



GREATER NAPLES FIRE RESCUE DISTRICT
BOARD OF FIRE COMMISSIONERS
Action Item Worksheet

OLD BUSINESS

Agenda Item: II A.

Subject: District Policies

Meeting Date: March 8, 2022

Prepared By: Laura Donaldson, District Attorney

Background

At the December 14, 2021 Board of Fire Commissioner meeting, the Board voted to delay implementation of the policies that were adopted on June 8, 2021 to give the District time to determine the impacts of the new policies on District operations, determine what existing policies and procedures are being superseded, develop any forms and processes that are needed or required by the new policies, and to educate District employees. After series 300-600 were reviewed, Staff and Legal Counsel have agreed to the recommended action for each policy.

Funding Source/Financial Impact

N/A

Recommendation

Incident Management	300		341.1	Delete as policy and retain SOG 341.1
Emergency Response	301			Delete as policy and create an SOG
Fireground Accountability	302			Delete as policy and create an SOG
Rapid Intervention Two-in Two-Out	303		402.1	Delete as policy and retain SOG 402.1
Urban Search and Rescue USAR	304			Delete as policy and create an SOG
Tactical Withdrawal	305		403.1	Delete as policy and retain SOG 403.1
Response Time Standards	306		410.1	Delete as policy and retain SOG 410.1
Aircraft Operations	307		351.1	Delete as policy and retain SOG 351.1
Atmospheric Monitoring for Carbon Monoxide	308		404.2	Delete as policy and retain SOG 404.2
Staging	309		344.1	Delete as policy and retain SOG 344.1
High Rise Incident Management	310			Delete as policy and create an SOG
Elevator Entrapments	311			Delete as policy and create an SOG
Elevator Restrictions During Emergencies	312			Delete as policy and create an SOG
Swiftwater Rescue and Flood Search and Rescue	313			Delete as policy and create an SOG
Confined Space Rescue Response	314			Delete as policy and create an SOG
Wildland Firefighting	315		453.1	Delete as policy and retain SOG 453.1
Trench Rescues	316			Delete as policy and create an SOG
Carbon Monoxide Detector Activations	317		404.2	Delete as policy and retain SOG 404.2
Florida Safe Haven Law	318		224.3	Delete as policy and retain SOG 224.3
Hazardous Materials Response	319		600	Delete as policy and retain SOG's in 600 series
News Media and Community Relations	320			Delete as policy and create an SOG
Scene Preservation	321			Delete as policy and create an SOG
Child Abuse	322			Delete as policy and create an SOG
Disposition of Valuables	323			Delete as policy and create an SOG
Performance of Duties	324	C3		Delete as policy and create an SOG
Adult Abuse	325			Delete as policy and create an SOG



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Traffic Accidents	326		304.1	Delete as policy and retain SOG 304.1
Line of Duty Death and Serious Injury Investigati	327		364.3	Delete as policy and retain SOG 364.3
National Fire Incident Reporting System	328			Delete as policy and create an SOG
Community Volunteer Program	329			Delete as policy and create an SOG
Ride-Along Program	330		204.1	Delete as policy and retain SOG 204.1
Grocery Shopping On-Duty	331			Delete as policy and create an SOG
Chaplains	332			Delete as policy and create an SOG
Active Shooter and Other Violent Incidents	333			Delete as policy and create an SOG
Fire Inspections	400			Delete as policy and create an SOG
Permits	401			Delete as policy and create an SOG
Fire Investigations	402		217.1	Delete as policy and retain SOG 217.1
Code Enforcement	403			Delete as policy and create an SOG
Alternative Materials and Methods or Variance P	404			Delete as policy and create an SOG
Community Fire Station Visitation Program	405		204.1	Delete as policy and retain SOG 204.1
Fireworks Displays	406			Delete as policy and create an SOG
Hazardous Materials Disclosures	407			Delete as policy and create an SOG
Maximum Occupancy - Overcrowding	408			Delete as policy and create an SOG
Juvenile Firesetter Referrals	409			Delete as policy and create an SOG
Fire Watch Services	410			Delete as policy and create an SOG
Pre-Hospital Care Reports	500			Delete as policy and retain SOG 500
Medical Supplies	501			Delete as policy and retain SOG 501
Patient Refusal of Pre-Hospital Care	502			Delete as policy and retain SOG 502
Latex Sensitivity	503			Delete as policy and create an SOG
Fire Apparatus Driver Operator Training	600		301.3	Delete as policy and retain 301.3
CPR and Automated External Defibrillator Trainin	601		107	Delete as policy and retain SOG's in 107 series
Communicable Disease Training Program	602		107	Delete as policy and retain SOG's in 107 series
Emergency Action Plan and Fire Prevention Plan	603		107	Delete as policy and retain SOG's in 107 series
Hazard Communication Program Training	604		107	Delete as policy and retain SOG's in 107 series
Hazardous Materials HAZMAT Training	605		107	Delete as policy and retain SOG's in 107 series
Hearing Conservation and Noise Control Training	606		107	Delete as policy and retain SOG's in 107 series
Heat Illness Prevention Training	607		107	Delete as policy and retain SOG's in 107 series
Health Insurance Portability and Accountability A	608		107	Delete as policy and retain SOG's in 107 series
National Incident Management System NIMS Tra	609		107	Delete as policy and retain SOG's in 107 series
Repetitive Motion Injuries and Ergonomics Train	610		107	Delete as policy and retain SOG's in 107 series
Respiratory Protection Training	611		107	Delete as policy and retain SOG's in 107 series
Wildland Fire Shelter Development Training	612		107	Delete as policy and retain SOG's in 107 series
Training Records	613			Delete as policy and create an SOG
Firefighter Health Safety and Survival Training	614		107	Delete as policy and retain SOG's in 107 series



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Potential Motion

I move to support Staff and Legal Counsel's recommendations and approve:

1. Deleting policy numbers 300 through 614 as referenced above from the policy manual;
2. The retention of the above referenced Standard Operating Guidelines; and
3. Directing staff to develop Standard Operating Guidelines as referenced above.

Attachment:

Policies 300-614

Current SOG's

Incident Management

300.1 PURPOSE AND SCOPE

The purpose of this policy is to establish operational guidelines for members of the District to use in the management and mitigation of all-hazards emergency incidents that are in concert with the *Florida Field Operations Guide* developed by the Florida Division of Emergency Management.

300.1.1 DEFINITIONS

Definitions related to this policy include:

All-hazards - An incident, natural or manmade, that warrants action to protect life, property, the environment, and public health or safety, and to minimize disruptions of government, social or economic activities.

300.2 POLICY

It is the policy of the Greater Naples Fire Rescue District to utilize the Incident Command System (ICS) or other National Incident Management System (NIMS)-compliant incident management system for managing all emergency incidents. All incident-related activities should be managed in accordance with established ICS/NIMS methods and procedures.

300.3 INCIDENT MANAGEMENT

The Operations Section Chief should ensure the District adopts written ICS/NIMS procedures that are compatible with neighboring jurisdictions and the *Florida Field Operations Guide*. These procedures should be available to members.

Emergency incidents shall be managed utilizing trained and qualified personnel for the specific tactical, supervisory or command level assignments.

Emergency Response

301.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure a safe and appropriate response to emergencies while maintaining the safety of district members and the public by requiring operators of district vehicles to conform to applicable Florida laws and regulations during an emergency response.

301.1.1 DEFINITIONS

Definitions related to this policy include:

Authorized emergency vehicle - A vehicle that is equipped with extraordinary audible and visual warning devices, authorized to display red or red and white, and on call to respond to emergencies. This includes but is not limited to ambulances, fire trucks, and other rescue vehicles (§ 322.01, Fla. Stat.).

Emergency response - Any call for service or assistance involving fire, explosion, or violent rupture; human rescue; human entrapment; illness or injury; hazardous materials release or threat of contamination; flooding; threatened or actual acts of violence; any explosive, bomb, or threatened bombing; any act of terrorism; any natural disaster; or any other circumstance that presents a threat to life-safety or to property. Emergency response does not include returning from a call (§ 316.072, Fla. Stat.).

301.2 POLICY

It is the policy of the Greater Naples Fire Rescue District to appropriately respond to all emergency calls.

301.3 EMERGENCY CALLS

Fire personnel dispatched to an emergency shall proceed immediately, shall continuously operate emergency lighting equipment and shall sound the siren as reasonably necessary.

Responding with emergency lights and siren does not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons, nor shall such use of lights and siren protect the driver from the consequences of his/her reckless disregard for the safety of others (§ 316.072, Fla. Stat.).

Personnel should only respond with emergency lights and siren when dispatched to an emergency or when circumstances reasonably indicate an emergency response is required.

Personnel not authorized to respond with emergency lights and siren shall observe all traffic laws and proceed without the use of emergency lights and siren.

301.4 MULTIPLE EMERGENCY VEHICLE RESPONSES

When more than one apparatus responds to an emergency, emergency vehicle operators should remain alert to the presence of other emergency vehicles and exercise due caution. Personnel

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must further exercise due caution in recognizing that traffic yielding to one emergency vehicle may not expect other emergency vehicles to follow.

301.5 INITIATING AN EMERGENCY RESPONSE

If a Company Officer believes an emergency response to any call is appropriate, the Company Officer shall ensure Control is immediately notified.

301.6 RESPONSIBILITIES OF RESPONDING PERSONNEL

Emergency response vehicle operators shall exercise sound judgment and care, with due regard for life and property, while operating a vehicle en route to an emergency response.

The decision to continue an emergency response is at the discretion of the emergency vehicle operator or Company Officer. If, in the judgment of either individual, the roadway conditions or traffic congestion do not permit such a response without unreasonable risk, the response may be continued without the use of red lights and siren at the legal speed limit. In such an event, the Company Officer should ensure Control is promptly notified. Personnel shall also discontinue the emergency response when directed by any supervisor.

301.6.1 INTERSECTIONS

Emergency vehicle operators shall reduce the speed at all street intersections and should come to a complete stop at all blind street intersections or intersections where there is either a red light, a flashing red light, or a stop sign. Emergency vehicle operators should also come to a complete stop at intersections whenever they reasonably believe they cannot account for traffic in approaching lanes or when vehicles have not yielded the right-of-way. After coming to a complete stop, emergency vehicle operators should only proceed when it is safe to do so (IAFC - Guide to IAFC Model Policies and Procedures For Emergency Vehicle Safety).

301.6.2 TRAVEL IN AN OPPOSING DIRECTION

Operating emergency vehicles against the normal flow of traffic requires extreme caution and should only be considered under exceptional circumstances (i.e., if there is no alternate route of travel). Travel against the normal direction of traffic flow on a one-way street shall be limited to short distances. Emergency vehicle drivers must proceed slowly and with extreme caution in these situations. The emergency vehicle must come to a full stop before entering an intersection while traveling in an opposing direction (IAFC - Guide to IAFC Model Policies and Procedures For Emergency Vehicle Safety).

301.6.3 PASSING ANOTHER EMERGENCY VEHICLE

A fire department emergency vehicle shall not overtake another emergency vehicle that is traveling in the same direction unless the driver of the lead vehicle has indicated that the other may pass. A following vehicle may contact a leading vehicle by radio to request permission to pass (IAFC - Guide to IAFC Model Policies and Procedures For Emergency Vehicle Safety).

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301.6.4 PASSING A SCHOOL BUS

The emergency vehicle shall not pass a school bus that has stopped with red lights flashing to load or discharge passengers, unless the bus driver clearly signals that it is safe to pass. When clearly signaled by the bus driver that it is safe to pass a stopped school bus, the emergency vehicle shall proceed slowly and with extreme caution past the school bus; all members must be vigilant for children while approaching and passing the bus. The emergency vehicle driver must be prepared to stop immediately while approaching, passing, and leaving the area in which the school bus is stopped (IAFC - Guide to IAFC Model Policies and Procedures For Emergency Vehicle Safety).

301.6.5 SCHOOL ZONES

When entering an active school zone during an emergency response, the emergency vehicle shall reduce its speed to the posted school zone speed and maintain extra caution for public in cross walk areas (IAFC - Guide to IAFC Model Policies and Procedures For Emergency Vehicle Safety).

301.7 FAILURE OF EMERGENCY EQUIPMENT

If the emergency equipment on the vehicle should fail to operate, the vehicle operator must terminate the emergency response and respond accordingly. In all cases, the Company Officer shall notify Control of the equipment failure so that another apparatus may be assigned to the emergency response.

Fireground Accountability

302.1 PURPOSE AND SCOPE

The purpose of this policy is to increase firefighter safety by establishing accountability systems for keeping track of all personnel operating at the scene of an emergency incident.

302.1.1 DEFINITIONS

Definitions related to this policy include:

Personnel Accountability Report (PAR) - A roll call of all operations members assigned to an incident at specified times; a PAR is designed to account for each member's location and activity and to verify his/her safety.

302.2 POLICY

It is the policy of this district that supervisors periodically account for members working under their direction at emergency incidents and that all members participate in accountability systems.

302.3 RESPONSIBILITIES

A personnel accountability system shall be established and implemented using thorough training procedures. This system should constantly monitor the status of all emergency personnel, both of district members and personnel from assisting agencies, during emergency incidents from their arrival until their official release from the incident.

A personnel accountability system should be used primarily to track personnel, not resources. However, on small incidents one individual may be responsible for tracking both personnel and resources.

A written personnel accountability system, such as the Incident Command System (ICS) Form ICS-201 for Incident Commanders (ICs) or some similar process, should be used, and a status board should be maintained. Individual crew names shall be posted in a conspicuous location in the cab of district vehicles for collection by the IC or assigned accountability officer.

Supervisors are responsible for participation in the accountability system by tracking all personnel under their direction on emergency incidents. Personnel should be accounted for from the time of dispatch to the time of demobilization.

Supervisors should implement sufficient tracking methods for personnel at the individual, company, division, group and unit levels to account for personnel during all phases and at all locations of an incident, including travel between locations and assignments.

The IC should designate an accountability officer to monitor who is in charge of each area, what crews are assigned to each area, where each area is located and the area assignment.

Division or group supervisors should be assigned to keep track of all crews under their supervision. Company Officers should know the location and assignment of each firefighter in their crew.

Fireground Accountability

All members are responsible for participating in the accountability system, including checking in at approved locations. This includes members who arrive on-scene individually or in privately owned vehicles.

302.4 REPORTING

Ongoing, routine strategic and tactical accountability at all emergency incidents, including wildland fires, should be accomplished through periodic reporting or visual observation. This can be accomplished through concise reports that include conditions, actions and needs, also called a CAN report. Members should also make the following reports:

- Emergency situations
- Inability to meet objective with revised timeline and/or resource requests
- Notification of completed actions
- Change in strategy
- Change in fire conditions, such as crossing planned control lines

302.4.1 PERSONNEL ACCOUNTABILITY REPORT (PAR)

For structure fires, a PAR should be conducted within the first 10 minutes of an incident and every 20 minutes thereafter for personnel at the scene. In addition, PARs should be conducted after any change in conditions that may alter or affect firefighter safety, such as an increase in fire conditions, fire crossing planned control lines or trigger points or after ordering an emergency evacuation of an area.

A PAR should be conducted for each division, group and organizational element where operations personnel are working. If any person involved in the operation is unaccounted for, emergency procedures, including notification to the IC, should be initiated.

The IC may discontinue regular PARs when incident stabilization is achieved and hazards are sufficiently reduced.

Rapid Intervention/Two-In Two-Out

303.1 PURPOSE AND SCOPE

The purpose of this policy is to increase firefighter safety by implementing procedures for safeguarding and rescuing firefighters who are operating in environments that are immediately dangerous to life and health (IDLH).

This policy applies to all members assigned to an incident and is designed to ensure immediate assistance for members who become lost, trapped or injured by adhering to the two-in/two-out standard and designating rapid intervention teams (RITs) (29 CFR 1910.134(g)(4); Rule 69A-62.001, F.A.C.).

303.1.1 DEFINITIONS

Definitions related to this policy include:

Immediately dangerous to life and health (IDLH) - Any atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects or would impair an individual's ability to escape from a dangerous atmosphere. Interior atmospheric conditions at structure fires beyond the incipient stage are considered IDLH, as are a variety of rescue types.

Initial rapid intervention team (IRIT) - A team of at least two members located outside the IDLH atmosphere to initially monitor and provide emergency rescue for responders until a larger, more formalized rapid intervention team (RIT) is created. One of the two members may be assigned to an additional role, as long as the individual is able to perform assistance or rescue activities without jeopardizing the safety or health of any firefighter at the incident. An IRIT is also known as two-in/two-out.

Mayday - The nationally adopted "call for help" term used to indicate that an emergency responder is in a situation of imminent peril where he/she is in need of immediate help.

Rapid intervention team (RIT) - A formalized designated team of individuals or companies whose sole function is to prepare, monitor and provide for effective emergency rescue of responders in IDLH atmospheres.

303.2 POLICY

It is the policy of the Greater Naples Fire Rescue District to ensure that adequate personnel are on-scene before interior operations begin in any IDLH environment. However, nothing in this policy is meant to preclude firefighters from performing emergency rescue activities before an entire team has assembled.

303.3 PRE-DEPLOYMENT

Prior to initiating any fire attack in any IDLH environment with no confirmed rescue in progress, members should ensure that there are sufficient resources on-scene to establish two-in/two-out procedures (29 CFR 1910.134(g)(4); Rule 69A-62.001, F.A.C.).

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Rapid Intervention/Two-In Two-Out

- (a) Members should ensure that at least two adequately qualified firefighters using self-contained breathing apparatus (SCBA) enter the IDLH environment and remain in voice or visual contact with one another at all times.
- (b) At least two additional adequately qualified firefighters should be located outside the IDLH environment.
 - 1. One of the two outside firefighters may be assigned to an additional role so long as the individual is able to perform assistance or rescue activities without jeopardizing the safety or health of any firefighter working at the incident.

303.4 INITIAL DEPLOYMENT

During the initial phase of an incident, confirmed rescues should take priority. When a confirmed rescue is identified during the initial phase of an incident, emergency rescue activities may be performed before a designated IRIT has assembled.

All members operating in IDLH environments should be tracked and accounted for at all times, except when it would preclude firefighters from performing emergency rescue activities during the initial phase of the incident.

303.5 RIT DUTIES

The RIT should be assembled from resources at the scene, whose sole function is to prepare for, monitor and provide effective emergency rescue for responders.

- (a) To the extent possible, visual and voice communication should be maintained between those working in the IDLH environment and the RIT outside the IDLH environment.
- (b) RIT members should not be involved in any other duties that divert attention or resources away from their primary mission of responder rescue.
- (c) Additional companies may be assigned to the RIT as conditions warrant. For large incidents with multiple points of entry, multiple RITs should be considered.

303.6 EMERGENCY DEPLOYMENT OF A RIT

When a Mayday firefighter-down or firefighter-missing broadcast is transmitted, all non-emergency radio traffic should be cleared from the radio channels that the missing or trapped firefighter is using. Non-affected personnel should switch to other tactical frequencies. At least two individuals should be dedicated solely to monitoring the tactical channel. One person should be responsible for gathering information on the identity, location and condition of the trapped or missing firefighter, while the second person should communicate with the trapped or missing firefighter and offer support on the tactical channel.

For an emergency deployment of a RIT, a Rescue Group Supervisor position should be activated to coordinate the rescue as well as any fire activities in support of the rescue effort. Other divisions and groups may support the Rescue Group Supervisor's efforts by diverting fire spread through

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Rapid Intervention/Two-In Two-Out

horizontal or vertical ventilation to draw fire away from the affected rescue areas and by placing hose streams to check fire spread and protect rescue efforts.

The RIT supervisor should notify the Rescue Group Supervisor before making entry for emergency rescue. The Rescue Group Supervisor should provide any assistance that is appropriate to the situation. Additional resources should be ordered as needed, including additional RITs, medical treatment and transportation groups or other organizational elements.

Urban Search and Rescue (USAR)

304.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the Federal Emergency Management Agency (FEMA) and Florida Urban Search and Rescue (USAR) Response Systems as resources for disaster response.

304.2 POLICY

It is the policy of the Greater Naples Fire Rescue District to utilize the FEMA and Florida USAR resources in the event of an urban disaster, as appropriate.

304.3 RESOURCES

USAR is a multi-hazard discipline and may be used for a variety of disasters, including hurricanes, earthquakes, typhoons, storms, tornadoes, floods, dam failures, technological accidents, terrorist activities and hazardous material releases.

USAR task forces have four areas of specialization:

- (a) Searches - Finding victims who are trapped after a disaster
- (b) Rescues - Freeing victims, including safely digging victims out of collapsed concrete or metal
- (c) Technical - Applying specialized structural knowledge to help make rescues safe for the rescuers
- (d) Medical - Caring for victims before and after a rescue

304.3.1 FEDERAL RESOURCES

If a disaster warrants national USAR support, FEMA may deploy task forces within six hours of notification and can provide additional teams as necessary to support the Greater Naples Fire Rescue District's efforts to locate victims and manage recovery operations.

The following resources are generally available from the FEMA USAR Response System:

- Air Search Team (fixed-wing)
- Airborne Reconnaissance (fixed-wing)
- Canine - Avalanche/Snow
- Canine - Disaster Response
- Canine - Land/Cadaver
- Canine - Water
- Canine - Wilderness
- Canine - Wilderness Tracking and Trailing
- Cave Search and Rescue Team

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Urban Search and Rescue (USAR)

- Collapse Search and Rescue Team
- Mine and Tunnel Search and Rescue Team
- Mountain Search and Rescue Team
- Radio Direction Finding Team
- Swiftwater and Flood Search, and Dive Rescue Teams
- USAR Incident Support Team
- USAR Task Force
- Wilderness Search and Rescue Team

More information about the specific capabilities and sustainability of USAR resources may be obtained on the FEMA website.

304.3.2 FLORIDA RESOURCES

The following Florida USAR Task Forces (FL-TF) are authorized and available resources in the state pursuant to Florida emergency management law (§ 252.35, Fla. Stat.):

- FL-TF1 and FL-TF2 are Type I FEMA USAR teams located in Miami-Dade County.
- FL-TF3 is a Type I USAR team located in the St. Petersburg, Tampa and Hillsborough County areas.
- FL-TF4 is a Type II USAR team located in the Orange County, Orlando and Seminole County areas.
- FL-TF5 is a Type II USAR team located in Jacksonville.
- FL-TF6 is a Type II USAR team located in Southwest Florida.
- FL-TF7 is a Type III USAR team located in Tallahassee.
- FL-TF8 is a Type III USAR team located in the Alachua County, Gainesville, Marion County and Ocala areas.
- FL-TF9 is a Type III USAR team located in Volusia County.

There are also additional resources identified as Type II Technical Rescue Teams, Type III Collapse Search and Rescue Teams and Light Technical Rescue Teams authorized and available throughout Florida.

Tactical Withdrawal

305.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for tactical withdrawals from any scene or location when confronted by violent individuals or threatening situations, circumstances or events. The violence or threat need not be specifically directed at district members to justify the application of this policy.

305.2 POLICY

The Greater Naples Fire Rescue District is committed to the safety of its members. It is the policy of the Greater Naples Fire Rescue District to allow members to withdraw from the scene or general location of an emergency call for service when they are confronted by violent individuals, violent or potentially violent situations or any other circumstance presenting a real or perceived imminent threat to member safety.

305.3 THREAT ASSESSMENT

All members of the District are expected to continually evaluate their surroundings while responding to incidents or participating in the mitigation of emergency or non-emergency events. The actions and conduct of persons at an event should be a primary element of the ongoing scene-safety evaluation. Certain types of events, certain actions taken by individuals involved in events and a variety of other circumstances should trigger a heightened awareness and consideration of personnel safety. Situations or circumstances that should initiate such consideration include:

- (a) Gang-related activity, particularly any event involving violent encounters, confrontations or conflicts between members of rival gangs.
- (b) Any situation involving shots fired, or on any scene where shooting occurs or is heard in the immediate vicinity.
- (c) Any time a subject challenges or threatens members of the District with violence or harm.
- (d) Any scene where members of the District are attacked in any way. Examples include rocks, bottles or other projectiles thrown or launched at members or district vehicles or apparatus; individuals attempting to gain access to district vehicles or apparatus; or any direct act of violence committed against members of this district.
- (e) Any event involving civil disturbance, large-scale demonstrations or protests. This includes any event involving a large gathering of people where the nature of the activity appears to include violent confrontation or the perceived threat of violent confrontation between opposing groups, or between the protesters and law enforcement personnel or other government representatives.

Any member who believes that there is a threat of violence to personnel at any incident should promptly relay that information to the appropriate supervisor as quickly as possible.

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Tactical Withdrawal

The Incident Commander (IC), scene supervisor or senior ranking member has the authority to initiate a tactical withdrawal and the responsibility for ensuring that all members on-scene or at risk due to the threat are notified of the action. Authority for the decision resides primarily with on-scene personnel and should not be delayed while seeking approval or confirmation from a higher authority, who may not be at the incident scene.

In the event that a credible threat to personnel is discovered at a level of the incident command structure above an on-scene supervisor, a tactical withdrawal may be ordered and relayed down the chain of command to the on-scene supervisor. In that event, the supervisor has the responsibility for ensuring that all members on-scene or at risk due to the threat are notified of the initiation of a tactical withdrawal.

305.4 CONDUCTING TACTICAL WITHDRAWALS

305.4.1 WITHDRAWAL OPTIONS

The following guidelines should be applied when the decision has been made to initiate a tactical withdrawal:

- (a) During the response to an incident:
 - 1. If a tactical withdrawal occurs during the response phase of an incident, the district member responsible for initiating the withdrawal is responsible for notifying all responding units and Control of the withdrawal action. The relay of the withdrawal decision to individual units may be conducted by the member, or he/she may choose to have Control notify all responding units to cancel their response or to respond to a defined staging area.
- (b) After arrival at an incident:
 - 1. When units are on-scene at an incident and a decision is made to initiate a tactical withdrawal, the IC or ranking supervisor is responsible for notifying all involved units (including those assigned to the incident but that have not yet arrived) of the withdrawal action. The IC should also notify Control of the tactical withdrawal, and if time and circumstances allow, the situation and reason for the withdrawal. Individual unit supervisors are responsible for notifying all of their assigned personnel of the withdrawal.

305.4.2 WITHDRAWAL GUIDELINES

The following guidelines should be applied when the decision has been made to initiate a tactical withdrawal:

- (a) Whenever a tactical withdrawal is initiated, a defined staging area will be established at a safe location away from the incident scene and all involved units and personnel should withdraw to that staging area. Whenever practicable, all involved units should withdraw from the incident scene as a single group. If that is not practicable, individual

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Tactical Withdrawal

units should attempt to congregate together, forming the fewest and largest groups practicable, and withdraw in those groups.

- (b) After all units have been initially notified of a tactical withdrawal, individual unit supervisors are responsible for personnel accountability, ensuring all members of their crew are accounted for and withdrawing as directed. The on-scene supervisor is responsible for accounting for all units assigned to the call and ensuring that all units are withdrawing as directed.
- (c) Whenever a tactical withdrawal is initiated, Control should immediately notify and request an immediate response by the appropriate law enforcement agency to provide security for the withdrawing units.
- (d) Once the IC or scene supervisor believes that all units and personnel have withdrawn from an incident, he/she should conduct a Personnel Accountability Report (PAR) of all units assigned to the incident to confirm they have safely withdrawn. Individual unit supervisors shall confirm that all members of their crew are accounted for and safe.
- (e) Once all involved units have gathered at the staging area, the IC or scene supervisor should again conduct a PAR to confirm that all personnel are safe. If any person involved in the operation is unaccounted for, emergency procedures should be initiated.

305.5 PATIENT CARE CONSIDERATIONS

Special consideration should be taken when a tactical withdrawal is initiated after members have begun providing medical assessment or medical care at an incident scene. If a tactical withdrawal is initiated at a time that members are providing medical services to sick or injured patients, those members should, whenever practicable, attempt to maintain their care of medical patients and evacuate those patients as part of the withdrawal process.

In the event that violence or the threat of violence forces members to abandon any patient under their care, the involved member should immediately notify the appropriate law enforcement agency of the location of the patient and request immediate assistance in securing the scene to allow for safe and timely medical treatment and evacuation of the patient. The members should remain on the call and wait for law enforcement clearance or other information indicating that it is safe to enter the incident scene. Once it is safe to do so, the members should attempt to locate the patient and resume medical evaluation, treatment and transport per protocol. In the event that law enforcement personnel and district members are unable to relocate the patient, the patient may be deemed to have self-extracted and the appropriate documentation should be prepared.

305.6 NOTIFICATIONS

Whenever a tactical withdrawal is initiated, the circumstances of the incident, including the incident location, will be relayed up the chain of command to the on-duty Battalion Chief. The Battalion Chief should ensure that all Operations Section personnel are immediately notified of the location and circumstances of the incident.

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Tactical Withdrawal

The Battalion Chief should coordinate with Control and law enforcement to ensure additional calls for service to the affected area are screened and determined safe for entry.

Response Time Standards

306.1 PURPOSE AND SCOPE

The purpose of this policy is to establish turnout, travel and response time goals and objectives for emergency incidents.

306.1.1 DEFINITIONS

Definitions related to this policy include:

Dispatch processing time - The time elapsed between receipt of the alarm or telephone call and the dispatch of emergency response units.

Response time - The time elapsed between the dispatch center receiving the first notification of the alarm and the arrival of the first emergency response unit. Response time combines dispatch processing, turnout and travel times.

Travel time - The time elapsed between the emergency response unit beginning travel to the emergency and when the emergency response unit arrives.

Turnout time - The time elapsed between Control notifying firefighters of the emergency and when the emergency response unit begins travel.

306.2 POLICY

It is the policy of the Greater Naples Fire Rescue District to document all district response times to emergency incidents and establish response time baselines and performance objectives.

306.3 PERFORMANCE OBJECTIVES

Response times should be measured at 90 percent of fractile time and reported against an established district Standards of Cover document, if available.

Performance objectives may include:

- (a) One minute or less for dispatch processing time.
- (b) One minute or less for turnout time for Emergency Medical Services (EMS) incidents.
- (c) One minute 20 seconds or less for turnout time for non-EMS incidents.
- (d) Four minutes or less for the arrival of the first engine company at a fire suppression incident.
- (e) Eight minutes or less for the arrival of a full first-alarm assignment at a fire suppression incident.
- (f) Four minutes or less for the arrival of a unit with first responder or higher level capability at an emergency medical incident.
- (g) Eight minutes or less for the arrival of an advanced life support (ALS) unit at an emergency medical incident when this service is provided by the District.

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Response Time Standards

306.4 EVALUATIONS AND ANNUAL REPORT

The District shall annually evaluate its level of service, deployment delivery and response time objectives. The evaluation shall be based on data relating to level of service, deployment and the achievement of each response time performance objective in the geographic area of the jurisdiction.

Aircraft Operations

307.1 PURPOSE AND SCOPE

This policy describes standards for the safe operation of firefighting and medical evacuation aircraft that may be working with ground personnel at any incident involving the tactical use of aircraft.

307.2 POLICY

The Greater Naples Fire Rescue District will follow Incident Command System (ICS) standards when firefighting or medical evacuation aircraft are in tactical use at any emergency incident.

307.3 ICS STANDARDS

Members should follow the district's ICS standards for managing firefighting aircraft operations, including the identification, establishment and management of aircraft landing zones any time that firefighting or medical evacuation aircraft are in tactical use at any emergency incident.

307.4 MEDICAL EVACUATION LANDING ZONE CONSIDERATIONS

The Greater Naples Fire Rescue District should develop guidelines for its own medical evacuation (medivac) landings or enter into local operating agreements for the use of medivac aircraft as applicable. In creating those guidelines, the District should identify:

- Responsibility and authority for selecting and designating a landing zone and determining the size of landing zone needed.
- Responsibility for securing the area and maintaining security once the landing zone is identified.
- Consideration of the helicopter provider's minimum standards for proximity to vertical obstructions and surface composition (e.g., dirt, gravel, pavement, concrete, grass).
- Consideration of the helicopter provider's minimum standards for horizontal clearance from structures, fences, power poles, antennas or roadways.
- Responsibility for notifying the appropriate law enforcement or transportation agencies (e.g., public works department, the county roads department) if a roadway is selected as a landing site.
- Procedures for ground personnel to communicate with flight personnel during the operation.
- Procedures for determining whether an engine or other specific apparatus should be on standby at the landing zone.
- Procedures for ensuring qualified personnel are assigned to manage aircraft operations for the duration of the incident.

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- Procedures for maintaining positive radio communications between the aircraft and landing zone coordinator.

Atmospheric Monitoring for Carbon Monoxide

308.1 PURPOSE AND SCOPE

This policy establishes procedures for measuring atmospheric concentrations of carbon monoxide (CO) at an incident for the safety of members working in potentially hazardous conditions.

308.1.1 DEFINITIONS

Definitions related to this policy include:

Calibration - The process of adjusting the values for each sensor in the instrument to coincide with a known concentration of test gas (OSHA SHIB 09-30-2013).

Spanning/Bump Testing - This is a qualitative function check in which a challenge gas is passed over the sensor(s) at a concentration and exposure time sufficient to activate all alarm settings.

308.2 POLICY

Exposure to CO can be hazardous to the health of those exposed. It is the policy of the Greater Naples Fire Rescue District to mitigate the health risks associated with exposure to CO by its members and the public.

308.3 RESPONSIBILITIES

Company Officers should ensure that atmospheric monitoring instruments are spanned/bump tested daily (OSHA SHIB 09-30-2013). All gas monitors shall be calibrated to the manufacturer's specifications on a weekly basis.

The instruments should be stored in operating condition.

The Incident Commander or the authorized designee is responsible for measuring atmospheric concentrations of CO at any location containing or suspected of containing elevated levels of CO.

308.4 PROCEDURES

Carbon monoxide may be present as a by-product of combustion, an emission from internal combustion engines, a chemical reaction or a leak from an industrial process. Carbon monoxide has approximately the same vapor density as air. When measuring for atmospheric concentrations of CO at an incident, instruments do not have to be placed near the floor or ceiling to obtain accurate readings.

Positive pressure ventilation may be used to reduce the CO concentration, as well as the presence of other toxic gases in the atmosphere.

All members shall use self-contained breathing apparatus (SCBA) in any atmosphere containing 35 parts per million or greater of CO. An atmospheric concentration of CO that is below 35 parts per million does not necessarily indicate an adequate level of oxygen or eliminate the possibility of other toxic gases or products of combustion being present.

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Atmospheric Monitoring for Carbon Monoxide

Members shall also use an SCBA in any atmospheric concentration of CO that is below 35 parts per million where there is also the presence of visible smoke, and in any atmosphere containing less than 19.5 percent oxygen (29 CFR 1910.134; Rule 69A-62.001, F.A.C.).

308.5 EMERGENCY MEDICAL TREATMENT

A person with acute CO exposure may exhibit the signs and symptoms of headache, flushing, nausea, vertigo, weakness, irritability, unconsciousness, and in persons with pre-existing heart disease and atherosclerosis, chest pain and leg pain.

An affected or incapacitated person should be removed from further exposure and have appropriate emergency medical procedures implemented, including any listed on the Safety Data Sheet (SDS) for CO.

All personnel with the potential for becoming exposed to CO or being present during an exposure should be familiar with emergency procedures, the location and proper use of emergency equipment, and the methods of protecting themselves during rescue operations.

308.6 DOCUMENTATION

Each time an atmospheric monitoring instrument is spanned or calibrated, the testing will be entered on a log. The log should be submitted to a Battalion Chief once a month and retained in accordance with the established records retention schedule. The log documents will serve as a history of an instrument's performance.

Staging

309.1 PURPOSE AND SCOPE

An incident scene can quickly become congested with emergency equipment if the equipment is not managed effectively. The purpose of this policy is to provide guidelines for staging at emergency incidents.

309.2 POLICY

It is the policy of the Greater Naples Fire Rescue District to safely stage resources at emergency incidents.

309.3 RESOURCE STAGING

Staging areas are locations designated within the incident area to temporarily position resources that are available for assignment. Resource staging at emergency incidents will be conducted using the procedures, guidelines and positions consistent with the district's Incident Command System (ICS).

As incident resources grow, the Incident Commander (IC) should identify a staging area manager to maintain the staging area resources so they are ready for assignment. At the conclusion of the incident, the staging area manager should demobilize units with the approval of the IC.

309.3.1 LEVEL I AND LEVEL II STAGING

When establishing a staging location and conducting staging activities Greater Naples Fire Rescue District personnel should consider the following:

- (a) During initial attack operations or on smaller, short-term incidents, identifying and selecting a Level I staging location for incoming units should be based primarily on placing incoming resources in a safe location while providing for their rapid deployment when needed. Generally, resources will stage one block from the incident until assigned by the IC.
- (b) During extended attack or multiple-alarm incidents, the IC should establish a Level II staging area location early and assign a staging area manager. Additional location factors should be considered when identifying and establishing staging areas:
 1. The Level II staging area should not affect incident operations and should be large enough for the incident resource needs. When possible, staging areas should be pre-planned and identified to cause minimal disruption to traffic flow, business activity and scheduled community activities.
 2. Public property should be utilized, if possible, as opposed to private property. Whenever private property, church property or commercial property is utilized, the IC or an authorized designee should, when practicable, contact the owner, administrator or property manager for permission to use the property prior to establishing a staging area. If any of these properties are utilized, the staging area should be configured to create the least possible disruption, including traffic flow in and around the property. The same applies to school property; however,

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in addition, the Public Information Spokesperson should notify local media. The notification should emphasize that the school property is being used to support an incident occurring away from the school and that the school is not involved in the emergency.

309.4 STAGE-AWAY OPTION

The stage-away option should be used in any incident where there may be a violent encounter. A violent encounter should be anticipated in, but not limited to, the following categories of calls for service:

- Shootings or shots-fired
- Stabbings
- Civil disturbance
- Criminal gang activity
- Attempted suicide
- Domestic disputes, including family fights
- Unknown assault
- Bomb incidents

It is the policy of the Greater Naples Fire Rescue District to use a nonstandard and defensive response profile when responding to calls for service involving known or suspected violent subjects. When responding to calls involving known or suspected violent subjects, district members should take the following actions:

- (a) Whenever possible, Control should determine if violent subjects are involved in any call for service and, if so, include that information in the initial dispatch. The responding units should be advised to stage away from the scene. Any time Control or any of the responding crews receive additional information indicating that violent subjects are at the scene of a call, the response should be upgraded to a stage-away incident.
- (b) The officer of the first-in responding unit will normally identify a staging point for all responding units. The staging point should be located two or more blocks away from the incident scene, out of direct line of sight of the incident, and should not require that the responding units drive by the incident to reach the staging point. The officer should also confirm with Control that law enforcement is responding to the incident.
- (c) All responding units should acknowledge the call to stage-away and confirm the staging location via radio while en route to the incident. All units should avoid driving by or through the line of sight of the incident until it is determined to be safe to enter the scene.
- (d) All units should report "on-scene staging" upon arrival at the staging point.

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- (e) All units should remain staged away from the incident scene until notified that law enforcement has determined that the scene is safe to enter or until reliable information is received confirming that no violent subjects remain at the scene.

In the event that the first-in unit arrives at an incident scene and encounters unanticipated violence or violent subjects, the officer or senior member of that crew should immediately notify Control of the circumstances and request law enforcement support. All other responding units should be directed to stage-away unless members of the first-in unit determine it is safe for additional personnel to respond directly to the scene.

High-Rise Incident Management

310.1 PURPOSE AND SCOPE

The purpose of this policy is to adapt normal operating procedures and systems to incidents occurring in a high-rise environment. Any incident in a high-rise environment is complicated by the difficulties of access, the construction of the building and the number of occupants potentially inside the structure.

310.1.1 DEFINITIONS

Definitions related to this policy include:

High-rise - For the purposes of this policy a high-rise is any building more than 75 feet tall measured from the lowest point accessible by district vehicles to the floor of the highest story that is designed for occupancy. This shall be the threshold for the activation of the high-rise incident command structure.

310.2 POLICY

It is the policy of the Greater Naples Fire Rescue District to utilize the Incident Command System (ICS) for high-rise incident management.

310.3 PROCEDURES

All incident-related activities should be performed in accordance with the established ICS methods and procedures as specified in the Incident Management Policy.

Upon the initial arrival of units and apparatus, the assumption of a concealed fire should be made by the Incident Commander unless an initial size-up indicates otherwise. Initial-arriving units should:

- Make all necessary efforts to provide for the safety and evacuation of any building occupants in immediate danger and for the continued safe exit of all other building occupants.
- Identify the fire floor or sector, and provide a size-up of the conditions on both the fire floor and also the floor above.
- Establish a water supply for the initial attack. If the building has multiple standpipes, the member on the fire floor must identify which riser requires water and advise incident command.
- Deploy an attack on the fire floor using at least two companies.
- Make reasonable efforts to provide for the safety of any person in immediate danger.
- Establish lobby, elevator, stairway and alarm system control and stairwell support if necessary for a sustained fire attack.

Elevator Entrapments

311.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure the safe and effective rescue of people who may become trapped in an elevator.

311.2 POLICY

People trapped in an elevator are typically not in danger unless there is a medical emergency or fire. It is the policy of the Greater Naples Fire Rescue District to ensure the safe extrication of people trapped in an elevator while also providing for the safety of firefighters during the operation.

311.3 RESPONSIBILITIES

The Fire Chief or the authorized designee shall establish guidelines for personnel entering elevator shafts and for the use of commercial elevator technicians for emergency and non-emergency extrications.

The Fire Chief or the authorized designee shall identify district-approved rescue procedures and appropriate applications. Procedures that have the potential to cause damage to private property should be avoided if reasonably practicable.

Fire prevention personnel are responsible for tracking elevator entrapment responses, identifying problematic installations and working with building owners and vendors to resolve further responses.

311.4 PROCEDURE

On-scene personnel should consider the following:

- Is the elevator inoperative?
- If so, are people inside?
- What is the condition of the people inside?
- Has an elevator repair person been notified and what is the estimated time of arrival?
- What is the location of the inoperative elevator? Is it between floors or at a landing?
- What is the type of elevator? Is it hydraulic or cable?
- Where is the elevator equipment room? (Generally, above for a cable elevator and below for a hydraulic elevator.)
- Can necessary lockout/tagout actions be accomplished prior to rescue activities?

Various methods may be utilized to extricate people from an inoperative elevator. Use of a specific method should be based on the unique circumstances of each incident and the expertise of the fire personnel on-scene. Elevator entrapment rescue procedures typically include, but are not limited to:

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- Lockout/tagout procedures to ensure continued stability of the elevator.
- Moving the elevator car.
- Use of an adjacent elevator car.
- Forcing the elevator doors open.
- Breaching the elevator shafts.
- Use of roof or side emergency exits.

