Dispenser
- 1 Wall mounted Medicated Hand Soap Dispenser
- 1 Paper Towel Dispenser
- 1 Infected Material Disposal Container

- 10 Biohazard Bags
- 1 Box Latex Gloves
- 1 Cleaning procedure posted as outlined in SOG# 113-02
- 1 Cleaning and Disinfection Log
- MSDS sheets for all Cleaning Supplies at area.

These areas should not have bar soap. Bar soap easily transmits disease through direct contact.

Disinfecting Area

Disinfecting of contaminated equipment will be performed at the designated disinfecting area located at Station #1. This area shall be utilized for disinfecting and cleaning of emergency medical equipment. Disinfection shall not be conducted in fire station kitchen, living, sleeping, or personal hygiene areas. The disinfecting area should include the following at all times:

- 1 Sign indicating “Designated Infectious Disease Disinfecting Area”
- 1 Sink with drain board
- 1 Non-porous shelving located above sink
- 2 Gallons Envirocide disinfectant (Anti-bacterial/ Anti-microbial)
- 2 Spray applicators for the Envirocide
- 2 Gallons Bleach
- 2 Spray applicators for Bleach solution
- 1 Paper towel dispenser
- 1 Infected Material Disposal Container
- 10 Biohazard Bags
- 1 Box of Latex Gloves
- 1 Disinfecting procedure as outlined in SOG# 113-02
- 1 Cleaning and Disinfection Log
- MSDS sheets for all Disinfecting Supplies at area

Laundering

The Stamford Fire & Rescue Department requires that all uniforms or protective clothing contaminated with blood or other potentially infectious materials shall be changed as soon as possible. The items shall be sealed in a Red Biohazard Bag and brought to the washing area located in each firehouse.

Contaminated clothing may not be taken home for laundering!!!! The Stamford Fire & Rescue Department is responsible for laundering clothing contaminated with blood or other potentially infectious materials.

Station Uniforms

ALL CONTAMINATED STATION UNIFORMS WILL BE LAUNDERED IN THE HOUSEHOLD WASHING MACHINES LOCATED AT VARIOUS STATIONS THROUGHOUT THE DEPARTMENT. STATION UNIFORMS ARE NOT TO BE LAUNDERED IN THE COMMERCIAL WASHING MACHINE AT HEADQUARTERS.

Uniforms that are grossly blood soiled should be disposed of as biomedical waste. Uniforms disposed of in this fashion will be replaced at SFRD expense.

Employees shall keep at minimum one spare duty uniform at their assigned station.

- LAUNDERING, cont.
- STRUCTURAL PERSONAL PROTECTIVE CLOTHING

ALL CONTAMINATED STRUCTURAL PROTECTIVE CLOTHING WILL BE LAUNDERED IN THE COMMERCIAL WASHING MACHINE LOCATED AT HEADQUARTERS. PERSONNEL ARE NOT TO USE THE HOUSEHOLD WASHERS LOCATED WITHIN VARIOUS STATIONS.

In the event that uniforms (Station Wear and Structural Turnouts) are contaminated with blood or other potentially infectious materials the employee shall launder the clothing with a disinfectant based detergent as outlined in the CARE of SPECIFIC CONTAMINATED EQUIPMENT schedule of this plan.

DO NOT USE CLORINATED BLEACH PRODUCTS ON CLOTHING OR STRUCTURAL TURNOUTS.

If leather gloves become contaminated with blood or other potentially infectious materials, they cannot be effectively cleaned or disinfected and must be disposed. Leather uniform items (belts, shoes, holsters, etc.) should be maintained with a high gloss finish to avoid absorbing infectious materials.

* IMMEDIATELY FOLLOWING THE USE OF DEPARTMENT LAUNDERING EQUIPMENT TO DISINFECT CONTAMINATED GARMENTS, THE EMPLOYEE SHALL RUN ONE CYCLE OF 10:1 HOT WATER/BLEACH SOLUTION TO DISINFECT THE EQUIPMENT *

Linens

Disposable linens should be used aboard all emergency transport vehicles. Linen exchange with the receiving hospital is acceptable when disposable linen are not used. Linen soiled with body fluids will be handled with minimum agitation to prevent contamination of the person handling the linen. All soiled linen will be dealt with according to the receiving hospital's infection control guidelines.

There will be NO eating, drinking, smoking, application of lip balm or make-up, or handling of contact lenses in the SFRD vehicles or work areas where there is a reasonable likelihood of occupational exposure to blood or other potentially infectious materials.

CARE OF SPECIFIC CONTAMINATED EQUIPMENT

CLEANING AND DISINFECTING SCHEDULE

- 1) Dispose
- 2) Cleaning
- 3) Disinfection (EnviroCide Spray On or 1:10 Bleach/Water Solution)
- 4) Launder using a Lysol based Detergent

Article	Cleaning Procedure
Airways (including ET~ tubes, Oropharyngeal,	1
Nasopharyngeal)	1
B/P Cuffs	1, 2 or 3
Backboard	2 and 3
Bite Sticks	1
Bulb Syringe	1
Cannulas, Masks	1
Cervical Collars	1
Dressings- and Paper products	1
Drug boxes	3
Electronic equipment	3
Emesis- Basln	1
Firefighter Protective Equipment	4
Humidifiers, Regulators, tanks	2 and 3
KED	3
Linen	1 or 4
MAST Suit	3
Penlights	1
Pocket masks	1
Restraints and Straps	2 and 3
Resuscitators (BVM)	1
Scissors	1, 2 and 3
Splints	1
Stethoscope	1, 2 or 3
Stretchers	3

Suction catheters	1
Suction Unit (collection jar-)	3
Uniform (Station Wear)	1 or 4
Vehicles	3

Cleaning and Disinfecting Instructions

Personnel shall clean and disinfect equipment as outlined in the CARE of SPECIFIC CONTAMINATED EQUIPMENT outlined in this plan. The following sequence shall be used for the handling and cleaning of contaminated equipment and spills:

- Personnel should wear the appropriate personal protective equipment (PPE).
- Wipe up or otherwise physically remove as much blood or body fluids as possible using absorbent materials (paper towels, etc.). Discard materials in a red biohazard bag.
- Apply disinfectant or warm soapy water, and again physically remove as much as possible, this requires vigorous scrubbing and scraping if necessary.
- After all possible visible contamination has been removed, apply the disinfectant for the manufacturer's recommended contact time (usually 10 minutes at room temperature), and rinse as directed.
- Allow to air dry.
- Record cleaning or disinfecting on log located at cleaning or disinfecting area.

Section 6: Housekeeping

Biohazard Waste Disposal

The Stamford Fire & Rescue Department assures that personnel place all infectious waste needing disposal in a closable, leak-proof container or bag that is marked, color coded, or labeled, as required by law.

All SFRD response vehicles will be equipped with sealable, puncture resistant, leak proof containers for proper disposal of needles, disposable syringes, and other sharp surface instruments. SFRD assures that personnel dispose of infectious waste according to applicable Federal, state, and local regulations.

Biohazard Waste Containers

The Department of Environmental Regulation mandates the disposal of biohazard waste. The Stamford Fire and Rescue Department supplies biohazard containers that meet, or exceed, OSHA and EPA specifications.

When personnel generate biohazard waste at an incident, it is their responsibility to dispose of that material in a properly marked biohazard container. When transporting biohazard waste aboard emergency response vehicles, the workers will place such waste in appropriately marked leak-proof containers (Red Biohazard Bag). Each emergency response vehicle will have at least one biohazard container available for their use.

Each station will have at least one large container with a designated area for the storage of and pick up of biohazard waste. When preparing a biohazard box for disposal personnel will wear both gloves and eye protection. This area must be away from the station living area and clearly marked with the biohazard symbol.

The pails, cans, and other containers used for the collection of biohazard waste will be disinfected after each emptying using soap and water and a spray on disinfectant.

When the containers within each station become full. The bags shall be sealed and transported to Station #1 and placed within the burn box on the apparatus floor.

Contaminated Gloves

When gloves become contaminated they should be removed when possible, taking care to avoid contact with the exterior of the gloves. All gloves will be considered contaminated and must be disposed of in an approved biohazard container. Personnel should never leave used gloves on scene or throw them in an ordinary waste receptacle.

Biohazard Bags

Objects contaminated with potentially infectious materials must be placed in an impervious bag. If outside contamination of the bag is likely, a second bag will be added. The box will have the signal word "BIOHAZARD" or other biological hazard symbol. The items may then be transported to an area for disposal or appropriate cleaning.

Sharp Instruments

Disposable syringes, needles, scalpel blades, and other sharp items must be placed in sealable, puncture-resistant, leak proof container for disposal. Employees shall monitor these containers so they do not overfill.

Section 7: Occupational Exposure Determination

The following page is a quick reference guide concerning the different levels of exposure that personnel may encounter:

LEVEL	DESCRIPTION	ACTION TAKEN
LEVEL I	Contact limited to merely being in the presence of a person suspected of having a communicable disease. This may or may not include contamination of personal protective equipment.	No special action required. Personal protective equipment and other equipment to be disposed, cleaned, or disinfected as outlined in this plan.
LEVEL II	Exposure to healthy, INTACT skin from blood or other potentially infectious materials. If there is a question on whether or not an exposure has occurred, report immediately to the Stamford Hospital Emergency Department for a medical evaluation.	Complete the following forms found on the department's intranet web page: • STAMFORD INFECTIOUS DISEASE EXPOSURE REPORT FORM. Forward to the Infection Control Officer (Training Officer). Workers Compensation/OSHA forms NOT required.
LEVEL III	Exposure to NON-INTACT skin: defined as a break in the skin's surface that allows organisms a direct route into the body. This includes chapped skin, abrasions, cuts, lesions on the skin's surface, and skin with weeping or oozing dermatitis, inflammation, or rash. Whenever there is contact with infected blood or body fluids through open wounds, mucous membranes, and parenteral routes. EXAMPLES: • Contaminated needle stick injury • Blood or body fluid contact with rescuer's mucous membranes of the eyes, nose, or mouth. • Blood or body fluid in contact with non-intact skin • Cuts with sharp objects contaminated with blood or body fluids • Injuries sustained while cleaning	*** SPECIAL ACTION REQUIRED *** Immediately after exposure, report to Stamford Hospital Emergency Department for complete medical evaluation. The Stamford Immediate Care Center may serve as a <u>secondary</u> location for immediate medical evaluation. NO DELAY IS ALLOWED. Complete the following forms found on the department's intranet web page: • SFRD FIRST REPORT OF INJURY FORM. Forward to the administrative offices and SFRD Infection Control Officer (Training Officer). • RYAN WHITE EXPOSURE FORM. Fax (Stamford ED 327-9789) or deliver this form IMMEDIATELY to the facility where the suspect patient was transported. Forward to the SFRD Infection Control Officer (Training Officer). • SFRD INFECTIOUS DISEASE EXPOSURE REPORT FORM. Forward to

	contaminated equipment	the SFRD Infection Control Officer (Training Officer). • OSHA FORM 300 - Log of work-related injuries & illnesses displayed at individual firehouses. • Immediately notify the on-duty deputy chief of an exposure. • Immediately notify the SFRD Infection Control Officer (Training Officer). Page through the Communications Center.

Section 8: Post Exposure Procedure

Serologic testing is available through the Stamford Hospital Emergency Department or Stamford Immediate Care Center. This is available to all emergency response personnel with concern about a possible communicable disease exposure, provided that they have documented the potential exposure using the Ryan White Exposure Form.

Level III Exposure Protocol

Level III occupational exposures with a KNOWN contamination source or event should be handled as follows:

- The hospital receiving the patient will be contacted and informed via Ryan White Exposure Form that a Level III Occupational Exposure has occurred.
- The exposed firefighter or fire officer will report **IMMEDIATELY** to the Stamford Hospital Emergency Department (the Stamford Immediate Care Center will be used as secondary location). A complete medical evaluation will be performed.
- All appropriate Injury, Exposure, and Workers Compensation forms must be completed as indicated in the Occupational Exposure Determination chart within this plan.
- A determination of risk will be based on:

Clinical evaluation of the Firefighter/Fire Officer.

Information and /or blood test results from the original patient.

Where permitted by law, blood will be drawn from the patient and appropriate tests completed, along with counseling and the proper consents signed. (see attached Stamford Hospital Ryan White Policy).

The injured firefighter/fire officer should be interviewed regarding any history of Hepatitis, risk factors for exposure to Hepatitis B, and Hepatitis B immunization status. The appropriate blood tests will be completed, along with counseling and the proper consents signed.

Level III occupational exposures from an UNKNOWN source or event will be referred to an Infectious Disease Physician (ID) for follow up.

Any positive test results will be followed up by an Infectious Disease Physician (ID).

The results of these tests will be provided to the firefighter/fire officer with counseling from a physician.

The results of these tests will remain in strict confidence between the firefighter/fire officer and the attending physician. The employee will provide their supervisor with information necessary to comply with worker's compensation laws, and other Fire Department policies only. These tests will be done at the expense of the Stamford Fire & Rescue Department. The employee will be provided any additional follow-up medical care and counseling related to the exposure and recommended by a physician, at no cost. The employee will be provided a copy of all medical reports and copies of the healthcare professional's written opinion at no cost, within 15 days of their receipt by the Stamford Fire & Rescue Department.

CLINICAL ACTION REQUIRED FOR LEVEL III OCCUPATIONAL EXPOSURES

Documentation

When an employee has an exposure to a communicable disease, Level II or greater, the incident must be documented as outlined above. This documentation protects both the employee and the department. Proper documentation is essential for insurance and compensation claims, and is useful for quality assurance and compliance monitoring.

All employee medical records, including communicable disease exposures, are strictly confidential. The Communicable Disease Exposure Form will be forwarded to the Infection Control Officer (Training Officer) who will investigate the incident further.

Notification

The Ryan White Comprehensive AIDS Resources Emergency Act of 1990 mandates that the receiving hospital's Infection Control Officer must notify the Department's Infection Control Coordinator (Training Officer) within forty-eight hours of a communicable disease diagnosis in a patient treated by a prehospital team member.

Upon notification, the Infection Control Coordinator will notify the involved employee(s) and initiate any necessary follow up. It is the responsibility of the Infection Control Coordinator to verify documentation of the incident and coordinate any follow-up activities.

Verification

Verification is the process of deciding if a reported exposure poses a real health risk to the employee. The Infection Control Officer (Training Officer) will advise the employee of any required follow up treatment. The Operational Medical Director and/or the Infectious Control Officer at the receiving hospital will determine the appropriate follow up treatment. The employee will be verbally notified of any treatment within twenty-four hours, with written documentation to follow via the Ryan White Form. If an exposure requires follow up treatment follow the outline within this plan.

Treatment

Treatment is medical care given to reduce the chance of contracting a communicable disease after exposure. The type and timing of treatment varies with different diseases. Depending on the disease, treatment may be short-term or long-term.

Diseases that usually require post-exposure treatment include, but are not limited to:

- HIV
- Hepatitis B
- Hepatitis C
- Meningitis
- Tuberculosis

All post-exposure testing will be obtained at the Stamford Hospital Emergency Department or Stamford Immediate Care Center.

Emergency response personnel will be informed of the results of medical evaluation. They must be told about any medical conditions resulting from exposure to blood or other potentially infectious materials that require further evaluation or treatment.

Reporting Requirements

Employers have a responsibility under various federal and state laws and regulations to report occupational illnesses and injuries. Existing programs in the National Institute for Occupational Safety and Health (NIOSH), Department of Health and Human Services; the Bureau of Labor Statistics, Department of Labor, and the Occupational Safety and Health Administration receive such information for the purposes of surveillance and other objectives. State Health Departments report cases of infectious disease, including HIV and HBV, to the Centers for Disease Control.



Stamford Fire Department

Standard Operating Guideline

Infectious Disease Control Program (Sections 9 Through 12)

SOG ID: EMS-InfDisease9-12 (140)

Date Updated: 24 May 2011

Scope: This guideline applies to all personnel who have a potential for occupational exposure to blood or other potentially infectious materials.

Purpose: The Stamford Fire & Rescue Department is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this endeavor, the following Infection Control Plan is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens."

Section 9: Confidentiality of Patient Information

All patient related information must be considered confidential. Generally, notification laws emphasize patient confidentiality, not full disclosure to the attending emergency response personnel.

The social stigma associated with AIDS, or testing positive for the virus that causes AIDS (HIV), is very strong in this country. Anyone can become a victim of this deadly disease, and not always through behavior on their part. No matter the means through which a person gets the disease AIDS destroys their life. Beyond the killing effects of AIDS, these people suffer humiliation, harassment, neglect, and abandonment by our society. This is just as true for the hemophiliac that gets AIDS from a blood transfusion as it is for the intravenous drug user.

EMS personnel learn things about patients through their patient care contact that the patient's most intimate friends, or relatives, may not know. They obtain this information because the patients trust them. EMS personnel have a tremendous moral responsibility not to betray those confidences, as well as a legal one.

On the federal level there is legislation designed to provide greater protection against discrimination to patients with HIV. The Americans with Disabilities Act classifies patients with AIDS or those who test HIV positive as handicapped citizens. This classification affords such patients the same protection against discrimination in our society as other handicapped citizens. This legislation will set the AIDS, or HIV positive, patient apart from patients suffering from other communicable diseases.

Emergency response personnel will use knowledge of a patient's communicable disease status for patient care only, not infection control purposes.

The same confidentiality standards apply to information regarding the communicable disease status of workers involved in EMS. This information is between the worker and the attending physician. The sharing of this information through any other means, including the "grapevine," is a violation of confidentiality standards. Appropriate disciplinary action will be taken towards individuals who violate these confidentiality standards.

Section 10: Health Maintenance System

The health maintenance system is designed to optimize the health of workers, and to minimize the risk of getting an occupational infection or injury. The health maintenance system includes: pre-entry (or pre-employment) health assessment, periodic reassessment, reporting of communicable disease exposures, and an employee assistance program.

Health Assessment

Stamford Fire and Rescue Department in conjunction with Concentra Inc. is responsible for guiding, directing, and advising personnel concerning

their health, fitness and suitability for various duties. Health assessment examinations are available annually to all Fire Department personnel, engaged in emergency operations. If a physician other than the Department appointed physician conducts the examination, the examination report will be subject to review of the Department physician.

All SFRD members needing post-exposure follow-up from a communicable disease exposure will use the Stamford Hospital Emergency Department or the Stamford Immediate Care Center. If a need arises for medical exam information contained in their annual physical examination, the member can authorize release of that information to Stamford Hospital Emergency Department or the Stamford Immediate Care Center.

The SFRD provides all evaluations, procedures, vaccinations, and post-exposure management to the employee at a reasonable time and place, according to the standard recommendations for medical practice.

Work Restrictions

Under certain circumstances, the supervising physician may prescribe work restrictions or light duty assignment to employees. These restrictions may be for infection control purposes or for other medical reasons. Workers who are pregnant must provide the Department with written documentation from their private physician showing the extent of work limitations, i.e., full duty, light duty, etc.

Any emergency response person having a communicable disease, such as influenza, lesions with morbid oozing of fluids, or HBV, will be assigned to duty that does not require patient contact. This determination will be made through consultation with the employee's private physician. Members undergoing follow up for post-exposure reasons must keep medical appointments and will be provided with the necessary time off to attend such appointments.

Section 11: Record Keeping

Records of disinfection of vehicles and equipment shall be maintained in a cleaning log. A log will be at each cleaning and disinfection area. When the log is complete it shall be forwarded to the Infection Control Officer.

Attendance records for all training sessions will be kept by the Training Officer for at least Three (3) years after the date of the training. Such records will include the attendance list with a name, social security number, job title and signature of each member; an outline of the training presented; the date and times the training was provided; a summary of each instructor's qualifications; and copies of any handouts or examinations

All medical records and documentation concerning any member who is occupationally exposed to blood or body fluids while on duty with the SFRD must be maintained in a separate, secured, limited access file. The records will be kept for the required thirty (30) year period post-employment with the SFRD. These records shall be kept confidential and will not be disclosed without the member's written consent to any person within or outside the workplace except as required by law or OSHA regulations.

Section 12: Training

The Training Division will assure that all high risk employees receive education on precautionary measures, epidemiology, modes of transmission and prevention of HIV, HBV, HCV, and other bloodborne pathogens.

High risk employees will receive training regarding the location and proper use of personal protective equipment, work practices, and precautions to be used in handling contaminated articles and infectious waste.

Training records will show the dates of training sessions, the content of those training sessions, the names of all persons conducting the training, and the names of all who attended the training. Training records will be maintained for five years. All new hire firefighters will receive this training **before any patient care contact**.

All employees classified "at risk" are required to attend the annual infection control training program. This program will include the following topics:

- A review of this plan
- A review of bloodborne diseases
- A review of post exposure procedures
- Employee rights under this OSHA standard
- A review of equipment and its use
- Disinfecting procedures
- Proper handling of medical waste

- Question and answer session
- Hepatitis B vaccination information

References

OSHA Instruction CPL 2-2.44D, Enforcement Procedures for the Occupational Exposures to Bloodborne Pathogens, November 5, 1999

29 Code of Federal Regulations 1910.1030, Occupational Exposure to Bloodborne Pathogens

National Fire Protection Association 1500, Standard for Fire Department occupational Safety and Health Programs, 1987

National Fire Protection Association 1581, Standard on Fire Department Infection Control Program, 1995 Edition

Centers for Disease Control, Morbidity and Mortality Weekly Report, Vol. 38, No. S-6, 1989

Guide to Developing and Managing an Emergency Service Infection Control Program, United States Fire Administration, June 1991

This policy was reviewed and revised by Nurse Epidemiologist Brenda Grant RN, MPH, CIC, CHES of the Stamford, CT Hospital, January 13, 2006



Stamford Fire Department

Standard Operating Guideline

LUKAS 2 Chest Compression System

SOG ID: EMS-Lukas (614)

Date Updated: 06 February 2015

Scope: This guideline applies to all uniformed personnel of the Stamford Fire & Rescue Department.

Purpose: To set guidelines for the use of the LUKAS 2 Chest Compression System in conjunction with SFRD EMS protocols.

The LUKAS 2 should be brought to the side of any patient in need. Because of the amount of EMS equipment available that is usually taken to the side of a patient, Company Officers should use discretion as to when the unit is removed from the apparatus and carried to the side of the patient.

With respect to the information that is presented for the initial dispatch, the LUKAS 2 should be part of the "first in equipment" for any emergency that may require cardio-pulmonary resuscitation (CPR) including but not limited to patients that are:

- Unconscious
- Unresponsive
- Not breathing
- Reported to be in cardiac or respiratory arrest
- Victims of major trauma

The Company Officer should also take into consideration the distance of the patient from the apparatus and the associated ease of retrieving equipment from the apparatus in a timely fashion. For example, if the patient is a significant distance from the apparatus i.e., in a high-rise, large industrial or school complex, and the like, the LUKAS 2 should be part of the "first in equipment". If the patient is in close proximity to the apparatus it can be left in place and delivered to the patients' side, if needed, by the driver or second due personnel.

Intended Use

The LUKAS 2 is intended to be used as an additional piece of equipment to aid patients in cardiac arrest. In the event of failure of the unit of any type or cause, manual compressions should be administered.

Contraindications

- If it is not possible to correctly position the unit on the patients' chest.
- If the patient is too small.
- If the patient is too large.
- If there is an impaled object or obstruction in the area of the chest where the suction cup is to be placed.

In all above cases, manual compressions should be administered. In the event of a major obstruction posing an obstacle to manual compressions Medical Control should be contacted via landline.

Inspection and Maintenance

Inspection of the LUKAS 2 should be part of the daily inspection of the EMS equipment.

The unit may be wiped down using Cavicide Wipes only.

During inspections, pay special attention to the condition of the rubberized suction cup to ensure that it is in good condition and has not deteriorated. The suction cup may be disposed in a biohazard bag and replaced if contaminated.

According to the manufacturer, the unit is to be turned on every day to check battery level and to check for the presence of the LED icon indicating a mechanical problem. Unlike Physio-Control defibrillators, the LUKAS 2 icon indicating a problem will not appear when the unit is powered off.

After inspections and use, the carrying case should be securely zipped and fastened to protect the unit and keep out airborne contaminants.

On the first Sunday of every month and after each use, the batteries for the unit shall be charged.

Training Note: When operating the unit for training or inspection a CPR mannequin must be used to avoid tripping the small patient failsafe. Never run the Lukas without a CPR mannequin offering resistance and ensuring proper suction cup placement.

References:

- [Lucus 2 Quick Reference Card](#)
- [Lucus 2 Instruction Manual](#)



Stamford Fire Department

Standard Operating Guideline

Naloxone/Narcan Treatment Protocols

SOG ID: EMS-Narcan (813)

Date Updated: 20 March 2019

Scope: This SOG applies to all SFD members who are State of Connecticut (or equivalent) Certified EMT's.

Purpose: Summary of Southwest regional treatment protocols and Stamford Hospital standing orders.

Treatment Protocol

Abstract:

The goal of naloxone (trade name Narcan) is to reverse central nervous system and respiratory depression secondary to an overdose of opioids. Naloxone **IS NOT** effective against respiratory depression due to non-opioid drugs.

Inspection and Maintenance procedures:

Daily Inspection: It is important to note that the ampule of naloxone and the lure-jet syringe are packaged in one box, **do not open the box to check the contents**. The naloxone kit needs to be inspected as part of the daily equipment check. **It is important to check the expiration date**. The date is located on the top panel of the box. The atomizer does not have an expiration date.

Indicators & Administration:

Signs & Symptoms

- Unresponsive or minimally responsive **with a pulse***
- Depressed respiratory rate
- Agonal respirations
- Respiratory arrest
- Cyanosis
- Constricted pupils
- Respiratory arrest or hypoventilation in addition to:
 - Bystander report
 - Drug paraphernalia
 - Opioid prescription bottles / patches
 - Needle "track marks"

Contraindications:

- Rare
- *** While not contraindicated in State protocols for pulseless victims administration would not be considered until after the CPR/Defibrillation cycles.**

Intranasal Administration:

- Ventilate with bag valve mask
- Assess the nasal cavities for restrictions
- Control the patients' head
- According to State protocol the administration dosage is **4mg**

- Consult the packaging information, dosage, and manufacturers recommendations for administration procedures. (For example, if packaged as a 2mg dose administer one dose in each nostril, if packaged as a 4mg dose administer in one nostril only.)
- Continue with patient care as needed.



Stamford Fire Department

Standard Operating Guideline

Aircraft Crash Guideline

SOG ID: FRG-AircraftOps (290)

Date Updated: 22 August 2011

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire & Rescue Department.

Purpose: To establish guidelines for the orderly means of handling an aircraft emergency which might occur in the City of Stamford fire district.

Aircraft Down or Crashed

The purpose of the following procedure is to establish guidelines for the orderly means of handling an aircraft emergency which might occur in the City of Stamford fire district. These procedures are not meant to be inclusive in dealing with ALL emergency situations, but are intended to provide a general plan. The objective of the plan is to minimize life and property loss.

Fire Command Responsibilities

- First Officer on scene assumes command.
- Establish command and identify locations.
- Identify type of aircraft, aircraft number, and Airline name if possible.
 - On Military aircraft, the number is located on the vertical stabilizer.
 - On commercial aircraft, the number is located on the vertical stabilizer or on the side of the fuselage.
 - On small aircraft, the number is located on the fuselage.
- Identify the number of persons on board if possible.
- Develop a strategic plan and communicate same to all units.
- Tactically place units.
- Assign tactical sectors and develop sector objectives.
- Determine site safety perimeter.
- Determine staging area and appoint a Staging Officer.
- Gain fire control.
- Extricate, treat, and transport injured victims.
- Establish liaison with other involved agencies.
- Terminate the emergency.

Liaison With Other Agencies

The Incident Commander will assume command and establish liaison with other department personnel. The Incident Commander is responsible for the development of a strategic plan, its implementation, and a continuous re-evaluation of that plan.

Transfer of Command Responsibilities

The orderly transfer of command to subsequent arriving Officers should be accomplished by following the guidelines set forth in fireground procedures SOG ICS-Command, and the City of Stamford Emergency Operations Plan.

Initial Strategy and Tactics

In the event of an aircraft crash or emergency landing the initial strategic plan should include the immediate tactical placement of the HazMat Truck and an Engine Company with the capability of producing a large volume of foam. This should be a primary factor in Dispatch's initial apparatus selection.

Apparatus Priorities

All apparatus should stage with the following listed priorities:

- Rescue needs.
- Prevailing winds.
- Fire potential or volume of existing fire.
- Evacuation in progress.
- Topography/ground slope.
- Firefighter protection.

Apparatus Safety

ALWAYS move fire apparatus with extreme caution when operating around aircraft.

NEVER park an apparatus between the primary foam producing Engine and the aircraft.

Inter-Departmental Cooperation

All major emergencies require the close cooperation of many departments. It should be noted that each department will provide supervisory personnel at the Command Post regardless of the type of emergency or which department is directly responsible for the overall Incident Command.

Fire Marshal

If fire or explosion occurs the Fire Marshals' primary function will be to conduct an on scene examination consisting of, but not limited to, scene photographs, diagrams, taking statements from witnesses and emergency personnel. When Federal Authorities arrive this information will be forwarded to the proper personnel.

Mass Casualty

If it is determined that a mass casualty incident exists the Incident Commander will notify Dispatch that the Mass Casualty Plan should be activated.



Stamford Fire Department

Standard Operating Guideline

Air Metering Policy

SOG ID: FRG-AirMetering (596)

Date Updated: 21 October 2014

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire & Rescue Department.

Purpose: To establish guidelines to protect personnel from inhaled toxic gases while operating in a hazardous environment. Authority: Connecticut OSHA

In accordance with OSHA regulations:

SCBA will not be removed during or after a fire until the atmosphere in the fire area has been metered and is within acceptable limits.

The Incident Commander or the Incident Safety Officer will have a SFD Hazardous Materials Technician test the atmosphere in the fire area for Carbon Monoxide (CO), Oxygen (O₂), and Hydrogen Cyanide (HCN) levels. **Unacceptable Levels:**

- O₂ < 19.5% or > 23%
- CO > 50 ppm
- HCN > 10 ppm

If metering shows acceptable levels, then SCBA may be removed.

If metering does not show acceptable levels, SCBA will remain in place until the area can be adequately ventilated and acceptable levels are obtained.

Metering should continue in the fire area during overhaul to detect worsening environmental conditions.



Stamford Fire Department

Standard Operating Guideline

Packing & Storage of Attack Hose

SOG ID: FRG-AttackHose (589)

Date Updated: 14 August 2014

Scope: This guideline applies to all uniformed members of the Stamford Fire Rescue Department.

Purpose: To standardize the way in which attack hose is loaded and stored on apparatus.

2" and 2 1/2" Attack Hose Lines

- All hose shall be rolled to remove air and water prior to packing.
- Attack hose shall be laid in a flat pack configuration.
- Loops shall be created and placed in the hose pack at specific intervals to assist in grabbing and rapidly deploying hose lines.
- All hose shall be "walked-out" and drained prior to being placed back on the apparatus.
 - Members may use a shop-vac to assist in the removal of air by placing the suction end of the vacuum hose into the male fitting of the fire hose coupling and allow the vacuum to remove any residual air.
- Hose on all apparatus shall be packed in a similar manner:
 - The first 50' placed on the apparatus shall be folded flush with the edge of the hose bed.
 - Two loops on each side of the hose bed (for crosslays) shall be formed in such a way to allow approximately 10" to hang down.
 - If the hose pack is a single stack, then a single loop shall be formed on each side as above.
 - The next 100' of hose shall be packed flush with the end of the hose bed.
 - (If the length of the entire hose pack is greater than 200', the additional hose shall be packed between the two sets of loops.)
 - Two loops will again be formed in such a way to allow approximately 10" to hang down.
 - The last 50' of hose shall be folded flush with the edge of the hose bed.
 - The appropriate nozzle shall be attached to the end of the hose.
- Reasonable effort shall be made to pack an entire hose load with the same color hose for identification purposes on the fireground (i.e. an entire hose load with yellow on one crosslay and an entire hose load with green hose on the other).
- Hose packed into the front bumper wells of apparatus shall be packed in any practical manner.



Stamford Fire Department

Standard Operating Guideline

Bomb Threat / Suspicious Package Guidelines

SOG ID: FRG-Bomb/Package (688)

Date Updated: 11 May 2016

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire & Rescue Department.

Purpose: To establish guidelines for the orderly means of handling a bomb threat emergency which might occur in the City of Stamford fire district

In the event of a bomb threat or suspicious package in any public or private building, the Stamford Police Department will be in overall command of the scene.

The police department will request Fire and EMS units stand-by near the scene while the building is being searched.

The Fire and EMS Units should stay approximately one block from the scene unless directed otherwise by the police department. Under certain circumstances the Police IC can request that the assigned Fire and EMS Units remain in quarters and available. If this request is made the Fire and EMS Units will be assigned to the bomb threat incident, an Incident Number will be created, and the Fire and EMS Units will remain in quarters and not be assigned to any other incident until the bomb threat incident is closed out.

Upon arrival, the Company Officer should contact the police incident commander(IC) for further instructions

AT NO TIME WILL FIRE DEPARTMENT PERSONNEL BE USED TO SEARCH OR EVACUATE A BUILDING. Our position is a precautionary stand-by only in case of explosion with resultant fire or chemical/biological release.

In the event of an actual explosion or fire, the Company Officer will request a full box alarm assignment.

Firefighting activities should not commence until the scene is declared safe by the police department.

If the police department should request Fire and EMS for a bomb threat, Engine 2 or Truck 2 (closest Engine if they are unavailable) and EMS Unit will be dispatched and the Deputy Chief will be informed of the situation.

When responding to a bomb threat, no warning lights or sirens are to be used. All traffic rules are to be obeyed. Use caution at all intersections and stop at all stop signs and red traffic lights.

All units should try to limit the use of portable and mobile radios, due to the possible detonation of explosives that use class "B" wiring.



Stamford Fire Department

Standard Operating Guideline

Initial Fireground Command

SOG ID: FRG-Command (2038)

Date Updated: 19 May 2023

Scope: This SOG applies to all uniformed and investigatory personnel of the Stamford Fire Department.

Purpose: To ensure the establishment and proper transfer of Command.

The on-duty Deputy Chief (Acting Deputy Chief) shall be considered the incident commander for any call to which he/she responds unless he/she opts to allow a lower ranking Officer to maintain command or to transfer command to an Officer of equal or higher rank.

Per NIMS protocol, **the first arriving Officer at any emergency call is considered to be in command until relieved of command.** It is understood that command is automatically transferred to the Deputy Chief upon his/her arrival.

If the Deputy Chief is delayed or is not responding to an incident initial command shall rest with the first arriving Officer. Upon their arrival, the next arriving Officer/Acting Officer shall assume command. If a later arriving Company Officer outranks (or is senior to) the person currently in Command the higher ranking officer may, at their discretion, relieve the lower ranking officer of command.

Company Officers may use their collective discretion to decide who is the most appropriate Officer to take command pending arrival of the DC.

Note: If appropriate the Officer assuming command may reassign the officer being relieved to command his own company instead of the relieved officers original company. (E.g. on a 2 engine/1 truck call, the (1st due) truck officer is a Captain and he relieves the 2nd due engine officer who is an Acting Lieutenant of command, it may be prudent to reassign the A/Lt. to command the truck company so that 1 engine company and 1 truck company are fully formed companies... the remainder of the 2nd due engine company can handle water supply without an officer if necessary.)



Stamford Fire Department

Standard Operating Guideline

Standard Company Operations

SOG ID: FRG-CompanyOps (2004)

Date Updated: 19 January 2023

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire & Rescue Department.

Purpose: To establish basic guidelines for positioning personnel and apparatus at the fire incident scene.

RESPONSIBILITIES

Standard company operations assign basic fireground functions and activities to the various companies based upon the capabilities and characteristics of each type of unit.

Standard company fireground operations integrate the efforts of Engine, Truck, and Rescue Companies to achieve the strategic fireground objectives of life safety, incident mitigation, and property conservation. They help prevent duplication of effort that can lead to wasted resources (human and physical) and delay of essential operations.

Standard company operations increase the awareness and confidence of company members in the standard performance of other companies operating on the fireground.

Standard company operations reduce the amount and detail of orders required to get initial arriving companies into action at the fire scene.

Engine, Truck, and Rescue Company officers will prioritize, based upon conditions, the functions for their company unless otherwise ordered by the Incident Commander.

Engine, Truck, and Rescue Company functions shall include, but not be limited to all operations listed in this SOG. Every company will be expected to perform ALL basic operations safely within the limits of their capabilities. It will be the on-going responsibility of the Incident Commander to integrate tasks and functions as required with the on scene units.

In the absence, or delay, of a Truck Company response, the Incident Commander should assign Truck Company functions to an Engine Company or Rescue Company. In such cases, Engine Companies and/or Rescue will perform all Truck functions within the capability of their company.

The first priority for Engine, Truck, and Rescue Companies is always Life Safety which includes rescue and the safety of operating Companies at the fire scene.

The following items represent the standard operations that will normally be performed by ENGINE Companies. These basic functions will provide the framework for field operations for these companies.

Engine Company Fireground Operations

- Respond to the correct location.
- Properly position the apparatus based on the conditions found.
- Stretch an appropriate attack line based on the conditions found.
- Protect the means of egress from the structure.
- Assure a continuous water supply.
- Protect exposures, confine the fire to areas already involved, and extinguish the fire.
- General firefighting duties as assigned by the Incident Commander

- Perform Rapid intervention Team duties when assigned by Dispatch or Command.
- Provide emergency medical care where required.

When operating as a structural fire, an Engine Company's standard operations shall be based upon arrival at the incident scene. Engine companies shall be designated First Arriving, Second Arriving, Third Arriving, and so on. *Remember that an incident can be in a particular Engine Company's first due district but that Engine Company may not necessarily be the first arriving Engine Company.*

Initial Engine Company Operations

First Arriving Engine Company

- Position apparatus for initial fire attack based on conditions found on arrival. View three sides while passing and remember to allow room for Truck Company Operations.
- Stretch handline(s) to meet the strategic objectives of **Life Safety, Incident Mitigation, and Property Conservation**. During high-rise fire incidents the company shall operate as outlined in SOG [FRG-HiRiseOps](#).
- Driver to make connections and pump to the building fire department connection (FDC) as necessary.

Second Arriving Engine Company

- Primary responsibility is to establish an adequate water supply to support the first arriving Engine Company.
 - If operating from a pressurized water source (hydrant) the Company should stage to lay an LDH supply line with either a forward or reverse lay, based on the situation
 - If operating from a static water source (dry hydrant, a body of water, swimming pool, or a portable tank) the Company should perform a reverse lay to the location of the static source. This apparatus, in most cases, shall operate as the source pumper.
- Upon establishment of a constant water supply to the first arriving Company or the sprinkler and standpipe systems the Company shall report (via radio or face-to-face) to the IC. If the apparatus is not being utilized the full Company assignment, including the driver, shall report.
- *If the assignment is a Structure Fire Response in a High Rise or Standpipe Equipped Building, the 2nd due Engine Company crew will continue to the scene and proceed to the fire floor and assist the 1st due Engine Company with getting the 1st hand line into operation. They will then, if possible, establish a back-up line. The driver shall don PPE and prepare to take control of the elevators at the direction of the IC. (See SOG [FRG-HighRiseOps](#))*

Third Arriving Engine Company

- The Company shall stage as outlined in SOG FRG-Staging.
- Perform operations assigned by the IC.
- *If the assignment is a Structure Fire Response in a High Rise or Standpipe Equipped Building, the 3rd due Engine Company crew will establish a positive water supply to the 1st due Engine Company as necessary. After the water supply is established, the 3rd arriving Engine crew will proceed to the floor above the fire. The driver will report to the command post for assignment. (See SOG [FRG-HighRiseOps](#))*

Truck Company Fireground Operations

The following items represent the standard operations that will normally be performed by TRUCK COMPANIES. These basic functions will provide the framework for field operations for these companies.

- Respond to the correct location.
- Properly position the apparatus based on the conditions found.
- Provide access to the building - forcible entry and efficient ground and aerial ladder placement.
- Perform search and rescue operations based on size up.
- Perform appropriate ventilation of the structure.
- Operate master stream devices as required.
- Perform overhaul.
- Perform salvage operations.
- Control utilities.
- Provide scene lighting and auxiliary electrical power to the scene.
- Elevator rescue with Rescue Company support.
- Perform Rapid Intervention Team duties when assigned by Command.
- Provide emergency medical care where required.

Truck crew assignments shall be given out at roll call each day. Truck Company personnel assignments shall be Officer, Driver, Outside Vent (OV), and Forcible Entry (Irons). If a fifth member is assigned to the truck they shall be assigned Roof.

Depending on the type and size of the building the Truck Company will normally be divided into two teams operating at a high rise structure fire: Interior Team and Exterior Team. The interior team shall consist of the Officer and Forcible Entry/Irons FF. The Exterior Team shall consist of the Driver and the Outside Vent FF. If filled, the Roof FF shall be part of the Exterior Team. All members shall be equipped with portable radios at all times. The Exterior Team shall maintain communications with the Officer and provide constant updates of progress or lack of.

Interior Team Responsibilities

- Search and Rescue when the Rescue Company is not on scene and operating.
- Forcible entry for rescue or fire attack groups.
- Interior ventilation in order to prevent mushrooming and limit the spread of fire.
- Opening walls and ceilings for extinguishment and overhaul.
- Additional Interior Team responsibilities for **SPECIAL FIRE SITUATIONS:**
 - **Multiple Dwelling Fire:**
 - If performing search and rescue the floor priorities are the fire floor, floor above the fire, the top floor, and each other floor below the top.
 - **Commercial Building and/or Taxpayer:**
 - If required the Interior Team will access the roof for vertical ventilation operations.
 - **High Rise:**
 - See SOG [FRG-HighRiseOps](#) (Operations in High Rise or Standpipe Equipped Buildings)

Exterior Team Responsibilities

- The **Driver** shall be responsible for the Front (Side A) of the fire building.
 - If the Company is operating the aerial device the driver shall operate the device and maintain a position on the turntable. If not the driver shall perform the following functions:
 - Forcible entry and ventilation on the A side of the fire building.
 - Placement of ground ladders, with assistance as necessary (OV or other member).
 - Check interior of doors and windows for unconscious victims.
- The **OV** shall be responsible for the Rear (Side C) of the fire building.
 - Forcible entry and ventilation on the C side of the building.
 - Placement of ground ladders, with assistance as necessary (Driver or other member).
 - Check interior of doors and windows for unconscious victims.
- The Exterior Team is also responsible for power equipment such as scene lighting and the operation of fans secondary to the primary responsibilities listed above.
- If the **Roof** position is filled (on a 5 person staffed Truck):
 - The Roof shall be responsible for roof operations and vertical ventilation when appropriate.
 - If roof operations are not being conducted the Officer shall assign the Roof FF to either the Interior or Exterior Team as conditions require.
- Additional Exterior Team responsibilities for **SPECIAL FIRE SITUATIONS:**
 - **High Rise:**
 - See SOG [FRG-HighRiseOps](#) (Operations in High Rise or Standpipe Equipped Buildings)

Rescue Company Fireground Operations

The following items represent the standard operations that will normally be performed by the RESCUE COMPANY. These basic functions will provide the framework for field operations for this company.

- Respond to the correct location.
- Properly position the apparatus based on incident needs.
- Search and Rescue of the fire building.
- Perform tactical operations as required by command.
- Technical rescue operations as required by command.
- Elevator rescue with Truck Company support.
- Perform Rapid Intervention Team duties when assigned by command.
- Provide emergency medical care where required.

Rescue Company assignments shall be assigned at roll call each day. Rescue Company personnel designations shall be Officer, Driver, RT-A, and RT-B. If a fifth member is assigned to the Rescue they shall be designated the Hook position. The Hook position carries a hook and set of irons. In the absence of a Truck Company the Hook serves as the Outside Vent (OV).

The Rescue Company shall proceed to the fire floor and begin search and rescue operations (primary search). The Rescue Company Officer may split his/her crew into two search teams with the second team searching the floor above the fire for victims of fire extension. The Rescue Company Officer and the second search team leader shall keep the IC informed of search results and fire extension on a periodic basis.

During high-rise fire incidents, the Rescue Company shall operate as outlined in SOG [FRG-HiRiseOps](#) (e.g. shall search the floor above the fire).

When search and rescue operations are either completed or not required at an incident, the Rescue Company shall be considered a tactical component to be utilized by the IC as required to meet the strategic objectives of the incident.

The assignment of these basic operations represents a standard fireground plan for tactical operations designed to improve the effectiveness and safety of all units working together. **This plan should in no way limit the initiative of any officer** and should enhance the decision making process of all Officers by establishing a standard operational framework. These decisions shall always follow the **strategic fireground objectives of life safety, incident mitigation, and property conservation**.

This guideline is in no way intended to abridge, limit, or curtail the authority of the Incident Commander to assign units at his/her pleasure to accomplish their strategic goals and meet the objectives of their Incident Action Plan.



Stamford Fire Department

Standard Operating Guideline

Electric and Hybrid-Electric Vehicle Fires

SOG ID: FRG-EV/HEV_Fires (1967)

Date Updated: 24 June 2022

Scope: This Guideline applies to all uniformed and investigatory personnel of the Stamford Fire Department.

Purpose: This procedure identifies operational tactics for the safe handling of electric and hybrid-electric vehicle fires.

