

# Holiday Shores Fire Protection District

## STANDARD OPERATING GUIDELINES



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Holiday Shores Fire Protection District	Date: March 2022	Number: 001
STANDARD OPERATING GUIDELINES	TITLE: Record Keeping	
Approved by: Chief O'Brien	Revision: 4	

## Record Keeping

Although the ultimate responsibility of the Incident Commander (Emergency) or Engineers (Equipment/Apparatus Maintenance), ALL members should assist with the accurate record keeping of an incident, training, and other significant event such as personnel accidents and injuries.

On complex incidents, the IC should provide a short narrative of the activities and actions of the incident. This can be completed on the back of the Department response sheet.

All problems with a response/meeting / equipment should be pointed out to the Chief or his designee as soon as possible.

All responders should ensure that the following reports are completed in their entirety as appropriate:

### Department Response Sheet, otherwise known as the Radio Operator Report

- Usually completed by the radio operator
- Should contain all important transmissions and apparatus response times

### On Scene information sheet, otherwise known as the Incident Report

Should be completed for All Vehicles involved in an MVA. Should be completed for **all Non-EMS calls**, including but not limited to structure and property/land fires, CO responses, Fire Alarms, Gas leaks, and other non-EMS related calls.

## **Medical Report**

This should be completed for ALL patients on any EMS related response. It should be completed for anyone receiving EMS assistance from HSFPD. Should be completed for anyone refusing EMS assistance

(One Copy should be sent by ambulance to the receiving hospital)

## **Carbon Monoxide Response Sheet**

It should be completed for all CO calls.

(One copy should be given to home owner)

## **Sign-In Sheet (Attendance Sheet)**

Should be completed for ALL department activities, including incident responses, training, work nights, and business meetings. All members are responsible for their own sign-in

The officer/member in Charge should note the number of participants in all activities and make a final validation/review.

## **Apparatus and Medical Maintenance Checks**

It should be completed monthly for all apparatus and medical equipment/supplies in the various jump kits and medical response bags. These should be filed monthly utilizing our electronic checklist system.

## **Report Numbering**

1. All reports will be numbered in a standard manner.
2. A single primary report number will be issued. The report number will begin with the 4-digit year, followed by the call number for the year, using three digits (ex. 2022-001 for the first call of the 2022 calendar year).
3. Each emergency incident (call) will receive its own run number.

4. If an incident requires additional report clarification, then additional numbers will be assigned by the Incident Commander (IC). Examples may be multiple patients from a house fire or multiple patients from a car accident.
5. The IC should establish a numbering system to maintain accurate record-keeping. A map of the incident may also be helpful in maintaining the record-keeping of an incident. This map may include the location of cars, structures, or patients.
6. If the incident is a motor vehicle crash (MVC), then the automobiles or involved structures should be numbered, and the occupants should be numbered within the incident number. For example, run number 013127 has two cars involved in an MVC. The IC will designate one car as car #1 (013127-1) and the other car as car #2 (013127-2). Within the car, the driver is ALWAYS patient #1, and the other occupants are numbered sequentially. Thus the driver of car #1 is numbered on the medical report as 013127-1-1. The driver of car #2 is medical report 013127-2-1. If the car hit a residence, the structure would gain a report number as would any effected occupants.
7. If there were notes taken on multiple structures or parcels of land for an incident, they should be numbered and mapped. The report numbers will be assigned, in this instance, by the IC to ensure that there is consistency within the reports.
8. To the furthest extent possible if mutual aid is used, document in the narrative that department's call number for our records.

#### Chief's Note:

Maintaining proper documentation is one of the most important aspects of our jobs as emergency responders. Please ensure reports are eligible, concise, and accurate. Fill out the narrative section on these reports as well, we forget what happens later and need to capture events and circumstances as close to real-time as possible. On those narratives, just include the facts and not speculation. Documentation is crucial, and

make sure we're balancing the need for timely documentation with actual patient care!  
If circumstances are chaotic and we're not able to effectively document with dedicated personnel, please ensure a wrap up session is conducted when circumstances allow so crucial information can be recorded.

Holiday Shores Fire Protection District	Date: March 2022	Number: 002
STANDARD OPERATING GUIDELINES	TITLE: Personnel Response to Fire Station and/or Scene	
Approved by: Chief O'Brien	Revision: 4	

## Personnel Response to Fire Station and/or Scene

EVERY member should make EVERY ATTEMPT to respond, to emergency incidents, when notified.

### To Fire Station:

All members should respond to the Fire Station when notified of an emergency. While en-route to the station, members should observe all "rules of the road".

Members should indicate their response status via the Active 911 application to the furthest extent possible while maintaining a safe response whether they will be 'Responding', 'Delayed', going 'Direct' to a scene, or are 'Unavailable'

Members should activate any warning lights (Blue Lights) to REQUEST the right of way from other motorists. Blue Lights do not excuse responders from observing all traffic safety laws and can be held personally liable for injuries to themselves or others if driving in a hazardous manner.

Members should refrain from using personal warning lights outside of the Holiday Shores Fire Protection District.

### To Scene:

The Chief and Assistant Chief may independently elect to respond, in their own vehicle, directly to the incident.

If no officer has responded to the scene aboard the apparatus, any officer may proceed to the scene, in their personal vehicle, (to assume command) if they believe it is necessary.

EMTs may respond directly to the scene if they would be going past, or near, the incident while en-route to the station. Members should consider personal safety and the ability to communicate with a portable radio when electing to stop at a scene.

The Chief may at his or her discretion designate certain members who live in geographically challenged areas of the district permission to respond directly to certain incidents providing they are able to respond with the appropriate level of turnout gear.

### **Chief's Note:**

Most ancillary incidents and firefighter/responder accidents occur when responding personnel are on route to the firehouse or scene. These accidents are avoidable! All traffic laws must be obeyed while responding with blue lights and you must assume that other motorists will react unexpectedly. Depending on the severity of the incident, responding without blue lights may not be best except in the most dire or emergent circumstances. Please respond carefully, utilize the responding status in Active 911, and use your blue lights with caution. Sometimes you have to slow down to speed up, this is a prime example. For those of our members who live at the extreme edges of our geography, it may be appropriate to let them keep turn-out gear in their vehicle so they can remotely respond, as Chief I will take those requests and determine if they are appropriate.

Holiday Shores Fire Protection District	Date: March 2022	Number: 003
STANDARD OPERATING GUIDELINES	TITLE: Incident Command and Accountability	
Approved by: Chief O'Brien	Revision: 2	

## Incident Command and Accountability

### Incident Command

A system of Incident command (IC) will be established and used on Every HSFPD scene. The IC will be identified, announced, and documented.