311.5 TRAINING

The Assistant Chief of Training should ensure that written procedures with diagrams are available for each elevator entrapment rescue procedure, including hydraulic or cable elevators and elevators with multiple-door configurations. The Assistant Chief of Training is responsible for ensuring that all personnel are properly trained in district-approved elevator entrapment rescue procedures.

Elevator Restrictions During Emergencies

312.1 PURPOSE AND SCOPE

This policy provides guidelines for elevator use during emergency incidents.

312.2 POLICY

Extreme caution shall be used when determining whether to use an elevator during a response to a fire emergency. Only elevators that have been determined to be uninvolved and equipped with fire service operation controls shall be used.

312.3 USE OF STAIRWELLS

The operation of elevators under fire conditions can be erratic and dangerous. Elevators are subject to serious malfunction from the effects of heat, smoke and water on drive machinery and/or control equipment.

At every emergency incident in a high-rise building, when there is a potential for elevators and/or firefighters to be exposed to the effects of heat, smoke, flame, chemicals, explosion or water (e.g., reported fires, fire alarms, smoke investigations), stairwells will be used to gain access to above-ground locations.

The initial fire attack/investigation teams shall use stairwells to reach the reported emergency location and make a visual assessment of actual conditions that might affect elevator use.

These teams shall advise the Incident Commander (IC) which stairwell is being used and shall describe the stairwell by identification number and the geographical location in the building. Information regarding the safety of elevators and the floor conditions of the reported fire floor and all preceding floors shall be relayed immediately to the IC, who shall make the final determination of whether the elevators are safe to use.

312.4 USE OF ELEVATORS

Most high-rise building incidents will only require an investigation. Elevators may be used by the initial investigation team only when building personnel, such as engineering or security employees, are on the reported fire floors and the following conditions are met:

- They have checked the floor where the report or alarm originated, as well as the floors immediately above and below that floor.
- They are in contact with lobby personnel via radio or phone.
- They are able to provide information that conditions are safe.

Swiftwater Rescue and Flood Search and Rescue Responses

313.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidance for operating at a swiftwater or flood search and rescue incident.

313.2 POLICY

It is the policy of the Greater Naples Fire Rescue District to utilize the Incident Command System (ICS) for managing swiftwater or flood search and rescue incidents.

313.3 PROCEDURE

Upon notification of a potential water rescue incident, district members and Control personnel are authorized to order and should dispatch or request the appropriate specialized water rescue resources immediately. Ordering of resources should not be delayed pending the verification of a water rescue situation or the confirmation that a victim has been seen or located.

Rescuers conducting search and rescue operations around flood waters, and particularly around swiftly moving water, are confronted with a unique set of challenges and face risks not encountered in other types of rescue operations. Operating in a swiftwater environment requires specialized knowledge, training and equipment to ensure the safety of both rescuers and victims. Tools, equipment and procedures routinely used in other types of rescue situations may not be appropriate when confronting a swiftwater rescue and may even exacerbate the situation and increase risks to the safety of rescue personnel.

Responding personnel and specialized units should follow ICS methods and procedures upon arrival at the incident. This includes a safety briefing for all responders to ensure the development of situational awareness of the area, knowledge of potential hazards for rescuers and specific strategic objectives for the rescue, in addition to tactical objectives and assignments for each responder.

District members should apply the following guidelines when responding to swiftwater or flood search and rescue incidents:

- (a) Members should not wear structural firefighting personal protective equipment (PPE) (e.g., turnouts, bunker gear, bunker boots) or wildland fire PPE when responding to, or participating in, a swiftwater or flood search and rescue incident.
- (b) Only properly trained members currently certified for in-water rescues should approach or enter any body of water, whether still or moving, and only when sufficient equipment and trained personnel are available to safely conduct the operation. All members actively involved in any swiftwater rescue event should don a personal flotation device and head protection before commencing any rescue efforts.

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- (c) Surface support personnel who are not properly trained, certified and equipped for water entry may utilize ropes, throw-bag ropes, rescue rings, floatation devices or other appropriate equipment to attempt water rescues, as long as the attempt does not require the member to enter the water in any way.
- (d) District members should use extreme caution when parking or positioning fire apparatus alongside swiftly moving water and should remain vigilant for any signs of erosion or changing conditions that could threaten apparatus or personnel at the incident. Whenever practicable, vehicles should be backed into position and face away from any expanding incident in case egress becomes necessary.

Confined Space Rescue Response

314.1 PURPOSE AND SCOPE

This policy provides guidance on various confined space entries pursuant to federal Occupational Safety and Health Administration (OSHA) standards and the Division of the State Fire Marshal (DSFM) rules (29 CFR 1910.146; Rule 69A-62.001, F.A.C.).

314.1.1 DEFINITIONS

Definitions related to this policy include:

Attendant - An individual stationed outside one or more permit spaces to monitor the authorized entrants and who performs all duties assigned.

Confined space - A space that:

- (a) Is large enough and so configured that a person can bodily enter and perform work.
- (b) Has limited or restricted means for entry or exit.
- (c) Is not designed for continuous human occupancy.

Entry - The action by which a person passes through an opening into a permit-required confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space.

Entry permit - Written or printed document that is provided by the District to allow and control entry into a permit-required confined space to perform work in the space.

Entry supervisor - The person responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing and overseeing entry operations, and for terminating entry as required.

Permit-required confined space - A confined space that has one or more of the following characteristics:

- (a) Contains or has a potential to contain a hazardous atmosphere.
- (b) Contains a material that has the potential for engulfing an entrant.
- (c) Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor that slopes downward and tapers to a smaller cross-section.
- (d) Contains any other recognized serious safety or health hazard.

314.2 POLICY

It is the policy of the Greater Naples Fire Rescue District to establish permit-required confined space incident response guidelines in compliance with applicable Florida rules and regulations and required training and equipment to reasonably ensure members' safety while they are performing permit-required, confined space rescues (29 CFR 1910.146; Rule 69A-62.001, F.A.C.).

Confined Space Rescue Response

314.3 GENERAL REQUIREMENTS

District procedures shall meet the standards and requirements set forth in this policy.

District standards and procedures will include, but are not limited to:

- (a) The requirements of an entry permit.
- (b) Training requirements for members entering into confined spaces.
- (c) Equipment requirements.
- (d) Notification to members entering a confined space of any known or suspected hazards that the member may face during entry and any other information necessary to enable the attendant to monitor safe entry by the member.
- (e) Requirements for members entering confined spaces.
- (f) Requirements of the entry supervisor.
- (g) Requirements for members who are assisting others within the confined space.

314.4 PROCEDURES

District members should be trained to identify and measure atmospheric hazards within confined spaces. Reasonably practicable attempts at self-rescue or nonentry rescue should be made prior to any entry.

District members should adhere to federal OSHA and National Institute for Occupational Safety and Health (NIOSH) guidance when performing a confined space rescue.

Any time there is questionable action or lack of movement by the worker inside the confined space, a verbal check should be made. If there is no response, district rescue personnel should conduct a survivability profile and a risk analysis, based on the information documented on the entry permit.

314.4.1 PRECAUTIONS

No ignition sources should be introduced into the confined space when atmospheric hazards are attributable to flammable or explosive substances or to lighting and electrical equipment.

Members should perform continuous atmospheric monitoring during all confined space rescue operations. If atmospheric conditions change adversely, members should exit the confined space until appropriate precautions for any new hazards are developed and implemented.

Work time should be closely monitored because heat stress emergencies may be caused by a warm atmosphere inside a confined space.

314.4.2 HAZARD EVALUATION/PERMIT REQUIREMENTS

If members of the District respond to an incident requiring permit-required confined space entry, a written hazard evaluation shall be performed. The hazard evaluation shall include, but is not limited to:

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- (a) Recognition, determination and declaration of the situation as a permit-required confined space incident, including the date, time and location.
- (b) Denial of entry to unprotected persons.
- (c) Assessment of all readily available confined space documentation (e.g., Safety Data Sheets), any existing permits, plans or blueprints of the space.
- (d) Assessment of the purpose of the entry, number of victims, locations and injury conditions.
- (e) Discussions with witnesses, a supervisor and other sources of information.
- (f) Assessment of any current or potential space hazards, in particular, any hazards that led to the necessary rescue.
- (g) Measures used to isolate the space and eliminate or control the hazards.
- (h) Communications procedures used by entrants and attendants.
- (i) Determination and declaration if a body is recovered or a victim is rescued.

314.5 TACTICAL GUIDELINES

314.5.1 PRIMARY ASSESSMENT

Upon arrival, the first-in company should:

- Establish command and provide a report of conditions.
- Assess immediate hazards to rescuers, contact witnesses or otherwise look for clues as to the cause of the confined space emergency.
- Conduct a survivability profile of the victims, including the number, location and condition of the victims and how long they have been trapped.
- Establish communication with the victims, if possible.
- If applicable, locate any confined space permit that has information about the space.
- Determine whether the operation will be a rescue or a recovery.

314.5.2 SECONDARY ASSESSMENT

After completing the primary assessment, the first-in company should:

- Determine the type of confined space and what type of products are used or stored in the space.
- Identify any known hazards (e.g., electrical, mechanical, stored energy).
- Determine the stability of the confined space and conduct a hazardous materials size-up.

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314.5.3 INCIDENT COMMANDER RESPONSIBILITIES

- Determine if adequate technician-level trained personnel are on-scene to safely complete the rescue.
- Determine whether the proper equipment is at the scene to safely complete the rescue (e.g., atmospheric monitoring equipment, intrinsically safe lighting and communications, self-contained breathing apparatus (SCBA), ventilation equipment, victim removal equipment).
- Establish a perimeter and ventilation, if needed.
- Assign resources, which should include a hazards officer.
- Ensure all utilities are locked-out, including electrical, gas and water.
- Evaluate the structural stability of the confined space and surrounding area.
- Remove or restrict the flow of any product in or flowing into the confined space.
- Ensure all entry and backup personnel are wearing the proper level of personal protective equipment (PPE) (e.g., helmet, gloves, proper footwear, eye protection, appropriate skin protection, a Class III harness and safety tag line, SCBA) and any additional equipment deemed necessary for the safety of personnel, given the totality of the circumstances.
- Ensure the appropriate method of extrication is determined and constructed.
- Ensure district-approved procedures are followed to perform the rescue.

314.5.4 VICTIM ASSISTANCE

- If possible, the entry team should bring a supply of breathable air for the victims.
- Rescuers shall not remove their SCBA and give them to the victims.
- If indicated and practicable, complete C-spine precautions should be taken.
- After treatment for immediate life-threatening injuries, the victims should be packaged appropriately for extrication (e.g., backboard, rescue basket).

314.5.5 VICTIM TRANSFER

Immediately after reaching the point of egress, the victims should be transferred to awaiting medical personnel.

314.6 TERMINATION OF THE RESCUE

At the conclusion of the rescue, the Incident Commander should:

- Account for all personnel.

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- Ensure all tools and equipment used for the rescue/recovery are removed (unless there has been a fatality, then consideration may be given to leaving tools and equipment in place for investigative purposes).
- Ensure proper decontamination procedures are implemented if personnel or equipment have been contaminated during the operation.
- Determine if a formal critical incident stress debriefing or a routine debriefing and Post-Incident Analysis (PIA), in accordance with the Post-Incident Analysis Policy, is warranted and, if so, implement as appropriate.

Wildland Firefighting

315.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for wildland firefighting incidents.

315.2 POLICY

It is the policy of the Greater Naples Fire Rescue District to provide wildland fire suppression services consistent with the availability of staffing resources and in compliance with state regulations. The District will utilize the Incident Command System (ICS) methods and procedures for managing wildland firefighting operations.

315.3 INCIDENTS INVOLVING STATE OR FEDERAL RESPONSIBILITY AREA

Whenever a wildland fire event occurs in the jurisdiction of the Greater Naples Fire Rescue District, it is the responsibility of the Incident Commander (IC) to assess the potential for the fire to extend into either a State Responsibility Area (SRA) or Federal Responsibility Area (FRA). If the incident either involves or threatens to involve an SRA or FRA, the IC shall immediately notify the Florida Forest Service (FFS) or the U.S. Forest Service (USFS) of the incident. The IC shall also send notification up the chain of command to the on-duty Battalion Chief, the Operations Section Chief and the Fire Chief.

Whenever a wildland fire event occurs in the jurisdiction of the Greater Naples Fire Rescue District it is also the responsibility of the IC to assess the potential for the fire to involve areas in bordering jurisdictions. If the IC determines there is any potential for the incident to involve bordering jurisdictions, he/she should immediately direct Control to notify the appropriate jurisdictions.

315.4 WILDLAND FIRE OPERATIONS

315.4.1 AIRCRAFT OPERATIONS

Members operating at wildland fires shall adhere to district guidelines when operating in coordination with aircraft.

Trench Rescues

316.1 PURPOSE AND SCOPE

Trench rescue operations involve a complex system of shoring, digging and special resources, and can be a critical danger to fire personnel. The purpose of this policy is to minimize member exposure to hazardous conditions during trench rescues through the safe and efficient management of operations that are in compliance with the Florida Trench Safety Act (29 CFR 1926.650 et seq.; § 553.60, Fla. Stat. et seq.).

316.1.1 DEFINITIONS

Definitions related to this policy include:

Excavation - Any man-made cut, cavity, trench or depression in the ground.

Trench - A narrow (in relation to length) excavation made below the surface of the ground that is generally deeper than it is wide and is not wider than 15 feet (29 CFR 1926.650; § 553.60, Fla. Stat. et seq.).

316.2 POLICY

It is the policy of the Greater Naples Fire Rescue District to adopt and maintain a written response program with standardized procedures and relevant training to minimize the exposure to hazardous conditions to rescue personnel during trench or excavation rescues.

316.3 PROCEDURES

Secondary collapse must always be considered as a potential hazard during trench rescues. Suffocation, extreme pressure and trauma can all occur due to the weight of a cave-in. There may be times when it is necessary to place the safety of the firefighter above the rescue of a victim who clearly has no chance of survival.

- (a) Using the Incident Command System (ICS), the first-in company shall attempt to determine the following:
 - 1. Who is in charge at the site and what happened?
 - 2. How many victims are trapped and where are they located?
 - 3. Is a rescue possible or is this a body recovery?
 - 4. What kind of material is covering the victims (e.g., dirt, sand, rock)?
- (b) An extrication and safety officer should be assigned to:
 - 1. Monitor the status of all personnel involved in the rescue.
 - 2. Monitor the site for signs of potential secondary collapse (e.g., surface cracks, shoring with signs of bending, falling debris).
- (c) A hazard zone should be established within a 50-foot perimeter around the incident site using ICS methods. Apparatus, equipment, traffic and staging distance should be set at a distance that will minimize vibrations at the site.

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- (d) Minimally, the equipment required to be available for rescue personnel to enter a trench or excavation should include (29 CFR 1926.651; § 553.60, Fla. Stat. et seq.):
 - 1. A self-contained breathing apparatus (SCBA).
 - 2. A safety harness or line, or a basket stretcher.
 - 3. A helmet.
- (e) When determining whether the trench or excavation is safe for emergency responders to enter, the following will be considered (29 CFR 1926.651; 29 CFR 1926.652; § 553.60, Fla. Stat. et seq.):
 - 1. Adequate ventilation has been established.
 - 2. When ventilation is in place, the air quality is being periodically tested.
 - 3. If water accumulation is a factor, protection from water hazards is in place.
 - 4. Adequate protection for people working in the trench or excavation, in the form of shields, supports or sloping, and benching systems have been established.
- (f) If the rescue effort is protracted, personnel may need to be rotated and/or additional alarms requested for appropriate relief.

Carbon Monoxide Detector Activations

317.1 PURPOSE AND SCOPE

This policy establishes guidelines for the safe and efficient handling of calls associated with carbon monoxide (CO) detector activations.

317.2 POLICY

Exposure to CO can be hazardous to health. It is the policy of the Greater Naples Fire Rescue District to respond to all reports and alarms indicating the presence of CO and mitigate the health risks associated with exposure to CO by its members and the public.

317.3 RESPONSIBILITIES

317.3.1 CONTROL RESPONSIBILITIES

Any dispatcher who determines that a call for service involves a CO detector activation should inform responding personnel of this information via voice over the radio and by a notation in the electronic event record (if the responding apparatus are equipped with Mobile Data Terminals). The dispatcher should attempt to ascertain if people at the scene are displaying symptoms of CO poisoning and consider whether a medical aid response should also be dispatched. The responding medical aid personnel should also be advised of the CO detector activation.

317.3.2 ARRIVING UNITS

Arriving units should establish National Incident Management System/Incident Command System (NIMS/ICS) practices according to the Incident Management Policy. In addition, arriving units shall:

- (a) Assess for necessary rescue and safely move potential victims from the affected location. Activate a medical response if necessary.
- (b) Evaluate the situation through interviews prior to entering the building.
- (c) Assess airflow ventilation conditions and general building conditions.
- (d) Wear structural turnouts and self-contained breathing apparatus (SCBA) to investigate the building using a CO detector, if available.
- (e) Have facepieces on and air flowing:
 1. Whenever information is inadequate to rule out toxic levels of CO.
 2. If anyone has displayed symptoms of CO poisoning.

317.3.3 INVESTIGATING PERSONNEL

Personnel investigating a reported CO detector activation should take the following actions:

- (a) Remove occupants and unnecessary personnel from the affected area.
- (b) Examine the activated detector to ensure that it is a CO detector and is in good condition.

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- (c) Determine if the activated detector is low-oxygen or CO-detecting, if possible.
- (d) Interview the occupant and/or reporting party to obtain background information on the activation, the past history of the activated detector and activities in the building at the time of the activation.
- (e) If the initial unit arrives on an incident and suspects it to be a CO emergency (oxygen deficient), the Company Officer shall notify the Shift Commander.
- (f) Check the premises and adjoining areas for CO sources, such as vehicles, open flame devices or closed fireplace dampers.
- (g) Check appliances for improper use, poor maintenance or obvious faulty installation or operation.
- (h) If responding personnel carry a CO detector, it may be used to assist in determining a source of CO.
- (i) If the source of CO is identified, personnel should take the following actions:
 - (a) If the source is a vehicle, open flame device or other source not intended for interior use, remove the source from the building or shut off the device and ventilate the building thoroughly.
 - (b) If the source is an improperly operating appliance, shut off the appliance and the appliance's main line valve and ventilate the building thoroughly.
 - (a) Encourage the occupant to have the appliance serviced by a reputable service technician or a plumbing and heating contractor.
 - (b) Do not attempt to repair or alter an appliance or heating unit.
 - (c) Do not ventilate the building with gasoline-powered smoke ejectors.
 - (d) Do not shut off the building's main gas valve unless necessary to control the problem.
- (j) If the source of CO is not identified, personnel should take the following actions:
 - (a) Consider requesting a response by the gas company. If it is necessary to leave the scene prior to arrival of the gas company, the occupants should be advised to remain out of the building until a gas company representative arrives.
 - (b) Complete any required property notification and provide a copy to the property owner or tenant.
- (k) Once CO measurements are less than 10 PPM, residents shall be informed that the structure has been cleared of all hazards and it is safe to re-enter the structure.
- (l) If any member of the organization is exposed to higher than the "Low Alarm Limit" for CO without using SCBA, the employee shall fill out an exposure report at the conclusion of the incident
If an employee needs medical attention due to suspected CO poisoning, the Company Officer shall notify the Shift Commander and initiate all necessary notices of accident/incident/exposure.

Florida Safe Haven Law

318.1 PURPOSE AND SCOPE

This policy establishes the guidelines to comply with the Florida Safe Haven Law (§ 383.50, Fla. Stat.).

This policy addresses infants who are seven days old or younger and are surrendered under the terms of the Safe Haven Law. Abandonment of an infant not covered by this policy would be subject to the Child Abuse Policy.

318.2 POLICY

It is the policy of the Greater Naples Fire Rescue District to provide an option to protect infants by allowing parents to safely and confidentially surrender an infant at any full-time staffed fire station that has been designated as a safe-surrender site.

318.3 GUIDELINES

The Fire Chief shall identify qualified personnel to take custody of surrendered infants and ensure that such qualified personnel are available to receive any surrendered infants.

The following guidelines will be used by personnel at all district stations:

(a) Site preparation:

1. All district stations should clearly display the appropriate safe haven signage identifying the station as a drop-off location. In addition, fire station lobbies should display public outreach brochures.
2. All district stations should have a person designated as responsible to order, maintain, and inventory, on a monthly basis, the public outreach brochures and the Safe Haven Medical Questionnaire.

(b) Accepting a surrendered infant:

1. Qualified personnel shall accept a surrendered infant, even if the infant appears older than seven days. If the infant appears to be older than seven days, the receiving personnel should immediately notify law enforcement and the Florida Department of Children and Families (DCF), as provided in the Child Abuse Policy.
2. If it appears that the infant has been the victim of child abuse or neglect, law enforcement personnel should be requested as provided in the Child Abuse Policy.
3. Personnel should notify Control of a medical aid at the station, and request an Advanced Life Support (ALS) ambulance and/or a paramedic unit, if they are not available in quarters. Avoid radio traffic declaring a safe surrender to maintain confidentiality.

(c) Following acceptance of an infant:

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1. Receiving personnel shall make a good faith effort to have the parent provide the medical history of the infant and of both parents by filling out a Safe Haven Medical Questionnaire.
 2. The parent should be encouraged to accompany the infant to the hospital to give the medical history directly to the hospital staff and should be reassured that the same protection from prosecution and the ability to surrender the infant is available at the hospital.
 3. If the parent does not wish to accompany the infant to the hospital, the parent should be encouraged to complete the Safe Haven Medical Questionnaire and should be given assistance, if needed.
 4. If the parent is unwilling to complete the Safe Haven Medical Questionnaire and unwilling to accompany the infant to the hospital, personnel should make a good faith effort to provide the parent with any forms or written materials to be filled out later and returned by mail.
- (d) Medical assessment and documentation:
1. A qualified health care professional shall assess the infant to identify any immediate treatment needs and complete a Pre-Hospital Care Report (PCR) for the incident.
 2. If the parent is the birth mother, a qualified health care professional should attempt to assess and treat her as necessary and pursuant to established Emergency Medical Services (EMS) protocols. If treated, the mother should be listed as "Jane Doe" to protect her anonymity.
 - (a) Do not use the parent's name on the PCR.
- (e) Transportation to the hospital:
1. Paramedics shall accompany the infant and parent (if the person is willing to accompany the infant) to the nearest hospital with emergency services.
 2. The receiving hospital will take custody of the infant and make immediate notification to DCF.
- (f) Additional notifications and media concerns:
1. The receiving personnel shall notify Control and the appropriate supervisor as soon as practicable.
 2. The supervisor will notify the Battalion Chief, duty officer, and the District Public Information Spokesperson.
 3. The Public Information Spokesperson may, as circumstances dictate, provide the following limited facts to the media:
 - (a) Date, time, and fire station where the infant was surrendered
 - (b) Local DCF representative's name and telephone number
 - (c) Under no circumstances shall the parent or surrendering person's name be released to the public or media

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Florida Safe Haven Law

- (g) Individuals who return to claim an infant:
 - 1. If a parent who voluntarily surrendered an infant requests return of the infant, the parent should be referred to DCF.
 - 2. The identity of the parent must still be kept anonymous and confidential.
 - 3. District members should not make any judgments about time frames or the individual's ability to care for the infant. The local DCF will determine whether the infant is released to the individual.
- (h) Community donations:
 - 1. Community groups, volunteers, foundations, and individuals may express interest in helping with this program. Some may want to donate baby supplies, such as baby food, diapers, or blankets, directly to the fire station. The following guidelines are established:
 - (a) Only new baby blankets in the original wrapper should be accepted.
 - (b) Donors who wish to donate any other baby-related items, such as clothes, baby food, or diapers, should be directed to a local social service agency and/or reputable charities.

Hazardous Materials Response

319.1 PURPOSE AND SCOPE

Hazardous materials (HAZMAT) may include toxic, flammable, corrosive, explosive, radioactive or reactive materials; materials that can cause health hazards; or a combination of these materials. The purpose of this policy is to provide a general framework for handling a HAZMAT incident.

319.2 POLICY

It is the policy of the Greater Naples Fire Rescue District to protect the safety of the public and responders to HAZMAT incidents and to comply with all applicable state and federal laws during the management and mitigation of all HAZMAT incidents (29 CFR 1910.120(q); Rule 69A-62.001, F.A.C.).

319.3 RESPONSIBILITIES

All HAZMAT responses shall be managed using the National Incident Management System (NIMS) and the Incident Command System (ICS) in accordance with federal law and Florida rules for hazardous materials emergency response.

319.3.1 INITIAL ACTIONS

If available, information should be provided by Control to the units responding to a HAZMAT incident including the name and type of the material involved (e.g., hydrochloric acid, corrosive), the size and quantity of the containers involved, the nature of the problem (e.g., spill, leak) and any known dangerous properties of the materials.

The first-arriving unit approaching the incident should use caution, approach from upwind and upgrade of the incident, establish Incident Command and begin a size-up of the situation. The purpose of the size-up by the first-in company is to determine the nature and severity of the HAZMAT incident and complete an Incident Briefing Form (ICS 201) or formulate an initial Incident Action Plan (IAP). While it may be necessary to take immediate action to make a rescue or evacuate an area, any action should be taken with an awareness of the risk to district personnel and making appropriate use of available protective equipment. It is important to avoid the premature commitment of personnel to potentially hazardous locations. In some cases, isolating the incident and denying entry until more resources arrive may be the safest approach.

In assessing the incident, all available references should be used to determine the hazards that are or potentially could be present. These references may include, but are not limited to, the U.S. Department of Transportation (DOT) Emergency Response Guidebook, the National Institute for Occupational Safety and Health (NIOSH) Pocket Guide to Chemical Hazards, Safety Data Sheets (SDS), HAZMAT business plans, manifests or bills of lading, National Fire Protection Association (NFPA) placards, U.S. DOT placards and United Nations Substance Identification Numbers. Other sources of information may be available, such as the Chemical Transportation Emergency Center (CHEMTREC®), facility personnel, district specialists or manufacturers of the materials involved.

Hazardous Materials Response

The hazards presented by a HAZMAT incident may change significantly as the materials interact with other materials, the surrounding environment and the actions taken by responders. Responders should consider site topography, surroundings, other potential hazards and prevailing weather conditions. The initial perimeter established for the incident may need to be expanded to establish the appropriate control zones for the response (e.g., exclusion zone, contamination reduction zone, support zone).

319.4 INCIDENT ACTION PLAN

The primary goal of the IAP will be to protect the safety of the public and responders. The initial IAP should focus on identifying a safe approach for other arriving units, determining the type of hazard and the scope of the incident, isolating the area and denying entry to the public, determining incident-specific personal protective equipment (PPE) and initiating notifications. The initial IAP may be a written document or may be notes kept and controlled by the Incident Commander (IC). The initial IAP should include the following minimum information:

- (a) Incident name, agency or unified command and command post location.
- (b) Information for responding units on the best route of travel, staging locations and minimum isolation distances to maintain the safety of responding members.
- (c) The information available on the products involved or an indication that the products are not yet known.
- (d) The incident control objectives and goals.
- (e) An incident site safety plan and designation of an Incident Safety Officer.
- (f) A communications plan including radio frequencies and contact telephone numbers.
- (g) A rough sketch of the incident site showing exclusionary zones, area of safe refuge, decontamination area, scene ingress/egress and other important features.

When a HAZMAT incident response will be prolonged and will extend beyond an initial operational period, a written IAP should be developed. The written IAP should utilize standard NIMS/ICS forms that may include, but are not limited to:

- ICS-201 Incident Briefing
- ICS-202 Incident Objectives
- ICS-203 Organizational Assignment List
- ICS-204 Assignment List
- ICS-205 Incident Radio Communications Plan
- ICS-206 Medical Plan
- ICS-207 Incident Organization Chart
- ICS-208 Site Safety and Control Plan

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319.5 RESOURCE CONSIDERATIONS

Most HAZMAT incidents will require the IC to request additional resources in order to implement the IAP and safely mitigate the hazard.

The response to a HAZMAT incident may require a large amount of specialized resources to achieve incident stabilization and return to normal operations. The IC should consider involving:

- (a) Specialized HAZMAT teams at the technician and/or specialist levels for assistance with mitigating the release of material. Teams may be operated by local or regional fire agencies, military or private industry.
- (b) Assistance and resources from the Florida Department of Environmental Protection (DEP) Emergency Response Team (ERT).
- (c) Specialized operators or contractors to address post-response mitigation, removal, cleanup and required disposal of material.
- (d) Local law enforcement for assistance with scene security and evacuation, if necessary.
- (e) Activation of local or regional Florida HAZMAT emergency response teams for assistance.
- (f) United States Coast Guard assistance for spills affecting waterways.
- (g) Public works and road departments for diking, diversion or other activities.

Resources shall be coordinated using NIMS/ICS as the response is reinforced. It is important that duties assigned to personnel are suitable for their level of training under federal regulations and Florida law (29 CFR 1910.120(q); Rule 69A-62.001, F.A.C.).

It is also important to consider the limitations of available PPE and the limitations of chemical detection or monitoring equipment on hand when preparing to commit personnel to a potentially hazardous area.

319.6 NOTIFICATIONS

Managing the response to a HAZMAT incident may involve required notifications to various local, regional, state or federal agencies. ICs should consider notifying the following agencies when applicable or required:

- (a) The State Watch Office of the Florida Division of Emergency Management (DEM)
- (b) The public, media and other affected entities, such as schools and businesses
- (c) Adjoining jurisdictions that may be impacted by incident activities
- (d) Local and regional elected officials and emergency management personnel
- (e) The Division of State Fire Marshal (DSFM)
- (f) Florida Department of Health (DOH)
- (g) Florida Department of Transportation (FDOT)
- (h) Florida Highway Patrol (FHP)

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- (i) United States Environmental Protection Agency National Response Center

News Media and Community Relations

320.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for communicating with representatives of the media, community leaders, residents and businesses, and to establish procedures for interacting with media representatives at emergency scenes. Additionally, this policy establishes an operating framework for integration of the Public Information Spokesperson (PIO) into the incident management system.

320.2 POLICY

It is the policy of the Greater Naples Fire Rescue District to establish and maintain a positive working relationship with the community and the media in order to effectively communicate timely and accurate information.

320.3 PIO DESIGNATION

As soon as practicable on incidents where news media are present and requesting information, the Incident Commander (IC) will designate a PIO if the District does not have a full-time PIO. The PIO shall interface with and provide timely and relevant information to representatives of the community and media during critical command stages. A single PIO will typically be designated for each incident, including incidents operating under Unified Command and multijurisdictional incidents.

In multi-agency or multijurisdictional incidents, it may be necessary to establish multiple PIOs and a Joint Information Center (JIC) with a PIO and Assistant PIO. In all cases, the PIO shall be responsible for coordinating the dissemination of information that has been approved by the IC for release to the media, the community and other parties that may have been affected by the incident.

Upon arrival at the scene of the incident, the designated PIO will report to the IC, obtain an incident briefing and be assigned the PIO radio designator for the incident.

320.4 DISSEMINATION OF INFORMATION

The PIO should gather and disseminate the following information as deemed appropriate:

- (a) Incident response information, including the number of units and personnel on-scene
- (b) Appropriate human interest or safety information
- (c) Nature of the incident and expertise of the fire personnel deployed (high-rise, technical rescue, etc.)
- (d) A description of any particular hazards present at the incident
- (e) Identification of life-saving or heroic acts that may have occurred, including any rescue scenarios
- (f) Projected duration of the incident

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- (g) Approved evacuation notices and restricted areas

320.5 RESTRICTED INFORMATION

The PIO shall ensure that legally protected information is not released to the media. The PIO should consult with the IC or the authorized designee about any issues or concerns regarding legally protected information.

Refer to the Line-of-Duty Death and Serious Injury Notification Policy for additional considerations regarding communication with the media concerning a line-of-duty death or serious injury.

320.6 MEDIA INQUIRIES

All media inquiries received by incident personnel shall be forwarded to the PIO for response. The PIO will endeavor to provide accurate information that is available at the time while clearly communicating that any such information is preliminary. The following communication strategies may be employed:

- (a) Reporters should be directed to assemble in a designated staging area to wait until additional information can be obtained.
- (b) If the PIO finds it necessary to remain with media representatives, he/she may request assistance from the IC in gathering information. Media representatives may be allowed to take photographs and video, provided they do not interfere with incident operations or create a safety hazard.
- (c) Prior to releasing the names or identifying information of persons seriously injured or deceased, the PIO shall confirm that the next-of-kin has been notified. Next-of-kin notifications are generally handled by law enforcement and/or hospital personnel. The PIO should contact Control supervisor to confirm that notification has been made.
- (d) The names of deceased or seriously injured persons shall not be transmitted over the radio.

The PIO or the authorized designee should not speculate as to the cause of an incident.

320.7 MEDIA ACCESS AND SPECIAL TOURS OR BRIEFINGS

Authorized members of the media, local leaders, their representatives and other visiting dignitaries may be provided access or tours of scenes of floods, storms, fires, earthquakes, explosions or other emergency scenes when such access can be accomplished safely and when the IC has authorized such activities.

The PIO shall be responsible for scheduling and arranging special tours or briefings in accordance with established National Incident Management System (NIMS) procedures.

Access by the media is subject to the following conditions:

- (a) The media representative shall produce valid press credentials that shall be prominently displayed at all times while in areas otherwise closed to the public.

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- (b) Media representatives shall be prevented from interfering with emergency operations and criminal investigations.
 - 1. Reasonable effort should be made to provide a safe staging area for the media that is near the incident and that will not interfere with emergency or criminal investigation operations. All information released to the media should be coordinated through the PIO or other designated spokesperson.
- (c) In the case of a fire incident, the PIO may escort media representatives on a tour of a fire-damaged area following knockdown and after receiving authorization from the IC, in coordination with operations personnel. The PIO will be responsible for ensuring that all media personnel wear proper protective clothing as warranted.

320.7.1 TEMPORARY FLIGHT RESTRICTIONS

If the presence of media or other aircraft pose a threat to public or personnel safety or significantly hamper incident operations, the IC should consider requesting a Temporary Flight Restriction (TFR). All requests for a TFR should be routed through Control. The TFR request, either for a pre-planned operation or an unplanned incident, should include specific information regarding the perimeter and altitude necessary for the incident. The TFR should be requested through the appropriate control tower. If the control tower is not known, the Federal Aviation Administration should be contacted (14 CFR 91.137).

320.8 NEWS RELEASES

News releases are documents specifically prepared for release to the media. News releases should be authored by the PIO and approved by the Fire Chief, IC or the authorized designee prior to release. News releases should be structured to facilitate use by the print media, typically containing no more than two pages of concise information. News releases should be formatted in accordance with the approved district standard.

320.9 NEWS CONFERENCES

A news conference is a pre-scheduled event intended to highlight a newsworthy event such as a promotion or opening of a new fire station; news conferences can also be used when a representative of the District desires to make a public appearance. The Fire Chief will determine the purpose and scope of the conference. Any accompanying news release will include details, such as the date, time and location, and may reference other officials, dignitaries or agencies that may be in attendance.

The PIO should prepare the news release and/or a prepared statement for the District spokesperson. The PIO shall make arrangements for the site, obtain required equipment, arrange for availability of the news release, identify photo locations and provide escorts, as necessary. The conference may include a moderator or the PIO, who should make introductory remarks and introductions, assist with any question-and-answer period that may follow and conclude the conference.

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Specific information should not be released prior to the conference. The PIO should notify appropriate district personnel of the date, time and location of all news conferences. District members attending the news conference should wear their dress uniform as specified in the Uniform Regulations Policy. Attendance requirements will be determined by the Fire Chief.

Scene Preservation

321.1 PURPOSE AND SCOPE

The purpose of this policy is to provide district members with guidance on performing emergency mitigation tasks when working in and around scenes where evidence may be present. Members of the District are often confronted with opposing priorities when performing duties at scenes containing potential evidence. They must balance the need to provide timely and effective life-saving and property-preserving services while minimizing the disturbance of any items of evidentiary value. In some instances, district members must evaluate whether to enter a scene or to initiate mitigation activities.

321.1.1 DEFINITIONS

Definitions related to this policy include:

Evidence - Any item or arrangement of items that may provide relevant information to an investigation.

Scene - Any location where items of evidentiary value may be found. A scene need not be the location where a criminal act occurred; it need only be a location where items of evidentiary value are available for collection or documentation.

321.2 POLICY

It is the policy of the Greater Naples Fire Rescue District to minimize the disturbance of conditions and evidentiary items when providing emergency mitigation services in and around scenes.

321.3 SCENE IDENTIFICATION

District members must be mindful of encountering potential evidence at a scene whenever they respond to calls for service. The potential for evidence at a scene may be identified in a number of ways, including, but not limited to:

- (a) The location of any incident that involves a physical assault or results from an act of violence. Such a location should be assumed to be a crime scene. Examples include shooting incidents, stabbing incidents, any incident involving a medical patient injured by the act of another person, suicides, bomb incidents or any act of terrorism.
- (b) Any incident that law enforcement personnel have identified as a crime scene and have notified district members of that determination.
- (c) Any unattended death scene.
- (d) All fire incidents.
- (e) Any incident where district members believe or have a reasonable suspicion that a crime has taken place. The type of suspected criminal activity may be severe, as in the case of a robbery or burglary, or less severe, as in the case of vandalism.

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- (f) Transportation incidents, including traffic accidents and rail, aircraft, shipping and boating incidents.
- (g) Industrial accidents.

321.4 ENTERING SCENES

When district members determine that a scene containing potential evidence is involved, they should promptly evaluate the need to enter the scene prior to approval of investigators. For the purposes of district members, scenes may be categorized into two distinct types: stable or unstable.

321.4.1 STABLE SCENE

A stable scene exists when there is no apparent immediate or ongoing threat to the safety, health or well-being of district members, the public or property. Examples of stable scenes include incidents where the victim or victims are obviously deceased, incidents involving obviously failed incendiary devices and fire incidents where the fire is clearly extinguished prior to the arrival of district members.

When district members encounter a stable scene and it is apparent that no threat to safety or property exists, they should remain outside the scene until cleared to enter by the appropriate investigator or law enforcement personnel. If there is a confirmed or suspected threat to life or public safety, district members should take whatever actions reasonably appear necessary to stabilize the scene and then withdraw pending approval from investigators or law enforcement personnel to re-enter.

321.4.2 UNSTABLE SCENE

An unstable scene exists whenever there appears to be an ongoing or imminent threat to the health, safety or well-being of district members, the public or property that necessitates immediate mitigation. Examples of unstable scenes include incidents involving injured or entrapped persons, active fire or a threat of imminent fire, imminent structural collapse endangering lives, the release or imminent threat of the release of hazardous materials or any incident where immediate mitigation is required to preserve life.

When district members encounter an unstable scene they are authorized to take appropriate corrective action to mitigate the threat.

321.5 PRESERVATION OF EVIDENCE AT CRIME SCENES

Whenever practicable, district members should avoid touching, moving, manipulating or otherwise altering anything located at a scene where the potential for evidence exists. In some circumstances, the need to move items may be unavoidable. In those instances, district members should note what items were moved, who moved them and the location from which they were moved. Members should not attempt to move displaced items back to their original location; rather, the items should be left in the place to which they were moved. The appropriate investigator or

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law enforcement personnel should be informed of any items that were moved and the location where the items originally were found.

In instances where an obvious item of evidence must be moved, an investigator or law enforcement representative should be consulted prior to moving the item, if practicable. For example, if a weapon is located beside or underneath a victim and an investigator is available, the investigator should be called to relocate the weapon. Life-preserving care should not be unreasonably delayed awaiting the arrival of an investigator or law enforcement personnel to move items of evidence.

A company will remain on scene to assist and until relieved by authority of Fire Investigator or Law Enforcement Investigator.

321.6 MEDICAL SUPPLIES AND DEBRIS

When district members provide medical care in or around a scene where evidence may be located, any discarded medical material, wrapping material, used bandaging, containers or other debris should be left at the scene when the crews depart. Reusable tools, medical equipment and other durable supplies may be collected but care should be taken by district members to minimize any disturbance to other items or material at the scene. Hazardous items and other material, such as medical sharps, controlled substances or surplus medications, should be collected and handled appropriately. If investigators or law enforcement personnel direct that any hazardous materials be left in place, district members should clearly identify all such materials to the controlling authority at the scene.

Child Abuse

322.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the reporting of suspected child abuse.

322.2 POLICY

It is the policy of the Greater Naples Fire Rescue District to ensure the Florida Department of Children and Families (DCF) is notified of suspected child abuse as required by law.

322.3 MANDATORY NOTIFICATION

Members of the Greater Naples Fire Rescue District shall notify DCF when they have reasonable cause to believe that a child is abused, abandoned, neglected or in need of supervision or care (§ 39.201, Fla. Stat.).

The Medical Examiner shall be notified in all instances where abuse is suspected in the death of a child (§ 39.201, Fla. Stat.).

For purposes of notification, abuse includes the physical, mental or sexual abuse or injury of a child, or harm that causes or is likely to cause the child's physical, mental or emotional health to be significantly impaired. Abandonment includes a situation by which a parent or legal custodian of a child has made no significant contribution to the child's care and maintenance. Neglect includes the failure to provide necessary food, clothing, shelter or medical treatment for a child, or to permit a child to remain in an environment that may significantly impair the child's physical, mental or emotional health (§ 39.01, Fla. Stat.).

322.3.1 NOTIFICATION PROCEDURE

Notification should occur immediately, or as soon as practicable, by contacting the Florida Abuse Hotline via telephone, fax or the Web-based reporting system. If the reporting member is an Emergency Medical Technician or Paramedic, the notification shall contain the reporting member's name (§ 39.201, Fla. Stat.).

The district Division Chief of Emergency Medical Services should be notified of the incident as soon as practical. A written report shall be prepared and, if requested, forwarded to law enforcement or DCF.

If a child is being transported to a medical facility, the receiving center triage nurse or physician shall be notified of the situation upon the child's arrival.

Failure to report an incident of known or reasonably suspected child abuse or neglect by a mandated reporter is a felony and may also result in discipline (§ 39.205, Fla. Stat.).

322.4 CONFIDENTIALITY

Reports of child abuse are confidential and will only be released in accordance with the Release of Records Policy.

Disposition of Valuables

323.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process by which all valuables found at emergency incidents are inventoried and held securely by the District until the items can be returned to the owner or otherwise legally released for disposition.

323.2 POLICY

The Greater Naples Fire Rescue District will take reasonable measures to safeguard valuables found at incident scenes. The District does not have appropriate facilities for storing valuables for safekeeping. Therefore, alternatives to removing valuables from the scene of emergencies will be taken whenever practicable.