INTRODUCTION

Fires in electric vehicles powered by high-voltage lithium-ion batteries pose the risk of electric shock to firefighters from exposure to the high-voltage components of a damaged lithium-ion battery. A further risk is that damaged cells in the battery can experience thermal runaway – uncontrolled increases in temperature and pressure – which can lead to battery reignition. The risks of electric shock and battery reignition/fire arise from the “stranded” energy that remains in a damaged battery.

After the knock down of visible flames, re-ignition is to be expected. This is caused by the thermal runaway at the individual cell level internal to the battery packs. While visible flames from the batteries may be clearly extinguished, temperatures within the batteries may be high enough for thermal runaway of internal cells to occur. Subsequent re-ignition is characterized by “whooshing” or “popping” sounds, followed by off gassing of white smoke and/or electrical arcs/sparks that reignited with visible flames/fire. Typically, this will result in visible flames that can be quickly knocked down by a single hose line.

The continuous application of water on a localized area of the battery for a prolonged period of time before moving onto another area of the battery can provide faster total extinguishment. In addition, once the main battery fire has been controlled, continuous application of water to the battery with the nozzle set on fog could further cool the exterior of the battery, thereby helping to reduce the temperatures of the internal cells. This will reduce the likelihood of additional off gassing of electrolyte and re-ignition of internal battery cells. Electric vehicle fires have a significant chance for re-ignition hours after extinguishment. Extinguished electric vehicles must be stored away from exposures for at least 24-hours. Re-ignition should be expected. This is a not a failure by suppression crews.

Class B foam shall NOT be used on electric vehicle fires. Class B foam is not effective and may cause environmental impact.

The **Energy Security Agency (855-ESA-SAFE)** is a 24/7 call center that provides free consultation to responders dealing with vehicle based electric and hybrid/electric vehicles. They also provide training and resources for interacting with these vehicles. When you are on the scene, consider phoning ESA to help you.

Please read the following article as an introduction. Some of the guidelines contained in this SOG are taken from this article.

[electric-vehicles-and-storage-systems-critical-challenges-facing-the-fire-service](#)

PERSONAL PROTECTIVE EQUIPMENT

- Full structural fire-fighting personal protective equipment (PPE) and self-contained breathing apparatus (SCBA) shall be utilized for fighting vehicle fires.
- Always wear SCBA when dealing with a lithium-ion battery fire as some vehicles can emit toxic vapors.
- Reflective traffic safety vests shall be utilized while not actively involved in suppression activities.

ELECTRIC AND HYBRID-ELECTRIC VEHICLE CONSIDERATIONS

In the event of damage to or fire involving an electric vehicle (EV) or hybrid-electric vehicle (HEV):

Always assume the high voltage (HV) battery and associated components are energized and fully charged.

Exposed electrical components, wires, and HV batteries present potential HV shock hazards.

Venting/off-gassing HV battery vapors are potentially toxic and flammable.

Physical damage to the vehicle or HV battery may result in immediate or delayed release of toxic and/or flammable gases and fire.

The best method for managing or controlling a battery fire (if it can not be allowed to burn) is with copious amounts of water.

Battery fires will initially show from under the vehicle.

IDENTIFY VEHICLE

The electrolyte compounds in EV/HEV vehicle batteries emit a unique odor when overheating and off-gassing are imminent. Tesla describes it as "cherry bubblegum". It is a sweet aroma. If you detect that odor on scene, assume the batteries are going to be a problem.

Use your thermal imaging capabilities to scan the battery systems. The systems will have a heat signature that should be uniform. If you detect any specific hot spots within the system that can be a strong indicator of a battery problem. Other more obvious identifiers include smoke, heat, and fire.

- Determine if the vehicle is an electric or hybrid-electric vehicle, and if it is, advise Dispatch and all responders that an electric or hybrid-electric vehicle is involved.
- Dispatch shall immediately add a water supply engine to the call if it is in a hydranted area, or shall add a water supply engine and a tanker if the call is in a non-hydranted area or on a limited access highway (Merritt Parkway, I-95).
- Identify the type and model of vehicle so you know where the battery is and how to best shut down the vehicle if possible.
- Whenever possible, individual manufacturers should be consulted (link below) regarding specific information on a particular make or model vehicle. The iPads in the apparatus may be used for this purpose and/or dispatch can assist units in the field.
- <https://www.nfpa.org/Training-and-Events/By-topic/Alternative-Fuel-Vehicle-Safety-Training/Emergency-Response-Guides>

IMMOBILIZE VEHICLE

- Always approach the vehicle from the sides to stay out of the potential path of travel.
- It may be difficult to determine if the vehicle is running due to the lack of engine noise. Understand that EV's are silent and may still be on even if it's not audible. The voltage from the vehicle could shock a first responder.
- EV's move silently, so never assume it is powered off. Never assume that an EV will not move.
- If possible chock the tires, place the vehicle in park, and set the parking brake.

DISABLE VEHICLE

- Isolate your work area per department policy and establish tactical priorities (fire, extrication, patient care).
- If possible place the vehicle in Park, set parking brake, turn off the vehicle, activate hazards, and remove the vehicle keys at least 16 feet away from the vehicle.
- If practical disconnect the 12-volt battery.
 - CAUTION: Safety restraints, air bags, and other safety systems may be active for up to 5 minutes after disconnecting the 12-volt battery.

EMERGENCIES

CRASH:

- If you detect leaking fluids, sparks, smoke, flames, increased temperature, gurgling or bubbling sounds from the HV battery compartment, assume there is a battery fire and ventilate the passenger area (e.g., roll down windows or open doors).
- If there is fire and occupants are still inside the vehicle or are trapped, use a fire extinguisher to protect the occupants until a hose line is available or until the occupants are removed.
- Request law enforcement to assist with traffic control and scene safety.
- Move away from the vehicle and evacuate others from the immediate area if you detect any unusual odors or experience eye, nose, or throat irritation. Wear full PPE and SCBA if rapid extrication is necessary for injured or trapped occupants.
- STAY ALERT. There is a good potential for delayed fire with damaged lithium-ion batteries.

NOTE: If the fire involves a lithium-ion battery it will require large, sustained volumes of water for extinguishment. If there is no immediate threat to life or property consider defensive tactics and allow the fire to burn itself out. If it is on fire, your absolute best option is to protect exposures and let it burn. The vehicle

will be safest when it is "comfortably burning". (Some research suggests that allowing the vehicle to burn unchecked will result in self-extinguishment in about 1 hour versus 4 or more hours with water extinguishment.)

- Wear full PPE and SCBA at all times.
- If occupant(s) are still inside the vehicle or are trapped use a fire extinguisher to protect the occupants until a hose line is in place or until the occupants are removed.
- Establish a safe perimeter around the vehicle.
- Secure a large, continuous and sustainable water supply from one or more hydrants or tankers to support long-term operations. *A water supply engine shall be added upon confirmation of an EV or HEV fire in hydranted areas; an engine and a tanker in non-hydranted areas or on limited access highways.*
- Consider whether a sand truck may be of assistance.
- Use a hose line to apply water to extinguish the fire while continuing to cool the HV battery and its casing. Never attempt to penetrate the HV battery or its casing to apply water.
- Note that fires can also be burning inside one of the protective compartments and be all but invisible to FF's.
- Avoid contact with orange high voltage cabling and areas identified as high voltage risk by warning labels.
- Stay alert. There is a potential for delayed ignition or re-ignition of a lithium-ion battery fire even after it is believed to be extinguished. This may remain an issue until the lithium-ion battery is properly discharged. Once the contents of the fire are extinguished, sustained suppression on the battery pack may be necessary. If not entirely discharged, the stored energy inside the battery could cause a second or even a third fire.
- As with any vehicle fire, the byproducts of combustion can be toxic and all individuals not properly trained, dressed, and equipped to fight the fire should be directed a safe distance upwind and uphill from the vehicle fire and out of the way of oncoming traffic.

POST-INCIDENT

- Always assume that the HV battery and associated components are energized and fully charged.
- Do not store a damaged vehicle with a lithium-ion battery inside a structure or within 50 feet of any structure or other vehicle. Keep EV's that have been in an accident away from buildings or other structures due to the possibility of reignition.
- Tow with a flatbed. Towing with drive wheels in contact with the ground may cause an electrical fire.
- An Engine should escort the tow truck back to the yard to monitor for re-ignition and to assure that the vehicle is placed in a safe spot away from other vehicles and exposures.
- The vehicle should be monitored for leaking fluids, sparks, smoke, flames, gurgling or bubbling sounds from the HV battery and, if detected, assume the HV battery is burning and follow the above guidance to extinguish the fire.
- If any of these signs are observed, ventilate the vehicle immediately. The HV battery may be giving off harmful/ flammable gases and may become a delayed fire hazard.
- High voltage (HV) electrolyte leakage should be minimal, but is likely caustic and/or flammable if released.

RESOURCES

<http://www.evsaftytraining.org>

<http://www.nfpa.org/-/media/Files/Code-or-topic-fact-sheets/BulletinSubmergedHybridEV.pdf>

Interim Guidance for Electric and Hybrid-Electric Vehicles Equipped With High Voltage Batteries (Law Enforcement/Emergency Medical Services/Fire Department)

Electric and Hybrid-Electric Vehicle Considerations

In the event of damage to or fire involving an electric vehicle (EV) or hybrid-electric vehicle (HEV):

- Always assume the high voltage (HV) battery and associated components are energized and fully charged.
- Exposed electrical components, wires, and HV batteries present potential HV shock hazards.
- Venting/off-gassing HV battery vapors are potentially toxic and flammable.
- Physical damage to the vehicle or HV battery may result in immediate or delayed release of toxic and/or flammable gases and fire.

Vehicle Shutdown and High Voltage System Disabling

IDENTIFY VEHICLE

- Determine if the vehicle is an electric or hybrid-electric vehicle, and if it is, advise Dispatch and all responders that an electric or hybrid-electric vehicle is involved.

IMMOBILIZE VEHICLE

- Always approach vehicle from the sides to stay out of potential travel path. It may be difficult to determine if the vehicle is running due to lack of engine noise.
- If possible, chock the tires, place the vehicle into Park, and set the parking brake.

DISABLE VEHICLE

- Turn off the vehicle, activate hazard lights, and move vehicle keys at least 16 feet away from the vehicle.
- If your local standard operating procedures (SOPs) allow it and you are properly trained and equipped, disconnect the vehicle's 12-volt battery.
CAUTION: Safety restraints, air bags and other safety systems may be active for up to five minutes after disconnecting the 12-volt battery.

Law Enforcement and Emergency Medical Services	Fire Department
CRASHES DAMAGING THE AREA OF THE HV BATTERY	
NOTE: Follow local standard operating procedures (SOPs) for personal protection and safety. • If you detect leaking fluids, sparks, smoke, flames, increased temperature, gurgling, popping or hissing noises from the HV battery compartment, ventilate passenger area (i.e., roll down windows or open doors) and request fire department response. • If you detect any unusual odors or experience eye, nose, or throat irritation, move away from the vehicle and evacuate others from the immediate area. Rapid extrication may be needed for injured or trapped occupants. • Remain a safe distance upwind and uphill from the vehicle and out of the way of oncoming traffic until other appropriately equipped emergency responders arrive. • Avoid contact with orange high voltage cabling and areas identified as high voltage risk by warning labels. • Be alert. There is a potential for delayed fire with damaged lithium ion batteries.	NOTE: Follow local standard operating procedures (SOPs) for personal protection and safety. • If you detect leaking fluids, sparks, smoke, flames, increased temperature, gurgling or bubbling sounds from the HV battery compartment, assume there is a battery fire and ventilate the passenger area (i.e., roll down windows or open doors). • Move away from the vehicle and evacuate others from the immediate area if you detect any unusual odors or experience eye, nose, or throat irritation. Wear full Personal Protective Equipment (PPE) and Self-Contained Breathing Apparatus (SCBA). • Be alert. There is a potential for delayed fire with damaged lithium-ion batteries.
FIRES INVOLVING OR EXPOSING THE HV BATTERY	
• If you are unable to quickly remove the occupants, use a fire extinguisher to protect them from the flames. • As with any vehicle fire, the byproducts of combustion can be toxic and all individuals should be directed to move to a safe distance upwind and uphill from the vehicle fire and out of the way of oncoming traffic.	NOTE: If the fire involves a lithium-ion battery, it will require large, sustained volumes of water for extinguishment. Consider defensive tactics and allow fire to burn out. • If there is active fire, follow local standard operating procedures (SOPs) for vehicle fires. Wear appropriate Personal Protective Equipment (PPE) and Self-Contained Breathing Apparatus (SCBA). • If occupants are still inside the vehicle or trapped, a fire extinguisher may be used to protect the occupants until a hose line is available or the occupants are removed. Consider establishing a water supply to support long-term operation. • Use a hose line to apply water to extinguish the fire while continuing to cool the HV battery and its casing. Never attempt to penetrate the HV battery or its casing to apply water. • Avoid contact with orange high voltage cabling and areas identified as high voltage risk by warning labels. • Be alert. There is a potential for delayed ignition or re-ignition of a lithium-ion battery fire even after it is believed to be extinguished. This may remain an issue until the lithium-ion battery is properly discharged. • As with any vehicle fire, the byproducts of combustion can be toxic and all individuals should be directed to move to a safe distance upwind and uphill from the vehicle fire and out of the way of oncoming traffic.

Post-Incident

- Always assume the HV battery and associated components are energized and fully charged.
- Ensure that passenger and cargo compartments remain ventilated (i.e., open window, door, or trunk)
- Notify an authorized service center or vehicle manufacturer representative as soon as possible so there may be other steps they can take to ensure and discharge the HV battery

- Always set automatic air flow control in structure manufacturers' high temperatures do exist as procedure as units may be shut down any time or during any shut-downs into the station.
- Do not store a severely damaged vehicle with a lithium-ion battery inside a structure or within 50 feet of any structure or vehicle.
- Request fire department (if appropriate) if you observe leaking fluids, sparks, smoke, flames, or hear gurgling or bubbling from the HV battery.



U.S. Department of Transportation
National Highway Traffic Safety
Administration

DOT HS 811 575
January 2012

https://www.nhtsa.gov/sites/nhtsa.gov/files/interimguide_emergencyresponse_012012_v3.pdf



Electric and Hybrid Vehicle Quick Reference Fire Service Edition



INITIAL RESPONSE ACTIONS:

Conduct an Initial Scene Assessment to identify hazards.

- Then: 1. **IDENTIFY** the drive system.
2. **IMMOBILIZE** the vehicle.
3. **DISABLE** high voltage & SRS.



IDENTIFY

BADGES:



LABELS:



INSTRUMENTS:



COMPONENTS:

Orange Cables
= High Voltage



IMMOBILIZE

1. Chock wheels



2. Set Emergency BRAKE



3. Place vehicle in PARK



DISABLE

1. Ensure Ignition is OFF*



2. Disconnect 12V battery

*If vehicle is
equipped with
proximity key,
move it at
least 16 feet
away.



GENERAL WARNING AND CAUTIONS

- Never cut orange high voltage (HV), or yellow or blue medium (MV) voltage cabling. Never touch damaged or submerged HV or MV cables or components.
- Lack of engine noise in most hybrids and electrics does not mean that the vehicle is OFF. **Silent movement** or instant restart capability exists until vehicle is fully shut down.



SUBMERSION

- Vehicle chassis is safe to touch.
- High voltage (HV) system is **isolated** from chassis.
- Do not touch submerged HV cables or components.



POST INCIDENT

- Tow with a flatbed. Towing with drive wheels on ground may cause electrical fire.
- If high voltage (HV) battery is damaged, store vehicle at least 50 ft. from structures or vehicles.



- Monitor for signs of HV battery damage (inform tow operator).

For more detailed information and vehicle-specific alternate shutdown methods, see NFPA's **EV Emergency Field Guide**

DAMAGED HIGH VOLTAGE BATTERIES

- High voltage (HV) electrolyte leakage should be minimal, but is likely caustic and/or flammable *if released*.
- **Warning signs of hazardous damage:** sparks, smoke, increasing temperature, gurgling/bubbling sounds from HV battery.
- If any of these signs are observed, **ventilate the vehicle immediately**. The HV battery may be giving off harmful/flammable gases and may become a delayed fire hazard.



FIRE

- High voltage (HV) battery fires may take much longer to extinguish than conventional fires.
- **Water** is the best extinguishing agent.
- Establish a water supply from hydrant or static source.
- **Smoke is toxic.**





Stamford Fire Department

Standard Operating Guideline

Use of Elevators by Fire Personnel During an Emergency Call

SOG ID: FRG-FD Elevator Use (1921)

Date Updated: 12 April 2022

Scope: This Guideline applies to all uniformed and investigatory personnel of the Stamford Fire Department.

Purpose: To establish guidelines for the safe use of elevators by Fire Department personnel during an alarm, fire or other emergency call.

USE OF ELEVATORS UNDER FIRE AND EMERGENCY CONDITIONS

Definitions

Lobby: every landing or floor on which the elevator stops

Main Lobby: main entrance to the building (ground floor elevator lobby)

Designated level: the landing the elevator will return to when Phase I is activated. This is the best means of egress from the building and may not be the main lobby.

Alternate designated level: the alternate landing the elevators will return to when Phase I is activated. This is the second best means of egress from the building.

Phase I switch: the switch (keyway) located outside the elevator on the designated level.

Phase II switch: the switch (keyway) located inside the elevator car on the control panel.

FAID: Fire Alarm Initiating Device. These smoke detectors are located in the elevator lobbies, elevator shaft, and motor/equipment rooms.

Abstract

Elevators are to be used as an extension of fire apparatus in the transportation of firefighters & equipment to the fire area. As transportation vehicles certain safety precautions and procedures should be followed, as outlined herein, to minimize the safety risk to all personnel.

Upon arrival the Incident Commander (IC) should contact the fire safety director, building evacuation supervisor, or a representative of building management to determine if all elevators serving the fire floor(s) have been returned to the main lobby. If they have not, use the fire service key or call buttons to call them down (see Phase I operation below). Account for all elevators serving the fire floor(s) and check for occupants. The Incident Commander should assign personnel to shut down elevators without fire service capability (Phase I & II) at the lobby level.

When using an elevator it should be stopped at least two floors below the reported location of the fire.

The service elevators/freight elevators **shall not be used** until the service/freight elevator lobbies have been checked to insure that they are not involved in fire, and their use has been sanctioned by the IC. This precaution is necessary because a large percentage of high rise fires are in the vicinity of the service elevators.

Determine if the location of the fire could affect elevator operations. Relay this information to the IC as soon as possible. Fires remote from the elevators will not normally affect elevator operations. Fires in an elevator service lobby may warp the doors, burn out interlock wiring, or have other detrimental effects. An elevator which is safe early in the fire may be inoperable later due to escalating fire conditions or the presence of water in the shaft.

First arriving units should be aware that a fire in or next to the elevator lobby on any floor can affect any elevator which stops on that floor.

Therefore, the safest elevator to use (until the location of the fire is determined) is one which does not have access to the fire floor(s). (i.e. a blind shaft.)

When using an elevator to respond to a floor above the fire floor an elevator which does not stop on that floor should be used (blind shaft). Heat smoke and water entering the elevator shaft can affect the operation of the elevators. If there is not a blind shaft elevator to go above the fire floor(s) leave the elevator at least two floors below the fire floor(s) and utilize a stairway to get above the fire floor, preferably a stairway which is not being used for fire attack.

Utilizing the Elevator

Before entering an elevator car all members must be wearing full protective clothing including SCBA. The facepiece shall be maintained in the standby position.

The operation of elevator cars shall be by fire department personnel only. Not more than six members shall be permitted in the elevator at one time.

The 2nd arriving Engine Driver shall take control of and remain with the elevator to prevent unauthorized use by non fire department personnel and to shuttle manpower and equipment to the staging area. He/she will be designated as **Elevator Control** for the duration of operations. Elevator operators shall remain in the car and promptly return to the lobby each time after unloading at the staging floor. The elevator operator shall be in full protective ensemble and carry, at minimum, a portable radio and a set of irons (see explanations below). It is highly recommended that they carry a fire extinguisher as well.

A halligan tool, ax and portable radio must be carried aboard each elevator car:

- In the event the elevator car does not stop at the selected floor, the above tools may be used to pry the elevator car doors open, disengaging the car door interlock.
- In the event the car should become disabled the tools may be used to extricate the members.

Due to the need for security, some elevator lobbies are locked during or after business hours. Members may have to force their way out of the elevator lobby to reach the fire stairs. A firefighter shall be assigned to stay with the elevator until safe access to the fire stairs is assured.

There must be a member equipped with a portable radio in each elevator car whenever the elevator is in use.

All members should make every effort to ensure that before they leave the lobby command post their unit designation, destination, and the elevator bank being used have been reported to the IC.

Elevators should be stopped every five floors (precautionary stops) to:

- Confirm that the elevator will respond to the selected floor. At each floor a new selection shall be made.
- The selected floor shall be at least **TWO** floors below the reported fire floor(s).
- The relationship of the elevator to the stairways (layout) shall be noted and confirmed at the first precautionary stop. This is necessary in the event the elevator should inadvertently stop at the fire floor and the car must be abandoned. This shall also be done at the last precautionary stop before the selected floor as the floor configuration may change.

****NOTE:** This is a very important guideline and one that is often overlooked. It should always be observed because the knowledge gained at these precautionary stops may mean the difference between life or death if the elevator should stop at the fire floor. If this should happen and the elevator went to the fire floor the crew should immediately know their primary and secondary means of egress from the situation.

Before leaving the lobby and at each precautionary stop, a flashlight shall be directed up between the elevator car and the hoist-way shaft to determine if there is any accumulation of smoke in the elevator shaft.

Operating Elevator Cars with Fire Department Service

1. Place the fire service key in the lobby keyed switch to bring the car/cars down. See operation instructions below.
2. Place the key in the keyed switch inside the car and turn the key to the Fire Service call position.
3. Press the door close button and select a floor. On some elevators there may be two floor selection panels, use the one containing (or nearest to) the fire service switch (keyway).
4. If the car is operated manually, when you reach the selected floor press the door open button. You must keep your finger on this constant pressure button until the door is fully open, otherwise the door will close on its own. This is a built in safety feature.
5. If the doors open on heat and smoke removing your finger from the constant pressure switch should allow the doors to close.
 - If they fail to close automatically, press the door close button and manually assist the closing.
 - If the doors still fail to close, members shall don their facepieces, evacuate the elevator, and proceed to the nearest stairway which was determined during the precautionary stops.

When the elevator doors have fully opened, the elevator car will remain at the selected floor with the doors open.

The elevator car will not return to the lobby automatically.

To move from any floor, the door close button must be pushed and another floor selected.

When an elevator car has been placed on Fire Service, it should be operated by a firefighter in the car.

Upon Arrival

1. The Officer leading the first arriving units should determine the method of ascent to the fire area.
2. If the Officer elects to use an elevator for firefighting operations, it **MUST** be equipped with **Phase II operation**.
3. If the elevator is equipped with Phase I and Phase II, the following procedure should be followed:
 - a. The Officer should activate Phase I by using a key to turn the Phase I switch to the "ON" position.
 - b. The Officer should activate Phase II system by removing the key from the Phase I switch and inserting it into the Phase II switch inside the elevator car and turning it to the "ON" position.

Phase I Operation

Automatic elevators installed since the mid 1970's provide for the return of all cars to the designated level (usually the main lobby), or the alternate designated level in the event of an activation of the FAID (which includes the designated level smoke detector, elevator shaft smoke detector and elevator equipment room smoke detector) or upon activation of the Phase I switch located at the designated level.

Phase I switch positions:

1. OFF - Normal operating mode. Allows elevators to be recalled to the designated (or alternate designated) level when the FAID has been activated.
2. ON - Immediately returns car(s) that are operating in a normal manner to the designated level. Will cancel all existing hall and car calls. Sounds an audible alarm and has a visual indicator located in the elevator car. Cars will return to the designated level and the doors will open. Cars will remain in Phase I until placed into Phase II or bypassed/reset.
3. BYPASS - Will bypass FAID operation and allow all elevators in the affected bank to operate normally while testing the FAID system. Note: The key can not be removed in this position. Bypass is also used to reset the elevators.

Once Phase I has been activated automatically or by fire service key, it should not be returned to the "Off" position except by direct order of the Incident Commander.

Phase II Operation

Keyed operation from within an individual elevator. Allows firefighters to operate and control elevator functions.

Phase II switch positions:

1. OFF - Normal operating position, elevator is available for Phase I recall.
2. ON - Firefighter control. Elevator operator controls all main functions (i.e. door open, door close, car call input {floor selection}) and can cancel all calls for car. Elevator will not respond to hall calls nor will doors open automatically at destination. To operate doors, constant pressure is required on either the door open button or door close button until the doors reach full travel (fully open or closed). This feature allows firefighters to make a quick inspection of a destination floor without doors having to travel full open as doors will re-close instantly upon release of the door close button.
3. HOLD - Will hold the elevator at any landing with the doors fully open. Elevator will not respond to any car or hall calls or a Phase I recall. Key can be removed from switch in this position.
4. CALL CANCEL - Located in the elevator on the main car control panel, this button will cancel any elevator calls registered. If the car is traveling, the call will cancel and the elevator will stop at the next landing. If not equipped with call cancel, just return the key to the OFF position and the car will return to the designated level in Phase I mode.

Note: During Phase I or II operation, safety edge and/or electric eye door re-opening devices become inoperable.

Returning Elevators to Phase I Fire Service

Turn the Phase II key switch to the OFF position. If the elevator is not at the designated level, the visual indicator will illuminate, and the audible alarm will sound. Elevator car doors will automatically close and the elevator will return to the designated floor, the doors will open, and the car will wait in Phase I. If already at the designated level, the car will return to Phase I and sit with the doors open.

Returning Elevators to Normal Operation

Reset any and all FAID (including fire alarm panel). At the Phase I switch on the designated level, move key switch to the BYPASS position and then to the OFF position. At this time, elevators should return to normal operation. To test operation, enter a hall call and the elevators should respond normally.

Summary of Operating Procedures

1. Check all elevator cars for victims.
2. If the fire is located on the 7th floor or below utilize the stairs.

3. Check the elevator for heat and/or water damage. If any exists **do not** use the elevator.
4. Check the shaft for smoke and/or water by shining a flashlight up between the elevator and hoistway door. If smoke and/or water are present, **do not** use the elevator.
5. Full protective gear including SCBA must be worn. SCBA may be in the stand-by position.
6. The number of firefighters riding in the elevator should be limited to six. Overloading the elevator may cause the elevator to stall. Overcrowding may also make escape impossible if the elevator should stall.
7. A portable radio and forcible entry tools must be carried on the elevator at all times. In the event the elevator should stall forcible entry tools may be needed for escape and a radio will be needed to notify Command of the situation.
8. Make a safety stop at the first floor with a normal layout. This will determine if the elevator is operating correctly in fire service mode.
9. Look at the floor layout and locate the stairway(s). It is imperative to familiarize all personnel with the floor layout and location of stairways before smoke is encountered. A plan for escape must be in place before proceeding further.
10. Make a safety stop at least every 5 floors to ensure that the elevator is operating correctly and that there is no smoke or water present in the shaft. Conditions may change rapidly.
11. Exit the elevator at least two floors below the reported fire floor. This will give firefighters a safe area from which to launch operations. This is also the staging area for all firefighting operations.
12. The elevator operator remain with the elevator to prevent unauthorized use by non fire department personnel and to shuttle manpower and equipment to the staging area. He/she will be designated as the elevator operator for the duration of operations. The driver of the 2nd arriving engine shall fill this roll and be known as **Elevator Control**.

Do not use elevators in a fire situation if they are not equipped with Fire Service Phase I & II.



Stamford Fire Department

Standard Operating Guideline

Residential Floor Identification Guide

SOG ID: FRG-FIG (803)

Date 20 October 2018
Updated:

Scope: This SOG applies to all suppression personnel in the SFD.

Purpose: The purpose of this guide is to eliminate any confusion on how to identify floors at a residential building fire. Buildings that are built on grade, or buildings that present unique floor references due to terrain and design are common throughout the city. Building types or specified geographical areas within the city that present challenges in this area need to be addressed well before the receipt of an alarm. Complacency or ignorance with what seems like a simple identification could present critical challenges not only with scene management, but also with the need to rapidly deploy forces to a specific floor when a member calls for help.

Definition/Use

- A Residential Floor Identification Guide (FIG) is to be used for all residential buildings that present a grade/terrain concern. If more floors are accessible from grade on one or more sides of the building, individual floor references must follow floor identification as outlined from the Command (usually "A") Side of the incident.
- Floor identification will begin with an accurate description and size-up from the first arriving fire department unit. The communication protocol of the SFRD requires that the first arriving Officer give an initial radio report that identifies the floor/height size-up of the building.
 - Example: If the first arriving Engine, Truck, or Rescue Officer indicates in his/her on-scene size-up report that they are arriving at a "two-story, wood frame, residential", not only does this size-up report indicate the occupancy and construction type of the building, it also establishes the designated floor reference for the entire incident.
- Further, if wood truss or lightweight construction is noted in CAD or if the building is placarded R-Roof only, F-Floor only, or RF-Roof & Floor and included in the size up, it will also indicate that hazards associated with this type of construction are present and need to be considered, and early structural compromise should be expected.
- Accurate identification from the first arriving FD unit will automatically dictate the operational height of the building.
- The concept behind utilizing the initial radio report and its floor reference from the "A" side of the address, follows the direction and flow of information from the Command side of the incident. If during the incident more floors are identified, the Incident Commander must immediately determine additional floor references and announce their designations to all assigned and operating units. If no information is relayed to the IC about floor/grade differences, or if no identification is established indicating any grade concern, then the initial radio report will serve as the floor identification reference.

Affected Building Types

- Throughout the city, members can find residential buildings that can present challenges with floor identification. Building types that are common to this concern can include Garden Apartments, Townhouses, and Private Dwellings.
- **Court entry levels** are patio type areas that are a few steps down from the sidewalk or street level. The original intent and design of this space was to allow light and access to the partially below grade level of the home. Direct access to the floor space will be through a door under the buildings front steps. (An example of this design is the old YWCA @ 422 Summer St.)
- **Garden Apartments and Townhouses:** Construction types and classes associated with both Garden Apartments and Townhouses can vary. Members can expect buildings to be built of Class 3 or Class 5 design, light weight framing, truss supported floors and roofs, and a combination of Hybrid materials within the buildings framing system. Their individual dimensions and height will vary based on their design within the area's terrain and often present a challenge with floor identification.
 - **Garden Apartments:** Due to their design and often placement within a sloped and landscaped setting, members can expect floor identification concerns.
 - *Terrace apartments* are dwelling units that are partially below grade in the front of the building with the rear of the apartment fully accessible on to a patio (usually from a sliding glass or French door). Their placement within a sloped or landscaped setting can cause confusion with floor identification during fireground operations
 - Arriving fire department units must identify areas or floor spaces similar to this design. The residential floor guide

allows for the identification.

- **Townhouses:** Like the Garden Apartment complex are often placed within a sloped terrain to take advantage of the aesthetics that the area topography may offer. Depending upon the complex design and construction, fireground management can be significantly affected by sloped topography, decorative landscaping, and grade level parking garages.
 - It is critical that members be able to identify all floors of a building. The residential floor guide allows for the identification.
- **Private Dwellings:** Experience within the city will show various types of construction, widths, and lengths, with buildings ranging in height from one to four or more stories. Throughout the city, members have to be aware of geographical areas that will present significant challenges with floor identification.

Operations

- The first arriving fire department unit on the scene of a residential building fire is required to give an adequate size-up of the incident specifically describing in their on-scene report the height of the building. If at any time throughout the incident, accessible floor/areas other than the command side are identified, the IC is required to alert all members of the areas/floors in question, and identify them as per this guide.
- To ensure efficiency and safety throughout the incident, the IC and any assigned Divisions and Groups are to utilize the designated floor referencing at all incidents. The on-scene IC is the only authorized individual who can change or modify a floor reference. Any change or modification must be announced to all operating members with the assigning and tracking of resources to follow the same reference.
- The Safety Officer is required to monitor fireground radio transmissions to ensure organization and compliance.

Identification

- **For buildings with partial stories at street level grade, a level that has 50% or more of its' height above grade will be considered the first floor. If more than 50% of the level is below grade the floor will be considered the basement. If in doubt, or if it is a close call, consider it a floor and not the basement.**
- Any area that has its' entire area below grade shall be considered a Cellar. Additional levels below the cellar will be identified as Sub-Cellars.
- **A pitched roof shall be considered a half-story.** By using "half-story" to describe a structure, the incoming Truck Company(s) will know that they may have to operate on a peaked roof. A size-up not containing a half-story report will indicate to the Truck Company that they will be operating on a flat roof.
 - A frame house with the entry door and windows at grade, one floor above, and a flat roof shall therefore be reported as a "2-story, wood frame, private dwelling".
 - The same structure with a peaked roof should be reported as a "2 1/2 story, wood frame, private dwelling".
- If a peaked roof residential structure has what appears to be a large or livable area under the peaked roof consider that space a floor. Look for indications that the space may be an apartment such as a fire escape or full sized windows.
 - If you can see that the areas on the ends of the house under the peak contain only vents, an attic fan louver, etc., do not size-up that space as a residential floor.
 - If necessary, err on the side of caution and consider the space under the peak as a living space.
 - For example, a wood frame residential building with a peaked roof has a grade level front entry door and windows and a level of windows above but also has full sized windows on the B & D sides size it up as a "3 1/2 story, wood frame, private dwelling".

Guidelines & Terms

Identification - Incident Commanders are to utilize the Command ("A") Side of the incident to identify and designate the height of a residential building.

Grade Accessibility - If more floors are accessible from grade on one or more sides of the building, individual floor references must follow floor identification as outlined from the Command Side of the incident.

Street Grade vs. Court Level - Members are to utilize street grade for all floor identification references. Court levels found in some multiple dwelling type occupancies are not to be confused with building floor identification.

First floor references - From the Command Side of the incident, any area that has more than half of its' height above street level grade will be identified as the first floor.

Basement - From the Command Side of the incident, any area that has more than half of its' height below street grade will be identified as a Basement.

Quick Reference - If it appears close in consideration to a basement or first floor reference, and there is uncertainty with the identification, identify the area in question as the building's first floor.

Cellar - From the Command Side of the incident, any area that has its' entire area below grade will be identified as a Cellar.

Sub Cellar - From the Command Side of the incident, any area below a cellar will be identified as a Sub Cellar. Although it is rare within our residential housing, if there is any area found that is below a sub cellar, that area will be identified as **Sub Cellar #1**.

Division/Floor Referencing - Assigning floors with a Division reference is a management option outlined and announced by the Incident Commander. Assigning Divisions/floors within a residential building will be based on the square footage, complexity of operations, and the span of control within the building. If the IC assigns a Division Supervisor to each floor, the Division reference and area in question would be identified accordingly (i.e. Division 2, Cellar Division, Roof Division).

Responsibility - It shall be the responsibility of the Incident Commander to identify any additional or unusual floor references to all responding and operating units. The Safety Officer will monitor for continued organization and compliance.



Stamford Fire Department

Standard Operating Guideline

Packing and Storage of High Rise Hose

SOG ID: FRG-HighRiseHose (1970)

Date Updated: 04 August 2022

Scope: This guideline applies to all uniformed members of the Stamford Fire Rescue Department.

Purpose: To standardize the manner in which High-Rise hose is packed and stored.

Packing High-Rise Hose

- The hose shall be drained of all water and air. The best method to achieve this is to roll the hose after draining.
- Begin by stretching the hose out in a straight line.
- Take the male end and walk it back so it is side by side and to the right of the female end (non nozzle bundle):
 - For the nozzle bundle, connect the nozzle and line up the tip of the nozzle with the end of the female coupling. The nozzle will be to the right.
 - The hose shall lay so that the sewn-in stripe is facing up on one side and down on the other. This will create a flat fold at the midpoint.
- Take the midpoint fold that is created, bring it back over itself and lay it so the fold lines up with the end of the couplings.
- Fold the hose over again, the second fold shall line up with the first fold and couplings.
- For the final fold, take the end with the couplings and folds; fold it over in half so the couplings end up on top.
- The two high-rise pack straps should be applied to each end of the hose (Approximately 12" from the folded end and right behind the couplings). Apply the straps so that the reflective tab is on top.
- Refer to the "Stamford Fire Training" YouTube Channel video on packing High rise hose for any clarifications.
 - [LINK TO VIDEO HERE ONCE POSTED](#)
- A Standpipe bag shall be carried into the building by each Engine company officer.
- The standpipe bag shall contain the following inventory:
 - 2 ½" Gate valve
 - Inline Pressure Gauge
 - 45 degree elbow with drain
 - 2 ½" to 1 ½" bell reducer
 - 5/8" Emergency Smoothbore tip
 - Red Fog nozzle overhaul tip
 - 2 spanner wrenches
 - pipe wrench
 - wooden chocks
 - standpipe wheels
 - vise grips
 - PRV adjustment tool (Breaker bar with socket).



Stamford Fire Department

Standard Operating Guideline

Operations in High Rise or Standpipe Equipped Buildings

SOG ID: FRG-HighRiseOps (2020)

Date Updated: 08 February 2023

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire Department.

Purpose: To establish guidelines for the orderly means of handling fires in buildings equipped with standpipes and for getting the first hand line in operation at high rise buildings or buildings with long distances between standpipe outlets and the fire.

Alarm Assignments

The standard assignment dispatched to ALL (First) Alarms in high rise buildings in the Stamford Fire Department District shall be:

- 3 Engines
- 1 Truck
- 1 Rescue
- Incident Commander

Upon arrival at the scene, the IC shall request a **Second Alarm** assignment if he/she discovers or observes that a fire is actually in progress.

Declaration of a Working Fire at these type of buildings will automatically constitute a Second Alarm (unless explicitly ordered otherwise by the Incident Commander).

A Rapid Intervention Team and an Incident Safety Officer (ISO) **SHALL** be dispatched to **ALL** working fires **WITHOUT EXCEPTION**. The RIT Team will report to the Incident Commander (IC) for assignment of staging location.

Upon declaration of a Working Fire or request for a **Second Alarm**, The Communications Division shall dispatch 1 additional Engine and 1 additional Truck making the **SECOND ALARM ASSIGNMENT**:

- 4 Engines
- 2 Trucks
- 1 Rescue
- Unit 4 @ Incident Commander
- Incident Safety Officer
- RIT Team
- Training Officer (Deputy Chief of Training)
- Mechanic

Upon request for a **Third Alarm**, The Communications Division shall dispatch 1 additional Engine and 1 additional Truck making the **THIRD ALARM ASSIGNMENT**:

- 5 Engines
- 3 Trucks
- 1 Rescue
- Unit 4 @ Incident Commander
- Incident Safety Officer
- RIT Team
- Training Officer (Deputy Chief of Training)

- Mechanic
- Communications Captain (Communications Lieutenant if Captain working or unavailable)
- Mechanical Supervisor (if Mec. Sup. is the on-call mechanic call back one of the other mechanics)

Upon request for a **Fourth Alarm**, The Communications Division shall dispatch 1 additional Engine and 1 additional Truck making the **FOURTH ALARM ASSIGNMENT**:

- 6 Engines
- 4 Trucks (if no Mutual Aid Truck available assign an Engine as an acting Truck)
- 1 Rescue
- Unit 4 @ Incident Commander
- Incident Safety Officer
- RIT Team
- Training Officer (Deputy Chief of Training)
- Mechanic
- Communications Captain (Communications Lieutenant if Captain working or unavailable)
- Mechanical Supervisor (if Mec. Sup. is the on-call mechanic call back one of the other mechanics)
- All remaining Deputy Chiefs and an Aide for each
- An additional Incident Safety Officer (the other Training Captain if available)

See SOG [FRG-MultiAlarm](#): "Multiple Alarm Procedures" for further information.

The **First arriving Engine Crew** will proceed to the floor below the fire using the attack stairwell designated by the Truck Officer. If there is no Truck on scene to do the investigation then the 1st due Engine crew shall check the annunciator panel and proceed to the fire floor, locate the fire, designate the attack stairwell, report the conditions found to the IC, and begin suppression efforts. The driver of the 1st due Engine shall immediately locate the FDC and, if indicated or ordered, make dry connections to the FDC and prepare to supply water.

The **Rescue crew** will proceed to the [floor above the fire](#) and provide search and rescue operations on that floor. (In the event that the Rescue is not available a Truck will be dispatched in place of the Rescue. The assigned Truck will assume the assignment of Search and Rescue on the floor above the fire.)

The **Second arriving Engine Crew** (minus the driver) will proceed to the fire floor and assist the First due Engine Crew with getting the 1st hand line into operation. They will then, if possible, establish a back-up line. The Officer will become the Division Supervisor for the fire floor of the building and be responsible for all operations on that floor unless the IC designates a different Officer as Division Supervisor. He/she shall be identified by the floor on which they were operating. I.e. if the fire is on the 4th floor he/she shall be designated Division 4 (see ICS SOG's). The 2nd arriving Engine Driver, after assisting the 1st due driver with making the FDC connection(s) shall don full turnout gear and SCBA, equip themselves with (at minimum) a portable radio and set of irons and then shall prepare to take control of the elevators at the direction of the IC. Until relieved or otherwise ordered by the IC, this person shall maintain control of the elevators and be responsible for transporting personnel and equipment to and from upper floors as outlined in the SOG Use of Elevators by Fire Personnel During an Emergency Call. ([FRG-FD Elevator Use](#))

The **Third arriving Engine Crew** will establish a positive water supply to the building fire department connection. After the water supply is established the Third arriving Engine crew will proceed to the floor above the fire (with full gear). This crew will assist the Rescue Company with search and rescue on this floor, check for vertical extension of fire, and direct the use of stairwells. The Engine Officer will then become the **Division Supervisor** for the floors above the fire (unless the IC designates a different Officer) and will be identified by the location of his/her location i.e. **Division 5**. The Third arriving Engine Driver shall report to the Command Post for assignment.

The **First arriving Truck Crew** will proceed to the [fire floor](#). **This company will locate the fire and the Officer will determine the "attack stairway" and the "evacuation stairway" and will communicate this information to the Incident Commander.** (This may be precluded if aerial operations are called for and if so this task will be assigned by the IC.) The Truck crew will provide Search & Rescue on that floor, ventilate as ordered, and otherwise assist the engine crew.

The **Second arriving Truck Crew**, after checking with the IC, will proceed to the **roof** (or top floor if building features and conditions warrant) and will begin Search & Rescue, ventilation or other tasks as appropriate.

If the **aerial will not be used** for rescues or ventilation duties the entire crew will remain together and:

- Chock open exterior stairway door at street level.
- Proceed to the roof level and prepare to open all stairway doors and ventilation hatches after consultation with the IC.
- Inspect the perimeter of the building from the roof and relay size up to the IC.
- Perform search & rescue starting with the top floor and then proceeding down each floor.

If aerial will be used for rescues, master stream, or ventilation duties the crew will divide into 2 teams as follows:

- The Officer and FE (and 5th FF if present) shall:
 - Perform the tasks outlined above.
- The Driver and OV/Bucket Operator shall:
 - Driver: operate the aerial device and maintain a position on the turntable.
 - OV/Bucket: operate master streams, assist in rescues/evacuations via aerial, bucket, etc as needed.

The **RIT** will set up and stage **1 floor below the fire** or, if in a very large structure (like Home Depot), in a safe area proximate to the fire. The IC may choose to stage the RIT in a different location.

The arriving **second alarm** Engine (Fourth arriving Engine) will be responsible for establishing and equipping a staging area on the second floor below the fire. This staging area should be equipped with additional fire hose, SCBA air cylinders, forcible entry tools, first aid equipment, additional radios, salvage equipment, etc.

Division Supervisors shall periodically report progress or lack thereof to the IC.

Based on this information, the IC will determine if additional alarms are required and plan for the availability of additional resources.

If conditions warrant additional alarms, the IC will call for additional apparatus as needed and assign companies as they arrive at the fire scene.

A Command Post (CP) will be established at or near the lobby of the fire building. (The IC may establish the command post at some other suitable location if conditions dictate.) The CP will be manned by the Deputy Chief (IC), and the Deputy Chiefs' Aide. After completing their assigned tasks, the 3rd due Engine driver shall assist at the command post as assigned by the IC.

It should be noted that this SOG details assignments only to the second alarm. The assignment of third alarm units and any additional staffing and equipment will be made at the discretion of the IC.

It should be understood that this SOG is an outline only, and the IC has the full authority to modify operations as he/she sees fit.

Since our staffing is limited, apparatus drivers are part of the firefighting crew in the fire building when their apparatus is not in use except as outlined above.

Due to the inherent dangers present in fighting fires in High Rise buildings, except as previously indicated crews should operate as a unit and remain intact. Officers should make all decisions based on the safe operation of the crew.

All firefighters operating in contaminated atmospheres must wear full protective clothing and must wear appropriate SCBA as outlined in [SOG SAE-SCBA](#).

All personnel should carry in as much staging area equipment as possible. Primary emphasis should be placed on transporting sufficient SCBA air cylinders.

Any E.M.S. units assigned to the fire will report to the IC at the CP for specific assignment.

Officers of this department have the authority to request additional apparatus to any incident based upon their professional judgment of the need for such apparatus. Nothing in this Standard Operating Guideline is intended to reduce that authority.