The most senior officer, by rank or tenure, will generally serve as the IC. If no officer responds, the most senior member will generally serve as the Incident Commander although any member can assume the role of IC.

If a member/non-officer assumes the role of IC, they shall designate themselves with the radio identification number of '3309'.

Included in the Incident Command structure for EMS related calls will be the designation of 'Patient Care Lead'. This person should be of senior tenure, medical training/certification, and experience. Their primary duty is to ensure appropriate patient care and effectively utilize their resources at hand to treat the patient and document our patient care and any interventions. The Patient Care Lead will be the first name listed on our medical response forms.

Command will be created when the 1st apparatus leaves the station and will be announced either when announcing the response or while giving the on-scene report. Passing command, once established, is not required although may prove beneficial. Should command be passed to another person, it should ONLY take place when there has been sufficient information passed to the new IC to allow them to assume command, and not interrupt operations. ANY change in command should be announced to others

on the scene and documented. In general, incident command should be passed on no more than twice.

The incident commander is responsible for all operations and may appoint other members/officers to ANY task, including other supervisory roles, to assist with the operations. When possible, the IC should follow general NIMS and ICS guidelines to assist with the management of an incident.

### **Accountability**

At emergency scenes, except for routine EMS responses (covered under EMS Operations SOG), the Holiday Shores Fire Department shall adhere to the standards for accountability as set forth and described in the MABAS 35 Passport System.

The components of the Passport system include:

- Name Tags
- White Passport
- Red Passport
- Green Passport
- Command/Accountability Board
- Sector/Division Board

Name tags are to be worn inside the firefighter's helmets, under the helmet bill. At a minimum each firefighter should have two tags, HSFDF normally have three. The tags are small white strips and adhere to the bill with Velco.

On each Truck/Apparatus, 1 WHITE PASSPORT shall be located on the Captain's dashboard. Each firefighter responding on the apparatus shall have their tag placed on the passport with the engineer/drive placed upside down and on the bottom. Upon arrival on the scene, the officer in charge of the apparatus shall take the passport to the incident commander and/or accountability officer at the scene

On each Truck/Apparatus, 1 RED PASSPORT shall be located next to or in close proximity to the WHITE PASSPORT. As with the white passport, each firefighter will have their second tag place in the same manner as the white passport. This passport device is a backup and stays with the truck.

The GREEN PASSPORT is a makeup or backup passport, used for responders who don't have nametags. Blank nametags can be used, the responders names written in, typically up to teams of 4, to track these firefighters and responders with the team designation listed/written on top of the passport.

The Incident Commander and/or Accountability Officer will use grease pencils or sharpies to create the makeup passports, and to mark the command board.

The Command and/or Accountability Board is used to track the location and tasks of all teams and individuals on the fireground. Velco strips allow for the quick movement of teams and individuals on the board, and there are many ways to organize. MABAS 35 has contracted with Budget Signs in Wood River to standardize the command/accountability boards. A board is located behind the driver's set of 3310, 3311, and in the command trailer.

Small Sector of Division Boards, the same as the EMS accountability board located in 3351, are to be used by the Division Officers to track resources they oversee.

#### Firefighter Responsibilities:

Give your tags to the Accountability Officer when arriving on scene in a private vehicle or to the person in the Captain/Officer's seat on a responding apparatus when on that vehicle.

#### Officer/Captain Responsibilities:

The Officer or Captain's position/role shall collect tags from each rider. They shall place one of the tags on the White Passport, and one on the Red Passport. Anyone without a

tag uses the accountability make-up kit to locate a blank tag and write their name. When arriving on scene, take the white passport and hand it to the on-scene IC or Accountability officer, whichever one is designated.

The Incident Commander or Accountability Officer collects the passports, makes assignments, tracks the teams and their locations, and functions, appoints an accountability officer when at all possible, and assigns the Division Officers to manage crews.

### **Chief's Note:**

Adopting the Incident Command system (ICS) in accordance with the National Incident Management System framework (NIMS) is crucial for the successful remediation of emergencies we are called on to resolve. At a minimum we will designate the Incident Commander (radio notification of '33xx is in command') and when/where appropriate the Patient Care Lead. If the incident grows in scope, having a designated IC is the first step in scaling up to a larger, potentially multi-jurisdictional incident. We need to have someone designed on ALL SCENES and emergency responses as the IC for continuity of leadership and establish the right structure that enables us to resolve the incident while also allowing for the rapid escalation of command structure and resources to mitigate an expanding incident. Accountability = Life. If we don't adhere to our accountability standards and practices, people get left behind and firefighters are in imminent danger.

Holiday Shores Fire Protection District	Date: March 2022	Number: 004
STANDARD OPERATING GUIDELINES	TITLE: Personal Protective Equipment	
Approved by: Chief O'Brien	Revision: 3	

## Personal Protective Equipment

All members shall be assigned protective clothing of some variety, including full Turn-Out Gear for Firefighters and jumpsuits for EMS only responders.

This gear will consist of:

- Coat, Boots, Pants, Suspenders, Gloves, Helmet (with Shield), and Nomex Hood.

EMS only members may receive specialized helmets, boots, and jumpsuits in lieu of full turn-out gear.

All members should make sure they are properly protected from debris and other hazards by wearing ALL PPE at all incidents including helmet shields.

Members should wear ALL turn out gear to ALL incidents except as follows: Medical Response at a residence NOT involving rescue. These incidents include but are not limited to:

- Structure Fires
- Brush Fires
- Auto Extrication and Rescue
- CO and Fire Alarms

Should Medical non rescue response take place, members may respond in 3351 without turn out gear. These members should wear a FD vest to ensure that they are recognizable as an emergency responder.

Members aboard additional responding apparatus to medical calls should take their "tum outs" but may elect to wear a FD vest on the scene.

All members should be properly identified with either "tum out gear" or FD approved vests at ALL incidents.

All members are required to wear protective gloves when assisting patients and encouraged to wear eye protection while assisting the same.

EMS Region 4 PPE protocols shall be followed where enhanced BSI procedures are called for including but not limited to gowns, face-shields, masks, and other precautions as required.

As specified in our annual minimum training requirements, an annual inspection, and cleanings when appropriate will be conducted as outlined in SOG

#### **Chief's Note:**

All members must utilize appropriate PPE and Turnout Gear when on calls, especially in situations impactful to life safety. For most medical calls members must at a minimum have some sort of identifiable vest or garment that denotes them as members of our fire department. When responding to auto-accidents or scenes in or around roadways, you MUST wear the appropriate level of reflective outer-garment (Class 2 DOT approved) to make sure you are visible to motorists. Turn out gear by itself is not enough, wear a vest on the outside of your gear if you are directing traffic. Responders who are eligible to respond directly to calls should have an HSFD vest to wear upon arrival at the scene. Responders in vehicles other than 3351, take your turnout gear in case we must respond to another emergency, but you can respond/ride in the engine or apparatus with a simple vest.