323.3 PROCEDURE

Any member encountering unsecured valuables, such as cash or jewelry, should immediately report it to the Incident Commander, or the member's commanding officer. When local law enforcement is available, valuable property should be transferred to legal custody.

If the valuables cannot be secured and they belong to a medical patient who is transported to a hospital, the member may deliver the valuables to the hospital, obtain a receipt from the receiving nurse and retain a copy of the receipt with the official report of the incident.

If the property or valuables cannot be secured at the location or with a responsible person at the scene, the member should request any on-site law enforcement officer to take the valuables for safekeeping. The member should document the disposition of such valuables, including the identity of any receiving individual, and obtain a receipt from the law enforcement officer and include it in the report of the call.

A member should take valuables into custody only in unusual cases and with the approval of a supervisor. The valuables should be inventoried and the inventory should list any obvious damage. A supervisor should witness the inventory.

Members should document in the incident report the disposition of any reasonably identifiable valuables. When applicable, notification to local law enforcement should be made.

Performance of Duties

324.1 PURPOSE AND SCOPE

This policy establishes daily performance expectations.

324.2 POLICY

It is the policy of the Greater Naples Fire Rescue District to provide safe and appropriate responses to emergency calls and for its members to provide professional and competent services.

324.3 RESPONSIBILITIES

All members should be familiar with and in compliance with the policies, standard operating procedures, classification specifications, duties as assigned and any other lawful instruction or order from a superior officer.

324.4 EMERGENCY RESPONSE

All members, upon receipt of any emergency alarm, shall immediately cease all activities and without delay report to their assigned apparatus, respond immediately to the fire or other emergency dispatched, and exert reasonable effort to perform to the best of their ability, given the totality of circumstances.

324.5 COMPETENT PERFORMANCE

Members should perform their duties in a manner which will maintain the highest standards of efficiency in carrying out the functions and objectives of the District. Unsatisfactory performance may include, but is not limited to:

- Excessive or unauthorized leave
- Tardiness
- Demonstration of a lack of knowledge
- Failure to conform to the work standards established for the member's classification, grade or position
- Any other failure to demonstrate good conduct
- Insubordination
- Noncompliance with district policy, guidelines, rules, directives and orders

324.6 SAFETY

All members will exercise reasonable precautionary measures and good judgment to avoid injury to themselves or others while on-duty. Members who witness or are made aware of unsafe behavior should take appropriate steps to report or prevent such actions.

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Performance of Duties

Each member shall comply with rules adopted by the Division of the State Fire Marshal (DSFM) and reasonable workplace safety and health standards, rules, policies, procedures and work practices established by the Greater Naples Fire Rescue District and its Safety Committee (§ 633.532, Fla. Stat.).

324.7 DRIVER LICENSE

All members shall possess a valid state-issued Class E driver license.

All members should be familiar with the state vehicle code, any manuals specific to driving or operating district apparatus and all other applicable district policies and procedures.

All members shall report to their supervisor any change in their driver license's status. Failure to maintain a valid driver license in accordance with an employee's current classification specification may result in disciplinary action.

324.8 PROPER COMPLETION OF WRITTEN COMMUNICATION

All members shall complete and submit all necessary reports, forms and memos on time and in accordance with any other applicable district policy or procedure.

Reports, forms and memos submitted by members shall be truthful and complete. No member shall knowingly enter or cause to be entered any inaccurate, incomplete, false or improper information.

324.9 FIRE DEPARTMENT IDENTIFICATION

Members shall carry their identification cards on their persons while on-duty, except when impractical or dangerous to their safety or a risk to an investigation.

Members shall furnish their names and district identification numbers to any person requesting that information, other than in situations in which the member's personal safety is at risk.

324.10 LOSS OF EQUIPMENT

Members shall report to their supervisor the loss or recovery of any district badge, identification card, manual, key or equipment. In the case of an equipment loss, a police report should be filed in the jurisdiction where the loss occurred.

Adult Abuse

325.1 PURPOSE AND SCOPE

This policy provides members of the Greater Naples Fire Rescue District with guidance regarding when notification is to be made to the Florida Department of Children and Families (DCF) of suspected abuse of certain adults.

325.1.1 DEFINITIONS

Definitions related to this policy include:

Adult abuse - Any offense or attempted offense involving violence or neglect of an adult victim when committed by a person responsible for the adult's care, or any other act that would mandate reporting or notification to a social service agency or law enforcement.

325.2 POLICY

It is the policy of the Greater Naples Fire Rescue District to assist victims of adult abuse by making the proper notifications to those responsible for investigating these matters.

325.3 MANDATORY NOTIFICATION

Members of the Greater Naples Fire Rescue District shall notify DCF when they have reasonable cause to believe that a vulnerable adult has been or is being abused, neglected, or exploited (§ 415.1034, Fla. Stat.).

For purposes of notification, abuse includes acts and omissions, including threatened acts, by a relative, caregiver, or household member that cause or are likely to cause significant impairment to a vulnerable adult's physical, mental, or emotional health. Abuse also includes self-neglect, or the failure of a caregiver to provide necessary food, clothing, medical services or medication, shelter, and supervision for the vulnerable adult, or financial exploitation of a vulnerable adult or any adult age 65 or older (§ 415.102, Fla. Stat.; § 517.34, Fla. Stat.).

For the purposes of defining adult abuse, a vulnerable adult is a person who is 18 years of age or older whose ability to perform the normal activities of daily living or to provide for his/her own care or protection is impaired due to mental, emotional, sensory, long-term physical or developmental disability or dysfunction, brain damage, or the infirmities of aging (§ 415.102, Fla. Stat.).

325.3.1 NOTIFICATION PROCEDURE

Notification should occur as follows (§ 415.1034, Fla. Stat.):

- (a) Immediately, or as soon as practicable, by contacting the Florida Abuse Hotline via telephone, fax or the Web-based reporting system.
- (b) To the extent possible, the report should contain:
 - 1. The name, age, race, sex, physical description and location of each adult alleged to have been abused, neglected or exploited.
 - 2. The names, addresses and telephone numbers of the adult's family members.

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3. The name, address and telephone number of each alleged perpetrator.
4. The name, address and telephone number of the caregiver of the adult, if different from the alleged perpetrator.
5. The name, address and telephone number of the person reporting the alleged abuse, neglect or exploitation.
6. A description of the physical or psychological injuries sustained.
7. The actions taken by the reporter, if any, such as notification of the criminal justice agency.
8. Any other information available to the reporting person that may establish the cause of abuse, neglect or exploitation that occurred or is occurring.

The district Division Chief of Emergency Medical Services should be notified of the incident as soon as practical. A written report shall be prepared and, if requested, forwarded to law enforcement or DCF.

If a person is being transported to a medical facility, the receiving center triage nurse or physician shall be notified of the situation upon the person's arrival.

Failure to report an incident of known or reasonably suspected adult abuse by a mandated reporter is a misdemeanor and may also result in discipline (§ 415.111, Fla. Stat.).

325.4 RELEASE OF REPORTS

Information related to incidents of adult abuse or suspected adult abuse shall be confidential and may only be disclosed pursuant to state law and the Release of Records Policy.

Requests for information about an incident referred to law enforcement should be referred to the investigating agency.

Traffic Accidents

326.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the reporting and investigation of traffic accidents involving district vehicles and district personnel on official business. This policy applies to accidents involving any district-owned vehicle and to accidents any time district business is being conducted, regardless of who owns the vehicle involved.

326.2 POLICY

It is the policy of this district to investigate all district traffic accidents with the intent of learning the cause of the accident, identifying contributing factors and implementing corrective measures when appropriate.

326.3 REPORTING RESPONSIBILITIES

All district members involved in a traffic accident in a vehicle owned by the District or while conducting district business, regardless of who owns the vehicle, shall immediately report the accident to the appropriate local law enforcement agency and notify an on-duty supervisor.

All district members involved in a traffic accident shall also complete and submit to the supervisor a report of the accident, in addition to any report taken by law enforcement. If the member is incapable, the immediate supervisor shall complete the form. Supervisors are responsible for notifying the Battalion Chief of traffic accidents.

Once notified of a traffic accident, the Battalion Chief is responsible for ensuring that the district investigation and review occurs in a timely manner.

326.4 ACCIDENT REPORT

A complete and accurate accident report is crucial to the investigative process. The report is used to document the conditions and events related to the accident. The report must accurately and clearly describe the events related to the accident, the causes of the accident, and recommend corrective actions to prevent reoccurrence. Accident reports shall be completed for:

- (a) All accidents involving injury or fatality
- (b) All near miss incidents
- (c) Accidents resulting in property or equipment damage
- (d) Any accident/incident as assigned by the Fire Chief

326.5 TYPES OF REVIEWS

Traffic accidents subject to this policy will be classified, investigated and reviewed as follows:

326.5.1 ACCIDENT LEVELS

- (a) A Level I accident is any traffic accident involving:

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1. Minor injury to any district member, a contract employee or an employee of another public agency when the injury does not result in treatment at an emergency treatment facility or in subsequent hospitalization.
 2. Minor damage to district property or vehicles.
 3. Minor damage to non-district property or vehicles while conducting district business.
- (b) A Level II accident is any traffic accident involving:
1. Any injury to persons other than district members, except contract and other public agency employees noted in Level I.
 2. Any injury requiring immediate transport and treatment of any district member, contract employee or an employee of another public agency at an emergency treatment facility.
 3. Major damage to a vehicle owned or operated by the District or major damage to district property.
- (c) A Level III accident is any traffic accident involving:
1. The death or anticipated disabling injury of a member of this district.
 2. The death or anticipated disabling injury of anyone other than a member of this district, a contract employee or other public agency employee when the traffic accident involves any district member, vehicle or property.

326.5.2 REVIEW TEAMS

Reviews shall be conducted by the on-duty Battalion Chief or respective manager for Level I accidents.

Level II and Level III accidents will be reviewed by a Battalion Chief or respective manager and a Section Chief selected by the Fire Chief, a designated Health and Safety Officer or risk manager and a labor representative of the involved member. The Battalion Chief or manager is the team leader.

326.6 ACCIDENT REPORTS

The investigation team leader is responsible for the preparation and completion of a written report that describes the traffic accident, any contributing factors, all persons and equipment involved and recommendations for preventing a recurrence.

Reports involving Level I accidents will be submitted through the chain of command to the Section Chief in charge of the involved member. Reports involving Level II and Level III accidents will be submitted through the chain of command to the Fire Chief.

Following review by the Fire Chief, the completed report and all related documentation from the investigation will be forwarded to the district's Custodian of Public Records for filing.

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A completed report should include the following:

- (a) Investigation methods: Identify the members of the investigation team and the agencies involved in the investigation and describe the process of the investigation, including the names of any persons interviewed.
- (b) People, vehicles and equipment: List and identify all people, vehicles and equipment involved in the traffic accident.
- (c) Accident scene and environmental conditions: Describe the location, roadways, vehicle positioning, weather conditions, road/ground surface condition and/or visibility. Include diagrams, drawings, photographs and reports from any investigating law enforcement agencies.
- (d) Accident description: Describe the accident based on the facts gathered. Provide time frame sequence, movements, relative positioning, performance of vehicles and equipment and the actions of persons involved.
- (e) Policies and procedures assessments and recommendations: Identify any district policies and procedures that are relevant to the accident. Assess the effectiveness of such policies and procedures as applied to the accident and, with the intent of preventing future injury, property loss or liability, make recommendations regarding changes.
- (f) If it is determined that an employee may have violated any district policies or procedures, the Battalion Chief should recommend that the matter be submitted for the initiation of possible administrative action.

326.7 FOLLOW-UP ON CORRECTIVE ACTIONS

The investigation process cannot be completed until the corrective actions have been implemented to correct human factors, District policies, procedures, guidelines, rules or regulations, etc. Corrective actions may also entail District disciplinary proceedings against employees. Disciplinary proceedings are covered under other applicable agreements, policies, and guidelines.

326.8 MANAGING THE ACCIDENT INVESTIGATION PROGRAM

The Fire Chief or designee is responsible for ensuring that accident investigations are conducted completely and documented correctly. Recommended practices include:

- (a) Provide overall direction and guidance to any investigative processes.
- (b) Ensure accident reports are completed correctly and timely.
- (c) Participate in the investigative process.
- (d) Seek legal counsel when necessary.
- (e) Keep legal counsel up-to-date and informed of accident investigations as appropriate.

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326.9 HEALTH AND SAFETY COMMITTEE

All completed District accident investigations shall be routed to the District Health and Safety Committee. The Health and Safety Committee shall review all incidents and accidents involving District vehicles. The Committee shall provide recommendations to reduce future incidents and accidents without laying blame, recommending discipline or otherwise taking official position as to fault.

326.10 RECORD KEEPING

Personnel shall be thoroughly trained on how to properly and thoroughly complete all reports and investigations involving accidents. Keep in mind that any report made of an accident investigation may be required to support future legal or insurance claims. It is important to note that the accident investigation conducted by the District should not be confused with an insurance claim investigation. The insurance claim investigation is completed to evaluate the District's liability for damages and injuries, and reduce future occurrences.

Line-of-Duty Death and Serious Injury Investigations

327.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for investigating a serious injury or line-of-duty death pursuant to Florida law and in concert with the Division of State Fire Marshal (DSFM) (Rule 69D-4.001, F.A.C.). This policy also provides guidelines for documenting the events leading to the injury or death and making recommendations directed toward preventing similar occurrences in the future.

327.2 POLICY

It is the policy of the Greater Naples Fire Rescue District to cooperate and coordinate with the DSFM to identify the causal factors pertaining to any event involving a serious injury or line-of-duty death, and to document and secure evidence which may be a factor in any regulatory actions, litigation or prosecution resulting from the event. An investigation into the circumstances of the serious injury or line-of-duty death is separate and distinct from any investigation being conducted regarding the cause of a fire.

The District may utilize external resources to assist or lead the investigation. These resources include:

- The DSFM
- The Florida Department of Transportation (FDOT)
- Local law enforcement
- The Florida Highway Patrol (PHP)
- Area fire department Fire Marshals

In the event an investigation utilizes multiple agencies, the District will establish a Unified Incident Command program to facilitate the needs and activities of the investigation.

327.3 PROCEDURE

As soon as practicable after a serious injury or line-of-duty death has occurred and within at least four hours of the incident, the Fire Chief or the authorized designee shall notify the DSFM of the incident and assign an investigation team to conduct an investigation into the circumstances of the event in coordination with the DSFM (Rule 69A-62.032, F.A.C.).

- (a) A Chief Fire Officer designated by the Fire Chief may be designated to function as the team leader and direct the investigation of the line-of-duty death or serious injury in concert with the DSFM representatives. The investigation team should report to the team leader, who is responsible for the management of the investigative process.
- (b) All members of the Greater Naples Fire Rescue District shall give their full and complete cooperation to the investigation team.

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- (c) The DSFM conducts investigations of incidents involving injury to or death of a firefighter, and may do so in conjunction with the Greater Naples Fire Rescue District.
- (d) The Greater Naples Fire Rescue District should cooperate with all other government agencies that have a legal cause to be involved in the investigation of a line-of-duty death or serious injury and should voluntarily share relevant information with other organizations working in areas of fire service occupational safety and health education and training. Participation by these agencies shall be at their own discretion, depending on the circumstances of the incident. These agencies may or may not produce their own reports of the incident with recommendations for corrective actions. These reports do not supersede the investigation team report.
- (e) The investigation team report and all related documentation shall be an internal DSFM and Greater Naples Fire Rescue District administrative report.
- (f) Any public release of the report requires the approval of the DSFM and the Fire Chief or the authorized designee. Such release will generally be processed in accordance with the provisions of Florida law.

327.4 INVESTIGATION TEAM

The investigation team shall consist, at a minimum, of the following team members:

- (a) Representatives of the DSFM
- (b) Battalion Chief
- (c) Fire investigator
- (d) District Health and Safety Officer
- (e) Chief Fire Officer
- (f) Employee labor representative

Additional personnel may be added as required by the specific circumstances of the incident, including an investigative representative from the appropriate law enforcement agency when there is reasonable cause to believe a crime may be connected with the investigation.

327.4.1 DUTIES AND RESPONSIBILITIES

The duties of the investigation team include, but are not limited to, the following:

- (a) Gather and analyze all physical evidence related to the incident.
- (b) Interview all witnesses with direct or indirect knowledge of the circumstances. When interviewing members of the District, represented members shall have the right to have their labor representatives present pursuant to the applicable collective bargaining agreement.
- (c) Collect and preserve recordings and copies of radio traffic, telephone conversations, photographs, film, videotape, incident histories and other related information. The pertinent aspects of the radio and telephone recordings should be transcribed.

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- (d) Consult with persons having special knowledge of the factors involved in the incident, including private sector experts and consultants.
- (e) Connect with other agencies involved in the investigation of the incident.
- (f) Establish and maintain ongoing communication between the team leader and the legal counsel for the District.
- (g) Develop a written report of the incident, including conclusions and recommendations.
- (h) Coordinate activities with Fire and Life Safety Section to avoid interference with any criminal investigation.
- (i) Ensure that a post-mortem examination is conducted on any member who dies as a result of the incident as well as on any other deceased person who may have been contributory to the event.
- (j) Activate the District or regional Critical Incident Stress Debriefing (CISD) team for any members adversely affected by the incident.

327.4.2 DOCUMENTATION

The investigation team should ensure that the scene where the line-of-duty death or serious injury occurred is documented, including diagrams, photographs and observations. When feasible, all witness interviews should be recorded or transcribed. When recording or transcription is not feasible, the investigator's notes of the interview should be preserved. In addition, the investigation team should:

- (a) Obtain, examine and secure all personal protective equipment (PPE), breathing apparatus and equipment used by the seriously injured or deceased employee.
 - 1. A complete physical description of the PPE, breathing apparatus and equipment shall be included in the report of the incident.
 - 2. A performance evaluation report conducted by a qualified professional on all safety equipment should be included in the report of the incident.
 - 3. For specific guidance on PPE involved in the incident, refer to the special incident procedure in the Personal Protective Equipment Policy.
- (b) Review and comment on the application of policies and procedures to the incident, the observance of policies and procedures and their effect on the situation. Recommend changes, additions or deletions to such policies and procedures.
- (c) Attempt to obtain any photographs, videotape or other information relating to the incident from news media or other sources. Such evidence should be obtained with the agreement that it will only be used for investigative and educational purposes.

327.5 FINAL REPORT

The investigation team should present the final report to the DSFM and the Fire Chief. The DSFM and the Fire Chief should determine the schedule and method of presentation of the final report.

National Fire Incident Reporting System (NFIRS)

328.1 PURPOSE AND SCOPE

The Federal Fire Prevention and Control Act of 1974 authorizes the National Fire Data Center in the U.S. Fire Administration (USFA) to gather and analyze information on the magnitude of the nation's fire problem, as well as its detailed characteristics and trends. To do so, the National Fire Data Center has established the National Fire Incident Reporting System (NFIRS).

Similarly, Florida has established the Fire and Emergency Incident Information Reporting Program utilizing the Florida Fire Incident Reporting System (FFIRS) to facilitate information exchange with NFIRS (§ 633.136, Fla. Stat.).

FFIRS is a means for Florida fire departments to report and maintain computerized records of fires and other fire department incidents in a uniform manner.

The purpose of this policy is to provide guidance regarding NFIRS and FFIRS reporting to ensure district response information is properly reported.

328.2 POLICY

The Greater Naples Fire Rescue District is committed to improving fire reporting and analysis capability locally, statewide and nationally. Therefore, it is the policy of the Greater Naples Fire Rescue District to participate in NFIRS by submission of reports to FFIRS.

328.3 RESPONSIBILITIES

The Operations Section Chief should designate an FFIRS coordinator, who should develop and maintain familiarity with NFIRS and FFIRS resources and reporting requirements and ensure district information is compliant with the NFIRS and FFIRS reporting formats and that the information is forwarded to the FFIRS on a monthly basis.

The USFA has developed a standard NFIRS package that includes incident and casualty forms, a coding structure for data processing, manuals, computer software and procedures, documentation and a National Fire Academy training course for utilizing the system.

Community Volunteer Program

329.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of volunteers in non-fire suppression roles to help improve service to the community, increase district responsiveness, enhance the delivery of services and information input, provide new program opportunities, bring new skills and expertise to the District and prompt new enthusiasm.

329.1.1 DEFINITIONS

Definitions related to this policy include:

Volunteer - An individual who is not a member of the Greater Naples Fire Rescue District but who performs a service for the District without promise, expectation or receipt of compensation for services rendered. This may include Fire Corps and Community Emergency Response Team (CERT) participants, unpaid chaplains, interns, persons providing administrative support and youth involved in a fire Explorer Post, among others.

329.2 POLICY

It is the policy of the Greater Naples Fire Rescue District to utilize volunteers to the extent reasonably practicable to enhance public education opportunities, enforcement efforts and in any other capacity that is intended to support district personnel or provide a service to the community.

329.3 PROCEDURE

Volunteers may assist the District in its public education efforts and/or in other areas within the District, as needed. Volunteers are intended to supplement and support, rather than replace, firefighters and civilian personnel and are an important component of this organization.

All volunteers shall comply with all orders and directives, either oral or written, issued by the District. A copy of the policies and procedures will be made available to each volunteer upon appointment and he/she shall become thoroughly familiar with these policies.

Whenever a rule, regulation or guideline in this manual relating to district operations refers to a regular full-time employee, it shall also apply to a volunteer, unless by its nature it is inapplicable.

Nothing in the manual shall confer rights upon the volunteer. Volunteers serve at-will and their volunteer status may be terminated at any time without cause or reason.

329.4 VOLUNTEER MANAGEMENT

329.4.1 VOLUNTEER COORDINATOR

A Volunteer Coordinator shall be appointed by the Fire Chief or the authorized designee. The function of the Volunteer Coordinator is to provide a central coordinating point for effective volunteer management within the District, and to direct and assist staff and volunteer efforts to jointly provide more productive services. The Volunteer Coordinator should work with other district

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staff on an ongoing basis to assist in the development and implementation of volunteer-staffed positions. Such tasks include:

- (a) Recruiting, selecting and training qualified volunteers for various positions.
- (b) Facilitating the implementation of new volunteer activities and assignments.
- (c) Maintaining records for each volunteer.
- (d) Tracking and evaluating the contribution of volunteers.
- (e) Maintaining a volunteer handbook and outlining expectations, policies and responsibilities for all volunteers.
- (f) Maintaining a record of volunteer schedules and work hours.
- (g) Completing and disseminating, as appropriate, all necessary paperwork and information.
- (h) Planning periodic recognition events.
- (i) Maintaining a relationship with other community volunteer programs and assisting in community-wide efforts to recognize and promote volunteering.

329.4.2 RECRUITMENT

Volunteers should be recruited on a continuous and ongoing basis consistent with district policy on equal opportunity, nondiscriminatory employment. A primary qualification for participation in the application process should be an interest in the District and an ability to assist the District in serving the public. A volunteer with the District should:

- (a) Be at least 18 years of age for all positions other than an Explorer.
- (b) Be at least 14 years of age for an Explorer position.
- (c) Possess a valid Florida driver license if the position requires vehicle operation.
- (d) Be able to deal effectively and courteously with the public.
- (e) Be willing to commit to approximately 10 hours per week.
- (f) Complete mandatory training as determined appropriate by the District.
- (g) Possess any other qualifications specific to the volunteer assignment.

Internal requests for volunteers should be submitted in writing by interested staff to the Volunteer Coordinator through the requester's immediate supervisor. A complete position description and a requested time frame should be included in the request. All parties should understand that the recruitment of volunteers is enhanced by creative and interesting assignments. The Volunteer Coordinator may withhold assignment of any volunteer until such time as the requesting unit is prepared to make effective use of the volunteer.

329.4.3 SCREENING

Volunteers may be E-Verified CERT Team Members per CERT program requirements.

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329.4.4 SELECTION AND PLACEMENT

Service as a volunteer with the District shall begin with an official notice of acceptance or appointment to a volunteer position. Notice may only be given by an authorized representative of the District, who will normally be the Volunteer Coordinator. No volunteer should begin any assignment until he/she has been officially accepted for that position and completed all required screening and paperwork.

At the time of final acceptance, each volunteer should complete all required enrollment paperwork and will receive a copy of his/her position description and agreement of service with the District. All volunteers shall receive a copy of the volunteer handbook and shall be required to sign a volunteer agreement.

Volunteers should be placed only in assignments or programs that are consistent with their knowledge, skills, abilities and the needs of the District.

329.4.5 TRAINING

Volunteers will be provided with an orientation program to acquaint them with the District, personnel, and policies and procedures that have a direct impact on their work assignments.

Volunteers will be required to complete training on the Health Insurance Portability and Accountability Act (HIPAA) and infectious diseases and exposures prior to performing their assignments.

Volunteers should receive position-specific training to ensure they have adequate knowledge and skills to complete tasks required by the position and should receive periodic ongoing training as deemed appropriate by their supervisor or the Volunteer Coordinator.

329.4.6 DRESS CODE

As representatives of the District, volunteers are responsible for presenting a professional image to the community. Volunteers shall dress appropriately for the conditions and performance of their duties.

Volunteers shall conform to district-approved dress consistent with their assignments. Uniforms authorized for volunteers may be readily distinguishable from those worn by paid members. The uniform or identifiable parts of the uniform shall not be worn while off-duty. Volunteers may choose to wear the uniform while in transit to or from official district assignments or functions, provided that an outer garment is worn over the uniform shirt to avoid bringing attention to the volunteer while he/she is off-duty.

Volunteers shall be required to return any issued uniform or district property at the termination of service.

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329.5 SUPERVISION OF VOLUNTEERS

Each volunteer who is accepted to a position with the District must have a clearly identified supervisor who is responsible for the direct management of that volunteer. This supervisor will be responsible for day-to-day management and guidance of the volunteer's work and should be available to the volunteer for consultation and assistance.

A volunteer may be assigned as, and act as, a supervisor of other volunteers provided that the supervising volunteer is under the direct supervision of a paid staff employee.

Functional supervision of volunteers is the responsibility of the supervisor in charge of the unit where the volunteer is assigned. Supervisors of volunteers should consider the following:

- (a) Take the time to introduce volunteers to employees on all levels.
- (b) Ensure volunteers have work space and necessary office supplies.
- (c) Make sure the work is challenging. Do not hesitate to give volunteers an assignment or task that will utilize these valuable resources.

329.6 CONFIDENTIALITY

Unless otherwise directed by a supervisor, the duties of the position or district policy, all information a volunteer encounters shall be considered confidential. Only that information specifically identified and approved by authorized personnel shall be released.

Each volunteer may be required to sign a nondisclosure agreement before being given an assignment with the District. Unauthorized disclosure of any confidential information, verbally, in writing or by any other means, by the volunteer is grounds for immediate dismissal and possible criminal prosecution.

Volunteers shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to a newspaper or other periodical, release or divulge any information concerning the activities of the District, or maintain that they represent the District in such matters without permission from the proper district personnel.

329.7 PROPERTY AND EQUIPMENT

Volunteers will be issued an identification card that must be worn and visible at all times while on-duty. Any fixed and portable equipment issued by the District shall be for official and authorized use only. Any property or equipment issued to a volunteer shall remain the property of the District and shall be returned at the termination of service.

Ride-Along Program

330.1 PURPOSE AND SCOPE

The Ride-Along Program provides an opportunity for citizens to experience fire service functions first hand. This policy provides the requirements, approval process and hours of operation for the Ride-Along Program.

330.2 POLICY

It is the policy of the Greater Naples Fire Rescue District to provide an opportunity for citizens to experience fire service functions when specific criteria are met.

330.3 PROCEDURE TO REQUEST A RIDE-ALONG

Generally, ride-along requests will be reviewed and scheduled by the Operations Section Chief or the authorized designee.

The Operations Section Chief or the authorized designee will schedule a date, based on availability, generally at least one week after the date of application. If approved, a copy will be forwarded to the respective Battalion Chief as soon as possible for his/her scheduling considerations.

If the ride-along is denied, a representative of the District will contact the applicant and advise him/her of the denial.

Once approved, civilian ride-alongs will be allowed to ride no more than once every six months. An exception may be made for the following: students, Explorers, chaplains, reserves, applicants and others with approval of the Operations Section Chief.

An effort will be made to ensure that no more than one citizen will participate in a ride-along during any given time period. Normally, no more than one ride-along will be allowed in the fire apparatus at a given time.

330.3.1 PROGRAM REQUIREMENTS

Prior to participating in a ride-along, every participant who may come into contact with private health-related information will be required to complete Health Insurance Portability and Accountability Act (HIPAA) training and sign a nondisclosure agreement to keep all confidential information learned during the ride-along confidential.

Participants must be at least 18 years old. Prior to participating in a ride-along, every person must acknowledge the risks and sign a written waiver of claims and release of liability.

The participant must be in good health and must not be suffering from any illness or injury, including cold, flu or respiratory infection, on the day of the ride-along.

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330.3.2 ELIGIBILITY

The Greater Naples Fire Rescue District ride-along program is offered to residents, students and those employed within the District. Every attempt will be made to accommodate interested persons; however, any applicant may be disqualified without cause.

Factors that may be considered in disqualifying an applicant include, but are not limited to:

- Being under 18 years of age.
- Prior criminal history.
- Pending criminal action.
- Pending lawsuit against the District.
- Denial by any supervisor.
- Poor health or other condition that cannot be reasonably accommodated.

330.3.3 AVAILABILITY

The ride-along program is available on most days of the week, with certain exceptions. The ride-along times are established by the Operations Section Section Chief. Exceptions to this schedule may be made as approved by the Fire Chief, Fire Marshal or the Operations Section Section Chief.

330.3.4 SUITABLE ATTIRE

Any person approved to ride-along is required to be suitably dressed in a collared shirt, blouse or jacket, slacks and shoes. Sandals, t-shirts, tank tops, shorts and ripped or torn blue jeans are not permitted. Hats and ball caps will not be worn in the fire apparatus. Jewelry and tattoos should comply with the Personal Appearance Standards Policy. The Operations Section Section Chief or Company Officer may refuse a ride-along to anyone not properly dressed.

330.4 FIREFIGHTER RIDE-ALONGS

Off-duty members of this district or any other fire service agency will not be permitted to ride-along with on-duty firefighters without the express consent of the Operations Section Section Chief or the authorized designee. In the event that such a ride-along is permitted, the off-duty member shall not be considered on-duty and shall not represent him/herself as a firefighter or participate in any fire service activity except as emergency circumstances may require.

330.5 COMPANY OFFICER RESPONSIBILITIES

The Company Officer shall advise the on-duty Battalion Chief that a ride-along is present in the fire apparatus before going into service. Company Officers shall consider the safety of the ride-along at all times. Company Officers should use discretion when encountering a potentially dangerous situation and, if feasible, require the participant to remain in the fire apparatus.

330.6 CONTROL OF RIDE-ALONG

The Company Officer shall maintain control over the ride-along at all times and instruct him/her in the conditions that necessarily limit participation. These instructions should include:

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- (a) The ride-along will follow the lawful directions of any district member.
- (b) The ride-along will not become involved in any investigation, discussions with victims or handling any fire equipment.
- (c) Either the ride-along or the Company Officer may terminate the ride at any time. Reasonable effort will be made to return the observer to his/her home or to the fire station if the ride is terminated.
- (d) Company Officers will not allow ride-alongs to be present in any residence or situation that would jeopardize their safety or cause undue stress or embarrassment to a victim or any other citizen.
- (e) Under no circumstance shall a civilian ride-along be permitted to enter a private residence with the fire crew without the express consent of the resident or other authorized person.

Grocery Shopping On-Duty

331.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the guidelines for grocery shopping on-duty.

331.2 POLICY

It is the policy of the Greater Naples Fire Rescue District to encourage suppression personnel to bring an adequate supply of food to work to meet their nutrition needs for the hours to be worked. When circumstances allow, companies may be permitted to shop for groceries as well.

331.3 PROCEDURE

Company grocery shopping may be permitted under the following circumstances:

- (a) All companies shopping for groceries shall remain in service.
- (b) Companies choosing to grocery shop while on-duty shall make shopping a part of the daily routine to avoid making a separate trip.
- (c) Companies shall shop within their initial response area or at the closest store approved by the Battalion Chief.
- (d) Multiple company stations shall have one unit shop for the entire station.
- (e) Daily grocery shopping for the entire station is to be accomplished in one visit to the store.
- (f) Members entering the store shall take a portable radio and if dispatched to a call shall leave the store immediately.
- (g) Except for groceries, under the conditions noted in this policy, personal shopping while on-duty is not permitted.
- (h) Use of a personal vehicle for grocery shopping while on-duty is not authorized.
- (i) Apparatus shall not be parked in fire lanes or other designated no parking areas, such as in zones limited exclusively to the vehicles of disabled persons or any location that will restrict pedestrian or vehicular traffic.

Chaplains

332.1 PURPOSE AND SCOPE

This policy establishes the guidelines for Greater Naples Fire Rescue District chaplains to provide counseling or emotional support to members of the District, their families and members of the public.

332.2 POLICY

The Greater Naples Fire Rescue District shall ensure that district chaplains are properly appointed, trained and supervised to carry out their responsibilities without financial compensation. Reasonable efforts shall be made to incorporate chaplains from varying denominations reflective of the community to the best extent possible.

Active Shooter and Other Violent Incidents

333.1 PURPOSE AND SCOPE

Violence committed in schools, workplaces and other locations by any individual or group of individuals who are determined to target or kill persons or to create mass casualties presents a difficult situation for Fire/Emergency Medical Services (EMS). The purpose of this policy is to identify guidelines and factors that will assist members in making decisions in these rapidly unfolding and tense situations.

333.2 POLICY

The Greater Naples Fire Rescue District will endeavor to plan for a rapid response to violent incidents involving an active shooter or other violent situations. The Greater Naples Fire Rescue District is committed to preparing and planning for rapid responses to these incidents by coordinating with law enforcement and other EMS personnel, as well as with those responsible for operating sites that may be the potential target of a violent incident.

333.3 ACTIVE SHOOTER/VIOLENT INCIDENT PLAN

The Fire Chief should designate a member who is responsible for developing and managing an active shooter/violent incident (AS/VI) plan to assist in the Greater Naples Fire Rescue District's response to an AS/VI.

The AS/VI plan should address:

- (a) Any applicable EMS Mass Casualty Incident (MCI) protocols.
- (b) Identification of state, local and regional agencies that are likely to respond to an AS/VI.
- (c) Procedures to facilitate interagency sharing of information related to AS/VIs.
- (d) The joint development of protocols for responding to AS/VI with fire, EMS and law enforcement personnel, including but not limited to:
 - 1. Identification of likely critical incident target sites and the availability of plans or schematics of such locations.
 - 2. Rapid entry and evacuation routes.
 - 3. Equipment needs.
 - 4. Communication interoperability.
- (e) Any mutual aid agreements that may exist.
- (f) Integrated use of the National Incident Management System and Incident Command System approach by personnel likely to respond to an AS/VI.
- (g) Any guidelines for an AS/VI that are established by the Federal Emergency Management Agency and the Interagency Board.
- (h) Common communications and terminology to be utilized by responding personnel.

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- (i) Use of readily identifiable and visible identification by responding personnel to make them easily discernible.
- (j) Identification of which personnel will need additional personal protective equipment (PPE), including ballistic gear (e.g., vests, helmets) and what training will be needed for the use of such gear.
- (k) Procedures for completion of post-incident reviews of AS/VIs.

The AS/VI plan manager should, in conjunction with appropriate law enforcement and other EMS personnel, review the Greater Naples Fire Rescue District's plan annually and make any necessary updates.

333.4 FIRST RESPONDERS

When responding to AS/VIs, members must decide, often during difficult and rapidly evolving circumstances, whether to enter the scene or to stage at a safe area. When deciding on a course of action members should:

- (a) Determine whether law enforcement has secured the scene or developed a plan for entry. If the scene has not been secured, members should work in teams with law enforcement and other EMS personnel on-scene to develop a plan for entry and contact with victims with life-threatening injuries.
 - (a) Members tasked with entry should wear PPE appropriate for the circumstances.
- (b) Coordinate with available law enforcement personnel to create a staging area for additional member resources.
- (c) Identify and prepare members for operations in areas of higher risk, if appropriate.
- (d) Decide whether individuals who are under imminent threat can be moved out of danger with reasonable safety.
- (e) Plan for rapid triage, treatment and extrication of any individuals with life-threatening injuries.
- (f) Consider the risk of fire hazards and secondary devices at any main or secondary scenes if there is a reasonable belief that improvised explosive devices have been or may be used.
- (g) Utilize Tactical EMS Support personnel or Rescue Task Forces, if available.

333.5 TRAINING

The AS/VI plan manager should coordinate with the Assistant Chief of Training so that members are provided with AS/VI training. The training should include:

- (a) Review of the AS/VI plan.
- (b) Review of any applicable EMS MCI protocols.
- (c) Review of trauma care guidelines in high-threat pre-hospital situations and the various treatment methods available during an AS/VI.
- (d) Interagency training with law enforcement and other EMS personnel.

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- (e) Reality-based training at locations that may be a potential target of a critical incident.

Chapter 4 - Fire Prevention

Fire Inspections

400.1 PURPOSE AND SCOPE

This policy provides guidance for the enforcement of fire codes through periodic inspection within Greater Naples Fire Rescue District's jurisdiction. Additionally, this policy requires the development and establishment of minimum standards for inspection frequencies of all buildings in the district's jurisdiction.

400.1.1 DEFINITIONS

Definitions related to this policy include (§ 633.214, Fla. Stat.):

Citation - A written notice issued to a person by a fire safety inspector indicating that the inspector has probable cause to believe that the person has committed a civil infraction related to a violation of fire safety codes. A citation may only be issued following a written warning and a minimum period of 45 days, to allow for correction of the violation, except for major structural changes, which may be corrected within an extended adequate period of time.

Fire safety inspector - An individual certified by the Division of State Fire Marshal (DSFM) who is officially assigned the duties of conducting fire safety inspections of buildings and facilities on a recurring or regular basis, investigating civil infractions relating to fire safety, and issuing citations pursuant to this section on behalf of the state or any county, municipality or special district with fire safety responsibilities (Rule 69A-39.005, F.A.C.).

Ordinance - Any ordinance enacted by the governing body of a county or municipality that is a civil infraction relating to fire safety codes.

400.2 POLICY

The Greater Naples Fire Rescue District is committed to improving public safety through the enforcement of building standards relating to fire and public safety as adopted by the State of Florida and published in the Florida Fire Prevention Code (Fire Code), and any other regulations or ordinances that have been formally adopted by the DSFM or the District for the prevention of fire or the protection of life and property against fire (§ 633.206, Fla. Stat.; Rule 69A-60.001, F.A.C. et seq.).

400.3 RESPONSIBILITIES

The Fire Chief or the authorized designee shall develop a periodic inspection program based on the risks to life and property for occupancies within the Greater Naples Fire Rescue District's jurisdictional boundaries. The inspection program will comply with the Florida Fire Prevention Code and any State or local amendments or ordinances specific to the GNFD. The district fire inspection program will be administered by the Fire and Life Safety Section under the responsibility of the Fire Marshal.

Fire inspections shall be conducted utilizing certified fire safety inspectors (§ 633.214, Fla. Stat.).

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400.4 INSPECTION PROGRAM GUIDELINES

The Fire Marshal should develop an inspection program based on community risk reduction through education and enforcement. Inspections should be identified by risk, hazard, occupancy, frequency, and required state law and local code or ordinance (§ 633.208, Fla. Stat.; Rule 69A-60.007, F.A.C.).

400.5 HAZARDOUS OCCUPANCIES

Facilities that handle, store or use hazardous materials should be inspected for compliance with applicable provisions of the Florida Emergency Planning and Community Right-to-Know Act and the federal Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) (42 USC § 11001 et seq.; § 252.81, Fla. Stat. et seq.).

The inspections shall determine the accuracy of any required hazardous materials facility plan. Facilities that are required to submit a hazardous materials facility plan should be considered for inspection no less frequently than once every three years.

400.6 RIGHT TO INSPECT

If a building or premise to be inspected is occupied, the inspector shall present credentials to the occupant and request entry. If the building or premise is unoccupied, the inspector shall first make a reasonable effort to locate the owner or other person having charge or control of the building or premise and request entry (Rule 69A-60.007, F.A.C.).

If no permission to enter is granted, the inspector should work with legal counsel to secure entry in a manner provided by law, such as obtaining an administrative search warrant.

400.7 INSPECTION FEES

The District may charge any fire inspection fees adopted by the District. The fee assessed shall not exceed the estimated reasonable cost of providing the service for which the fee is charged.

400.7.1 RE-INSPECTION FEES

If a violation is discovered during an inspection, the follow-up inspection to ensure the corrections have been made will be conducted. Fees may be assessed as adopted by the District.

Permits

401.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for issuing permits that are required by the Florida Fire Prevention Code (Fire Code) and local ordinances (§ 633.202, Fla. Stat.; Rule 69A-60.001, F.A.C. et seq.; Rule 69A-3.012, F.A.C.).

401.2 POLICY

In order to provide for the safety of the community, it is the policy of the Greater Naples Fire Rescue District that permit requirements are appropriately observed and enforced.

401.3 PERMIT PROCESS

A list of permits requiring approval should be available to the public and upon request. The District shall provide adequate guidance to assist the public in obtaining approval for a particular permit.

A permit does not constitute authority to violate, cancel or set aside any of the provisions of the Fire Code or other applicable regulations or local ordinances.

401.3.1 PERMIT APPLICATIONS

Applications for permits should be submitted to the Greater Naples Fire Rescue District Fire Marshal or the authorized designee Collier County Growth Management and should include adequate documentation of the intent to comply, including, but not limited to:

- A site plan showing the location of storage, use, handling or processes associated with the permit.
- The floor plan approved by the Greater Naples Fire Rescue District depicting the storage of hazardous materials and the use of equipment or processes, including proof of compliance with all applicable codes and standards.
- A current hazardous materials emergency plan, if applicable.
- A chemical classification inventory, if applicable.

401.3.2 PERMIT FEES

Permit fees should be collected at the time of application. The fees are established by the District governing body and are applicable to each permit application.

401.3.3 PERMIT ISSUANCE

A permit may be issued for a specific or an indefinite period of time, depending on the circumstances. A permit may be extended upon showing good cause if the permittee applies for an extension in writing before the expiration of the permit. A permit is not transferable. Any change in ownership, operation, occupancy or use shall require a new permit.

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Permits

Construction permits shall automatically become invalid unless the work authorized by such permit is commenced within 180 days after its issuance. If the work is suspended or abandoned for a period of 180 days after the time the work is commenced, the permit shall become invalid.

All permits shall bear the signature of the Fire Chief or the authorized designee (fire plans reviewer) and contain a general description of the operation or occupancy and its location.