[1st ALARM ASSIGNMENTS](#)

FIRE FLOOR

1st due Engine - Suppression

2nd due Engine - Assist with 1st hand line then establish back-up lines, Officer is Division Command

1st due Truck - Investigation, stairway designation, Search & Rescue, ventilation

FLOOR ABOVE the FIRE

3rd due Engine - Officer is Division Command

Rescue (if unavailable, 2nd due Truck)

TOP FLOOR or ROOF

2nd due Truck - Officer is Division Command

LOBBY (or other suitable location determined by the IC)

Command Post

DC and DC Aide

WORKING FIRE/2nd ALARM ASSIGNMENTS

FLOOR BELOW the FIRE (or Proximate if large area)

R.I.T. Team

2 FLOORS BELOW the FIRE - STAGING AREA

4th due Engine

3rd ALARM ASSIGNMENTS

2 FLOORS BELOW the FIRE - STAGING AREA

5th due Engine

3rd due Truck



Stamford Fire Department

Standard Operating Guideline

Interstate 95 Incidents

SOG ID: FRG-I95 (525)

Date Updated: 20 March 2013

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire & Rescue Department.

Purpose: To establish guidelines for the safety of personnel operating on Interstate 95.

Dispatch Procedures

When receiving a report of an incident on I-95, the call-taker will make every attempt to determine the exact location of the incident. Exit numbers, entrance or exit ramps, mile markers, bridges, overpasses, or other landmarks should be used to pinpoint the location if possible.

Engine Companies dispatched to I-95 should be Foam Units when possible. If a company is utilizing reserve or spare apparatus without built-in foam capability, consider augmenting the response with the next due Engine Company with foam capability. **If a company is using reserve/spare apparatus that does not have built-in foam capability, it is the responsibility of the Officer of that company to notify dispatch of such upon completion of the change over.**

For MVA's With Reported Injuries Or Person(s) Trapped

Dispatch 1 Engine Company, 1 Rescue Company (Truck Company if Rescue unavailable), and 1 EMS unit.

Fire Vehicle/Truck Fires

Dispatch 2 Engine Companies and 1 Truck Company.

The second arriving Engine Company may, at the discretion of the Officer or in consultation with the first arriving Officer, stage at the appropriate on ramp so as not to commit to the highway unnecessarily.

The second Engine Company may also, at the discretion of the Officers, proceed to the 5" highway standpipe supply inlet on the appropriate city street to establish a positive water supply.

Any Officer may, at their discretion, request an additional Company to respond to a 5" highway standpipe supply location.

For MVA's with Reported Injuries/Entrapment and Fire

Dispatch 2 Engine Companies, 1 Truck Company, Rescue 1, and EMS units (including EMS Supervisor 901).

The second Engine Company may stage as above if appropriate.

Safety

Due to the inherent hazards of operating on I-95, all personnel are required to strictly adhere to SFRD, DOT, and common sense safety precautions. Drivers shall position apparatus so as to protect the scene and personnel from oncoming traffic. It is a good policy to block both the affected lane and the adjacent lane to allow sufficient room for crews to operate safely. Apparatus (other than the Rescue) should be placed sufficiently far short of the scene so that if the apparatus is struck by a vehicle it will not be pushed into rescuers. (For example, park the Engine 150 feet back from the scene and use the whole 200' of hose rather than parking 25' from the scene.) The Rescue (or substitute unit) may be

parked closer to, or in front of, the scene in order to facilitate the use of its' equipment.

All personnel not directly involved in active fire suppression are required to wear the DOT mandated reflective safety vest (or approved equivalent) in accordance with department policy (over PPE if necessary) in accordance with SOG SAF-Vests.

Incident Command & Control

For rescue type incidents, the Officer on the arriving Engine Company will assume Incident Command. The Officer of Rescue 1 (or substitute unit) will become the Rescue Operations Officer. All incoming units shall report to the incident commander (IC) for assignment. (Following completion of rescue operations, the Rescue/Truck officer may, at his/her discretion, assume incident command if he/she outranks the Engine officer.) No unit is to leave the scene without being released by the incident commander. This includes EMS units.

For vehicle fires, the first arriving Officer will assume Incident Command. If the second arriving Officer is superior in rank to the first he/she may, at their discretion, assume Command.

The Incident Commander (IC) will make periodic progress reports to dispatch. Responding units will be returned to service as soon as practical to keep the number of emergency vehicles on the highway to a minimum. **At no time** will returning units to service or limiting their number on the highway preclude their use in ensuring the safety of emergency personnel.

If the scale or complexity of the incident is such that additional SFRD resources become necessary, Communications will notify the on-duty shift commander (D.C.) who may respond at his/her discretion.



Stamford Fire Department

Standard Operating Guideline

Member Accountability Roll Call (MARC)

SOG ID: FRG-MARC (1977)

Date Updated: 30 December 2022

Scope: This guideline applies to all suppression, safety and command personnel of the Stamford Fire Department.

Purpose: To provide accountability and tracking of all personnel operating at a fire, rescue or haz-mat incident.

Abstract

A Member Accountability Roll Call (MARC) is a polling system by which the Incident Commander verifies that all members operating at an incident are safe and accounted for. It is conducted every 20 minutes during an incident where members are working in a dangerous or IDLH atmosphere. It also allows the Incident Commander to verify the location of personnel or crews and the task(s) that they are performing.

The reason a MARC is taken every 20 minutes is based on the following:

1. The majority of working fires are brought under control or extinguished in less than 20 minutes.
2. SCBA tank capacity.
3. Structural integrity.

Procedure

The MARC timer is started by the dispatcher and Fire Supervisor when the first arriving Company reports smoke or fire showing and they are advancing into the building. (This is yet another reason why a proper size-up is so crucial.)

Fire Dispatch notifies the IC every 20 minutes stating, "Your incident is at the 20 minute MARC".

The Incident Commander, his Aide or designee will begin a roll call of all units operating on scene by radio.

The Company Officer of each crew will respond when called that **all members are accounted for, their location, and the task they are completing** (i.e. E-2 accounted for, 3 on 2nd floor conducting suppression, driver outside pumping.)

In the case of split crews, the Officer shall make the report for himself and the member with him/her and the leader of the other part of the crew will make the report for that portion of the crew. (i.e. When the rescue splits the crew to search the fire floor and the floor above the Officer will make the report for his team (RT-A) and the driver will make the report for his team (RT-B).

The Rapid Intervention Team Officer will report back as RIT if they are all staged together, if half of the RIT is staged and half is conducting a 360, placing ladders, cutting window bars, etc. the Officer will report for RIT-1 and the leader of the other part of the crew will report for RIT-2.

The exception to this reporting rule is when a MAYDAY has been declared. Upon declaration of a MAYDAY a MARC will be conducted for all units starting with the Company declaring the MAYDAY. The MARC for the crew in the MAYDAY situation shall be initiated by the Rescue Group Commander on the Ground/Tactical channel assigned at the dispatch of the incident and shall be answered by each member of that crew individually and not the Officer or team leader. All other crews assigned to the incident (except RIT) shall immediately change their radios to the SUPPRESSION channel and the IC shall institute a MARC regardless of the time elapsed since the last MARC. (See SOG's FRG-MAYDAY & FRG-RIT)

Once all crews have been polled and are accounted for the IC will notify Fire Dispatch by radio that "MARC complete, all crews accounted for, the status of the fire (under control, probable, doubtful, defensive, etc.), and the status of crews on scene (all crews working, 2 crews in staging, etc.). At this point the dispatcher and the Fire Supervisor will reset their timers for another 20 minutes.

After approximately 20 minutes into an incident the on-duty DC should consider whether to call back another DC based on the amount of time he expects to be committed to the scene. The Fire Supervisor or PSD should (as a reminder) ask the on-duty DC if he would like a DC called back after resolution of the first MARC. A callback DC (& Aide) will automatically be called back upon declaration of a 2nd Alarm.

This procedure will continue every 20 minutes until the Incident Commander instructs Fire Dispatch to discontinue the MARC Timer.



Stamford Fire Department

Standard Operating Guideline

Mayday Procedures

SOG ID: FRG-MAYDAY (1922)

Date Updated: 12 April 2022

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire Department.

Purpose: To establish guidelines for the declaration of an emergency involving trapped or disoriented fire personnel and the orderly initiation and organization of a fire fighter rescue operation.

MAYDAY Procedures

The Stamford Fire Department recognizes that by its' very nature, interior structural firefighting is inherently extremely dangerous. While most firefighter deaths can be statistically contributed to cardiac problems, it is recognized throughout the fire service that other conditions can and do contribute to the deaths of many firefighters annually, such as:

- disorientation
- out of air emergencies
- flashovers
- structural collapse
- trapped firefighters

These events tend to happen very quickly and deteriorate rapidly. **It is therefore imperative that as soon as a firefighter recognizes that he/she is in need of assistance an immediate call for help must be made.** A MAYDAY can always be cancelled. If it is delayed, however, it may never be initiated.

It must be recognized that the firefighter in distress is in a compromised position and therefore will never be required to change radio channels. Situations that generate MAYDAYs usually result in a large amount of radio traffic and all personnel are expected to practice radio discipline.

The MAYDAY system that SFD utilizes is multi-tiered. MAYDAYs are transmitted using four distinct methods (Refer to SOG COM-EmerCommProced):

- Through the communications system by use of the (red) radio emergency button on the radio itself or the microphone.
- A verbal declaration of a MAYDAY, over the radio, by any firefighter in jeopardy or by any firefighter who knows of a firefighter in jeopardy.
- The sounding of a PASS alarm.
- Through the PAK-Tracker device.

Initiating a MAYDAY

1. Depress the (red) emergency button on the radio or radio microphone for approximately 1 second (*not momentarily*). A tone will be heard and will continue until the radio reaches the radio system (this will not affect the operation of the radio).
2. Transmit "MAYDAY, MAYDAY, Unit #, MAYDAY"
3. Upon hearing a MAYDAY, all personnel not involved with the MAYDAY should refrain from transmitting on their radios.
4. Dispatch shall notify the IC of receipt of the MAYDAY on the "FIRE" channel and maintain a radio watch on the appropriate "Ground" or "Tactical" channel.
5. The IC or ISO or RIT team commander- **in that order**- shall acknowledge the transmission. (i.e. "Main Street Command to Unit 16C, Firefighter Doe, I acknowledge your MAYDAY"). This procedure is in place in case the IC does not hear the MAYDAY due to radio traffic or any other scene related factor (ditto for ISO).
6. Upon acknowledgement, the unit calling the MAYDAY shall be ready to transmit the following information:
 - L- LOCATION (i.e. 2nd floor rear)
 - I- IDENTIFICATION (i.e. 16B FF Smith)

P- PROBLEM(s) (i.e. lost & low on air)

Command may ask for additional information such as Air Supply, Assignment/Task, Resources Needed (i.e. half a tank of air left, was searching 3rd floor, need a ladder to the C/D 3rd floor window)

7. **IF ORDERED BY THE IC, ALL PERSONNEL ON SCENE NOT INVOLVED IN RIT/RESCUE OPERATIONS (IC, ISO as RESCUE GROUP COMMANDER, & RIT TEAM) WILL CHANGE RADIO CHANNELS TO THE "SUPPRESSION" CHANNEL.**
8. The firefighter/crew in the MAYDAY condition shall activate his/her PASS alarm manually, press the red button on the SCBA harness console, and if possible shine a flashlight upward toward the ceiling.
9. The IC shall initiate a rescue plan utilizing the RIT team with the ISO acting as the Rescue Group Commander.
10. **The Communications Division shall automatically dispatch an alarm assignment (Engine & Truck) to the RIT operation to be assigned to the Rescue Group.** They will also dispatch a new RIT unit for the suppression effort.
11. The Rescue Group Commander shall initiate a MARC/PAR for the Company involved in the MAYDAY situation on the originally assigned Ground/Tactical channel. **Each member of this crew shall individually report their status. The Officer will not report the MARC/PAR for the entire crew as in a regular accountability report.**
12. **If the IC has ordered units to change to the Suppression channel then** he/she shall initiate a MARC/PAR on the "SUPPRESSION" channel for all crews on the scene not involved in the MAYDAY.
13. The IC shall consider requesting an additional alarm for the suppression effort and should consider withdrawing any "High Risk - Low Benefit" crews from the building.

If a MAYDAY is called and confirmed **OR** if no response can be obtained from the firefighter calling MAYDAY (See SOG COM-EmerCommProced) the following procedures **SHALL** be followed:

1. The RIT Team will be activated.
2. The Rescue Group under the ICS Command Structure will be activated. The Incident Safety Officer (ISO) will assume command of the Rescue Group and will coordinate and command the RIT/rescue effort. The Rescue Group Commander will report to the IC. If a Deputy Chief has been called back he/she will be dispatched to the scene to assume command of the Rescue Group from the ISO and the ISO will become the safety officer for the RIT/rescue operation or, if no ISO has yet arrived for the suppression operation, (see #6 below) will resume his/her duties as ISO for the suppression effort. If a Deputy Chief has not yet been called back, one shall be called back and will report to the scene to assume command of the Rescue Group.
3. **If ordered by the IC, all personnel not involved in the RIT/rescue operation will change radio channels to the "SUPPRESSION" CHANNEL and tactical operations for the suppression effort will take place on this channel. At no time will the person or crew in a MAYDAY situation be required to change radio channels, instead all other operating personnel will do so. In this case, the only people who will continue to operate on the original radio channel are the ISO/Rescue Group commander, RIT team(s), the IC or his Aide, and the crew(s) in the MAYDAY situation.**
4. When assigned as the RIT Team to any incident, the Officer will place the repeater in their apparatus on the SUPPRESSION Channel. The Deputy Chief's Aide will be responsible for verifying that the repeater in the RIT Team's apparatus is on SUPPRESSION.
5. An alarm assignment (2 units) will be dispatched to the RIT/rescue operation and will report to the Rescue Group commander.
6. Another department Safety Officer shall be called back to the scene to assume the role of ISO for the suppression effort and will report to the IC. A new RIT unit will be dispatched for the suppression effort.
7. If the IC feels another alarm assignment is necessary for the suppression effort he/she will request it independently of the alarm assignment for the RIT/rescue operation as noted in #5 above.

Cancelling a MAYDAY

A MAYDAY may be cancelled at any time after the IC has investigated and found the cause and origin of the unintentional transmission. A MARC/PAR must be done and Dispatch must be notified.

To reset a radio in EMERGENCY MODE the red button on top of the radio (not the microphone) must be depressed for approximately 3 seconds until a long beep is heard.



Stamford Fire Department

Standard Operating Guideline

Multiple Alarm Procedures

SOG ID: FRG-MultiAlarm (1879)

Date Updated: 05 May 2021

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire & Rescue Department

Purpose: To establish guidelines for the orderly call back of personnel for multiple alarms

General

The Incident Commander (IC) shall be responsible for requesting all multiple alarms.

Multiple Alarms shall be known as - 2nd Alarm, 3rd Alarm, 4th Alarm, 5th Alarm etc.

One additional Engine and one additional Truck will be dispatched for each additional alarm unless otherwise requested or no Trucks are available.

A Rapid Intervention Team will be dispatched to every working fire. The RIT Engine (or Truck if Engine not available) will not be counted as apparatus on scene for multiple alarm purposes. The unit assigned should be staffed with a minimum of an Officer, Driver, and 2 firefighters. The RIT Team is in addition to any alarm response and will operate according to *SOG FRG-RIT*.

An Incident Safety Officer will be assigned at every working fire.

The IC shall immediately request an additional alarm whenever it is evident that additional manpower is required in order to control the fire, or that existing manpower is in need of relief because of fatigue, heat, cold, or other conditions.

When requesting an additional alarm, if possible, the IC should designate where the multiple alarm units should stage. Lacking a designated staging area the multiple alarm units should stage in accordance with *SOG FRG-Staging*.

As soon as an additional alarm is requested the multiple alarm units shall be dispatched. The Communications Division (911) shall immediately initiate any mutual aid response, relocations and notifications required by the additional alarm.

The Communications Division shall **maintain a minimum of three Engines and one Truck in commission in the city at all times**. This will be accomplished by callbacks, mutual aid and relocations as required. See *SOG COM-Relocation and Mutual Aid Guideline*.

Mutual Aid and relocating companies responding into SFD district for the purpose of fulfilling this requirement **must** be staffed with a minimum of one officer and three firefighters (including driver), at least one of whom must be an EMT possessing current and valid State of Connecticut certification.

All responses for multiple alarms shall be as designated on the Communications Division (911) run cards. The IC may at his/her discretion request a specialized piece of equipment whenever needed. The IC may also special call an Engine or Truck. **(For purposes of this SOG, whenever an additional unit is dispatched it shall constitute an additional alarm.)**

Whenever callback personnel man a reserve Engine or Truck the minimum manning shall be as follows:

Engine Company: One Officer and four firefighters. (Preferably a Captain)

Truck Company: One Officer and four firefighters. (Preferably a Captain)

When a **2nd Alarm** is sounded the following personnel shall be called back:

One Deputy Chief

One Deputy Chief's Driver

One Mechanic
Training Officer (Deputy Chief of Training)

The Deputy Chief will report to fire headquarters and coordinate activities and respond to all other alarms. (if a Deputy Chief is unavailable a Captain on the eligibility list will be called back as the Acting Deputy Chief). The Mechanic and the Training Officer will report to the Command Post at the fire scene for assignment by the IC.

The callback Deputy Chief at Fire Headquarters shall be empowered to callback any and all personnel needed to handle all additional alarms. This will include but not be limited to Firefighters, Fire Officers, Communications Personnel, Mechanics, and Fire Marshals.

When a **3rd Alarm** is sounded the following personnel shall be called back:

Communications Captain (Lieutenant if unavailable)

The Communications Supervisor will respond to the 911 Center and assist with communications.

When a **4th Alarm** is sounded the following personnel shall be called back:

All remaining Deputy Chiefs and an Aide for each
Additional Incident Safety Officer (other Training Captain if available)

All SFD personnel will report to Station #1, with turnout gear, for assignment unless otherwise instructed.

In the event that Mutual Aid personnel are staffing in-service apparatus at #1 Company, an officer at #1 Company will (if possible) assign at least one SFD member to the Mutual Aid Company to fill out the company minimum and to assist with street locations.

Mutual Aid Companies shall remain in service until such time as SFD personnel and apparatus can relieve them. Mutual Aid companies will be released by the callback Deputy as soon as practical.

The decision to call in utility company support, Red Cross, Salvation Army, SEMS Rehab Unit, Hospital Personnel, or Building Department Personnel shall be at the discretion of the IC.

Whenever the IC reports a working fire, the Fire Chief, the Assistant Chief of Career Services, the Assistant Chief of Volunteer Services, the on-call Fire Marshall, and the Department Chaplain shall be notified. They shall also be renotified (by pager) whenever an additional alarm is struck.

The decision to notify the Mayor, the Director of Public Safety-Health-and Welfare, or The Fire Commission, shall be made by the Fire Chief.

In the event of a 5th Alarm

The Communications Supervisor shall call back the entire callback group. All personnel on the designated callback group shall be notified and shall report for duty.

The decision as to how many personnel shall be called back and where they should be assigned shall rest with the call back Deputy Chief.

The Chief shall notify the Mayor or the Director of PSH&W on the need to implement the City emergency Operations Plan.

In The Event Of A General Alarm

All off duty members of the department shall be notified and shall report for duty.

[Note: A color coded Multi Alarm Procedures Matrix PDF can be found on the "O: Drive" in the SOG-P&P folder. This PDF is a useful companion document to this SOG.](#)



Stamford Fire Department

Standard Operating Guideline

SFD Response to Structure Fires in Non Hydrant Areas

SOG ID: FRG-NonHydrant (2050)

Date Updated: 11 August 2023

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire Department.

Purpose: To insure an adequate water supply and a coordinated fire attack at incidents occurring in areas of the City Of Stamford greater than 1500 feet from a positive water source.

Dispatch:

Whenever a structure fire is reported in an area that is more than **1000 feet** from a fire hydrant, the following units shall be dispatched:

- A Firefighting Sector consisting of: 1 Deputy Chief, 3 Engines, 1 Truck, and 1 Rescue.
- A Water Supply Sector consisting of 5 Tankers.

Additional unit(s) shall be dispatched accordingly.

- As outlined in SOG FRG-RIT (Rapid Intervention Team, Incident Safety Officer).
- Incident Command or the Water Supply Sector Officer may request an additional Engine dedicated for the Water Supply Sector to set up a tanker fill site.

In these areas, a Level 1 Tanker Response is automatically requested for mutual aid.

Both a Fireground Channel for the Firefighting Sector, and a Tactical Channel for the Water Supply Sector shall be assigned.

Incident Command Structure:

The Incident Commander shall establish a command structure with, at minimum, a Water Supply Sector Officer and an Incident Safety Officer.

Firefighting Sector

All units in the Firefighting Sector shall operate on the assigned Fireground Channel.

1st due Engine

The role of this engine is to proceed directly up the driveway or just past the front of the occupancy (e.g. not to stop and drop a feed line) to perform a proper size-up and initiate an appropriate strategy. Rescue, exposure protection, or defensive operations will take place at the discretion of the Company Officer/Incident Commander.

2nd due Engine

The role of this engine will be to “marry-up” and work together in performing necessary firefighting or rescue activities with the 1st due engine. (This also establishes safety measures for; an incident commander, two-in-two-out, back-up lines, etc.) When a working fire is declared, before the 2nd due Engine Company proceeds into the driveway or incident scene, it is essential to the firefighting operation that the 2nd due engine forward lay a 5” supply line, with the 5” siamese appliance attached. This 5 inch supply line shall then be connected to the intake of the 2nd due engine. A transfer line shall be made ready (3” or 5” is acceptable) to transfer tank water from the 2nd due engine to the 1st due engine. Options

for the lay are to begin at the end of the driveway (see Figures 1 & 2 below) or at an intersection leading into a no outlet road (see Figure 3 below), which is within the reach of the engine's hose bed, (approximately 1,000 feet). When laying in, remember to keep the length of a driveway in mind and keep the 5" hose off to the same side of the road as the fire. Once a constant water supply is established, this allows there to be a minimum of two engines with two full tanks of water as back-up on scene should water supply be interrupted. Drivers of both units should be cognizant to report water tank levels to crews or Incident Command as warranted.

Whenever possible, the supply hose should be connected to the second engine's suction valve and the second engine will hook up to and supply the first (attack) engine. To avoid excess "daisy chaining" the 3rd (4th etc.) due engines should not be hooked into the supply chain if at all avoidable. Once the water supply is established the 1st & 2nd due engines should make every effort to keep their on-board tanks full as a contingency.

The 2nd due Company Officer shall assume Command. The Officer and FF shall constitute a temporary RIT team and can complete any outside jobs (i.e. horizontal ventilation).

1st Due Truck

The Truck Company shall perform tasks as assigned by the Incident Commander such as forcible entry, ventilation, etc. and may split into two teams at the discretion of the Truck Officer.

Rescue

The Rescue Company should split into two search teams at the discretion of the Rescue Company Officer.

Rapid Intervention Team (RIT)

The RIT shall set up and operate as outlined in SOG FRG-RIT.

Water Supply Sector

Note: Banksville FD Chief Walter Watson and Pound Ridge Fire Chief Ed Trail are experts in rural water supply operations. While in no way an order or directive it is suggested that if one of them is on scene the IC strongly consider assigning them command of the water supply sector.

All units of the Water Supply Sector shall operate on the assigned Tactical Channel.

3rd due Engine

The 3rd due Engine will be known as the "Dump Site Engine". The officer of this engine will be known as the "Water Supply Officer" unless otherwise designated by command. The role of this engine is to support the 1st & 2nd due engines by feeding the siamese which was left by the 2nd due engine. This will be accomplished by drafting from portable tanks being filled by a tanker shuttle (or to be nursed from tankers). Whenever practical, the location of the drafting tanks and Water Supply Officer should be in the roadway and at the entrance to the driveway for the incident location. If the location of the dump site is not appropriate due to terrain (steep hills, narrow roads for tankers to pass, or other factors), the 3rd due engine can lay out from the siamese to a more suitable location. Once situated, this engine shall hook into the siamese and supply the scene with its tank water while the setup for a dump site tanker operation begins. The 3rd due engine crew will work closely with incoming tankers to assist in hooking into the other side of the siamese and retrieve the necessary equipment that tankers will provide for the dump site.

The "Water Supply Officer":

- Shall operate/coordinate on a separate, designated radio frequency
- Shall coordinate with the Incident Commander on the appropriate Fireground Channel
- Shall coordinate with the "Fill Site Officer" as necessary.
- Shall establish an appropriate fill site location.
- Shall coordinate with inbound tankers.

****Any arriving Chief Officer or designee may take over the role of "Water Supply Officer" at the dump site if available or needed.**

Tankers

The role of the first in tanker will be to support the 1st & 2nd due engines through tanker nursing. The tanker should position at the end of the driveway or intersection and hook up to the siamese to start pumping into the supply line. Once the tanker is connected to the siamese, crews can

then remove the first portable tank to begin setup for a dump site tanker operation.

Stamford's tankers (T-78 & T-68) are equipped with all necessary dump and fill site components. Included in their "Dump Site Kit", is a siamese for the supply line, (in the event one was not left by a 2nd due unit that doesn't carry one).

Additional incoming tankers will be managed by the Water Supply Officer to dump into portable tanks as directed or to take a position near the siamese if the previous tanker has emptied its tank and awaiting the arrival of the next full tanker at the dump site.

Additional Water Supply Sector Unit - "Fill Site Engine"

When requested by command or a chief officer, this additional engine shall be added when the Water Supply Sector requires a tanker fill site. Dispatch of this additional unit shall constitute an additional alarm (See SOG FRG-MultiAlarm). The officer of this engine shall be known as the "Fill Site Officer" and shall monitor the Tactical Channel to communicate with the Water Supply Officer, and the Water Supply Sector. The primary responsibility of the Fill Site Engine will be to set-up a fill site at a positive pressure water source with two fill stations for the tankers. Positive pressure water sources are the preferred and most reliable option for filling tankers. Currently E-5, Tanker-78, and Tanker-68 carry the necessary 5" Gated Wye to operate the fill site. If these units are unavailable to supply the necessary gated wye, then the engine itself can be used as a manifold to create the two fill stations.

Scene Management

All apparatus operating at the assignment are reminded to keep roads passable. The fireground and dump site must remain dedicated for the 1st, 2nd, & 3rd due engines to operate. The dump site must allow for safe and clear passage for the tankers to drive through the scene. Never leave apparatus, service or personal vehicles parked in the middle of a roadway as this can be detrimental to the operation. Accordingly, all other apparatus shall pull into a side street or driveway or, park on the same side of the road as the fire keeping a lane open unless otherwise directed by the Incident Commander.



Figure 1 (Career engine first to arrive.)

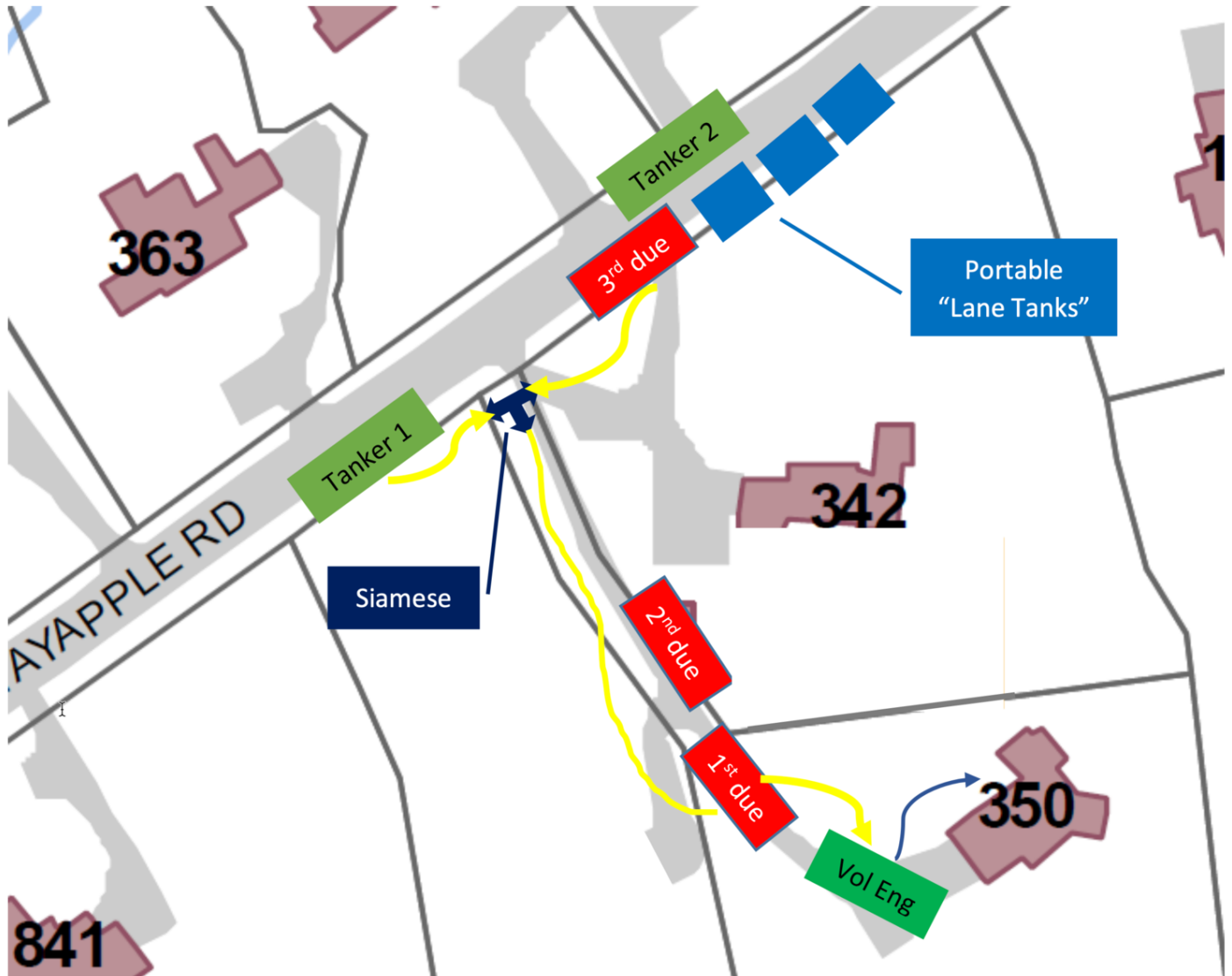


Figure 2 (Engine from volunteer department first to arrive.)

****Note:** in the Figure 2 scenario a 3" or 5" transfer line may be connected from the 2nd due to either the 1st due or the Vol Engine. This allows for utilization of their tank water but prevents excessive "daisy chaining".

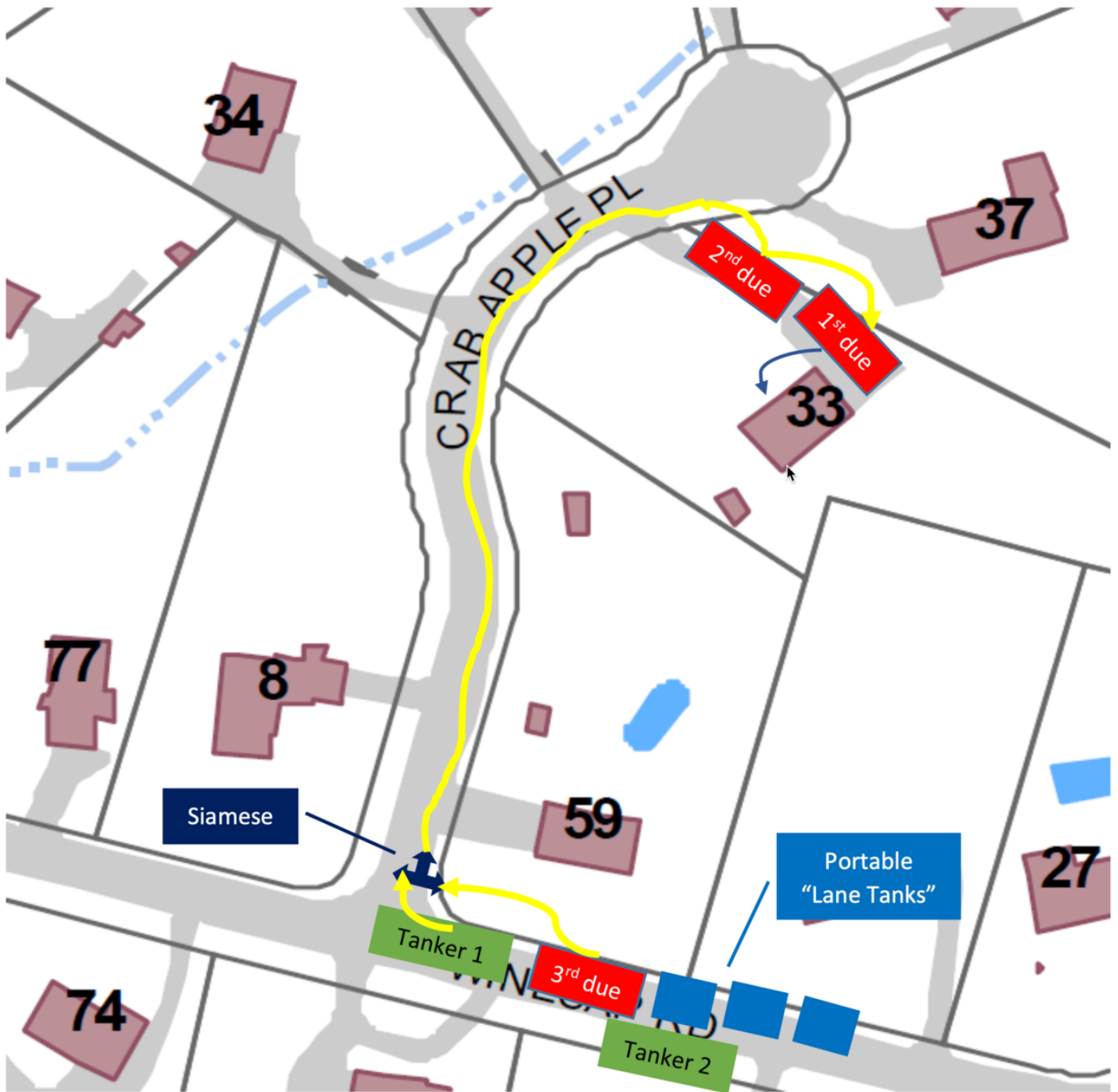


Figure 3 (Dump site at intersection instead of driveway.)

[Powerpoint PDF File for Rural Water Supply](#)

Link to training video:



Stamford Fire Department

Standard Operating Guideline

Overhaul Operations

SOG ID: FRG-Overhaul (2001)

Date Updated: 15 January 2023

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire Department.

Purpose: The purpose of this SOG is to guide safe and effective overhaul practices to help keep firefighters cancer free.

Introduction

Overhaul of fire scenes is essential for the protection of citizens and firefighters alike. Overhaul should include: the search for and extinguishment of remaining fire, locating the point of origin, determining the cause of the fire, preserving evidence of arson, making the fire scene safe and to protect the public and firefighter alike from the possibility of a rekindle, further endangering both. In many instances, retrieval of personal and useable items for the occupant is included. Overhaul may be a simple process or it could require extended periods of work.

Many studies have shown that during this process toxic gases, which contain carcinogens, irritants and asphyxiates may be present with or without the presence of smoke. These particles may be inhaled or settle onto exposed skin and are absorbed into firefighter's bodies. Technology does not currently exist to detect or quantify all significant respiratory or dermal hazards in the post fire environment. Carbon Monoxide, even at safe levels, does not correlate to the levels of other toxicants found at a fire scene. CO detectors cannot be relied upon to indicate when one may safely doff an SCBA.

Overhaul in any potentially contaminated area (with the exception of vegetation fires) **will require the use of SCBA and full structural PPE.** This includes vehicle, dumpster, and other outside fires.

Definitions

Immediately Dangerous to Life or Health (IDLH) - Any condition that would pose an immediate or delayed threat to life, cause irreversible adverse health effects or interfere with an individual's ability to escape unaided from a hazardous environment (NFPA 1670) For example, flames and/or smoke is present causing potential for high heat, low oxygen levels, high concentrations of carbon monoxide, cyanide and other harmful gases or where it is not possible to reasonably estimate firefighter exposure.

Chronically Dangerous to Health (CDH) - Substance or mixture of substances that cause harmful effects over an extended period, usually upon repeated or continuous exposures. For example, flames have been extinguished, ("Smoldering") light smoke or steam is visible and work continues around burned materials. The potential for exposure to products of combustion can exceed regulated permissible, short term or ceiling exposure limits.

Particulate Exposure Only - No flames, smoke, steam or burning materials are present. Involved work could include (but is not limited to): water removal or clean-up in an area that has not been damaged by fire. Exposure is limited to particulates inside or outside the structure.

Gross Decontamination - The start of the decontamination process during which the amount of surface contaminants is significantly reduced from victims or responders to reduce the amount of additional exposure.

Guidelines

It is the policy of the Stamford Fire Department that firefighter safety shall be the highest priority. The IC should consider the following guidelines:

- **Limit the amount of overhaul to fire extinguishment.** This will help limit exposure to carcinogens. Fire extinguishment includes

opening enclosed areas, drop ceilings, attics and voids in walls.

- Show empathy to the homeowner/residents and respect their property. Place their salvageable property in a separate area where rekindle could not further cause damage. Determine the appropriate time to stop overhaul operations and turn the scene over to the Fire Marshal.
- SCBA's will be used during the entire overhaul process in areas that are considered IDLH and CDH.
- Focus on the areas that have had direct fire involvement. Use Thermal Imaging Cameras (TIC's) to check for hot spots and areas of possible rekindle. Only remove debris that will assist in preventing further loss of property.
- If necessary, use foam throughout the fire involved areas and designate a fire watch until the structure is considered "cold".
- Rotate crews so that no one spends an excessive amount of time working in an SCBA.

Procedures

- After the initial knockdown of the active fire, the IC should consider withdrawing companies engaged in suppression operations from the building and using fresh or rehabilitated crews to perform overhaul operations.
- The IC should consider conducting a meeting with Company Officers to establish an Overhaul Plan. The plan should include an assessment of:
 - Structural stability and other hazards
 - Resource determination (crews / RIT / heavy equipment)
 - Additional salvage needs
 - Fire Watch
 - Fire Investigation needs

Recommendations

- Start overhaul from the top and work down when possible.
- Utilize TIC's to find fire locations.
- Open walls, ceilings, floors, shafts and other concealed spaces as necessary.
- Consider the use of foam. Water weight and its impact on building stability should be considered.
- If it is necessary to remove debris, remove it to an area outside, at a safe distance from the structure, completely extinguished, and mark off the area to reduce hazards to personnel or civilians.
- Set up a "gross decontamination area". (Should be done by the Rehabilitation Officer if one has been appointed.)
 - Personnel leaving the hazard (fire) zone should perform gross decontamination prior to entering the rehabilitation area.
 - Rehab supervisors should designate an area for staging of SCBA, and PPE outside the Rehab area. This will reduce the amount of contamination within the Rehab area.
 - Firefighters should use "Rescue Wipes" and wipe, at a minimum, the areas around the neck, the face, wrists and hands to prevent absorption of toxins from the fire.
 - All departing personnel should go through gross decontamination prior to entering the cab of the apparatus.
 - Wash all exposed PPE including hoods prior to re-use.



Stamford Fire Department

Standard Operating Guideline

Portable Tank Set-Up & Drafting Operations

SOG ID: FRG-PortableTankOps (784)

Date Updated: 17 August 2018

Scope: This SOG applies to all uniformed personnel of the Stamford Fire Department.

Purpose: To establish a uniform procedure for setting up a drafting operation using portable (dump) tanks.

Abstract:

This method is to be used when the Incident Commander determines that a Tanker shuttle/portable tank operation will be needed to supply the fire attack apparatus. The most efficient usage of Tankers is the use of "Dump-and-Run" operations as opposed to "Nursing" (essentially "tank-to-pump") operations.

Procedure:

- When requested, an SFD Engine with a minimum pump rating of 1,500 GPM shall be assigned for "Dump Site" operations. The Officer in command of the dump site shall be known as the **Dump Site Officer**.
- The assigned Engine shall locate at the dump (drafting) site and be positioned in a LEVEL area where there is adequate space for portable tanks and also for easy Tanker access. Every effort should be made to maintain fire scene access for later arriving units that may need to position close to the building for operations (i.e. use of Aerial for roof ventilation). If at all possible, sites should be chosen and set-up such that Tankers do not have to turn around or back up. **A one-way travel route is preferred.**
 - Care should be exercised in the placement of portable tanks within this site set-up. **Remember, once the portable tanks are placed and set-up, that's where they stay!**
- The Dump Site Officer will notify Command as to the amount of water initially available and will keep Command informed as to any changes in the ability to maintain an adequate water supply. Be proactive, do not wait until the supply situation is already marginal to notify Command.
- The Pump Operator of the "Dump Site Engine" shall make every attempt to maintain a full water tank on board the apparatus at all times. This tank water should be considered an emergency reserve that may be needed to cover the withdrawal of personnel from a hazardous situation in order to save their lives.
- A portable tank should be removed from the first arriving Tanker and set-up in a location that facilitates traffic flow. In general portable tanks can be set-up in front of, behind or to the side of apparatus but geography will dictate the most efficient positioning at any given location. It is desirable to keep the portable tank within one (1) length of hard suction hose of the Engine. A drain on the portable tank should be positioned on the **downhill** side of the tank.
- All SFD personnel operating in the dump site shall wear traffic safety vests. Other PPE will be worn as required at the discretion of the Dump Site Officer or an Incident Safety Officer.
- Upon arrival of the next arriving portable tank, it shall be erected and set-up. Tanks shall be placed to transfer water (portable tank to portable tank) via one length of hard suction.
- Upon arrival at the dump site all tankers should be stripped of their portable tanks, jet siphons, flat bottom strainers and other necessary dump site equipment. If not put to immediate use, this equipment should be cached for later use.
- The drafting Engine shall use a flat bottom strainer and establish a draft from a portable tank. Whenever drafting from a portable tank, a "dump line" shall be established to the tank from which the draft originates. In the event that water is not flowing to the fire scene, pump operators should circulate water via the dump line back into the supply tank.
- Water from each additional tank shall be moved to the draft tank by way of jet or regular siphon. Jet siphons operate between 40-100 psi and require at minimum a 1 3/4" hose to feed the unit.
- Arriving tankers will be instructed by dump site personnel as to which tank they will be unloading into. One firefighter shall be assigned to guide or "spot" Tankers into position. This firefighter should first speak to the Tanker driver face-to-face, if practical, to discuss which tank will be dumped into and the route to be taken to it. This firefighter should be the only firefighter providing directions, primarily via hand signals, to the Tanker driver. **At no time shall personnel locate themselves between moving Tankers and portable tanks!** After dumping, spotters shall signal the driver when it is safe for them to proceed to the fill site.
 - Note: Many Tankers have remote signal devices (i.e. a horn button) located on the unit. Spotters should attempt to familiarize themselves with this equipment if available.
- The Tankers and personnel staffing the fill and dump sites including the Dump Site Officer and the Water Resource Officer shall all operate and communicate on a radio channel assigned by Communications to the Water Supply Group. If out of town mutual aid units

(without our radio frequencies) are being used a portable radio on the proper channel shall be loaned to each Tanker crew.

- Be aware of problems which may cause a loss of the draft from the primary draft tank. For example, dumping water directly onto the hard suction, the jet siphon introducing air, etc.
- The Dump Site Officer shall be responsible for the overall operation of the dump site and will advise the Water Supply Officer (or Incident Commander if no WSO is appointed) of any problems or needs. Additional tankers, waiting to dump, will be staged and called for when warranted.



Stamford Fire Department

Standard Operating Guideline

Rehabilitation Guideline

SOG ID: FRG-Rehab (398)

Date Updated: 17 October 2011

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire Rescue Department.

Purpose: To insure that the physical and mental condition of members at the scene of a fire emergency or training exercise does not deteriorate to a point that affects the safety of each member or that jeopardizes the integrity of the operation.

Responsibilities

Incident Commander

The Incident Commander (IC) shall consider the circumstances of each incident and make adequate provisions early in the incident for the rest and rehabilitation of all members operating at the scene. These provisions shall include medical evaluation, treatment and monitoring, food and fluid replenishment, mental rest, and relief from extreme climatic conditions and the other environmental parameters of the incident. The rehabilitation shall include the provision of EMS service at the ALS level. Upon determination of the need for a Rehabilitation operation, the IC shall designate a "Rehab Coordinator" to monitor the rehab area. The designated individual may be a firefighter, Fire Officer, EMS personnel or any other qualified individual as determined by the IC.

Supervisors

All supervisors shall maintain an awareness of the condition of each member operating within their span of control and insure that adequate steps are taken to provide for each members safety and health. The command structure shall be utilized to request relief and the reassignment of fatigued crews.

Personnel

During periods of hot weather, members should be encouraged to drink water throughout the workday. During any emergency operation or training evolution all members shall advise their supervisors when they believe their level of fatigue or exposure to heat or cold is approaching a level that could affect themselves, their crew, or the operation in which they are involved. Members shall also remain aware of the health and safety of other members of their crew.