Holiday Shores Fire Protection District	Date: March 2022	Number: 005
STANDARD OPERATING GUIDELINES	TITLE: Mutual Aid	
Approved by: Chief O'Brien	Revision: 2	

## Mutual Aid

### GIVING AID

Per our current agreements, and our commitment to our community, the Fire District will provide mutual aid to other emergency response agencies, when requested. Most often this will be determined by the MABAS Box Alarm Cards.

The apparatus response SOG should set forth the guideline by which apparatus responds HOWEVER, it shall the responsibility of the officer/member in charge to determine what equipment and personnel are best suited for the response.

Whenever possible, the officer/member in charge should make certain that reasonable equipment and personnel remain in the HSFPD to provide protection in our primary area. This would suggest that responding all pumpers, tenders, or trucks with medical equipment, etc. may not be appropriate.

### RECEIVEING AID

Should our district have an incident within our area that requires apparatus, manpower, or specific equipment beyond what is available from within our district, mutual aid should be requested. Mutual aid should be requested as soon as possible, by the officer/member in charge and should be for specific equipment/manpower/apparatus to mitigate the incident.

This mutual aid may be directed to our station, or the incident based on need. We should make sure that sufficient assets are requested to mitigate the incident at hand and to provide a basic response to another incident should one occur. Leverage the MABAS Box

Alarm Card system, when possible, it greatly simplifies the process of requesting equipment and support.

When the emergency has been mitigated, all mutual aid companies should be dismissed to allow them to return to their districts. This should take place as soon as HSFPD is reasonable prepared to respond to another incident with the district.

**Chief's Note:**

We are operating with fewer personnel who are responding to more incidents, and our situation in Holiday Shores is not unique. When providing mutual aid, as called out in the SOG, please remember our first duty is to protect our fire district and community. If we are unable to reasonably assist a neighboring department and still maintain enough staffing and equipment for our own district, decline the request as soon as possible so they can move on to the next option. Typically, the Chief, Assistant Chief, or a senior officer will make that call and they should be available for consultation. Some of our neighboring departments like to take advantage of 'station move ups'. I strongly discourage that we respond to these requests unless there is an imminent need, instead we will stand by at our station with limited staffing and be ready to assist.

Holiday Shores Fire Protection District	Date: March 2022	Number: 006
STANDARD OPERATING GUIDELINES	TITLE: Press, Public Information Dissemination, Social Media	
Approved by: Chief O'Brien	Revision: 3	

## **Press, Public Information Dissemination, Social Media**

It shall be the standard of the HSFPD to provide information to requesting agencies, including the press, when a request is made. (As long as the information does not jeopardize an operation or breach current laws concerning privacy)

It shall be the responsibility of the Chief, Assistant Chief, officer/member in charge, or a designated public information officer (PIO) to provide this information. The officer/member in charge may want to consult with the Chief or Assistant Chief prior to giving a statement to ensure consistency within our district.

In all instances in which information is released the following should be observed: ONLY provide information that is not private/confidential in nature.

**Never discuss specific names/ injuries.**

Prepare a general statement, about the incident, for the press. This will prevent members from divulging inappropriate information.

If press requests take place on a scene - give the press a specific location and time in which a press release will take place.

**Example of reasonable press release:**

"At 12:30 pm, the members of the HSFPD responded to a report of a structure fire located at 123 Main Street. Mutual aid was requested from Prairie Town and they rendered aid. The fire damaged several rooms of the structure. Currently we are completing our

operations and looking for fire extension and hot spots. We are also attempting to determine the cause and origin of the fire. Further information MAY be available later.”

NO ONE other than the persons above should EVER discuss a scene with anyone outside the district membership and even discussions within the district should be limited to necessary information to protect the privacy of any effected persons.

In addition, the disclosure of ANY patient data to ANYONE without a ‘need to know’ ie higher level EMS responders, law enforcement, etc., is strictly prohibited. Disclosure of such information constitutes a violation of HIPAA and could have severe consequences.

The Holiday Shores Volunteer Fire Department may elect to share events and Fire Department news with the community to be transparent and informative while raising awareness of our activities. Use of social media (Facebook primarily) can also help promote events and be used as an aid in recruiting. There will be designated ‘administrators’ of our Social Media outlets who are responsible for monitoring and posting information, pictures, etc, to promote the Fire Department. Care should be taken to avoid disclosure of sensitive information, and special care taken when posting pictures or multi-media content.

#### **Chief’s Note:**

Bottom line, don’t talk to the press or news agencies, disclose information to by-standards, share patient data with anyone who doesn’t have a need to know, and take care to not disclose sensitive or damaging to our reputation information online. Only a few people on the department are authorized to share news and information and manage our Facebook site, everyone else should refrain. Either the Chief, Assistant Chief, or an officially designated PIO will talk to the press. Something as simple as answering a call at the station from a local news station can inadvertently lead to erroneous and damaging disclosure of information. You can let them know we have an incident, and are responding, then respectfully let them know any further questions should be forwarded to the Chief.



Holiday Shores Fire Protection District	Date: March 2022	Number: 007
STANDARD OPERATING GUIDELINES	TITLE: Communications	
Approved by: Chief O'Brien	Revision: 3	

## Communications

It shall be the standard of the HSFPD to always maintain effective communication. This may be accomplished via cell phone, mobile and portable radios, or any other means. The membership shall refrain from communicating private or confidential information over the radio and should use a more protected method should this information need to be communicated (land line or cell).

The Membership shall be dispatched, by the Madison County sheriff's department, and shall announce their response and return on Madison County Fire Frequency.

Unless it prevents a reasonable response to an emergency incident, a member should be assigned as the department "base radio operator" as soon as possible during a response.

When responding to an emergency the IC should instruct all personnel to switch to HSFPD or available MABAS frequencies to lessen use of Madison County 911.

When providing assistance to other agencies or using mutual aid departments, other frequencies available should be utilized to provide good communication.

To ensure good communication, all teams should have a radio. Regular updates should be provided to the IC and to the station to allow for accurate planning, record keeping, and assignment of resources.

All transmissions should be kept as brief as possible. All transmissions should be acknowledged, and in some instances repeated to ensure accuracy. 10 Codes should be avoided.

It will be the responsibility of every member to ensure that the IC and the other officers are aware of changes in condition, apparatus placement, tactics, strategy, resources, etc. to ensure that everyone is well informed.