401.4 SITE REQUIREMENTS

Permits should be posted in a visible location at the permitted premises or in a location approved by the Fire Chief or the authorized designee. Permits are subject to inspection at any time by any member or fire safety inspector acting in an official capacity.

401.5 SUSPENDED OR REVOKED PERMITS

Permits may be suspended or revoked any time it is determined that:

- The permit is being used by someone other than the person who was issued the permit.
- The permit is being used at a location other than the permitted location.
- Any condition of the permit has been violated.
- The work being performed is out of compliance with applicable code requirements.
- The permit was obtained by the use of false statements on the application.
- The issuance of the permit was an error or in violation of a regulation, code or law.

401.6 REQUIRED OPERATIONAL PERMITS

Permits are generally required for all items, locations and activities as described in the Fire Code.

Fire Investigations

402.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that all fires and explosions responded to by the Greater Naples Fire Rescue District and occurring within this jurisdiction are investigated and properly documented in accordance with state and federal laws as well as national standards.

402.2 POLICY

It is the policy of the Greater Naples Fire Rescue District to promptly investigate the cause, origin, and circumstances of fires and explosions occurring in this jurisdiction that involve the loss of life or injury to a person, or the destruction of or damage to property.

402.3 RESPONSIBILITIES

The Fire Chief has overall responsibility for fire investigations. The Fire Marshal is responsible for management of the fire investigations program. The Incident Commander (IC) of each incident is responsible for ensuring that each fire is investigated for origin and cause.

402.4 PRELIMINARY INVESTIGATION

The first-in Company Officer should conduct a preliminary investigation of each fire or explosion to identify the origin, cause, and circumstances. The Company Officer will notify the IC of the results of the preliminary investigation.

If the origin of a fire or explosion appears to be suspicious, the IC should take immediate charge of all physical evidence relating to the fire or explosion, coordinate with investigators, and contact local law enforcement (Rule 69D-4.001, F.A.C.).

The IC is responsible for determining when fire investigators, fire investigators with arrest authority, or sworn law enforcement investigators, from this or another agency, are appropriate to investigate an incident.

The immediate response of an appropriate investigator should be requested when any of the following circumstances exist:

- (a) Major or unusual fires that exceed the investigative abilities of a Company Officer
- (b) Any fire resulting in a major injury or death
- (c) Incidents involving special circumstances, such as an especially high dollar loss, extensive damage, political sensitivity, or any other circumstance deemed appropriate by the Battalion Chief
- (d) Arson and/or incendiary devices are involved, or the origin of the fire is otherwise suspicious
- (e) There has been an explosion
- (f) There is evidence or suspicion that a crime has occurred in connection with a fire or explosion

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- (g) A fire has been started by a juvenile
- (h) Any illegal activity that potentially could cause a fire and/or explosion has occurred

402.4.1 REQUESTING ASSISTANCE FROM THE DIVISION OF STATE FIRE MARSHAL

The response of the Division of State Fire Marshal (DSFM) may be requested when the preliminary investigation determines there is probable cause that the fire or explosion was the result of carelessness or design. Any request for assistance from the DSFM should be made pursuant to the notice and reporting requirements of Rule 69D-4.001(4), F.A.C.

402.5 FIRE INVESTIGATORS

Fire investigators assigned to an incident are responsible for pursuing the investigation through its completion and providing complete written documentation.

In cases where a fire investigator reasonably believes that arson or an unlawful act may be involved in a fire, the investigator should consult with the District Duty Officer and request the assistance of an investigator with arrest authority, if appropriate.

402.5.1 FIRE INVESTIGATOR QUALIFICATIONS

Fire investigators should:

- (a) Meet the job performance requirements of the National Fire Protection Association's (NFPA) standards for fire investigators.
- (b) Complete the certification requirements of the DSFM (Rule 69A-37.065, F.A.C.).
- (c) Comply with all federal and state statutory and constitutional investigatory requirements, including limitations on searches and seizures.

402.6 EQUIPMENT

The fire investigator's vehicle should be stocked with the following equipment to help investigate fire cause, origin, and circumstance:

- Digital camera
- Spare batteries
- Voice recording device and spare media
- Fire investigator toolbox
- Shovels, rake, broom, and sifter
- Disposable latex evidence collection gloves
- Evidence collection markers and labels for canisters
- Personal Protective Equipment

402.6.1 USE OF PROTECTIVE GEAR

Fire investigators are responsible for using personal protective equipment (PPE) and respiratory protection appropriate for the conditions present at an investigation scene.

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When entering any fire scene during the fire, before or during overhaul, when there is a chance of reignition, or as directed by command, fire investigators shall wear full structural PPE and self-contained breathing apparatus (SCBA).

See the Respiratory Protection Program Policy and the Personal Protective Equipment Policy for additional guidance.

402.6.2 LOGBOOK

Each investigator should maintain a logbook of field training, continued professional training hours, and investigative experience. The purpose of this log is to assist in establishing the member as an expert witness in court appearances.

402.6 INCIDENT REPORTS

To ensure district incidents are documented in the National Fire Incident Reporting System (NFIRS) and the Florida Fire Incident Reporting System (FFIRS), investigators should complete and submit a report to the Battalion Commander for each investigation conducted. All areas of the report are to be filled out, and when an item is not applicable, N/A is to be placed in the box. For additional information, see the National Fire Incident Reporting System (NFIRS) Policy.

The Battalion Commander is responsible for reviewing and approving the NFIRS reports.

The Fire and Life Safety Section Chief is responsible for reviewing and approving the investigative reports.

402.6.1 REQUIRED REPORTS TO THE DSFM

If a firefighter is killed or injured badly enough to require hospitalization or treatment at a medical facility during a fire or explosion, the District Duty Officer shall, as soon as practicable, notify the DSFM of the results of the fire investigation and provide the information required by Rule 69D-4.001, F.A.C.

Code Enforcement

403.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the process by which the Greater Naples Fire Rescue District will enforce the Florida Fire Prevention Code (Fire Code) and other District fire and life-safety codes and ordinances during inspections.

403.2 POLICY

It is the policy of the Greater Naples Fire Rescue District to use inspections to help reduce the risk of injury or death due to fire and life-safety code related violations, and increase the safety of building occupants, the community and emergency responders pursuant to Florida law (§ 633.202, Fla. Stat.; Rule 69A-60.001, F.A.C. et seq.).

403.3 PROCEDURE

The Greater Naples Fire Rescue District may issue correction notices (Notice of Violation) when violations of the Fire Code or local regulations or ordinances are found during fire and life-safety inspections.

Any violation determined by a fire safety inspector to pose an immediate fire danger or threat to life-safety should require immediate action to remedy the situation and follow-up notification made to the Fire Marshal as soon as practicable. Remedy to the situation may include a fire watch, occupant evacuation, occupant correction, or other immediate corrective solution.

403.3.1 INITIAL INSPECTIONS

An initial inspection should be made to determine if any violations exist and identify the code sections violated. A notice of violation should be issued for violations. The written correction notice should describe the conditions deemed to be unsafe, identify the code section violated and, when compliance is not immediate, specify a time for re-inspection, typically to occur within 45 days. This time frame should be decreased for significant life-safety violations at the fire safety inspector's discretion..

All inspections, meetings and telephone conversations should be documented and an inspection report completed including names, telephone numbers, dates, violations and any other pertinent information related to the inspection as required in the District's inspection software system. All documentation should be maintained in an inspection file.

A copy of the inspection report should be left with the responsible party and a copy may additionally be emailed.

403.3.2 RE-INSPECTIONS

Violations that pose an immediate hazard to life or property should be corrected before the fire safety inspector leaves the premises (e.g., a required exit being chained or locked).

Code Enforcement

All other violations should be corrected by the date identified in the correction notice for re-inspection.

Generally, no more than two re-inspections should be conducted before escalating the process as provided in this policy.

403.3.3 TIME EXTENSIONS FOR COMPLIANCE

A fire safety inspector may extend the compliance period if reasonable progress is being made toward correcting the violation, or if a plan is established for completion and life and property are not being compromised. Extensions should only be granted when the fire safety inspector believes there is a high probability of obtaining complete compliance. The fire safety inspector may request the responsible person submit a statement in writing, detailing the reason for the extension and the new compliance date.

403.3.4 FINAL NOTICES

A final notice may be used as the last warning notice issued prior to civil or criminal action. A final notice is not required prior to initiating legal action.

A final notice of violation should be provided to the violator by certified mail return receipt requested and should:

- Set a date by which the violator must correct the violation.
- Notify the violator of the date of the final re-inspection to verify code compliance prior to initiating legal action.

403.3.5 ADMINISTRATIVE CITATION

If compliance is not achieved by the time of the final re-inspection, an administrative citation may be issued. An administrative citation informs a business that repeated attempts to gain compliance for outstanding violations were unsuccessful. The administrative citation may be delivered to the business owner in person or mailed via certified mail return receipt requested.

Administrative citations may continue to be issued until compliance is achieved or the matter is referred to legal counsel for legal action. Copies of all administrative citations should be sent to the district's legal counsel as soon as practicable.

Alternative Materials and Methods or Variance Requests

404.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a local appeals process for receiving and processing requests for the use of Alternative Materials and Methods (AMM) in accordance with the Florida Fire Prevention Code (Fire Code) and any local regulations or ordinances (§ 633.202, Fla. Stat.; Rule 69A-60.001, F.A.C. et seq.).

404.1.1 DEFINITIONS

Definitions related to this policy include:

Alternative materials and methods (AMM) request or Variance Request - A request from a permit applicant for some manner of variance from the requirements of the Florida Fire Prevention Code or any local regulation or ordinance, consisting of the applicant and project information, a summary of the issue and the solution being proposed, identification of the specific Fire Code reference and the intent of the code, a description of why the standard requirements are not possible, feasible or desirable, and a detailed description of the alternatives being proposed to mitigate the deficiency or code requirement.

404.2 POLICY

It is the policy of the Greater Naples Fire Rescue District that the local appeals process for requests for AMM or Variance Request shall be evaluated by the Greater Naples Fire Rescue District Fire Marshal or the authorized designee for compliance with the Florida Fire Prevention Code (Rule 69A-60.001, F.A.C. et seq.).

404.3 PROCEDURE

The following procedures have been established to assist district members in determining whether a proposed AMM or Variance Request is at least equivalent to that prescribed by the Florida Fire Prevention Code in quality, strength, effectiveness, fire resistance, durability and safety.

404.3.1 PROJECT INFORMATION

For commercial, multi-family residential and residential tract projects, the applicant shall provide the following written information in addition to the plans necessary to evaluate the project:

- (a) Relevant project information including:
 - 1. The project name, address, email address, contact person and telephone number.
 - 2. The owner's name, address and telephone number.
 - 3. Other specific information identifying the project as required (e.g., development permit type, tract, lot number).

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- (b) The Fire Code section or a reference to the specific requirement or ordinance for which the AMM Variance is requested.
- (c) The alternative fire protection measures that will be taken as part of the AMM or Variance proposal and how they establish equivalency to those prescribed in the code.
- (d) Any additional information identified by the Greater Naples Fire Rescue District.

404.3.2 SUBMITTAL PROCESS

- (a) One copy of the AMM or Variance proposal and other supporting information is required to be submitted to the Greater Naples Fire Rescue District. Applicable fees due, in the amount indicated by the fee schedule currently in effect, should be paid upon submittal of the AMM or Variance proposal, but shall be paid prior to review.
- (b) AMM or Variance requests will be evaluated by the Greater Naples Fire Rescue District Fire Marshal or the authorized designee. All such requests are evaluated on a case-by-case basis. Approval of an AMM or Variance request is based upon several factors, including, but not limited to, the level of equivalency achieved, the effect of the AMM or Variance on fire and emergency response and site conditions. All evaluations will be performed in the context of the specific project being reviewed.
- (c) If the AMM or Variance proposal provides an equivalent level of protection, considering all related conditions pertaining to the project, the Greater Naples Fire Rescue District Fire Marshal or the authorized designee will issue a written response granting approval. Such approval may be conditional upon implementation of additional requirements listed in the AMM or Variance approval that were not part of the original AMM or Variance proposal. Approval is granted only for the specific project under review and the conditions for approval shall not be construed as applicable to any other project.
- (d) In the event the AMM or Variance proposal does not provide an equivalent level of protection, the request may be denied and a written denial will be issued.
 - 1. Should the applicant submit a different AMM or Variance request for the same project or choose to revise and resubmit the previously denied request, additional AMM or Variance Request fees will apply.
 - 2. To facilitate the evaluation process, the applicant should include any previously denied AMM or Variance proposals when submitting a revised AMM or Variance request.
- (e) Upon completion of the evaluation, the written AMM or Variance approval or denial and a copy of the applicant's AMM or Variance proposal should be made available for pick up at the location specified by the Greater Naples Fire Rescue District. Should evaluation of the AMM or Variance proposal require time and resources beyond the standard time allotted for this activity, additional time and materials fees may be assessed. Any additional fees assessed must be paid when the applicant picks up the AMM or Variance approval or denial.
- (f) The approved AMM or Variance proposal and written responses should be copied on the plans prior to plan approval. A copy of the AMM or Variance proposal and response should be kept at the project site at all times. This documentation may be required

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for review by the Greater Naples Fire Rescue District Fire Marshal or the authorized designee.

Community Fire Station Visitation Program

405.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the methods the District uses to interact with the community, share information about the workings of a fire station and demonstrate the capabilities of various apparatus and equipment through educational activities conducted by the Operations Section.

405.2 POLICY

The Greater Naples Fire Rescue District will aggressively promote fire safety and public awareness through a variety of public information and education activities, including a fire station visit program operated by the Operations Section.

405.3 PROCEDURE

- (a) The fire station visit program is an educational activity intended to allow school groups, service clubs, youth organizations, church groups and other civic-minded organizations to schedule and participate in a tour of a working fire station. The types of groups and organizations appropriate for inclusion in the fire station visit program include, but are not limited to, the following:
 - 1. Pre-school classes or groups (public or private).
 - 2. Kindergarten classes or groups (public or private).
 - 3. Primary and secondary school groups (public, church-based or private).
 - 4. Chaperoned, organized youth groups that generally include persons 17 years of age and under and are sponsored and accompanied by adult representatives of a formal organization (e.g., Girl Scouts, Boy Scouts, Cub Scouts, Indian Scouts, Brownies).
 - 5. Service clubs and organizations that are generally voluntary nonprofit organizations, where members meet regularly to perform charitable work either by direct hands-on efforts or by raising money for other organizations (e.g., Kiwanis, Rotary, Masons).
- (b) The fire station visit program is not intended, nor should it be used, as an entertainment opportunity or for a commercial or for-profit purpose. The following types of groups, entities and activities are not appropriate for inclusion in the fire station visit program:
 - 1. Birthday party groups
 - 2. Social networking groups
 - 3. Business networking groups
 - 4. For-profit tour groups, including profit-based foreign student groups
 - 5. Any group, entity or activity that is part of a for-profit enterprise

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Community Fire Station Visitation Program

Neither of the lists above is intended to be all-inclusive; rather, they are general representations of the types of groups that are either appropriate or inappropriate for inclusion in the fire station visit program.

Groups or organizations can request a fire station visit by completing and submitting a Public Programs Request to the Operations Section Administrative Assistant. Operations Section Administrative Assistant will evaluate each application in accordance with this policy. Each evaluation will be considered uniformly and without discrimination as part of the application process. Approved applications will be forwarded to the appropriate Battalion Chief for station and crew assignment.

405.3.1 SCHEDULING FIRE STATION VISITS

To limit the impact of fire station visits on other essential activities, special consideration should be given to crew schedules. The Operations Section may elect to further limit the number of station visits assigned to individual crews based on the operational or training activities of that crew. The Section Chief should notify the Fire and Life Safety Section personnel of the station and crew assigned to conduct each scheduled visit along with event details for the purpose of issuing public education materials for the visit. Fire and Life Safety Section .

405.3.2 ADDITIONAL CONSIDERATIONS

The fire station visit program will operate within the following parameters:

- (a) Participating group size will generally be limited to 30 persons, including chaperones and drivers.
- (b) Station visits should be scheduled for a maximum of one hour and generally during regular business hours.
- (c) The crew assigned to manage a station visit should remain in-service and available for emergency calls during the visit. Visiting groups should be notified in advance that the crew may be called away from the station at any time and the visit may then be canceled.
- (d) Station visit participants should not be allowed to enter the private crew sleeping or dressing areas of the station.
- (e) The fire crews managing each station visit should ensure that no confidential information or information protected by the Health Insurance Portability and Accountability Act (HIPAA) is visible or accessible to the station visit participants. Specific areas of the station may be closed to the visiting groups as needed to protect confidential and/or protected materials.
- (f) The Fire & Life Safety Section will maintain public education materials that may be handed out by operations personnel during the fire station visit.

405.4 RECORD KEEPING

The Operations Section Administrative Assistant should maintain a record of all applications for the station visit program. The records should include:

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- (a) The name and contact information for the group or organization applying for a fire station visit.
- (b) The name of the group leader or person submitting the application.
- (c) Information regarding the approval or denial of the application. For denied applications, the reason for the denial should be listed (e.g., non-conforming group, scheduling conflict, no crew availability).
- (d) The scheduled date and time of each approved visit.
- (e) The Battalion Chief, station and crew assigned to manage the visit.
- (f) Confirmation that the group or organization completed the station visit or the reason it was not completed.

These records should be retained in accordance with the district's established records retention schedules.

Fireworks Displays

406.1 PURPOSE AND SCOPE

The purpose of this policy is to establish general guidelines for the use of pyrotechnic devices in public fireworks displays to ensure that minimum life-safety procedures and practices are followed pursuant to the Florida Fire Prevention Code (Fire Code) and the applicable standards of the National Fire Protection Association (NFPA), including NFPA 160, NFPA 1123, NFPA 1124 and NFPA 1126 (§ 791.012, Fla. Stat.; § 791.05, Fla. Stat.; Rule 69A-60.001, F.A.C. et seq.).

406.2 POLICY

Fireworks are energetic materials that are inherently dangerous and should always be handled with caution. Heat, shock and friction may ignite them, and in all cases safety should be the primary concern.

It is the policy of the Greater Naples Fire Rescue District to observe the Florida fireworks law and follow the NFPA standards and regulations prepared by the local, state or regional authorities governing the use of fireworks in public displays when enforcing permitting requirements, plan review and inspections (Rule 69A-60.001, F.A.C. et seq.).

The District shall observe the federal regulations governing the storage and disposal of explosives (27 CFR 555.201 et seq.).

406.3 PERMITTING PROCESS

Applications for permits required pursuant to the Fire Code and NFPA standards for public fireworks displays shall be made in writing at least 14 days prior to the proposed display. Applications shall be submitted to the Greater Naples Fire Rescue District in a timely manner in order to ensure the appropriate allocation of resources and to allow adequate time to address any changes that may be required.

When applying for a public fireworks display permit, an applicant shall submit information and evidence to the Greater Naples Fire Rescue District that includes:

- (a) The name of the organization sponsoring the display, and the names and pyrotechnic operator license numbers of persons actually in charge of the display.
- (b) The date and time the display is to be held.
- (c) The exact location planned for the display.
- (d) The size and number of all fireworks to be discharged including the number of set pieces, shells and other items. Shells shall be designated by diameter specifying single, multiple break or salute.
- (e) The manner and place of storage of all fireworks prior to, during and after the display.
- (f) A diagram of the grounds on which the display is to be held showing:
 1. The point at which the fireworks are to be discharged with distances.

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2. The location of all buildings, roads and other lines of communication with distances.
3. The lines behind which the audience will be restrained with distances.
- (g) The location of all nearby trees, telegraph or telephone lines, or any other overhead obstruction.
- (h) Documentary proof of public liability insurance as required by the permitting authority.
- (i) Evidence that an appropriate permit has been obtained from the local authorities as required by the Fire Code.
- (j) The name and resale license number of the wholesaler who supplied all of the items used in the display.
- (k) Permit fees shall be paid at time of application to GNFD in accordance with the GNFD Fees Resolution

The permittee shall be responsible for compliance with the provisions under which a public fireworks display permit has been granted. A letter is required from the sponsor or pyrotechnic company acknowledging that any additional fees will be billed directly to the sponsor or pyrotechnic company; including, but not limited to overtime fees. Public displays fired on private property must also include a letter from the current property owner approving the event and holding the Greater Naples Fire Rescue District, its officers and the District harmless for any damages or liability.

406.3.1 PLANS

A fully dimensioned plot plan as required by NFPA standards shall be included with the application that shows:

- (a) The location of the display set-up and the location, including the distance of the firing box from the display.
- (b) All access roads, including road width, hydrant locations and ingress and egress points.
- (c) All structures located in or near the firing area and a fallout area based upon 100 feet per inch of shell size.

406.3.2 INSPECTIONS

- (a) All district personnel involved in the inspection of any public fireworks display set-up, firing, and post-firing should inspect for compliance with applicable NFPA standards, including the following requirements:
 1. A minimum of two currently serviced 2.5-gallon pressurized water extinguishers shall be available on the site.
 2. A water container for duds or misfired shells shall be available on the site.
 3. Barricades or barriers shall be used to keep unauthorized personnel out of the firing and fallout areas.

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4. Mortars are to be in good condition, with base plugs in place, no splits or bulges in the tubes or bent or frayed muzzles.
 5. Operators and assistants located within the fallout area are required to have proper safety gear and protective clothing on during the firing of the display and immediately after the display.
 6. If mortar racks are used, they shall be stable and secure.
 7. Mortars up to 5 inches in diameter and buried in earth or placed in troughs or drums shall be spaced 3 feet apart from the sides of the drum or trough.
 8. Mortars 6 inches or larger in diameter and buried in earth or placed in drums and troughs shall be spaced a minimum of 5 feet apart or from the sides of the drum or trough. When a mortar requiring 5 feet of space is placed adjacent to a mortar requiring only 3 feet of spacing, the larger shall apply.
 9. Electrically fired shows require that all mortars buried in earth or placed in drums and troughs shall be nominally spaced 2 feet apart from the sides of the drum or trough.
 10. No smoking is permitted in firing or display areas.
 11. During the electrical firing, no one is allowed to enter the firing area of the display.
 12. Electrically fired shows require that all technicians shall be positioned a minimum of 100 feet from any mortar and positioned so as to be protected from the direct line of fire.
 13. A continuity test shall be conducted prior to the test fire.
- (b) The inspection will include, but is not limited to:
1. Verification of proper pyrotechnics operator licensing of operator and pyrotechnics technician licensed assistants.
 2. Verification of identification and age of all unlicensed assistants.
 3. Inspection and inventory of fireworks shells to be discharged.
 4. Inspection of racks to determine proper spacing and bracing.
 5. Inspection of mortars used to fire aerial shells.
 6. Inspection of ready boxes.
 7. A test fire utilizing the largest non-salute type shell permitted in the display shall be conducted one hour prior to the display and shall be witnessed by an Greater Naples Fire Rescue District inspector.
 8. Inspection of any other components of the display as deemed appropriate by the inspector.

406.4 SEIZURE OF ILLEGAL FIREWORKS

Illegal fireworks should be referred to local law enforcement for seizure pursuant to state law (§ 791.05, Fla. Stat.).

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Hazardous Materials Disclosures

407.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the requirements for the receipt of dangerous or hazardous material submittals in compliance with local, state and federal requirements and for the inspection of the facilities that handle hazardous materials (42 USC § 11001 et seq.; § 252.81, Fla. Stat. et seq.).

407.2 POLICY

The Greater Naples Fire Rescue District will work in coordination with the Local Emergency Planning Committee (LEPC) and the Florida State Emergency Response Commission (SERC) regarding the receipt of dangerous or hazardous material submittals and necessary inspections.

407.3 SUBMITTALS

Facilities treating, storing or disposing of dangerous or extremely hazardous substances in quantities regulated by state law are required to submit notification forms and annual reports to the District.

Facilities required to prepare or have available a Safety Data Sheet (SDS) for a hazardous chemical under the Occupational Safety and Health Act of 1970 (29 USC § 651 et seq.) and regulations promulgated under that Act are also required to submit an SDS and hazardous chemical inventory forms (42 USC § 11021; 42 USC § 11022).

407.4 INSPECTIONS

The District should conduct field inspections of facilities that are subject to the requirements of this policy at least once every three years. Any deficiencies noted during field inspections should be documented and the facility advised to make the necessary corrections. Any deficiencies noted should be reported to the LEPC and SERC.

Where appropriate, the District will enforce any applicable laws and suggest preventive measures designed to minimize the risk of the release of hazardous material into the workplace or environment.

407.5 PUBLIC RECORDS

Generally, submissions received by the District are considered public records. Some information is subject to trade secret protection pursuant to state or federal law (40 CFR 350.5).

Requests to inspect submissions shall be processed in accordance with the Release of Records Policy.

Maximum Occupancy - Overcrowding

408.1 PURPOSE AND SCOPE

The purpose of this policy is to establish standards for abating overcrowded conditions in places of assembly. This policy shall apply to all assembly occupancies and other occupancies which may be subject to overcrowding.

408.2 POLICY

It is the policy of the Greater Naples Fire Rescue District to protect the safety of the public through enforcement of the Florida Fire Prevention Code (Fire Code) regarding occupancy overcrowding (§ 633.202, Fla. Stat.; Rule 69A-60.001, F.A.C. et seq.).

408.3 ENFORCEMENT

Any member of the District, upon finding overcrowded conditions beyond the approved capacity of a building or portion thereof, or obstructions in aisles, passageways or other means of egress, or upon finding any condition which constitutes a life-safety hazard, is authorized to order the dangerous condition removed or remedied. The investigating officer shall immediately notify the Greater Naples Fire Rescue District Fire Marshal or Duty Officer any time the decision is made to vacate an occupancy. Whenever practicable, the investigating officer should consult the Greater Naples Fire Rescue District Fire Marshal or Duty Officer prior to requiring that an occupancy be vacated.

408.3.1 COMPLAINTS RECEIVED DURING NORMAL BUSINESS HOURS

All routine complaints of overcrowded conditions shall be forwarded to the Fire and Life Safety Section via inspections@gnfire.org for investigation and follow-up. The complaint shall be entered into the complaint management system as soon as practicable and shall be assigned to an available inspector. The inspector should promptly investigate the complaint and notify the appropriate supervisor of the findings. All findings shall be documented in the complaint management system. All overcrowding hazards should be mitigated as necessary, in accordance with this policy.

408.3.2 COMPLAINTS RECEIVED AFTER HOURS

All complaints of overcrowding received by Control after hours shall be routed to the appropriate on-duty Battalion Chief. Depending upon the urgency of the complaint, the Battalion Chief may choose to take any of the following actions, as deemed necessary to investigate the complaint:

- Investigate the complaint and abate the hazard as necessary, in accordance with this policy.
- Dispatch an engine company to investigate the complaint and abate the hazard as necessary, in accordance with this policy.

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- Call for assistance from the Greater Naples Fire Rescue District Duty Officer, who should investigate the complaint and abate the hazard as necessary, in accordance with this policy.
- Call for local law enforcement support.

Juvenile Firesetter Referrals

409.1 PURPOSE AND SCOPE

The purpose of this policy is to provide district personnel with resources for helping juvenile firesetters and their families receive the help they need through education, diversion, assessment and psychological services, in cooperation with local nonprofit organizations.

409.2 POLICY

It is the policy of the Greater Naples Fire Rescue District to participate in a coordinated effort with local nonprofit organizations to provide appropriate referral or treatment services to juveniles from this jurisdiction.

409.3 PROCEDURE

Entry into a juvenile firesetter program may be recommended by district personnel following a request from parents, guardians or caregivers, or as a result of a fire incident. There are multiple types of referrals:

409.3.1 CAREGIVER REFERRALS

Parents or guardians who call the Greater Naples Fire Rescue District for assistance will be directed to a member trained in juvenile firesetter intervention. When possible, telephone contact should be made with the parents within 48 hours of the District being contacted. Parents should be provided with information about the program options and should be encouraged to make an appointment with the district's Fire and Life Safety Section personnel. A pre-interview form should be completed during the telephone contact.

409.3.2 WALK-IN REFERRALS

If someone comes to a fire station with a child who may be involved with firesetting, that person should be referred to the Fire and Life Safety Section. If no Fire and Life Safety Section personnel are available, a pre-interview referral form should be completed during the walk-in contact and forwarded to the Fire and Life Safety Section. When appropriate, a Fire and Life Safety Section member should be contacted to advise of the walk-in contact and asked to assist at the station, if possible.

409.3.3 FIRE DEPARTMENT REFERRALS

If a juvenile firesetter is identified at a fire scene, the Incident Commander (IC) should complete a juvenile firesetter referral form. The form should be forwarded to the Fire and Life Safety Section. The IC should be contacted by the Fire and Life Safety Section confirming the receipt of the referral form and advising what action is being taken with the juvenile and his/her family.

If evidence at a fire scene indicates a juvenile started the fire, the IC must contact law enforcement and report this involvement in a fire incident report. The report should indicate that:

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- The person involved in the ignition of the fire was a child or a person under the age of 18.
- The fire was a result of a child experimenting with fire or arson.
- The information known about the juvenile (e.g., name, age, sex, address).
- The parent or guardian information, if known.

A copy of the report should be sent to the Fire and Life Safety Section.

The IC should call a fire investigator or afterhours Duty Officer any time there is evidence of arson, when there are witnesses with information that could identify the juvenile firesetter or when the suspect is still at the scene.

A juvenile who has been referred to the District by the juvenile justice court will be assigned to a member of the Fire and Life Safety Section. If the juvenile fails to attend any mandated program sessions, the Fire and Life Safety Section member should notify the court or the juvenile's probation officer. If the juvenile successfully attends all required sessions and completes the program, the Fire and Life Safety Section member should send a program completion letter on district letterhead to the juvenile's probation officer.

409.4 PROGRAM COMPONENTS

Members delivering the Juvenile Firesetter Intervention Program should be properly trained in Youth Firesetting Intervention per NFPA 1035 and have taken National Fire Academy, U.S. Fire Administration or like classes on youth firesetting intervention.

The following components should be included in any juvenile firesetter program. Depending on the individual situation, some of the steps may not apply.

Assessment - The first step is generally a family interview including a Federal Emergency Management Agency (FEMA) assessment at a location designated by the Greater Naples Fire Rescue District. Assessments may be conducted at the child's home or living environment of the child and family members are encouraged to attend.

Diversion - Diversion is a process that allows the child to complete all or some of the program after which a citation can be dismissed or not processed. For admission into diversion, the juvenile will undergo a criminal background check. A parent or legal guardian and the child must attend a diversion hearing, where the child will be asked to describe behaviors and to answer questions to assess whether the child is at risk of repeating his/her offense. The child's parents or legal guardians and the child may be asked to sign a contract that requires specific actions to qualify the child for continued participation in the firesetter program. When the child successfully completes the program the District will process a request to dismiss the citation.

Educational intervention - In this step families attend a fire safety academy. It is recommended that all family members attend. Academies may be conducted several times throughout the year and child/family placement is subject to availability. Academies should be broken into age-

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appropriate classes for the juveniles. Informational training seminars should be included for parents and guardians.

Counseling - The District may recommend family counseling. If a child and family have been referred to counseling, it is strongly recommended that the counseling occur concurrently with academy attendance. A list of local organizations and resources should be provided to the family.

Behavioral update - After completing the academy and/or counseling, a representative from the firesetter program may follow up with adults in the child's home to discuss the child's behavior and review any progress.

The Fire and Life Safety Section should produce regular reports specific to juvenile firesetters and outcomes. Reports should be included in district training programs as part of awareness and disposition outcomes.

Fire Watch Services

410.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidance for the District regarding incidents or situations which may require a fire watch due to required fire protection system discovered as non-functional impaired, construction/demolition activities, hot work or other high-risk activities or events which may have an adverse impact on public safety.

410.1.1 DEFINITIONS

Definitions related to this policy include:

Fire Watch Personnel - A person or persons who are properly trained and whose sole duty is to patrol the premise affected by the incident/situation and watch for fire. This person should be equipped with an approved means of contacting the District in the event of a fire. Several fire watch personnel might comprise a single fire watch.

Fire watch - The assignment of a person or persons to an area for the express purpose of notifying the fire department, the building occupants, or both of an emergency; preventing a fire from occurring; extinguishing small fires; protecting the public from fire and life safety dangers.

Fire watch may be conducted by district personnel.

High life-risk occupancy - Hospitals, care facilities, schools, high-rise buildings and certain assembly occupancies.

Hot work - Operations including cutting, welding, Thermit welding, brazing, soldering, grinding, thermal spraying, thawing pipe, installation of torch-applied roof systems or any other similar activity.

410.2 POLICY

It is the policy of the Greater Naples Fire Rescue District that the District will, where required, ensure appropriate measures are taken to protect building occupants, spectators or other attendees of certain events in accordance with the Florida Fire Prevention Code (Fire Code) and other local regulations or ordinances (§ 633.202, Fla. Stat.; Rule 69A-60.001, F.A.C. et seq.; Rule 69A-3.012, F.A.C.).

410.3 RESPONSIBILITIES

Upon notification that hot work activities are being performed or that required fire protection systems are non-functional or impaired and the building or occupancy has not been evacuated, the Greater Naples Fire Rescue District Fire Marshal or the authorized designee shall ensure that a fire watch is implemented.

A fire watch may also be implemented by a responding officer with follow-up notification to the District Fire Marshal via their chain-of-command.

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During special events or other activities, the Fire Marshal or the authorized designee should make a determination whether the location, premises, building or event has a high life-risk occupancy and, if so, require or implement a fire watch. If the location does not have a high life-risk occupancy, the Fire Marshal or the authorized designee shall evaluate each set of unique circumstances and make a determination whether the property owner or event manager shall implement a fire watch.

The following responsibilities apply for a fire watch:

- (a) The owner or the authorized designee shall immediately notify the Greater Naples Fire Rescue District any time a required fire protection system is not in operation.
- (b) Any repair or corrective action should be immediately initiated by the owner or the authorized designee. After repair or corrective action is completed and the system is back in service, the Greater Naples Fire Rescue District and occupants should again be notified by the owner or the authorized designee.
- (c) A fire watch should be provided when the system cannot be repaired in a timely manner (more than 4 hours) and/or the lack of protection creates a building or safety hazard as determined by the Fire Marshal or the authorized designee. A fire watch shall be established immediately, however, when required fire protection systems are not in operation in occupied high life-risk occupancies, such as hospitals, care facilities, schools, high-rise buildings and certain assembly occupancies.
- (d) Personnel used to conduct the fire watch are subject to the approval of the Greater Naples Fire Rescue District. The person performing fire watch duties shall have at least one means of direct communication with the Greater Naples Fire Rescue District and his/her sole duty shall be to perform constant patrols and watch for the occurrence of fire.
- (e) Building occupants must be notified immediately of a fire watch being established.
 - 1. This may be accomplished by door-to-door notification or printed notification located at elevators, stairs, front entrance, doors, or other commonly visible areas.
- (f) The minimum level of fire watch service shall be one fire watch personnel per floor in multi-story buildings and one fire watch personnel for each fire protection system zone in a single-story building. Additional fire watch personnel may be needed, depending on the hazard and building design. The fire watch service will continue until the fire protection system is placed back in service.
- (g) During the fire watch patrols, the fire watch personnel shall have access to and make a thorough inspection of all buildings or spaces including concealed areas, such as attics, unoccupied storage areas, etc. that are affected by the non-functional or impaired fire protection system.
- (h) A fire watch is required to be maintained 24 hours a day from the time a fire watch is implemented, until released by the District.
- (i) Each fire watch personnel shall be equipped with the tools needed to perform this duty. Necessary tools may include a phone for calling 911, a fire extinguisher, or a method for initiating building evacuation (bull horn, use of a voice evacuation or PA system).

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- (j) Each fire watch personnel shall provide written documentation to the District once a day in the form a a log sheet that covers each 24 hour period of the fire watch. The log sheet shall contain the site name and address, fire watch personnel names, contact phone number, contact email address, signature, and location notation for each 30 minute inspection at the designated premise.

Chapter 5 - Emergency Medical Services

Pre-Hospital Care Reports

500.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the requirements for documentation of patient responses, and the related document distribution, storage and disclosure (Rule 64J-1.001, F.A.C.; Rule 64J-1.014, F.A.C.).

500.1.1 DEFINITIONS

Definitions related to this policy include:

Patient - A person who meets any one of the following criteria:

- Has a chief complaint
- Has obvious symptoms or signs of injury or illness
- Has been involved in an event that the average first responder would believe could cause an injury
- Appears to be disoriented or to have impaired psychiatric function
- Has evidence of suicidal intent
- Is deceased

Patient refusing medical care against medical advice (AMA) - A competent patient who is determined by an Emergency Medical Technician (EMT), paramedic or hospital to have a medical problem that requires the immediate treatment and/or transportation capabilities of the Emergency Medical Services (EMS) system, but who declines medical care despite being advised of his/her condition and the risks and possible complications of refusing medical care.

Pre-Hospital Care Reports (also known as Patient Care Records) – The record used by each EMS provider to document patient care, treatment and transport activities pursuant to Florida law (Rule 64J-1.001, F.A.C.; Rule 64J-1.014, F.A.C.).

500.2 POLICY

It is the policy of the Greater Naples Fire Rescue District to follow the patient documentation and distribution guidelines required by Florida law.

500.3 PROCEDURE

A Pre-Hospital Care Report (PCR) shall be completed for every patient response. This includes a patient who is released at the scene, meets the criteria for pronouncing death in the field, is an inter-facility transport or is involved in a multi-casualty incident (Rule 64J-1.014, F.A.C.).

A PCR and a patient release form must be completed for all patients who refuse evaluation, treatment and/or transport.

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Contact with persons who do not meet the criteria required for the definition of a patient should be recorded in the district's incident reporting system to document that assistance was offered and declined. The district's reporting requirements concerning personal identification information, including a person's name, age, date of birth and sex, should be followed.

The PCR should be completed as soon as possible after providing patient care. A brief written or electronic report must be given to the receiving hospital after the patient arrives and a completed PCR must be provided within 24 hours (Rule 64J-1.014, F.A.C.).

An EMS evaluation, performed minimally by a qualified district member, may or may not be required for non-medical requests for assistance, such as "service calls" or "back-to-bed" requests. A PCR shall be completed for any person meeting the patient criteria.

For continuous quality improvement, the local or regional EMS authority, district EMS supervisors and the designated hospital receiving center shall review their copies of the PCR and discuss any areas of concern.

500.4 DISTRIBUTION OF PCR COPIES

- (a) If a patient is transported to a hospital, copies should be distributed as follows:
 - 1. Copy retained by the District
 - 2. Copy submitted to the Florida Prehospital Emergency Medical Services Tracking and Reporting System (EMSTARS)
 - 3. Other copies sent per local EMS authority policy
- (b) If a patient is not transported or refuses care and leaves against medical advice (AMA), copies should be distributed as follows:
 - 1. Copy retained by the District
 - 2. Other copies sent per local EMS authority policy
- (c) If a patient is declared dead and is not transported, copies should be distributed as follows:
 - 1. Copy retained by the District
 - 2. Copy sent to EMSTARS
 - 3. Other copies sent per local EMS authority policy

500.5 PCR STORAGE

PCRs shall be maintained and secured for at least five years in a manner consistent with the Patient Medical Record Security and Privacy Policy.

Medical Supplies

501.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a Periodic Automatic Replenishment (PAR) level system for medical supply inventories for the safety and welfare of patients and employees. Adequate PAR levels for ordering medical supplies assist with budgeting and waste management. Adherence to this policy is intended to prevent the depletion of protective supplies for employees and supplies for the treatment of patients, while reducing inventory overstock and the inability to obtain critical supplies.

501.2 POLICY

It is the policy of the Greater Naples Fire Rescue District to use a PAR level system for medical supply inventories.

501.3 PROCEDURES

The PAR level should be based on normal inventory usage for a two-week period at career stations and a four-week period at reserve stations. The PAR level should include all medical supplies maintained in fire stations and carried on apparatus.

A delivery schedule for supplies should be created and distributed to all stations one month in advance.

501.3.1 MEDICATIONS

The following guidelines should be observed with regard to medication storage, security, distribution and disposal:

- (a) Only district members who have received medication distribution training may handle and distribute medications.
- (b) Medications shall be kept secure from unauthorized handling or use. No medications shall be sent via the district mail system.
- (c) All medications should be inventoried daily by the designated paramedic for each facility or station.
- (d) All medications should be kept in their original packaging.
- (e) All medications shall be protected from high temperatures by utilizing shaded areas for prolonged parking of vehicles.
- (f) Medication packaging shall be protected to ensure the integrity of the medication and that the lot numbers and expiration dates are legible.
- (g) Medications with expiration dates indicating only a month and year shall be removed from the inventory on the last day of the month shown.

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- (h) Out-of-date medications should be exchanged for current medications.
- (i) The Emergency Medical Services (EMS) supervisor should provide direction to members regarding the disposition of medications that are subject to product alerts or recalls.

501.4 BACK-ORDERED SUPPLIES

If the supplier is unable to fill an order, the supplier may indicate that the supply is back-ordered. Do not continue to order items that are on back-order. Any questions concerning back-ordered supplies should be directed to the supplier. If the needed items cannot be obtained in the normal manner, contact the EMS supervisor.

Patient Refusal of Pre-Hospital Care

502.1 PURPOSE AND SCOPE

This policy establishes guidelines to be followed any time a patient refuses pre-hospital emergency medical evaluation, care and/or transport.

502.1.1 DEFINITIONS

Definitions related to this policy include:

Competent - The patient has the capacity to understand the circumstances surrounding his/her illness or impairment and the risks associated with refusing treatment or transport. The patient is alert and his/her judgment is not significantly impaired by illness and/or injury. Mental illness, drugs, alcohol intoxication or physical/mental impairment may significantly affect a patient's competence. Patients who have attempted suicide or verbalized suicidal intent, or if other factors lead pre-hospital care personnel to suspect intent, should not be regarded as competent.

Emancipated minor - An individual under the age of 18 years who is married or is 16 years of age or older and emancipated by declaration of a court.

Involuntary examination (also known as an involuntary Baker Act admission) - A patient who is held against his/her will for evaluation because there is a reasonable belief that the person is mentally ill and because of the mental illness, the person either refuses a voluntary examination or is unable to determine for himself/herself whether the examination is necessary and either of the following conditions exist (§ 394.455, Fla. Stat.; § 394.463, Fla. Stat.):

- (a) Without care or treatment, the person is likely to suffer from neglect or refuse to care for him/herself, which poses substantial harm to his/her well-being, and it is not apparent that such harm may be avoided through the help of family, friends or other services.
- (b) There is a substantial likelihood that without care or treatment the person will cause serious bodily harm to him/herself or others in the near future.