Establishment of a Rehabilitation Area

Responsibility

The IC will establish a Rehabilitation Area whenever conditions indicate that rest and rehabilitation is needed for personnel operating at an incident or training evolution. A qualified individual may be placed in charge of the Rehab Area, at the discretion of the IC. The designated rehab person will typically report to the Logistics Officer in the framework of the Incident Management System.

Location

The location of the Rehab Area will normally be selected by the IC or his/her designee

All spare SCBA cylinders from apparatus on the scene shall be staged in an area adjacent to the Rehab Area. This should encourage compliance with the "Two Bottle Rule".

Site Characteristics

- It should be an area that will provide physical rest by allowing the body to recuperate from the demands and hazards of the emergency operation.
- It should be far enough from the scene that members may safely remove their turn-out gear and SCBA and be afforded mental rest from the stress and pressure of the emergency scene.
- It should provide suitable protection from the prevailing environmental conditions. During hot weather it should be a cool shaded area. During cold weather it should be a warm dry area.
- It should enable members to be free of exhaust fumes from apparatus or other vehicles.
- It should be large enough to accommodate multiple crews, based on the size of the incident.
- It should be easily accessible by EMS crews.
- It should allow prompt reentry back into the emergency operation upon complete recuperation.
- It should be immediately adjacent to the air cylinder changing area.

Site Designation

1. A nearby garage, building lobby, or other structure.
2. A school or municipal bus.
3. Fire apparatus, ambulance, or other emergency vehicle at the scene.
4. An open area in which a Rehab Area can be created using tarps, fans, etc.

Resources

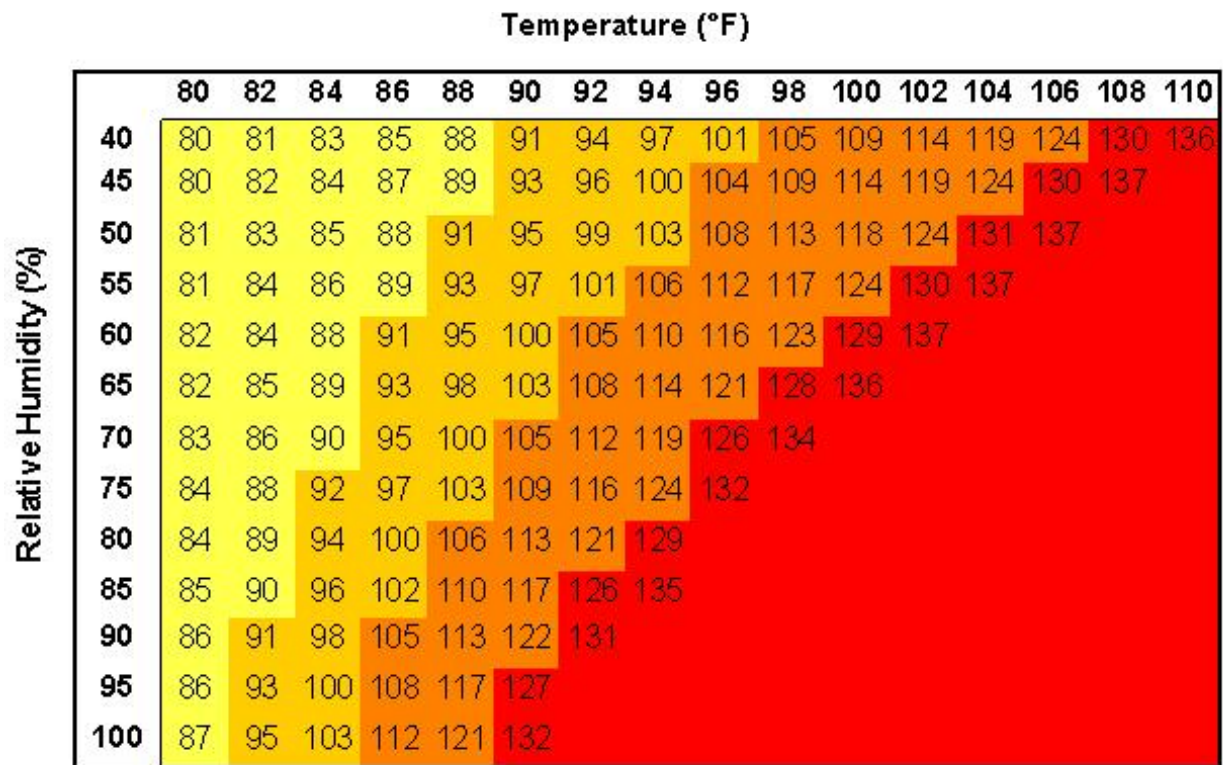
The Rehab Area should be stocked with all necessary resources/supplies required to operate the rehab area. These supplies shall include the items listed below:

1. Fluids—water, activity beverage, oral electrolyte solutions and ice.
2. Food—soup, broth, or stew if incident is of long duration.
3. Medical Supplies---BP cuff, stethoscopes, oxygen administration devices, cardiac monitors, IV solutions, and thermometers.
4. Other Supplies---awnings, fans, smoke ejectors, heaters, dry clothing, floodlights, blankets, towels, traffic cones, fireside marking tape.

Rehabilitation Sector/Group Establishment

Rehabilitation should be considered by staff officers during the initial stages of an emergency response. However the climatic or environmental conditions of the emergency scene should not be the sole justification for establishing a Rehab Area. Any activity/incident that is large in size, long in duration, and/or labor intensive will rapidly deplete the energy and strength of personnel and therefore merit consideration for rehabilitation.

Climate or environmental conditions that indicate the need to establish a Rehab Area are a heat stress index above 90 degrees F or a wind chill index below 10 degrees F.

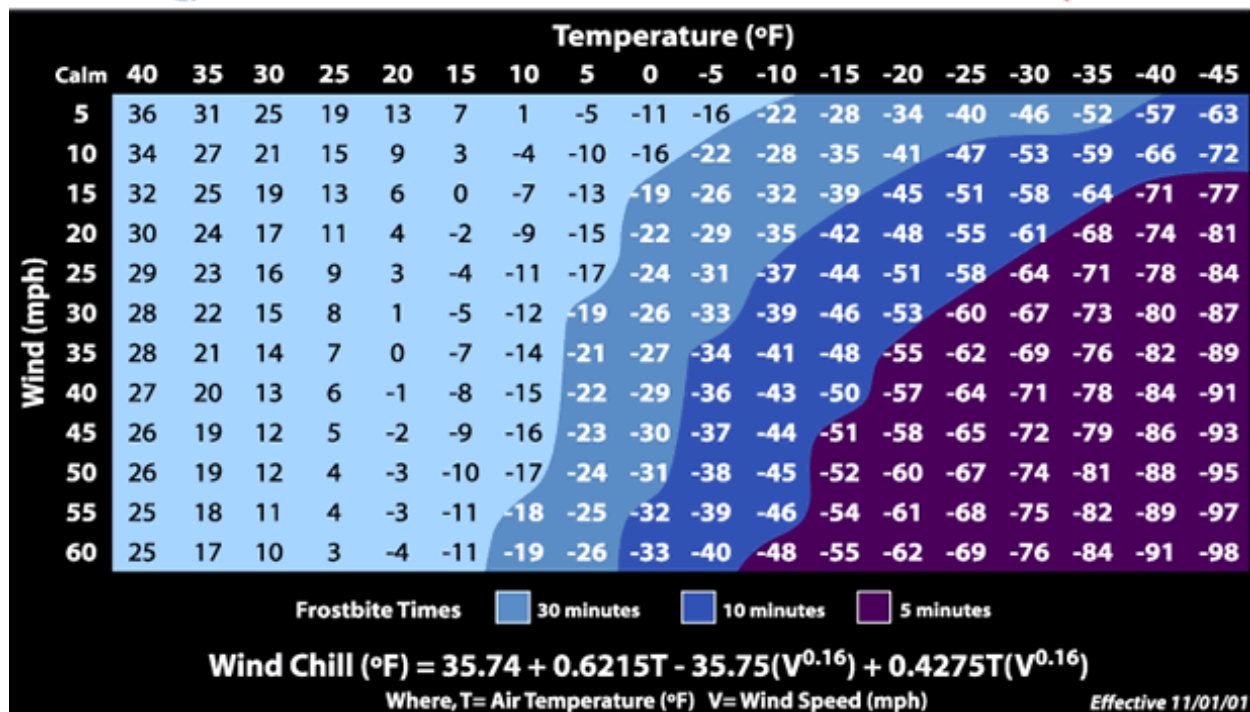


Likelihood of Heat Disorders with Prolonged Exposure or Strenuous Activity

 Caution
 Extreme Caution
 Danger
 Extreme Danger



NWS Windchill Chart



Hydration

A critical factor in the prevention of heat injury is the maintenance of water and electrolytes. Water must be replaced at emergency incidents. During heat stress, the member should consume at least one quart of water per hour. The hydration solution should be a 50/50 mixture of water and a commercially prepared activity beverage and administered at about 40 degrees F. Rehydration is important even during cold weather

operations where, despite the outside temperature, heat stress may occur during firefighting or other strenuous activity when protective equipment is worn. Caffeine beverages should be avoided before and during heat stress because they interfere with the body's water conservation mechanisms. Carbonated beverages should also be avoided.

Nourishment

The Department shall provide food at the scene of an extended incident when units are engaged for three or more hours. A cup of soup, broth, or stew is highly recommended because it is digested much faster than sandwiches and fast food products. In addition, foods such as apples, oranges, and bananas provide supplemental forms of energy replacement. Fatty and/or salty foods should be avoided.

Rest

The "two air bottle rule" or 45 minutes of work time, is recommended as an acceptable level prior to mandatory rehabilitation. Members shall rehydrate while SCBA cylinders are being changed. Firefighter having worked for two full (30 minute) bottles or 45 minutes, shall immediately be placed in the Rehab Area for rest and evaluation. In all cases, the objective evaluation of a member's fatigue level shall be the criteria for rehab time. Rest shall not be less than 10 minutes and may exceed one hour if determined necessary by the Rehab Officer. Fresh crews, or crews released from the rehab area shall be available in the Staging Area to insure that fatigued members are not required to return to work duty before they are rested, evaluated, and released by the Rehab Officer.

Recovery

Members in the Rehab Area should maintain a high level of hydration. Members should not be removed from a hot environment directly into an air conditioned area because the body's cooling system can shut down in response to the external cooling. An air conditioned environment is acceptable after a suitable cool down period at ambient temperature with adequate air movement. Certain drugs impair the body's ability to sweat and extreme caution must be exercised if the member has taken antihistamines, such as Actifed or Benadryl, or has taken diuretics or stimulants.

Medical Evaluation

The EMS unit at the scene shall staff the rehab area and provide medical evaluation of working firefighters. They shall evaluate vital signs, examine members, and make proper disposition of personnel (return to duty, continued rehab, or medical treatment and transport to a medical facility.)

Continued rehabilitation should consist of additional monitoring of vital signs, providing rest, and providing additional hydration.

Medical treatment for members whose signs or symptoms indicate potential problems, should be provided in accordance with local EMS medical protocol. EMS personnel should be assertive in an effort to find potential medical problems early.

Post-Incident Rehab

Due to the fatigue and stress of prolonged operations it may be necessary to give personnel a reasonable amount of time after an incident to rest and rehabilitate. During periods of extreme heat or cold crews should be allowed sufficient time to warm or cool prior to being put back into service. Personnel should also be afforded the opportunity to shower and change clothing. It shall be the responsibility of the Incident Commander and the Company Officers to identify this need and to coordinate a schedule for resting personnel after an incident.

Officers should use common sense in determining how long a crew may need "off" prior to returning to service. The initial fire attack crew at a large incident likely will need a greater rest period than a later arriving crew or, for example, the RIT Team.

The Incident Commander and/or call back DC shall keep call back crews on duty and in service as necessary to allow crews that operated at an incident sufficient rest and recovery time.



Stamford Fire Department

Standard Operating Guideline

Rapid Intervention Team

SOG ID: FRG-RIT (812)

Date Updated: 05 March 2019

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire Department.

Purpose: To provide adequate personnel at emergency incidents exclusively for the rescue of firefighters who become lost, disoriented, entrapped, or unaccounted for while operating within an IDLH atmosphere or at incidents that present a high risk.

Dispatch

A RIT shall be dispatched automatically by Fire Dispatch for the following incidents:

- A "working" structure fire confirmed by the Officer of the first arriving unit.
- Multiple phone calls to Fire Dispatch reporting a structure fire.
- Confirmation of a fire by law enforcement, EMS, or off-duty fire personnel.
- Any structure fire at which SFD units are operating in hazardous conditions regardless of fire district.

RIT Responsibilities

- RIT duties shall be assigned to an Engine or Truck Company.
- **The RIT Officer will assure that the mobile radio repeater in their apparatus is set to the *SUPPRESSION* Channel.**
- RIT will consist of an Officer, Driver, and two (2) Firefighters.
- RIT members will wear full protective clothing, SCBA, and will don RIT arm bands for identification.
- RIT Officer will report to the Incident Commander (IC) to receive a face-to-face briefing on the incident.
- **If the RIT arrives on scene before the ISO, the RIT Officer will be the "Acting Safety Officer" until the ISO arrives and relieves him/her.** (Safety Officer Vests are available in Units 4 & 5.)
- RIT Officer will bring accountability tags for his/her entire crew to the Command Post when reporting to IC.
- RIT will establish a staging area for RIT tools in proximity to the Command Post, or in a location proximate to fire units facilitating a quick deployment. For incidents in high rise buildings, the RIT will stage one (1) floor below the fire floor.
- RIT will ladder the upper floors of the building to provide additional means of egress.
- RIT will proactively mitigate any obstacles to rapid exit of firefighting personnel from the fire building (i.e. removal of window bars). **While removal of obstacles to egress is an important function of the RIT, they should not remove glass or perform any other ventilation operation unless ventilation has been specifically ordered by the IC! Do not remove glass without being ordered to do so to avoid potentially drawing fire and/or dangerous gases towards potentially trapped victims.**

RIT Equipment

The RIT will stage the following equipment (as a minimum) on the RIT tarp.

- Stokes Basket (obtain from a Truck Company)
- Set(s) of Irons
- Scott RIT-Pak (obtain from a Truck Company if necessary)
- Scott Pak-Tracker (obtain from U-4 or R-1)
- Thermal Imaging Camera(s)
- Search Rope(s)
- Vent Saw & Forcible Entry Saw

- Rabbit Tool
- Steel 6 foot Pike Pole
- Hand Lights
- Sledge Hammer or Maul
- EMS Equipment including Defibrillator
- Spare SCBA cylinders
- Identify or set-up a hose line for RIT use
- Bolt Cutters

RIT Size-UP

Upon establishment of the RIT staging area, the RIT Officer and a member of their crew shall conduct a 360 degree size-up of the fire building with the purpose of determining fire conditions, crew locations, access/egress to the structure, and familiarization with building construction/layout. When they return to the staging area, the remainder of the crew should then perform this size-up. The RIT crew should periodically (i.e. every 5 minutes) perform size-up in this manner to keep abreast of progressing fire conditions and to look for signs of structural instability or weakness that may indicate a need to evacuate the building.

The RIT shall open any means of egress that may restrict personnel from evacuating the structure in the event of an emergency as mentioned above.

RIT Communications

All members of RIT shall monitor radio communications on the fire ground or tactical channel.

The company assigned RIT responsibilities shall assume the radio designation "RIT". If the team splits into two (2) person teams, or if multiple RIT's are assigned, they will be designated "RIT 1" and "RIT 2" etc.

RIT Activation

A RIT will be dedicated for the sole purpose of firefighter rescue. The Company assigned RIT duties shall remain RIT for the duration of the incident as they should be constantly surveying the structure and monitoring structural and fire conditions. **They shall not be utilized for any other structural firefighting task.**

The RIT shall be activated any time a firefighter(s) is reported to be lost, disoriented, entrapped, unaccounted for, or if a "Mayday" is transmitted. ***If the RIT is activated the IC shall immediately request an additional alarm (1 Engine & 1 Truck) dedicated to the firefighter rescue operation.*** If another alarm is necessary for firefighting operations that alarm should be requested separately.

Upon activation of the RIT, the IC shall create a Rescue Group in the ICS Command structure. The Incident Safety Officer (ISO) will become the Rescue Group Commander and will coordinate the rescue effort. He/she will update and report to the IC. When an ISO assumes command of the Rescue Group a replacement safety officer shall be called back to assume the safety officer duties for the suppression operation.

The IC/ISO will deploy the RIT to the last known location of the firefighter(s) in distress.

Dismissal of RIT

A RIT shall be maintained throughout the duration of the incident, including the overhaul phase, while firefighters are operating within an IDLH atmosphere or performing activities that present a high risk.

The RIT shall be released from their duties when the IC determines through risk analysis that RIT services are no longer necessary.



Stamford Fire Department

Standard Operating Guideline

Procedures for SCBA Emergencies

SOG ID: FRG-SCBAEmerg (1886)

Date Updated: 10 June 2021

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire Department who are expected to respond to, and operate in, areas of atmospheric contamination.

Purpose: To promote health and safety and provide guidance in emergency procedures to Stamford Fire and Rescue Department personnel who are required to operate in hazardous or potentially hazardous environments.

It is the policy of the Stamford Fire Department that all personnel expected to respond to, and function in, areas of atmospheric contamination shall be equipped with self-contained breathing apparatus (SCBA), and trained in its proper use, maintenance, and emergency procedures. Further, all personnel required to use SCBA shall undergo annual fit testing.

This guideline is written to supplement SFD Standard Operating Guidelines (SOG's) SAF-SCBA and MTC-SCBAMaint for the purpose of creating a written guideline for SCBA users in the event of an SCBA emergency or failure.

An SCBA emergency or failure may include, but is not limited to the following:

- Low air. Bottle pressure is less than one third (1/3) of its capacity. This will be indicated by the activation of the Vibralert as well as the rapidly flashing red LED mounted on the HUD. This should be confirmed with a visual check of the remote pressure gauge.
- No air. User has used all stored air or a failure within the SCBA has ceased the flow of air to the user.
- Failure of one of the internal components of the SCBA has rendered the SCBA inoperable.
- Failure of the SCBA cylinder or its components.

Low Air Procedure

In the event that the user of the SCBA receives a vibra-alert/low air alarm (bottle pressure has reached 1,833 psi or lower):

- Remain calm and do not panic. A low air alarm is *NOT* an emergency. Rather, this is an indicator that a limited amount of air is available to the user and it is time to exit the hazardous area. **Activation of the vibra-alert/low air alarm means that the air remaining in the cylinder is for escape purposes only.** It does not mean 'I have 5 more minutes of air to work with.'
- Upon activation of their vibra-alert/low air alarm, firefighters shall immediately notify their Company Officer (CO) that they are low on air and the Officer will assign at least one other firefighter to accompany the firefighter with low air out of the structure or hazardous environment.
- **ALL tasks should be immediately ceased and the user shall exit the hazardous environment and replace the depleted SCBA cylinder.**
- If the Company Officer realizes that they themselves are low on air, the Officer will assign at least one other firefighter to accompany him/her out of the structure or hazardous environment.
- **At no time will any SFD personnel in a low air situation be allowed to attempt to exit the hazardous area alone.** Likewise, no other SFD personnel will be allowed to remain in a hazardous environment alone. If the entire crew must exit due to a firefighter or Officer having low air in order to comply with this policy, notify the Incident Commander (IC) and exit as an entire intact crew.

No Air Emergency Procedure

In the event that **NO** air is being supplied to the user, the following steps shall be followed:

1. Remain calm and do not panic. Unless you are within the immediate vicinity of a door or window leading to the exterior of the structure or environment, DO NOT attempt to make a rapid exit without an air supply from your SCBA.
2. Make certain the purge/bypass valve on your regulator is FULLY opened. This is done by manually turning the purge valve on the regulator counter-clockwise. Also check to make certain that the valve on your SCBA cylinder is fully open. If a partial or adequate airflow is restored, notify the Company Officer or the IC of the situation and immediately exit the building or environment with at least one firefighter escort. Under NO circumstances will a firefighter/Officer continue to work within the structure or hazardous environment

after identifying a problem with his or her SCBA.

3. If, after attempting the steps above, you are still unable to gain a positive flow of air from the SCBA, immediately position your face as close to the floor as possible by lying on your stomach. By doing so, you will be below the highest levels of heat, smoke, and toxic gases and in the most favorable location for finding breathable air and positive visibility.
4. Once you are lying on the floor, remove the second stage regulator from your facepiece. However, be certain to keep your facepiece/mask in place. By doing so, you will protect your face and head and also allow for improved visibility.
5. Keep your facepiece as low to the floor as possible with the regulator opening facing downward towards the floor. You may be able to lift your nomex hood over the regulator opening of your facepiece or use a gloved hand to act as a filter.
6. Initiate a MAYDAY by using the emergency button on your portable radio and by calling a verbal MAYDAY over the operating channel to advise the Incident Commander that you have experienced an SCBA failure in accordance with SFD SOG FRG-Mayday. Once the Mayday has been announced, manually activate the Personal Alert Safety System (PASS) on your SCBA harness.
7. Remain calm, and unless you are in the *Immediate* vicinity of an exterior door or window, await assistance from the RIT Team or other firefighters responding to your Mayday call for assistance.

Follow-up & Investigation Procedure

In the event that any type of partial or complete failure of an SCBA should occur, **the following procedure shall be followed without exception.**

1. The Incident Safety Officer (ISO) assigned to the incident shall immediately take possession of all components of the SCBA assembly in question. The entire assembly shall be maintained as a unit: cylinder, harness, personal regulator, and personal facepiece, and shall not be disassembled in any way. If the ISO is not immediately available to take custody of the assembly, the IC or his/her designee shall perform this task.
2. The entire SCBA assembly will be sequestered together in quarantine and placed in a secure location at the scene (Safety Officer or Incident Commander's vehicle if possible). At all times, all components of the SCBA in question will remain assembled and handled in a secure manner. At their earliest opportunity, the ISO or IC will deliver the SCBA assembly in question to the Deputy Chief of Training for further evaluation.
3. The Deputy Chief of Training will be responsible for contracting an independent testing agency to evaluate the condition of the SCBA and determine the reason(s) for the failure. At no time, will SFD Mechanical Division Personnel be responsible for the testing and investigation of the SCBA assembly.
4. The findings of the independent testing agency as to the cause of the failure of the SCBA will be forwarded to the Chief of Department and to the SFD Labor/Management Safety Committee for review as soon as practical.



Stamford Fire Department

Standard Operating Guideline

Serious Injury That May Lead To Death Protocol

SOG ID: FRG-SeriousInjury (336)

Date Updated: 07 September 2011

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire & Rescue Department.

Purpose: To establish guidelines for the performance of personnel in the event of serious injury that may lead to the death of a member of the Stamford Fire & Rescue Department.

In the event an accident occurs that causes serious injury or death to a Firefighter or Fire Officer, certain actions must be taken. These actions are the direct responsibility of the Incident Commander as soon as the immediate needs of the incident are accomplished.

- Secure the area of the scene where the incident occurred.
- Secure and sequester all equipment, including protective clothing and SCBA used by the injured firefighter.
- Make no media statements or releases.
- Establish a telephone link between the scene and the Communications Supervisor.
- Notify the following individuals through the Communications Supervisor.
 - Chief of Department
 - Assistant Chiefs of Department (Administrative and Operations)
 - Incident commander's direct supervisor
 - Chief Fire Marshal
 - Fire Department Chaplain
 - The Mayor
 - Director of Public Safety, Health & Welfare

The Fire Chief or his/her designee shall continue to update the Mayor.

The incident commander should appoint the following positions:

1. **Hospital liaison officer.**

This should be a sworn Officer. This officer will go directly to the receiving hospital and maintain a liaison with the hospital staff and the IC via the telephone link. Responsibilities shall include:

- Update the IC, as often as possible, of any significant information relating to the patient's condition.
- Assure that no press releases are made.
- Assure that blood gases are drawn as soon as possible.
- Collect all personal belongings of the patient should pronouncement of death occur.

2. **Public information officer.**

This also should be a sworn Officer or the PIO operating under the city emergency operations plan, responsibilities shall include:

- Attempt to collect all the facts of the incident as they occurred.
- Make contact via telephone with the Communications Supervisor.
- Direct the Supervisor that no statements are to be made to the media or anyone else.
- Inform the Supervisor of the situation.
- Begin to gather all pertinent and personal information on the victim.
- Begin to prepare a news release.
- Institute "next of kin" notification via the Fire Chief.
- Under **no** circumstances should a press release be issued until next of kin notification can be made and the proper authority has been given to issue a news release.

Note: proper authority can only come from the **Fire Chief** or his designee.

The Fire Chief, or his/her designee, is responsible for the notification of the “next of kin”.

The notification should be done in person. This notification must be made prior to any details of a death or serious injury are released to the media.

The Notification Officer shall

- Wear Class A uniform with tie.
- Assign another SFRD member to accompany him/her. (The Department Chaplain, if available.)
- Be familiar with circumstances of the death or serious injury and the personal data concerning the victim prior to making the notification. (Contact the Public Information Officer).
- Determine if the family has a particular person, a close friend and department member, to act as a family liaison member.
- Once notification has been made, the Notification Officer will advise the SFRD Communications Supervisor and the Public Information Officer. The PIO will then prepare a written official departmental statement and press release. Once approved by the Fire Chief the announcement (press release) may be released to the news media, the press, and the public.

The Notification Officer should be prepared to assist the “next of kin” with the immediate emotional trauma associated with the notification.

The Notification Officer should be prepared to stay with the “next of kin”, if requested, until a family member or friend arrives.

It will be the responsibility of the Communications Supervisor and the Notification Officer to make certain the Critical Incident Stress Debriefing (CISD) team is contacted and help is given to members of the department and/or the family members connected with the incident.



Stamford Fire Department

Standard Operating Guideline

Fireground Size-Up

SOG ID: FRG-SizeUp (1897)

Date Updated: 10 June 2021

Scope: This guideline applies to all line division/suppression personnel.

Purpose: This guideline is a reference for the fire service standard 15 point size-up matrix. It is included in the SFRD SOG manual solely as a reference and guide to decision making.

One of the most important components of any size-up is a **360 degree survey or walk around** of the structure involved. **Unless it is impossible due to terrain or the presence of other structures in the way, or it is completely impractical due to the sheer size of the involved structure the 1st Due Officer shall perform a 360 survey prior to stretching a hose line into the structure. At the very least they should visualize the "C" side of the structure.** *The Incident Commander (or his Aide) shall perform a complete 360 survey upon arrival or as soon as possible and periodically thereafter unless it is impossible or impractical as described above. The entire RIT Team will also perform a complete 360 survey upon arrival and then, for the duration of the incident, half of the RIT Team will repeat this survey on a rotating basis approximately every 5-10 minutes or other timeframe as deemed proper by the RIT Team commander or Incident Safety Officer (see FRG-RIT). Members of the Incident Safety Team will also continually perform 360 surveys of the structure looking for signs of collapse or other safety concerns.*

The side of a building that fronts the dispatch address shall be designated as the "A" side of the building for use in any communications. The other three sides of the building shall be designated "B", "C", and "D" as you move clockwise around the structure. (For example, the address for Fire Headquarters is 629 Main St. Therefore side A fronts Main St. and the main entrance is actually on the B side (parking lot), the rear of the building is side C, and the right side as you face the apparatus doors is side D.

Fireground size-up is a program that was designed and developed to review 15 size-up factors that are essential for effective decision making on the fireground. In each of the 15 points listed, the firefighter/fire officer will gather relevant and useful information for strategic and tactical decisions at each incident. The points presented are listed in the form of an acronym which will allow the firefighter/fire officer the ability to remember and reference all the points for a pre-fire plan or actual incident.

The acronym used is phrased as "COAL TWAS WEALTHS". Each letter represents one of the 15 size-up points.

1. Construction - the five classes
 - Class I - Fire Resistive
 - Class II - Non-Combustible or Limited Combustible
 - Class III - Ordinary
 - Exterior walls are noncombustible, interior walls and floors may be any material including wood framing, lightweight/wood truss floor and roof assemblies.
 - Class IV - Heavy Timber (aka Mill Construction)
 - Usually full cut dimensional lumber.
 - Class V - Wood Frame
 - Older buildings typically used full cut lumber, newer buildings typically use lightweight/wood truss construction.
 - also consider Hybrid Construction and Lightweight Construction
 - Note- Lightweight/Wood truss construction is typically found in both commercial and residential buildings of five stories or less.
2. Occupancy - Refers to the structure's use and its' inherent characteristics.
 - occupant load and status
 - inherent construction features based on the occupancy (i.e. movie theater vs. lumber storage)

3. Apparatus & Staffing Levels - refers to the compliment of firefighters and equipment responding, operating, or available for use.
 - number of Engine Companies
 - number of Truck Companies
 - additional resources
 - resource capabilities
 - response arrival and responsibilities
4. Life Hazard - consider four hazard groups
 - Firefighters
 - Occupants
 - Bystanders
 - Other emergency service personnel
5. Terrain - refers to the topography and/or obstructions that might interfere, delay, or cause concern to operations.
 - building setbacks
 - buildings built on grade
 - general accessibility
6. Water Supply - what is available and what is needed, and how will it be delivered.
 - sources
 - amount required
 - delivery
7. Auxiliary appliances and aides - refers to those devices, equipment and people that could aid the FD.
 - fire detection equipment
 - fire suppression equipment
 - Aides - building security, engineers, maintenance, construction personnel, etc.
8. Street Conditions - those conditions that affect apparatus movement, placement, and operations.
 - street width
 - traffic flow
 - street grade
 - street surface conditions
9. Weather Conditions - elements that can affect fire department response and fireground operations.
 - wind
 - temperature
 - humidity
 - precipitation
 - ice
 - flooding
10. Exposures - areas surrounding the main body of fire.
 - exterior exposures
 - interior exposures
11. Area - square footage involved in fire as well as the square footage threatened by fire and its byproducts.
 - irregular shaped areas
 - inter-connected buildings
 - hidden areas
12. Location & Extent of Fire - location of the fire as well as its' extension probability and possibility.
 - below grade fires
 - lower level fires
 - top floor, attic, and cockloft fires
 - upper level fires
 - high-rise fires
13. Time - specific time of day of the incident and its' influencing factors.
 - time of day
 - day of week

- time of year

1. **Height of Structure**

- accessibility
- Stack Effect
- Reverse Stack Effect
- Stratification of smoke

15. **Special Considerations** - refers to any special thoughts, strategies, or concerns that would be specific to the incident.

Within each size-up factor there are numerous points of reference that can be viewed individually, grouped, or cross-referenced with other factors all in an attempt to gather as much information as possible to aid in the decision making process.

Size-up is not a process that should be limited to arrival on the scene. Gathering the information well before receipt of the alarm through inspections, pre-plans, walk throughs, etc. will eliminate a desperate search for relevant and useful information during the initial minutes of the incident when decision making counts the most.



Stamford Fire Department

Standard Operating Guideline

Roof Mounted Solar Panels

SOG ID: FRG-SolarPanels (607)

Date Updated: 22 November 2014

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire Department.

Purpose: To establish safe operating procedures for performing firefighting tactical operations involving buildings utilizing roof mounted Solar Collecting Panels or a Photovoltaic System (PV).

Abstract/Background Information

As with any structural fire attack, size-up is a key step. The knowledge that the building has a Solar Power system should be immediately conveyed to the Incident Commander (IC). During roof operations fire fighters will need to consider the additional weight of the PV array on a roof structure that may be weakened by the fire. A rooftop solar array may also prevent direct access to the section of roof providing the optimum point of ventilation. However, **under no circumstances should solar panels be damaged or compromised to perform vertical ventilation.** To do so introduces serious potential risk to fire fighters performing the task.

Solar power systems also possess the potential for flame spread, such as from an adjacent exposing building fire. The components exposed to sunshine and other exterior elements of weather need to have highly durable characteristics, and certain materials that have traditionally performed well in this regard (i.e., certain types of plastics), do not necessarily have good fire-resistant characteristics.

If a photovoltaic solar array becomes engulfed in fire, care should be exercised in fighting the fire, and it should be attacked similarly to any piece of electrically energized equipment. Normally this would involve shutting down the power and applying water in a fog pattern on the photovoltaic array, but it is critical to be aware that **a solar panel exposed to sunlight is always "on" and energized.** Further, the electrical energy produced by multiple series connected panels or large solar systems are normally very dangerous.

A secondary concern that should always be considered when approaching rooftop solar power systems is that the module frame and junction boxes provide ideal nesting locations for biting and stinging insects. This could introduce an additional layer of difficulty for on scene fire fighters, enhancing other hazard concerns such as tripping or slipping.

Added rooftop weight may be a concern in some cases; although most of today's modern solar panel modules do not contribute an appreciable additional dead load to the roof. For a photovoltaic system, a typical panel weighs less than 50 pounds, and this is distributed over a relatively wide surface area that results in a low cumulative additional roof load. Nonetheless, additional added dead or live loading to an already compromised roof under fire conditions must always be considered as the possible "straw that breaks the camel's back".

A photovoltaic system generates electricity when the sun is shining, and when it is receiving sunlight it is operational and generating electricity.

This creates additional challenges for the fireground task of shutting off the utilities and the electrical power in the structure that could be a dangerous source of electric shock. Even with known shutdown steps taken to isolate electrical current, fire fighters should always treat all wiring and solar power components as if they are electrically energized. The inability to de-energize individual photovoltaic panels exposed to sunlight cannot be overemphasized. It is absolutely imperative that emergency responders always treat the systems and all its components as energized. This includes after the emergency event is stabilized, as the system will continue to be energized while exposed to sunlight, possibly with damaged system components that could present serious shock hazards or even cause a rekindling of a fire.

Conduit or components between the modules and disconnect/isolation switches remain energized. Care should be taken throughout fireground

operations never to cut or damage any conduit or any electrical equipment, and they should be treated as energized at all times. One tactic for minimizing or eliminating the electrical output from a solar module is to cover it with a 100% light-blocking material such as certain types of tarpaulin. However, this is a difficult tactic to implement, since many tarpaulins are not 100% light-blocking. The presence of rooftop disconnects are primarily for maintenance of the system. Fire fighters should be wary of utilizing these as a secure method of power isolation. If **all** disconnects to an inverter are not opened, there still exists the possibility of voltage throughout the system. Additionally, large capacitors in the inverters will provide voltage in daylight hours for several minutes on both sides of the disconnect switch even when opened.

Care should be taken during all fireground operations to protect against respiratory exposure from products of combustion involving PV systems. Under normal conditions the materials used for solar cells and modules are relatively inert and safe, but they can become dangerous when exposed to fire. If solar power components are involved in a fire, care should be taken to avoid exposure to the products of combustion due to the somewhat unusual materials involved. In addition to inhalation concerns, dermal exposure from solar power system materials damaged by fire is an additional hazard and extra care should always be used regardless of the type of solar power system.

If solar systems are involved in a fire, additional precautions should be considered to protect downwind populations from respiratory exposure. Some of the materials used in solar power components are known to be a problem when they decompose in a fire, and although stable under normal conditions, can be toxic. Cadmium telluride is among the most prevalent photovoltaic materials in use today, but when damaged by fire it introduces potentially dangerous levels of materials such as cadmium, a known carcinogen.

Some solar power systems are integral to other building components and may not be immediately obvious in a post-fire situation. Certain basic safety precautions should be taken into account by all fire fighters on the fireground. Determining the presence of a PV system is key to preventing fireground injuries.

Risks to be Considered:

- Additional flame spread hazard
- Stored and continually generated electrical energy
- Additional slip, trip and fall hazards
- Additional weight loading to the roof which may already be compromised by fire
- Carcinogenic materials may be produced when components are exposed to fire

The following 6 points for safe operation are recommended:

1. Daytime=Danger, Nighttime=Less Hazard from electrical current, more from trip/fall standpoint.
2. Inform the IC that a PV system is present.
3. Securing the main electrical shut-off **does not** shut down the PV modules.
4. At night, apparatus mounted scene lighting may produce enough light to generate an electrical hazard in the PV system.
5. If practical cover all PV modules with 100% light-blocking materials to stop current generation.
6. Do not break, remove or walk on PV modules, stay away from modules, components and conduits as much as possible.

A photovoltaic array will always generate electricity when the sun is shining. These units do not turn “off” like conventional electrical equipment. Fire fighters on the fireground should always treat all wiring and components as energized. Breaking or compromising a photovoltaic module is extremely dangerous and could immediately release all the electrical energy in the system.

Without light, photovoltaic panels do not generate electricity, and thus nighttime operations provide less of a hazard. Emergency scene lighting during a nighttime fireground operation, such as from a mobile lighting plant unit, or sources other than direct sunlight, may be bright enough for the photovoltaic system to generate a dangerous level of electricity.

Summary

There are several fundamental points of consideration for fire fighters and Incident Commanders when handling any fire in a building equipped with a solar power system:

1. Identify the existence of a solar power system
2. Locate rooftop panels
3. Clarify electrical disconnects
4. Obtain system information
5. Isolate and shut down as much of the system as possible
6. Lock-out/Tag-out all electrical disconnects
7. Isolate the photovoltaic system at the inverter using reliable methods
8. Work around all solar power system components
9. Consider protection in place of occupants downwind of burning PV system components.
10. Utilize positive pressure ventilation (PPV) tactic when possible to avoid roof ventilation.

- ¹¹. Never attempt to reenergize the system after the incident is mitigated. Only professional electricians with the requisite experience in solar systems should attempt to reenergize the system.**



Stamford Fire Department

Standard Operating Guideline

Staging Guidelines For First Alarm Response

SOG ID: FRG-Staging (2023)

Date Updated: 20 March 2023

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire & Rescue Department.

Purpose: To establish guidelines for the orderly means of staging first alarm response units.

Staging will automatically apply to all multiple unit responses unless otherwise ordered by the IC.

The 1st arriving Engine Company will respond directly to the scene and will operate to its best advantage. (Pulling past the involved structure to observe three sides of the structure is recommended.) 1st due Engine driver will prepare to hook up to the building fire department connection (FDC) as necessary.

The 2nd due Engine Company will take a position at the closest water supply and prepare to supply water to the 1st due Engine Company if needed.

If the assignment is a Structure Fire Response in a High Rise or Standpipe Equipped Building the 2nd due Engine Company crew will continue to the scene and proceed to the fire floor and assist the 1st due Engine Company with getting the 1st hand line into operation. They will then, if possible, establish a back-up line. The driver will report to the command post for assignment. (See SOG FRG-HiRiseOps)

The 1st arriving Truck Company shall position the apparatus at the front of the building unless tactical situations dictate otherwise. Truck companies will perform Truck Company functions as outlined in SOG FRG-CompanyOps.

Rescue 1 shall stage in an appropriate area where their equipment will be available if needed but where they will not obstruct Engine or Truck Company operations.

All other units shall stage in their direction of travel, uncommitted, approximately one block from the scene until assigned by the IC (except as below). A position providing a maximum of possible tactical options with regard to access, direction of travel, water supply, etc, should be selected by the Officer of these units.

If the assignment is a Structure Fire Response in a High Rise or Standpipe Equipped Building the 3rd due Engine Company crew will establish a positive water supply to the 1st due Engine Company if needed. After the water supply is established, the 3rd arriving Engine crew will proceed to the floor above the fire. The driver will report to the command post for assignment. (See SOG FRG-HighRiseOps)

All Engine Companies will use the Mobil Data Terminal or map books to reference the immediate fire area and to locate the best available water supply.

These staging procedures attempt to reduce routine radio traffic, but in no way should replace effective communications or the initiative of Officers to communicate. If staged companies observe critical tactical needs, they will advise the IC of such critical conditions and their actions or recommendations.

Companies should continue response to the scene until another company reports on the scene. When the first arriving company reports on the scene, staging will begin within these guidelines.

In situations where the simultaneous arrival of 1st due companies is possible, the Officers shall utilize radio communications to coordinate activities and eliminate confusion.

It will be the ongoing responsibility of the dispatcher to confirm the arrival of the first on scene unit.

Pre-fire planning will identify exceptions to this staging procedure with regard to the special functions that must be performed in that particular occupancy. (For example, at the courthouse Companies will be sent to the front and rear of the structure.) In the absence of such tasks, regular staging procedures will automatically apply.

Refer to SOG FRG-MultiAlarm for staging guidelines at multiple alarm incidents.



Stamford Fire Department

Standard Operating Guideline

Set-up of Tanker Fill Sites

SOG ID: FRG-TankerFill (1962)

Date Updated: 13 June 2022

Scope: This SOG applies to all uniformed personnel of the Stamford Fire Department.

Purpose: To establish a uniform procedure for filling tankers using a manifold operation.

Additional Water Supply Sector Unit - "Fill Site Engine"

Preface – A fill site engine may not be required for every “structure fire” in a non-hydrant area. Conditions on arrival, tankers already en-route/on-scene, and the water flow desired by command will untimely determine the need for a fill site engine. It is not necessary on the initial dispatch to add an additional Engine for this task until it is deemed necessary by Command.

Procedure

When requested by Command or a Chief Officer, an additional Engine shall be assigned to the “Water Supply Sector” for a tanker shuttle operation.

The Officer of this engine shall be known as the “Fill Site Officer” and shall monitor the assigned Tactical Channel to communicate with the “Water Supply Officer” (3rd Due Engine or Chief Officer), and other units (tankers) of the Water Supply Sector. This Engine’s role is to setup a “Fill Site” to re-fill tankers that have offloaded water at a dump site. The Fill Site Engine will be responsible for setting up a fill site at a positive pressure hydrant and to create two fill stations for filling tankers. Positive pressure water sources are the most reliable option for filling tankers.

Fill Site Positions - A minimum of 4 personnel are required to run a fill site.

- Fill Site Officer (1 Officer)
- Make and Break Team (2 FF’s)
- Valve Operator (1 FF)

All personnel are reminded to stay at their designated posts for safe and efficient management of the fill site. If more personnel are available that can be rotated and road guards should be utilized.

Fill Site Locations

Considerations for the selection of fill sites should be ease of placement of hose lines, ability to stage multiple tankers, and ease of traffic flow. If possible, sites should allow tankers to travel in a "one-way" route to avoid tankers having to turn around or back-up. Should this not be possible and tankers will need to turn around, road guards should be used to assist the tankers. Cones should be utilized to create a safe site and establish scene and lane management.

Note: A fill site which may be further away should be considered if it allows for:

1. An easier/safer fill site, greater capacity from a water main, and/or better flow of traffic. Just because water may be available at a closer location does not necessarily make it a better fill site.
2. Dispatch has been provided a list of recommended fill site locations around the city.

Equipment Needed

Stamford's tankers (TOR 68 & LRFD 78) will provide a "Fill Site Box" with adapters and hose for the fill site operation. In this box is a 5" gated wye manifold designed with slow action open/close valves to help prevent water hammers. Currently, E-5 also carries the necessary 5" gated wye manifold. If these units are unavailable to supply the necessary gated wye, then the assigned fill site engine itself can be used as a manifold to temporarily create the two fill stations. However, keep in mind to open and close all valves on the engine's pump panel VERY SLOWLY. Stamford's tankers will also provide the preferred 3 ½" supply hose to fill tankers.

Set-Up

A 5" supply line from the hydrant to the Engine intake valve should be established. A 2 ½" gate should also be placed on the hydrant so that if necessary an additional 3" line off the hydrant can be added to maximize capacity of the water main. Another 5" line should be stretched from the large diameter discharge of the Engine to the area of fill station where the large 5" gated wye manifold will be located. Two fill stations should be set up off the manifold approximately 50 and 100 feet apart to allow enough room for tankers to maneuver in/out of the fill site. Use the preferred 3 ½" hose provided by Stamford's tankers if possible. Otherwise use 5" lines for the fill station locations. Tankers may hook up simultaneously, however it is extremely important to **ONLY FILL ONE TANKER AT A TIME**.

Dual 3" lines, with another 2 ½" wye off one side of the manifold is also another acceptable method to fill tankers. Most tankers will have a 5" Storz connection at the rear of the tanker for a direct fill to the tank. Some tankers (i.e. Darien) may only have one or possibly two 2 ½" connections at the rear for filling. However, Storz adapters should be available for these tankers. Unless necessary, filling tankers through their pumps should be avoided as that is a much slower filling process.

Prior to testing the designated hydrant for use, the Fill Site Officer shall request that dispatch contact Aquarion and advise them we are beginning a fill site operation. The hydrant number and location should be provided to Aquarion. The Fill Site Officer should also try and track the number and tank capacity of tankers filled at the site.

All personnel involved in the tanker operations shall operate and communicate on the radio channel assigned by Communications to the Water Supply Group.

Operation

Tankers are designed to be filled at 1,000 gallons per minute. Be aware that pressures or rates above this may cause internal damage to the on board storage tank.

For our operation, the engine's pump operator should set a discharge pressure of 75psi at the pump panel to the wye manifold. This should be sufficient enough to fill at or near 1,000gpm.

"Make & Break" personnel should be ready to quickly hook up and disconnect tankers so they can return to the shuttle route. The faster and more efficiently tankers can be filled and return to the shuttle route, the greater "Tanker Deliver Rate (TDR)" or gallons per minute they can deliver to the fire scene.

The manifold/valve operator shall open and close all valves in a slow controlled manner. After closing a valve from filling, the bleeder should also be opened to relieve pressure (10-15 seconds) from the line, so make and break personnel can safely disconnect.

*****Tanker drivers should not close any rear intake gates on their tankers until the manifold operator has closed the manifold valve first. This will help prevent water hammers.**

Reminder, only fill one tanker at a time.