Holiday Shores Fire Protection District	Date: March 2022	Number: 008
STANDARD OPERATING GUIDELINES	TITLE: Personal Ability to Perform	
Approved by: Chief O'Brien	Revision: 2	

## Personal Ability to Perform

It shall be the responsibility of every member to ensure that they are able to perform assigned tasks when they respond to an incident. These tasks will obviously vary based on the type of response and the availability of manpower. Since tasks will vary, it is imperative that members personally evaluate their ability and the task assigned, and then notify the IC if they are unable to complete the assigned task.

While performing a personal evaluation, a member should consider the following:

1. Has the member attained ongoing training to ensure knowledge and comfort with the assigned task.
2. Is the member inhibited by any substance - legal or illegal.
3. Is the member physically capable to perform the requested task.

There may be many instances in which a member is not prepared (training) for a given task or is unable to complete a task due to illness, injury, fear, or physical limitations. Communicating this information to the officer/ member in charge as soon as possible will allow for reassignment of the given task, thus not inhibiting the operation.

It is necessary that any member, who is unable to perform, immediately communicate that inability to the officer/ member in charge when the task is assigned. The IC will then reassign or remove the member as necessary to complete the operation.

### Chief's Note:

Ability to perform can be distilled down into two key themes.

1. Readiness to do a job based on training and ability
2. Not being influence by legal or illegal substances that impair.

Training is when we put people outside of their comfort zones to grow, on a scene is not the time to be uncomfortable with a tasking. If you don't know how to do something or aren't comfortable, tell the incident commander! There will be no negative consequences! Like the great Clint Eastwood once said; "every man (or woman) needs to know their limitations".

Holiday Shores Fire Protection District	Date: March 2022	Number: 009
STANDARD OPERATING GUIDELINES	TITLE: After Call Responsibilities and After-Action Review	
Approved by: Chief O'Brien	Revision: 2	

## After Call Responsibilities and After-Action Review

It shall be the responsibility of all members to remain at the fire station until released by the officer/member in charge. It is possible that members may be released during the incident (at the discretion of the IC).

ALL members, whether they responded to the incident or not, should assist in completing any checks, repairs, reports, etc. - as necessary for the completion of an incident.

During and after all incidents, the following items should be considered. These items may not be necessary based on the type of incident but should be considered.

All equipment placed back in its designated place and prepared for its next use. All items refilled as necessary (Foam, Medical Supplies, Water, etc.)

Refill any fuel tank below  $\frac{3}{4}$ . Report any damage to equipment. Report any injuries.

Ensure that all reports are complete, signed, and placed together for the incident.

Perhaps most importantly, we shall critique each incident with an After-Action Report, or AAR.

Based on the military principles of reviewing every activity, AAR is becoming widely accepted in the fire service. After every training exercise, every call, every time firefighters and EMTs are performing their duties, five simple questions are asked:

1. What was our mission?
2. What went well?

3. What could have gone better?
4. What might we have done differently?
5. Who needs to know?

The purpose of the AAR is not to criticize but support one another and make our responders and the department better. Members should feel free to discuss openly the scene, responses, and actions, in a respectful yet open manner. There is no rank in an AAR when it comes to constructive feedback.

**Chief's Note:**

The call or incident isn't truly over until all units and personnel are back in the station and each truck is ready to respond to another incident. If the trucks get dirty, wash them. If the medical bag was used, make sure it's put back in order and consumables are re-plenished. If we used up supplies, re-stock them. Most importantly, after the call is over, gather all responders for the AAR. The AAR may be the most important thing we do on a call if we correct deficiencies, adopt a continuous improvement mindset, and avoid making the same mistakes. AARs can and will save lives and support our growth as first responders.

Holiday Shores Fire Protection District	Date: March 2022	Number: 010
STANDARD OPERATING GUIDELINES	TITLE: EMS Operations	
Approved by: Chief O'Brien	Revision: 2	

## EMS Operations

The HSFPD shall respond to medical incidents within the District when notified.

Each member is responsible for assisting with a response to a medical incident and to assist with patient care. Each member should act within their scope of training as a firefighter, first responder, or EMT.

Every member should familiarize themselves with the standard protocols as outlined by the responsible resource hospital. Further, the HSFPD will follow the resource hospitals standard protocols for care.

Upon arrival at ALL EMS incidents, members should ensure their personal safety by wearing all available and appropriate BSI (Body Surface Isolation- (Gloves, etc.))

### Command & Responsibility

The incident commander shall have responsibility for the scene but not necessarily for patient care. Control and responsibility of patient care will fall with the person with the highest level of (EMS) training, per the resource hospital. (EMT - FIRST RESPONDER - FIREFIGHTER). If multiple persons are equal in training, then one person should assume the responsibility.

The person responsible for patient care will sign the medical report and ensure that a copy of same is given to the ambulance crew.

Patient responsibility, per the resource hospital, must fall with the highest trained person on the scene and cannot be passed to a lesser trained person. Therefore, if only ONE EMT

(or one first responder) from the HSFPD responds to an incident, he is responsible for patient care, patient reporting, and must pass care ONLY to a higher trained person (Ambulance).

Holiday Shores Fire Protection District	Date: March 2022	Number: 011
<b>STANDARD OPERATING GUIDELINES</b>	<b>TITLE: Scene and Personnel Safety</b>	
Approved by: Chief O'Brien	Revision: 2	

## Scene and Personnel Safety

Safety should be the principal objective of every operation. By its vary nature, many emergency incidents will have safety issues. It is therefore imperative that every member attempt to increase the safety of all operations.

In addition to maintaining a high level of personal and scene safety awareness, the officer/member in charge should consider the following:

### **UNSAFE SCENE:**

If a scene is unsafe, the IC/member in charge should attempt to contact additional agencies to make the scene safe prior to initiating operations. This may include, but is not limited to the following:

- Contacting the power company to remove "live" wires. Contacting the gas company to shut off gas flow.
- Contacting Law Enforcement to secure any persons who are inhibiting an operation.\*\*\*

When initiating operations, the IC/Member in charge should also consider the following:  
2IN2OUT:

- No interior operation, at a structural fire, should commence without a backup team in place to assist the primary attack team, should the need arise.

**SAFETY OFFICER:**

A safety officer should be assigned at all incidents as soon as manpower permits. The safety officer shall have the ability to halt any operation if there are safety concerns. The safety officer should then discuss the issue with the IC, or member acting in an unsafe manner, before the operation continues.

**RIT TEAM:**

As soon as manpower permits, a RAPID INTERVENTION TEAM should be assigned on the scene of all structural fires. This team will serve at the will of the IC. Generally, the team should be prepared to immediately enter the structure to rescue any member who has become lost or injured.