Patient - A person who meets any one of the following criteria:

- Has a chief complaint
- Has obvious symptoms or signs of injury or illness
- Has been involved in an event that the average first responder would reasonably believe could cause an injury
- Appears to be disoriented or to have impaired psychiatric function
- Has evidence of suicidal intent
- Is deceased

Patient refusing medical care against medical advice (AMA) - A competent patient who is determined by an Emergency Medical Technician (EMT) or paramedic to have a medical problem that requires the immediate treatment and/or transportation capabilities of the Emergency Medical

Patient Refusal of Pre-Hospital Care

Services (EMS) system, but who declines medical care despite being advised of his/her condition and the risks and possible complications of refusing medical care.

502.2 POLICY

It is the policy of the Greater Naples Fire Rescue District that a Pre-Hospital Care Report (PCR) and a patient release form be completed any time a patient refuses emergency medical evaluation, care and/or transportation.

502.3 PROCEDURE

In the pre-hospital setting of the sick and injured patient, these guidelines may be interpreted and applied broadly. The EMT or paramedic should err on the side of providing patient care, even if the patient is later found to have been competent to refuse care. Patients who likely have a serious medical problem should be evaluated more carefully for their decision-making capacity.

- (a) A competent adult or an emancipated minor has the right to determine the course of his/her own medical care and shall be allowed to make decisions affecting his/her medical care, including the refusal of care.
 - 1. In examining and treating a person who is apparently intoxicated, under the influence of drugs or otherwise incapable of providing informed consent, the EMT or paramedic, acting under the direct medical supervision of a physician, shall proceed wherever possible with the consent of the person. If the patient reasonably appears to be incapacitated and refuses consent, and is in need of emergency attention, the patient may be examined, treated or taken to a hospital or other appropriate treatment resource without his/her consent, but unreasonable force shall not be used (§ 401.445, Fla. Stat.).
- (b) Spouses or relatives, unless they are a legal representative, cannot necessarily consent to the refusal of care for their spouse or relative. They may provide insight into what an incompetent relative would desire and may be used as surrogates for decision-making after an incompetent patient enters the hospital. Patients less than 18 years old must have a parent or legal representative present to refuse evaluation, medical care and/or transport unless they are an emancipated minor. The parent or legal representative must be competent to make this decision. If the parent or legal representative's decision seems to grossly endanger the minor or the parent or legal representative does not appear to be competent, the EMT or paramedic should make contact with the hospital or Medical Director for further guidance.
- (c) The EMT or paramedic must evaluate and document the patient's ability to comprehend and whether his/her ability to do so is impaired by the medical condition. The EMT or paramedic should assess the patient with particular attention to:
 - 1. The patient's complaint or the reason for the call.
 - 2. Any important circumstances surrounding the call for assistance.
 - 3. Significant patient medical history.
 - 4. Complete physical assessment, including vital signs and mental status.

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Patient Refusal of Pre-Hospital Care

5. Signs of drug and/or alcohol use/intoxication and physical or mental conditions affecting judgment, such as injury, developmental disability or mental illness. Examples of conditions affecting the patient's decision-making capacity include, but are not limited to, a significantly altered level of consciousness or blood pressure, hypoxia or severe pain.
- (d) The EMT or paramedic should establish to the best of his/her ability what treatment the patient requires and the potential risks/consequences if the patient refuses care, and should communicate to the patient the benefits and risks of the proposed medical care or transport.
- (e) If the patient refuses treatment or transport and the EMT or paramedic believes the patient is competent, the EMT or paramedic should make reasonable efforts to ensure that the patient understands the risks and consequences of refusing medical attention and to understand why the patient is refusing care. The EMT or paramedic should present to the patient alternatives to obtaining care, transport or modification of services offered, and attempt to overcome the patient's objections, if reasonable. Any evaluation, including hospital contact, should be thoroughly documented for conditions the EMT or paramedic believes are potentially serious.
- (f) The hospital should be contacted regarding any patient exhibiting symptoms meeting the hospital criteria for treatment and transport. If the patient refuses treatment and/or transport and there is some question on the part of field personnel as to the capacity of the patient, hospital consultation should be obtained prior to leaving the scene.
- (g) A patient who meets the criteria for release at the scene may be released by an EMT or paramedic. However, the patient should be advised, if applicable, to seek alternate medical care. If the patient requires additional medical advice, the hospital should be contacted.
- (h) When a patient exhibits signs of meeting the criteria for an involuntary examination and cannot be treated and/or transported, the EMT or paramedic should notify the proper law enforcement authorities to initiate an involuntary examination. The EMT or paramedic should remain with the patient until the proper authorities have made a determination as to whether the patient meets the criteria for an involuntary examination. Pending a determination, patients cannot be released at the scene. If the patient is subsequently determined to meet the requirements for an involuntary examination the patient must be transported to a receiving facility pursuant to Florida law (§ 394.462, Fla. Stat.).
- (i) If the hospital and/or the EMT or paramedic determine that the patient is not competent to refuse evaluation or transport, the following alternatives exist:
 - (a) The patient should be transported to an appropriate facility under implied consent.
 - (b) If the hospital determines it is necessary to transport the patient against his/her will and the patient resists or the EMT or paramedic believes the patient will resist, the EMT or paramedic shall call for law enforcement assistance in transporting the patient.

Patient Refusal of Pre-Hospital Care

- (c) At no time are members to put themselves in danger by attempting to transport or treat a patient who refuses treatment. At all times, good judgment should be used and appropriate assistance obtained.

502.4 DOCUMENTATION

The EMT should document the following for all patients who refuse medical care AMA:

- (a) All relevant patient medical history and assessment
- (b) A description of the patient that clearly indicates his/her decision-making capacity
- (c) Reasons given why the patient refused care, treatment or transport
- (d) A statement that the patient was advised of the risks/consequences of refusing medical attention and that he/she acknowledged understanding those risks
- (e) Any alternatives that were presented to the patient
- (f) A description of hospital contact, including information given and received from online medical control

After advising the patient and any associated witnesses concerning the consequences of refusing medical care, the EMT or paramedic should obtain the signature of the patient and one witness on the patient release form. Preferably the witness should be a member of the patient's family, if available at the scene.

If the patient is a minor, the parent or legal guardian should sign the patient release form.

If the patient refuses to sign the patient release form, that fact should be documented on the form. The release should include the district-specific incident number and the signature of the field personnel.

A PCR for a patient refusing care shall be reviewed by the EMS supervisor to ensure compliance with this policy. The patient release form and copy of the PCR should also be sent to the hospital for review.

Latex Sensitivity

503.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures to ensure that all district members are aware of the potential for severe allergic reactions caused by contact with products containing latex and how to mitigate patient exposure.

503.1.1 DEFINITIONS

Definitions related to this policy include:

Latex sensitivity - Allergic reactions after exposure to products containing latex/natural rubber (e.g., balloons, rubber gloves, other consumable medical products or medical devices).

503.2 POLICY

It is the policy of the Greater Naples Fire Rescue District that members shall take precautions to minimize latex exposure any time members are advised that a patient is known to have a latex sensitivity. When the use of a latex product is unavoidable, reasonable precautions shall be taken to prevent a latex sensitivity reaction in a patient.

503.3 PROCEDURE

If treating members are aware that a patient has a history of latex sensitivity, efforts to minimize exposure should be initiated. If a patient begins exhibiting signs of latex sensitivity or anaphylaxis, members should immediately initiate medical treatment and make reasonable efforts to minimize additional exposure to latex products.

If time permits before loading the patient into the ambulance, the interior surfaces should be wiped down with a wet towel to reduce the presence of powder that contains latex proteins. All members wearing latex gloves should cover them with a pair of non-latex gloves. Latex gloves should not be removed as this can put dust or powder in the ambient environment for up to five hours. Members should provide a barrier between equipment and the patient by covering all latex-containing medical devices with stockinet or plastic wrap.

All nonessential equipment should be stored in closed compartments. Care should be taken to remove or replace latex-containing caps from medication vials and to keep intravenous (IV) ports covered to prevent injections. Latex dressings and IV tourniquets should not be used.

Treating members should notify the designated hospital receiving center that a latex-sensitive patient is en route to the facility, and should document the patient's sensitivity and patient management (e.g., Nitrile gloves, plastic wrap on blood pressure cuff) on the Pre-Hospital Care Report as appropriate. This information should also be communicated to the hospital staff immediately upon arrival.

Field units should strive to carry the following latex-free equipment:

- Nitrile exam gloves

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Latex Sensitivity

- Airway equipment (e.g., bag valve masks, oxygen masks, nasal cannulas, oral airways, suction catheters)
- Plastic or soft cloth tape
- Stockinet or plastic wrap to use as a barrier on medical equipment (e.g., blood pressure cuff, splints, stethoscopes)

Care should be taken to avoid storing uncovered latex gloves with other medical and/or airway equipment.

Chapter 6 - Training

Fire Apparatus Driver/Operator Training

600.1 PURPOSE AND SCOPE

The purpose of this policy is to enhance the safety of members and the public by ensuring that all Greater Naples Fire Rescue District members who operate firefighting apparatus as part of their duties, receive appropriate training.

600.1.1 DEFINITIONS

Definitions related to this policy include:

Authorized emergency vehicle - A vehicle that is equipped with extraordinary audible and visual warning devices, authorized to display red, red and/or white, and on call to respond to emergencies. The term includes but is not limited to ambulances, law enforcement vehicles, fire trucks, and other rescue vehicles (§ 322.01, Fla. Stat.).

600.2 POLICY

It is the policy of the Greater Naples Fire Rescue District that all members who operate firefighting apparatus or other authorized emergency vehicles shall successfully complete driver training that meets or exceeds the requirements of National Fire Protection Association (NFPA) 1002, 2009 edition or the Apparatus Operations Course (FFP 1302) of the Florida State Fire College (FSFC), and includes all elements required by Florida law (Rule 69A-62.021, F.A.C.).

Training should include written, oral and practical evaluations to demonstrate proficiency. The Assistant Chief of Training shall annually audit and update driver/operator training materials to ensure compliance with local, state and federal requirements.

600.3 PROCEDURES

All members who operate firefighting apparatus or other authorized emergency vehicles shall have certification and training validating competent operational and driving skills consistent with NFPA 1002, 2009 edition, and FFP 1302 Apparatus Operations or FSFC 703 Aerial Operations.

600.4 ASSISTANT CHIEF OF TRAINING RESPONSIBILITIES

It shall be the responsibility of the Assistant Chief of Training to ensure that any member required to drive fire apparatus or other authorized emergency vehicles as a part of his/her normal duties has received all training required for competent, safe operation of the apparatus. The Assistant Chief of Training shall coordinate with the district member appointed to monitor driver license status to ensure members have valid driver licenses, in accordance with the Driver License Requirements Policy.

CPR and Automated External Defibrillator Training

601.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the training requirements for members to maintain the current and valid certificate that is required to perform CPR and to utilize an Automated External Defibrillator (AED) (Rule 64J-1.001, F.A.C.; Rule 64J-1.020, F.A.C.).

601.1.1 DEFINITIONS

Definitions related to this policy include:

Automated External Defibrillator (AED) - An external defibrillator capable of cardiac rhythm analysis and that will charge, with or without further operator action, and deliver a shock after electronically detecting and assessing ventricular fibrillation or rapid ventricular tachycardia.

Qualified instructor - An individual who is qualified by the Florida Department of Health (DOH) to teach AED/CPR.

601.2 POLICY

It is the policy of the Greater Naples Fire Rescue District that all members whose duties include the use of an AED or the performance of CPR shall receive initial and recertification training to maintain the current and valid certificate that is required to utilize such equipment and/or skills. Initial training and recertification will consist of courses approved by the DOH, the U.S. Department of Transportation, American Red Cross (ARC) or American Heart Association (AHA) and will be provided by qualified instructors at the appropriate health care provider level.

601.3 REQUIREMENTS

CPR and AED training should include:

- Proper use, maintenance and periodic inspection of the AED.
- The importance of CPR, defibrillation, Advanced Life Support (ALS), adequate airway care and internal emergency response system, if applicable.
- Assessment of an unconscious patient to include evaluation of the airway, breathing and circulation to determine cardiac arrest.
- The administration of CPR, obstructed airway and other health care provider CPR curriculum skills.
- Information relating to AED safety precautions to enable the administration of a shock without jeopardizing the safety of the patient, rescuers or other nearby persons.
- Recognition that an electrical shock has been delivered to the patient and that the defibrillator is no longer charged.
- Rapid, accurate assessment of the patient's post-shock status.

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CPR and Automated External Defibrillator Training

- The appropriate continuation of care following a successful defibrillation.

In order to be authorized to perform CPR and utilize the defibrillator, an individual shall pass a written and skills examination with a pre-established standard. The skills test measures the ability to evaluate and manage the conditions listed above.

All CPR and AED training provided by the District shall be approved and monitored by DOH, which shall also approve any written and skills examinations required for course completion. DOH shall approve AED instructors and designate public safety AED service providers.

601.4 TRAINING RECORDS

The Assistant Chief of Training shall be responsible for maintaining records of all CPR and AED training provided to members, in accordance with DOH regulations. Records should include, but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers and qualifications of the persons conducting the training.

The Assistant Chief of Training should maintain the training records in accordance with established records retention schedules.

Communicable Disease Training Program

602.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a training program to ensure members have the skills and knowledge to protect themselves against communicable diseases.

602.2 POLICY

It is the policy of the Greater Naples Fire Rescue District to make members' health and safety a priority by providing initial and recurring communicable disease training.

602.3 TRAINING REQUIREMENTS

The Health and Safety Officer, working with the Assistant Chief of Training, shall be responsible for:

- (a) Developing and implementing a training program on the Communicable Diseases Policy and an exposure control plan.
- (b) Remaining current on all legal requirements concerning communicable disease training mandates and reasonable training goals.
- (c) Maintaining an up-to-date list of personnel requiring training.
- (d) Maintaining class rosters and quizzes and periodically reviewing and updating the training program.
- (e) Ensuring that the training mandates set forth in Florida law and rules of the Florida Department of Health are included in the training program and are met by all members (§ 401.2701, Fla. Stat.; Rule 64J-1.020, F.A.C.).

602.4 MEMBER TRAINING

Any member whose duties place him/her at risk for exposure to communicable disease shall receive district-provided, no-cost training during working hours.

602.5 TRAINING RECORDS

The Assistant Chief of Training shall be responsible for maintaining records of all communicable disease training provided to members. Records should include, but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.

The Assistant Chief of Training should maintain the training records in accordance with established records retention schedules.

Emergency Action Plan and Fire Prevention Plan Training

603.1 PURPOSE AND SCOPE

The purpose of this policy is to establish training in support of the Greater Naples Fire Rescue District Emergency Action Plan (EAP) and Fire Prevention Plan (FPP) for all Greater Naples Fire Rescue District facilities.

603.2 POLICY

It is the policy of the Greater Naples Fire Rescue District to provide training to all members regarding the EAP and FPP.

603.3 TRAINING GUIDELINES

The EAP and FPP training shall include, but is not limited to:

- (a) A review of the district's EAP and FPP including any information specific to each member's workplace or assignment.
- (b) Information on where written copies of the EAP and FPP are located and how members may review the plans.
- (c) The District shall designate and train a sufficient number of people to assist in the safe and orderly emergency evacuation of members and visitors in the event of an emergency.
- (d) The District shall advise each member of his/her responsibility under the plans at the following times:
 - 1. Initially when the plans are developed
 - 2. Whenever the member's responsibilities or designated actions under the plans change
 - 3. Whenever the plans are changed
- (e) The District shall review with each member upon initial assignment those parts of the EAP and FPP that the member must know to protect the member in the event of an emergency.

603.4 ASSISTANT CHIEF OF TRAINING RESPONSIBILITIES

The Assistant Chief of Training shall be responsible for developing and scheduling the district's EAP and FPP training. The Assistant Chief of Training shall maintain records of all EAP and FPP training provided to members. Records should include, but are not limited to:

- (a) The dates of the training sessions.

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- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.

The Assistant Chief of Training should maintain the training records in accordance with established records retention schedules.

Hazard Communication Program Training

604.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the required training regarding the district's hazard communication program. This policy identifies who must receive training, training content requirements, when additional or supplemental training is required and what record keeping is necessary to comply with the Florida Emergency Planning and Community Right-to-Know Act and the federal Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) (42 USC § 11001 et seq.; § 252.81, Fla. Stat. et seq.; Rule 69A-62.004, F.A.C.).

604.1.1 DEFINITIONS

Definitions related to this policy include (§ 252.82, Fla. Stat.):

Hazardous material - Any hazardous chemical, toxic chemical or extremely hazardous substance, as defined in EPCRA.

Health hazard - Any substance for which there is statistically significant evidence that acute or chronic health effects may occur in exposed employees. Substances may include carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic system and agents which damage the lungs, skin, eyes or mucous membranes.

604.2 POLICY

It is the policy of the Greater Naples Fire Rescue District, in accordance with the Hazard Communication Policy, to provide members with effective information and training on hazardous materials in their work area at the time of their initial assignment and whenever a new hazard is introduced.

The Greater Naples Fire Rescue District will keep a current notice in place informing members of their rights regarding hazardous materials disclosures pursuant to Florida law (Rule 69A-62.004, F.A.C.).

604.3 TRAINING REQUIREMENTS

The initial hazard communication program training shall include, but is not limited to, the following topics:

- (a) Members shall be informed of any operations in their work area where hazardous materials are present.
- (b) Members shall be informed of the location and availability of information regarding any hazardous materials and Safety Data Sheets (SDS), as required by the state.
- (c) Members shall be trained in the methods and observations that may be used to detect the presence or release of hazardous materials in the work area.

Hazard Communication Program Training

- (d) Members shall be trained in the physical and health hazards of the materials in the work area and the measures they can take to protect themselves, including specific procedures the District has implemented to protect them from exposure to hazardous materials. These include appropriate work practices, emergency procedures and personal protective equipment (PPE).
- (e) Members shall be provided with an explanation of the labeling system and the SDS, and how they can obtain and use the appropriate hazard information.

604.4 TRAINING RECORDS

The Assistant Chief of Training shall be responsible for maintaining records of all hazard communications program training provided to members. Records should include, but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.

The Assistant Chief of Training should maintain the training records in accordance with established records retention schedules.

Hazardous Materials (HAZMAT) Training

605.1 PURPOSE AND SCOPE

The purpose of this policy is to establish training that will meet state requirements regarding the Greater Naples Fire Rescue District Hazardous Materials (HAZMAT) response program. This policy identifies the level of training members must receive, when additional or supplemental training is required and the training records required to comply with Florida law (29 CFR 1910.120(q); Rule 69A-62.001, F.A.C.).

605.2 POLICY

It is the policy of the Greater Naples Fire Rescue District that any member whose duties include a role in the HAZMAT response program shall receive training to the level at which they are expected to operate in a HAZMAT environment or at an incident involving hazardous materials.

605.3 TRAINING REQUIREMENTS

HAZMAT training shall be based on the duties and functions to be performed by each member. This includes training specific to the Incident Commander (IC), awareness or operations level, and HAZMAT technician or specialist that is compliant with the requirements contained in 29 CFR 1910.120(q)(6).

Competencies required for all new members shall be conveyed to them through training before participating on an incident. Any member who participates or is expected to participate in an emergency response involving HAZMAT shall objectively demonstrate competency in the following areas.

605.3.1 FIRST RESPONDER AWARENESS

First responder awareness level training should be provided to all individuals who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release. A member with this level of training should demonstrate competency in the understanding and recognition of a hazardous substance release.

605.3.2 HAZMAT FIRST RESPONDER OPERATIONS (FRO)

First responder operations (FRO) level training should be provided for individuals who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property or the environment from the effects of the release. A member with this level of training is trained to respond in a defensive fashion without actually trying to stop the release. This member's function is to contain the release from a safe distance, keep it from spreading and prevent exposures.

605.3.3 HAZMAT TECHNICIAN

HAZMAT technician level training should be provided to all individuals who respond to releases or potential releases of hazardous substances for the purpose of stopping the release. A member

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with this level of training would assume a more aggressive role by approaching the point of release in order to plug, patch or otherwise stop the release of a hazardous substance.

605.3.4 HAZMAT SPECIALIST

HAZMAT specialist level training should be provided to all individuals who respond with, and provide support to, HAZMAT technicians. A member with this level of training has a more direct or specific knowledge of the various hazardous substances requiring containment. A HAZMAT specialist may also act as a site liaison to government authorities regarding site activities.

605.3.5 HAZMAT INCIDENT COMMANDER

HAZMAT IC level training should be provided to all individuals who could be responsible for all decisions relating to the management of a HAZMAT incident.

605.3.6 HAZMAT EMERGENCY RESPONSE PLAN

An emergency response plan shall be developed and implemented to address pre-emergency planning and coordination with additional responders prior to the commencement of emergency response operations. The plan will identify members' roles, lines of authority and communications for all members. The plan shall be in writing and available for inspection and copying by employees, their representatives and applicable Florida regulatory agencies.

605.3.7 HAZMAT ANNUAL REFRESHER TRAINING

Members who receive an initial level of training in accordance with this policy shall receive annual refresher training of sufficient and necessary content and duration to maintain their competencies, or shall demonstrate competency in those areas at least yearly.

605.4 BASELINE PHYSICAL FOR HAZMAT TEAM MEMBERS

Members of an organized, designated HAZMAT team and HAZMAT specialists shall receive a baseline physical examination. Florida law requires that medical examinations and consultations be made available to members of HAZMAT teams within prescribed time periods. All members of a designated HAZMAT team shall receive medical examinations and consultations on the following schedules:

- (a) Prior to assignment
- (b) At least once every 12 months
- (c) At termination of employment or reassignment to duties not covered by this policy
- (d) As soon as possible upon notification that the employee has developed signs or symptoms indicating possible overexposure to hazardous substances or health hazards

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- (e) As soon as possible upon notification that the employee has been injured or exposed above the permissible exposure limits or published exposure levels in an emergency situation

The frequency of a member's examinations may be increased if the examining physician determines that it is medically necessary. Medical examinations should include medical and work history. Emphasis should be placed on any symptoms related to the handling of, or exposure to, hazardous substances or health hazards. Medical examinations should address fitness for duty, especially as it pertains to wearing personal protective equipment under conditions that may be encountered on-duty. The content of medical examinations should be made available to the member as determined by the attending physician.

605.4.1 HAZMAT MEDICAL SURVEILLANCE

Members of an organized and designated HAZMAT team and HAZMAT specialists shall receive a baseline physical examination and be provided with medical surveillance.

Any emergency response member who exhibits signs or symptoms which may have resulted from exposure to hazardous substances during the course of an emergency incident, either immediately or subsequently, shall be provided with medical consultation.

Accurate records of the medical surveillance required by this policy shall be retained for the duration of the member's employment plus 30 years. This record shall contain at a minimum the following information:

- (a) The name and Social Security number of the member.
- (b) The physician's written opinions, recommended limitations and results of examinations and tests.
- (c) Any member medical complaints related to exposure to hazardous substances.
- (d) A copy of the information provided to the physician by the District, with the exception of district policies and applicable standards.

605.5 TRAINING RECORDS

The Assistant Chief of Training shall be responsible for maintaining records of all HAZMAT training provided to members. Records should include, but are not limited to:

- (a) Dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
 - 1. Specific content required by regulation covered
 - 2. Manufacturer's recommendations (as applicable)
 - 3. Manufacturer's operations/service/maintenance manuals (as applicable)
- (c) The names or other identifiers and job titles of all members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.

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- (e) Demonstration that learning took place (e.g., evaluation, quiz, test).

The Assistant Chief of Training should maintain the training records in accordance with established records retention schedules.

Hearing Conservation and Noise Control Training

606.1 PURPOSE AND SCOPE

The purpose of this policy is to establish and maintain hearing conservation and noise control training for members exposed to potentially harmful noise levels.

606.2 POLICY

It is the policy of the Greater Naples Fire Rescue District to promote member health and safety by establishing hearing conservation and noise control training and requiring member participation. The hearing conservation program shall include parameters for permissible noise exposure limits, monitoring guidelines, audiometric testing procedures, hearing protection equipment and training, and documentation of the district's efforts.

606.3 RESPONSIBILITIES

The following procedures shall comprise the hearing conservation and noise control training for the Greater Naples Fire Rescue District. The Assistant Chief of Training shall be responsible for ensuring that the appropriate members are enrolled in the training. Company Officers shall be responsible for ensuring that members attend scheduled testing and training.

606.3.1 NOISE EXPOSURE LIMITS

The Greater Naples Fire Rescue District shall ensure that each member is provided with protection against the effects of noise exposure any time the sound levels exceed those limits determined to be safe.

606.3.2 HEARING PROTECTORS

If control measures fail to reduce sound levels to an acceptable level for the amount of exposure, the District shall provide personal protective equipment to all members subject to the noise exposure and require that it be used. Employees shall have the opportunity to select hearing protectors from a variety provided by the District.

The District shall ensure proper initial fit and correct use of hearing protectors and shall provide training in the use and care of the equipment.

606.3.3 HEARING PROTECTOR ATTENUATION

The Greater Naples Fire Rescue District shall evaluate hearing protector attenuation for the specific noise environments in which the protector will be used. Evaluation methods shall be consistent with those described in available best practice documents. The District will provide more effective hearing protectors where necessary.

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606.3.4 MONITORING

The Greater Naples Fire Rescue District shall monitor noise levels in the workplace by either area monitoring or personal monitoring that is representative of a member's exposure, to enable the proper selection of hearing protectors.

606.3.5 AUDIOMETRIC TESTING PROGRAM

The Greater Naples Fire Rescue District shall provide audiometric testing and evaluation to all members who are exposed to noise levels in excess of those considered safe. The District shall provide baseline audiometric testing (preceded by at least 14 hours without exposure to workplace noise) within six months of the first noise exposure, and annually thereafter.

Each member's annual audiogram shall be compared to that member's baseline audiogram to determine if the audiogram is valid and if a standard threshold shift has occurred.

All audiometric testing shall be conducted by properly trained audiometric professionals.

606.4 TRAINING RECORDS

The Assistant Chief of Training shall be responsible for maintaining records of all hearing conservation program training provided to members. Records should include, but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.
- (e) Copies of baseline and annual audiometric testing and evaluation documents.

The Assistant Chief of Training shall maintain the training records in accordance with established records retention schedules.

Heat Illness Prevention Training

607.1 PURPOSE AND SCOPE

The purpose of this policy is to establish and maintain a training program for the prevention of heat illness in members who are exposed to high-heat conditions. This policy identifies which members must receive training, the required curriculum, supervisory training and responsibilities, and training record documentation.

607.1.1 DEFINITIONS

Definitions related to this policy include:

Acclimatization - The temporary adaptation of the body to work in the heat. Acclimatization peaks in most people within four to 14 days of working at least two hours per day in the heat.

Heat-related illness - A serious medical condition resulting from the body's inability to cope with a particular heat load and includes, but is not limited to, heat cramps, heat exhaustion, heat syncope (temporary loss of consciousness usually related to insufficient blood flow to the brain) and heat stroke.

607.2 POLICY

It is the policy of the Greater Naples Fire Rescue District to promote member health and safety by establishing a heat illness prevention training program and requiring member participation. In addition to the safety precautions described in the Heat Illness Prevention Program Policy, the District shall ensure that effective training is provided to members before the member begins work that should reasonably be anticipated to result in heat illness.

607.3 TRAINING REQUIREMENTS

Training shall be provided to all members whose duties may include exposure to high-heat conditions and shall include:

- (a) The environmental and personal risk factors for heat illness.
- (b) The district's procedures for complying with the accepted best practices for the prevention of heat illness.
- (c) The importance of frequent consumption of small quantities of water and electrolyte replacement fluid, up to four cups per hour, when the work environment is hot and members are likely to be sweating more than usual in the performance of their duties.
- (d) The importance of acclimatization.
- (e) The different types of heat illness and the common signs and symptoms of heat illness.
- (f) The importance of members immediately reporting to a supervisor, directly or through others, symptoms or signs of heat illness in themselves or in coworkers.

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- (g) The district's procedures for responding to symptoms of possible heat illness, including how Emergency Medical Services (EMS) will be provided if necessary.
- (h) The district's procedures for contacting EMS and, if necessary, for transporting members to a place where they can be reached by an EMS provider.
- (i) The district's procedures for ensuring that, in the event of an emergency, clear and precise directions to the work site can and will be provided to other emergency responders.

607.4 SUPERVISOR TRAINING REQUIREMENTS AND RESPONSIBILITIES

Supervisors shall be provided additional training on the following topics prior to supervising members who will be working in the heat:

- (a) The procedures to follow to implement the applicable provisions in this policy
- (b) The procedures to follow when a member exhibits symptoms consistent with possible heat illness, including emergency response procedures
- (c) The procedures for moving or transporting a member to a rendezvous location accessible to an EMS provider, if necessary

607.5 TRAINING RECORDS

The Assistant Chief of Training shall be responsible for maintaining records of all heat illness prevention training provided to members. Records should include, but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of all members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.

The Assistant Chief of Training should maintain the training records in accordance with established records retention schedules.

Health Insurance Portability and Accountability Act (HIPAA) Training

608.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure all members receive proper training in recognizing and handling protected health information (PHI), as set forth in the Health Insurance Portability and Accountability Act (HIPAA), Florida law and its implementing regulations (42 USC § 201; 45 CFR 164.530; § 401.30, Fla. Stat.).

608.1.1 DEFINITIONS

Definitions related to this policy include (45 CFR 160.103):

Health information - Information, whether oral or recorded in any form or medium, that is created or received by a health care provider, health plan or employer and relates to a person's past, present or future physical or mental health or condition, or past, present or future payment for the provision of health care.

Individually identifiable health information - Health information, including demographic information, created or received by a covered entity or employer that relates to an individual's past, present or future physical or mental health or condition, the provision of health care to an individual, or the past, present or future payment for the provision of health care to an individual, that can either identify the individual or provide a reasonable basis to believe the information can be used to identify the individual.

Protected health information (PHI) - Individually identifiable health information that is created or received by a covered entity or employer. Information is protected whether it is in writing, in an electronic medium or communicated orally.

608.2 POLICY

It is the policy of the Greater Naples Fire Rescue District to provide HIPAA privacy training to all members as necessary and appropriate for their duties, and to apply appropriate sanctions against members who violate the privacy policies and procedures (45 CFR 164.530(b); 45 CFR 164.530(e)).

It is also the policy of the District that no member shall be retaliated or discriminated against for filing a complaint about violations of HIPAA regulations (45 CFR 164.530(g)).

608.3 TRAINING REQUIREMENTS

To ensure confidentiality and compliance with the HIPAA regulations, the District shall provide training to all members likely to have access to PHI. The training shall be completed for all newly hired members prior to being allowed access to PHI. Training for all current members shall also occur any time material changes are made to the district's privacy policies and procedures.

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Health Insurance Portability and Accountability Act (HIPAA) Training

The Assistant Chief of Training shall be responsible for establishing a periodic schedule for retraining and a method of ensuring that all members acknowledge receipt of all HIPAA training (45 CFR 164.530(b)).

Training should include a review of the:

- (a) District's statutory obligations imposed by HIPAA.
- (b) Patient Medical Record Security and Privacy Policy, including a thorough treatment of the security procedures the District uses to protect written and electronic health information.
- (c) Methods and procedures to be used during the collection of PHI.
- (d) HIPAA-imposed statutory limitations on the dissemination of PHI to the family members of patients.
- (e) Proper procedures when responding to media requests for information regarding incidents at which the District provided medical services.
- (f) Procedures for the secure destruction of written instruments containing PHI, including handwritten field notes, Pre-Hospital Care Reports or other documents containing PHI.
- (g) Approved method for transferring PHI to receiving hospitals or other receiving medical facilities.
- (h) Photography and Electronic Imaging Policy as it pertains to PHI.
- (i) District's procedures for protecting employee health information.

608.4 TRAINING RECORDS

The Training Section shall be responsible for maintaining the records of all HIPAA-related training for all members for six years (45 CFR 164.530(j)).

National Incident Management System (NIMS) Training

609.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the training requirements for members to successfully operate under the Incident Command System (ICS) and the National Incident Management System (NIMS) and to be in concert with the *Florida Field Operations Guide* developed by the Florida Division of Emergency Management.

609.2 POLICY

It is the policy of the Greater Naples Fire Rescue District to utilize NIMS/ICS in order to effectively manage personnel and resources when responding to a wide range of emergency incidents. All Greater Naples Fire Rescue District members whose job duties may include a role in emergency management or incident response shall be appropriately trained to the NIMS standards to improve all-hazards capabilities nationwide.

609.3 PROCEDURE

All district personnel with job duties that include a direct role in emergency management or incident response must complete the Federal Emergency Management Agency (FEMA) NIMS IS-700 course.

Additional training is available on an as-needed basis, depending on the regional role of the District or the role of a member within the District as follows:

- (a) Entry Level:
 - 1. FEMA IS-700: NIMS, An Introduction
 - 2. ICS-100: Introduction to ICS or equivalent
- (b) First Line, Single Resource, Field Supervisors:
 - 1. IS-700.A, ICS-100 and ICS-200: Basic ICS or its equivalent
- (c) Middle Management: Strike Team Leaders, Section Supervisors, Emergency Operations Center Staff:
 - 1. IS-700.A, IS-800.B NRF, ICS-100, ICS-200 and ICS-300
- (d) Command and General Staff, Area Emergency and EOC Managers:
 - 1. IS-700.A, IS-800.B NRF, ICS-100, ICS-200, ICS-300 and ICS-400

Refresher training will be offered on a regular basis to ensure that NIMS/ICS knowledge and skills are maintained, especially for personnel who are not regularly involved in complex multijurisdictional incidents nationwide (i.e., incidents that require responders to hold credentials under the National Emergency Responder Credentialing System).

National Incident Management System (NIMS) Training

609.4 TRAINING RECORDS

The Assistant Chief of Training shall be responsible for maintaining records of all NIMS training provided to members. Records should include, but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.

The Assistant Chief of Training should maintain the training records in accordance with established records retention schedules.

Repetitive Motion Injuries and Ergonomics Training

610.1 PURPOSE AND SCOPE

The purpose of this policy is to minimize the occurrence of work-related repetitive motion injuries (RMIs) through work site evaluation, control of exposures and training of members whose assigned duties have a risk of RMIs.

610.2 POLICY

It is the policy of the Greater Naples Fire Rescue District that members shall be provided initial training any time their assigned duties have a risk of RMIs, as duties change and when members encounter new exposures to the risk of RMIs.

The District shall correct any exposure that has caused an RMI in a timely manner. If the exposure cannot be corrected, the District shall take steps to minimize member exposure to the degree feasible, considering engineering controls such as workstation redesign, adjustable fixtures or tool redesign and administrative controls such as job rotation, work pacing or work breaks.

610.3 TRAINING REQUIREMENTS

- (a) Members shall be provided training that includes, but is not limited to, an explanation of:
 - 1. The district's program to minimize RMIs.
 - 2. The exposures that have been associated with RMIs.
 - 3. The symptoms and consequences of injuries caused by repetitive motion.
 - 4. The importance of reporting symptoms and injuries to the District.
 - 5. Methods used by the District to minimize RMIs.
- (b) Refresher training should be provided on an annual basis.
- (c) Members shall receive RMI prevention training prior to performing duties that are known to be associated with the following circumstances:
 - 1. Work-related causation - RMIs have been predominantly caused (e.g., 50 percent or more) by a repetitive job, process or operation.
 - 2. Relationship between RMIs and the workplace - Members incurring RMIs were performing a job, process or operation of identical work activity. Identical work activity means that the members were performing the same repetitive motion task (e.g., word processing, assembly or loading).
 - 3. The RMIs were musculoskeletal injuries that a licensed physician objectively identified and diagnosed.

Repetitive Motion Injuries and Ergonomics Training

4. The RMIs were reported by members to the District in the previous 12 months.

610.4 ADDITIONAL TRAINING AND INFORMATION

Additional training and information should be provided to members:

- (a) When the work site evaluation is updated.
- (b) When exposure control measures are updated.
- (c) When the District becomes aware of new work-related exposures associated with RMIs.

At a minimum, the District should provide refresher training on an annual basis.

610.5 TRAINING RECORDS

The Assistant Chief of Training shall be responsible for maintaining records of all RMI prevention training provided to members. Records should include, but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers and qualifications of the persons conducting the training.

The Assistant Chief of Training should maintain the training records in accordance with established records retention schedules.

610.6 MANDATORY REPORTING

The District shall submit the mandated injury report annually for the previous 12-month period.

Respiratory Protection Training

611.1 PURPOSE AND SCOPE

The purpose of this policy is to protect the health of members through appropriate training on the use of respirators to avoid breathing air that is contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays and vapors.

This policy identifies which members must receive respiratory protection training, the minimum training curriculum and the requirements for recurrent training (29 CFR 1910.134; § 633.508, Fla. Stat.; Rule 69A-62.001, F.A.C.).

611.1.1 DEFINITIONS

Definitions related to this policy include:

Respirator or respiratory protection - Personal protective equipment (PPE) designed to protect the wearer from airborne contaminants, oxygen deficiency or both.

611.2 POLICY

It is the policy of the Greater Naples Fire Rescue District to protect the health of members by providing respiratory protection training.

611.3 TRAINING REQUIREMENTS

611.3.1 IDENTIFICATION OF MEMBERS TO BE TRAINED

The District shall provide effective respiratory protection training to all members who are required or expected to utilize respirators.

Members shall be trained, based on their duties, if they:

- (a) Use respirators
- (b) Supervise respirator users
- (c) Issue, repair or adjust respirators

611.3.2 MANNER OF TRAINING

The District will present effective training using qualified instructors. Training may be provided using audiovisuals, slide presentations, formal classroom discussion, informal discussions during safety meetings, training programs conducted by outside sources or a combination of these methods.

Instructors should be available to provide responses to questions, evaluate the participants' understanding of the material and provide other instructional interaction.

Respirators used in training shall be cleaned and disinfected after each use (29 CFR 1910.134; § 633.508, Fla. Stat.; Rule 69A-62.001, F.A.C.).

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Respiratory Protection Training

611.3.3 FREQUENCY OF TRAINING

The District will provide respiratory protection training:

- (a) Initially, before work site respirator use begins.
- (b) Periodically but within 12 months of the previous training.
- (c) Additionally, when the following occurs:
 - 1. The member has not retained knowledge or skills.
 - 2. Changes in the work site or type of respirator make previous training incomplete or obsolete.

After completing initial training, each member shall practice, at least quarterly, for each type and manufacturer of respiratory equipment that is available for use, the step-by-step procedure for donning the respirator and checking it for proper function.

611.3.4 CONTENTS OF TRAINING

Members shall receive training for each type and manufacturer of respiratory equipment that is available for their use, including the step-by-step procedure for donning the respirator and checking it for proper function. Required training shall include:

- (a) Recognizing hazards that may be encountered.
- (b) Understanding the components of the respirator.
- (c) Understanding the safety features and limitations of the respirator.
- (d) Donning and doffing the respirator.

Members shall be thoroughly trained in accordance with the manufacturer's instructions on emergency procedures, such as the use of the regulator bypass valve, corrective action to take for facepiece and breathing tube damage, and breathing directly from the regulator (where applicable).

611.3.5 SUCCESSFUL COMPLETION

In order to successfully complete training, members must be able to demonstrate the following knowledge and skills, as required by their duties:

- (a) Why the respirator is necessary, including identifying respiratory hazards, such as hazardous chemicals, the extent of the members' exposure and potential health effects and symptoms.
- (b) The respirator's capabilities and limitations, including how the respirator provides protection and why air-purifying respirators cannot be used in oxygen-deficient conditions.
- (c) How improper fit, use or maintenance can compromise the respirator's effectiveness and reliability.
- (d) How to properly inspect, put on, seal check, use and remove the respirator.
- (e) How to clean, disinfect, repair and store the respirator.

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Respiratory Protection Training

- (f) How to use the respirator effectively in emergency situations, including what to do when a respirator fails and where emergency respirators are stored.
- (g) Medical signs and symptoms that may limit or prevent the effective use of respirators.
- (h) The district's general obligations under 29 CFR 1910.134 as adopted by the Division of State Fire Marshal (§ 633.508, Fla. Stat.; Rule 69A-62.001, F.A.C.).

611.4 TRAINING RECORDS

The Assistant Chief of Training shall be responsible for maintaining records of all respiratory protection training that is provided to members. At a minimum, the District should document:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.
- (e) Documentation of each member's demonstrated performance in meeting the standards detailed in this policy.

The Assistant Chief of Training should maintain the training records in accordance with established records retention schedules.

Wildland Fire Shelter Deployment Training

612.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure members who may participate in wildland firefighting, who perform in-field investigations of wildland fires or who provide in-field support services to wildland firefighting operations have thorough and recurrent training on the quick and effective deployment of a wildland fire shelter.

612.2 POLICY

It is the policy of the Greater Naples Fire Rescue District to provide initial and recurrent wildland fire shelter deployment training to all district members who may be exposed to wildland fire conditions.

The highest priority for a firefighter in wildland fire conditions is to stay out of situations that can lead to entrapment. A fire shelter does not guarantee safety. It is a last resort in emergency conditions when there are no other options.

612.3 PROCEDURE

The Assistant Chief of Training shall be responsible for scheduling wildland fire shelter deployment training annually, prior to the anticipated beginning of the main wildland fire season. All new members shall receive wildland fire shelter deployment training prior to being assigned to field operations.

Annual fire shelter deployment training shall include, but is not limited to:

- (a) A review of the National Wildfire Coordinating Group (NWCG) pamphlet entitled National Fire Equipment System (NFES) #2710 "The New Generation Fire Shelter."
- (b) Either instructor-based fire shelter orientation or viewing of the NWCG Fire Shelter Training video NFES #2711 or #2712.
- (c) Performance of practice fire shelter deployment using NWCG-recommended tasks and scenarios that include:
 - 1. Standard fire shelter deployment, including clearing a 4-foot by 8-foot site in preparation for deploying the shelter.
 - 2. Proper use of fire shelter shake handles. Members should practice locating and grasping the shake handles correctly to ensure that the shelter opens quickly, allowing the user to get inside the shelter quickly.
 - 3. Deployment of the shelter while lying on the ground, including practical exercises in deploying the shelter from the ground.
 - 4. Practical exercise of discarding extra gear and removing the shelter while escaping and utilizing the partially unfolded shelter as a heat shield while escaping.

Wildland Fire Shelter Deployment Training

5. Practical exercise of deploying the fire shelter in a strong wind (utilizing natural or machine-created wind).
6. Practical exercise of lying inside the shelter for a prolonged time.

Fire shelter deployment training should not be conducted in a live fire situation.

612.4 TRAINING RECORDS

The Assistant Chief of Training shall be responsible for maintaining records of all wildland fire shelter deployment training that is provided to members. Training documentation should include:

- (a) The dates of the training sessions.
- (b) A list of topics or a summary of the content of the training sessions.
- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.
- (e) Documentation of each member's demonstrated performance in meeting the standards detailed in this policy.