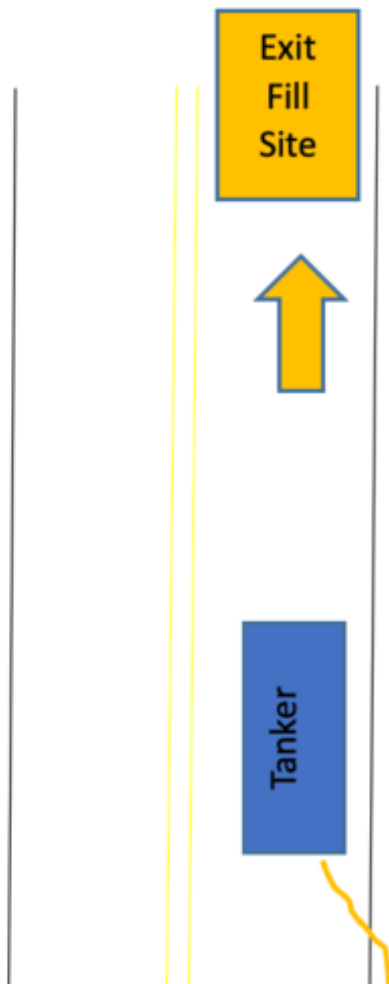
Warnings:

The water distribution system in North Stamford (a.k.a "The Laurel System" or anything above the parkway) is a very delicate older system. Water hammers should be prevented at all costs. Open and close hydrants and valves VERY SLOWLY.

If a fill site is established and operating, the Aquarion Water Company should be notified of the location and hydrant number of the hydrant in operation.

Reminder, only fill one tanker at a time. Filling two at a time is actually counterproductive and prevents one tanker from getting back into the shuttle route quicker. This also keeps tankers at a safe pace apart. It also helps prevent draining the water mains volume and pressure that supply other areas of the city.

Tanker Fill Site Example



Once on location, advise dispatch to notify Aquarion of the location and hydrant number being used.

Prior to use, perform a hydrant “burp test”.

****VERY SLOWLY OPEN** until water discharges clean and then shut down (No need to fully open hydrant to flush)

Using the supplied Manifold, construct a fill site.

Use the preferred 3 ½” hose from Stamford’s tankers if available.

Spread the fill stations apart (50’ & 100’).

Designate “Make & Break” personnel responsible for quickly connecting and disconnecting tankers.

Designate a Valve Control FF

WATCH WATER HAMMERS – Open and Close all valves slowly

*****ONLY FILL ONE TANKER AT A TIME**

Operate on the designated TAC channel

Traffic Vests and good communication at all times

Set up cones for traffic management



Stamford Fire Department

Standard Operating Guideline

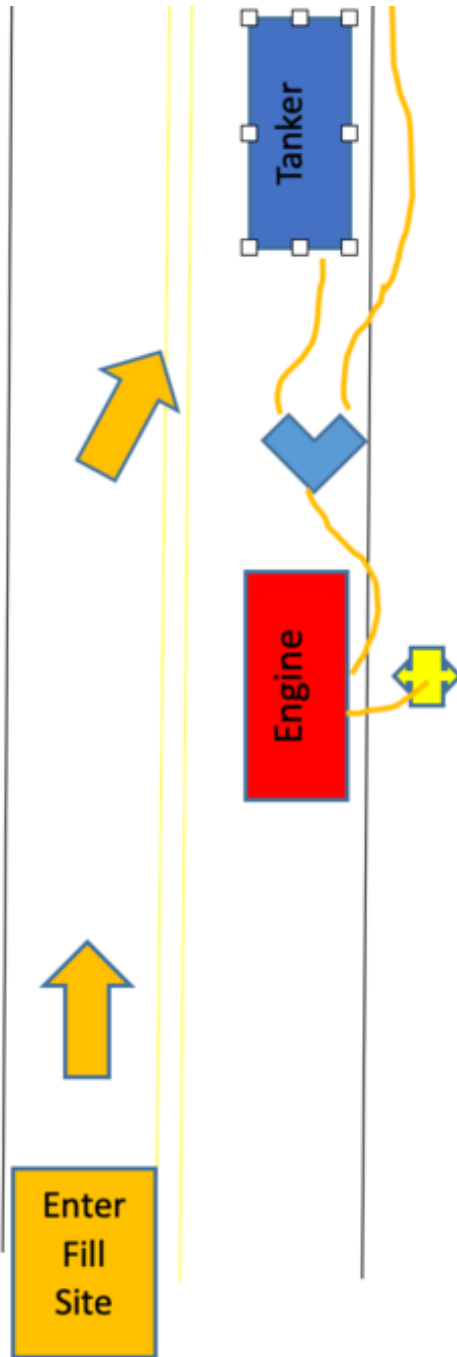
Vehicle Fires

SOG ID: FRG-Veh_Fires (1950)

Date Updated: 12 May 2022

Scope: This Guideline applies to all uniformed and investigatory personnel of the Stamford Fire Department.

Purpose: This procedure identifies operational tactics for safe handling of motor vehicle fires.



PERSONAL PROTECTIVE EQUIPMENT

1. Full structural fire-fighting personal protective equipment (PPE) and self-contained breathing apparatus (SCBA) shall be utilized for fighting vehicle fires.
2. Reflective traffic safety vests shall be utilized while not actively fighting fire.

FIRE ATTACK

1. Prior to initiating fire suppression operations on a vehicle involved in fire, attempts shall be made to determine if the vehicle is powered by an alternative fuel source, e.g., liquefied petroleum gas (LPG), liquefied natural gas (LNG), electric, hybrid technologies.
2. Any vehicle fire that has extended beyond an incipient stage requires a minimum 1¾" hoseline.
3. An active or confirmed fire involving the interior of the vehicle passenger compartment will damage the vehicle beyond repair. As such, the attack plan should consider the vehicle as a "write off" and a safe and appropriate approach and fire attack must be implemented.
4. Where patients are trapped in the vehicle fire attack must be the priority. First water should be applied to protect the patients and permit rescue.

5. When rescue is not a factor, first water should be applied for several seconds to extinguish fire or cool down the area around any fuel tanks or fuel systems. This is especially important if the fuel tanks are LPG or LNG. At least one member of the attack team must have forcible entry tools in his/her possession to provide prompt, and safe entry into the vehicle.

HAZARD AND SAFETY CONSIDERATIONS

1. LPG and LNG may be found as fuel for vehicles. Pressure release devices can create a lengthy "blow torch" effect, or should the pressure relief device fail, a BLEVE may occur. Vehicles may not be marked to identify this fuel hazard. If there is flame impingement on a visible LPG/LNG storage tank, take action to control the fire and cool the tank.
2. If vapors escaping from the storage tank relief valve have ignited, allow the LPG/LNG to burn while protecting exposures and cooling the tank. Flow of gas through piping can be controlled by shutting off the valve at the storage tank.
3. Energy Absorbing Bumpers - Consist of gas and fluid filled cylinders that, when heated during a fire, will develop high pressures which may result in the sudden release of the bumper assembly. This could result in serious injury to anyone in its path. Bumper assemblies have been known to travel 25 feet.
4. Batteries - Explosion hazard due to presence of hydrogen vapors. Avoid contact with battery acid. When the situation is stable, disconnect battery cables (ground cable first).
5. Combustible Metals - Some vehicles have various parts made of combustible metals such as engine blocks, heads, wheels, etc. When these metals are burning, attempts to extinguish them with water will usually add to the intensity of the fire. Large quantities of water, however, will cool the metal below its ignition temperature. After some initial intensification, the fire should go out. Dry chemical extinguishers can also be effective.
6. Trunk/Rear Hatch/Engine Hoods - Hold-open devices may employ, along or in any combination with any of the following: springs, gas cylinders, extending arms, etc. When gas cylinders are exposed to heat, failure or rupture of these devices should be expected. Excessive pressure may develop in lift assists causing a trunk, hatch or hood to fly open with explosive force when the latch mechanism is released. To ensure personal safety, be sure to allow sufficient clearance when releasing latches.
7. Fires involving the trunk/cargo area should be approached with extreme caution. Contents may include toxic, flammable or other hazardous materials. Expect the worst!
8. Fuel Tanks - May be constructed of sheet metal or plastic. A rupture or burn-through may occur with these tanks causing a rapid flash fire of the fuel. Do not remove gas cap, as tank may have become pressurized. Do not direct hose stream into tank, as this will cause pressurization of tank, with a possible result of burning fuel spewing from the tank fill opening.
9. Vehicle Stability - Tires or split rims exposed to fire may explode, causing the vehicle to drop suddenly. Expect exploding rim parts or tire debris to be expelled outward from the sides. Approach from the front or rear of the vehicle for maximum protection from potential flying debris. Some larger vehicles, such as buses, employ an air suspension system. When these systems are exposed to heat or flame, they may fail, causing the vehicle to suddenly drop several inches.
10. Airbags - To avoid injury, firefighters should attempt to maintain a distance of 20" from un-deployed airbags.



Stamford Fire Department

Standard Operating Guideline

HazMat Training for Chlorine Emergencies

SOG ID: HZM-Chlorine (558)

Date Updated: 22 October 2013

Scope: Hazardous Materials Response Team Operations

Purpose: OBJECTIVE OF TRAINING: Haz-Mat Team members of each working shift should be able to respond to a chlorine emergency at the Stamford Water Pollution Control Facility, understand the actual and potential hazards, implement an emergency action plan, and mitigate the hazard.

References

Chlorine Institute - Chlorep Instructors Guide, 2nd ed., June 1997
Stamford Water Pollution Control Facility Risk Management Plan
Hazchem 4 Chlorine Video - SFRD HM-023
Chlorine Kit B for Ton Container Video - SFRD HM-029
USDOT 2000 Emergency Response Guidebook
NIOSH Pocket Guide to Chemical Hazards, 1997

Manuals

Objective: *Haz-Mat Team members should be able to use the following reference manuals to assess the primary hazards of the material and determine initial FD actions. After initial actions are determined, other reference manuals and databases can be accessed to establish further specifics.*

Using reference manuals available to SFRD first response companies, determine primary hazards, isolation distances, state of material, physical properties such as vapor density, ionization potential, toxicity levels such as TWA and IDLH, signs and symptoms of exposure, appropriate first aid and decontamination, appropriate levels of PPE.

USDOT 2000 EMERGENCY RESPONSE GUIDEBOOK

Chlorine (use blue pages) - Highlighted; DOT ID 1017
Isolation distance - small spill 100 ft. radius, large spill 900 ft. radius
Guide 124 - Primary Hazard - Gases - Toxic and/or Corrosive - Oxidizing

NIOSH GUIDE

TWA - (NIOSH) C 0.5 ppm; (OSHA) C 1 ppm
IDLH - 10 ppm (HOT ZONE)
Greenish - Yellowish Gas
Molecular Weight 70.9 (Vapor Density - 2.4 heavier than air)
Ionization Potential 11.48eV
SCBA / Level A above 10 ppm

Selection of Proper Metering Instruments

OBJECTIVE: *Haz-Mat Team members should be able to select and operate the available metering devices for chlorine. Haz-Mat Team*

members should also be able to interpret meter readings.

pH PAPER (WET) - Chlorine will react with water to form Hydrochloric Acid (RED)

SPILFYTER CHEMICAL CLASSIFIER - Test 1 - Acid (RED); Test 2 - Oxidizer present (RED, BLUE, ORANGE); Test 5 - Chlorine present (VIOLET)

MultiRAE - Toxic 2 - A chlorine specific electrochemical sensor reading in PPM.

VOC - The Photoionization Detector lamp is 10.6eV (cannot detect chlorine)

DRAEGER TUBES - Chlorine 2/a - reads chlorine 0-3 ppm in 10 pump strokes. (n=10).

AMMONIA SOLUTION - Opening a jar or bottle of ammonia in the presence of chlorine will create a visible white vapor of ammonium chloride. Ammonia is used to indicate leaks in an ammonia system.

The use of an AIM CGI is not appropriate for detecting the presence of chlorine.

Selection of Proper PPE

OBJECTIVE: *Haz-Mat Team members should be able to select the appropriate level of personal protective equipment (including SCBA and Chemical Protective Clothing) to approach a suspected chlorine leak. The Haz-Mat Team member should be able to determine the appropriate level given the amount of chlorine present in PPM.*

Above 1 PPM Chlorine (OSHA) - SCBA is warranted

Above 10 PPM Chlorine - SCBA and Level A CPC is warranted.



Stamford Fire Department

Standard Operating Guideline

Operations At A Hazardous Materials Incident

SOG ID: HZM-Ops (438)

Date Updated: 16 December 2011

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire & Rescue Department.

Purpose: To provide for the safety of operating personnel and to provide for an orderly system of mitigating an incident involving hazardous materials.

Definitions

For the purposes of this guideline, the United States Department of Transportation definition of hazardous materials will be adopted as follows:

“A hazardous material is one that poses a risk to the health and safety of operating or emergency personnel, the public, and/or the environment if it is not properly controlled during handling, storage, manufacture, processing, packaging, use, disposal, or transportation.”

As you can see, many routine engine calls are actually hazardous materials incidents. A leaking gas tank from a vehicle, an oil spill on the highway, etc. are all hazardous materials incidents.

General Procedures

The following course of action will be followed at all hazardous material incident scenes:

1. Determine the presence of hazardous materials. Many times this is accomplished prior to arrival through the Communications Center.
2. Set up a command post. This could be as simple as using the responding Engine or Rescue or as elaborate as an enclosed building or tent for prolonged operations.
3. Identify the product involved. This is not always easy to do. Many times the product such as oil or gasoline will be obvious, but at times identification will test your detective abilities. Use placards, shipping papers, witness information, and shipper and manufacturer information to determine the identity of the product. This is a crucial step because all other actions are dependent upon the identity of the product.
4. Conduct a hazard and risk assessment. Basically, what this means is to determine the possible and probable outcomes of the incident with and without intervention. The resulting hazard assessment will determine the size of evacuation perimeters, scene zones, levels of chemical protective clothing required, and whether offensive or defensive operations are appropriate.
5. Determine operational alternatives. Determine two or three different methods of handling the incident e.g. offensive vs. defensive, burn off vs. extinguishment, vapor control vs. evaporation, etc.
6. Choose best course of action. From the different alternatives, choose the one that provides for the greatest safety of the public and can be readily accomplished.
7. Constantly evaluate your decision. Determine if the course of action chosen is accomplishing the objectives. If it is not meeting those objectives, consider an alternative.

Scene Command And Control

Because of the complexity of some operations, the Incident Command System(ICS) will be used at HazMat incidents. Remember that the ICS can be as simple or as complex as the incident dictates. At HazMat incidents there should always be a Hazard Sector Officer. The Hazard Sector Officer should usually be a hazardous materials technician from the Stamford Fire and Rescue Department assigned to Rescue 1, Engine 2, or Truck 2.

The Incident Commander (IC) must do the following:

- Establish a command post as previously stated. Identify the Hazard Sector Officer. Assign a timekeeper to be at the command post to keep track of times of notifications, breathing apparatus, etc. The timekeeper may also be the Safety Officer.
- Request other agencies as needed. This may include the Stamford Health Dept. if public health is involved, Police, EMS, etc. **The State of Connecticut Dept. of Environmental Protection (DEP) MUST be notified of all incidents.** They don't have to respond but they must be notified of any release to the environment by law.
- Request call back of additional manpower, as needed. Remember that operations in chemical protective clothing can cause heat exhaustion and early relief and fluid replacement is a necessity.
- Establish control zones based on information received from the Hazard Sector Officer. Physically delineate the different zones with barrier tape or by other means.
- Insure that a decontamination corridor is established prior to any entry into a hot zone. Decontamination procedures may be simple-or complex based on the product involved.
- Provide for EMS standby at the scene of any serious HazMat incident. Any contaminated victims-will be decontaminated prior to treatment by EMS personnel.
- Determine with the Hazard Sector Officer the level of the incident and relay this information to dispatch. Incident levels are as follows:

Level I

Level I incidents are minor incidents which can be handled with the resources on the scene. There is no evacuation needed and Stamford Fire Department resources can handle the incident using normal fire fighting protective clothing. Decontamination is usually very minimal and there is no immediate life threat. DEP, Coast Guard, Health Dept., may be involved on a limited basis. Examples: fuel leak from passenger vehicle, small oil spill in river, small propane tank leak, odor investigations, leaks from drums of less than 55 gallons, etc.

Level II

Level II incidents are those which are more involved than a Level I incident and which an Engine Company can not handle on it's own. Level II incidents require outside-agency assistance for product containment, control and clean up. Any incident which requires Level A or B chemical protective clothing, metering, unknown product determination, evacuation other than the immediate area, IDLH atmospheres, etc. is considered a Level II incident.

Level III

Level III incident are those that are beyond the capabilities of the HazMat response team and local agencies to handle. Level III incidents require the implementation of the City disaster plan, large evacuations, State and Federal intervention, etc. Examples include-large BLEVES, evacuation beyond the City boundaries, migrating poisonous gas vapors, large numbers of deaths, etc. A Level III incident is usually declared a disaster by the Mayor and the Governor may also be involved. Level III incidents are usually handled in a defensive manner and may require the expertise of federal or manufacturer response teams.

Protective Clothing Guidelines

Level A:

Completely encapsulated, gas tight and acid resistant clothing with internal self contained breathing apparatus. Usually used for poisonous gases or corrosives. The level of protection required should be chosen using an assortment of reference materials and manufacturers literature.

Level B:

Encapsulated chemical protective clothing with all openings secured or taped. Self contained breathing apparatus must be worn but not encapsulated within the clothing. Level B is usually used for irritant liquid or solid products which are not corrosive. Cheap disposable protective clothing can be worn over turnout clothing to protect the turnout clothing as well as the firefighters

Level C:

Level C protection uses filtering type breathing apparatus and so therefore will not be addressed here.

Level - D:

Normal fire fighting protective clothing without breathing apparatus. This would be used where there is no inhalation hazard.

Decontamination Procedures

A decontamination line must be set up prior to any site entry. Decontamination can be simple or involved depending on the product and extent of involvement. The Hazard Sector Officer will determine the extent of Decontamination.

Decontamination takes place between the hot and warm zone using hoses, buckets, soap, brushes, etc. the runoff water must be collected for disposal. Any contaminated clothing or tools must be collected and secured for cleaning or disposal.

Medical Surveillance Procedures

A Medical Sector will be established in the cold zone as soon as possible. Staffing will be by Stamford EMS agencies and possible hospital personnel based on the extent of involvement. The Medical Sector will treat all injuries or exposures of responders or victims after they have been decontaminated. The Medical Sector should also monitor and record the vital signs of all hot zone response personnel. Any personnel operating in Level A or B clothing will have vital signs recorded prior to entry and immediately after Decontamination. The Medical Sector will also supply fluid replacement.

Termination Procedures

Each incident requires certain termination procedures as follows:

1. Debriefing - all responders will be informed as to the hazards of the product and any acute or chronic health symptoms that may occur. All should be informed as to what symptoms may show up in the next few days. Anyone exposed, should be handed a safety data sheet on the product involved.
2. Critique - A critique should be conducted within 48 hours of the incident to determine lessons learned. This is a valuable training experience, since large incidents don't happen often.
3. Reporting - All necessary reports must be completed and copies filed where required. Each HazMat incident should have a fire incident report and a hazardous materials officer report filed. If there were any exposures, an exposure report must be filed with the incident report and a copy forwarded to the HazMat officer to be filed in the employees medical file. A complete listing of equipment used, overtime required, etc. must be included on the incident report so that cost of operations may be recovered.

Dispatch Procedures

The dispatcher will attempt to receive as much information as possible about the product involved and relay this information to the responding units.

Initial response to an incident will depend on the reported size and type of incident. Refer to SOG COM-AlarmRespAssign.

The arriving officer will then determine what other resources are needed. A Signal 19 will be declared for all HazMat incidents no matter how minor they may be. The Director of Emergency Management and the Hazardous Materials Officer will be notified on all incidents and will respond at their discretion. No other notifications (DEP- Coast Guard, etc.) will be made until requested by the IC. As each incident is different, the IC will determine which agencies are needed at the scene.

The Incident Commander will advise dispatch as soon as possible as to the level of the incident, i.e. Level I, II, III, etc. Whenever an incident is declared a Level II or higher, dispatch will, per Incident Commander, dispatch the Turn of River Fire Department Rescue and HazMat trailer to the scene.



Stamford Fire Department

Standard Operating Guideline

Operating Guidelines for Propane Emergencies

SOG ID: HZM-PropaneOps (683)

Date Updated: 17 April 2016

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire Department.

Purpose: Establishes guidelines for responding to and mitigating incidents involving Propane.

General Information

Propane can be in a liquid or gas form. It is colorless and odorless. The propane company adds an odorant (Ethyl Mercaptan) so personnel can smell the propane in the event of a leak. Propane tanks can range in sizes from 1 pound (camping tanks) to 30,000 gallon storage tanks. Tanks can be installed above or underground.

Propane Properties:

Chemical composition: C₃H₈; UN #1075; ERG Guide #115

Vapor Pressure in PSI:

70o F	145psi
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100oF	218psi
-------	--------

130oF	315psi
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1 Gallon = 4.2 pounds

Boiling Point: -44oF

Flammable Range: 2.1 – 9.6

Specific Gravity of Vapor (Air= 1): 1.5 (Heavier than air, will sink in low lying areas)

BTU per Pound: 21, 548

BTU per Gallon: 91, 502

NFPA 58 "Storage and handling of Liquefied Petroleum Gases" 2014, Table B.1.2(a)

Alarm Response Assignments - per SOG - COM:AlarmResponse

Hazardous Materials Incident - Combustible Gas Leaks or other incidents requiring Combustible Gas metering **OUTSIDE** of a structure

- (1) Engine Company
- (1) Truck Company (if Truck Co. not available then dispatch Rescue)

Hazardous Materials Incident – INSIDE of a structure

- (2) Engine Companies
- (1) Truck Company
- (1) Rescue Company
- Incident Command

For a known leak outside a structure, it is recommended that the First Arriving unit stage 75 - 100 ft away from incident location. Confirmed leak ERG recommends 100 ft. Upwind if possible. Perimeter zones(Hot, Warm, Cold) set-up. Additional responding units stage at least 100 ft away until size and scope of leak is determined.

PPE

All members shall wear Structural Firefighting Gear with SCBA Protection. Main concern is fire/explosion hazard within flammable range. Above flammable range propane gas will replace Oxygen in air causing asphyxiation. O2 levels <19.5% or > 23%.

Propane in a structure

- Meter limit 10% on LEL sensor
- Eliminate all ignition sources
- Restrict access to the area
- Determine if leak can be isolated (ie: stove, boiler, water heater) or shut off at Tank Service Valve
- Meter structure (Attn: lower levels, basements, etc.)
- Setup Natural ventilation
- IC determine whether a safety handline should be charged
- Continue to meter for reduced levels until 0% readings
- Contact propane provider

Propane outside a structure

- Meter limit 20% on LEL sensor
- Eliminate Ignition sources (Attn: wind and surrounding low lying areas)
- Restrict Access to Areas
- Meter area (include surrounding lower levels/basements)
- Determine if leak can be isolated or shut off at Tank Service Valve
- Contact Propane Provider
- For large areas, contact 2 Co. for use of Area Rae
- IC consider vapor dispersion using fog stream

Burning gas inside a structure

- Shut off flow of propane at Tank Service Valve
- Protect Exposures
- Extinguish remaining fire

**** Fire should not be extinguished until source of leak is shutoff****

Burning gas outside a structure

- Protect exposures and recognize high radiant heat hazards
- If possible, attempt to secure the propane leak by shutting off Tank Service Valve
- Call propane provider

**** Fire should not be extinguished until source of leak is shutoff****

****Firefighters trained to the Hazardous Materials -Operational level should be able to turn off the Tank Service Valve. However, if there is need for further hazard control a Haz-Mat Technician must perform the work per 29 CFR 1910.120. It is recommended to contact the on-duty Haz-Mat Officer.****

If further equipment or assistance is needed, the IC will determine whether to contact the Fairfield County Hazardous Incident Response Team (in consultation with the on-duty Haz-Mat Officer.)



Stamford Fire Department

Standard Operating Guideline

Monthly Apparatus and Vehicle Cleaning

SOG ID: MTC-AppCleaning (801)

Date Updated: 12 October 2018

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire & Rescue Department.

Purpose: To establish guidelines for the proper care and maintenance of department vehicles.

It is a responsibility of all Company Officers and Acting Officers to assure the health and safety of all crews including the condition and cleanliness of apparatus and support vehicles.

Apparatus and support vehicles shall be thoroughly cleaned at least once a month as well as after crews are involved in any incident which results in any part of a members firefighting ensemble or station uniform becoming soiled.

Company Commanders shall ensure that cleaning of all City vehicles (apparatus and support vehicles) permanently or temporarily assigned to their stations is performed on the **3rd Saturday of Every Month** and at any other time it is necessary.

The following guidelines should be used at minimum:

- All doors, handles, seats and other items handled by members should be cleaned using disinfecting spray.
- All floors in the crew cab shall be washed using soap and water.
- If incident involves any risk of blood or bodily fluid contamination a bleach solution shall be used.
- All precautions shall be taken to avoid causing damage to any electrical components. Do not use pressurized streams of water (i.e. garden hoses, fire hoses, pressure washers, master stream devices etc.) inside the cab where electrical components and fittings may become wet.
- Any questions concerning how to clean a component should be directed to the Mechanical Division.
- Answers to questions concerning what cleaning fluids or protocols to use can be found in the SFD Infectious Disease Control Program SOG. If the SOG does not answer a question it should be directed to the SFD Infectious Disease Control Program Coordinators (DC Lorenz & Captain Roy) or the SFD Health & Safety Officer (DC Palmer).



Stamford Fire Department

Standard Operating Guideline

Daily Apparatus and Vehicle Maintenance

SOG ID: MTC-AppMaint (729)

Date Updated: 10 July 2016

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire & Rescue Department.

Purpose: To establish guidelines for the proper care and maintenance of department vehicles.

Daily Apparatus and Vehicle Maintenance

At the start of each shift the assigned driver of every SFRD apparatus shall perform the following vehicle check:

Check:

- Engine Oil
- Transmission Oil
- Cooling System
- Battery - State of Charge
- Tire Pressure/Brake Air Pressure
- Head Lights
- Warning Lights
- Siren-Horns (Electric & Air)
- Windshield Wipers
- Safety Belts
- Pump, Primer and Primer Oil
- Daily Ladder Test (Aerial Apparatus and Quints)
- P.T.O. (Ladder Trucks) and Hydraulic Reservoir
- Tools & Equipment
- Visual Check for Damage to Vehicle
- Traffic Safety Vests

Clean Apparatus:

Daily Machine reports shall be entered on the SFRD Intranet every day. Any discrepancies in the above list will be reported to the Company Commander, to the Mechanical Division by telephone or e-mail, and shall be noted on the Daily Machine Report Form. The Officer assigned to monitor the mechanical condition of each apparatus will monitor the Daily Machine Reports to insure that any problem with the vehicle or its equipment are corrected in a timely fashion.

Apparatus will be cleaned daily by the assigned apparatus driver. The firefighting crew will assist the driver in cleaning the vehicle (including its tools and equipment) after each emergency run.

After each fire or other emergency, a complete equipment inspection will be performed by the crew assigned to insure the Apparatus is ready and equipped to respond to the next incident. If the incident last to the end of a shift, the on coming crew will complete the inspection.

All support vehicles and reserve apparatus will be checked & cleaned daily by personnel assigned using the check list for ancillary vehicles.

Equipment will not be removed from reserve apparatus without the approval of the Mechanical Supervisor or the on duty Deputy Chief.

Reserve apparatus will be started and idled at 1000-r.p.m. daily for at least 15 minutes. No apparatus will be operated inside Fire Stations.



Stamford Fire Department

Standard Operating Guideline

Vehicle Waxing

SOG ID: MTC-AppWaxing (2036)

Date Updated: 11 May 2023

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire & Rescue Department.

Purpose: To establish guidelines for the proper care and maintenance of department motor vehicles.

Every SFD Apparatus and Vehicle will be compounded and waxed on a quarterly basis. (This includes all pumpers, aerial apparatus, rescue trucks, HazMat vehicles, cars, vans, service vehicles, trailers, and military vehicles)

The Mechanical Division will publish a schedule at the beginning of the calendar year assigning the wax and compound detail to the groups on an equitable basis.

Truck wash, rags, and wax, and any other essential cleaning supplies will be supplied by the Mechanical Division.



Stamford Fire Department

Standard Operating Guideline

Back Flushing of Pumps

SOG ID: MTC-BackFlushing (412)

Date Updated: 17 October 2011

Scope: This guideline applies to all uniformed personnel of the Stamford Fire & Rescue Department

Purpose: To establish guidelines for the back flushing of fire pumps.

General

All fire department apparatus with a pump shall be back flushed on the 2nd Saturday of each month. All intakes should be flushed and all drains should be operated. The discharges used should be rotated each month.

Company commanders shall be responsible to ensure that all apparatus assigned to or temporarily housed in their stations undergo this procedure.

A record shall be made in Firehouse software confirming this activity and listing the discharge(s) used.



Stamford Fire Department

Standard Operating Guideline

Diving Equipment Maintenance Procedure

SOG ID: MTC-Diving (291)

Date Updated: 22 August 2011

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire & Rescue Department.

Purpose: To establish guidelines for the maintenance and care of rescue dive equipment.

Guideline

There shall be one or more individuals, designated by the senior Captain at 5 Company as the dive equipment quartermaster. It shall be the responsibility of the Quartermaster(s) to maintain and repair all dive equipment in a state of readiness, maintain an inventory log of all dive equipment, and maintain a stock of adequate equipment supplies.

The crew of R-1 will perform a weekly inspection, functionality test, and general cleaning of all SCUBA equipment in accordance with the Rescue Company weekly checklist as established by the 5 Company Officers. No one except the Quartermaster(s) or his/her designee shall dismantle regulators or dive equipment beyond that necessary for general cleaning.

SFRD dive equipment is not to leave the department except for authorized diver training and/or emergency responses without the express consent of the Deputy Chief of Training or the Deputy Chief responsible for oversight of the Rescue program.

The following is the minimum required equipment to be carried on Rescue 1.

- 2 Bouyancy Control Devices (BCD's)
- 2 80 cu ft. SCUBA cylinders with regulators
- 2 "Pony" cylinders with regulators
- 2 AGA full face masks with regulators
- 4 dry suits, fins, harnesses, thermal underwear, hoods, gloves, and ankle weights
- 3 weight belts: 20 lbs., 25 lbs., and 30 lbs.
- 1 dive light
- 2 Water Rescue lines with throw bags
- 2 Diver Tending lines with carabiners
- 2 scissors
- 1 Contingency line
- 3 Ice Screws
- 1 OTS SP-100 Buddy Phone Underwater Communication System

Maintenance

DRY SUITS:

After each use the drysuit shall be rinsed with fresh water, both inside and out. Including the inflation and exhaust valves.

The suit then should be allowed to air dry, both inside and outside. 24 hour drying is optimal before placing the suit back into service. Suits should not be talcked, rolled, or stored before they are thoroughly dry.

A liberal amount of talcum powder shall be applied to the exterior of the suit, the wrist seals, the hood and the inside of the neck.

The zipper shall be lubricated with zipper wax.

The suit shall then be folded, and rolled with the zipper open. The suit will then be stored in its bag.

Each time the suit is used, and any problems that occurred while being used, shall be entered in the drysuit log book carried in Rescue 1.

BUOYANCY COMPENSATORS:

After each use the BC shall be rinsed with fresh water, including all of the valves.

The bladder shall be flushed with fresh water and drained. The BC shall then be inflated.

The BC shall be left inflated until thoroughly dry.

The BC shall then be placed on a tank, folded, and put back in service.

The use of the BC, including any problems shall be entered into the log book on Rescue 1.

REGULATORS and FACE MASK:

Regulators and face masks shall be connected to a tank, pressurized, and rinsed with fresh water. Special attention should be given to the exhaust ports, mouth piece, and grill over the diaphragm. After rinsing, the regulator should be purged with air to prevent water from entering the first stage. The gauges shall also be rinsed.

The regulator shall be inspected and tested after each use. Special attention should be given to the hose and its connections.

The use of the regulator, including any problems, shall be entered into the log book on Rescue 1.

SCUBA TANKS:

After each use the tank shall be rinsed with fresh water.

Tanks will be filled to a pressure of 3000 PSI with compressed air rated for breathing.

The inside of the tank shall be visually inspected by a service professional annually.

Tanks will be hydrostatically tested every 5 years by a service professional.

Miscellaneous:

The group using the equipment should make every effort to place the equipment back in service before the end of their tour of duty.

All maintenance procedures should be under the direction of the group quartermaster.

Any equipment in need of repair shall be tagged and brought to the attention of the quartermaster.



Stamford Fire Department

Standard Operating Guideline

Fire Hydrant Installations / Relocations

SOG ID: MTC-HydrantInstall (260)

Date Updated: 29 July 2011

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire & Rescue Department.

Purpose: To establish guidelines for the proper installation of fire hydrants.

The following are the installations specifications which must be followed when installing fire hydrants in the City of Stamford.

Trench depth shall be no less than 5 feet from the bottom of the elbow to the finish grade-and set back 30 inches from the face of curb to the front of the hydrant barrel.

Any offsets needed to meet the required 5 foot depth will be installed before the gate valve and are subject to approval by the Chief of the Stamford Fire and Rescue Department (or his/her designee), and the Water Company.

A thrust support must be installed behind the elbow to the back of the trench. This may be made of solid concrete block or large stone. When concrete is used, the concrete can not interfere with the drainage of the hydrant. A drainage test must be performed to ensure that it is dry prior to backfilling.

In some applications, it may not be suitable to thrust the hydrant due to poor ground such as a wet area or due to a long run from the water main or the gate valve. It would therefore be necessary to rod the hydrant and valve or both.

A dry well will be installed around the elbow extending upward 4 inches above the top flange of the elbow and capped with concrete before back filling. The dry well may consist of trap rock or small stone.

After the backfill is applied and compacted, a concrete pad will be constructed around the hydrant. The concrete pad will measure 8' x 41" x 41" and will include rebar for reinforcement. The pad will be used to support the hydrant in case of collision with a motor vehicle.

For all installations, a minimum of a 3 foot radius around all sides of the hydrant shall be clear of private property fences, walls, poles, or any other vertical obstructions to facilitate fire apparatus hook-up. Plans shall show relevant parcel boundaries, public or private right of ways and easements.

For all installations in sidewalks, a minimum of 4 feet of clear sidewalk width around all sides of the hydrant shall be maintained for compliance with the Americans with Disabilities Act.

All hydrants will be painted safety chrome yellow using an approved high-gloss paint that is resistant to chalking, road salt, and animal urine.

The steamer cap on all hydrants shall be painted with fluorescent orange paint in order to increase the visibility of the hydrant to responding fire personnel.

The Stamford Fire Rescue Department may elect to require a 5 inch Storz coupling adaptor with Storz cap to the steamer connection on the hydrant for all future hydrant installations and/or hydrant replacements within the City of Stamford. The timing and implementation of this requirement will be at the sole discretion of the Chief of the Stamford Fire Rescue Department or his/her designee.

All the above specifications are open to modification after consultation and approval by the Chief of the Fire and Rescue Department, or his/her designee, and the Water Company.



Stamford Fire Department

Standard Operating Guideline

Fire Hydrant Permits

SOG ID: MTC-HydUse (261)

Date Updated: 29 July 2011

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire & Rescue Department.

Purpose: To establish guidelines for the proper issuance of fire hydrant use permits.

Fire Hydrant Use Permits

Fire hydrant use permits will only be issued from April 1st to November 1st in any calendar year.

Permits prior to April 1st or after November 1st will not be issued due to cold weather.

Cold weather may cause water to freeze within the fire hydrant if the hydrant is not drained properly. This condition may occur if the hydrant is used by personnel who are not familiar with proper fire hydrant use and procedures.

Under no circumstances shall permits be issued before or after the aforementioned calendar dates without the approval of the Chief of the Stamford Fire Rescue Department or his/her designee.



Stamford Fire Department

Standard Operating Guideline

Broken Knox Key Replacement Policy

SOG ID: MTC-KnoxBrokenKey (250)

Date Updated: 29 July 2011

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire and Rescue Department.

Purpose: To establish policy and provide accountability for the replacement of broken Knox Box keys.

Broken Knox Box Keys

When a Knox Box key is broken the following procedure shall be followed:

1. The Officer in charge of the unit to which the key is assigned will collect all pieces of the broken key.
2. The Officer will create a note containing the following information: date, location, and (if applicable) incident number where the key was broken.
3. The spare Knox Key located in the Knox Box in the Deputy Chief's office will be placed into service with the chain and tag that is attached to it. Do Not remove the spare key and place it on the chain and tag belonging to the unit with the broken key.
4. The broken key pieces along with the chain and tag from the unit to which the broken key is assigned will be placed in the Knox Box in the DC office and locked up along with the note described above.
5. The Officer taking the spare key will notify the Knox Box Officer by phone between 0800-2100. Follow up this notification with an e-Mail to SFRD.KnoxBoxOfficer@ci.stamford.ct.us



Stamford Fire Department

Standard Operating Guideline

Knox Box Rapid Entry System

SOG ID: MTC-KnoxProced (674)

Date Updated: 12 March 2016

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire and Rescue Department.

Purpose: To facilitate rapid entry into unoccupied buildings in the City of Stamford and to guide personnel in the sales/installation of Knox Boxes, and Knox Box records maintenance.

Sales of Knox Boxes

To facilitate our rapid entry into buildings at times of an emergency, each Fire Company should encourage building owners, in their districts, to install a Knox Box. Owners should be made aware of the benefits of the system to both them and to us. Remember this is a sales approach.

Step #1:

Approach the building owner and explain to him/her the benefits of the system.

- Helps to eliminate costly forcible entry.
- Ensures immediate entry by Fire Department personnel.
- Protects contents from water damage due to delayed shut off of sprinklers.
- Maintains building security.
- Allows Fire Units to return to service more quickly.
- Only our personnel can access the master key (dashboard decoder-red box).

Step #2:

Direct the owner to the website www.knoxbox.com, and give them the "Knox Box Welcome Letter to Building Owners" (available on the Fire Web Intranet, click on Home>Files>Company Operations File>Knox Box Welcome Letter to Building Owners). Explain to the owner that we do not allow the use of the 3200 series box (the website will not allow them to choose that option). The owner should be told at this point to have three sets of keys made and to establish a callback list with at least two people on it. This all needs to be done prior to the initial Lock-up.

If an owner of a single or two family home wishes to install a Knox Box at their property direct them to look at the 1650 residential series or the 4100 series boxes. In these cases a single complete set of keys will be sufficient.

Step #3:

Notify the Knox Box Officer of the contact at SFRD.KnoxBoxOfficer@ci.stamford.ct.us

Installation and Initial Lock Up

Step #1:

Installation: SFD does not provide installation. It is, however, in our best interest to advise the owner on placement. SFD policy is to mount the box near the front door, (the door we will respond to) approximately 5 feet off the ground. These are suggestions only, but try to encourage this standard.

Step #2:

Lock Up. When the installation is complete the Welcome Letter tells the owner to call 977-5555 to schedule a unit to stop by and lock up the building keys in the Knox Box. The building owner should have 3 full sets of keys and a callback list ready. You should have the SFD colored key tags and a blank Knox Box lock up form (available on the Fire Web Intranet, click on Home>Files>Company Operations>KnoxBox Lock Up Form) with you.

Step #3:

All keys should be tested. Keys must then be tagged.

- White Tag – DC keys (Entry, alarm, etc.)
- Red Tag – Engine Co. keys (Entry, master, apartment, utility, etc.)
- Blue Tag – Truck Co. keys (Entry, roof, utility, stairwell, etc.)

Step #4:

The Knox Box lock up form must be filled out completely. One copy must be sent to the Knox Box Officer, one copy to the Training Officer, and one copy to the Fire Communications Captain.

Use of Knox Keys

When responding to a Knox Box Location, the Company Officer will request from Fire Dispatch a "Signal 20" (to transmit Knox Box unlock radio tone) in the following manner:

"Dispatch, Engine 3, Release Knox Key for Engine 3 at 123 Main St."

"Dispatch, Engine 3, Release Knox Key for Engine 14 at 123 Main St." - if using a reserve apparatus

Upon arrival the Officer will access the Knox Box, taking out the building keys. If conditions permit, the Knox Key should be given to the driver of the apparatus or the DC Aide to allow the other sets of keys to be accessed. If this is not practical, the Knox Key should be physically secured to the Officer's coat or SCBA harness (by clip or other suitable means).

At no time should the Knox Key be left in the vault door, nor should the vault door be left open.

When finished with the Knox Key, the Officer will secure it in the key encoder in the apparatus. The Officer will then notify dispatch by radio or MDT that the Knox Key is secure.

Dispatch Procedures

Fire Dispatch will make sure that the request for the Knox Key is logged into the CAD system by placing a record of the request in the "comments" section of the CAD Incident. Likewise, when the key is resecured in the encoder, a notation will similarly be made in the CAD Incident. When an incident is closed, if the Company Officer has not verbally notified the ECC that the Knox Key is secure in the encoder or appended that information into the CAD Incident using the MDT, Fire Dispatch will ask if the Knox Key is secure and upon verification that the key is secure in the encoder append that information to the CAD as above.

Transferring Knox Keys

When changing over to a reserve apparatus, move the Knox Key from the front line unit to the reserve unit as with other equipment.

Call back apparatus should already be equipped with Knox Keys assigned to that apparatus. If for some reason a front line unit is changing over into a call back apparatus, leave the Knox Key secured in the encoder in the front line unit and utilize the key assigned to the call back apparatus.

The following personnel are authorized to sign the Knox Box order forms (those in bold print can order keys and parts):

Chief Roach

Asst. Chief Robles

DC Conroy

DC Jones

DC Pritchard

DC Lorenz

DC Tripodi

FM Spaulding

AFM Sollitto

AFM Forte

Capt. Romaniello

Capt. Terenzio

Capt. Roy

Capt. Harriott

Capt. J. Conte

Capt. Smith

MS Docimo

Lieut. Schaaf - Department Knox Coordinator

Lieut. Sasser - Asst. Knox Coordinator

Company Officers are responsible for Knox Box issues in their first due districts. The Knox Box Officer (Lt. Schaaf) should be contacted by Company Officers as needed for advice or assistance.



Stamford Fire Department

Standard Operating Guideline

Confined Space Rescue Operations

SOG ID: RES-ConfSpace (690)

Date Updated: 04 June 2016

Scope: This guideline applies to all uniformed members of the Stamford Fire Rescue Department.

Purpose: To establish guidelines for responses that involve confined spaces.

Definition:

A confined space is one that is large enough for personnel to enter, has limited or restricted means of access/egress, and is not designed for continuous occupancy.

Examples: storage tanks, pits, silos, vats, sewers, tunnels, pipelines, and hoppers.

Per dispatch protocol, any call involving a potential confined space rescue shall receive the following SFRD response:

- 1st due Engine Company
- 1st due Truck Company
- Rescue 1
- Engine 5
- Haz-Mat units if appropriate
- Incident Commander
- Incident Safety Officer
- EMS unit
- EMS supervisor (M901)

Initial Actions

Upon arrival, the first arriving unit shall perform the following actions:

- Perform initial size-up and give initial radio report.
- Make contact with the responsible party, foreperson, or site supervisor.
- Confirm patient location and status.
- Begin to determine physical and environmental hazards associated with the space.
- Set up a Hot Zone around the incident location.
- **DO NOT** attempt rescue from the confined space until Rescue personnel arrive on scene.

Action Plan

A formal action plan should be made by the Incident Commander (IC) in conjunction with the Rescue and HazMat Group Officers.

All SFRD Confined Space responses shall be conducted in either the Rescue or Recovery modes. A MARC timer should be monitored by the Emergency Communication Center. **No life (either SFRD, civilian, or EMS) shall be unnecessarily risked during Recovery operations.**

Pre-Entry

- A Confined Space Permit shall be filled out by the IC.
- Hazardous atmospheres are to be monitored:

- Oxygen - less than 19.5% and greater than 23.5%
- Flammable/Combustible - 10% of LEL (or above)
- Toxicity - 10ppm or greater
- Carbon Monoxide - 50ppm or greater
- Physical hazards - the 1st Due Truck Company shall lock and tag out all physical hazards including water, electricity, and mechanical processes. If locking/tagging is not possible, a radio equipped SFRD member shall be stationed at the location to ensure these hazards remain off.
- Ventilation - The Rescue Group shall provide mechanical ventilation on all Confined Space responses.
 - If there is only one entry/exit utilize ducting to provide negative pressure ventilation.
 - If there are multiple entry/exit points utilize positive pressure ventilation.
- Lighting shall be provided as necessary and practical.

Entry

- The method of entry/retrieval shall be made by the Rescue Group Officer in consultation with the IC and the ISO.
- Hazards and configuration of the space shall be used in determining the appropriate level of PPE.
- **SCBA or SABA shall be utilized on all confined space entries.**
- A 4 gas meter shall be brought into the space with operating personnel.
- A Class III harness will be worn by all entry and back-up personnel.



Stamford Fire Department

Standard Operating Guideline

Elevator Emergency Operations

SOG ID: RES-Elevator (629)

Date Updated: 22 March 2015

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire Department.