\*\*\* When responding to an incident that may be the result of an intentional action (fight, gun shot, domestic disturbance, etc), the IC/member in charge should either be certain that the scene is secured by Law Enforcement or certain that the person initiating the intentional action has left the scene. Until CERTAIN, the IC/member in charge should "stage" all personnel and equipment at a safe and convenient location until operations can begin.

Holiday Shores Fire Protection District	Date: September 2022	Number: 012
STANDARD OPERATING GUIDELINES	Respiratory Protection Program	
Approved by: Chief O'Brien	Revision: 1	

## Respiratory Protection Program

### PURPOSE

OSHA standard 1910.134 Respiratory Protection requires that a Respiratory Protection Program shall be established, implemented and maintained whenever respirators are required to be used in an occupational setting. OSHA standard 1910.156 Fire Brigades adds additional requirements for fire departments that use self-contained breathing apparatus (SCBA). This SOP has been established by the fire department to meet OSHA requirements and ensure the health and safety of members that wear respiratory protection.

### SCOPE AND APPLICATION

This SOP applies to all members that may be required to wear respiratory protection.

### RESPONSIBILITIES

#### Fire Department:

- Establish, implement, maintain and evaluate the program.
- Provide respirators that are clean, sanitary, and in good working order.
- SCBA inspected at least monthly and in accordance with the manufacturer's recommendations.
- Provide initial training (proper use and care) prior to respirator use and annually thereafter at a minimum.
- Provide initial medical evaluations and determine the need for reevaluation.
- Provide annual fit testing.

- Provide respirators, training, and medical evaluations at no cost to the member.
- Select/appoint a suitably trained program administrator.
- Provide a copy of this program to the physician or other licensed health care professional selected to perform medical evaluations.

**Program Administrator:**

- Administer and oversee the program.
- Conduct required evaluations of program effectiveness.
- Coordinate annual medical evaluations, fit testing, and training.
- Note: the program administrator may designate other employees to assist with or carry out specific functions.

**Designated Members:**

- Wear assigned respirator when and where required and in the method trained.
- Care for and maintain respirators as instructed and store them in a clean and sanitary location.
- Inform supervisor if the respirator no longer fits well.
- Inform supervisor of medical signs or symptoms that could affect the ability to use a respirator.
- Inform supervisor of any respiratory hazards that are not adequately addressed in the workplace and of any other concerns regarding the program.
- Use in accordance with fire department SOP and manufacturer's recommendations.
- Complete initial medical evaluation and any reevaluation as necessary.
- Complete annual fit testing.
- Always operate in a safe manner.

**SELECTION OF RESPIRATORS**

The fire department has selected a NIOSH certified, full facepiece, positive pressure self-contained breathing apparatus (SCBA) designed for use in interior structural firefighting and other IDLH environments.

The fire department shall designate members expected to perform interior structural fire fighting or perform in other IDLH environments. IDLH environments shall be considered but are not limited to the following until air monitoring or other evidence proves otherwise:

- All interior structural fires.
- All oxygen deficient atmospheres (oxygen content below 19.5% by volume).
- “Hot zones” during hazardous materials incidents.
- Confined space entries.
- Areas that are suspected of being IDLH.
- Areas that may rapidly become IDLH.

## **MEDICAL EVALUATIONS**

Each designated member must undergo a medical evaluation to determine their ability to use a respirator. This must occur prior to being fit tested or using a respirator.

### **Medical Provider:**

The department shall select a licensed health care professional who is legally permitted within their scope of practice to provide a medical evaluation (via questionnaire or examination as determined by the provider) as required by this program. An EMT or Paramedic is **not** eligible to provide medical evaluations.

**Greg Jennings**  
**DNP, APRN, FNP-C**  
**399 Westview Dr, Edwardsville IL 62025**

**Questionnaire:**

Designated members shall complete the OSHA Respirator Medical Evaluation Questionnaire provided by the department at a minimum, or follow the guidelines and questionnaire provided by Amaze Health Services during the annual medical evaluation. Upon completion the questionnaire shall be provided directly to the medical provider. The questionnaire is provided in the appendix of this SOP.

**Follow-up Medical Examination:**

A follow-up medical examination will be provided for a designated member who gives a positive response to any question among questions 1-8, Section 2, Part A of the questionnaire. The medical provider shall use any procedures deemed necessary to make a final determination.

**Written Determination to Fire Department:**

The medical provider will provide a written determination to the fire department regarding the designated member's ability to use the respirator. The designated member will also receive a copy of the written determination. The medical provider will **not** provide the fire department with protected health information. A sample written determination form is in the appendix.

**Need for Re-evaluation:**

At a minimum, the department shall provide additional medical evaluations if:

- A designated member report medical signs or symptoms that are related to the ability to use a respirator;
- A medical provider, supervisor, or the respirator program administrator informs the department a designated member needs to be evaluated;

- Information from the respiratory protection program, including observations made during fit testing and program evaluation, indicates a need for employee reevaluation; or
- A change occurs in workplace conditions that may result in a substantial increase in the physiological burden placed on the designated employee.

## **FIT TESTING**

Designated members must be fit tested with SCBA that is currently in service. The program administrator or his/her designee(s) will oversee the fit testing of designated members. The program administrator or his/her designee(s) must be trained on the proper method of administering the fit test in accordance with OSHA 1910.134 Respiratory Protection and any applicable manufacturer's procedures. **Fit testing must occur annually**, whenever a report is received of changes in the designated member's physical condition that could affect respirator fit, or the designated member states the fit of the respirator is unacceptable.

Fit tests will be administered using an OSHA-accepted qualitative or quantitative test in the negative pressure mode. The protocol used will be stated on the fit test record for each designated member. If a quantitative test is utilized, a fit factor of 500 or more will be considered passing for SCBA facepieces.

## **SCBA USE**

Designated members will use SCBA under conditions specified by this program, and in accordance with model-specific training they receive. The SCBA shall not be used in a manner for which it is not certified by NIOSH or by its manufacturer. Designated members shall conduct user seal checks each time that they wear their respirator. **Designated members are not permitted to wear SCBA if they have any condition such as facial scars, beards or other facial hair, or missing dentures that prevents them from**

**achieving a good seal.** Employees are not permitted to wear headphones, jewelry, glasses, or other articles that may interfere with the facepiece-to-face seal.