The Assistant Chief of Training should maintain training records in accordance with established records retention schedules.

Training Records

613.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures for accumulating and maintaining records of all training provided by the District and all training received by individual district members. This policy shall apply to all training received but particularly training that is mandated by an external force such as a law, statute or regulation.

613.2 POLICY

It is the policy of the Greater Naples Fire Rescue District to maintain comprehensive records of all training provided by the District and all training received by district members. The Assistant Chief of Training or the authorized designee shall be responsible for creating and maintaining training records. All members of the District are responsible for assisting the Training Section in documenting training activities by signing course rosters, submitting certificates of completion from outside training or providing other means of training documentation.

Training records may be documented utilizing either hard copies stored in a traditional filing system or via electronic files. All electronic training records will be redundantly stored using district-approved secure electronic file storage systems.

613.3 MASTER TRAINING CALENDAR

The Training Section will create and maintain an annual master training calendar for the District. This calendar will document all district-provided, regularly scheduled training opportunities. The master training calendar should be a living document, reflecting any changes made in the actual training schedule or actual training opportunities provided throughout the year. The training opportunities in the master training calendar should include, but are not limited to:

- (a) All federal or state mandated training. Examples include courses that address sexual harassment prevention, heat illness prevention, medical records privacy, personal protective equipment, bloodborne pathogens, CPR and hearing protection.
- (b) All federal or state mandated training drills, manipulative drills, skills or equipment testing, including annual audiograms and fit testing for Occupational Safety and Health Administration/National Institute for Occupational Safety and Health (OSHA/NIOSH)-approved masks and respirators, hazardous materials (HAZMAT) training, confined space training and certification training (29 CFR 1910.120(q); 29 CFR 1910.134; 29 CFR 1910.146; Rule 69A-62.001, F.A.C.; Rule 69A-37.056, F.A.C.).
- (c) All Division of State Fire Marshal (DSFM), Florida State Fire College (FSFC) and Florida Department of Health (DOH) required training received or provided by the District.

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- (d) Specific training and certification for “all-hazards” positions, based on the Incident Command System (ICS), the National Incident Management System (NIMS) or other NIMS-compliant incident management system.
- (e) All NIMS, ICS and NIMS-compliant incident management system courses.
- (f) All Emergency Medical Services (EMS) pre-hospital care, continuing education courses or programs provided by the District.
- (g) Any training opportunity scheduled through the Training Section and intended to be provided division-wide to each of the Sections.
- (h) Any training opportunity utilizing instruction from outside the District.
- (i) Any interagency cooperative training program or activity.
- (j) Any regularly scheduled skills, drills or job performance training and testing evolutions.

Copies of each year’s master training calendar will be maintained and retained in the Training Section files based on district-established records retention schedules.

613.4 SECTION TRAINING RECORDS

The Assistant Chief of Training shall be responsible for maintaining records of all training provided by all Sections of the District. All Sections are required to submit documentation for each training session offered. The information in each record shall include, but is not limited to:

- (a) The course title.
- (b) An outline of the subject matter and specific details of any information mandated by federal or state code, OSHA, DSFM or DOH regulation or other requirement.
- (c) The dates the course was provided to members.
- (d) The instructor names, qualifications and/or certifications.
- (e) Copies of course curriculum, course duration, information sheets or other course content provided to students.
- (f) Copies of course evaluations submitted by students.
- (g) Attendance records for each course session, including each member’s name or other identifier.

613.5 INDIVIDUAL TRAINING RECORDS

The Training Section will create and maintain an individual training file for each member of the District. The training files will be kept separate from the district’s personnel files. The member training files should be used to document a member’s training courses and training-related programs and activities.

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The training files shall not be used to store any work-performance records, member conduct records, member disciplinary records or any other documentation that is not specifically training-related. Information entered into the member training files will be a permanent part of that record. No training information or entries will be removed from the file unless the record is found to be factually incorrect or erroneously entered into that member's training file. Each member's training file will be part of that member's permanent record of activity while employed by the District.

When a member ends employment with the District, that member's training file will be archived and maintained for a minimum of seven full calendar years following the member's separation from service or in accordance with the district's established records retention schedule.

Members of the District shall be provided access to their individual training file upon request. A member may request to review his/her training file either verbally or in writing. The Training Section should facilitate those requests as soon as practicable but in all cases within 21 days of the member's request to review his/her file. Members may not remove any document or information from the training file without the express approval of the Assistant Chief of Training. Members may not add any documents or entries to their training file without the approval of the Assistant Chief of Training or other approved member of the Training Section staff. Members shall be allowed to photocopy or otherwise reproduce images of any entries in their individual training file.

Member training files should be organized to readily allow for the retrieval of specific training subject documentation, particularly in regard to documentation of any mandated training subject compliance.

Member training files should contain documentation of all work- or job-related licensing and certification that the member earns, achieves or is awarded. Information regarding member progress toward or application for licensing and certification should also be stored in the member training files. Examples include National Wildfire Coordinating Group (NWCG) coursework, NWCG position task books and certifications, NIMS certifications, ICS certifications, DSFM training and certifications, and DOH pre-hospital care provider continuing education coursework, licensing and certification records (paramedic and Emergency Medical Technician).

613.6 TRAINING RECORDS FROM PREVIOUS EMPLOYERS

Members of the District may submit training records from previous employers to the Training Section for inclusion in their individual training file. The Training Section staff will evaluate any submitted training records obtained during previous employment and will add any pertinent information to the member's training file as appropriate. New members should submit to the Training Section copies of any licenses, certifications and coursework that are pertinent to their position with the Greater Naples Fire Rescue District.

The Training Section staff may request that new members obtain and submit copies of any previous employer training files for inclusion in their Greater Naples Fire Rescue District training file.

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613.7 RELEASE OF FORMER MEMBER TRAINING RECORDS

Upon written request, the individual training file of any former Greater Naples Fire Rescue District member may be copied and released to either the former member or to a third party upon receipt of a signed written request from the former member of the District. The written request should include the past member's full name, approximate dates of employment with the District and date of separation from employment with the District. In the event that the former member is requesting that copies of his/her file be sent directly to a third party, the written request should include a statement authorizing the Greater Naples Fire Rescue District to release copies to the named third party.

Firefighter Health, Safety and Survival Training

614.1 PURPOSE AND SCOPE

The purpose of this policy is to encourage a culture of safety first in an effort to increase firefighter health, safety and survival, and reduce the number of preventable injuries and deaths.

614.2 POLICY

The Greater Naples Fire Rescue District is committed to providing leadership, accountability and training regarding firefighter health, safety and survival.

614.3 MEMBER RESPONSIBILITIES

Members are responsible for participating in health, safety and survival training required by the District. Members are also responsible for their own actions and are expected to follow Greater Naples Fire Rescue District safety standards, practices and training.

Any member who observes another member engaging in unsafe behavior should report the behavior to his/her supervisor as soon as reasonably practicable.

614.4 SUPERVISOR RESPONSIBILITIES

Company Officers are responsible for ensuring members attend required health, safety and survival training.

All supervisors are expected to model safe behaviors and take appropriate action when unsafe behaviors are observed or reported.

614.5 ASSISTANT CHIEF OF TRAINING RESPONSIBILITIES

The Assistant Chief of Training is responsible for identifying health, safety and survival training required by the District.

Required training may include safety-related courses of the National Fallen Firefighters Foundation (NFFF), National Fire Academy, International Association of Fire Chiefs, International Association of Firefighters or other nationally recognized fire service organizations.

Required training should include the Courage to Be Safe® course of the NFFF for all members and should include the Leadership So Everyone Goes Home® course of the NFFF for all supervisors.

614.6 TRAINING RECORDS

The Assistant Chief of Training is responsible for maintaining records of health, safety and survival training received by members. Records should include, but are not limited to:

- (a) The dates of the training sessions.
- (b) A list of the topics or a summary of the content of the training sessions.

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Firefighter Health, Safety and Survival Training

- (c) The names or other identifiers and job titles of the members who received the training.
- (d) The names, certificate numbers and qualifications of persons conducting the training.

The Assistant Chief of Training should maintain the training records in accordance with established records retention schedules.

	<p style="text-align: center;">GREATER NAPLES FIRE RESCUE DISTRICT STANDARD OPERATING GUIDELINES</p> <hr/> <p style="text-align: center;">SOG # 341.1</p> <p style="text-align: center;">Incident Command/ Incident Management System</p>	<p>Approved: 4/15/2016</p> <p>Revised:</p>
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Purpose

To provide a standard process to effectively manage personnel and resources and to provide for the safety and welfare of personnel during emergency response incidents.

Guideline

The Greater Naples Fire Rescue District (GNFD) responds to a wide range of emergency incidents. In order to effectively manage personnel and resources and to provide for the safety and welfare of emergency responders, GNFD shall operate within the Incident Command System on all emergency and designated incidents.

General Description of the Incident Command/Incident Management System

The Incident Command System (ICS) is a standardized approach to the command, control, and coordination of emergency responses utilizing a common flow chart which responders from multiple agencies can follow and be effective. The ICS flow chart utilizes one Incident Commander and up to five (5) sections. The sections are Finance, Logistics, Operations, Planning, and Investigative. Each Section has certain positions (i.e. Strike Team Leader, PIO etc.) assigned to personnel that have received the appropriate training. The size of the Incident Command organizational structure depends on the type and severity of the incident, length of time needed to mitigate the incident, and the amount of resources needed to accomplish the mitigation. Not all sections may be established during an emergency incident. This guideline shall provide for the safe and efficient operation by all personnel of the District. It is written to coincide with other requirements of the National Incident Management System and Fire/Rescue agencies in our area.

The GNFD adopts the National Incident Management System (NIMS) as the official Command System for the District.



GREATER NAPLES FIRE DISTRICT
STANDARD OPERATING GUIDELINES

Approved:
10/29/2015

Revised:

SOG # 402.1

Rapid Intervention Team (RIT)

Purpose

To establish a guideline for the implementation of a Rapid Intervention Team (RIT) in order to locate and rescue lost, trapped, and/or injured firefighters at an emergency scene. RIT members standby in a state of readiness, prepared to make immediate and initial intervention actions by order of the Incident Commander.

Guideline

A Rapid Intervention Team (RIT) gives Incident Commanders and firefighters the tools that go beyond those needed to fight fire or save occupant lives; it gives them a ready resource to help save firefighter lives.

Initiation of RIT:

A Rapid Intervention Team (RIT) shall be established on all structure fires that have grown beyond the incipient stage, all incidents where personnel are subject to hazards that would be potentially dangerous to life and/or health or subject to danger from equipment failure or sudden change of conditions, or when the Incident Commander deems necessary.

RIT Composition Considerations

- A. During a firefighter rescue situation the initial RIT shall consist of at least three (3) members. When a three (3) member team is deployed by the Incident Commander, it should act as a Rescue Stand-By Team, and when reaching the firefighter(s) start to develop a Rescue Action Plan in coordination with the Incident Commander.
- B. In the event that a rescue is required, the Incident Commander shall immediately assign a second RIT, standing by to assist the initial RIT, with a minimum of three (3) members. This is based on one firefighter requiring rescue. If the rescue becomes more involved the Commander will have to allocate more resources, meaning additional RIT members for each reported lost, trapped, and/or injured firefighter.
- C. When an incident exceeds initial alarm assignment of apparatus and personnel, the Incident Commander will secure resources and personnel that adequately equip additional RIT resources.
- D. No Incident Commander shall fail to provide a RIT in an environment that is considered Immediately Dangerous to Life and Health (IDLH) or a Hazardous Area operation.
 1. IDLH: Any atmosphere that poses an immediate danger to life or produces an immediate irreversible debilitating effect on health.

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Kingman Schuldts, Fire Chief

Rapid Intervention Team (RIT)

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2. Hazardous Area: The area where members might be exposed to a hazardous atmosphere, a particular substance, device, incident, circumstance or condition that presents an actual or perceived danger to life and health.
- E. Incident conditions considered, the Incident Commander may assign more than one RIT based upon risk-management assessment and conditions presented or presumed to be present at an environment that is IDLH of firefighters.
- F. Incident conditions considered, the Incident Commander and RIT members need to be prepared to deploy a hose strategy to defensively protect or offensively attack fire progression to protect lost, trapped or injured firefighters.

Areas of Responsibility

Team Leader: is responsible to make decisions, order additional resources, and to maintain a reliable communications link with the Incident Commander. He/she shall concentrate on these core and critical tasks during RIT operations.

Air Management: is responsible for monitoring and maintaining victim's air supply. He/she shall concentrate on these core and critical tasks during RIT operations.

Rescuer: is responsible for packaging and assisting with the removal of the trapped or injured firefighter. He/she shall concentrate on these core and critical tasks during RIT operations.

Special Considerations:

1. RIT members will work together to complete primary and secondary tasks once complete with their primary responsibilities.
2. The Incident Commander and RIT Leader need to consider the rapid deployment of a fire hand line to protect lost, trapped or injured firefighters. In this situation the member assigned to air management and rescuer become the fire line tender and perform an aggressive fire attack to the last reported position of the lost, trapped, or injured firefighters.
3. The Incident Commander and RIT Leader need to consider prepositioning of the team in high-rise situations, confined space, hazardous materials, or other situations deemed extraordinary by the Incident Commander.

Rapid Intervention Team (RIT) Standby Location and Equipment

- A. The Rapid Intervention Team(s) standby location shall be co-located with the Incident Commander. When this is not practical, the RIT Leader will locate with the Incident Commander/ Command Post as to ensure situational awareness and monitor fire ground communications of operating divisions, companies or groups.
- B. The Standby area shall also be a staging area that takes into consideration the potential dangers IDLH of firefighters on the fire ground. These are primarily concerned with breathable air for one or more firefighters that may be lost, trapped or injured; secondarily for firefighters that become trapped by fire progression or failure in firefighting equipment. The standby area needs, at a minimum, the ability to rapidly deploy:
 1. Equipment prepared to supply supplemental air to one or more firefighters, including supplement mask(s) that may be lost or damaged.

2. A Thermal Imaging Camera for one or more of the team members to aid in the location of lost, trapped, or injured firefighters.
 3. A variety of tools, based upon conditions, which may include additional radios, rescue ropes, forcible entry tools, multipurpose saws, hand or headlights, medical equipment, etc...
 - a. Equipment to aid in the extraction of a trapped firefighter(s), or
 - b. Equipment to aid the packaging and medical support of an injured firefighter(s)
 - c. A combination thereof, or any special considerations based upon fire ground and/or rescue conditions based upon the operational area and any unique set of circumstances.
- C. RIT members entering to search or support interior firefighters need to make conscious decisions on the limited tools and equipment necessary to remove, support, or protect in place firefighters that become lost, trapped or injured.

Incident Command Guidelines

- A. Incident Command upon receipt of a Mayday, notification of a lost or trapped firefighter, notification of an injured firefighter or other serious life/health potential shall consider the deployment of the RIT to intercede on behalf of endangered firefighters utilizing the best and immediate information in determining risk assessment.
1. In order to secure radio communication between endangered firefighters and RIT crews, all other companies will be reassigned a fire ground or emergency scene communication channel. The Incident Commander or their designee, endangered firefighters, and RIT will remain on the original assigned operating channel.
- B. Incident Command will initiate a PAR with all companies and other personnel as required to confirm accountability and safety of firefighting personnel. This shall be performed on the "newly assigned" operational channel.
- C. The Dispatch Center ("Control") shall initiate an emergency fire ground announcement that a Mayday event has occurred and that all companies shall check radio communications. NO RESPONSE REQUIRED.
- D. Incident Command shall develop and initiate a Rescue Action Plan with RIT and any firefighters in communication that may be lost, trapped, or injured. Incident Command shall reevaluate fire ground or emergency scene strategy and tactics to ensure the safety of operating companies and individual assignments on scene.
- E. The Rescue Action Plan is critical and shall be the priority of Incident Command until all firefighters; lost, trapped, or injured are removed from immediate danger.
- F. Incident Command shall assign RIT to search and rescue operations in the known or last known area where firefighters need assistance. Assistance in search and rescue operations may mean protection in place with hose-lines or supplemental air until a larger and more coordinated Rescue Action Plan can be implemented.
1. Once a RIT is assigned, additional RIT resources will be assigned to support operations as needed and determined by the Incident Command.

- G. Incident Command considerations should include maintaining fire attack or defensive positions and/or reinforcing companies engaged in fire attack or defensive positions with personnel or additional hand-lines.
- H. Incident Command should control assigned and unassigned resources on fire ground or emergency response scene.
 - 1. Incident Command should consider withdrawing resources if it protects resources and personnel without putting rescue or other operational objectives at risk.
 - 2. Maintain strong supervision in all work areas – control and restrict all unauthorized entries into the structure, emergency scene, or search –rescue areas.
- I. Additional Incident Command Considerations:
 - 1. Initiate or expand EMS Group considerations for triage, treatment, and transportation of firefighters.
 - 2. Assign additional personnel to safety division/group to control risk and assess hazards.
 - 3. Assign additional personnel to increase egress points from the building or area within the hazard zone.
 - 4. Assign a Public Information Officer to control the flow of information to the public.
 - 5. Consider the need for additional staff officers to aid in communication and control.

Planning Guideline for RIT Leader

- ✓ Report to and confer with Incident Commander
- ✓ Perform a reconnaissance of the structure
- ✓ Assess emergency conditions and plan for potential rescue problems
- ✓ Work with Incident Command to locate all units working on the fire ground
- ✓ Retrieve and review building plans or preplans if available
- ✓ Determine access points into the structure including placement of ladders
- ✓ Establish staging area for RIT tools
- ✓ Locate at or near the command post, or at another strategic position as assigned by the Incident Commander
- ✓ Monitor radio traffic
- ✓ Perform periodic secondary reconnaissance
- ✓ Plan where to acquire and deploy protective hose-line if needed for rescue

Rescue Action Plan Guidelines

- ✓ Upon activation of RIT – Develop a Rescue Action Plan to include:
 - Last Known Location
 - Listen for radio communications from lost, trapped, or injured members
 - Listen for PASS
 - Listen for information from other units
 - Use thermal imaging cameras
 - Physical search actions
- ✓ Initiate actions to place protective hose lines, establish ventilation, and provide for additional RIT members as needed
- ✓ Work with Incident Command to initiate rescue and plan for additional resources or modifications to rescue plan
- ✓ Anticipate patient extrication and packaging requirements
- ✓ Identify or create access openings for removal of the patient and rescue crews

RIT Equipment Guideline

RIT tool staging should be positioned in an area that allows the quickest access to where potential problems are likely to occur. Tool selection should include, but not limited:

- Thermal Imaging Camera/s
- PPE/SCBA
- Hand-lights
- Rope Lifeline
- Chain saw and/or battery operated saws
- Air-supply (including spare mask)
- Patient packaging equipment (backboard, Reeves, Scope, etc.)
- Hose-pack (High-rise deployment line)

Definitions

Mayday: term used only to report a lost, trapped or injured firefighter on the fire ground or emergency incident scene.

Emergency Traffic: term used to communicate any urgent or important information to the Incident Commander, or command officers, in support of operational safety of firefighters.

RIT – Rapid Intervention Team: a team consisting of at least three (3) members, to include two firefighters and one fire officer that are immediately available to respond to requests for help from lost, trapped or injured firefighters.

PAR – Personal Accountability Roll call: coordination with Incident Command and operating companies that firefighters on the fire ground or emergency scene are accounted for to assure operational safety of the individual.



GREATER NAPLES FIRE RESCUE DISTRICT
STANDARD OPERATING GUIDELINES

Approved:
8/10/2015

SOG # 403.1

Revised:

Emergency Evacuation (Firefighters)

Purpose

To identify a standard system for the emergency evacuation of GNFD personnel at an emergency incident or training exercise.

Guideline

The Emergency Evacuation procedure is intended for use in situations where a collapse, explosion or other potential life threatening event requires personnel to immediately leave an area. It is not intended for situations which would allow a further description of actions to be taken to alleviate the emergency.

When the order to retreat ("Evacuate the Building") is broadcast it is an urgent notification that any personnel operating in a specific area are in imminent danger.

Personnel shall react immediately and safely discontinue any operation underway and evacuate the area to a safe location.

Because of the nature of this guideline it is imperative that it is used with considerable caution and discretion.

In appropriate use of this guideline may result in unnecessary evacuations, delayed operations, potential injuries and inefficient operations.

The Incident Commander (IC) shall make an Emergency Traffic announcement in the event of any danger or change in tactics that requires the immediate evacuation of personnel from a structure or dangerous area.

Examples of when the IC may use the Emergency Traffic announcement include:

- Loss of water supply

- Sudden change in fire conditions (flashover, backdraft)

- Potential or actual building collapse

The IC shall transmit the critical information to all personnel on scene.

Example;

- From the IC – "Emergency Traffic. All Personnel operating at 1234 Davis Blvd, Evacuate the building."

- REPEAT

- From the IC – "Emergency Traffic. All Personnel operating at 1234 Davis Blvd, Evacuate the building."

In addition to the radio announcement the IC shall direct the apparatus closest to the structure to sound the Evacuation Signal. The Evacuation Signal consists of one long continuous blast on the apparatus air horn.

This cycle shall be repeated as necessary until ordered to cease by the IC.

The apparatus chosen should not be too close to the command post to impede radio communications.

A Personnel Accountability Report (PAR) shall be initiated as soon as possible after the evacuation is started.

If any companies do not have a successful PAR or do not report shall require immediate Rapid Intervention Team (RIT) operations be initiated by the IC.

At the conclusion of the PAR and with all personnel accounted for the IC shall transmit an "All Clear" and resume normal radio communications.

Crew procedures when ordered to evacuate:

On receipt of the message all personnel shall react immediately by terminating their assignment, assemble their company and immediately leave the area to a safe location, where the company officer shall again account for all personnel.

Personnel shall ensure others operating in their immediate area are aware of the evacuation order.

Officers shall keep their crews together and proceed to a safe or assigned location.

Building evacuation generally involves a shift from offensive to defensive operations. In such cases the IC shall advise Control and all units operating on scene of the strategic change.

It is vital that the IC confirms all companies acknowledge the change in strategy.

Companies retreating from interior positions may require hose line protection. Back up lines should be in place and be utilized for this function.



GREATER NAPLES FIRE RESCUE DISTRICT STANDARD OPERATING GUIDELINES

Approved:
4/7/2016

Revised:

SOG # 410.1

Standard for Response Times

Purpose

To set standard performance objectives for specific response time components including Turnout and Arrival times as established by the Fire District.

Guideline

Total Emergency Response Time can be broken down into several categories of which some may be affected by internal controls, where others are not. Of those within District control, Turnout and Arrival Times will be governed by this Standard Operating Guideline.

Response Time

In effort to lower response times, focus shall be placed on reducing the time interval from fire station to scene (Turnout time to arrival of the first emergency response unit).

Once an emergency response facility (fire station) first receives an alarm, the Fire District controls the time to Turnout and Travel time to the scene.

Turnout time is the time interval that begins when the emergency response facilities (ERFs) and emergency response units (ERUs) notification process begins by either an audible alarm or visual annunciation or both and ends at the beginning point of travel time.

It shall be the District's goal for Turnout time for fire, special operations, rescue, etc. incidents be no greater than 80 seconds

It shall be the District's goal for Turnout time for EMS incidents shall be no greater than 60 seconds (those not requiring the donning of protective gear).

The District shall strive to have the most expeditious response times to all emergency incidents. Considering current District geography, resource allocations and transportation infrastructure the following criteria has been established.

It shall be the District's goal that the total Turnout to Arrival time to all emergency incidents within the suburban areas of the District, by the initial arriving company, should be no greater than 480 seconds (8 minutes), 90% of the time.

It shall be the District's goal that the total Turnout to Arrival time to all emergency incidents within the rural areas of the District, by the initial arriving company, should be no greater than 720 seconds (12 minutes), 90% of the time.

There is no benchmark time frame established for initiating a mitigating action or taking other steps to intervene in resolving the issue that created the incident. The Fire District shall track their

action(s) or intervention times, recording significant benchmarks (patient contact, incident located, arrival on the 20th floor, etc.) with the communications center and inclusion in the incident report. Such information shall be evaluated based on the nature of the incident.



GREATER NAPLES FIRE RESCUE DISTRICT
STANDARD OPERATING GUIDELINES

Approved:
8/24/2015

Revised:
4/15/2020

SOG # 351.1

Aircraft Operations

Purpose

To establish a standard guideline for Aircraft operations in the Greater Naples Fire Rescue District.

Guideline

1. Collier County EMS (CCEMS) helicopter operations along with Collier County Users Group and Collier County Fire Chiefs' Association (CCFCA) Communications subcommittee have approved the following guideline which will be added to the CCFCA Communications Plan.
2. When ground to air communications is required with Medflight One, Collier County Sheriff's Office Aviation units or Medstar from Lee County EMS, all "Landing Information" will be conducted on "Air Ops". This is to allow an uninterrupted communication with the pilot and ground units for the purpose of landing instructions ONLY. All patient care information will still be conducted on EMS TAC 1.
3. When dealing with Forestry Aviation units in Collier County, all communications for them shall be on the BLUE CHANNEL. Forestry air units do not have 800 Mhz radios. A designated Air Ops person will be established with forestry whenever their air units are on scene. This may be established by either our IC or Forestry's IC.
4. When LeeFlight is utilized for trauma alerts Collier will call Air Methods- "Air Comm" direct for a request for service. LeeFlight will begin initial communications on LEECOL2. The following are also available for communications if need: LEECOL1/LEECOL2/8TAC93D.

Attached is the current Emergency Scene Helicopter Landing Zone Safety Protocol. This protocol was established by the Collier County Emergency Medical Services & Helicopter Operations, Medflight One. Always follow the most current CCEMS protocol regarding Medflight operations.

EMERGENCY SCENE HELICOPTER LANDING ZONE SAFETY

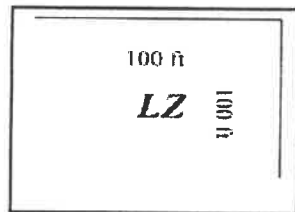
COLLIER COUNTY EMERGENCY MEDICAL SERVICES & HELICOPTER OPERATIONS, MEDFLIGHT ONE

(239) 643-5506



Choosing a Landing Zone (LZ) Location

❑ The actual LZ should be at least 100 feet X 100 feet, day or night, and larger if multiple helicopters are called to the scene. The outside perimeter of the LZ should be at least 200 feet from bystanders, livestock, cars, motorcycles, fences landscaping, etc.



❑ Lay out the LZ 100 to 200 feet downwind of the patient care area (but not directly downwind) to prevent loose debris, dirt or gravel from blowing into the patient care area.

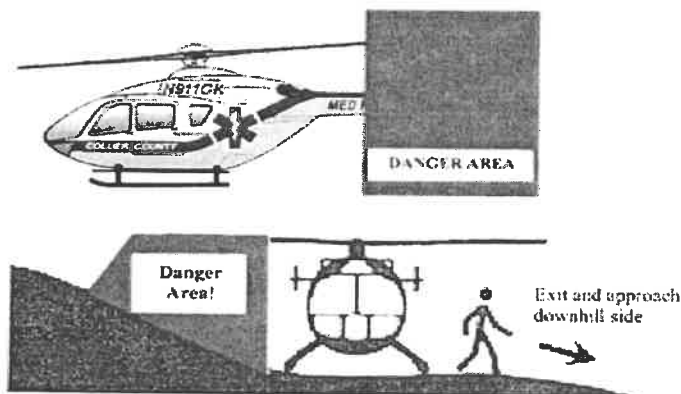
❑ Select an area that is clear of wires, trees, light poles, buildings, vehicles, stumps, rocks and as free of debris as possible (debris can blow up into the rotor system and cripple the helicopter)



❑ Select a surface that is as level as possible an concrete if possible. Black top is second best; then sod or grass; and, finally hardened earth. Select an area in dirt and brush only when no other site is possible.

❑ Select an alternate LZ in case the pilot thinks the first choice is unsafe or unworkable.

CAUTION! The tail rotor of the aircraft is extremely dangerous. Do NOT approach the aircraft without direction from the pilot.



Preparing the LZ

❑ Plan the LZ so that the helicopter can avoid flying over the scene area during landing and departure.

❑ Plan the LZ so that the pilot can land and takeoff into the wind. The departure path should have the fewest and / or lowest obstructions.

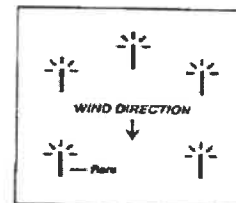
❑ Designate a ground person to maintain radio contact with the pilot.

❑ Once you have determined the location and size of the LZ, the designated ground contact person should establish radio contact with Medflight on the assigned Tac channel and brief the pilot with the following details:

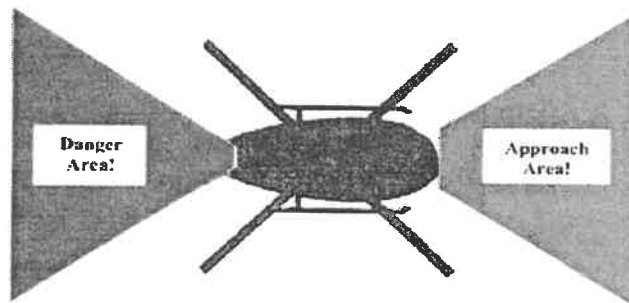
1. Wind direction and speed
2. LZ location, size and type of surface
3. All obstacles and hazards within 1/8 mile of LZ (i.e. trees, power lines, light poles, vehicles, signs etc.)

❑ Observe radio silence during final approach of Medflight. The only radio traffic to Medflight should be to notify Medflight of a safety issue.

❑ At night, mark the LZ with 5 lights or secured flares – one at each corner of the LZ and one to indicate wind direction.



❑ **CAUTION:** Moisten the LZ if possible. Dry areas present potential hazard for brown out (blowing of dust and debris that severely restricts visibility during landing and take off).



Rev 4/ 2002

EMERGENCY SCENE HELICOPTER LANDING ZONE SAFETY

**COLLIER COUNTY EMERGENCY MEDICAL SERVICES AND HELICOPTER OPERATIONS
MEDFLIGHT ONE
(239) 643-5506**

Helicopter Landing

- ❑ Maintain radio contact with the pilot as he circles the area and lands the helicopter. The pilot will circle before landing to determine the safest approach and departure paths, note emergency landing areas and verify LZ information with the ground contact.
- ❑ Make sure that all vehicles and people are away from the LZ. If this security is broken at any time during the approach and landing, notify the pilot immediately.
- ❑ No one should approach the helicopter while it is running unless specifically directed to do so by the pilot or flight medics.
- ❑ The pilot will arrange with ground contact to have either a uniformed person, or crewmember guard the rear of the helicopter.
- ❑ It is not necessary to assist the flight crew in unloading equipment.
- ❑ **CAUTION:** The tail rotor of the helicopter is extremely dangerous. Do not approach the helicopter without direction from the flight crew.

Patient Loading

- ❑ The flight crew will designate ground assistants to help load the patient through the clam shell doors into the helicopter. Only these assistants should approach the helicopter.
- ❑ Before loading the patient(s), the flight crew will explain the hazards of approaching the helicopter to the ground assistants. For their safety, ground assistants should follow these instructions carefully.
- ❑ Once the patient is loaded into the aircraft, ground personnel should move back from the helicopter and LZ.
- ❑ Only the flight crew members are authorized to close the aircraft doors.

Departure

- ❑ The pilot will determine when the LZ is clear and it is safe for the helicopter to depart.
- ❑ Maintain radio contact with the pilot as the helicopter lifts and following departure. Watch for anything that appears unusual with the aircraft of LZ – dripping fluids from the body of the helicopter, or anything hanging from the helicopter, anything in the helicopter's path. Report anything unusual to the pilot immediately.
- ❑ **KEEP** the LZ clear and maintain radio contact for at least two minutes after departure in case the helicopter needs to return for some reason.

General Helicopter and Safety Rules

- ❑ Wait until the pilot has completed the landing and gives a signal before approaching the helicopter.
- ❑ Always approach and depart the helicopter from the front, **NEVER** walk around the tail.
- ❑ Never rush.
- ❑ No smoking or open flames within 100 feet of the helicopter.
- ❑ No hats or other loose articles near the helicopter.
- ❑ No ground vehicles within 100 feet of the helicopter.
- ❑ Notify the pilot immediately if anything seems unusual or unsafe.
- ❑ Wear safety helmets with face shields down.
- ❑ **NEVER** open or close the helicopter doors.
- ❑ Notify Medflight if the patient is contaminated with Haz-Mat. Medflight cannot transport patients contaminated with Haz-Mat.

SAFETY IS NOT AN ACCIDENT

Although landing the helicopter at an emergency scene may seem routine, it is easily one of the most hazardous procedure we do. Nationwide people have and continue to be injured during this phase of the operation. Our goal, with your help is to continue our safety record at MEDFLIGHT.

	GREATER NAPLES FIRE RESCUE DISTRICT STANDARD OPERATING GUIDELINES	Approved: 5/15/2019
	<div style="border: 1px solid black; padding: 5px; text-align: center;"> SOG # 344.1 Staging (Countywide) </div>	Revised:

Purpose

To provide a standard system of initial placement for responding apparatus, personnel, and equipment prior to assignment at tactical incidents.

Guideline

Basic Operational Approach

. Effective utilization of these procedures will:

- Prevent excessive apparatus congestion at the scene.
- Allow time for Command to evaluate conditions prior to assigning companies.
- Place apparatus in an uncommitted location close to the immediate scene to facilitate more effective assignment by Command.
- Reduces radio traffic during the critical initial stages of the incident.
- Allow Command to formulate and implement a plan without undue confusion and pressure.
- Provides a resource pool from which Command may assign units and resources at his/her leisure.

Staging involves two levels: LEVEL I and LEVEL II

Level I Staging

Level I Staging is automatically in effect for all incidents involving three or more companies responding.

During any multi-company response, companies should continue responding to the scene until a company reports on the scene. In situations where the simultaneous arrival of first due companies is possible, the affected officers shall utilize radio communications to coordinate activities and eliminate confusion.

Once a company announces arrival on the scene with radio designation and location, Level I Staging will be implemented in the following manner:

Incidents requiring Multi-Company Responses

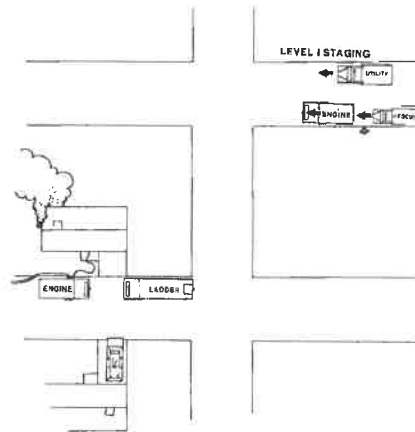
The first arriving engine company will respond directly to the scene and initiate appropriate operations.

The second arriving engine determines closest water supply and stages there.

The first arriving ladder company will respond directly to the scene. They shall announce their approach to the scene so that Command may commit them to an assignment.

The first Chief Officer will go directly to the scene and assume a Command location.

All other units, including rescues and EMS, will stage in their direction of travel, uncommitted, approximately one block from the scene until assigned by Command. A position providing a maximum of possible tactical options regarding access, direction of travel, water supply, etc., should be selected.



Multi-Company Response to Medical Emergencies

For multi-company response to medical incidents, in addition to the above, the first arriving EMS unit will also go directly to the scene and place their apparatus in a location that will provide maximum access for medical/EMS support and not impede the movement of other units and indicate their action by radio.

The first arriving fire apparatus unit will also go directly to the scene and park their vehicle in a manner that will allow quick and unobstructed exit for patient transportation.

All other companies will stage in their direction of travel, approximately one block from the incident.

Staged companies or units will announce their arrival and report their company designation and their staged location/direction over assigned TAC talk group ("Engine 20, South").

Staged companies will stay off the air until orders are received from Command. If it becomes apparent Command has forgotten the company is in a staged position, the company officer shall contact Command and advise him/her of their staged status.

These staging procedures attempt to reduce unnecessary radio traffic, but in no way should reduce effective communications or the initiative of officers to communicate. If staged companies observe critical tactical needs, they will advise Command of such critical conditions and their actions.

Level II Staging / Base is utilized when Command desires to maintain a reserve of resources on-scene, and when the need to centralize resources is required. Level II Staging places all reserve resources in a central location and automatically requires the implementation of a Staging Division Officer.

Companies which are already staged (Level I) or en-route to Level I Staging, will stay in Level I Staging unless otherwise directed by Command. All other responding units will proceed to the Level II Staging Area. When activating Level II Staging, Command will give an approximate location for the Staging Area and request a separate radio talk group for the Staging Division.

[illegible]

Command may designate a Staging Area and Staging Officer who will be responsible for the activities outlined in this procedure. In the absence of such an assignment, the first fire rescue officer to arrive at the Staging Area will automatically become the Staging Officer and will notify Command on arrival. The arrival notification will be made to Command on the assigned tactical channel.

Staging (Countywide)

All responding companies will stay off the air, respond directly to the designated Staging Area, and the Company Officer will report in person to the Staging Officer, and present their PASSPORTS. The crew will stand by their unit with crew intact and warning lights turned off until assigned incident site duties, or released from the scene.

When assigned to on-site duties, companies leaving staging will communicate directly with Command or their assigned division officer for instructions.

Once Level II Staging is implemented, all communications involving staging will be between Staging and Command or Logistics.

Staff Chief Officers

Arrival on the scene of staff Chief Officers, Battalion Chiefs, or Shift Supervisor can enhance the Command organization and incident management. These arriving staff officers will have responsibilities assigned to them (i.e., Safety Division, Haz Mat Division).

Vehicle parking at the site can be limited. Staff officers should park well off the road (i.e., parking lots) so as not to restrict on-site access by fire apparatus.

Staging Division – Responsibilities defined

This procedure defines the responsibilities of the Staging Division Officer. Level II staging / base is implemented by Command and should be utilized for all greater alarm incidents, multi alarm medical or hazardous materials incidents, or other incidents in which Command desires to centralize resources, or simply park apparatus in a central, unobstructed location.

Level II Staging / base will require all responding companies to report to the central staging location.

Implementation of Level II staging / base automatically requires the implementation of a "Staging Division" Officer. Command should assign **STAGING** radio talk group and may designate a Staging Division Officer. Where an officer is not designated, the first company to arrive at the designated staging location will automatically become the staging officer.

Where the first company to staging is a ladder company, Staging Division responsibilities should be transferred to an engine company officer upon his arrival on the scene.

Radio designation will be "Staging Division."

Command will request a separate radio talk group to be used for Command Post to Staging Division (STAGING talk group) communications and advise the Staging Division Officer.

The staging area should be outside the incident site perimeter, but close enough for quick response to the scene. The staging area should allow staged companies to access any geographic point of the incident without delay or vehicle congestion.

The Staging Officer will also be responsible for the following functions:

1. Locate an area of adequate size for all apparatus, including apparatus that may respond with additional alarms.

2. Transmit the staging area location to Command and Dispatch indicating access and routing as needed.
3. Coordinate with Law Enforcement to block streets, intersections, and other access required for the staging area.
4. Ensure that all apparatus is parked in an appropriate manner for quick exit.
5. Maintain a log of companies available in the staging area and inventory all specialized equipment that might be required at the scene.
6. Maintain crews in a ready state with their apparatus.
7. Provide progress reports to Command indicating number and type of units available.
8. Assume a position that is visible and accessible to incoming and staged companies. This will be accomplished by leaving the red lights operating on the staging officers apparatus and by wearing a Division vest.
9. Assign staged companies to incident duty per Command's direction.

When directed by Command or Logistics, the Staging Officer will verbally assign companies to report to specific divisions, telling them where and to whom to report. Staging will then advise Command of the specific unit assigned. Command will advise each Division Officer the companies being assigned to the division. The receiving Division Officer may then communicate directly with the company by radio.

The Staging Division Officer will give Command periodic reports of available companies in staging. Command will utilize this information to request additional resource as needed.

The Staging Division Officer should organize staging in a manner that will allow apparatus to effectively move into and out of staging. Adequate space between apparatus is required. Ladders companies should be placed in one area, engines in another, and rescues / EMS in another area.

Where only staff or specialized equipment is needed at the scene, staging should arrange a "taxi" service using a single company to deliver multiple crews or specialized equipment to the scene. This will minimize site congestion.

During major incidents where a "Logistics" Division is implemented, the Staging Division will be working under the direction of the Logistics Officer.



GREATER NAPLES FIRE RESCUE DISTRICT
STANDARD OPERATING GUIDELINES

Approved:
3/3/2014

Revised:
2/25/2016

SOG # 453.1

Wildland Safety Gear, Equipment and Fire Shelters

Purpose

To establish operational standards for the use of wildland safety gear and equipment necessary to provide personnel with adequate protection during incidents of wildland firefighting activities.

Guideline

Safety Gear

1. Wildland safety gear has proven valuable and life-saving during wildfire operations. Firefighters who may be assigned to wildfire suppression or prescribed burning operations in any position that places them on or in proximity to the fire line shall be equipped with appropriate equipment including a fire shelter, and trained in the use and deployment of such equipment.
2. All firefighters shall utilize the following District issued/approved personal protective equipment during wildland firefighting operations including firefighting, scouting and mop-up:
 - A. Fire resistant jacket and pants
 - B. Fire resistive boots
 - C. Approved head protection
 - D. Approved eye protection
 - E. Leather or fire resistive gloves
 - F. Hearing protection (when operating power tools)
 - G. Air purifying respirator (as indicated)
3. Once a fire is declared contained or conditions warrant, the use of a wildland safety gear and fire shelters use may be diminished. Any modification to this requirement shall be at the sole discretion of the Incident Commander. Division Supervisors will clearly communicate modifications to incident safety gear and equipment requirements to all personnel under their assignment.

Fire Shelter

1. To ensure firefighter survivability during an unpredicted catastrophic event all personnel shall utilize fire shelters as indicated:
 - A. A fire shelter shall be carried by all firefighting personnel who are in proximity to the fire line on all wildland fires while the fire is in a non-contained status.
 - B. Personnel traveling or operating inside a vehicle shall have their fire shelter on-board readily available at all times.

- C. Persons operating fire suppression apparatus or equipment outside the vehicle must have their fire shelter readily available unless they are in immediate proximity to a non-contained fire. In this case their fire shelter must be worn.
- D. Firefighting personnel must carry the fire shelter on their person while working outside of vehicles if they are working more than the hose length (150' maximum) away from the apparatus.
- E. If assigned to a rotorcraft operator crew fire shelters shall be on-board and readily available at all times.
- F. At no time shall any firefighter be deployed to a wildland fire crew or task if adequate fire shelters are not available.
- G. Combat firefighting conditions may dictate carrying fire shelters at all times; this decision shall be made by the company officer, Division Supervisor or Incident Commander who will have the ultimate authority to enforce this guideline.