Purpose: To provide safety guidelines and operational procedures to be used at incidents involving people trapped in stalled elevators.

The response assignment for elevator incidents with reported trapped occupants shall be the 1st due Truck Company and Rescue 1 if available. See SOG COM-AlarmResponse.

When dealing with an incident involving a stalled elevator members of SFD are limited to the safe removal of persons trapped in the elevator car, hoistway, or related machinery. **Repairs to, and reactivation of elevators shall not be carried out by department personnel.**

Stalled elevator operations are divided into two categories, INCIDENTS and EMERGENCIES.

For the purposes of this guideline an **INCIDENT** is defined as a stalled elevator with passengers trapped inside, not in immediate danger and with no evidence of injury. They are merely inconvenienced. Note that conditions must be continually monitored as an incident may escalate to an emergency.

An **Emergency** is a situation where one or more of the following exist(s):

- Fire endangering passengers in a stalled elevator.
- Passengers who are sick or injured in a stalled elevator.
- Passengers who are in panic in a stalled elevator.

IMPORTANT:

Wait for an elevator mechanic to arrive if possible (20 minute maximum wait time). The following situations will prohibit SFD members from waiting for an elevator mechanic:

- Emergency situation as defined above.
- Availability & response time of an elevator mechanic.
- SFD apparatus availability and call volume.

Operating Procedures

At a minimum all SFD personnel shall follow these important safety procedures at all elevator operations:

- Initial response steps as outlined below shall be initiated upon arrival at stalled elevator.
 - The power to the stalled elevator SHALL be removed along with ALL battery and generator back-ups using lock-out/tag-out procedures prior to passenger removal. If initial response steps fail see below.
 - The power to the stalled elevator shall NEVER be restored by SFD members. Lock-out/Tag-out shall remain in place and the key should be placed in the Knox Box if one is present.
 - SFD members **shall always** set up and utilize a fall arrest system for the removal of passenger(s) and for firefighter safety when a passenger is removed via an emergency exit or hatch.

Warning: Extreme caution MUST be exercised when removing passengers via the top (or car to car) escape hatch. This is to be considered a TECHNICAL RESCUE.

Important: When there are other elevators operating in a common hoistway, clear adjacent elevator(s) of passenger(s) and position elevator(s) along side the stalled elevator. This procedure will eliminate the hazard of a moving elevator and mitigate some of the fall hazard. **Power to the adjacent elevator(s) must be disconnected along with all battery and generator back-ups.** Lock-out/tag-out procedures must be utilized and confirmation **must** be received before further operations are conducted.

Initial Response Steps

1. Upon arrival the Incident Commander shall meet with the complainant if possible to determine if there is in fact a person trapped inside the stalled elevator and if so how many people are involved.
2. Upon the determination that a rescue is necessary, the Incident Commander shall request an elevator repair service to respond.
3. Obtain the Knox Keys. Ideally, the Knox Box should contain the machine room keys, a hoistway door key, and the fire service (BFD1) key.
4. Two firefighters should be sent to the elevator machine room equipped with keys for the room (if available), hand lights, forcible entry tools, portable radios, an appropriate fire extinguisher, and a lock-out/tag-out kit.
 - a. The machine room may be located at the top of the shaft, in a separate structure on the roof, at the bottom of the shaft adjacent to the elevator, or two levels above the highest floor serviced by the elevator.
 - b. The firefighters in the machine room shall remain in place and await further instructions.
5. If a multiple car bank is present you **must** determine which elevator is stalled before opening any doors. Opening the door to the running elevator may create a second stalled elevator car.
6. The position of the car in the hoistway shall be determined. Following are ways to determine the car position:
 - a. Use the position indicator.
 - b. Speak to the occupant(s) through the hoistway door.
 - c. Speak to the occupant(s) via the intercom.
 - d. Use the adjacent car.
 - e. Look up the shaft-way without physically entering. **Power must be off if you enter the hoistway!**
 - f. The machine room crew can look down the hoistway through the smoke hole in the machine room (for traction elevators only).
 - g. Use of floor selector in machine room if available.
 - h. Use of a laser tape if available.
7. The Company Officer shall establish contact with the car occupant(s) and attempt to determine how many people are inside and if any medical conditions exist, and then advise them to do the following:
 - a. Sit on the floor with their backs against the wall(s) of the elevator.
 - b. Refrain from smoking.
 - c. Stay clear of the elevator doors.
 - d. Inform them that rescue is in progress and that they are safe.
8. If a medical condition does exist and/or communication is not established the IC shall request the response of EMS.
9. Passenger assist procedures shall be implemented as follows:
 - a. Have an occupant cycle the stop switch a few times to ensure that the switch is not in the stop position.
 - b. Have an occupant press a few floor call buttons.
 - c. Have an occupant press the door open button.
 - d. Have an occupant physically close the car door.
 - e. Make sure that all hoistway doors are fully closed (front/rear/side). check in the immediate vicinity of the stalled car (at the floor, and floors above and below).
10. If the elevator service is equipped with Phase 1 Fire Recall service, attempt to recall the elevator. **Caution: Occupant(s) must be notified before activating Phase 1. If Phase 1 is activated while they are attempting self rescue you can injure or kill the occupant(s) if fire recall activates.**
11. Have the machine room crew cycle the main line disconnect in an attempt to restart the elevator. Turn the main line off, wait approximately 30 seconds; turn the main line back on. The following is a safe procedure for cycling the main line:
 - a. Understand and respect the equipment and its potential hazards.
 - b. Operate the switch to shut off the power when ordered by the IC.
 - c. Do not stand directly in front of the main line disconnect when operating it.
 - d. Place a fist on the knife switch. **Do Not** grab with hand.
 - e. Place the other hand behind the back or in a pocket to prevent grounding.
 - f. Turn head and look away from the disconnect switch.
 - g. Repeat above steps when turning power back on.

WARNING: The lighting inside the elevator has a separate dedicated 110v circuit. The absence of lighting inside the car **DOES NOT** indicate that power has been secured at the main line disconnect.

Occupant Removal

The safest way to remove a passenger from a stalled elevator is through the normal entranceway and floor level. This is not always possible.

Whenever possible remove trapped occupant(s) from the floor above rather than the floor below as this minimizes some of the fall hazard. If the opening through the normal entranceway has less than 3 feet of clearance, remove occupant(s) via the top escape hatch. **Never have a victim squeeze through a narrow opening. The results may be deadly.**

IMPORTANT: If a hydraulic elevator is present, manually lowering the elevator to floor level and removing the passenger(s) through the normal entranceway is a safer practice than removal via an emergency exit (see Appendix A).

Safe Order of Removal:

1. Floor level through the normal entranceway (safest).
2. Floor above through the normal entranceway.
3. Floor below through the normal entranceway (barricade the opening to the shaft).
4. Top escape hatch (**MUST** use fall arrest system).

NOTE: See Appendix B for step by step safety procedures for the following conditions found:

- Car at or near the landing (within 18 inches)
- Car within 3 feet of the landing
- Car stalled more than 3 feet of the landing (stalled above the landing)
- Car stalled more than 3 feet of the landing (top escape hatch removal)

WARNING: EXTREME CAUTION must be exercised when removing passengers via the top rescue hatch. This must be considered a TECHNICAL RESCUE.

Incident Termination:

After occupant(s) have been safely removed from the stalled elevator car, the following procedures shall be followed:

1. SFD members shall secure the hoistway door. An unsecured hoistway door is one of the most common causes of elevator fatalities.
2. Power to all elevators that were used during the rescue operation (other than the stalled car itself) shall be restored.
3. Power to the stalled elevator shall not be restored by SFD members. Lock-out/tag-out shall remain in place.
4. The key for the lock-out/tag-out should be placed into the building's Knox Box if possible.
5. The elevator company and/or building management shall be briefed on what actions were taken to free the occupant(s). They shall also be told what power was turned off, stop switches were thrown, and if any damage was caused to the elevator or associated equipment.

Summary:

- Always consider safety first when working around the elevator hoistway and equipment.
- Unless there is a true emergency, it is always best to wait for the elevator mechanic. (20 minute maximum wait time.)
- Power to the stalled elevator shall be disconnected along with all battery and generator back-ups at every elevator incident or emergency. Lock-out/tag-out procedures shall be employed and confirmation shall be received before further operations continue.
- SFD members shall set up and utilize a fall arrest system for the removal of the passenger(s) and for firefighter safety when a passenger is removed via an emergency exit.
- Power to the stalled elevator shall not be restored by SFD members. Lock-out/tag-out shall remain in place and the key placed in the building's Knox Box if applicable.

References:

- A.S.M.E. A17.1 - Safety Code for Elevators & Escalators
- A.S.M.E. A17.4 - Emergency Evacuation of Passengers from Elevators
- N.E.E.E.P. - Modules 1-8 & Module 12
- F.D.N.Y. - Training Bulletin/Emergencies1/Elevator Operations/March 15, 1997

Definitions

Hoist-way: The vertical area of elevator travel (also known as the elevator shaft). May be one elevator car or several. Includes all spaces from the bottom of the pit to the roof.

Emergency Stop Switch: Located inside of the elevator car. Stops the movement to the driving motor and brake (cable elevator), or electrically controlled valves and/or pump motor (hydraulic elevator).

Position In Indicator: Shows the location of an elevator car within the hoist-way.

Interlock: An electromechanical device located on the hoist-way door. Prevents the hoist-way door from opening when the elevator car is not aligned at the landing.

Interlock Release Key: the key to open a hoist-way door from the landing when inserted into the hoist-way door interlock-unlocking device.

Counterweights: Found on traction elevators (cable elevators). A weight which travels up & down the hoist-way rails on its own guide rails in the opposite direction of the car. Usually located at the rear of the hoist-way.

Guide Rails: The tracks that the elevator and counterweights ride on through the hoist-way. Guide rails are made of heavy steel.

Main Line Disconnect Switch: Fused "Knife" switch or a large circuit breaker located in the elevator machine room near the entrance door. When operated it stops the elevator car and removes operating power from the elevator.

Side Emergency Exit: An exit panel found at the side of the cars interior which when unlocked allows for escape from, or entrance to, another car in a multiple car hoist-way.

Top Escape Hatch: An exit located on top of the elevator car which opens outward and usually locks from the outside or, in older installations, has a key or latch which can be opened from the inside.



Stamford Fire Department

Standard Operating Guideline

Elevator Emergency Operations Appendix A - Manually Lowering a Hydraulic Elevator

SOG ID: RES-Elevator_Appendix A_Hydraulic (556)

Date Updated: 18 October 2013

Scope: This SOG applies to all uniformed and investigatory personnel of the Stamford Fire Department.

Purpose: To provide safety guidelines and operational procedures to be used for manually lowering a hydraulic elevator.

Safe procedures for manually lowering a hydraulic elevator

- Power to the stalled elevator shall be disconnected along with all battery and generator back-ups. Lock-out/tag-out procedures shall be implemented. Confirmation shall be received before further operations are undertaken.
- Open the hoistway door with hoistway door key or pick tool. **DO NOT** use a pick tool with power to the elevator in the on position. The consequences may be deadly.
- Have passenger(s) move to the rear of the elevator car.
- The team in the machine room shall locate the manual lowering device/valve.
- Constant and clear communication shall be maintained between the machine room team and the rescue team.
- On command from the rescue team, open the valve until hydraulic oil can be heard flowing into the tank and/or the rescue team confirms movement. A hand should be kept on the valve at all times.
- The elevator shall be lowered to a floor that has a key hole or to the lowest landing.
- Close the manual lowering device/valve.
- A member must be at the landing where the car is relocated to spot the car and assist passenger(s) off the elevator.
- **DO NOT** restore power to the elevator. Lock-out/tag-out must remain in place.
- The key for the lock-out/tag-out shall be placed into the building's Knox Box if one is available.



Stamford Fire Department

Standard Operating Guideline

Elevator Emergency Operations Appendix B - Safe Removal Procedures

SOG ID: RES-Elevator_Appendix B_Removal (630)

Date Updated: 22 March 2015

Scope: This SOG applies to all uniformed and investigatory personnel of the Stamford Fire Department.

Purpose: To provide safety guidelines and operational procedures to be used for removing trapped occupants from a stalled elevator.

Safe Removal Procedures

Car at or near the landing (within 18 inches)

- Power to the stalled elevator shall be disconnected along with all battery and generator back-ups. Lock-out/tag-out procedures **shall** be implemented. Confirmation shall be received before further operations continue.
- Open hoistway door with hoistway key or pick tool. **DO NOT** use a pick tool with power to the elevator in the on position. The consequences may be deadly.
- Open car door.
- Activate the stop switch on the car operating panel if possible.
- Escort passenger(s) off the elevator.
- **DO NOT** restore power to the elevator. Lock-out/tag-out must remain in place.
- The key for the lock-out/tag-out should be placed in the buildings Knox Box if available.

Important: **DO NOT** waste time with door keys and pick tools if an emergency exists inside the elevator (i.e. fire, injury/illness, panic) or if the firefighter is not proficient with their use. Forceful entry may be required.

Car within 3 feet of the landing

- Power to the stalled elevator shall be disconnected along with all battery and generator back-ups. Lock-out/tag-out procedures **shall** be implemented. Confirmation shall be received before further operations continue.
- Open hoistway door with hoistway key or pick tool. **DO NOT** use a pick tool with power to the elevator in the on position. The consequences may be deadly.
- Open car door.
- Activate the stop switch on the car operating panel if possible.
- Use a ladder as necessary for safe egress of passenger(s).
- If the car is above the landing, protect the hoistway opening.
- Assist all passengers from the car to avoid tripping or falling.
- **DO NOT** restore power to the elevator. Lock-out/tag-out must remain in place.
- The key for the lock-out/tag-out should be placed in the buildings Knox Box if available.

Car stalled more than 3 feet from the landing (stalled above the landing)

- Power to the stalled elevator shall be disconnected along with all battery and generator back-ups. Lock-out/tag-out procedures **shall** be implemented. Confirmation shall be received before further operations continue.
- Open hoistway door with hoistway key or pick tool. **DO NOT** use a pick tool with power to the elevator in the on position. The consequences may be deadly.
- Open car door.
- Protect the hoistway opening.
- Activate the stop switch on the car operating panel if possible.

- Use a ladder as necessary for safe egress of passenger(s).
- Remove one passenger at a time.
- Assist all passengers from the car to avoid tripping or falling.
- **DO NOT** restore power to the elevator. Lock-out/tag-out must remain in place.
- The key for the lock-out/tag-out should be placed in the buildings Knox Box if available.

Car stalled more than 3 feet from the landing - Top Escape Hatch Removal

Warning: EXTREME CAUTION MUST BE EXERCISED WHEN REMOVING PASSENGERS VIA THE TOP ESCAPE HATCH. THIS MUST BE CONSIDERED A TECHNICAL RESCUE.

Important: When there are other elevators operating in a common hoistway, clear adjacent elevator(s) of passenger(s), and position elevator(s) alongside the stalled elevator. This procedure will eliminate the hazard of a moving elevator and eliminate some of the falling hazard. Power to the adjacent elevator(s) must be disconnected along with all battery and generator back-ups. Lock-out/tag-out procedures must be implemented. Confirmation must be received before further operations continue.

- Power to the stalled elevator shall be disconnected along with all battery and generator back-ups. Lock-out/tag-out procedures **shall** be implemented. Confirmation shall be received before further operations continue.
- Open hoistway door with hoistway key or pick tool. **DO NOT** use a pick tool with power to the elevator in the on position. The consequences may be deadly.
- Chock open the hoistway door and protect the opening.
- Lower a ladder to the car top and secure in place. The ladder shall be of sufficient length to extend at least 3 feet above the landing.
- Entry Team member #1, wearing a safety harness and secured to a fall arrest system shall descend to the top of the stalled elevator. Entry Team member #1 shall place the car top emergency stop switch in the stop position.
- Entry Team member #1 shall secure (using a girth hitch) two 6' 1" tubular webbing lanyards to the crosshead.
- Entry Team member #1 shall connect to the crosshead using a 6' 1" tubular webbing lanyard then disconnect from the fall arrest system.
- **Warning: Any personnel operating within 3 feet of the open shaft must wear a safety harness and be connected to the fall arrest system.**
- Entry Team member #1 shall proceed to open the top escape hatch. Removal of the top escape hatch may require the use of tools.
- A second ladder shall be lowered through the top escape hatch and secured in place. The ladder shall be of sufficient length to extend at least 3 feet above the car top.
- Entry Team member #2, also wearing a safety harness and secured to a fall arrest system shall descend to the car top. This member shall carry an additional harness and PPE for the removal of the occupant(s).
- Entry Team member #2 shall connect to the crosshead using a 6' 1" tubular webbing lanyard then disconnect from the fall arrest system.
- One Entry Team member shall enter the stalled elevator via the top escape hatch. The member shall be disconnected from the fall arrest system prior to descending the ladder. The other entry team member remains on the car top.
- An Edge Attendant shall be positioned at the hoistway opening, wearing a safety harness and connected to the fall arrest system. The Edge Attendant must monitor conditions, protect the opening and assist in the operation as needed.
- **Warning: Any personnel operating within 3 feet of the open shaft must wear a safety harness and be connected to the fall arrest system.**
- Remove occupant(s) one at a time. Entry Team member inside the car shall escort occupant, via the ladder, to the opening of the top escape hatch, just clearing the waist of the occupant.
- Entry Team member on the car top shall clip safety lanyard into the occupant's safety harness and escort them to the top of the car.
- Entry Team member on the car top shall clip fall arrest line to the occupant and then disconnect the safety lanyard from the occupant.
- Entry Team member on the car top shall transfer the occupant from the car top to the ladder leading to the landing and escort occupant to the Edge Attendant.
- Once occupant(s) have been removed from the stalled elevator, the Entry Team members shall secure the top escape hatch, remove all rescue equipment and exit the hoistway in the same fashion as they entered.
- **DO NOT** restore power to the elevator. Lock-out/tag-out must remain in place.
- The key for the lock-out/tag-out should be placed in the buildings Knox Box if available.

Note: In each of the four procedures listed above, a member of the rescue team shall enter the elevator car prior to permitting the occupants to exit. Members both inside and outside the elevator car shall maintain physical contact with all exiting occupants. Occupant(s) shall be guided to a safe area before physical contact is released.

Warning: The past practice of aligning cars and transferring passengers through the side emergency exit from one car to another is no longer permitted. Side emergency exits are being permanently fixed in place as it has been determined that their use creates an extreme hazard.



Stamford Fire Department

Standard Operating Guideline

Rope Rescue Operations

SOG ID: RES-RopeRescue (414)

Date Updated: 17 October 2011

Scope: This guideline applies to all uniformed personnel of the Stamford Fire Rescue Department.

Purpose: To establish guidelines for conducting rope rescue operations.

Classifications of Rope Rescue Incidents

- **Low Angle** - any rope rescue where the operation is on an incline of 40° or less
- **High Angle** - any rope rescue where the operation is on an incline of greater than 40°

Refer to SOG COM-AlarmResponse for dispatch protocols.

Initial Actions

1st due Engine Company

- Attempt to make contact with building management or other responsible party for the incident location if applicable.
- Determine the best means of access to victim and to roof area (if a building is involved).
- Proceed to the roof (if a building is involved) or other area from which the victim descended or fell.
- Establish a safe zone around this area and deny access to all non-emergency personnel.

1st due Truck Company

- If possible, position the aerial device to assist with rescue operations. **Do not set up the aerial until units arrive on the roof and assess the danger potential of falling objects.**
- Proceed to the level of the victim, if possible, and determine if victim retrieval can be made at that level. If the Truck is positioned for possible rescue the driver and 1 firefighter will remain with the apparatus.
- If retrieval is possible from the aerial device, notify the IC, Rescue Officer, or ISO. **Do not attempt retrieval alone!**
- If retrieval is not possible, attempt to make contact with the victim, determine injuries, and reassure the victim.

Rescue 1 and Engine 5

- Will form the Rescue Group.
- The Rescue Group Officer, in consultation with the IC and ISO, will determine the method of victim retrieval and form an incident action plan.
- The Rescue Group will execute the incident action plan focusing on safety at all times.



Stamford Fire Department

Standard Operating Guideline

Structural Collapse Rescue Operations

SOG ID: RES-StructuralCollapse (421)

Date Updated: 25 October 2011

Scope: This guideline applies to all uniformed personnel of the Stamford Fire Rescue Department.

Purpose: To establish basic guidelines for initial operations at structural collapses.

Definition:

A structural collapse shall be defined for SFRD purposes as any report of an actual collapse of a structure or portion thereof or any report of a motor vehicle striking a structure or portion thereof.

Refer to SOG COM-AlarmResponse for dispatch protocols.

******* NOTE: Any reported fire or explosion WITH a collapse shall receive a High Hazard Structure Fire response*******

Phase I - Arrival on scene

- First arriving Company Officer shall establish command and begin the immediate size-up of the situation.
- Position apparatus outside the potential collapse (primary or secondary) zone, AT LEAST 1 1/2x the height of the structure.
- Assess the need for additional resources.
- Assess all immediate hazards.
- Secure hazards if possible.
- Request utility company support as necessary.

Upon verification of an actual collapse incident, dispatch shall activate and monitor the MARC timer.

Phase II - Pre-Rescue Operations

- Establish a safety perimeter.
- Establish a victim staging area. Upon their arrival this function can be delegated to Medic 901 or his/her designee.
- Remove all civilian and non-essential emergency responders.
- Remove surface victims.

Phase III - Rescue Operations

- All decisions regarding rescue operations, structural shoring, site access, and victim access and removal shall be made by the Rescue Group Officer in consultation with the IC and ISO.

Phase IV - Post-Rescue Operations

- Site control shall be maintained and non-essential personnel shall be excluded from the area until the area has been made safe from all potential hazards and the incident is declared under control.



Stamford Fire Department

Standard Operating Guideline

Trench Rescue Operations

SOG ID: RES-TrenchRescue (422)

Date Updated: 25 October 2011

Scope: This guideline applies to all uniformed personnel of the Stamford Fire Rescue Department.

Purpose: To establish basic guidelines for initial operations involving a trench.

Definition:

For the purpose of this guideline, a trench shall be defined as any depression, hole, excavation, or earth wall, man made or natural, of 4 feet or greater.

Refer to SOG COM-AlarmResponse for dispatch protocols.

Initial Actions

- All apparatus shall remain a **minimum of 300'** from the location of the trench failure.
- Attempt to make contact with a job foreman, responsible party, or witness to the incident.
- Attempt to determine the number of victims, the condition of victims, and the time elapsed since the incident occurred.
- If the incident is confirmed a trench rescue situation, contact dispatch and request the response of the Trench Rescue Trailer located at Station 3.

Pre-Entry Operations

- Make the general area safe and deny access to all non-essential personnel.
- Establish incident control zones:
 - Hot Zone = 0-150'
 - Warm Zone = 150-300'
 - Cold Zone = greater than 300'
- Control traffic movement.
 - Shut down roadways within the Hot and Warm Zones.
 - Re-route non-essential traffic for a minimum of 300' around the incident location.
- Control crowd.
 - Remove all non-essential civilian personnel to a minimum 300' from the incident.
 - Remove all non-essential emergency responders to a minimum 150' from the incident.
- Shut down all heavy equipment for at least 300' from the incident.
- Make the Trench Lip safe:
 - Approach the trench from the ends if possible.
 - Look for unidentified hazards such as fissures or an unstable spoil pile.
 - If spoil pile is greater than 3' high begin removal process with hand tools.
 - Remove any tripping hazards from the area of the trench (shovels, shores, lumber, etc.)
 - Place ground pads on all sides of the trench.

Entry Operations

- Place entry and exit ladders in the trench:
 - at least 2 ladders placed no more than 50' apart
- Make the trench safe:

- The decision regarding the method of shoring the trench will be made by the Rescue Group Officer in consultation with the IC and ISO.
- Victim removal:
 - After the trench has been shored, victim removal shall only be performed by SFRD members trained in Trench Rescue.
 - No civilian or EMS personnel shall be allowed in the trench at any time.

Incident Termination

- Perform a member accountability roll call.
- Remove tools and equipment from the trench.
 - If there has been a fatality leave equipment in place until OSHA investigators give permission to remove it.
- Remove trench shoring system (last in/first out)
- Perform on scene critique and debriefing.
- Secure the scene.



Stamford Fire Department

Standard Operating Guideline

Motor Vehicle Extrication Operating Procedures

SOG ID: RES-VehicleExtrication (482)

Date Updated: 20 November 2012

Scope: This guideline applies to all uniformed members of the Stamford Fire Rescue Department.

Purpose: To standardize company operations and ensure the safety of all department members and the public while operating at an incident involving vehicle extrication.

General Guidelines

Dispatch Protocol:

- First due Engine Company
- Rescue Company 1 (Substitute a Truck Company if Rescue is unavailable.)
- EMS
- Upon confirmation of an extrication in progress, the Rescue Company Officer may request the additional response of an Engine (preferably Engine 5) or a Truck Company at said Officer's discretion.

The following actions shall be performed at all vehicle extrications;

- The Officer of the first due unit shall establish incident command upon arrival and perform a size up via radio of the incident scene conditions.
- The Rescue Company Officer shall be designated the Rescue Officer and shall be in charge of all technical and extrication operations.
- The Engine Company shall provide for fire suppression and shall perform patient care and hazardous materials spill/leak control.
- The Engine Company shall position the apparatus an appropriate distance (approximately 150') behind the vehicles involved to protect the scene but shall not block access to the scene for later arriving units.
- The Rescue driver shall (if practical) pull past the scene and park the apparatus in a position allowing the most efficient use of the required equipment, specifically, but not limited to, positioning the rear of the apparatus facing the incident to allow for efficient use of the hydraulic extrication systems.
- A (dry) 2" hand line shall be stretched from the 1st due Engine. This line may be charged at the discretion of the Incident Commander (or Engine Company Officer). An ABC dry chemical extinguisher may be used in place of the hand line when a hand line is not practical (vehicle a significant distance off the roadway, Engine Company unable to access scene, etc.).
- The first due Officer shall attempt to determine if the vehicle involved is a hybrid, electric, or other alternative fuel powered vehicle and this information shall be relayed to the Rescue Company Officer.
- The vehicle shall be stabilized to prevent any unwanted movement prior to extrication operations beginning.
- The vehicles involved shall be placed in park, the parking brake shall be engaged, and the keys shall be removed and placed on the dashboard (or in another convenient location if vehicle is not upright).
- 12 volt power shall be disconnected from the vehicle(s) involved in the extrication operation prior to beginning operations.
- If 12 volt power can not be disconnected due to vehicle positioning or other extreme circumstances, all members operating on the scene shall be made aware of this.
- Members shall check for air bags and other supplemental restraining system components prior to beginning any extrication operations.
- Any vehicle fluids that have leaked should be covered with an absorbent material.
- Any vehicle that is lifted with either high pressure air bags or Res-Q-Jacks shall be cribbed with blocking within 1" of the lift (lift an inch, crib an inch).

Upright vehicles

- The vehicle shall be stabilized using wood cribbing, composite step chocks, or a combination of both.
- The vehicle shall be stabilized at a minimum of 3 points.

- The weight of the vehicle should be taken off of the suspension and transferred to the cribbing to prevent any movement or rocking of the vehicle during extrication operations.
- The vehicle shall be stabilized to prevent both side to side and front to back movement.
- Once the vehicle has been stabilized a member of the FD or EMS (with proper PPE donned) may enter the vehicle to provide patient care.

Overturned vehicles (Side-Resting)

- The vehicle shall be stabilized using Res-Q-Jacks and/or Paratech Struts.
- Members may use wooden cribbing and composite chocking in addition to the struts/jacks to better stabilize the vehicle.
- The vehicle shall be stabilized to prevent both side to side and front to back movement.
- No members shall enter a side resting vehicle until the vehicle has been properly stabilized.
- Once the vehicle has been stabilized a member of the FD or EMS (with proper PPE donned) may enter the vehicle to provide patient care.

Overturned vehicles (Roof-Resting)

- The vehicle shall be stabilized using Res-Q-Jacks, Paratech struts, and/or high pressure airbags with cribbing.
- High pressure air bags should **never** be used without cribbing in place.
- The vehicle shall be stabilized to prevent side to side and front to back movement.
- The vehicle should be stabilized in such a manner that if a lift is needed to remove the roof it can be completed in a timely manner.
- No members shall enter a roof resting vehicle until the vehicle has been properly stabilized.
- Once the vehicle has been stabilized a member of the FD or EMS (with proper PPE donned) may enter the vehicle to provide patient care.



Stamford Fire Department

Standard Operating Guideline

Management of Personal Accountability System

SOG ID: SAF-Accountability (664)

Date Updated: 21 July 2015

Scope: This SOG applies to all uniformed personnel of the Stamford Fire Department.

Purpose: To provide a framework for managing accountability of personnel at emergency incidents.

PAS Tags

Uniformed personnel of the Stamford Fire Department will be issued Personal Accountability Tags. Each member shall be responsible for the care, use, and placement of their tag at all times. Tags shall be maintained on the small carabiner that was issued with the tag (do not replace with a large carabiner, clip, ring, etc. as they are cumbersome when the tags are collected and placed on the board). No other tag, card, paper, or any other item is to be attached to the tag/carabiner. The only approved exception to this are the cards used by divers indicating their equipment sizes/preferences and the line signal "cheat" cards.

Each member on duty shall place his/her personal PAS Tag on the apparatus accountability tag (Fire Tag) in the space corresponding to their assigned riding position on the apparatus they are assigned to ride for any given shift. The Officer shall check the ring to ensure that each assigned crew members tag is attached to the apparatus accountability tag (Fire Tag) and that tags of personnel not assigned to the unit are removed. Apparatus accountability tags (Fire Tags) **must be kept current at all times without exception!** **Department wide, the apparatus accountability tags (Fire Tags) should mirror the "Daysheet Complete"** (exceptions being personnel temporarily off the crew for shopping, testing, etc. which will be accounted for on the Fire Tags but not on the Daysheet Complete).

If a crew member will not be responding on his/her assigned apparatus for any reason and for any amount of time their PAS Tag must be removed. If crew members are swapped between units, or if a member is away from the unit (such as being sent out for supplies, medical reasons, etc.) he/she must remove their tag prior to departing the station. Any member responding on any apparatus for any call **MUST** have their tag on the apparatus ring.

The PAS Tag system is the department's final accountability system in case of a firefighter air emergency, collapse, lost or trapped firefighter, etc. and must be kept up to date at all times. SFD has a zero-tolerance policy regarding non-conformity to this system. Each member of the department is fully responsible to adhere to this system at all times. Each Officer in the department is responsible to monitor and verify compliance with this system at all times. If there are personnel changes during the shift, the Officer must verify that the tag of the member going off duty or leaving the station is removed and the tag of the member assuming that riding position is placed in the proper place.

Spare accountability tags are available in each Company office for use in the event that a member loses or forgets his/her tag.

Accountability Sheets

An up to date "full shift accountability sheet" shall be carried on each SFD apparatus at all times. It is the responsibility of the Officer in charge of each unit to ensure that this sheet is on the apparatus and up to date. This sheet will serve as the initial accountability roster for on-duty personnel at any emergency incident. All units are required to carry one so that they are available to the Incident Commander, Incident Safety Officer(s), and RIT Team Commander. In the event of a second structure fire or other major incident the Officers filling these positions will also have access to accountability sheets. A link to print these sheets is located on the SFD Intranet.

PAS Tag Collection

The accountability sheets will be used at incidents as the initial method of accounting for all personnel operating in a hazardous environment. If

emergency accountability becomes necessary however, the PAS Tags must be used in conjunction with the sheet to verify that a member who may not have answered a roll call is not in fact off of the unit on an errand or for similar reasons.

PAS Tags for first due units will be collected by the Deputy Chief's Aide as soon as practical. **Officers of units arriving on the scene other than first due should bring their apparatus accountability tag (Fire Tag) to the command post when reporting to the IC for assignment** (unless operational assignments or geographical considerations render this impractical).

Career Accountability Officer

The DC Aide will ultimately be responsible for ensuring collection of the apparatus accountability tag (Fire Tag) from each apparatus on the scene of an incident and affixing them to the PAS Tag Board. **However, the responsibilities of the DC Aide relating to communications, set-up of the command post, setting-up and maintaining the command board, running tactical worksheets, and, most importantly, performing a full 360 degree scene survey must take precedence early in the incident over tag collection.** Accordingly, the Officer of each apparatus should report to the command post with the Fire Tag for their unit whenever possible.



Stamford Fire Department

Standard Operating Guideline

Assault On Fire Service Personnel

SOG ID: SAF-Assault (532)

Date Updated: 07 August 2013

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire & Rescue Department.

Purpose: To establish a guideline for the prosecution of individuals who assault Stamford Fire & Rescue Department personnel. Authority: Connecticut General Statutes 53a-167c

In order to function effectively Stamford Fire Rescue Department personnel will not tolerate physical or verbal abuse from any person whether connected with the incident or a passerby.

Personnel are to make every effort to avoid being subjected to physical or verbal abuse.

Any member of the Stamford Fire Rescue Department who is assaulted in any way described in this law shall request police assistance.

It is the policy of the Stamford Fire Rescue Department to prosecute such assaults to the full extent of the law. While the department can not require individuals to file criminal charges, it is only by filing them that future assaults will be prevented. Therefore, the department strongly urges any person who is assaulted in the line of duty to report the assault to the Incident Commander, file an incident report, and follow through with a criminal complaint. The department promises to provide any administrative or personal assistance necessary to carry out this policy.

This Standard Operating Procedure shall apply to all incidents responded to by Stamford Fire Rescue Department personnel.

Connecticut General Statute 53a-167c

ASSAULT ON A PEACE OFFICER OR FIREMAN: CLASS C FELONY.

(A) A person is guilty of assault of a peace officer or a fireman when, with intent to prevent a reasonably identifiable peace officer or fireman, as defined in section 53a-3, from performing his duty, (1) he causes physical injury to such peace officer or fireman, or (2) he throws or hurls, or causes to be thrown or hurled, any rock, bottle, can or other articles object or missile of any kind capable of causing physical harm, damage or injury, at such peace officer or fireman, or (3) he uses or causes to be used any mace, tear gas or any like or similar deleterious agent against such peace officer or fireman, or (4) he throws, hurls, or causes to be thrown or hurled, any paint, dye or other like or similar staining, discoloring or coloring agent or any type of offensive or noxious liquid, agent or substance at such peace officer or fireman.

(B) Assault of a peace officer or fireman is a **Class C Felony**.



Stamford Fire Department

Standard Operating Guideline

Driver Safety

SOG ID: SAF-Driving (633)

Date Updated: 03 April 2015

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire & Rescue Department.

Purpose: To establish a guideline for the safe operation of all Stamford Fire & Rescue Department apparatus.

It is the responsibility of the driver of each Fire Department vehicle to drive safely and prudently at all times.

Emergency response does not absolve the driver of any responsibility to drive with due caution.

The driver of the emergency vehicle is responsible for its safe operation at all times.

The officer in charge of a vehicle has responsibility for the safety of all operations.

When responding to an emergency, warning lights must be on and sirens must be sounded to warn drivers of other vehicles. The use of sirens and warning lights does not automatically give the right-of-way to the emergency vehicle. The use of sirens and warning lights requests the right-of-way from other drivers, based on their awareness of the emergency vehicle. Emergency vehicle drivers must make every possible effort to make their presence and intended actions known to other drivers, and must drive defensively to be prepared for the unexpected inappropriate actions of others.

Fire Department vehicles are authorized to exceed posted speed limits only when responding to an emergency under favorable conditions. This applies only with light traffic, good roads, good visibility, and dry pavement. Under less than favorable conditions, the posted limit is the absolute maximum permissible. **Drivers are responsible for operating at a safe and prudent speed at all times.**

Intersections present the greatest potential danger to emergency vehicles. When approaching and crossing an intersection with the right-of-way, drivers shall not exceed the posted speed limit. When approaching a negative right-of-way intersection (red light, stop sign, or yield sign) the vehicle shall be prepared to stop. If there is any oncoming traffic or if the driver does not have a clear view of all approaching streets, the vehicle shall come to a full stop. The emergency vehicle may proceed only when the driver can account for all oncoming traffic in all lanes yielding the right of way. If there is any doubt, the emergency vehicle shall come to a full stop and wait until the intersection can be crossed safely. The Opticom Traffic Control System is a tool located at intersections that when operating properly can give emergency vehicles a green light right-of-way. The Opticom does not give the apparatus driver permission to disregard proceeding thru intersections cautiously.

Drivers shall avoid backing whenever possible. At all times, when backing is necessary, road guards shall be deployed. Road guards shall take up a position allowing them to assist the driver in backing the apparatus and to safeguard pedestrians from the backing vehicle without placing themselves in jeopardy from vehicular traffic. Prior to backing into quarters, the road guards shall verify that overhead doors are fully open and all movements of these doors has ceased prior to signaling the driver to back up.

When it is necessary to back up apparatus (other than routine backing into fire stations), the Company Officer shall designate a radio channel and ensure that the driver and all other crew members have radios tuned to that channel prior to commencing backing up. Road guards and the Officer shall hold the radio microphone in hand at the ready in order to transmit immediately if necessary an order to stop, turn etc.

All personnel shall ride only in regular seats provided with seat belts. **Riding on tailboards or other exposed positions is prohibited.**

During an emergency response, fire vehicles should avoid passing other emergency vehicles. If passing is necessary, arrangements should be conducted using radio communications.

The unique hazards of driving on or adjacent to the fireground requires the driver to use extreme caution and to be alert and prepared to react to

the unexpected. **When driving apparatus on the fireground, drivers must resist the tendency to drive hastily or imprudently, due to the urgent nature of fireground operations.** Drivers must consider the danger their moving vehicle poses to fireground personnel and spectators who may be preoccupied with the emergency, and may inadvertently step in front of or behind a moving vehicle. Drivers must also be aware of the potential that exists for vehicle accidents on or near the fireground due to the distraction caused by the emergency.

When stopped at the scene of an incident, vehicles should be placed to protect personnel who may be working in the street and warning lights shall be used to make approaching traffic aware of the incident. At night, vehicle mounted floodlights and any other lighting available shall be used to illuminate the scene. All personnel shall wear traffic safety vests while operating in or near moving traffic.

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

PROMPT, SAFE RESPONSE SHALL BE ATTAINED BY:

Leaving the station in a standard manner.

- Quickly mounting apparatus.
 - All personnel on board, seated with seat belts on.
 - Station doors fully open.
 - Anytime a vehicle is being moved out of a station, for any reason, the driver shall verify that the overhead doors are fully open and all movement of these doors has ceased prior to moving the vehicle forward. If the fully open position of the door cannot be seen from inside the apparatus, the driver will not enter the apparatus until he has verified the door being open.
- Driving defensively and professionally at reasonable speeds.
- Knowing location and best route to an incident.
- Using warning devices to move around traffic and to request the right-of-way in a safe and predictable manner.

FAST RESPONSE SHALL NOT BE ATTAINED BY:

- Leaving quarters before crew has mounted safely and before apparatus doors are fully open.
- Driving too fast for conditions.
- Driving recklessly or without regard for safety.
- Taking unnecessary chances with negative right-of-way intersections.
- Intimidating or scaring other drivers.

By authority of Connecticut General Statutes Title 14, Chapters 80, 96p, 218, 219, 246 Sec 14-100, 248, 249, 283, General Order 03-01



Stamford Fire Department

Standard Operating Guideline

Emergency Evacuation Signal

SOG ID: SAF-EmergEvacSig (253)

Date Updated: 29 July 2011

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire & Rescue Department.

Purpose: To provide a structured method of Emergency Evacuation that provided for the rapid notification of Firefighters involved, and one which accurately accounts for those firefighters (PAR-Personnel Accountability Report)

At some point during emergency operations, it may become necessary to immediately withdraw operating personnel from within the fire building or other hazardous area. This may occur because of sudden fire involvement, structural instability, hazardous materials release, etc. If the Incident Commander (IC) (or the Incident Safety Officer (ISO)) determines that it is NOT safe for personnel to operate within the hazard area, he/she will immediately call for an **Emergency Evacuation**, account for all personnel, and redeploy as necessary. (Note: an Emergency Evacuation should not be confused with an orderly withdrawal that is ordered during a shift from an offensive to defensive mode of operation).

The Emergency Evacuation signal will consist of two (2) methods for alerting interior companies.

1. The IC will transmit the ALERT tone on his fire ground radio, and will call for immediate evacuation of building or hazardous area.
2. The IC will have the apparatus situated closest to the evacuation site blow its air horn intermittently for **approximately one (1) minute**.

The air horn blasts should be in a regular sequence of:

- one (1) second blast --- followed by
- one (1) second silence --- followed by
- one (1) second blast --- followed by
- one (1) second silence.....
- This pattern must continue for one (1) minute.

Firefighting crews will **immediately** evacuate the building or hazardous area, and report to the "A" side of the building or designated staging area for a Personnel Accountability Report (PAR).

Once the Emergency Evacuation has been sounded, **NO Personnel will re-enter** the hazard area without a direct order from the IC.

Immediately following the evacuation, the IC (or ISO) will initiate a PAR with all Firefighting crews.



Stamford Fire Department

Standard Operating Guideline

Fire Station Diesel Exhaust System Guidelines

SOG ID: SAF-ExhaustSys (808)

Date Updated: 02 November 2018

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire & Rescue Department.

Purpose: To maintain a clean and healthy environment within all fire stations operated by the City of Stamford Fire and Rescue Department.

Definitions

Standby Position: The hose is disconnected from the apparatus' exhaust pipe and in a hanging position.

Ready Position: The exhaust system nozzle is attached to the apparatus' exhaust pipe.

Return Position: The exhaust nozzle is held ready for re-attachment to the apparatus.

Control Switch: The three position switch which controls the exhaust system.:

H = ON

O = OFF

A = AUTOMATIC

In General

Diesel exhaust removal systems have been installed in all city fire stations. These systems can be considered "semi-automatic" in that the system will disconnect automatically when the apparatus is leaving the station but must be manually attached when the apparatus is backing into quarters. The exhaust fans are activated whenever pressure is detected within the system.

The system can also be manually activated by utilizing the system's control switch. This is to be utilized in the case of failure of the system to automatically activate or to run the apparatus at IDLE speeds in quarters.

The apparatus may be run in the station for a short period of time while it is connected to the system and the blower has been manually activated. This is permitted when the throttle is set at IDLE speeds only. Failure to place the control switch in the "H" position will result in hose damage. The blowers shall remain on for no less than one (1) minute after engine shutdown to sufficiently cool the system. The control switch is then placed back to the "A" position.

Under no circumstances shall pump tests be performed in the stations. The excessive heat generated when the engines are throttled up will damage the system. Pump tests shall be performed outside of quarters only.

All members are directed to stay clear of the officer's side of the apparatus at all times when the vehicle is leaving quarters. The recoil of the hose poses a significant risk of injuring anyone in that area. Severe injury can result from being struck by the hose and nozzle.

Any failure of the system shall be immediately reported to the Company Commander. A report shall be made to the duty Deputy Chief.

If the system fails to automatically activate, the operating switch shall be placed in the "H" position before starting the apparatus.

In a non-emergency situation, the switch shall be placed in the "O" position after the apparatus leaves the bay.

For an emergency response the switch shall be left in the "H" position. Upon returning to quarters the switch will be placed in the "O" position after the apparatus has been shut down for a minimum of sixty (60) seconds.

In the case of a complete system failure the apparatus floor shall be totally ventilated prior to closing the apparatus bay doors.

In order to maintain a clean and exhaust-free working environment this procedure is to be followed at all times without exception.

Leaving quarters:

The company shall board the apparatus.

If a member must manually close the bay doors he/she shall stand outside of the station doorway until the apparatus has left the bay and the exhaust hose has disconnected and returned to its standby position.

The member may then proceed to close the door and board the apparatus.

When the order is given to respond the driver shall slowly pull out of the station. Excessive speed will result in a significant recoil and/or detachment of the exhaust hose.

The apparatus bay doors are then closed and the company continues its response.

Returning to quarters:

The apparatus door is opened in the usual manner.

The member guiding the apparatus shall stand in a position that allows him/her to be seen by the driver at all times OR shall be positioned inside the apparatus bay at the location of the overhead door controls out of the path of the backing vehicle (see SOG SAF-Driving).

The exhaust hose shall be attached to the apparatus exhaust pipe after the apparatus has finished backing, has come to a complete stop and the parking brake has been engaged.



Stamford Fire Department

Standard Operating Guideline

Fireground Safety Procedures

SOG ID: SAF-Fireground (1976)

Date Updated: 30 December 2022

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire & Rescue Department.

Purpose: To establish guidelines for the Health and Safety of Stamford Fire & Rescue Department personnel required to operate in a hazardous or potentially hazardous environment.

Tactical Positioning

Positioning of operating companies can severely affect the safety/survival of such companies. Personnel must use caution when placed in the following positions:

- above the fire, (floors/roof)
- where fire can move in behind them
- when involved with opposing fire streams
- combining interior and exterior attack
- with limited access - one way in/out
- operating under involved roof structures
- in areas containing hazardous materials
- below ground level fires (basements, cellars, etc.)
- in areas where a back draft potential exists
- above/below ground rescue
- confined space
- lightweight truss construction
- blighted and/or vacant structures

The safety of fire fighting personnel represents the major reason for an effective and well-timed offensive/defensive decision. When the rescue of savable victims has been completed the Incident Commander must ask:

"IS THE RISK TO MY PERSONNEL WORTH THE PROPERTY I CAN SAVE?"