## **INTERIOR STRUCTURAL FIREFIGHTING REQUIREMENTS**

- At least two members enter and remain in visual or voice contact with each other at all times and at least two SCBA equipped members are located outside the IDLH atmosphere.
- One of the two members outside may be assigned to an additional role as long as they can perform assistance or rescue activities without jeopardizing safety.
- Exterior members must be trained and equipped to provide effective emergency rescue and must notify if they are attempting an emergency rescue.
- Upon receipt of a notification of emergency rescue, the notified member must provide appropriate assistance.
- Communications must be maintained between interior members and exterior members.
- SCBAs shall have a low air alarm that sounds when rated service time reaching 20-25%.

## **CLEANING AND STORING**

The fire department shall provide members with a respirator that is sanitary, and in good working order. Fire department personnel shall ensure that respirators are cleaned and disinfected using the procedures recommended by the respirator manufacturer.

- Respirators issued for the exclusive use of a firefighter shall be cleaned and disinfected as often as necessary to be maintained in a sanitary condition.
- Respirators issued to more than one firefighter shall be cleaned and disinfected before being worn by different individuals.
- Respirators used in fit testing and training shall be cleaned and disinfected after each use.

- Respirator face pieces assigned to personnel (personal facepieces) shall be cleaned and disinfected as required by the user of the facepiece.
- The face piece shall be placed in a clean, dry container and stored in a manner which prevents deformation of the face seal, other damage or contamination.
- Cleaning shall consist of immersing the face mask in a warm, soapy, anti-bacterial soap solution and gently scrubbing with a microfiber cloth. Then the mask shall be immersed in a bath of warm, clean water, and hung out to dry

## INSPECTING

- All SCBA shall be inspected at least monthly **and** in accordance with manufacturer's recommendation flow tested annually
- SCBAs shall be checked for proper function before and after each use.
- SCBA inspections shall be documented and include:
  - Function check, connection check, condition of facepiece, head straps, valves, tubes, cylinders, signs of deterioration for rubber/plastic parts.
  - All cylinders shall be maintained in a fully charged state (minimum 90% of rated pressure level).
  - Regulator and warning devices shall function properly.

## REPAIRS

SCBA shall be removed from service until repaired. Repairs shall be made only by members trained to perform repairs and shall only use NIOSH-approved parts from the manufacturer. Reducing valves, regulators and alarms shall be adjusted or repaired only by the manufacturer or a technician trained by the manufacturer.

## BREATHING AIR

Breathing air in the SCBA cylinder shall meet the requirements of the Compressed Gas

Association G-7.1-1989, Commodity Specification for Air, with a minimum air quality of Grade D.

Breathing air compressors shall:

- Prevent entry of contaminated air into the supply system.
- Minimize moisture content.
- Have suitable air-purifying sorbent beds that are maintained in accordance with manufacturer's instructions.
- Prevent breathing air from exceeding 10ppm of carbon monoxide.

Breathing air cylinders shall:

- Be tested (commonly known as hydrostatic testing) and maintained as prescribed in the Shipping Container Specification Regulations of the Department of Transportation (49 CFR part 180).

## TRAINING

The fire department is required to provide training to those who use SCBA. The training must be comprehensive, understandable, occur annually, and more often if necessary.

Documentation of this training shall occur. The fire department shall ensure each designated member can demonstrate knowledge of at least the following:

- Why the respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator;
- What the limitations and capabilities of the respirator are;
- How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions;
- How to inspect, put on and remove, use, and check the seals of the respirator;
- What the procedures are for maintenance and storage of the respirator;
- How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators;
- The general requirements of this program.

The training shall be conducted in a manner that is understandable to the designated member.

Retraining shall be administered annually, or when the following situations occur:

- Changes in the workplace or the type of respirator render previous training obsolete;
- Inadequacies in the designated member's knowledge or uses of the respirator indicate that they have not retained the requisite understanding or skill
- Any other situations arise in which retraining appears necessary to ensure safe respirator use.

## **PROGRAM EVALUATION**

Each year the program administrator shall initiate a review of the procedures contained in this program and recommend changes as necessary. All designated members who wear, service or supervise employees wearing SCBA shall periodically be asked to provide information on:

- Adequacy of the respirator(s) being used.
- Accidents, incidents in which the respirator failed to provide adequate protection.
- Adequacy of training and maintenance on respirator use.

## **RECORD KEEPING**

The fire department is required to keep the following records:

- Medical evaluation records
- Fit testing records for the last three years.
- Training records

Holiday Shores Fire Protection District	Date: March 2022	Number: 013
<b>STANDARD OPERATING GUIDELINES</b>	<b>TITLE: Hepatitis-B Vaccinations</b>	
Approved by: Chief O'Brien	Revision: 2	

## Hepatitis B Vaccinations

It shall be the practice of the Holiday Shores Fire Protection District to make Hepatitis-B vaccinations available to all members. It has been determined by the Illinois Department of Public Health that these vaccinations may be in the best interest of persons providing emergency medical assistance.

It is recommended that all members contact their primary care physician before beginning the vaccination process to ensure that allergies, or other medical concerns are addressed.

This vaccination is usually administered as a specific series of shots; thus a member must be prepared to complete the entire vaccination process.

The Chief, or his designee, will coordinate this vaccination. The HSFPD will pay for the cost of vaccination when completed at a facility approved, in advance, by the Chief or his designee.

### **OPT OUT:**

If a member wishes, for any reason, to not complete the vaccination process, he must sign a refusal form. This form will be available from the Chief, or his designee. If a member opts out and then decides to complete the vaccination, he must simply notify the Chief, or his designee, and then begin the process at an approved facility.

Holiday Shores Fire Protection District	Date: March 2022	Number: 014
STANDARD OPERATING GUIDELINES	TITLE: Safety Vests	
Approved by: Chief O'Brien	Revision: 2	

## Safety Vests

To increase safety, and to follow the recommendations set forth by The Federal Highway Administration (FHWA) and Department of Transportation (DOT), all members will be issued safety vests. The FHWA will require all persons working on or near a roadway that has ever received federal funding to wear identification vests, meeting their standards, to increase safety. The HSFPD, has determined that a measure to increase safety on federally assisted roadways also has merit on all roadways. Thus, compliant vests were designed to provide identification of the member and to increase the visibility of HSFPD personnel.

All members should ensure, as outlined in previous SOGs, that they are properly identified with either "turn-out" gear or a safety vest during all "calls". Further, members are to take their vests to all calls, even if turn out gear is worn. The vests should be worn unless the member is involved in an action in which the vest would create an additional hazard (examples: Extrication, Manning a hose line, etc). This will also allow the member to remove their coat based on temperature or assignment and then wear their vest as identification.

Members should also wear their vests during any training, public assistance call, or community service event that may place the member on or near a roadway or near moving/operating vehicles unless they are participating in an action in which wearing the vests would create an additional possible hazard.

Questions regarding this policy may be directed to the Chief/ Asst. Chief for clarification.