Prescribed Burns

- 1. All safety gear and fire shelters shall be carried by all Firing and Holding Crews during a prescribed burn while lighting action is being conducted. Once the lighting action is complete, the carrying of a fire shelter is optional based on the discretion and expressed direction of the Burn Boss or Officer in Charge.

Fire Shelter Deployment

- 1. In the event a fire shelter deployment is executed the Florida Forest Service will be notified and investigation requested.

Structural Use

- 1. Approved wildland safety gear may not be worn for structural firefighting proposed.

	<p style="text-align: center;">GREATER NAPLES FIRE RESCUE DISTRICT STANDARD OPERATING GUIDELINES</p> <hr/> <p style="text-align: center;">SOG # 404.2 Carbon Monoxide Emergencies</p>	<p>Approved: 2/18/2014</p> <p>Revised: 2/25/2016</p>
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Purpose

Identify and establish a guideline for emergency responses dealing with carbon monoxide (CO).

Guideline

1. If the initial unit arrives on an incident and suspects it to be a CO emergency (oxygen deficient), the Company Officer shall notify a Chief Officer.
2. When dispatched to a CO emergency all assigned units shall activate their air monitoring equipment in the truck, prior to arrival to ensure it is working properly. The second arriving unit shall perform a full calibration to ensure accuracy.
3. The first arriving unit shall establish Command, establish a hot zone, and provide an initial scene size-up.
4. All responders entering a potentially hazardous environment shall be in full PPE with SCBA until the atmosphere is cleared of all hazards. All responders shall continue the use of SCBA until the CO PPM drops below "Low Alarm Limit" and Command orders an "all clear".
5. The first arriving unit shall identify and eliminate the source producing carbon monoxide as soon as possible. (e.g., contact TECO gas, shut off motorized power units)
6. All personnel shall identify any immediate life safety hazards to patients or responders and move them safely out of the hot zone.
7. Ventilation practices shall be performed as quickly and safely as possible.
8. Once CO measurements are less than 10 PPM, residents shall be informed that the structure has been cleared of all hazards and it is safe to re-enter the structure.
9. If any member of the organization is exposed to higher than the "Low Alarm Limit" for CO without using SCBA, the employee shall fill out an exposure report at the conclusion of the incident
10. If an employee needs medical attention due to suspected CO poisoning, the Company Officer shall notify the Shift Commander and initiate all necessary notices of accident/incident/exposure.



GREATER NAPLES FIRE RESCUE DISTRICT STANDARD OPERATING GUIDELINES

Approved:
6/26/2017

SOG # 224.3

Revised:

Surrendered Infants ("A Safe Haven" for Newborns)

Purpose

To provide clear direction on how to care for a newborn infant surrendered at any Greater Naples Fire Rescue District (GNFD) station, facility, apparatus, or vehicle staffed by a full-time Firefighter, Emergency Medical Technician or Paramedic.

Guideline

Effective July 1, 2000, Florida State Statute 383.50, Treatment of Abandoned Newborn Infant was created. The Statute identifies Fire Rescue stations as designated "drop-off" points for abandoned infants. The act of infant abandonment has recently come to light in Florida and across the country, with several abandoned infants being found and untold numbers who were not.

Florida lawmakers have developed this statute in hopes of addressing certain abandonment issues. The intent of the Florida Statute is to stop the abandonment of infants less than seven (7) days of age in uncontrolled and potentially deadly locations.

Florida Statute states, if a newborn infant is brought to a Fire and/or EMS station, the personnel shall:

1. Accept the infant at the station
2. Carefully examine the infant for illness or injuries
3. Determine if there is reason to suspect neglect or abuse. Contact Law Enforcement only if there is evidence of neglect or abuse.
4. Have the infant transported by an EMS transport unit, notifying the dispatched medic unit that this is a "Safe Haven Baby" (boy/girl)

If the parent, or person surrendering the infant, is willing to provide medical or health information regarding the newborn infant, GNFD personnel should encourage this communication. The person surrendering the newborn is not obligated to provide any information or answer any questions. If the person is willing, the only information that is acceptable to ask about may include:

1. The newborn's date of birth
2. Hereditary facts
3. If the newborn was term, early, or late
4. Problems/complications during pregnancy or childbirth
5. History of prenatal care
6. Alcohol, drug, or tobacco use during pregnancy
7. Age and/or race of the parent

If the person surrendering the newborn is willing to include additional, personal information, it is encouraged that GNFD personnel record these facts as well. The person surrendering the newborn is not required to answer questions or give details of personal information.

If a newborn is discovered unattended, without a parent/person delivering it to a GNFD station, then the infant is considered "abandoned" and the GNFD personnel whom discovered the abandoned baby shall:

1. Notify local law enforcement and advise that they have found/discovered an abandoned infant/baby
2. Accept the infant
3. Carefully examine the infant for illness or injuries
4. Determine if there is reason to suspect neglect or abuse. If evidence of neglect or abuse is discovered, personnel shall report it to law enforcement upon their arrival.
5. Have the infant transported by an EMS transport unit, notifying the dispatched medic unit that this is a "Safe Haven Baby" (boy/girl).

There is a presumption that the parent who leaves the newborn infant in accordance with this statute intended to leave the newborn infant and consented to termination of parental rights. The statute gives relief to the mother in terms of prosecution and guarantees anonymity when the infant is delivered to a firefighter at a fire station or hospital within seven (7) days of birth, providing no signs of abuse is seen or suspected. A newborn infant left at a fire station, EMS station, or a hospital in person and, in accordance with this policy shall not be deemed abandoned and no investigation shall be initiated unless there is actual or suspected child abuse or neglect.

Unless there is actual or suspected child abuse or neglect, the parent has the right to remain anonymous and leave the 'A Safe Haven' facility without being pursued or questioned. In the event signs or symptoms of abuse are noticed, it is the job of the healthcare agent to report this to law enforcement authorities.

Delivering an infant to a fire station or hospital is considered implied consent and any treatment needed should be given accordingly. Accepting or providing treatment to a newborn infant grants immunity to the Firefighters, EMT's, and/or Paramedics. GNFD personnel taking custody of an infant under this new law are immune from civil and criminal liability.

Although many may feel strongly concerning this type of behavior, it is imperative that District personnel remain professional and non-judgmental. It is anticipated that there will be infants left at fire stations and therefore must be prepared for what can be an extremely emotional situation. Fire rescue professionals have an obligation to accept infants unconditionally, and to make immediate transport arrangements to the hospital.



**GREATER NAPLES FIRE RESCUE DISTRICT
STANDARD OPERATING GUIDELINES**

Approved:
1/30/2015

Revised:

SOG # 601.1

**Personal Protective Equipment
for Hazardous Materials Incidents**

Purpose

To establish a minimum level of personal protective equipment (PPE) for personnel when dealing with hazardous materials incidents.

Guideline

Selection of the appropriate PPE is a complex process which should take into consideration of a variety of factors. Key factors involved in this process are identification of the hazards, or suspected hazards; their routes of exposure to employees (inhalation, skin absorption, ingestion, and eye or skin contact); and the performance of the PPE materials (and seams) in providing a barrier to these hazards. The amount of protection provided by PPE is material-hazard specific. That is, protective equipment materials will protect well against some hazardous substances and poorly, or not at all, against others.

Other factors in this selection process to be considered are matching the PPE to the employee's work requirements and task-specific conditions. The durability of PPE materials, such as tear strength and seam strength, should be considered in relation to the employee's tasks.

The following are guidelines which an employee can use to begin the selection of the appropriate PPE. As more information about the hazards and conditions become available, the employee can make decisions to up-grade or down-grade the level of PPE protection to match the tasks at hand.

Levels of Protection

1. Level A

To be selected when the greatest level of skin, respiratory, and eye protection is required. The following constitute Level A equipment; it may be used as appropriate;

- A. Positive pressure, full face-piece SCBA, or positive pressure supplied air respirator with escape SCBA, approved by the National Institute for Occupational Safety and Health (NIOSH).
- B. Totally-encapsulating chemical-protective suit.
- C. Coveralls. (1)
- D. Long underwear. (1)
- E. Gloves, outer, chemical-resistant

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Kingman Schuldt, Fire Chief

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**Personal Protective Equipment
for Hazardous Materials Incidents**

- F. Gloves, inner, chemical-resistant
- G. Boots, chemical-resistant, steel toe and shank
- H. Hard hat (under suit). (1)

Footnote (1) Optional, as applicable.

2. Level B

The highest level of respiratory protection is necessary but a lesser level of skin protection is needed. The following constitute Level B equipment; it may be used as appropriate.

- A. Positive pressure, full-face piece SCBA, or positive pressure supplied air respirator with escape SCBA (NIOSH approved).
- B. Hooded chemical-resistant clothing (overalls and long-sleeved jacket; coveralls; one or two-piece chemical splash-suit; disposable chemical-resistant overalls).
- C. Coveralls. (1)
- D. Gloves, outer, chemical-resistant.
- E. Gloves, inner, chemical-resistant.
- F. Boots, chemical-resistant, steel toe and shank.
- G. Boot-covers, outer, chemical-resistant (disposable). (1)
- H. Hard hat. (1)
- I. Face shield. (1)

Footnote (1) Optional, as applicable.

3. Level C

The concentration(s) and type(s) of airborne substance(s) is known and the criteria for using air purifying respirators are met. The following constitute Level C equipment; it may be used as appropriate.

- A. Full-face or half-mask, air purifying respirators (NIOSH approved).
- B. Hooded chemical-resistant clothing (overalls; two-piece chemical-chemical splash suit; disposable chemical chemical-resistant overalls).
- C. Coveralls. (1)
- D. Gloves, outer, chemical-resistant.
- E. Gloves, inner, chemical-resistant.
- F. Boots (outer), chemical-resistant steel toe and shank. (1)
- G. Boot-covers, outer, chemical-resistant (disposable). (1)
- H. Hard hat. (1)
- I. Escape mask. (1)
- J. Face shield. (1)

Footnote (1) Optional, as applicable.

4. Level D

A work uniform affording minimal protection: used for nuisance contamination only. The following constitute Level D equipment; it may be used as appropriate.

- A. Coveralls.
- B. Gloves. (1)
- C. Boots/shoes, chemical-resistant steel toe and shank.
- D. Boots, outer, chemical-resistant (disposable). (1)
- E. Safety glasses or chemical splash goggles. (1)
- F. Hard hat. (1)
- G. Escape mask. (1)

Footnote (1) Optional, as applicable.

5. Turnout Gear

Fire and flash protection against the hazards of flammability and combustion. The following constitute of Turnout Gear equipment; it may be used as appropriate.

- A. Bunker pants.
- B. Bunker boots, steel toe and shank.
- C. Bunker gloves.
- D. Bunker coat.
- E. Hood.
- F. Positive pressure, full-face piece SCBA
- G. Helmet.
- H. Rescue harness. (1)

Footnote (1) Optional, as applicable.

1. Appropriate PPE Protection Based on Hazards

A. Level A

Should be worn when:

- a. The hazardous substance has been identified and requires the highest level of protection for skin, eyes, and the respiratory system based on either the measured (or potential for) high concentration of atmospheric vapors, gases, or particulates; or the site operations and work functions involve a high potential for splash, immersion, or exposure to unexpected vapors, gases, or particulates of materials that are harmful to skin or capable of being absorbed through the skin,

- b. Substances with a high degree of hazard to the skin are known or suspected to be present, and skin contact is possible; or
- c. Operations must be conducted in confined, poorly ventilated areas, and the absence of conditions requiring Level A have not yet been determined.

B. Level B

Should be used when:

- a. The type and atmospheric concentration of substances have been identified and require a high level of respiratory protection, but less skin protection.
- b. The atmosphere contains less than 19.5 percent oxygen; or
- c. The presence of incompletely identified vapors or gases is indicated by a direct-reading organic vapor detection instrument, but vapors and gases are not suspected of containing high levels of chemicals harmful to skin or capable of being absorbed through the skin.

Note: This involves atmospheres with IDLH concentrations of specific substances that present severe inhalation hazards and that do not represent a severe skin hazard; or that do not meet the criteria for use of air-purifying respirators.

C. Level C

Should be used when:

- a. The atmospheric contaminants, liquid splashes, or other direct contact will not adversely affect or be absorbed through any exposed skin;
- b. The types of air contaminants have been identified, concentrations measured, and an air-purifying respirator is available that can remove the contaminants; and
- c. All criteria for the use of air-purifying respirators are met.

D. Level D

Should be used when:

- a. The atmosphere contains no known hazard; and
- b. Work functions preclude splashes, immersion, or the potential for unexpected inhalation of or contact with hazardous levels of any chemicals.

E. Turnout Gear

Should be used when:

- a. The atmosphere contains a flammable hazard.
- b. The hazard could react with other factors of the environment to create a flammability or flash point hazard.
- c. Line of sight, rapid rescue is necessary.

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Kingman Schuldt, Fire Chief

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Personal Protective Equipment
for Hazardous Materials Incidents

Note: As stated before, combinations of personal protective equipment other than those described for Levels A, B, C, and D protection may be more appropriate and may be used to provide the proper level of protection.

As an aid in selecting suitable chemical protective clothing, it should be noted that the National Fire Protection Association (NFPA) has developed standards on chemical protective clothing. The standards that have been adopted by include:

NFPA 1991 - Standard on Vapor-Protective Suits for Hazardous Chemical Emergencies (EPA Level A Protective Clothing)

NFPA 1992 - Standard on Liquid Splash-Protective Suits for Hazardous Chemical Emergencies (EPA Level B Protective Clothing)

NFPA 1993 - Standard on Liquid Splash-Protective Suits for Non-emergency, Non-flammable Hazardous Chemical Situations (EPA Level B Protective Clothing)

	<p style="text-align: center;">GREATER NAPLES FIRE RESCUE DISTRICT STANDARD OPERATING GUIDELINES</p> <hr/> <p style="text-align: center;">SOG # 601.2</p> <p style="text-align: center;">Use of Turnout Gear for Hazardous Materials Incidents</p>	<p>Approved: 3/6/2015</p> <p>Revised:</p>
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Purpose

To establish criterion for utilization of turnout gear for hazardous materials incidents.

Guideline

Hazardous materials incidents require personnel to analyze each scene before taking action. Turnout gear can provide personnel with maximum protection when used in conjunction with self-contained breathing apparatus (SCBA) for most emergency situations. All SCBA will be equipped with a working personal alert safety system (PASS) device.

Incidents Requiring Turnout Gear and SCBA

1. Any atmosphere involving Immediate Danger to Life and Health (IDLH).
2. Any atmosphere with oxygen levels below 20.8% or above 21%.
3. Any atmosphere with a lower explosive limit (LEL).
4. Any hazardous material with the flammability or explosive potential.
5. Any environment measuring more than double normal background radiation (25 µR/hr).
6. Any hazardous materials incident requiring a rapid line-of-sight victim rescue.



GREATER NAPLES FIRE RESCUE DISTRICT STANDARD OPERATING GUIDELINES

Approved:
1/30/2015

SOG # 601.3

Haz-Mat IQ

Revised:

Purpose

To establish a Standard Operating Guideline for utilizing the HazMat IQ™ system.

Guideline

The HazMat IQ™ system is designed to assist first responders with rapid identification of chemical hazards, identify appropriate levels of PPE, establish initial isolation zones, and identify; at a minimum, tools required for entry into a hazardous condition. Personnel shall only use District approved HazMat IQ™ Charts.

1. Required Equipment

- A. Turnout Gear w/SCBA
- B. HazMat IQ™ Chart.
- C. National Safety for Occupational Safety and Health (NIOSH) book. *(2010 edition or newer)*
- D. Radiation Detector (RAD), Fluorine paper, pH paper, Thermal Imaging Camera (TIC), Combustible Gas Indicator (CGI), and KI (potassium iodide starch) paper.
- E. Dish detergent.
- F. Sterile water.
- G. Soft bristled scrub brush.

2. 10 Second Size Up

Using the HazMat IQ™ Chart; personnel shall apply all available information to identify if a chemical is Above The Line or Below The Line. All chemicals that fall Below The Line are listed on pages 1 and 2 of the HazMat IQ™ Chart and are blue in color. All chemicals that appear Above The Line are listed on pages 1 and 2 of the HazMat IQ™ and are red in color.

(Note: This is only utilized if personnel know the name of the chemical they are responding to.)

Responding units shall utilize the designated communications channel to report all findings. Once responders identify which Incident Action Plan (IAP) to use as a response; crews shall communicate the IAP to all responding units (e.g., Red 1, Blue 0)

3. Two Minute Verify Size Up

Using pages 3, 4, and 5 of the HazMat IQ™ Chart; personnel shall verify chemical information utilizing the NIOSH book and identify and prioritize strategy and tactics associated with emergency operations.

The following information shall be verified prior to entry for all known chemicals.

- A. Initial Hot Zones (Solid 75 feet) (Liquid 150 feet) (Gas 300 feet).
- B. Identify the Emergency Response Guide (ERG) number.
- C. Identify if the chemical is explosive (DOT ERG 112, 113, or 114).
- D. Identify if the chemical is radioactive (DOT ERG 161, 162, 163, 164, 165, or 166).
- E. Identify if the chemical is a corrosive gas (DOT ERG 118, 123, 124, or 125) (*acid or base*).
- F. Identify if the chemical has a Flash Point (F.I.P).
- G. Identify if the chemical has a lower explosive limit (LEL) and upper explosive limit (UEL).
- H. Identify the molecular weight. (*MW of 29 = air*)
- I. Identify if the chemical is water soluble (*<10% = no water - >10% use water*).
- J. Identify the ionization potential (IP) of the chemical. (*<10.6 eV use PID*).
- K. Identify if the chemical polymerizes (look at the guide number and chemical chain).

4. On Scene Procedure

Using the meter cockpit (RAD, pH paper, F paper, KI paper, thermal imager, and CGI), determine if the chemical is verifiable by meter readings and measurements.

- A. Set up a decontamination site.
- B. Determine environmental factors (e.g., wind direction, ground elevation and slope).
- C. Establish a minimum isolation zone (solid 75 feet; liquid 150 feet; and gas 300 feet).
- D. Enter the scene for rescue only.
- E. If any meter measures any reading other than expected; the entry crew shall not enter the scene and reevaluate the current IAP.
- F. If crews determine that entry is feasible; the entry crew shall rapidly enter the scene and perform rapid rescue functions. If entry personnel are capable of mitigating the incident (e.g., using a shut-off, turning over a drum), personnel may do so.
- G. Once all personnel; including any rescued victims, decontamination procedures shall take effect.

5. Red Light Procedures

If personnel are met with a Red Light during entry functions, personnel shall determine if the risk is worth the benefit. Personnel shall use the 3-30 rule for all Red Light rescues.

The 3-30 Rule applies when personnel arrive on scene and can visually see the victim in the Hot Zone. If the victim is not moving; personnel shall only be exposed to the hazard for a maximum of 3 minutes. If the victim is moving in the Hot Zone; personnel shall have a maximum of 30 minutes of exposure to the hazard. Crews entering the scene shall also determine if the rescue is feasible and recognize readily available resources.

Note: If at any time personnel see their Fluorine paper turn yellow; personnel shall abort the mission and perform rapid emergency decontamination functions.

6. Post Incident Analysis

After the incident has concluded, all personnel assigned to the incident shall participate in a post incident analysis (PIA).

7. Exposures and Reporting

All personnel entering the hot zone shall complete an exposure report. If personnel are exposed to a chemical hazard during operations, personnel shall immediately notify the Incident Commander (IC).



GREATER NAPLES FIRE RESCUE DISTRICT
STANDARD OPERATING GUIDELINES

Approved:
1/30/2015

Revised:

SOG # 601.4

Other Equipment at Hazardous Materials Incidents

Purpose

To identify equipment, other than personal protective equipment (PPE), to be used at hazardous materials incidents.

Guideline

Hazardous materials incidents require a plethora of resources and detection equipment. The use of equipment may be necessary to detect, sample, analyze, shield, or mitigate a hazardous condition. Personnel must recognize the need for resources and develop competencies to effectively understand the use of each piece of equipment.

1. Detection, Sampling, and Analyzation Equipment

- A. Combustible Gas Indicator (CGI).
- B. Photoionization Detector (PID).
- C. Flame Ionization Detector (FID).
- D. Thermal Imaging Camera (TIC).
- E. Radiation Detector (RAD).
- F. pH paper, Fluorine paper (F), KI (potassium iodide starch) paper.
- G. Single Gas Detector (SGD).

2. Shielding Equipment

- A. Any apparatus, building, or barrier placed between the responder and the hazard.

3. Mitigation Equipment

- A. Water (for chemicals with solubility of <10%).
- B. Soap and water (for chemicals with solubility of >10%).
- C. Any equipment to dike, dam, divert, or absorb a liquid (e.g., hose line, sand, oil-dry, inflatable boom).
- D. Any equipment to balance the PH of a chemical (e.g., baking soda, soda ash, vinegar).

- E. Any equipment needed to change the environment that improves the safety of first responders (e.g., PPV fan, tools for ventilation, hose line)

4. Special Equipment

- A. Any equipment or resource not provided by the Greater Naples Fire Rescue District (e.g., detection equipment, construction equipment, propane apparatus, clean-up agencies).



**GREATER NAPLES FIRE RESCUE DISTRICT
STANDARD OPERATING GUIDELINES**

Approved:
5/28/2015

SOG # 602.1

Hazard Identification System and Training

Revised:

Purpose

To provide a safe workplace, training requirements, and describe actions taken by Greater Naples Fire Rescue District (GNFD) employees during situations involving special hazards (e.g., storage containers, flammable liquids, gases, toxic chemicals, radioactive sources, and water and air reactive substances) that might be encountered during fire and other emergencies.

Guideline

General Information

Emergencies can create a variety of hazards for workers in the impacted area. Preparing before an emergency incident plays a vital role in ensuring that all employees of the GNFD have necessary equipment, know where to go, and know how to keep themselves and the general public safe when an emergency occurs.

The Greater Naples Fire Rescue District is committed to the health, safety, and well-being of employees and stakeholders alike. GNFD will strive to maintain the highest-level of personal protective equipment (PPE) for its employees and continue to improve and develop knowledge and skills necessary to effectively protect the public at large.

All GNFD personnel shall be trained to meet all the competencies of the awareness and operational levels, as defined in OSHA 29 CFR 1910.120(q). In addition, firefighters at the operational level shall receive training to meet requirements of the Occupational Safety and Health Administration (OSHA), Florida Department of Insurance, Florida Department of Environmental Protection, and the US. Environmental Protection Agency (EPA) as appropriate for their jurisdictions. Firefighters that respond or can be expected to respond to a hazardous materials incident must be knowledgeable of 29 CFR 1910.120 and 40 CFR 311 training and emergency response requirements.

Documentation

The Greater Naples Fire Rescue District shall document and maintain records of all certifications, training hours, and qualifications for each employee of the District.

Toxic Substances in the Workplace

1. Greater Naples Fire Rescue District strictly prohibits the storage of any substances that are known to cause damage to living tissue, impair the central nervous system, or cause severe illness which may lead to death when ingested, inhaled, or absorbed by the skin during customary or reasonably foreseeable handling or use; unless otherwise considered exempt.

Exempt toxic substance or mixture is acceptable for workplace storage providing it meets the following criterion:

- A. Toxic only if chronically ingested
- B. Toxic but labeled pursuant to the Federal Insecticide, Fungicide, and Rodenticide Act, as amended and the Federal Food, Drug and Cosmetic Act, as amended
- C. A consumer product
- D. A commercial product which is substantially equivalent in formulation to similar consumer products where employees used for the same general purpose, when used in the workplace in such a manner that employee exposure is not significantly greater than exposures resulting from the principal consumer use of the similar consumer product
- E. A food stuff
- F. A fossil fuel in fuel tanks, engines, and other operating systems of vehicles where the substances are present only in amounts and forms substantially equivalent to the amounts and forms generally available to consumers
- G. A fossil fuel used for heating or power generation purposes, such that firefighter employees are not exposed to fumes or combustion by-products

2. Workplace Identification and Storage

- A. All work areas where non-exempt toxic substances are applied, stored, or utilized in the workplace; GNFD shall maintain pertinent Material Safety Data Sheets (MSDS) in a predetermined and easily accessible location at each facility. All facilities shall maintain the following for notification and location purposes:
 - a. A wall of notification; displaying hazards, updates, safety rules and regulations
 - b. MSDS made available and accessible via District computer and paper copy
 - c. An updated paper list of all non-exempt substances and storage locations
 - d. A copy of the NFPA 704 Explanation Guide
- B. Exempt toxic substance(s) or mixture(s) shall be identified by the GNFD and labeled and stored in an appropriate container to ensure the highest-level of safety measures are taken. Storage location and approved containers shall be properly labeled (when applicable) and inspected on an annual basis or as needed. Hazardous substance or mixture shall be properly labeled and identified (if applicable) using the following methods:

(1) A diamond placard recognized by NFPA 704, *Standard System for the Identification of the Hazards of Materials for Emergency Response*.

3. Hazard Category for the NFPA 704 Diamond

- A. The NFPA 704, *Standard System for the Identification of the Hazards of Materials for Emergency Response* provides four (4) Hazard Categories that allows emergency personnel to quickly identify the risks posed by hazardous material in a certain area. The four (4) Hazard Categories also include a level of severity 0 (minimal) to 4 (severe).
 - a. Health: At the 9 o'clock position of the diamond on a blue background

- b. Flammability: At the 12 o'clock position on a red background
- c. Instability: At the 3 o'clock position on a yellow background
- d. Special: At the 6 o'clock position on a white background
 - i. The Special Hazard Category: is reserved for three hazard symbols
 - ii. A "W" indicates a material which reacts violently or explosively with water and serves as a caution about the use of water in either firefighting or spill control response
 - iii. "OX" indicates the material has oxidizing properties that present a combustion hazard
 - iv. "SA" denotes gases which are simple asphyxiates; (limited to nitrogen, helium, neon, argon, krypton, and xenon)

Actions Taken During Fire and Other Emergencies

1. All employees of GNFD shall be notified of, and trained on hazardous materials in the workplace at least annually or as needed. Civilian employees are to only act within the scope of their training and notify the proper personnel immediately in case of an emergency.
2. Firefighters of GNFD shall utilize standard practices established in current Standard Operating Guidelines (SOG) when operating at emergencies involving hazardous materials.

Training

1. All employees of GNFD shall receive required annual hazardous materials training or anytime revisions are made. Civilian and firefighting personnel shall complete training specific to their job requirement and in accordance with state and federal law. The GNFD will ensure that only qualified instructors provide training to all personnel.

A. Civilian Personnel

- a. Shall be annually trained on the following (as applicable to job classification):

i. Fire Extinguishers

- a) Location, application, and understanding of various types of fire extinguishers located in the workplace (minimum one hour classroom instruction).
- b) Demonstration on how to use fire extinguishers (minimum one hour practical application).

ii. Awareness Level Haz-Mat Awareness Course

- a) Complete the *Florida Awareness Level Hazardous Materials Training Program* developed by the Florida Division of Emergency Management (DEM).

B. Firefighting Personnel

- a. All uniformed firefighters of the GNFD shall be trained in all competencies in accordance with OSHA 29 CFR 1910.120(q) prior to the engagement of firefighting activities.

- b. Each firefighter of GNFD shall complete refresher training on an annual basis. Refresher training occurring annually should include: (1) competency retesting of all response skills, (2) technical information updates, and (3) critique of incident scene decision-making using simulated emergencies.
- c. Training provided to firefighting personnel shall comply with the First Responder Awareness and Operational Level as defined in 29 CFR 1910.120 and NFPA 472, *Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents*.



GREATER NAPLES FIRE RESCUE DISTRICT
STANDARD OPERATING GUIDELINES

Approved:
2/3/2017

Revised
5/26/2020

SOG # 304.1

District Vehicle Accidents

Purpose

To provide a standard system of reporting and investigating District vehicle accidents, incidents, and near misses.

Guideline

1. District vehicle accidents are events that cause injury or property damage or require law enforcement. Law Enforcement shall be requested on all District vehicle accidents involving private party damage. The vehicle operator associated with the accident shall be drug tested provided reasonable suspicion has been established by a supervisor. Crew members may be drug tested if their involvement is associated with the accident, provided reasonable suspicion has been established by a supervisor.
 - Reasonable suspicion is defined in Florida Statute Chapter 440.102 (1) (n) (1-6) Drug-Free workplace program requirements.
2. Near miss incidents are defined as an incident in which no property damage and no personal injury occurred but where given a slight shift in time, position, or other circumstances, damage or injury would or may have occurred.
3. District vehicle accident investigations are designed to aid in accident prevention and minimize near miss events. The objectives of accident investigation are to:
 - A. Provide a safe and healthy work environment for every employee.
 - B. Identify and document all accident causes and develop corrective actions to eliminate future cause.
 - C. Implement recommendations approved in a timely manner to prevent accident recurrences.
 - D. Develop safety awareness guidelines if necessary so that potential unsafe acts and conditions are identified and actions are taken to prevent future events.
 - E. Aid in the ongoing development of methods for properly and promptly investigating accidents and near misses.
4. All District vehicle accidents shall be reported immediately to the supervisor and via chain of command to the Fire District Duty Officer or Section Manager. Vehicle incidents that do not involve injury or are limited to superficial damage that does not render the vehicle out-of-service shall be reported to the Fire District Duty Officer or Section Manager as soon as possible.

When reported to the dispatch center, 911, the Fire District Duty Officer or Section Manager include the following information:

- A. Unit ID or apparatus number
- B. Location of the accident

- C. An indication for the need for medical assistance
- D. An indication for State or Local law enforcement assistance

While at the accident scene, when possible, follow these steps:

- A. Do not move the vehicle unless directed to do so by law enforcement.
- B. Do not discuss the accident with anyone other than law enforcement or Fire District staff.
- C. Work with law enforcement to obtain witnesses and contact information.
- D. Document the scene through the use of photography and notes obtained.
- E. Remain at the scene until released by the Fire District Duty Officer or Section Manager.

6. Investigating Officer

An Investigating Officer (IO) shall be assigned for all accidents by the Fire District Duty Officer or the Section Manager upon notification. The designated IO shall take the following actions to ensure the investigation is complete to achieve the objective of injury and accident prevention. The IO's initial concern is to ensure that injured people are cared for and the scene of the accident is secured to prevent further accidents and to preserve evidence. The IO will be responsible for the following if not completed upon arrival at a vehicle accident/incident.

- A. Injured persons receive immediate medical attention
- B. Control hazardous conditions
- C. Obtain initial names and contact information of witnesses
- D. Collect Information

7. The Investigation Process

The IO uses tools such as video and photography, witness statements, weather conditions, traffic signs, and recording devices, etc. The information is collected to analyze and aid in determining the accident cause. The information collected allows the IO, or other parties, to logically consider the accident cause. The IO documents evidence. (I.e. notes, diagrams, signs, traffic signals, video, photos, statements, employee position in vehicle, etc.)

- A. Written statements shall be provided from all people within the vehicle.
- B. Record conditions (e.g. road conditions, traffic, weather, time-of-day, etc.)
- C. Obtain EMS, CCSO, FHP, or other agency incident number for follow-up
- D. Record events, conditions, or actions before the accident by personnel
- E. Interviews:

- a. State the purpose of the interview.
- b. Description of events (by the IO) and follow-up questions
- c. Open ended questions (general questions)
- d. Close ended questions (limit response to "yes" or "no")
- e. Probing Questions (gain additional information)

8. Analysis of Information

After information about the accident is collected, the IO shall begin to make preliminary determinations as to what are the immediate and preceding causes of the accident. These are preliminary, and a thorough and accurate analysis of information is crucial to the objective for preventing further accidents from occurring. Information obtained later may change the cause determination.

- A. Preliminary conclusion of causes (was the accident an unsafe act or condition that occurred due to other circumstances)

- B. Determination of why the unsafe act or unsafe conditions were present
- C. Determination of whether unsafe acts and unsafe conditions both applied to the accident
- D. Were District training programs, policies and procedures, guidelines, rules, etc. adequate to have avoided the accident?
 - a. Inadequate hiring practices
 - b. Inadequate job instruction
 - c. Inadequate job procedures, guidelines, etc.
 - d. Inadequate enforcement of work standards
 - e. Inadequate Prevention Programs
 - f. Improper layout or design of facilities or apparatus

9. Complete an Accident Report

A complete and accurate accident report is crucial to the investigative process. The report is used to document the conditions and events related to the accident. The report must accurately and clearly describe the events related to the accident, the causes of the accident, and recommend corrective actions to prevent reoccurrence. Accident reports shall be completed for:

- A. All accidents involving injury or fatality
- B. All near miss incidents
- C. Accidents resulting in property or equipment damage
- D. Any accident/incident as assigned by the Fire Chief

10. Conduct a Formal Investigation

A formal accident investigation is conducted for all fatalities, serious or potentially serious injuries, and significant equipment damage accidents. The formal investigation is conducted as a meeting with the IO, high level management representatives, attorneys, insurance claim representatives, union representatives (as appropriate), and employee(s) involved to ensure that the investigation is conducted completely and that the recommended correct actions will prevent reoccurrence.

11. Follow-up on Corrective Actions

The investigation process cannot be completed until the corrective actions have been implemented to correct human factors, District policies, procedures, guidelines, rules or regulations, etc. Corrective actions may also entail District disciplinary proceedings against employees. Disciplinary proceedings are covered under other applicable agreements, policies, and guidelines.

12. Manage the Accident Investigation Program

The Fire Chief or designee is responsible for ensuring that accident investigations are conducted completely and documented correctly. Recommended practices include:

- A. Provide overall direction and guidance to any investigative processes.
- B. Ensure accident reports are completed correctly and timely.
- C. Participate in the investigative process.
- D. Seek legal counsel when necessary.
- E. Keep legal counsel up-to-date and informed of accident investigations as appropriate.

13. Health and Safety Committee

All completed District accident investigations shall be routed to the District Health and Safety Committee. The Health and Safety Committee shall review all incidents and accidents involving District vehicles. The Committee shall provide recommendations to reduce future incidents and accidents without laying blame, recommending discipline or otherwise taking official position as to fault.

14. Record Keeping

Personnel shall be thoroughly trained on how to properly and thoroughly complete all reports and investigations involving accidents. Keep in mind that any report made of an accident investigation may be required to support future legal or insurance claims. It is important to note that the accident investigation conducted by the District should not be confused with an insurance claim investigation. The insurance claim investigation is completed to evaluate the District's liability for damages and injuries, and reduce future occurrences.



GREATER NAPLES FIRE RESCUE DISTRICT STANDARD OPERATING GUIDELINES

Approved:
2/4/2014

Revised:
2/25/2016

SOG # 364.3

Line of Duty Death

Purpose

In the event that a firefighter is killed in the line of duty, certain procedures shall be followed to comply with Federal Public Safety Officers Benefit Program (PSOB) and the Florida State Fire Marshal's Office (FSFMO).

Guideline

1. These guidelines include impounding personal protective equipment and other items which may have been related to death, and making sure that specific medical tests are performed. These tests (blood alcohol level and carboxyl-hemoglobin level) are critical to benefit awarding to the deceased firefighter's survivor.
 - A. Any Incident: Notify Fire Chief. Immediately secure and restrict access to only those individuals who have absolute need to enter/work in the incident area.
 - B. Fire Related Incident: Notify Fire Chief. Immediately secure the scene and treat it as a crime scene until fire cause investigation is concluded by on-scene fire investigators.
 - C. Notify the State Fire Marshal's Office of the incident and request immediate response and support.
 - D. Notify local law enforcement and request immediate crime scene investigation.
 - E. Initiate and maintain control of scene/building until all investigation needs are completed.
 - F. Establish a Command Post at the scene for investigator's logistical support.
 - G. Secure and impound all related and/or involved equipment; treat and handle as evidence using chain of command safe practices (do not disturb the crime scene)
 - H. Assign a liaison to the deceased.
 - I. Establish liaison with local law enforcement and State Fire Marshal for around-the-clock scene security if needed.
 - J. Establish a fire station to facilitate interviews and CISM debriefing site.
 - a. Mobilize Executive Staff.
 - b. Assign a chief officer to coordinate.
 - c. Take written statements from all firefighters who were involved in the incident (no matter how minor), prior to release from duty. These statements are to be confidential and forwarded to the Board of Inquiry.

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Kingman Schuldt, Fire Chief

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Line of Duty Death

- d. Provide CISM debriefing to affected firefighters, co-workers and family.
 - e. Contact District Chaplain, if available and request support.
 - f. Assign a liaison to the family of the deceased.
 - g. Assign a single point of contact to address the media.
2. The Fire Chief shall notify the Board of Fire Commissioners Chairman.



GREATER NAPLES FIRE RESCUE DISTRICT
STANDARD OPERATING GUIDELINES

Approved:
1/25/2017

SOG # 204.1
Public Programs

Revised:
4/13/2020

Purpose

To establish a guideline for the scheduling, implementation, and documentation of Greater Naples Fire Rescue District's (GNFD) Public Initiative Programs.

Guideline

1. The Investigative Section (IS) evaluates fire, life safety, and public program issues affecting the quality of life of GNFD residents, businesses, and visitors. The IS acquires supplies and delivers or assigns these programs. The programs shall be organized and presented in a manner that promotes the District's Mission, Vision, and Values.
2. The assigned Public Programs Schedulers (PPS) act as the District's liaisons for the scheduling of Public Education Programs, Command programs and other events. The PPS records public programs, speaking engagements and events on Calendar Wiz and documents post event information.
 - A. The Assistant to the Fire Chief shall be assigned to schedule Command Programs.
 - B. The Administrative Assistant to Operations Section shall be assigned for events.
 - C. The Administrative Assistant to Investigative Section shall be assigned public education programs.
3. The PPS shall generate a monthly summary report for the Fire Chief. The report shall indicate:
 - A. Name and location of events
 - B. Event dates
 - C. Specific program(s) performed
 - D. Number of attendees
4. IS shall be in charge of budgeting and ordering public programs materials and supplies. Program materials shall be from validated sources.
5. Programs shall generally be scheduled by the PPS of Command or Section Administrative Assistants and presented by the appropriate Section.
 - A. Programs and activities shall be scheduled at least two weeks in advance unless pre-approved by the appropriate Section Manager or Fire Chief. Information collected during the scheduling process shall include:
 - a. Name and location of the event with the physical address
 - b. Contact name and phone number
 - c. Date and event times, including designated set-up time(s) if applicable

- d. Age(s) or school grade(s) and anticipated number of attendees per grade or age group
 - e. Program(s) requested
 - f. Any additional pertinent or special request information
 - g. Staffing and apparatus requirements
 - h. Public education materials/supplies needed
- B. Request for public education materials or supplies shall be forwarded to the IS Administrative Assistant by the PPS no later than by the end of the business the day the event request is recorded.
- a. The IS Administrative Assistant shall notify the PPS as soon as supplies are prepared for pick-up.
 - b. Public education materials/supplies not claimed by the end of the event day shall be returned to inventory.
- C. The on duty Battalion Commander (BC) shall be informed of all programs or activities affecting shift personnel participating on-duty.
- D. When a station tour is scheduled, the BC shall make every effort to have a representative present for the tour in the event that the station units are called out. This will ensure the safety of our guests is maintained.
- E. The on duty BC shall determine the appropriate units that will cover a program and shall resolve scheduling conflicts in such a manner as to ensure a company attends the presentation as scheduled. The nature of the activity may automatically dictate the service status of the units (in-service or out-of-service). For programs/events where the units are in-service, the BC should make every effort to maintain coverage of the program/event.
- F. Personnel may be required to provide demonstrations at facilities outside GNFD's jurisdiction. Only special functions will be approved for out of District attendance. These functions shall be scheduled through the PPS with the approval of the Fire Chief or designee.
- G. During safety fairs and other similar events that are requested by a community business, the District shall promote fire and life safety and make public education materials available as appropriate. Attending apparatus shall remain in-service for calls.
6. Requested public education materials/supplies shall only be utilized for District activities and shall be made available to the on-duty BC at least one shift prior to the event.
7. The Post-Event Evaluation section on the Public Program Request form shall be completed by the Company Officer or attending personnel and returned to the appropriate PPS by the end of the shift or end of the work day.
8. While representing GNFD, all personnel shall conduct themselves in a professional manner at all times.



GREATER NAPLES FIRE RESCUE DISTRICT
STANDARD OPERATING GUIDELINES

Approved:
4/10/2015

Revised:

SOG # 217.1

Fire Investigator Call Out

Purpose

To establish a consistent process for ensuring proper call out and prepared response of a Fire & Life Safety Fire Investigator.

Guideline

1. Initial investigation of any fire shall first be conducted by the on scene incident commander to determine the origin and cause. Upon completion of the preliminary fire investigation the incident commander will determine the necessity of a District Fire Inspector/Investigator.
2. If additional resources are necessary or as required in accordance Florida Administrative Code 69A-61 the District Fire Marshal shall be notified and/or dispatched for the following situations:
 - A. A fire is considered to be of suspicious nature or one where an accidental ignition source is not apparent.
 - a. State Fire Marshal notification/request may be required
 - B. Anytime a firefighter is injured, requiring hospitalization or treatment by a physician at a medical facility.
 - a. State Fire Marshal notification/request is required
 - C. Anytime a firefighter is killed as the result of, during, while combating, or otherwise engaged in any act or action related to fire.
 - a. Immediate State Fire Marshal notification is required
 - D. Any fire with a projected direct dollar loss exceeding \$1,000,000 (one million dollars).
 - a. State Fire Marshal notification/request is required
 - E. Any fire involving a civilian death, or an injury that is likely to result in death.
 - a. State Fire Marshal notification/request is required
 - F. Any fire in which the cause is not readily determined by an initial investigation.
 - a. State Fire Marshal notification/request is required
 - G. Any fire involving the suspected failure of a fire suppression or fire detection system (the system is rendered inoperable or did not function as intended).
 - a. State Fire Marshal notification/request is required

- H. Any fire involving serious injury or death to a victim or firefighter.
 - a. State Fire Marshal notification/request is required
- I. Any incident deemed necessary by the incident commander.
 - a. State Fire Marshal notification/request may be required
- 3. Vehicle fires of suspicious nature occurring after normal business hours and on public property that require an investigation should normally be towed to a secure lot and notification made to the Fire & Life Safety Division.
 - a. State Fire Marshal notification/request may be required
- 4. Any time there is a need to notify/request the State Fire Marshal, the notification/request shall be made through the County communications system. Verbal notification may be conducted by calling (800) NET FIRE (800) 638-3473). The following information shall be reported:
 - a. Date and time of the fire
 - b. Address of the property damaged
 - c. Description of the property damaged (i.e., single family home, restaurant, etc.), and extent of the damage
 - d. Name or names of the owner or owners of property damaged, if known
 - e. Name or names and number of persons injured or killed, if known, and the extent of any injuries
 - f. Facts and circumstances considered by the Fire Investigator to constitute probable cause to believe that the fire was the result of carelessness (culpable negligence; does not mean or include ordinary carelessness) or design (specific intent to commit a crime or general intent to commit any act that may result in the commission of a crime).
- 5. Any time the State Fire Marshal is requested, a District Fire Inspector/Investigator shall be present to assist.
- 6. The District Fire Marshal or designee shall be notified by the incident commander any time a request is made for a State Fire Marshal.
- 7. All safety equipment and equipment issued to the District Fire Inspector/Investigator and/or investigations vehicle shall be utilized as appropriate whenever a fire investigation is required. The equipment includes, but is not limited to the following:
 - A. District vehicle
 - B. Power source
 - C. Lighting, including spot lighting and flashlight(s)
 - D. Tape measure and/or measuring wheel
 - E. Rake
 - F. Flat and round nose shovel(s)
 - G. Safety gear, including issued firefighter gear, safety glasses, medical gloves and mask(s)

- H. Pager with charging system and spare batteries
 - I. Portable radio with charging system and spare batteries
 - J. Camera with spare batteries and memory card
 - K. Approved cleaning agent for investigation tools for cross contamination prevention
8. District Fire Inspector/Investigators arrival on scene shall be achieved within a reasonable amount of time.