When operating in a *defensive mode*, operating positions should be as far from the involved area as possible while still remaining effective. Position and operate from behind barriers if available (fences, walls, etc.) or from "flanking" positions. The intent is for personnel to utilize safe positioning where possible/available, in an effort to safeguard against sudden hazardous developments such as back draft explosion, structural collapse, etc.

When operating in an *offensive mode*, be aggressively offensive. An effective, coordinated interior attack operation directed toward knocking down the fire eliminates most eventual safety problems.

Due to the inherent hazards of the immediate fire or incident scene, efforts will be made by the Incident Commander to limit the number of personnel on the fireground to those assigned to a necessary function.

All others should be positioned as follows:

1. positioned in staging

2. assigned to a task
3. after having completed an assignment the crew should be assigned to a **Staging or Rehabilitation** area until such time as they can be re-assigned to an operating area or released to in-service status.

The intent of this procedure is to minimize fireground confusion/congestion and to limit the number of personnel exposed to fireground hazards to only those necessary to successfully control the operation. Individuals or firefighting crews shall be restricted from wandering about the fireground or congregating in non- functional groups.

When it is necessary to engage personnel in exceptionally hazardous circumstances (i.e., to perform a rescue), the Incident Commander will limit the number of personnel exposed to an absolute minimum and assure that all feasible safety measures are taken.

In extremely hazardous situations (flammable liquids, LP gas, hazardous materials, etc.) the Incident Commander will engage only an absolute minimum of personnel within the hazard zone. Unmanned master streams will be utilized whenever possible. Refer to SOG HZM-OPS.

In situations where crews must operate from opposing or conflicting positions, such as front vs. rear attack streams, roof crews vs. interior crews, etc., **utilize radio or face-to-face communications to coordinate your actions with those of the opposing crew in an effort to prevent needless injuries**. The Incident Commander should notify Company Officers of opposing or conflicting operations.

Ground crews must be notified and evacuated from interior positions before master streams go into operation. Do not operate exterior streams, whether hand lines, master streams, ladder pipes, etc., into an area where interior crews are operating. This procedure is intended to prevent injuries to personnel due to stream blast and the driving of fire and/or heavy heat and smoke onto interior crews.

When laddering a roof, the ladder selected shall be one which will extend a few feet (preferably 5 rungs) above the roof line. This shall be done in an effort to provide personnel operating on the roof with a visible means of egress.

If possible, when laddering buildings under fire conditions place ladders near building corners or fire walls as these areas are generally more stable in the event of structural failure.

When operating either above or below ground level, **establish at least two (2) separate escape routes or means of egress** (such as stairways, ladders, etc.) where possible, preferably at opposite ends or diagonal corners of the building or separated by considerable distance.

Many safety principles revolve around action that takes place within the fireground perimeter or on the fireground. For the purpose of Stamford Fire Department operations, the fireground perimeter can be defined as:

"The area inside an imaginary boundary that has been determined by safety considerations according to the foreseeable hazards of the particular incident." For example a 200 foot perimeter around a high rise or a collapse zone of at least one and one-half (1 1/2) times the height of the building involved.

ALL PERSONNEL ENTERING THE FIREGROUND PERIMETER SHALL:

- wear protective clothing and S.C.B.A.
- be part of an intact crew
- be assigned to an area/function
- **ALL OTHERS STAY OUTSIDE**

The fireground perimeter is not necessarily marked by any warning device. The area is defined, in most cases by standard definitions described in this procedure. Where a hazard exists, banner tape may be used to identify the specific area where special precautions are necessary.

Company Officers shall be able to account for the whereabouts of all crew members-under their assignment. If a crew is split into two teams (i.e. for search purposes), a team leader shall be appointed by the Company Officer for the crew that he/she is not a part of. This team leader will periodically (and also on request) report their status to their Company Officer.

When crews are operating within an area, Company Officers shall keep the Incident Commander informed of changing conditions within the area, and particularly those changing conditions which may affect the safety of personnel.

In an effort to regulate the amount of fatigue suffered by fireground personnel during sustained field operations, Officers should frequently assess the physical condition of their assigned personnel. When crew members exhibit signs of serious physical or mental fatigue, the entire crew should be reassigned to a rehabilitation area if possible. Company Officers shall request reassignment to a rehabilitation area from their Incident Commander. The Company Officers' request shall indicate the crews position/condition, etc., and shall advise the IC as to the need for a replacement crew. Individual crews shall not report to the rehabilitation area unless assigned by the Incident Commander.

CREWS SHOULD REPORT TO AND REMAIN
INTACT
WHILE ASSIGNED TO THE REHABILITATION AREA

It is the on-going responsibility of the Incident Commander to summon adequate resources to tactical situations to effectively stabilize that situation, and to maintain adequate resources during extended operations to complete all operational phases.

It is the intent of this procedure to reduce the fatigue and trauma experienced during difficult operations to a reasonable (and recoverable) level and is in no way intended to lessen the individual and collective efforts expected of all members during field operations.

The recognition of situations which present inordinate hazards to fireground personnel and the proper response to safeguard personnel from those hazards is of critical importance to all Fire Department operations.

The Incident Commander (IC) has the responsibility to recognize situations involving a high risk to personnel and to initiate appropriate safety measures.

Structural collapse is always a possibility when a building is subject to intense fire. In fact, if fire is allowed to affect a structure long enough, some structural failure is inevitable. Regardless of the age and exterior appearance of the building, there is always the possibility that a principal structural support member is being seriously affected by heat and may collapse suddenly causing injury to firefighters.

It is a principal Command responsibility to continually evaluate and determine if the fire building is tenable for interior operations. This on-going evaluation of structural and fire conditions requires the input of Company Officers advising the Incident Commander of the conditions in their area of operation.

Regarding the possibility of collapse, only buildings of *Type IV - Heavy Timber* construction have structural members capable of withstanding the effects of fire for any length of time. No other type of construction is designed to withstand the effects of fire, and they can be **expected to fail after approximately twenty minutes of heavy fire involvement**.

If after 10-15 minutes of interior operations heavy fire conditions still exist the Incident Commander should initiate a careful evaluation of structural conditions and should be fully prepared to withdraw interior crews and resort to a defensive attack.

If structural failure of a building or section of a building appears likely, a perimeter must be established a safe distance from the area which may collapse. All personnel must remain outside this perimeter.

Evacuation Procedures

Evacuation notice will be given via all radio channels in use and by sounding of air horns of apparatus on scene. See SOG SAF-EmerEvacSig.

Interior fire fighting operations should be abandoned when the extent of the fire prohibits bringing it under control or if the structure becomes unsafe to operate within. When such conditions make the building untenable:

EVACUATE

REGROUP

ACCOUNT FOR PERSONNEL

RECOMMUNICATE

REDEPLOY

Our primary concern, when a hazard which may affect the safety of fire personnel becomes apparent, is the welfare of our personnel. In an effort to protect personnel in danger from hazards such as structural collapse, explosion, backdraft, etc., a structured method of evacuation must be utilized. This evacuation plan should provide for the rapid and effective notification of those personnel involved as well as the ability to accurately and rapidly account for those personnel.

The method of evacuation selected will vary depending on the following circumstances:

- imminence of the hazard
- type and extent of hazard
- perception of the area affected by the hazard

Upon receipt of the evacuation order, Company Officers shall assemble their crews and promptly exit to a safe location, where the Company Officer will again account for all crew members. Shortly after the evacuation order, the Incident Commander shall begin the process of accounting for all evacuated crews and perform a MARC (Member Accountability Roll Call). When all affected crews and crew members are accounted for, the evacuation process is complete. At this time a more specific determination as to the reality/extent of the hazard can be made and efforts initiated to re-deploy/redirect attacks forces.

Non-imminent or immediate hazard concerns should usually be handled by a consultation with the Incident Commander and Company Officers.

These officers should make a determination as to the nature and possible effect of the suspected hazard so that a more informed decision as to the proper course of action can be made.

Crews retreating from interior operations often require hose line protection. The personal protection afforded to fire fighting personnel in much situations represents a major function of back-up lines.

Search & Rescue

Search and rescue should be performed according to an efficient, well planned procedure which focuses on the safety of the search crew.

The object of the search effort is to locate possible victims, not create additional ones by neglecting the safety of the search team.

Prior to entering the search area, all search team members should be familiar with a specific search plan. This plan should include the overall objective, a designation of the search area, individual assignments, etc. This may require a brief conference among crew members before entering the search area to develop and communicate the plan.

Individual search activities should be conducted by a team of two or more members.

Company Officers must maintain an awareness of the location and function of all members within their crew during search operations.

Whenever a search is conducted that exposes search crews to fire conditions (particularly above the fire floor) the search team should be protected as soon as possible with a charged hose line in order to maintain a safe escape route.

If search personnel are operating without a hose line, life lines should be used when entering conditions of severely limited visibility.

High Rise Safety

Fire personnel conducting operations in high rise buildings are faced with many non-typical hazards due the design, elevation, limited access/egress, etc., inherent in these buildings. High rise buildings containing a working fire are to be considered a high hazard area.

STAIRWAYS/ELEVATORS:

If a working fire is suspected in a high rise building the following procedures shall be adhered to:

- Utilize stairwells to go aloft if possible.
- Elevators may be used to go aloft provided SFRD elevator use policy is followed. **Refer to SOG FRG-Elevator.**

If smoke or fire are visible in the shaft,

DO NOT USE THE ELEVATOR.

It may be used for equipment only.

Before using the elevator, the nearest enclosed stairwell should be identified. Should the elevator stop at a floor with heavy smoke or intense heat, fire fighters can then head directly for the stairs without losing time searching for them.

You must verify that the floor you are going to arrive at is uninvolved.

If elevators are used, they will be operated in Fire Service mode.

An operator with full protective gear including SCBA & radio will be assigned to each car (per SOG FRG-Elevator).

If elevators are used to transport personnel and equipment beware of exceeding the maximum load capacity of the elevator.

All elevators will immediately be returned to lobby level as soon as personnel and equipment are unloaded at staging floor.

When operating around a high-rise building where the potential hazards of falling glass and debris exist, a fireground perimeter shall be established approximately 200' from the building and shall be observed by all fire personnel as a high hazard area.

A fireground perimeter will be at the discretion of the Incident Commander based upon need.

Pumpers supplying water shall utilize hydrants outside the perimeter area when possible.



Stamford Fire Department

Standard Operating Guideline

Hazard Communication Program

SOG ID: SAF-HazardComm (304)

Date Updated: 22 August 2011

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire & Rescue Department.

Purpose: To establish guidelines for the Health and Safety of Stamford Fire & Rescue Department personnel required to operate in a hazardous or potentially hazardous environment.

Introduction

It is the intention of the City of Stamford Fire & Rescue Department to comply fully, in a prudent manner, with all occupational safety and health standards and regulations. Accordingly, this program to comply with the Department of Labor, Occupational Safety and Health Administration's Hazard Communication Standard 29 CFR 1910.1200 (Appendix A) is implemented and shall be enforced.

This program has been established to provide guidelines for all employees, and for the Stamford Fire & Rescue Department to meet the requirements of the Hazard Communication standard. The program applies to any hazardous chemical which is known to be present on the premises to which employees may be exposed under normal conditions of use and/or in a foreseeable emergency. This written Hazard Communication Program will be available to all employees for review at all times. The program will be located in the company commander's office of each fire department facility. It shall be part of the Stamford Fire & Rescue Department safety manual.

Hazardous Chemicals List

The Stamford Fire & Rescue Department has established and will maintain a list of all the hazardous chemicals used at each fire department facility. The master list is in Appendix B. Due to the unique operations of the fire department mechanical facility, a separate list of hazardous chemicals shall be kept at that facility only and available at the MSDS - Right to Know station outside the supervisor's office.

Labeling of Hazardous Chemicals

Each container containing a hazardous chemical will be labeled with the identity and appropriate hazard warning of the contents. In addition, those containers containing hazardous chemicals, when received from a supplier or shipped to a facility, will also have the name and address of the manufacturer or the responsible party.

It is the responsibility of the employee handling the chemicals to assure that the identity and the hazard warnings are placed on all containers into which chemicals have been transferred from the original drum or container. Also it is the responsibility of the receiving employee to assure the identity, the hazard warnings, and the name and address of the supplier are on the received container(s).

Material Safety Data Sheets (MSDS)

This MSDS file will contain an MSDS for every hazardous chemical used in that particular fire department facility. This file will be a section of the Stamford Fire & Rescue Department safety manual located in each facility. (See section I). These sheets shall be available to all employees at all times.

When ordering a new hazardous chemical, it is the responsibility of the safety officer to assure that the MSDS file is kept up to date.

Employees wishing to gain access to the MSDS file or a copy of MSDS for specific chemicals should contact the Company Officer of that facility.

Information and Training

It is the policy of the City of Stamford Fire & Rescue Department to provide an information and training program to all employees with the implementation of this program, at the time of a new employee's initial assignment, and whenever a new hazard is introduced into the workplace.

This information and training will include:

- Requirements of 29 CFR 1910.1200
- Any operation in employee's work areas where hazardous chemicals are present.
- Location and availability of the written hazard communication program, the list of hazardous chemicals, and the material safety data sheets.
- Means of detecting the presence or release of hazardous chemicals in the work area.
- Physical and health hazards of the chemicals in the area.
- Measures employees can take to protect themselves from these hazards.
- Explanation of the labeling system and the material safety data sheets.
- Emergency procedures.
- Details of the written hazard communication program developed by the fire department.

It will be the responsibility of the department safety officer to implement and maintain the information and training programs.

Outside City Workers and Private Contractors

When it is necessary for outside city workers (eg. Buildings and Grounds workers) or private contractors to perform work at Stamford Fire & Rescue Department facilities, it shall be the responsibility of the Company Commander of the facility to inform the outside city workers or private contractors of the identity of any hazardous chemicals to which they may be exposed. The procedure for informing the outside city workers or private contractor will include the following:

- Making the hazardous chemical inventory of any designated area where work is being performed available to these workers and advise them of the labeling system.
- Making the MSDS of the identified hazardous chemicals in a designated work area available to these workers.
- Making these workers aware of the appropriate protective measures taken by Stamford Fire & Rescue Department employees in a designated work area.

It is also the responsibility of the facilities' Company Commander to determine if the outside city workers or private contractor will be using any hazardous chemicals and, if so, to take appropriate actions to assure the protection of Stamford Fire & Rescue Department employees.

Hazard of Non-Routine Tasks

Prior to starting work on hazardous non-routine tasks, every affected employee will be given information by their officer about hazardous chemical(s) to which they may be exposed. Such information will include, but not be limited to, specific hazards associated with the chemicals), protective measures (i.e. personal protective equipment, work practices, engineering controls, etc.) and emergency procedures.



Stamford Fire Department

Standard Operating Guideline

SFD Hurricane/Nor'Easter Response Plan

SOG ID: SAF-Hurricane (600)

Date Updated: 21 October 2014

Scope: This guideline applies to all uniformed personnel of the Stamford Fire Department.

Purpose: To provide a basic framework for handling calls during extreme and dangerous weather conditions.

SFD will suspend all responses during periods of windage in excess of 40 MPH or during gusts in excess of 50 MPH.

SFD will not respond to wires down calls during periods of windage exceeding 35 MPH or during gusts in excess of 50 MPH.

SFD response to automatic alarms in single family residential occupancies will consist of a single Engine Company.

SFD response to all commercial fire alarms will consist of 1 Engine Company and 1 Truck Company.

SFD response to high occupancy target hazards will consist of 2 Engine Companies, 1 Truck Company, and 1 Incident Commander.

Safety Plan

- All wires, including telephone and cable wires are to be treated as being energized. Wait for the power to be shut off by the power company. If the lines are located in downed trees, do not attempt to remove any portion of the tree until the power has been shut off.
- Be aware of power lines in standing water. If a line or cable is in the water, do not enter the area. Wait for the power to be shut off.
- Use extreme caution when lines are in the area of chain link and wooden fencing. These fences can run for great distances and can carry electrical charges along their length. Wait for the power to be shut off.
- Do not pull manholes to drain flooded areas. Stay away from open manholes.
- Be aware of the possibility of flash flooding at all times. 6" of water can knock you off your feet.
- Proper PPE for the situation shall be worn at all times. This is to include but is not limited to:
 - Full turnout gear
 - eye protection
 - DOT Safety Vests
 - PFD's
 - Dry Suit's
 - SCBA
- A PFD shall be worn by all personnel during operations within 50' of rivers, ponds, the sound, and other bodies of water. Personnel who must make entry into these areas will use an exposure suit or dry suit with a tether line.
- During periods of high wind, eye protection shall be worn.
- Probe any area of standing water with a pike pole prior to entering the area. This is to ensure that the area in question has not washed out.

Company Officers must use their discretion during the storm. If, at any time, the CO feels that firefighter safety is compromised, the CO may choose to terminate operations. This decision must be relayed to the Communications Division per the Incident Action Plan. All personnel will adhere to the response guidelines in the Incident Action Plan.

Task Forces

During severe weather events units may be assigned to task forces. Units assigned to task forces will respond to incidents as a group to allow for streamlined operations and to provide for "safety in numbers". Task forces may be simple and composed of two or more units from the same agency or they may be complex and composed of units from multiple agencies. A simple task force may be composed of an Engine & Truck Company for example while a complex task force may consist of an Engine Company, Truck Company, EMS unit, CL&P crew, tree crew, and a piece of heavy equipment such as a front end loader. Task forces shall be formed as ordered by the Fire Chief or his designee and will remain

(and respond) together until disbanded by the Fire Chief or his designee. Coordination of task forces will normally be through the City of Stamford Emergency Operations Center (EOC).



Stamford Fire Department

Standard Operating Guideline

Safe Operation on or Near a Railroad Right-of-Way

SOG ID: SAF-Railroad (552)

Date Updated: 02 October 2013

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire & Rescue Department.

Purpose: To establish guidelines for the Health and Safety of SFRD personnel required to operate on or near a railroad right-of-way.

Whenever units must work on or near a railroad right of way because of an incident, **extreme** caution should be employed. If train traffic could pose a threat to the safety of personnel, the Metro North Chief Rail Traffic Controller shall be notified at **(212) 340-2050**.

The Chief Rail Traffic Controller will need to know:

1. The type of incident (brush fire, tires burning, etc.)
2. The location of the incident (mile post number, track number, catenary pole number, etc.)
3. What is needed?
 - i. Power Shut Down
 - ii. Slow Order
 - iii. Positive Hold

The following orders may be used as needed:

POWER SHUT DOWN

If overhead power wires pose a threat, ask for a power shut down in the area. Be sure to give the dispatcher a catenary number to pinpoint your location. A catenary is a steel column that holds the overhead wires. Each has a number. The tall green poles that hold wires are not railroad property, but are the property of Northeast Utilities. The railroad can not shut off the power to these. **BE ADVISED THAT SHUTTING OFF OVERHEAD POWER DOES NOT NECESSARILY STOP TRAIN TRAFFIC!** Work trains and Amtrak equipment may be diesel powered and therefore do not rely on overhead electric power for movement.

SLOW ORDER

A Slow Order will slow train traffic to a manageable speed. Request the speed you desire, e.g. 5 mph or 10 mph. This may be employed when operating near the tracks such as a brush fire on the embankment.

POSITIVE HOLD

Order a Positive Hold to stop **ALL** train movement. Request the Chief Rail Traffic Controller to *"STOP THE MOVEMENT OF ALL RAIL EQUIPMENT ON "##" TRACK(s) BETWEEN POINT "A" AND POINT "B".* **THIS IS THE ONLY WAY TO STOP ALL TRAIN MOVEMENT!** A positive hold will turn all signal lights to red and thereby stop all trains. A "Positive Hold" order does not shut off the overhead power.

Inform Metro North what track(s) are affected using the track number if possible. If necessary use "Land Side" or "Water Side" (Track #4 is the one closest to the shore.)

Inform Metro North Chief Rail Traffic Controller when operations are completed so that railroad traffic can resume normally.



Stamford Fire Department

Standard Operating Guideline

Incident Safety Officer Guidelines

SOG ID: SAF-SafetyOfficer (802)

Date Updated: 12 October 2018

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire Department.

Purpose: To provide for personnel to monitor the safety of all operations at incidents.

Safety Officer Guidelines

- An Incident Safety Officer shall be assigned to any "working fire", any significant Hazardous Materials incident, any Technical Rescue incident (including High Angle Rescue, removal of occupants from an elevator through the top hatch, In-Water Rescues, Confined Space Rescues, Trench Rescues, and structural collapse of any kind).
- If the RIT arrives on scene before the ISO, the RIT Officer will be the "Acting Safety Officer" until the ISO arrives and relieves him/her. (SOG FRG-RIT)
- Additional ISO's shall be assigned any time the incident size, activities, or needs warrant extra safety personnel.
- An additional ISO shall be dispatched in the event that the RIT Team is activated for firefighter rescue.

At the emergency scene, the Incident Commander is responsible for the overall management and safety of all personnel involved.

At an emergency scene where activities are judged by the ISO as posing an **imminent** threat to firefighter safety, the ISO shall have the authority to stop, alter, or suspend those activities. The ISO shall then immediately notify the IC of any actions taken in this manner.

When the ISO identifies unsafe conditions, operations, or hazards that do not present an **imminent** threat to firefighters, the ISO shall advise the IC of these conditions and make recommendations to mitigate these issues. Final authority regarding non-imminent issues shall always remain with the IC.

Upon arrival at an incident, the ISO shall report to the IC and receive a face-to-face briefing from the IC concerning a situation status report and the incident action plan.

The ISO shall ensure that a RIT Team is properly equipped and prepared for immediate deployment should the need arise. He/she shall ensure that the RIT Team performs continuous evaluations of the scene and performs other duties as outlined in SOG FRG-RIT.

If the RIT Team is activated the ISO will command the RIT operations while the IC commands all other operations.



Stamford Fire Department

Standard Operating Guideline

Self-Contained Breathing Apparatus

SOG ID: SAF-SCBA (2003)

Date Updated: 15 January 2023

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire Department, that are expected to respond to and function in areas of atmospheric contamination.

Purpose: To establish guidelines for the Health and Safety of Stamford Fire & Rescue Department personnel required to operate in a hazardous or potentially hazardous environment.

Departmental Policy

It is the policy of the Stamford Fire Department that all personnel expected to respond to and function in areas of atmospheric contamination, shall be equipped with self-contained breathing apparatus (SCBA) and trained in its proper use and maintenance.

Each member assigned to fire suppression shall be accountable for one (1) SCBA at the beginning of each shift, after each use, and at any other time it may be necessary to render the equipment in a ready state of condition.

Each crew member shall be responsible for the SCBA assigned to his/her seat position. Each crew member will be responsible for the proper use and function of that SCBA. Personnel may also be responsible for additional SCBA's as assigned by his/her officer.

If a SCBA is found to be malfunctioning, it shall be taken out of service, tagged, reported, and replaced immediately. In the event a unit is found to have malfunctioned during training and/or fireground activities, the entire SCBA, including the facepiece, regulator and SCBA itself shall be sequestered and turned over to the Safety Division as soon as possible for investigation. An investigation shall take place to determine what caused the malfunction and if possible, derive ways to avoid this action in the future.

The intent of the SCBA policy is to avoid any respiratory contact with products of combustion, super heated gases, toxic products, or other hazardous contaminants.

The use of breathing apparatus means that personnel shall have donned the facepiece, and breathed air from the supply tank.

Self Contained Breathing Apparatus shall be used by all personnel who are:

- operating in a contaminated atmosphere
- operating in an atmosphere which may suddenly become contaminated
- operating in an atmosphere which is oxygen deficient
- operating in an atmosphere which is suspected of being contaminated or oxygen deficient or may become contaminated or oxygen deficient.

This includes ALL personnel operating:

- in an active fire area
- directly above an active fire area
- in a potentially explosive hazard area
- where flammable gas or liquid spill/leak(s) are present or suspected of being present
- where products of combustion are visible in the atmosphere, **including vehicle and dumpster fires**
- where invisible contaminants are suspected to be present (such as carbon monoxide during overhaul)
- where toxic products are present, suspected to be present, or may be released without warning
- in any confined space which has not been tested to establish respiratory safety and certified for entry

Members operating in the vicinity of known or potential IDLH atmospheres, who could be required to enter the IDLH area shall wear SCBA or have SCBA or SABA available for immediate donning and use.

In addition to the above, SCBA shall be worn by ALL personnel operating at fire incidents above ground, below grade, or in any other area which is not yet, but may become, contaminated by products of combustion or other hazardous substances. In the above listed circumstances only, the SCBA may be worn with the face-piece removed. The wearing of a SCBA with the facepiece removed ensures that it will be immediately available for use should conditions worsen, or if it becomes necessary for personnel to enter an area where SCBA use is warranted.

The Incident Commander or Incident Safety Officer shall direct a Hazardous Materials Technician to perform metering to determine when it is safe to remove SCBA after evaluating existing conditions including measuring levels of CO, Oxygen, combustible gases and, if a capable meter is available, to measure HCN levels. All personnel shall continue to wear an SCBA until the Incident Commander determines that respiratory protection is no longer required. Before removing any SCBA the fire area shall be thoroughly ventilated and if necessary continuous ventilation shall be provided.

IF THERE IS ANY DOUBT ABOUT RESPIRATORY SAFETY, SCBA USE SHALL BE MAINTAINED UNTIL THE ATMOSPHERE CAN BE ESTABLISHED AS SAFE.

Evaluations in SCBA use shall be conducted annually for all members of the fire suppression division. Each member shall be able to demonstrate a high level of proficiency and capability in using SCBA. While evaluating SCBA performance conditions should be similar to those normally found in a fire suppression environment.

If a SCBA is found to be malfunctioning, it shall be taken out of service, tagged, reported, and replaced immediately. In the event a unit is found to have malfunctioned during training and/or fireground activities, the entire SCBA, including the facepiece, regulator and SCBA itself shall be sequestered and turned over to the Safety Division as soon as possible for investigation. An investigation shall take place to determine what caused the malfunction and if possible, derive ways to avoid this action in the future.

A written report by the serviceman, stating the cause of the malfunction and what corrective action was taken, shall be forwarded to the Chief of the Department and the Department Safety Committee.

The Department Mechanical Division shall keep permanent records of any repaired SCBA. They shall be available for review by the Safety Committee and/or any Chief Officer in the Department.

Whenever personnel are operating in an environment requiring the use of breathing apparatus, it will be the incident Commander's (IC) responsibility to ensure that SCBA is used until the atmosphere is made safe. The Rapid Intervention Team (RIT) will remain available and equipped to rescue a trapped firefighter should the need arise until SCBA use is no longer necessary and the area of operation is deemed safe.

SCBA Maintenance Program

Scope

This standard establishes guidelines for the inspection, maintenance and record keeping of self contained breathing apparatus and the guidelines for the air quality of the SCBA filling station(s). It was promulgated to:

- Provide a reasonable degree of assurance that an in-service SCBA will function properly.
- Require that any SCBAs that do not function properly be removed from service and repaired.
- Provide a reasonable degree of assurance in the quality of the SCBA breathing air.
- Comply with the applicable rules, regulations, and standards concerning SCBA equipment.

General

- All SCBA equipment shall comply with the provisions of the edition of NFPA 198 1, *Standard on Open-Circuit Self-Contained Breathing Apparatus for the Fire Service*, that was in effect at the time that the equipment was purchased.
- SCBA equipment shall also comply with the applicable rules, regulations, and standards promulgated by other appropriate agencies.
- All breathing air compressors and cascade systems shall comply with the applicable rules, regulations, and standards promulgated by other appropriate agencies.

Inspection

SCBA equipment shall be inspected periodically to determine its readiness for use and to discover and repair any damage or excessive wear sustained by the unit. The frequency of the inspection is as follows:

Before and after each use

The user shall inspect his/her SCBA for the following:

1. **Cylinder pressure:** The minimum cylinder pressure must be not less than 5000 psi, any cylinder containing less than 5000 psi shall be considered empty.
2. **Pass alarm:** Before opening the cylinder valve, trip the pass alarm by pressing the red button on the front of the console (it should sound a continuous 3 tone alarm with a flashing red light), reset the alarm by pressing the yellow reset button twice. Open the cylinder, the pass alarm must activate upon opening the cylinder, this will be signified by three quick chirps and the green light flashing.
3. **Low air alarm:** The low air alarm / Vibra-alert must sound/activate briefly when the valve is opened.
4. **Heads Up Display (HUD):** Regulator mounted HUD lighting should be illuminated when the cylinder is opened. All 5 LED's should turn on upon opening of the cylinder and remain on for 20 seconds while the unit performs a self-check. The lights signify the following (from right to left):
 1. Round Light Sensor - controls brightness within the HUD during low light and normal conditions. This function is automatic and requires no input from the user. This sensor does not emit light, but resembles one as it is near the rest of the cluster.
 2. Round Red light - indicates a low battery.
 3. Two Green lights - indicates a 100% full cylinder (5,500 to 4,125 psi).
 4. One Green light - indicates 75% to 50% full cylinder capacity (4,125 to 2,750 psi).
 5. Yellow light flashing slowly - indicates 50% to 33% cylinder capacity (2,750 to 1,833 psi).
 6. Red light flashing rapidly - indicates 33% or less cylinder capacity (1,833 to 0 psi).
 - All of the above cylinder capacities should be checked against the remote gauge located on the shoulder-mounted console for agreement within 100 psi. It should be noted that there are other functions of the above mentioned LED's and they are as follows:
 - i. The low battery LED (round red LED) will start to flash once per second after the 20 second start up if a low battery is detected. A chirp sounding once per second will accompany this.
 - ii. All four LED's will blink intermittently if the SCBA PASS device does not detect motion as a pre-alert to alarm. This will also help the user better identify the unit that is affected. The HUD will blink Green/Yellow and Green/Red alternately until PASS activation at which time they will revert back to indicating cylinder pressure. (It should be noted that if motion were detected during the pre-alert stage, the LED's would revert back indicating cylinder pressure.)
5. **Facepiece:** This should be clean and free of debris, it should form a complete seal with the user's face. [Excerpt from "Effective Seal Required" section on page 8 of the SFD Respiratory Protection Program.](#)

An effective face-to-facepiece seal is extremely important when using respiratory protective equipment. Minor leakage can allow contaminants to enter the facepiece, even with a positive pressure SCBA. Any outward leakage will increase the rate of air consumption, reducing the time available for use and safe exit. The facepiece must seal tightly against the skin, without penetration or interference by any protective clothing or other equipment.

Nothing can be between the sealing surface of the mask and the face of the wearer, including but not limited to, eyeglasses, protective hoods, and beards or other facial hair.

Mustaches may be worn but must be neatly trimmed and may not extend below the lower edge of the bottom lip. Sideburns shall be neatly trimmed and shall not extend below the bottom of the earlobe. Any other facial hair or beards of any sort are not permitted.

Firefighters shall perform a seal check prior to every SCBA use. SCBA can only be worn when an adequate seal is achieved. (NOTE: the required seal check procedures are found in Appendix B of the SFD Respiratory Protection Program document.

6. **Bypass and Exhalation Valve:** They should function normally.
7. **After each use:** The unit must be fully cleaned, disinfected*(appendix 2), checked for wear and damage. *Anytime a SCBA has been used in a contaminated atmosphere it shall be completely decontaminated prior to being returned to service.* Steps 1 through 5 above shall be completed.

Daily inspections

- All SCBAs assigned to front line apparatus shall be inspected at the beginning of each shift per the [Daily Inspection Procedure](#) without exception.
- Any member working a partial shift or switching between apparatus shall also complete an inspection for the SCBA assigned to them for any portion of a shift.
- All inspections shall be logged on the FireWeb in a timely fashion at the beginning of the work period and should be completed by 10:00 hours (unless prevented by call volume or prolonged calls).
- If you do not log it you did not complete the inspection.
- Inspections of all SCBA assigned to other than front line apparatus, (including but not limited to; reserve apparatus, ATV, Haz-Mat units, Technical Rescue units, etc.) shall be checked and logged weekly on Sundays by 16:00 hours. They should also be inspected prior to being replaced on reserve apparatus etc if they have been used for any reason.

- These "reserve" SCBA will only be visible on days they are required to be inspected which should make it easier for Company and Chief Officers to monitor.
- This **weekly (Sunday) inspection schedule will also apply to RIT packs** (which will also only appear on the Intranet on Sundays).
 - **RIT FAST Pak Inspection Procedure**
- Any unit that shows damage or does not function properly shall be removed from service and tagged per the Repair section of this SOG.
- Repairs can only be performed by an SCBA technician. Repairs do not include changing bottles.

Annual Inspections

All SCBAs shall be inspected and serviced every year by a *SCBA technician* or an authorized repair facility.

The inspection and servicing shall include:

1. Disassembly of the SCBA into its major components.
2. Flow testing the regulator and pressure reducer.
3. Disassembly and cleaning the regulator.
4. Replacement of worn parts in the regulator and pressure reducer assemblies.
5. Disassembly of the low air alarm, cleaning and replacement of parts as necessary.
6. Cleaning and inspecting the harness-backpack assembly, replacement of parts as necessary.
7. Testing and cleaning the PASS alarm assembly.
8. Testing and Inspection of HUD systems.
9. Reassembling of the entire SCBA unit and testing for proper operation of all components.
10. Record all the proper information in the SCBA record keeping software with a printed copy to the repair file for that unit and to the company SCBA log.

All SCBA bottles shall have an internal visual inspection completed by a SCBA technician or an authorized repair facility.

1. The tank shall be bled slowly.
 - a) The tank valve shall be removed and inspected for worn and damaged parts, replacement of parts as necessary.
 - b) The tank shall be visually inspected for damage or contaminants, removed from service if necessary.
 - c) The tank valve shall be refitted and the tank filled to 5,500 psi and leak checked.
2. Record all the proper information in the SCBA record keeping software.

SCBA cylinders shall be hydrostatically tested and certified as necessary in compliance with the applicable rules, regulations, and standards promulgated by other appropriate agencies. The mechanical supervisor or his designee shall be responsible for ensuring this policy is strictly adhered to.

Repair:

All repairs shall be made by a SCBA technician or by an authorized repair facility.

Any SCBA needing repair shall be tagged using a SFD SCBA repair tag and sent to the mechanical division for necessary repairs. Additionally, an SCBA repair work order will be created on the Intranet.

- Part 1 - Fully filled out by user, one copy to be retained in the company's SCBA log and a second copy sent with the unit.
- Part 2- Fully filled out by SCBA technician and with one copy retained as part of the SCBA file on that unit and a second copy sent with the unit to be attached to part one in the Company's SCBA log, the information shall also be entered in SCBA record keeping software.
- Part 3- Fully filled out by user accepting the unit at the company level after repair, this user shall fully test the unit per the Daily Inspection Procedure*. This copy shall be stapled on top of the Part 1.

Any SCBA cylinders needing repair shall use the above procedure except parts 2 and 3 of the tag shall be retained at the mechanical division and filed appropriately.

Breathing Air Supplies:

All breathing air produced for use in SCBA shall comply with the testing and quality requirements of CGA G-7.1 grade E air. Tests shall be conducted every 3 months by a certified testing service. These test results shall be filed with the SCBA files at the mechanical division and a copy posted with the cascade system.

Any air cylinder suspected of containing contaminated air must or air that does not meet the department's air quality standards shall be emptied and purged.

All SCBA cylinders must be maintained at no less than 5,000 psi. Any cylinders less than this shall be considered empty and segregated for

refilling.

SCBA cylinders shall only be filled by personnel trained to do so.

Prior to filling a cylinder, the cylinder must be inspected for damage or wear. Hydrostatic testing is required by as below:

All SCBA cylinders require periodic hydrostatic testing as required by 49 CFR 180.205. The frequency of the maintenance depends upon the cylinder material.

- *Steel cylinders should be tested every five years and have an indefinite service life until they fail a hydro test.*
- *Hoop-wrapped cylinders should be tested every three years and have a 15-year service life.*
- *Fully wrapped fiberglass cylinders should be tested every three years and have a 15-year service life.*
- *Fully wrapped Kevlar cylinders should be tested every three years and have a 15-year service life.*
- *Fully wrapped carbon fiber cylinders should be tested every five years and have a 15-year service life.*

Cylinders should not be filled if they have exceeded their valid service life or re-test dates. Cylinders which show evidence of exposure to high heat or flames (paint turned to a brown or black color, decals missing or gauge lens melted) need to be removed from service and re-hydrostatic tested prior to recharging. If there is any doubt about the suitability of the cylinder for recharge, it should be returned to a certified hydrostatic test facility for examination and retesting. Any evidence of a crack, defect or damage requires the cylinder to be removed from service. .

All cylinders shall be filled as per manufacture's instructions.

Purchasing:

All SCBA equipment shall comply with the provisions of the edition of NFPA 1981, *Standard on Open-Circuit Self-Contained Breathing Apparatus for the Fire Service*, and NFPA 1982, *Standard on Personal Alert Safety Systems* which were in effect at the time that the equipment was purchased.

The vendor shall inspect the every SCBA for the following and provide documentation of said inspection:

1. All major components for compatibility, completeness of assembly and signs of damage.
2. All components for proper function and performance. This shall include testing all the major components on manufacture's test equipment.

SFRD's SCBA technician shall assign a local ID # to each new SCBA and start a file a said unit. The file shall include the inspection report from the vendor. A new file shall be started in the SCBA record keeping software for the new unit.

New SCBA cylinders shall be inspected for compatibility, completeness, and damage by a SCBA technician. The serial #, and date of manufacture shall be recorded in the SCBA record keeping software.

Training

Firefighters wearing respiratory protection shall be trained in proper use, cleaning and maintenance. No firefighter shall wear respiratory protection without training as specified in this document.

Members shall not be permitted to use respirators in hazardous atmospheres or at emergency incidents unless they have been trained and qualified to use the specific type and model of respirator.

Records

The SCBA officer shall ensure that the following records are kept:

- A complete inventory of all SCBA units, cylinders, cascade, compressors, special tools, test equipment, spare parts and related equipment.
- Individual records for each regulator and harness assembly. The records shall include the local inventory number, serial number, date of purchase, date placed in service, vendor, vendor acceptance certificate, P.O. number, maintenance and repair history, replacement part history, upgrades and flow test results.
- Individual records for each SCBA cylinder. The records shall include serial numbers, date of purchase, date of manufacture, date of hydrostatic tests, vendor, manufacturer, P.O. number, and maintenance and repair history
- Individual records for each cascade system, compressor, purification system and any ancillary equipment used to produce or store breathing air.
- Permanent records for each quarterly air quality test.
- Individual records for each PASS alarm. The record shall include manufacturer, vendor, date of purchase, maintenance and repair records.

Responsibilities

The Fire Chief shall appoint an officer to the collateral duty of SCBA officer.

The SCBA officer shall be responsible for the management and oversight of the SCBA inspection and maintenance program, including all cascade systems and breathing air compressors.

Company Officers shall be responsible for the care and maintenance of the SCBAs assigned to their command.

All personnel, required use SCBA as part of their job, shall be responsible for knowing how to use and care for the SCBA assigned to their apparatus. In addition, they are responsible for the care and cleaning of their individual facepiece.

It is the duty of all personnel to promptly report and correct any deficiencies found with any piece of SCBA equipment. If the problem cannot be immediately repaired the equipment shall be properly taken out of service and sent for repair.

Review:

This policy shall be reviewed by the SCBA Officer annually for needs to upgrade or modify the program. The results of this review with recommendations shall be submitted to the Assistant Chief of Career Services by January 1 of each year, this will allow any budgetary recommendations to be attached to the next fiscal year's budget.



Stamford Fire Department

Standard Operating Guideline

Fire Station Emergency - Evacuation Plan

SOG ID: SAF-StationEvac (256)

Date Updated: 29 July 2011

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire & Rescue Department.

Purpose: To establish a guideline for the safe evacuation of buildings occupied by Stamford Fire & Rescue Department personnel.

In the event of an emergency necessitating the evacuation of a fire station, or any portion thereof, an officer or the member on house watch will immediately make repeated announcements over the P.A. system that an emergency exists and that all personnel in the danger area shall evacuate the building in an orderly manner.

As soon as the evacuation signal is given, the officer(s) will assume stations at the emergency exits to receive reports that the building has been evacuated.

When orders are given to evacuate, all officers will render assistance to those persons evacuating the building and shall begin an immediate check of each room or office to assure that the building has been vacated.

After being assured that the building or area of the building has been evacuated, the company officer shall report the same to the Company Commander.

Fire Dispatch shall be notified of the emergency either by radio or by phone. Fire Dispatch shall then dispatch the appropriate resources to the fire department facility.

An emergency escape route chart shall be conspicuously posted throughout fire department facilities.

All members shall receive instruction in this emergency evacuation plan.

All members shall be made familiar with the emergency escape routes.

This plan will be revised when there are any physical changes to any fire department facility.



Stamford Fire Department

Standard Operating Guideline

Two-In Two-Out Regulations

SOG ID: SAF-Two-In_Two-Out (576)

Date Updated: 11 March 2014

Scope: Applies to all members of the Stamford Fire Department. All Stations and All Divisions.

Purpose: The Occupational Safety & Health Administration, in Chapter 29 of the Code of Federal Regulations, Part 1910 (Occupational Safety and Health Standards), Subpart I (Personal Protective Equipment), Standard 134 (Respiratory Protection) sets forth rules and standards pertinent to fire service operations. These rules have been adopted by Connecticut OSHA (Conn-OSHA) and therefore are law in this state.

29 CFR 1910.134(g)(3) states in part:

Procedures for IDLH atmospheres.

For all IDLH atmospheres, the employer shall ensure that:

- One employee or, when needed, more than one employee is located outside the IDLH atmosphere;
- Visual, voice, or signal line communication is maintained between the employee(s) in the IDLH atmosphere and the employee(s) located outside the IDLH atmosphere;
- **The employee(s) located outside the IDLH atmosphere are trained and equipped to provide effective emergency rescue;**
- The employer or designee [Incident Commander] is notified before the employee(s) located outside the IDLH atmosphere enter the IDLH atmosphere to provide emergency rescue;
- The employee or designee [IC], once notified, provides necessary assistance appropriate to the situation;
- Employee(s) located outside the IDLH atmospheres are equipped with:
 - o Pressure demand or other positive pressure SCBA's, or a pressure demand or other positive pressure supplied-air respirator with auxiliary SCBA; and either:
 - * Appropriate retrieval equipment for removing the employee(s) who enter(s) these hazardous atmospheres where retrieval equipment would contribute to the rescue of the employee(s) and would not increase the overall risk resulting from entry; or
 - * Equivalent means for rescue where retrieval equipment is not required...

29 CFR 1910.134(g)(4) defines:

Procedures for interior structural firefighting.

In addition to the requirements set forth under paragraph (g)(3), in interior structural fires, the employee shall ensure that:

- **At least two employees enter the IDLH atmosphere and remain in visual or voice contact with one another at all times;**
- **At least two employees are located outside the IDLH atmosphere; and**
- All employees engaged in interior structural firefighting use SCBA's.
 - o One of the two individuals located outside the IDLH atmosphere may be assigned to an additional role, such as incident commander in charge of the emergency or safety officer, so long as this individual is able to perform assistance or rescue activities without jeopardizing the safety or health of any firefighter working at the incident.
 - o *Nothing in this section is meant to preclude firefighters from performing emergency rescue activities before an entire team has assembled.*

It is notable that OSHA does not consider all fires to constitute IDLH situations. Incipient fires which do not create IDLH situations, or external fire fighting efforts at a major interior structural fire, are not covered by their interpretation. The interpretation covers the number of persons who must be on the scene before firefighting personnel may begin the **interior attack** on an **interior structural fire**.

An interior structural fire would present an IDLH atmosphere and therefore, require the use of SCBA. In those cases, at least two "outside" (standby) persons (in addition to the minimum of two persons inside needed to fight the fire) must be present before firefighters may enter the building. Until those persons arrive on the scene, fire fighters may fight the blaze from outside the structure only.

Under NFPA standards relating to fire fighter safety and health, the incident commander (IC) may make exceptions to these rules if necessary to save lives. OSHA recognizes that the incident commander has the training and expertise to recognize when the nature and extent of the fire would call for such exemptions. The Standard does not prohibit firefighters from entering a burning structure to perform rescue operations when there is a **reasonable belief** that viable victims may be inside. There is an explicit exemption in the Standard that if life is in jeopardy, the two-in/two-out requirement is waived. This includes the interpretation that if the two outside have to go in to rescue the two inside they **do not** have to wait for

an additional two-out before attempting fire fighter rescue.

If only 4 fire fighters are on the scene and 2 enter the structure for suppression or rescue activities, one of the two outside fire fighters may complete other tasks such as operating the pump or placing ladders, but **one of the outside fire fighters must actively monitor the status of the inside fire fighters and not be involved in any other activity.**

Note: There were two FF deaths at a fire in Philadelphia where, although there were two outside fire fighters present, both were engaged in support activities (hydrant hook-up and pump operation), and neither was monitoring the interior personnel.

The two-in/two-out policy is not a one for one policy. Specifically, the rule may not be interpreted as four-in/four-out or eight-in/eight-out although such a situation may be necessary for a particularly hazardous or large fire. For example, in a large structure where fire fighting involves entry from different locations or levels, outside fire fighters (RIT teams) may have to be stationed at each point of entry.