Holiday Shores Fire Protection District	Date: March 2022	Number: 015
STANDARD OPERATING GUIDELINES	TITLE: Wheel Chocks	
Approved by: Chief O'Brien	Revision: 2	

## Wheel Chocks

In order to promote safety, the use of wheel chocks should be considered to have high importance.

As there is always a chance that a vehicle could be accidentally left in gear, or "bumped" into gear at the scene of an incident, wheel chocks should always be used.

It shall become the practice of the Holiday Shores Fire Protection District to "chock" the wheels of any fire district vehicle, equipped with chocks, any time the vehicle is not within the fire station. This practice shall extend to the trailer or other auxiliary vehicles and trailers if they are equipped with chocks.

The action of chocking the tires shall be the responsibility of the apparatus driver. The driver shall place the chocks upon exiting the vehicle and remove them as the driver prepares to leave. To promote consistency, the driver side rear tire (forward rear tire if a tandem axle vehicle) shall be chocked - both on the front side and rear side of the tire. This action will serve to prevent movement in either direction and enhance safety.

Should there be any questions regarding this practice, please contact the Chief of Assistant Chief for clarification.

Holiday Shores Fire Protection District	Date: March 2022	Number: 016
STANDARD OPERATING GUIDELINES	TITLE: Evacuation, Mayday, Time Checks	
Approved by: Chief O'Brien	Revision: 2	

## Evacuation, Mayday, Time Checks

In order to promote safety and consistency among fire departments operating in our immediate area, it shall be the Districts Practice to provide scene notifications as follows.

### EVACUATION

In the event that conditions deteriorate at an incident and the continued operations may place personnel in jeopardy, an evacuation may be ordered by the Incident Commander, Operations Chief, or Safety Officer.

The action shall be:

Three separate blasts of the air horn from a truck operating at the scene using equal pauses between the blasts. Each blast and pause should be approximately 10 seconds in length.

Thus: Blast (10 seconds) Pause (10 seconds) Blast (10 seconds) Pause (10 seconds) Blast (10 seconds)

This air horn sounding should be accompanied by a radio transmission indicating that "all persons operating on the scene" should evacuate the area/building immediately.

Upon completing the evacuation, a "roll call" should be completed to ensure that all members are accounted for. Any members unaccounted for shall be reported to the Incident Commander.

## **MAYDAY**

Should a person become unable to account for their location due to injury, disorientation, collapse, condition change, lost, trapped, etc. Then a member should immediately communicate this action to command. A "MAYDAY" should be transmitted. A Mayday shall be transmitted as follows:

"Mayday, Mayday, Mayday - Firefighter down - (Other relevant information should follow - who you are, where you are (if possible), landmarks, etc.

The member should also activate their pass device to serve as an audible notification.

Command shall assign the necessary RIT team or other resources to find and help the member in distress.

"Mayday" should be used only in EMERGENCY SITUATIONS.

## **TIME CHECKS**

While operating at any incident that cannot be controlled in the first few minutes or at any incident where it would be beneficial for personnel safety, the I.C., at his discretion, may institute a 15 minute time check by dispatch. When advised to perform time checks by the I.C., dispatch will contact I.C. at the given interval and a status report of the incident and accountability will be given by the I.C.

While the standard time intervals are 15 minutes, and time span may be utilized if deemed necessary for safety or personnel issues.

Upon any alarm, dispatch may ask the LC. if time checks will be requested. This will serve as a reminder to the LC. of their importance.

Time checks can be requested and discontinued at any time at the discretion of the LC. based on the needs and complexity of the incident and its operations.

Although these actions are deemed reasonable at this time, it shall also be the Districts practice to keep open communication with our Mutual Aid partners and with MABAS to ensure consistency. Our policy shall be changed, as necessary to maintain that consistency.

Holiday Shores Fire Protection District	Date: March 2022	Number: 017
STANDARD OPERATING GUIDELINES	TITLE: Incident Images (Pictures, Videos, etc)	
Approved by: Chief O'Brien	Revision: 3	

## **Incident Images (Pictures, Videos, etc.)**

Subject: SOG

Incident Images (Pictures, Video's, etc.) 2010/06

From time to time there may be a need to record the events, actions, or undertakings of an incident for future review, training, historical reference, or evidence. This type of record (Photos, Videos, etc.) shall be done with the consent of the Chief or Incident Commander, and only under his/her direction. The Chief or Incident Commander will be charged with weighing the need for the images and the need for privacy of the resident.

Any unauthorized creation or production of images (pictures, videos, etc) shall be deemed a direct violation of the confidentiality statement of the Fire Department and violations will be dealt with accordingly.

Further, if any images are going to be used for public demonstration, they will be reviewed by the Chief or his designee to ensure they are appropriate for the proposed purpose.

It is imperative that the Fire Department be deliberate in its actions to foster and ensure public confidence.

Holiday Shores Fire Protection District	Date: March 2022	Number: 018
STANDARD OPERATING GUIDELINES	TITLE: Autopulse Usage and Operation	
Approved by: Chief O'Brien	Revision: 2	

## Autopulse Usage and Operation

The AutoPulse automatic CPR board is intended to be used as an adjunct to manual CPR. It is designed for use on adult patients only and only in cases of clinical death as defined by a lack of spontaneous breathing and pulse.

### 1. Maintenance

- 1.1 The AutoPulse will be stored in the provided carry case at all times. Fire Department members will insure the device is dry before storing.
- 1.2 Battery maintenance and testing is performed weekly.
- 1.3 Every week the battery currently in the unit will be removed and placed on the charger.
- 1.4 Any time the AutoPulse is used the batteries will be rotated in the proper order.
- 1.5 The unit will be turned on weekly to verify the unit is operating properly.
- 1.6 The AutoPulse will be cleaned after every use.
- 1.7 Cleaning will include wiping of all surfaces of the platform free of foreign matter and spills with appropriate disinfectant solution. Check vents to ensure that they are free and clear of any obstructive matter.
- 1.8 WARNING - Never submerge the AutoPulse in liquid.
- 1.9 Replace life bands after each use.