GREATER NAPLES FIRE RESCUE DISTRICT STANDARD OPERATING GUIDELINES

Approved:
5/28/2015

Revised:
4/13/2020

SOG # 301.3

Vehicle Operations/Driving

Purpose

To protect the safety of District and community members and establish the process for achieving safety when employees drive apparatus and vehicles.

Guideline

1. It is the responsibility of the Company Officer to supervise the operation of the vehicle at all times. The Company Officer must ensure that the vehicle is driven in a safe manner with regard to vehicle speed, roadway maneuvering and starting and stopping of the vehicle.
2. It is the responsibility of the driver to ensure that all components of the vehicle are in working condition. The driver shall ensure all safety and mechanical systems are in operating condition and report any issues found to the Company Officer or Section Manager as applicable.
3. All members must possess and maintain a valid Florida driver license to operate any Fire District vehicle. Any employee operating a District vehicle without a valid Florida driver license will be subject to discipline.
4. Prior to driving an emergency apparatus the driver must visually ensure that all occupants are properly seated and secured (seat belts) and all compartment doors are closed. The Company Officer shall confirm that all occupants are in a proper seat and safety restraints are in place before the vehicle is in motion.
5. During non-emergency operations vehicle operators shall obey all state laws and traffic regulations.
6. Maintain an adequate clear distance between responding emergency apparatus. A minimum of 100 feet of separation shall be maintained at all times. This distance may need to be increased for adverse weather and driving conditions.
7. Safe arrival shall always have priority over unnecessary speed and reckless driving enroute to an emergency incident.
8. Unless designated to do so, emergency vehicles shall not be taken off road.

VEHICLE PARKING:

1. Emergency vehicles and personnel operating on any roadway must adhere to all applicable GNFD Standard Operating Guidelines.
2. Drivers must consider the dangers that moving vehicles pose on personnel working on the scene.

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Kingman Schuldt, Fire Chief

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Vehicle Operations/Driving

3. On the scene of an emergency incident, vehicles shall be strategically located so as to provide maximum protection to members on the scene. Visual warning devices must remain on to alert oncoming traffic.
4. When possible, emergency vehicles shall be parked out of the way of oncoming traffic.



GREATER NAPLES FIRE RESCUE DISTRICT STANDARD OPERATING GUIDELINES

Approved:
1/2/2020

Revised:

SOG # 107.2

Live Fire Training Exercises

Purpose

To provide guidance in conducting live fire training evolutions, while meeting the requirements of Florida Administrative Code (F.A.C.) 69A-37.404 and the 2012 Edition of NFPA 1403 This SOG should be used in conjunction with other Greater Naples Fire Rescue District and the Collier County Fire Chiefs Association) (CCFCA) policies, procedures and guidelines, as adopted, whenever conducting live fire training or smoke drills.

Guideline

The Greater Naples Fire Rescue District (GNFD) is committed to firefighter personal and professional development through education and training. Live fire training is an important part of that development and presents Immediately Dangerous to Life or Health (IDLH) conditions that will be monitored closely. All live fire training for certified personnel shall be conducted in accordance with Florida Administrative Code (F.A.C.) 69A-37.40 and the 2012 Edition of NFPA 1403.

Scope

All live fire training for certified personnel shall be conducted in accordance with Florida Administrative Code (F.A.C.) 69A-37.40 and the 2012 Edition of NFPA 1403

Requirements for Live Fire Training for Certified Personnel

1. The Instructor in Charge (IIC) and the Safety Officer (SO) must each be certified Live Fire Training Instructors.
2. Any other person identified as actually leading a crew inside a structure or in the immediate proximity of an exterior prop and immediately supervising such training operations must be a certified as a Live Fire Adjunct Trainer.
3. Any person operating a backup hoseline is not required to be any kind of a certified instructor or certified trainer.
4. Each firefighter, regardless of tenure, shall be trained to constantly identify hazards and alternative escape routes during interior fire suppression operations, inclusive of training exercises.
5. Live fire training in any structure must include instruction of the student in planning for a secondary means of egress or escape in case of an unexpected fire condition change. Prior to live fire training drills, each firefighter must identify two means of egress or escape from each area. No fire room shall be used when there are not at least two separate means of egress or escape available.
6. Any room with limited access shall not be used for live fire training instruction
7. Live fire used in training must not block the main or planned secondary exit of firefighters
8. Emergency ventilation must be planned to limit fire spread and improve habitability. Neither the primary nor secondary egress point is permitted to be used for normal room venting.

9. Each window used as a secondary means of egress shall have clear access, with the glass and impedances such as frame cross members removed. Windows are permitted to be loosely boarded to allow ventilation and to be easily removed without tools from the inside or outside. No exterior obstruction shall impede egress.
10. A safety team with a hoseline having sufficient flow, but with not less than a minimum of 95 GPM, to extinguish a fire involving the entire fire room must be in place to monitor the fire and the training personnel. The safety team shall at all times monitor the progress of the crew being trained.
11. Training mannequins must be readily identifiable as such and shall not be dressed in structural firefighter protective clothing that is possible to confuse with the clothing of an actual firefighter.
12. Thermal imaging equipment should be used to monitor fire conditions and the location of firefighters during fire training. Thermal imaging is a valuable tool for firefighter safety, for more rapid victim search and rescue, and for fire suppression operations in hostile structural fires.
13. Every pumper or other unit equipped with a pump supplying hose lines during interior fire operations shall have an assigned qualified pump operator present at that unit in case immediate operational changes are necessary.
14. All internal crews and command staff shall have working two-way radio communications throughout the entire structure or hot zone prior to beginning any evolution. Operations shall be conducted on a dedicated radio channel that shall not be a channel used for dispatching or for any other use during live fire evolutions.
15. The "two-in - two-out" rule shall at all times be in effect during any live fire training.
 - a. A minimum of two individuals shall be located outside the immediately dangerous to life and health (IDLH) atmosphere prepared to immediately make entry for the purpose of locating and rescuing a student or other person.
 - b. The two-out personnel may each be assigned an additional role for the purpose of training fires that does not take him or her away from the immediate location or diminish his or her ability to immediately react; and such role shall not jeopardize the safety or health of anyone onsite by abandoning that other assignment.
 - c. The Instructor in Charge (IIC), Safety Officer (SO), and primary pump operator are not permitted to serve as members of the "two-out" personnel.
16. The local emergency medical services (EMS) provider shall be apprised of the location and time of the evolution. Basic Life Support shall be provided on the scene and whenever possible Advance Life Support care and transport is recommended to be on scene. Planning shall include a landing zone for air transport, such as an emergency medical service helicopter.

Student Pre-requisites for Live Fire Training

1. All students in a live fire evolution conducted by GNFD shall have documented training on this SOG.
2. All students shall have documented training and guidance under the Collier County Fire Chiefs Association *Rehabilitation Operations* SOG.
3. All students, shall have documented training to include:
 - a. Hazard identification and
 - b. Alternative escape route identification during interior fire suppression operations exercises.
4. All students assigned to operate a pumper/engine during fire operations shall be certified as a Pump Operator by the Florida State Fire Marshals Bureau of Fire Standards and Training.
5. All students in a live fire evolution shall have a basic understanding of radio operations and communication channels.

Pre-Burn Preparation

The Instructor in Charge and Safety Officer will ensure that all pre-burn procedures are in compliance with NFPA 1403 and F.A.C 69A-37 and perform the following functions prior to any live

fire training evolution. It should be noted that not all necessary compliance checks are listed in this Guideline

1. Planning Requirements

An Incident Action Plan (IAP) shall be developed and reviewed prior to any live fire training evolution:

- a. ICS 205 Incident Radio Communications Plan
- b. ICS 203 Organization Assignment list
- c. ICS 204 Assignment List
- d. ICS 205 Radio Communication Plan
- e. ICS 206 Medical Plan
- f. ICS 208 Site Safety and Control Plan
- g. ICS 215a Incident Action Plan Safety Analysis
- h. ICS 221 Demobilization Checkout

2. Safety

a. The following safety support shall be on-site:

- a. Thermal Imaging Camera
- b. Lightning Detector or notification system
- c. Air Horn
- d. Basic life support equipment
- e. AED
- f. Four gas meter
- g. Pressurized water can

The safety officer shall ensure that all safety devices are in proper working condition prior to the start of live fire training evolutions.

3. Structural Components

- a. Ensure that all doors, windows, shutters, roof scuttles and automatic ventilators, mechanical equipment, lighting, manual or automatic sprinklers, and standpipes necessary for the live fire training evolution operate correctly prior to any evolution or exercise.
- b. The Instructor in Charge and Safety Officer responsible for the live fire training evolution shall operate the system (if applicable) prior to exposing firefighters to IDLH or flame conditions, ensuring that all components and devices (e.g., gas valves, flame safeguard units, agent sensors, combustion fans, and ventilation fans) are in proper working condition.

4. Walk-Through Requirement

- a. Prior to conducting any live fire training evolution, a pre-burn briefing session shall be conducted for all participants (e.g., instructors, firefighters).
- b. All components of the live fire training evolution shall be communicated during the pre-burn, to include: assignments; burn set locations, ingress and egress points, time-line of work; instructor and participant briefings.
- c. If simulated victims are to be used, the location of manikins shall not be required to be disclosed; however, the possibility of victims **shall** be discussed during the pre-burn briefing.

5. Strictly Prohibited

- a. **NO** "live" person shall act or serve as a victim or downed firefighter during live fire training evolutions.
- b. **NO** manikins shall be dressed in any form of firefighter PPE during live fire training evolutions.
- c. **NO** live fire training shall commence if the calculated heat index exhibits "Extreme Danger" in accordance with Appendix I of the CCFA *Rehabilitation Operations* SOG.

6. Site Plans and Building Drawings

- a. A site plan will be sketched to provide an overview of the following evolution locations: Command, Staging/Air supply, Rehab/Medical, apparatus, exposures, water supply, hose lines, and hazards
 - b. A building/floor plan will be sketched to provide a more comprehensive view of the structure.
 - c. All burn rooms *shall* be clearly numbered and recorded on the floor plan.
 - d. All exits shall be clearly marked.
7. Required Documentation
- a. All paperwork pertaining to live fire training must be completed, reviewed, and signed by the Lead Instructor and Safety Officer prior to burn commencement.
 - b. All original documentation shall be filed with the Training Section and stored in the District's database. A copy of all original documentation will be located at the Incident Command Post of the Live Fire Burn.

Pre-Burn Personal Protective Equipment Inspection

The Lead Instructor and Safety Officer shall be responsible for ensuring that all persons participating in live fire training evolutions are in compliance with the following:

1. All PPE shall meet the minimum requirements of NFPA 1971 *Standard on Protective Ensembles for Structural Firefighting and Proximity Firefighting* (2013) and be inspected for, but not limited to:
 - a. Heavy soiling
 - b. Visible contamination
 - c. Rips, tears, cuts, mold, or other contaminants
 - d. Hardware securely in place
 - e. Closure systems operable
 - f. Charring, burn holes, discoloration
 - g. Reflective trim
 - h. Seam integrity
 - i. Drag rescue device (DRD)/harness
2. All persons operating in proximity of; or in an immediately dangerous to life and health (IDLH) atmosphere shall be equipped with a self-contained breathing apparatus in compliance with NFPA 1981 *Standard on Open-Circuit Self Contained Breathing Apparatus (SCBA) for Emergency Services* (2013).

Burn Operations

All live fire training evolutions shall be managed by use of the Incident Command System (ICS).

1. Personnel Health and Safety
 - a. Vital signs shall be documented at the beginning-and-end of all live fire training evolutions.
 - b. At a minimum, the following vital signs will be documented for each participant: Sinus Rhythm; Blood pressure; Heart rate; Blood glucose; temperature.
 - c. If a participant's vital signs are not acceptable, the participant will be provided [one] additional opportunity to comply with accepted medical ranges. If the participant does not meet acceptable ranges on the second attempt, the participant shall not be allowed to participate in any evolution.
 - d. The Instructor in Charge and Safety Officer reserve the right to prohibit any person from participating in the live fire training evolution.
 - e. At a minimum, Basic Life Support (BLS) shall be staged at all live fire training evolutions. It is recommended that Advanced Life Support (ALS) be present.
2. Weather Monitoring

- a. If any adverse weather conditions exist or arise during live fire training, the Instructor in Charge and Safety Officer shall cease training until acceptable conditions are verified.
 - b. The Instructor in Charge and Safety Officer shall have on-site access to weather monitoring devices and document all weather conditions.
 - c. Heat stress calculations are to include, but not limited to: Temperature; Relative Humidity; Cloud Conditions; Heat Index; and Wind.
3. Communications
- a. At a minimum; two-way radios shall be utilized for radio communications during any live fire training evolution.
 - b. All radio communications will be consistent with fire-ground radio traffic, using "Clear Text".
 - c. "Open-Ended" communications are unacceptable and shall immediately be corrected by the Instructor in Charge or Safety Officer.
 - d. "URGENT" shall be the term utilized to identify any urgent communication need.
 - e. May Day, May Day, May Day" shall be used to alert responders that a member(s) needs immediate help
4. Emergency Situations
- a. If a "MAY DAY" is communicated during any live fire training evolution, all other radio transmissions shall cease immediately.
 - b. The Instructor in Charge or Safety Officer shall notify Dispatch of the "MAY DAY" and request any necessary additional resources.
 - c. A Personnel Accountability Report (PAR) shall be conducted immediately by the Instructor in Charge or Safety Officer.
 - d. The Instructor in Charge shall continue serving as Incident Commander (IC), expanding ICS components until the Incident has resolved.
 - e. If the "MAY DAY" was in fact a "false alarm", all live fire training evolutions shall only return back to status-quo after the Lead Instructor communicates "Return to Normal Radio Traffic".
5. Fire Loads and Fuel Package
- a. Shall be limited to avoid conditions that could cause flashover or backdraft situations.
 - b. Only the use of Class A combustibles shall be permitted when conducting live fire training evolutions.
 - c. It shall be the responsibility of the Lead Instructor and Safety Officer to ensure that only necessary quantities of Class A combustibles are utilized to create the desired fire size.
6. Apparatus and Water Supply
- a. All fire hose lines shall be flowed simultaneously prior to lighting the fuel package.
 - b. All District Pump Operators assigned to apparatus shall ensure that each apparatus is capable of delivering water flow and pressure to training hand-lines.
 - c. A hydrant shall be utilized for water supply whenever possible.
 - d. If water tender or shuttle operations must be conducted, the Lead Instructor or Safety Officer shall ensure that adequate water is available prior to commencement of burn operations.
7. Evolutions
- a. At a maximum, live fire evolution rotation shall not exceed five (5) minutes.
 - b. The Lead Instructor shall utilize a "Command" board for accountability.
 - c. All working teams shall not exceed a 5-to-1 Instructor to firefighter ratio.
 - d. At a minimum, the following assignments shall be in-place for live fire training to commence: (1) Incident Command; (2) Safety; (3) Rehab/Air supply; (4) Medical; (5) Pump Operators assigned to apparatus; (6) Attack Hose Team; (7) Backup/Safety Hose Team; (8) RIT; and (9) ignition team.
 - e. The Rapid Intervention Team (RIT) shall be in compliance with GNFD Guidelines and NFPA 1500 *Standard on Fire Department Safety and Health Program* (2013) and 29 CFR 1910.120(q)(4)(i) providing a minimum of "2-in-2-out".

- f. The Lead Instructor and Safety Officer shall conduct a "GO/STOP" sequence with all personnel prior to lighting the fuel package.
- g. The "Ignition Team" shall only ignite the fuel package after the Lead Instructor or Safety Officer provides direction.
- h. If the "Burn Room" grows or extends beyond the room of origin; horizontally or vertically, the Lead Instructor or Safety Officer shall be notified and the fire shall be extinguished immediately. If fire conditions grow beyond immediate control perimeters, an "Emergency Evacuation" shall be initiated and the evolution shall be treated as a "real life" emergency.
- i. After each live fire training evolution is completed, the fire shall be completely extinguished and the structure shall be cooled; personnel performing this task shall have all required PPE and SCBA in place.
- j. At least one charged hose line shall be in operation until the fire has been confirmed "out".
- k. All assignments will be rotated at the discretion of the Lead Instructor or Safety Officer.

Post-Incident Analysis

- 1. The Lead Instructor or Safety Officer shall conduct an on-site debriefing for all participants.
- 2. A written summary shall be provided to the Operations Chief within seven (7) calendar days from the last day of live fire training.

Injury or Death

Refer to SOG #364.3.



GREATER NAPLES FIRE RESCUE DISTRICT STANDARD OPERATING GUIDELINES

Approved:
5/28/2015

Revised:
4/13/2020

SOG # 301.3

Vehicle Operations/Driving

Purpose

To protect the safety of District and community members and establish the process for achieving safety when employees drive apparatus and vehicles.

Guideline

1. It is the responsibility of the Company Officer to supervise the operation of the vehicle at all times. The Company Officer must ensure that the vehicle is driven in a safe manner with regard to vehicle speed, roadway maneuvering and starting and stopping of the vehicle.
2. It is the responsibility of the driver to ensure that all components of the vehicle are in working condition. The driver shall ensure all safety and mechanical systems are in operating condition and report any issues found to the Company Officer or Section Manager as applicable.
3. All members must possess and maintain a valid Florida driver license to operate any Fire District vehicle. Any employee operating a District vehicle without a valid Florida driver license will be subject to discipline.
4. Prior to driving an emergency apparatus the driver must visually ensure that all occupants are properly seated and secured (seat belts) and all compartment doors are closed. The Company Officer shall confirm that all occupants are in a proper seat and safety restraints are in place before the vehicle is in motion.
5. During non-emergency operations vehicle operators shall obey all state laws and traffic regulations.
6. Maintain an adequate clear distance between responding emergency apparatus. A minimum of 100 feet of separation shall be maintained at all times. This distance may need to be increased for adverse weather and driving conditions.
7. Safe arrival shall always have priority over unnecessary speed and reckless driving enroute to an emergency incident.
8. Unless designated to do so, emergency vehicles shall not be taken off road.

VEHICLE PARKING:

1. Emergency vehicles and personnel operating on any roadway must adhere to all applicable GNFD Standard Operating Guidelines.
2. Drivers must consider the dangers that moving vehicles pose on personnel working on the scene.

3. On the scene of an emergency incident, vehicles shall be strategically located so as to provide maximum protection to members on the scene. Visual warning devices must remain on to alert oncoming traffic.
4. When possible, emergency vehicles shall be parked out of the way of oncoming traffic.



**GREATER NAPLES FIRE RESCUE DISTRICT
STANDARD OPERATING GUIDELINES**

Approved:
3/6/2015

SOG # 107.4

Revised:

Professional Certification & Accreditation

Purpose

To outline accepted levels of accreditation, certification, designation, and education by the Greater Naples Fire Rescue District.

Guideline

The Greater Naples Fire Rescue District promotes personal and professional development of all employees within the District. The District recognizes the following methods of achievement as accepted standards to this practice.

1. Recognized Certification and Training Providers
 - A. The Bureau of Fire Standards and Training
 - B. Florida Department of Health, Bureau of EMS
 - C. Pro Board Fire Service Professional Qualifications System
 - D. Department of Defense
 - E. National Fire Academy
 - F. Federal Emergency Management Agency
 - G. Center for Public Safety Excellence
 - H. Any other training provider established and approved under the International Association of Fire Chiefs, regionally accredited college institution, the Fire and Emergency Services Higher Education (FESHE), or training provider approved by the Fire Chief.
2. Bureau of Fire Standards and Training Certifications
 - A. All certifications meeting the minimum requirements established under Title XXXVII Fla Chapter 633 and F.A.C 69A will be accepted by the District.
3. Degrees
 - A. All regionally accredited Associate, Bachelor, Master, and Doctorate level degrees must be directly related and applicable to Fire, EMS, Administration, or Public Safety. The Fire Chief may authorize or validate a degree as acceptable by the District if not specifically categorized as, or directly related to Fire and Emergency Services.
4. Other Accreditations, Certifications, Designations, and continuing Education
 - A. Although other accreditations, certifications, designations, and continuing education courses are beneficial to the employee and the District, the Fire Chief reserves the right to accept or

revoke any and all accreditations, certifications, designations, and continuing education courses that are not accepted under sections (1), (2), and (3) of this policy.

5. Other Provisions

- A. Accreditations, certifications, designations, and continuing education coursework may be otherwise specified and honored under the current Collective Bargaining Agreement.
- B. Upon successful completion of a Certificate course, State certification, License renewal or continuing education from an approved provider under this policy, the proper documentation will be recorded and entered into the District's records management system.



GREATER NAPLES FIRE RESCUE DISTRICT
STANDARD OPERATING GUIDELINES

Approved:
1/30/2015

SOG # 107.5

Requests for Training

Revised:

Purpose

To establish a procedure for requesting training involving District personnel.

Guideline

The Greater Naples Fire Rescue District (GNFD) promotes current and innovative training concepts benefiting the employee and the organization. The District also promotes interoperation training techniques from outside agencies.

1. Internal Training Requests

- A. All training requests from employees of GNFD shall utilize the Chain-of-Command to communicate all requests. Requests for training shall include the following information:
 - a. Topic or type of training being requested.
 - b. Name of the requestor.
 - c. Resources needed to facilitate the request.
- B. If the type of training requires assistance from the Training Branch; the Managers (e.g., Shift Commander, Fire Marshal) shall communicate all training requests made by subordinate-level personnel using the District's email system. If the training request does not require assistance from the Training Branch and can be handled internally within the Section of request, then the Section Manager will provide the following information:
 - a. Training approval/denial.
 - b. If approved; date the training will be conducted.
 - c. If denied; reason for the denial.

2. Outside Training Requests

- A. All requests for training from outside agencies shall be communicated through the Training Branch. The Training Branch shall receive approval from the Fire Chief or designee before conducting any outside training functions. Once approved, the Training Branch shall communicate the following information:
 - a. Acknowledgement of training request.
 - b. Date(s) of training instruction and delivery.
 - c. Resources required to conduct training.

- d. Any other information that may be required to complete training functions (e.g., waiver of liability, pre-training certification requirements, sample testing).
- 3. Employees Request to Conduct Training
 - A. Greater Naples Fire Rescue District employees requesting to conduct training shall submit the following information to their Section Manager:
 - a. Type of training being conducted.
 - b. Purpose of the training.
 - c. Syllabus and/or lesson plan for the training.
 - d. Location of the proposed training.
 - e. If necessary, written approval from the establishment where the training will be conducted (e.g., water plant, church, hospital).
 - f. Name of the requestor.
 - g. Date(s) of proposed training.
 - B. Response to employee request for training delivery shall be communicated using District email through the Section Manager to the requesting employee.
 - a. Approval/denial of training request.
 - b. If denied; reason for denial.
 - c. If approved; provide date(s) approved and method and delivery of approval.
- 4. Approved Training Requests
 - A. All approved training requests shall be communicated from the Section Manager to all parties participating in the training program.
 - B. If the Training Branch is the approving authority; the Training Branch shall incorporate the training program into the training calendar and notify all District Officers of the approved training and its contents.

	<p style="text-align: center;">GREATER NAPLES FIRE RESCUE DISTRICT STANDARD OPERATING GUIDELINES</p> <hr/> <p style="text-align: center;">SOG # 107.8</p> <p style="text-align: center;">Probationary Firefighter Task Book</p>	<p>Approved: 4/21/17</p> <p>Revised:</p>
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Purpose

The Probationary Firefighter Task Book is an evaluative tool designed to document that a new employee has demonstrated certain requisite skills required to meet NFPA recommendations, and District job performance requirements. Selected skill objectives in the Task Book are a supplement to the learning outcomes and objectives met by successfully completing the program curriculum.

Guideline

1. The Probationary Firefighter is responsible for the maintenance, completion, and submission of the Task Book.
2. The evaluator is a direct supervisor, training officer or person designated by the Fire Chief who is responsible for overseeing the performance or activity of the Probationary Firefighter. The evaluator documents first hand observation of the requisite skills of the Probationary Firefighter.
3. For a new firefighter to finish probation, they must complete the task book satisfactorily and within the probationary period.
4. At the conclusion of the probationary period, the Task Book will be reviewed by the Training Branch and the Operations Chief, who shall provide a written recommendation as to the employee's permanent status to the Fire Chief.
5. The Fire Chief shall review all documentation and approve transition of the Probationary Firefighter to full-time status, extension of the probationary period in accordance with the current Labor Agreement, or termination of employment.
6. Once the employee has been released from probation, the Task Book will be recorded in the member's file.

Pre-Hospital Care Reports

500.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the requirements for documentation of patient responses, and the related document distribution, storage and disclosure (Rule 64J-1.001, F.A.C.; Rule 64J-1.014, F.A.C.).

500.2 DEFINITIONS

Definitions related to this guideline include:

Patient - A person who meets any one of the following criteria:

- Has a chief complaint
- Has obvious symptoms or signs of injury or illness
- Has been involved in an event that the average first responder would believe could cause an injury
- Appears to be disoriented or to have impaired psychiatric function
- Has evidence of suicidal intent
- Is deceased

Patient refusing medical care against medical advice (AMA) - A competent patient who is determined by an Emergency Medical Technician (EMT), paramedic or hospital to have a medical problem that requires the immediate treatment and/or transportation capabilities of the Emergency Medical Services (EMS) system, but who declines medical care despite being advised of his/her condition and the risks and possible complications of refusing medical care.

Pre-Hospital Care Reports (also known as Patient Care Records) – The record used by each EMS provider to document patient care, treatment and transport activities pursuant to Florida law (Rule 64J-1.001, F.A.C.; Rule 64J-1.014, F.A.C.).

500.3 GUIDELINE

A Pre-Hospital Care Report (PCR) shall be completed for every patient response. This includes a patient who is released at the scene, meets the criteria for pronouncing death in the field, is an inter-facility transport or is involved in a multi-casualty incident (Rule 64J-1.014, F.A.C.).

Call disposition types shall be recorded as follows for Medical incidents -

1. **Agency Assist:** This is appropriate for calls when GNFD arrives on scene at the same time or after CCEMS. The GNFD unit assists with providing patient care, loading of the patient and finishes the call. This would be appropriate for a “routine” medical incident.

2. **Transported by Another Unit:** This disposition is used when GNFD arrives prior to CCEMS and provides the primary patient care but does not transport to a medical facility.
3. **Refused Treatment/Transport:** A PCR and a patient release form must be completed for all patients who refuse evaluation, treatment and/or transport. Refer to Policy 502. Patient Refusal.
4. **Dead on Scene:** This disposition is appropriate when encountering a deceased person(s) (e.g., obvious death) and no further medical assistance is necessary. The patient shall not be transported to a hospital. For obvious death (lividity, rigor mortis, decapitation or injuries not compatible with life GNFD personnel may cancel EMS and will complete the required documentation for the Medical Examiner as well as turn the patient over to CCSO.

GNFD will complete a medical patient care report documenting the findings. Examples of “Dead at Scene” disposition: obvious natural causes, rigor mortise, lividity, traumatic injury, traumatic arrest.

The above incidents are the only time a medical PCR should be completed. Previous dispositions such as no patient found or call cancelled only requires the officer or lead person on a squad to complete a fire report.

Call dispositions NOT to be used by GNFD – The following is a list of call dispositions, that are listed in GNFD’s side of the “Field Bridge/Image Trend”, that are not to be used by GNFD. These are in the system for the purpose of CCEMS’s reporting protocol:

- Care Transferred
- Hospital Transport (Non ED)
- Inter-facility from ER
- Stand-By Only – No Pt Contact
- Treated, Transported by EMS
- Unit Assist (BC/Supervisor/Quick Response Unit)
- No Patient Found
- Call Cancelled

Contact with persons who do not meet the criteria required for the definition of a patient should be recorded in the district’s incident reporting system to document that assistance was offered and declined. The district’s reporting requirements concerning personal identification information, including a person’s name, age, date of birth and sex, should be followed.

The PCR should be completed as soon as possible after providing patient care. A brief written or electronic report must be given to the receiving hospital after the patient arrives and a completed PCR must be provided within 24 hours (Rule 64J-1.014, F.A.C.).

An EMS evaluation, performed minimally by a qualified district member, may or may not be required for non-medical requests for assistance, such as “service calls” or “back-to-bed” requests. A PCR shall be completed for any person meeting the patient criteria.

For continuous quality improvement, the local or regional EMS authority, district EMS supervisors and the designated hospital receiving center shall review their copies of the PCR and discuss any areas of concern.

500.5 DISTRIBUTION OF PCR COPIES

- 1) If a patient is transported to a hospital, copies should be distributed as follows:
 - Copy retained by the District
 - Copy submitted to the Florida Prehospital Emergency Medical Services Tracking and Reporting System (EMSTARS)
 - Other copies sent per local EMS authority policy
- 2) If a patient is not transported or refuses care and leaves against medical advice (AMA), copies should be distributed as follows:
 - Copy retained by the District
 - Other copies sent per local EMS authority policy
- 3) If a patient is declared dead and is not transported, copies should be distributed as follows:
 - Copy retained by the District
 - Copy sent to EMSTARS
 - Other copies sent per local EMS authority policy

500.6 PCR STORAGE

PCRs shall be maintained and secured for at least five years in a manner consistent with the Patient Medical Record Security and Privacy Policy.

Medical Supplies

501.1 PURPOSE AND SCOPE

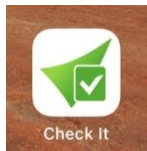
The purpose of this guideline is to establish a Periodic Automatic Replenishment (PAR) level system for medical supply inventories for the safety and welfare of patients and employees. Adequate PAR levels for ordering medical supplies assist with budgeting and waste management. Adherence to this guideline is intended to prevent the depletion of protective supplies for employees and supplies for the treatment of patients, while reducing inventory overstock and the inability to obtain critical supplies.

501.2 GUIDANCE

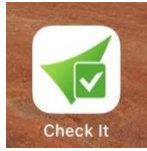
Personnel are to utilize Target Solutions "Check-It" in order to inventory medical supplies for all station apparatus as well as medical supplies storerooms. The inventories are expected to be completed prior to 1100 hours Weekly on Monday, unless extenuating circumstances exist.

To access Check-it follow the steps outlined below.

- From Station I-Pad: Unlock the I-Pad using the password "station##" (## being the appropriate number for the station you are at).
- Open the Check It app: (White with lime green triangle and check mark)



- Sign in using your GNFD email address and Target Solutions password.
- From the first screen (Home) verify that you are in the correct station. If you need to change it select "Change Station" under your profile name and picture.
- Select the appropriate station from the drop down list and select "ok".
- From the bottom of the home screen select the second icon "Apparatus".
- From here you should see every apparatus and the facility itself listed for you to manage.
- Going through each apparatus and facility individually, select "Inventory" (far right option with image of a box).
- From Inventory screen on the bottom select "Start Count", ensure that you open all pockets and compartments to capture accurate numbers.
- Once all numbers have been entered you must click "Submit Count" to record the count. Repeat this process until all apparatus have been counted.
- From Officer Android or I-Phone:
- Open the Check It app: (White with lime green triangle and check mark)



- Sign in using your GNFD email address and Target Solutions password.
- From the first screen (Home) verify that you are in the correct station. If you need to change it select “Change Station” under your profile name and picture.
- Select the appropriate station from the drop down list and select “ok”.
- From the bottom of the home screen select the second icon “Apparatus”.
- From here you should see every apparatus and the facility itself listed for you to manage.
- Going through each apparatus and facility individually, select “Inventory” (far right option with image of a box).
- From Inventory screen on the bottom select “Start Count”, ensure that you open all pockets and compartments to capture accurate numbers.
- Once all numbers have been entered you must click “Submit Count” to record the count.
- Repeat this process until all apparatus have been counted.
- Once all apparatus has been inventoried, proceed to the station supply storeroom and obtain the necessary items needed to replenish to the pre-established par in the apparatus.

NOTE: All apparatus are to be maintained at PAR which is preset in Check It. It should be restocked using the station Supply Storeroom. Lastly the “Facility” or Station Supply Storeroom should be inventoried following the above instructions; ensuring that “Submit Count” is selected.

Each station storeroom has a PAR that is monitored by the Logistics Section and the EMS Division Chief. As inventory falls below PAR a delivery, restocking, and count will be conducted by the Logistics Section. There will be no need to order medical supplies with normal use.

501.3 MEDICATIONS

The following guidelines should be observed with regard to medication storage, security, distribution and disposal:

- (a) Only district members who have received medication distribution training may handle and distribute medications.
- (b) Medications shall be kept secure from unauthorized handling or use. No medications shall be sent via the district mail system.
- (c) All medications should be inventoried daily by the designated paramedic for each facility or station.
- (d) All medications should be kept in their original packaging.
- (e) All medications shall be protected from high temperatures by utilizing shaded areas for prolonged parking of vehicles.
- (f) Medication packaging shall be protected to ensure the integrity of the medication and that the lot numbers and expiration dates are legible.
- (g) Medications with expiration dates indicating only a month and year shall be removed from the inventory on the last day of the month shown. Replacements with current expiration dates will be available prior to the end of the month.

- (h) Out-of-date medications should be exchanged for current medications.
- (i) The EMS Division Chief should provide direction to members regarding the disposition of medications that are subject to product alerts or recalls.

501.4 ORDERING MEDICAL SUPPLIES

On occasion it will be necessary to order supplies and/or equipment in addition to the automatic PAR delivery, restocking, and count conducted by the Logistics Section. The process will be completed as follows:

To ensure a smooth procurement of needed supplies and equipment, Station 21 in the South Battalion and Station 70 in the North Battalion will have an additional PAR level of designated high use items for all stations to utilize when the need arises.

If the needed item is not available at the above "Supply Stations", an email message to the designated Logistic Section personnel and the EMS Division Chief listing the required items should be drafted and sent as soon as possible. The items will be delivered, restocked and a count completed per the urgency of the request.

Medical Supplies

Patient Refusal of Pre-Hospital Care

502.1 PURPOSE AND SCOPE

This policy establishes guidelines to be followed any time a patient refuses pre-hospital emergency medical evaluation, care and/or transport.

502.2 DEFINITIONS

Competent - The patient has the capacity to understand the circumstances surrounding his/her illness or impairment and the risks associated with refusing treatment or transport. The patient is alert and his/her judgment is not significantly impaired by illness and/or injury. Mental illness, drugs, alcohol intoxication or physical/mental impairment may significantly affect a patient's competence. Patients who have attempted suicide or verbalized suicidal intent, or if other factors lead pre-hospital care personnel to suspect intent, should not be regarded as competent.

Emancipated Minor - An individual under the age of 18 years who is married or is 16 years of age or older and emancipated by declaration of a court.

Involuntary examination (also known as an involuntary Baker Act Admission) - A patient who is held against his/her will for evaluation because there is a reasonable belief that the person is mentally ill and because of the mental illness, the person either refuses a voluntary examination or is unable to determine for himself/herself whether the examination is necessary and either of the following conditions exist (§ 394.455, Fla. Stat.; § 394.463, Fla. Stat.):

(a) Without care or treatment, the person is likely to suffer from neglect or refuse to care for him/herself, which poses substantial harm to his/her well-being, and it is not apparent that such harm may be avoided through the help of family, friends or other services.

(b) There is a substantial likelihood that without care or treatment the person will cause serious bodily harm to him/herself or others in the near future.

Patient - A person who meets any one of the following criteria:

- Has a chief complaint
- Has obvious symptoms or signs of injury or illness
- Has been involved in an event that the average first responder would reasonably believe could cause an injury
- Appears to be disoriented or to have impaired psychiatric function
- Has evidence of suicidal intent
- Is deceased

Patient refusing medical care against medical advice (AMA) - A competent patient who is determined by an Emergency Medical Technician (EMT) or paramedic to have a medical problem that requires the immediate treatment and/or transportation capabilities of the Emergency Medical Services (EMS) system, but who declines medical care despite being advised of his/her condition and the risks and possible complications of refusing medical care.

502.3 GUIDELINE

In the pre-hospital setting of the sick and injured patient, these guidelines may be interpreted and applied broadly. The EMT or paramedic should err on the side of providing patient care, even if the patient is later found to have been competent to refuse care. Patients who likely have a serious medical problem should be evaluated more carefully for their decision-making capacity.

(a) A competent adult or an emancipated minor has the right to determine the course of his/her own medical care and shall be allowed to make decisions affecting his/her medical care, including the refusal of care.

1. In examining and treating a person who is apparently intoxicated, under the influence of drugs or otherwise incapable of providing informed consent, the EMT or paramedic, acting under the direct medical supervision of a physician, shall proceed wherever possible with the consent of the person. If the patient reasonably appears to be incapacitated and refuses consent, and is in need of emergency attention, the patient may be examined, treated or taken to a hospital or other appropriate treatment resource without his/her consent, but unreasonable force shall not be used (§ 401.445, Fla. Stat.).

(b) Spouses or relatives, unless they are a legal representative, cannot necessarily consent to the refusal of care for their spouse or relative. They may provide insight into what an incompetent relative would desire and may be used as surrogates for decision-making after an incompetent patient enters the hospital. Patients less than 18 years old must have a parent or legal representative present to refuse evaluation, medical care and/or transport unless they are an emancipated minor. The parent or legal representative must be competent to make this decision. If the parent or legal representative's decision seems to grossly endanger the minor or the parent or legal representative does not appear to be competent, the EMT or paramedic should make contact with the hospital or Medical Director for further guidance.

(c) The EMT or paramedic must evaluate and document the patient's ability to comprehend and whether his/her ability to do so is impaired by the medical condition. The EMT or paramedic should assess the patient with particular attention to:

1. The patient's complaint or the reason for the call.
2. Any important circumstances surrounding the call for assistance.
3. Significant patient medical history.
4. Complete physical assessment, including vital signs and mental status.
5. Signs of drug and/or alcohol use/intoxication and physical or mental conditions affecting judgment, such as injury, developmental disability or mental illness. Examples of conditions affecting the patient's decision-making capacity include, but are not limited to, a significantly altered level of consciousness or blood pressure, hypoxia or severe pain.

(d) The EMT or paramedic should establish to the best of his/her ability what treatment the patient requires and the potential risks/consequences if the patient refuses care, and should communicate to the patient the benefits and risks of the proposed medical care or transport.

(e) If the patient refuses treatment or transport and the EMT or paramedic believes the patient is competent, the EMT or paramedic should make reasonable efforts to ensure that the patient understands the risks and consequences of refusing medical attention and to understand why the patient is refusing care. The EMT or paramedic should present to the patient alternatives to obtaining care, transport or modification of services offered, and attempt to overcome the patient's objections, if reasonable. Any evaluation, including hospital contact, should be thoroughly documented for conditions the EMT or paramedic believes are potentially serious.

(f) The hospital should be contacted regarding any patient exhibiting symptoms meeting the hospital criteria for treatment and transport. If the patient refuses treatment and/or transport and there is some question on the part of field personnel as to the capacity of the patient, hospital consultation should be obtained prior to leaving the scene.

(g) A patient who meets the criteria for release at the scene may be released by an EMT or paramedic. However, the patient should be advised, if applicable, to seek alternate medical care. If the patient requires additional medical advice, the hospital should be contacted.

(h) When a patient exhibits signs of meeting the criteria for an involuntary examination and cannot be treated and/or transported, the EMT or paramedic should notify the proper law enforcement authorities to initiate an involuntary examination. The EMT or paramedic should remain with the patient until the proper authorities have made a determination as to whether the patient meets the criteria for an involuntary examination. Pending a determination, patients cannot be released at the scene. If the patient is subsequently determined to meet the requirements for an involuntary examination the patient must be transported to a receiving facility pursuant to Florida law (§ 394.462, Fla. Stat.).

(i) If the hospital and/or the EMT or paramedic determine that the patient is not competent to refuse evaluation or transport, the following alternatives exist:

1. The patient should be transported to an appropriate facility under implied consent.
2. If the hospital determines it is necessary to transport the patient against his/ her will and the patient resists or the EMT or paramedic believes the patient will resist, the EMT or paramedic shall call for law enforcement assistance in transporting the patient.
3. At no time are members to put themselves in danger by attempting to transport or treat a patient who refuses treatment. At all times, good judgment should be used and appropriate assistance obtained.

502.4 Documentation

The EMT or paramedic should document the following for all patients who refuse medical care AMA:

- (a) All relevant patient medical history and assessment
- (b) A description of the patient that clearly indicates his/her decision-making capacity
- (c) Reasons given why the patient refused care, treatment or transport

- (d) A statement that the patient was advised of the risks/consequences of refusing medical attention and that he/she acknowledged understanding those risks
- (e) Any alternatives that were presented to the patient
- (f) A description of hospital contact, including information given and received from online medical control

After advising the patient and any associated witnesses concerning the consequences of refusing medical care, the EMT or paramedic should obtain the signature of the patient and one witness on the patient release form and on the Checklist for Determination of Medical Competency to Refuse Care. Preferably the witness should be a member of the patient's family, if available at the scene. If the patient is a minor, the parent or legal guardian should sign the patient release form. If the patient refuses to sign the patient release form, that fact should be documented on the form. The release should include the district-specific incident number and the signature of the field personnel. In addition to an electronic patient care report a paper version will also be completed and forwarded to the EMS Division Chief with the completed patient release form and the Checklist for Determination of Medical Competency to Refuse Care

Patient Refusal of Pre-Hospital Care