All firefighters and all fire fighting crews operating in the City of Stamford, regardless of their department, station, status, and city or state of origin (in the case of outside mutual aid), are required to abide by all provisions of the OSHA mandated two-in/two-out rule as outlined in this document. Any fire fighting crew, team, or member who disregards this policy for the purpose of rescue will be required to justify their decision during a Post Incident Review.

All Incident Commanders regardless of rank, title, status, or station are required to strictly adhere to and enforce all provisions contained herein.

Any structure fire within the City of Stamford regardless of area, district, or station will be assigned a Rapid Intervention Team (RIT) (usually an engine company) by the Emergency Communications Center upon confirmation as a structure fire. Until such time as a RIT is on scene and ready to perform rescue duties, the IC shall assure that a minimum two person safety team is in place outside the IDLH atmosphere to render immediate assistance if required.

As written, the Standard also covers non-fire situations. All other types of incident at which fire fighters are required to operate in an IDLH environment similarly require the presence of a back-up team as outlined above. Certain technical rescue type situations, such as a confined space rescue, do not allow for multiple entrants into the IDLH space. In cases where a single rescuer is operating in an IDLH atmosphere the Standard requires only one back-up or outside rescuer. However, a second back-up or outside rescuer should always be maintained in a state of near readiness in case the back-up needs to enter the space. (Similar to the 90% Diver in a water rescue incident.)



Stamford Fire Department

Standard Operating Guideline

Safety Apparel While Working In Or Near Moving Traffic

SOG ID: SAF-Vests (673)

Date Updated: 28 January 2016

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire and rescue Department that are expected to function in or near moving traffic.

Purpose: To describe the required personal protective apparel to be worn by Stamford Fire and Rescue Department personnel when working at an incident that places the member in or near moving traffic. Incidents such as vehicle collisions/injury crashes, extrications, fluid spills, dangerous conditions, and vehicle fires are typical situations where this policy is applicable.
Authority: Code of Federal Regulations 23 CFR 634 NFPA 1500 - 8.7.10

General

For incidents where exposure to the hazards of moving traffic are present for Stamford Fire and Rescue Department personnel working on foot, this department policy can be summarized in the statement ***"If your feet are on the street, your vest is on your chest."*** Conforming to this policy places the member in compliance with Federal law CFR Part 634 and applicable provisions of the Federal Highway Administration's Manual on Uniform Traffic Devices (MUTCD), along with NFPA 1500.

Specifically, when the nature of the incident requires the member to work in or near moving traffic, the following personal protective apparel shall be worn & equipment carried:

- Structural Fire Helmet with chin strap properly donned.
- ANSI 107 – compliant Class II vest, Class III Highway Safety Garment, or ANSI 207 Public Safety vest
- Protective Footwear
- A box light or suitable substitute shall be in hand while directing traffic or backing vehicles.

If a member prefers to wear a structural turnout coat due to inclement weather, ie. rain, cold, etc, or is required to wear structural turnout gear due to duties assigned at the incident scene, the ANSI highway safety vest must be donned over the turnout coat. Turnout coats are not acceptable as high-visibility highway safety apparel when donned without the ANSI – compliant vest on the outside of the coat

Structural bunker pants and boots may be worn in lieu of standard protective footwear.

Firefighters should avoid standing in the path of any oncoming traffic at all times whether backing vehicles or directing traffic. Drivers shall avoid backing whenever possible. At all times, when backing is necessary, road guards shall be deployed. Road guards shall take up a position allowing them to assist the driver in backing the apparatus and to safeguard pedestrians from the backing vehicle without placing themselves in jeopardy from vehicular traffic.

When it is necessary to back up apparatus (other than routine backing into fire stations), the Company Officer shall designate a radio channel and ensure that the driver and all other crew members have radios tuned to that channel prior to commencing backing up. Road guards and the Officer shall hold the radio microphone in hand at the ready in order to transmit immediately if necessary an order to stop, turn etc. See Driver Safety SOG (SAF-Driving).

NON-VEST INCIDENTS

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

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

The required ANSI – compliant Highway Safety vest need not be worn when a member is required to:

- Don structural PPE and SCBA to work in close proximity to a source of heat such as during fire suppression operations.
- Don hazardous materials PPE to avoid potential exposure to chemicals or other contaminants.
- Don technical rescue PPE and/or equipment for a technical rescue incident such as extrication, high or low angle rope rescue, swift water rescue, etc.

All members on-scene performing duties or involved in activities other than those listed above are required to don ANSI – compliant vests when working in or near moving traffic.

Members directly involved in source of heat, chemical, or technical rescue activities as listed above who complete their activities within the designated Hot Zone are required to don ANSI – compliant vests once their activities within the Hot Zone are completed or they leave the immediate “Hot Zone” area of the incident scene.

If a member wishes to purchase and wear a different type of Highway Safety Garment, that garment **must meet or exceed** the above mentioned guideline. The Department Safety Officer will have final authority on the acceptability of member supplied garments.



Stamford Fire Department

Standard Operating Guideline

Water Safety

SOG ID: SAF-WaterSafety (287)

Date Updated: 22 August 2011

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire & Rescue Department.

Purpose: The purpose of this guideline is to insure the safety of all SFRD personnel while operating in or near water.

Whenever any Stamford Fire Rescue Personnel are operating in, on or near (within 15 feet) water or ice all personnel shall wear a PFD, an ice rescue suit, or a dry suit as outlined below.

- All personnel operating at Water/Ice, EMS, Haz-Mat, Flood, Boat, or Fire operations on or near water/ice shall wear at minimum a PFD. Structural firefighting gear should be avoided, if practical and safe, due to weight and bulk of the gear.
- Personnel performing Cold Water/Ice Rescue operations shall wear an Ice Rescue Suit or a dry suit.
- Personnel performing Dive Rescue/Recovery operations shall wear a dry suit with appropriate SCUBA equipment.
- Personnel performing Swift Water Rescue operations shall wear a dry suit, helmet, and Type V PFD.
- The only exception shall be when SCBA are required per SOG SAF-SCBA.



Stamford Fire Department

Standard Operating Guideline

Assault with a Weapon & Active Assailant Incidents

SOG ID: SPOP-ActiveAssailant (2013)

Date Updated: 31 January 2023

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire & Rescue Department.

Purpose: To establish Standard Operating Guidelines for the dispatch & deployment Stamford Fire Personnel to Assault with Weapon, Active Assailant (AAI) and Hybrid Targeted Violence (HTV) Incidents to provide for the safety of personnel. This is not intended for isolated violent events where the assailant has left the area or been otherwise neutralized and the potential for further assaults has been minimized.

A. DEFINITIONS

An active shooter (active assailant) is an individual actively engaged in killing or attempting to kill people in a populated area.

Hybrid Targeted Violence (HTV) is defined as an intentional use of force to cause physical injury or death to an identified population through a coordinated and multifaceted approach using a multitude of conventional weapons and tactics

A Rescue Task Force (RTF) is an integrated team of public safety personnel who have trained to deploy into areas of indirect threat (warm zone) to provide wound care to victims where there is an on-going ballistic or explosive threat. These teams treat, stabilize, and remove the injured in a rapid manner, while wearing Ballistic Protective Equipment (BPE) and under the protection of Police. An RTF consists of three elements;

- Security Element - law enforcement that provides security and force protection.
- Medical Element – Performs rapid evaluation and care for injuries that are a direct threat to life (Hemorrhage control & airway management)
- Rescue Element – Assists Medical Element in accessing, treatment and movement of victims.

An RTF is able to rapidly treat, stabilize, and remove the injured while wearing Ballistic Personal Protective Equipment (BPPE).

This response can be deployed to work in, but is not limited to, the following;

- Active Assailant in a school, business, mall, conference, special event, etc.
- During civil unrest
- Any other scene that is currently, or has the possibility of becoming, an on-going ballistic or explosive threat.

Ballistic Personal Protective Equipment (BPPE) – Ensemble consisting of a Tactical plate Carrier, Level IV chest and back Plates (NIJ .06 Certified), and a Ballistic Helmet (NIJ .06 Certified).

No Drive Zone – A perimeter established by SPD restricting areas of potential threat from all vehicular and pedestrian traffic.

Secured – An area that has been thoroughly searched by the Police and deemed completely safe from all threats.

Cleared – An area that has been rapidly searched by police and is safe for personnel to operate while wearing ballistic protection and under the direct protection of the police.

Cover— the protection from the fire of hostile weapons.

Concealment -- Simply the protection from observation.

Hot Zone - Area where there is known hazard or life threat that is direct and immediate. An example of this would be any uncontrolled area where the active shooter could directly engage an RTF team. RTF teams will not be deployed into a Hot Zone.

Warm Zone - (also known as the area of indirect threat) Areas that law enforcement has cleared or isolated the threat where there is minimal or mitigated risk. This area can be considered clear but not secure. This is where the RTF will deploy (with security) to treat victims. The Warm Zone is in an area of relative safety such as one that has been cleared (not necessarily secured) also having proper cover by a security element, significantly reducing the chance of rescuers being injured or patients sustaining additional injuries.

Cold Zone - Areas where there is little or no threat due to the geography of the threat, or after the area has been secured by Police (i.e. Casualty Collection Points). An area where EMS will stage to triage, treat, and transport victims once removed from the warm zone.

Casualty Collection Point (CCP) - A secure area within the structure/ scene for purposes of quickly assessing and categorizing (triage), rapid control of bleeding or clearing of air passages (treatment), and delivering that person to a definitive medical care facility (emergency surgery in an operating room) as quickly as possible (transport). Fire/EMS personnel, escorted by armed police as security, enter the secure CCP and implement their Mass Casualty Incident (MCI) protocols to process and transport the most critically wounded as quickly as possible to life-saving care.

B. GENERAL

1. The Stamford Police Department will be the lead agency for RTF deployment. There are multiple law enforcement agencies within Stamford, but SPD will be the only LE agency to coordinate the Stamford RTF. A Unified Command Post will be initiated as promptly as possible to rapidly deploy RTF teams into established zones.
2. Prior to deploying an RTF team, the four threat zones must be identified;
No Drive Zone
Hot Zone
Warm Zone
Cold Zone
3. Depending on the size of the incident and location, injured victims may need to be placed in a Casualty Collection Point (CCP) before transition to the cold zone. This will be predetermined by initial units, secured by SPD, and relayed to the RTF teams through Unified Command. As this area will be secure, it may be considered a Cold Zone and may be staffed with non-RTF Fire/EMS personnel.

C. OPERATIONS

“Assault with a Weapon” (ASLTW) call type:

When the Emergency Communications Center (ECC) receives a call for a shooting the original dispatch will be for an “assault with a weapon” (ASLTW) call type. This will generate the following response that will respond to a remote staging location and await further direction and/or clearance from SPD:

- 1 EMS Transport Unit
- 1 SFD First Responder Units (Engines 1 thru 9 and or Rescue 1), upon or before arrival to staging and before entry into the scene each member will don BPPE.
- 1 Public Safety Tactical Channel

Active Assailant Incident (AAI) call type:

Dispatch:

If there is an indication or it is determined the call is an active assailant incident, then an “EMS Task Force” (EMSTF) will be automatically dispatched.

- 2 EMS Supervisors (1 with Mass Trauma Pack and BPPE)
- 1 Deputy Chief with Aide
- 3 EMS Transport Units (Medic 5 if available)
- 3 SFD First Responder Units (Engines 1 thru 9 and/or Rescue 1)
- 1 SFD Truck Company for staging and equipment purposes
- 1 Public Safety Tactical Channel and 2 Tactical Channels

If the incident is confirmed to be an AAI:

- Dispatch the Safety Officer

Consider adding the following units as appropriate for the situation:

- Truck Company to respond to Stamford Hospital E.D. to assist with triage, ambulance flow, etc.

- 3 Supervisory Fire Marshals to respond to Stamford Hospital to assist in any manner that they can.
- Mutual-Aid from Norwalk & Fairfield requesting activation and response of 1 Rescue Task Force from each
- Additional EMS Task Force(s) [5 ambulances & 1 supervisor]
- MCI Trailer
- EMS Special Operations Unit 91
- EMS Special Operations Unit 94 (EMCAT UTV)
- MCI Alarm (In addition to initial response - 1 Supervisor, 5 Ambulances, 1 MCI Trailer, 1 UTV)
- Mutual-aid 911 coverage
- Hazardous Materials Response
- Bomb Squad
- IMT Vehicle

Arrival:

1. The first arriving Fire/EMS unit will identify a primary staging area for all initial units. The first arriving Company Officer will become the "Fire 5th Man" liaison and will pair up with the Law Enforcement 5th Man (LE 5th Man) AFTER CLEARANCE IS GIVEN BY THE LAW ENFORCEMENT INCIDENT COMMANDER that the scene is secure enough for FD to operate. The role of the Fire 5th Man is to provide a liaison to Law Enforcement and to facilitate communications and operations between all involved public safety organizations at the operational level to the command level. The first arriving Truck Company Officer will eventually assume the role of Staging Area Manager.
2. EMS & Fire crews will form teams (1st arriving ambulance with 1st arriving FD. 2nd arriving ambulance with 2nd arriving FD, etc.) These teams will make up the Medical and Rescue Elements of the future RTFs.
3. First arriving EMS Officer and SFD Deputy Chief (Unit 4) shall;
 - Establish Staging (Confirm primary and identify secondary areas). All staging will be established in the "Cold Zone".
 - Contact with SPD to establish Unified Command at a Co-Located Command post
 - Assign a Supervisor to lead the TRIAGE Group
 - The Triage Group Leader shall be briefed by Unified command and the SPD Tactical Group
 - The Triage Group Leader is responsible for establishing, directing and assigning all RTFs.
 - Permission for RTF assignment and movement within the Warm zone must be received from the SPD tactical group and Unified Command
 - Keep Patient counts and relay to Transport group leader
 - Plan and coordinate Patient transfer with Transport Group Leader
 - Assign a Supervisor to lead the TRANSPORT Group
 - The Transport Group Leader shall be briefed by Unified command
 - Determine Routes
 - If CCPs are utilized consider how to evacuate patients
 - Plan and coordinate Patient transfer with Triage Group Leader
 - Work with SPD to identify the threat zones and the RTF working zones, The Unified Command (UC) must consider IEDs or other threats such as fire as a weapon when establishing threat and working zones.
 - Consider adding an additional EMS Taskforce or MCI Alarm for patient treatment and transport
 - Identify RTF teams from deployed units (Minimum of 2 teams) RTFs will be identified by the EMS unit identifier (If Medic 1 and Engine 2 are combined to form a RTF, this will be RTF #1. If the RTF is split into 2 TFs they will be identified as RTF #1 Alpha & #1 Bravo)
 - Once Unified Command has declared the working zones, RTF teams must be informed of their working limitations, communication channel and all threat zones. RTFs will never be assigned to work in the "Hot Zone".
 - RTFs operating in the warm zone are under the direct control of Security element, the Fire Officer will be in charge of coordinating team movements and radio transmissions and EMS will be in charge of patient care.
 - RTFs will be tasked with quickly assessing and categorizing (triage), rapid control of bleeding or clearing of air passages (treatment), and delivering that patient to the Cold Zone or CCP where they can be transported to a definitive medical care facility (emergency surgery in an operating room) as quickly as possible (transport).

Operations:

Primary Goals:

1. Accomplish the mission with minimal casualties.
2. Prevent any patient from sustaining additional injuries.
3. Keep operational response maximally engaged in addressing the immediate and any existing threats (e.g. fire/smoke, unexploded ordnance, active shooter, impending collapse).
4. Minimize public harm.
5. Stabilize the patient as required to permit safe evacuation to a dedicated treatment sector or medical evacuation assets.

Operational Principles:

1. Maintain operational control to stabilize the immediate scenario.
2. Conduct dedicated patient assessment and initiate appropriate life-saving interventions as outlined in the Indirect Threat Care / Warm Zone guidelines. DO NOT DELAY patient extraction/evacuation for non-life-saving interventions.
3. Consider establishing a patient/casualty collection point if multiple patients are encountered or there is a large operational footprint.
4. Unless in a fixed patient collection point, triage in this phase of care should be limited to the following categories:
 - a. Uninjured or minimally injured and capable of ambulation/self-extraction
 - b. Deceased / expectant
 - c. All others
5. Establish communication with unified command to inform of need for patient evacuation. 6. Prepare casualties for evacuation and document care rendered for continuity of care purposes.
6. When teams make entry, they should treat the injured using Tactical Emergency Casualty Care (TECC) guidelines.
7. Any victim who can ambulate without assistance should be directed by the team to self-evacuate via a cleared pathway under law enforcement direction.
8. Any fatalities should be clearly marked to allow for easy identification and to avoid repeated evaluations by additional RTFs. Responders should avoid disturbing fatalities when possible to aid in the crime scene investigation.

INDIRECT THREAT CARE (ITC) / WARM ZONE Guidelines:

1. Any injured person or responder with a weapon should have that weapon made safe/secured once the threat is neutralized and/or if mental status is altered.
 2. **Major Bleeding:**
 1. Assess for and control all sources of major bleeding:
 1. *If not already done during Direct Threat/Hot Zone Care, use a tourniquet or an appropriate pressure dressing with deep wound packing (either plain gauze or, if available, hemostatic gauze) to control life-threatening external hemorrhage that is anatomically amenable to such treatment.*
 1. *Tourniquet application: Apply the tourniquet directly to the skin as high and tight as possible proximal to the wound until distal pulse is absent (close to armpit and or close to groin for extremities). (DO NOT APPLY OVER THE JOINT). If the situation allows, consider fully exposing and evaluating the extent of the wound before applying tourniquet*
 2. *Pressure dressing application: apply directly to the skin after the wound has been packed with either plain or hemostatic gauze to translate the surface pressure exerted by the bandage to the bleeding vessels deep in the wound.*
 3. *For any traumatic total or partial amputation, a tourniquet should be applied in an appropriate location regardless of bleeding*
 2. *ii. If major bleeding is in anatomic junctional area where that bleeding cannot be easily controlled by direct pressure and hemostatics/dressings, apply a junctional tourniquet device if immediately available.*
 2. Reassess all tourniquets that were applied during Direct Threat/Hot Zone Care. Consider checking a distal pulse, or if the situation allows, fully exposing the injury to evaluate the wound for effective hemorrhage control and to determine if the tourniquet is needed.
 1. *Tourniquets that are determined to be both necessary and effective in controlling hemorrhage should remain in place if the patient can be evacuated within 2 hours to definitive medical care.*
 2. *If existing tourniquet is necessary but ineffective (continued bleeding or a palpable distal pulse), either tighten the existing tourniquet further, or apply a second tourniquet, side-by-side and, if possible, proximal to the first to eliminate the distal pulse.*
 3. Expose and clearly mark all tourniquet sites with the time of tourniquet application.
 3. **Airway Management:**
 1. a. If the patient is conscious and able to follow commands:
 1. *Allow the patient to assume any position of comfort. Do not force to lie down.*
 2. b. If the patient is unconscious or conscious but unable to follow commands:
 1. *Clear mouth of any foreign bodies (vomit, food, broken teeth, gum, etc.).*
 2. *Apply basic chin lift or jaw thrust maneuver to open airway.*
 3. *iConsider placing a nasopharyngeal airway.*
 4. *iPlace patient in the recovery position to maintain the open airway.*
 3. Consider applying oxygen if available.
4. **Respirations / Breathing**
 1. All open and/or sucking chest wounds should be treated by immediately applying a vented or non-vented occlusive seal to cover the defect.
 2. Monitor any patient with penetrating torso trauma for the development of a subsequent tension pneumothorax. The most common presentation will be a penetrating chest injury with subsequent progressive dyspnea/respiratory distress, hypoxia and/or hypotension, and/or increasing anxiety/agitation, often after the application of an occlusive chest seal.

5. Shock Management/Fluid Resuscitation:

1. Assess for developing hemorrhagic shock
 1. *Altered mental status (in the absence of head injury) and weak or absent peripheral pulses are the best austere field indicators of shock.*
 2. *If equipment available, assess for abnormal vital signs (e.g. systolic blood pressure (SBP) 100 bpm) or a shock index >1 (HR/SBP)*
2. If not in hemorrhagic shock:
 1. *Patient may drink if conscious, can swallow, and there is a confirmed delay in evacuation to care.*
3. If hemorrhagic shock is present prioritize for rapid evacuation any patient with traumatic brain injury or any patient, especially those with penetrating torso injury that is displaying signs of shock.

6. Prevention of Hypothermia:

1. a. Minimize patient's exposure to the elements and subsequent heat loss.
 1. *Avoid cutting off or removing clothes unless absolutely necessary for wound evaluation.*
 2. *For public safety casualties, keep protective gear on or with the patient if feasible.*
2. b. Keep the patient covered, warm and dry.
 1. *Place the patient onto an insulated surface as soon as possible to decrease conduction from cold ground temperatures.*
 2. *Minimize exposure to the elements.*
 3. *Replace wet clothing with dry if possible.*
 4. *Cover the patient with dry blankets, jackets, poncho liners, sleeping bags, commercial warming devices or anything that will retain heat and assist in keeping the patient dry*

7. Reassess Patient

1. Perform a rapid blood sweep/secondary survey, front and back, checking for additional injuries. Tearing or cutting clothes, or otherwise exposing the wound may be necessary.
2. Inspect and consider dressing known wounds that were deferred for treatment in earlier steps of Indirect Threat Care.
3. Consider splinting known/suspected fractures, including the application of pelvic binding devices/techniques for suspected pelvic fractures.

8. Burns

1. Stop the burning process.
2. Cover the burn area with dry, sterile dressings and initiate aggressive measures to prevent heat loss and hypothermia.
3. Facial burns, especially those that occur in closed spaces, are likely associated with inhalation injury. Aggressively monitor airway status and, if available, oxygen saturation in such patients and consider early definitive airway management for respiratory distress, oxygen desaturation, or other signs of inhalational injury (e.g. hoarseness, stridor, throat pain).
4. Smoke inhalation, particularly in a confined space, may be associated with significant carbon monoxide and cyanide toxicity.
 - i. Significant symptoms of smoke inhalation and carbon monoxide toxicity should be treated with high flow oxygen if available.
 - ii. Significant symptoms of smoke inhalation and cyanide toxicity should be considered candidates for cyanide antidote administration.
5. All previously described patient care interventions can be performed on or through burned skin in a burn patient

9. Monitoring

1. Apply appropriate monitoring devices and/or diagnostic equipment if available. Obtain and record vital signs.

10. Prepare Patient for Movement:

1. Consider environmental factors for safe and expeditious evacuation.
2. Secure patient to a movement assist device when available.
3. If vertical extraction required, ensure patient is secured appropriately.

11. Communicate with the patient if possible.

1. Encourage, reassure and explain care.

12. Cardiopulmonary Resuscitation:

1. a. CPR within this phase of care for victims of blast, penetrating or blunt trauma who have no pulse, no ventilations, and no other signs of life will likely not be successful and should not be attempted.
2. b. In other circumstances, performing CPR may be of benefit and should be considered in the context of the operational situation.



Stamford Fire Department

Standard Operating Guideline

Operations at Civil Disturbances

SOG ID: SPOP-CivDist (828)

Date Updated: 17 September 2019

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire & Rescue Department.

Purpose: The purpose of this document is to provide guidance to members of the Stamford Fire Department during situations involving civil unrest. Civil unrest in this context includes civil disturbances, riots, and other large-scale potentially hostile or violent encounters that demand prompt and coordinated Fire, EMS, and Law Enforcement actions to ensure public safety. In this context "Civil Unrest" does not pertain to responses involving active shooter or active violence related incidents. Operations involving incident response to an active shooter or active violence event are covered in the separate Active Shooter SOG. The document addresses procedures for: protecting our citizens' and community members rights, protecting the health and safety of demonstrators, ensuring the safety of first responders, and facilitating continuity of operations for the City of Stamford.

Introduction

The Mayor of the City of Stamford along with the Director of Public Safety, Health & Welfare, and the Emergency Management Director will coordinate the City's disaster response in cooperation with its Emergency Services Organizations (Police, Fire, EMS, Emergency Communications, etc.). The City will use the Incident Command System and multi-agency coordination at all major incidents and events. The guideline should be used at routine events (such as parades or concerts) which afford an opportunity to practice inter-agency cooperation, coordination, and unified command principles in a non-emergency environment.

The goals of Emergency/Disaster Management are to:

- Provide for effective life-safety measures, minimize environmental impact, and reduce property loss.
- Provide for rapid recovery of impacted businesses and resumption of community services.
- Provide accurate documentation and records required for cost recovery efforts.

Hazard Assessment:

To develop and maintain a comprehensive emergency preparedness plan for operations in response to incidents of civil disturbances in the City of Stamford, a hazard assessment will be conducted periodically. This hazard assessment will be conducted using the following standard methods:

- Identification of the hazards including general and specific information on their possible impact on the jurisdiction
- Decision on who and what might be harmed and how
- Assessment of risk management options with respect to criteria such as effectiveness, efficiency, fairness and long-term impact
- Evaluation of risk management options with respect to criteria such as planning, finance, logistics, operations, and command of a large-scale security event
- Implementation of risk management options
- Monitoring and control of plan performance including review of pre-event planning, core operational areas, and post-event considerations

Incident Management:

All Civil Unrest situations requiring fire department response will be managed utilizing the National Incident Management System (NIMS) and a Unified Command Structure. It will be the responsibility of all members to exercise the appropriate control dictated by their rank in the implementation of this SOG. Personnel should anticipate the need for implementing the guidelines set forth in this procedure and should do so

early in the response. As these types of incidents are primarily Law Enforcement events, Fire and EMS units must coordinate their actions with Law Enforcement throughout the incident via the unified command model.

Emergency Operations Center (E.O.C.):

The Emergency Operations Center is the City's coordination center for emergency services during any major emergency affecting the City. The E.O.C. is activated when ordered by the Mayor, Director of Public Safety, Health & Welfare, Emergency Management Director or their designee(s). The E.O.C. is located on the 6th floor of the Government Center at 888 Washington Blvd. When activated, the E.O.C. provides centralized emergency management facilitating a coordinated response by City government, first responders and emergency management staff, as well as representatives from other City departments and non-governmental organizations (private industry) each of whom are assigned specific responsibilities.

Agencies involved in the emergency should have a representative assigned to the E.O.C. at all times for the duration of the incident. These representatives are expected to work in coordination to achieve a safe and successful mitigation of the incident and all personnel assigned by each agency or department must be the primary decision maker (or have been delegated such decision-making authority). Depending on the type and location of the incident specialized decision-makers may be necessary. For a Civil Unrest incident involving college students or college property/facilities it will be necessary for a UConn official with decision making authority to staff the E.O.C. to ensure that the needs and special concerns of their organization are voiced and addressed.

The cooperation of many agencies will be necessary in response to any large-scale emergency or disaster situation. This includes both governmental and private industry agencies which will need to work in close coordination in order to effectively mitigate and manage incidents of Civil Unrest. Each of these agencies must be represented by decision makers in the E.O.C. to provide institutional knowledge, subject matter expertise, and coordination of the effort and tasks required of their respective agency in order to meet the overall goals and objectives of the plan. These agencies include:

- Mayor
- Director of Public Safety, Health & Welfare
- Stamford Police Department
- Stamford Fire Department
- Stamford EMS
- UConn Administration
- UConn Police
- City of Stamford Operations Department
- City of Stamford Department of OPM (to deal with financial impact)
- Stamford Hospital
- Utility company representatives
- Connecticut State Police
- Metro North Police
- Community Emergency Response Team (CERT)
- Chamber of Commerce/Downtown Special Services District
- Surrounding City/Town managers
- Mutual Aid Agency leaders

Communications:

When notified of a Civil Disturbance the **Fire Communications Supervisor** will attempt to ascertain the exact location of the disturbance, the crowd size, and any other pertinent information. The supervisor will then meet with the Police Communications Supervisor face-to-face to be briefed on the security situation of the event and to determine what Fire and EMS resources are needed as well as where they should stage. He/she shall then notify:

- The on-duty Deputy Chief
- The on-call Incident Safety Officer
- The on-duty EMS Supervisor
- The Fire Chief (in his absence the Assistant Fire Chief) – *the on-duty DC may choose to do this instead in order to begin coordination of the Command Staff*
- The Emergency Management Director
- Notify all Fire and EMS units/stations by Zetron, Fire Radio, Station Emergency Action Messaging System, and MDT: "All units exercise extreme caution in the area of (address) due to civil disturbance."
- DEMHS Region 1 Coordinator

- A Stamford Fire Department Public Information Officer
- Notify adjacent jurisdictions as to the situation and prepare them for a possible request for mutual aid
 - The City will commit its resources to a reasonable level before requesting mutual aid assistance
 - Mutual aid will be requested when incident requirements exceed the City's ability to meet them and still maintain an adequate response to other incidents.

On notification of a civil disturbance the **Fire Chief** (or Assistant Chief) will:

- Notify the Mayor and the Director of Public Safety, Health & Welfare
- Coordinate the activation of the E.O.C. with the Emergency Management Director and the command staffs of the Stamford Police Department and Stamford EMS
- Monitor the situation by obtaining updated reports on conditions from the scene through dispatch
- Support the needs of the on-scene Incident Command Post & ensure that the on-duty Deputy Chief is coordinating with the law enforcement commander at the scene
- If necessary, proceed to the scene to participate in the Unified Command

Responsibilities/Tasks:

Upon notification by Fire Dispatch of a civil disturbance the **Deputy Chief** shall:

- See that all orders relative to this SOG are carried out by all companies
- Determine the boundaries of the disturbance area and designate Risk Zones accordingly
- Provide support for building and running a NIMS-based command structure
- Participate in Unified Command with Law Enforcement and EMS
- Determine what assistance law enforcement requires from the FD including any additional resources that may need to be assigned to the Command Post
- Determine the effect on response patterns for suppression companies and medic units in the affected area
- Ensure appropriate response coverage for other FD responses not related to the disturbance
- After assessing the nature and conditions of the civil disturbance, inform the Fire Chief of all findings and recommendations and the effect of the disturbance on the ability to deliver service.

Upon notification of a civil disturbance **Company Officers** shall ensure compliance with the following directives:

- Ensure crew compliance with this SOG
- In the geographical area of the disturbance, fire stations shall be secured, and members will remain inside
- When riding fire apparatus in the affected area, all personnel will wear appropriate protective clothing and/or ballistic gear. SFD ballistic gear includes: Plate carrier (ballistic vests with plates installed), ballistic helmet, knee pads, protective utility or firefighting gloves, flashlight or helmet mounted light.
- Apparatus windows will remain closed
- Advise Fire Dispatch of any change in conditions related to the disturbance
- Complete all assignments as quickly as possible and leave the area
- **Do not engage in crowd control activities of any kind including but not limited to the use of hose streams**
- At no time will fire personnel engage in any type of crowd control, crowd disbursement, or crowd engagement activities. This includes the use of water, audible warning devices, or any type of equipment carried onboard SFD apparatus. This does not include specific actions or tools to free or release protesters that have used devices to attach themselves in a position to prevent their removal from a location by law enforcement personnel. Any such type of action to assist in this type of removal will be done with the supervision and assistance of law enforcement personnel.
- Do not attempt fire suppression or emergency medical actions without the protection of law enforcement personnel
- Conduct a risk assessment prior to engaging in any activity. *Is the risk you will need to take to perform an activity worth the reward that will be gained by its' completion?*

On notification by Fire Dispatch of a civil disturbance the **EMS Supervisor** will:

- Respond to the Incident Command Post and determine the effect the disturbance will have on response patterns for EMS units
- Ensure that all EMS units in the area of the disturbance are aware of the conditions and the boundaries of the affected area
- Determine the need for committing transport units (including out of town resources) to the disturbance
- Consider setting up treatment and transport sectors as prescribed in the NIMS structure
- Participate in Unified Command with Law Enforcement and Fire

Special Considerations for Civil Disturbances:

The severity of a civil disturbance, as well as the affected area may vary greatly. Personnel must be flexible in their response to the conditions present.

- Have Law Enforcement investigate and verify whether there is a need for Fire and EMS responses in the hazard area before committing those units.
- Maintain awareness of shifting locations and Risk Zones. It may become necessary to relocate companies and/or abandon Fire or EMS stations.
- Create Civil Unrest Task Forces (CUTF's) composed of 2 Engines, 1 Truck, 1 Medic Unit and 2 marked Police vehicles with a (total) minimum of four officers. (The personnel assigned to each CUTF should be cohesive and remain together for the duration of the operational period if possible).
- The Deputy Chief should consider relocation of personnel and apparatus out of stations in the immediate area of the disturbance.
- The Fire Chief (or Deputy Chief) should consider instituting call backs of off-duty personnel to augment operations if warranted. Consider the possible duration of the incident and the need for sustained long-term operations and ensure adequate reserves of personnel remain available. *Do not commit too much too soon.*
- Command should be prepared to request out of town resources through the E.O.C. including:
 - Multiple Law Enforcement agencies
 - FD Strike Teams and Task Forces
 - The National Guard
 - Federal Resources

Operation/Action Plan:

The Stamford Fire Department will use a three-tiered approach in response to incidents involving civil disturbance.

Tier-One Response:

When responding to any incident involving potential violence the Emergency Communications Center (ECC) will inform Fire and EMS units upon dispatch of such and will direct them to stage

in a location that is remote from the area of the disturbance until the scene is declared secure by Police.

Tier-Two Response:

When an act of violence towards any first responder occurs at a specific location of the City and there are no indications that there are any other related acts a perimeter shall be identified by SPD. For the remainder of the operational period (shift) Fire and EMS units will not respond into that area without a police escort and will stage as directed by the on-scene police supervisor. Code 3 responses should not occur into or through the area and all companies shall stay clear of the area if not assigned to an incident within its boundaries. All fire and EMS units in the field shall return to their stations and remain indoors except as necessary for emergency responses.

At the discretion of the on-duty Deputy Chief, any station located inside the perimeter will have its resources and personnel relocated to a station or other location outside of the perimeter. Stations located adjacent to the perimeter will remain in place in their station but will institute security restrictions. All doors shall be closed and locked and members shall remain inside the safety of the station except to respond to emergency calls. Training and other routine details shall be suspended.

Tier-Three Response:

When a series of actual acts of violence have occurred in a specific area of the City (e.g. intentionally set fires, looting, a series of assaults) a perimeter encompassing, a minimum of, one-half mile will be established by SPD around the area of disturbance. A Unified Command Post (UCP) shall be established outside the perimeter and will be staffed by, at minimum, the SPD Incident Commander, an SFD Deputy Chief, an SFD Incident Safety Officer, and an EMS supervisor. NIMS and ICS shall be used and Divisions, Sectors and/or Branches should be established and staffed as necessary. All responses into the Hazard Zone will be at the direction of the UCP. The ECC will advise Command of all requests for emergency service inside the hazard zone. The ECC will similarly advise Command of all requested responses to perimeter areas and Command will make a determination of what resources (if any) will respond.

All resources responding into the perimeter will be grouped into Civil Unrest Task Forces (CUTF's) and no single company responses will be permitted. Requests for additional assistance by CUTF's shall be directed to Command. Upon completion of the call, the CUTF shall return to the UCP for briefing and return to staging.

If disturbances are occurring in more than one area of the City this system can be duplicated in other areas. When operating in a Tier-three situation emphasis must be placed on stabilizing the incident as rapidly as possible and then withdrawing to safety.

Safety Considerations:

- No single unit responses will be permitted in Tier-three situations. Police presence is required.

- All FD personnel will respond to and return from all emergencies in full protective clothing or ballistic gear (protective requirements will be decided upon by the Incident Safety Officer in consultation with the police) for Tier-two and three responses and will remain in said protective gear until returned to their station or staging.
- Warning lights, sirens and air horns shall not be used in the affected area – *do not draw attention to yourselves*.
- When responding to Tier-two and three situations, apparatus should be placed so as to allow for rapid, unobstructed retreat from the area. Apparatus should also be placed in a position to protect first responders. When possible position apparatus at intersections to expedite a rapid exit if necessary.
- Keep radio traffic to a minimum and be mindful of what is said over the radio as people involved in the disturbance may hear what is being said.
- Use caution and common sense to avoid increasing tensions. Avoid hostile verbal exchanges, gestures, or physical contact.

Tactical Considerations:

- Patients may be more effectively treated in a potentially violent situation if they are removed from the area and treated in a safer location.
- When no lives are at stake, emphasis will be on protecting savable property. Buildings, vehicles, etc. that are on fire with no exposure problem should be left to burn.
- Emphasis should be on fast attack. Use heavy streams to rapidly control and extinguish the fire and then withdraw from the area. Use of small hand lines should be limited. Salvage and overhaul should not be considered a priority.
- All CUTF's will enter the perimeter as intact groups, travel & operate as groups, and withdraw as groups.



Stamford Fire Department

Standard Operating Guideline

Class “A” Structural Live Burn Policy

SOG ID: TRF-LiveBurn (587)

Date Updated: 05 August 2014

Scope: This guideline applies to all uniformed and investigatory personnel of the Stamford Fire and Rescue Department

Purpose: The purpose of this guideline is to provide for a safe training environment for all personnel while conducting Class “A” Live Fire training within a structure

Definitions:

Incident Commander

The incident commander shall be a Connecticut State certified Fire Service Instructor I or above with a minimum of 5 years supervisory experience. The incident commander shall be responsible for the overall safety and effectiveness of the training session. These responsibilities shall include the following:

1. Plan and Coordinate all training activities.
2. Ensure for documentation of prerequisite training of all students.
3. Plan for needed water supply.
4. Monitor all activities to ensure safety.
5. Inspect building integrity prior to and after each burn.
6. Assign all instructors.
7. Brief all instructors on their responsibilities.
8. Assign support personnel as needed.
9. Conduct Preburn briefing for all students
10. Provide for full accountability before and after each burn.
11. Notify dispatch.
12. Provide the authority for the ignition of all burns.
13. Complete all Pre and Post burn documentation.

Safety Officer

The Safety Officer shall be a Connecticut State certified Instructor Fire Service Instructor I with a minimum of 5 years supervisory experience. The Safety Officer shall be responsible for overall safety of all personnel involved in the training burn. These responsibilities shall include the following:

1. Monitor to ensure safe operations.
2. Terminate all operations when an unsafe condition exists.
3. Review all preburn documentation.
4. Ensure compliance of all personnel's PPE. Including Hood, Gloves, Turn out coat, Turn out pants, Boots, SCBA and PASS devices.
5. Ensure accountability of all personnel before and after all burns.
6. Coordinate the ignition of all burns with the incident commanders.

Instructor

The instructors shall be Connecticut State Certified Fire Service Instructors I or above. The instructors shall be responsible for no more than 4 students, both for their safety and their educational experience. Their responsibilities shall include the following:

1. Monitor and supervise assigned students.
2. Inspect students' PPE for proper wearing and use.
3. Provide for accountability of assigned students before and after each burn, and provide the results to the Incident Commander.

Ignition Officer

The Ignition Officer shall be a Connecticut State Certified Fire Service Instructor I or above. He shall be responsible for all burn sets and the ignition of all fires under the direct supervision of the IC.

Student

The student shall be responsible for the following:

1. Acquire prerequisite training. NFPA 1403 Chapter 2
2. Wear full PPE properly.
3. Obey all orders, directives and safety rules.
4. Stay with your assigned instructor.
5. Recognize the evacuation signal.
6. Know evacuation routes.
7. Know the evacuation assembly area.

Preburn Briefing

The PreBurn Briefing Shall include the following:

1. Assignments of all students.
2. A walk through of the Burn Building with a priority on egress routes.
3. A review of accountability procedures.
4. A review of evacuation procedures.

Emergency Evacuation Signal

Upon the need for an evacuation is recognized a radio call shall be made " All units evacuate, All Units evacuate" and all units equipped with air horns shall signal 1 second blast followed by 1 second of silence repeated until ordered to stop by the IC.

Prerequisite Training

Every student shall have received the following training, conforming to NFPA 1001, before participating in any Class "A" Live Burn Training.

- FF Orientation
- FF Safety
- Fire Behavior
- SCBA
- PPE
- Building Construction
- Ropes & Knots
- Portable Extinguishers
- Forcible Entry
- Structural Search and Rescue
- Ladders
- Ventilation
- Water Supply
- Fire Hose
- Fire Streams
- Fire Control

- Rapid Intervention

Guideline:

This guideline is intended to be used anytime Structural Class “A” Live Burn training is conducted by the Stamford Fire and Rescue Department. It is the intent of this guideline to provide for safety of all personnel and to meet the requirements of NFPA 1403. All Class “A” live burns shall be conducted in designed burn buildings and the fuel shall be limited to wooden pallets and hay. Fires shall be limited to **one fire at a time, no fires shall be set in any path of egress**. Only manikins shall be used as victims, **at no time shall a live person be used as a victim**. An instructor within the structure shall use at least one thermal imaging camera. If a dangerous condition is observed by anyone during a live burn it shall be reported to the IC immediately. Upon knowledge of a unsafe condition the IC or Safety officer shall terminate the exercise and perform a full accountability.

Prior to any live burn the following preburn activities shall be completed:

1. A SFRD 1403 permit shall be filled out completely. (appendix 1)
2. A structural survey of the burn building.
3. A Site plan and floor plan.
4. Fire Flow Calculations as per NFPA 1231.(appendix 2)
5. Establish attack plans.
6. Assign instructor and student teams.
7. Removal of all debris and animals from the structure and surrounding area.
8. Establishment of a primary and secondary water sources
9. Establishment of all egress routes.
10. Establishment of assembly area.
11. Establishment of radio frequency.
12. Establish Command post.
13. Conduct a preburn briefing.
14. Prepare Burn sets.

Just prior to ignition all students must be with their assigned instructor. The IC shall notify dispatch. The instructor shall report to the IC that their team is accounted for. The Back up line shall be brought into the burn room, crew in full PPE, on air. The IC can direct the ignition officer to light the fire once all crews have been accounted for and the Safety Officer gives permission.

Upon extinguishment of each fire, all crews shall regroup and a full accounting will take place. After the last fire of the day all remaining fires shall be overhauled, the building shall be fully inspected and any damage documented. A full training debrief shall be conducted and all pertinent records shall be completed

[See Attached Permit and Formula Appendix](#)



Stamford Fire Department

Standard Operating Guideline

Training Guidelines - Severe Weather/Heat Stress

SOG ID: TRF-Weather/Heat (595)

Date Updated: 09 October 2014

Scope: This guideline is applicable to all training courses delivered by Fire Protection Specialists, State Fire Instructors or others authorized to conduct training sponsored by or on behalf of the Stamford Fire Department or the Stamford Regional Fire School.

Purpose: To provide guidance for instructors conducting training in hot weather in order to provide for the safety of students and instructors.

Heat

Review the course material to determine if practical skills performance are a component of the course and if so:

- Obtain a weather report including the heat index for the operational time period. This data shall be gathered for the duration of the time period and should be obtained as close to the time period as possible.
 - Go to the National Weather Service web site at www.weather.gov
 - Find the "tabular forecast" for the training location
 - Ensure that the "Heat Index" check box is selected
 - Document the Tabular Forecast for the operational time period
- Review the data to evaluate conditions anticipated during the training period. Monitor actual conditions to determine accuracy and adjust accordingly.
- Determine the Effective Heat Stress Index
 - Determine the Heat Index as above and then, if applicable:
 - Add 10 degrees Fahrenheit for skills requiring the use of structural firefighting personal protective clothing ensemble or fully encapsulating chemical protective clothing then, if applicable:
 - Add 10 degrees Fahrenheit for skills conducted in direct sunlight
 - If skills are conducted using structural firefighting or fully encapsulating chemical protective clothing AND in direct sunlight add 20 degrees Fahrenheit together with the heat index to determine the total Effective Heat Stress Index.
 - Example: Heat Index of 90 + 10 for PPE + 10 for direct sun = Total Effective Heat Stress Index of 110 degrees Fahrenheit.

Effective Heat Stress Index Injury Threat Analysis

Effective Heat Stress Index ° F	Threat Category	Injury Threat
Below 60	None	Little to no danger under normal circumstances
60 to 79	Low	Fatigue possible
80 to 89	Elevated	Fatigue possible if exposure is prolonged and there is physical activity
90 to 104	Moderate	Heat cramps and heat exhaustion possible if exposure is prolonged and there is physical activity
105 to 129	High	Heat cramps and heat exhaustion likely and heat stroke possible if exposure is prolonged and there is physical activity
130 and above	Extreme	HEAT STROKE IMMINENT

Instructors Shall ensure the following actions are taken

Effective Heat Stress Index ° F	Work/Rest Ratio (min work/min rest)	Fluid Intake per Hour	Special Actions
60 to 79	40/20	24 fl oz	None
80 to 89	30/30	32 fl oz	None
90 to 104	30/30	32 fl oz	Active Cooling if available
105 to 129	20/40	32 fl oz	All Live Fire Evolutions and evolutions requiring Fully Encapsulated Chemical Protective Clothing are Cancelled
130 and Above	No Work Allowed	Cancelled	All physically exerting skills evolutions are Cancelled

Severe Weather

- Caution shall be exercised when a severe weather watch has been issued for the training area.
 - Identify areas of safe refuge in the event of severe weather.
- Upon issuance of a Severe Weather Warning or obvious evidence of severe weather for the training area when evolutions will be conducted outdoors:
 - Suspend outdoor activities
 - Move students to a safe, indoor location
 - Activities may resume once the storm has passed and thunder is no longer heard for a period of thirty minutes
 - Should lightening detection be available, activities may continue until a strike is identified ten miles away and may resume once lightening is no longer occurring within ten miles upon passage of the storm.