## **2. Application**

- 2.1 The AutoPulse is intended to be used as an adjunct to manual CPR, on adult patients only, in cases of clinical death as defined by a lack of spontaneous breathing and pulse.
- 2.2 Manual CPR will be started immediately per AHA guidelines, with no delay to set up the AutoPulse unit.
- 2.3 While manual CPR is in progress, a second member will prepare the AutoPulse for application.
- 2.4 The AutoPulse will be prepared by powering on the unit, opening the Lifeband, and placing the AutoPulse unit beside the patient.
- 2.5 The patient will be prepared by having shirt and under garments removed completely followed by application of defibrillation pads to the chest, if not already done during initial assessment/quick look.
- 2.6 The AED pads should be applied to the patient before the application of the Autopulse.
- 2.7 When AutoPulse is ready for deployment one crew member will sit the patient upright while the second crew member slides the AutoPulse under the patient.
- 2.8 After the AutoPulse is under the patient the crew will close the Lifeband and verify proper position on the patient.
- 2.9 The AutoPulse will then be started. The total time to apply the AutoPulse should be no longer than 20 seconds.
- 2.10 After the AutoPulse is started a crew member will verify proper compression by palpating a carotid pulse.
- 2.11 The patient will then be secured to the AutoPulse by applying shoulder straps provided. The crew may also choose to tape the head to the unit if needed.

2.12 The AutoPulse will only be stopped to assess cardiac rhythm or patient regains circulation. The AutoPulse will NOT be stopped to deliver defibrillation.

2.13 At any time the crew feels the AutoPulse is not performing properly or not providing adequate compressions, the unit will be removed immediately and manual compressions will be started.

2.14 HSFPD personnel will accompany the patient and the Auto pulse to the Hospital with the transporting ambulance. If the ambulance personnel do not wish HSFPD personnel to assist, then HSFPD personnel will immediately proceed to the hospital to claim the auto pulse when it is no longer needed.

2.15 The AutoPulse can be left on the patient after transfer to emergency department if the Emergency Department Physician requests it.

2.16 The AutoPulse is to be removed from the patient prior when directed by the Emergency Physician.

2.17 Post resuscitation the AutoPulse may be left on the patient if suspected to have caused harm to the patient.

### **3. Training**

3.1 All members will maintain proficiency with current guidelines and procedures associated with the maintenance and application of the AutoPulse.

3.2 A yearly training with verification of learning will be conducted in conjunction with annual CPR recertification. This training is mandatory for all members of the department.

Holiday Shores Fire Protection District	Date: March 2022	Number: 019
STANDARD OPERATING GUIDELINES	TITLE: Relationships with other agencies	
Approved by: Chief O'Brien	Revision: 2	

## Relationships with other agencies

### Purpose:

To establish procedures for the sharing of information with other agencies that HSFPD may come in contact with at an emergency incident.

There are several agencies with which the HSFPD will operate, via a normal course of business, that have overlapping statutory responsibility for the incident. These may include, but are not limited to, Madison County Sheriff, Illinois State Police, FEMA, IEMA, etc. As these agencies have statutory responsibility for emergency incidents every effort should be made to establish an open line of communication and thus share information as needed between the agencies.

During an emergency response there are agencies that could be called to assist HSFPD via written agreements. These would include assets covered by Statewide, County Wide, or MABAS mutual aid agreements. As these agencies may have a need for information (for reporting and record keeping), it should be shared as needed and provided to their agency "officer in charge" or other designated representative.

HSFPD is licensed as an Emergency Medical Services Provider by the State of Illinois and is directed by the "Medical Direction/Control" provided by Alton Memorial Hospital (Resource hospital for HSFPD). All information may be provided with the resource hospital without limitation. Further, as a non-transport agency, it is important for information to be shared with the transport agency and receiving hospitals. All patient information should be shared, without limitation, with the agency assuming patient

control. Patient control should be passed in accordance with policy and procedure as outlined by Alton Memorial Hospital.

During an emergency response there may be other agencies that provide assistance to the HSFPD that do not have a statutory responsibility. These agencies may be requested by HSFPD or may volunteer their service. These agencies may include, but are not limited to, Various Holishor Association Department(s). Township Road Services, Towing Contractors, etc. These agencies may prove very beneficial to the HSFPD and should be utilized as needed. As these agencies do not have Statutory Responsibility for the emergency, then sensitive and confidential information should not be shared with them. When these agencies arrive on a scene controlled by HSFPD they should report to the Incident Commander or his designee to receive a proper briefing and job instructions. As these agencies do not train regularly with HSFPD their actions should be commensurate with their agency abilities (based on the incident commander's knowledge, need, and comfort and should be monitored. If these agencies arrive at an emergency prior to the arrival of HSFPD, then on arrival the officer in charge (HSFPD) should ask for a situational briefing and document any notable actions that were taken prior to the arrival of HSFPD. At that time the HSFPD officer in charge will formally assume control and command of said emergency incident.

There are instances when a representative of an agency without statutory responsibility may also be a representative of HSFPD. In these instances the individual will be governed by HSFPD and will be assigned accordingly. These individuals will maintain records and information consistent with this guideline and will not share private information with other agencies.

Holiday Shores Fire Protection District	Date: March 2022	Number: 020
STANDARD OPERATING GUIDELINES	TITLE: No lights, no sirens response	
Approved by: Chief O'Brien	Revision: 2	

## No lights, no sirens response

### Purpose:

To outline the instances when lights and sirens are not to be utilized (including use of blue lights in personal vehicles).

### Scope:

This procedure lists the guidelines of using lights and sirens on alarms. Guideline:

For the means of public and personnel safety, our response on specified alarms will be reduced to responding with no lights and/or sirens due to the nature of the alarm. These alarms are those where no immediate life and/or property are endangered.

The following alarms currently fall under this guideline:

1. Change-of-quarters.
2. Lift Assist. (With no reported injury)
3. At the discretion of the officer on the scene, equipment still responding lights/sirens to the scene of any alarm can be reduced to "proceed in with caution" indicating response to be no lights/siren.
4. Any alarm, deemed by the officer in charge, warranting a more cautious response.
5. If there is a delayed response (generally more than ten minutes after the first piece of equipment arrives on scene). In case of a delayed response, equipment should

proceed in an emergent (Hot) manner if there are mutual aid companies still responding or at the direction of the Incident Commander.

The response of no lights/siren can be upgraded, at any time, to respond "hot" (lights and siren) as the incident would warrant, as directed by the Incident Commander, or by the dispatch center. As with any response, extreme caution is to be exercised when responding to any incident.

Holiday Shores Fire Protection District	Date: March 2025	Number: 021
STANDARD OPERATING GUIDELINES	TITLE: Apparatus response	
Approved by: Chief O'Brien	Revision: 3	

## Apparatus response

All firefighting rated members will be responsible for assisting with the safe operation of all fire apparatus.

Drivers of apparatus should be cautious during any movement of apparatus to protect the safety of all passengers, by-standers, and other motorists.

While moving fire apparatus in Reverse, all warning lights shall be activated, and a spotter should be utilized, to ensure safe operations.

While equipment is in motion all apparatus passengers should remain seated with safety belts secured.

During an emergent movement of apparatus, all warning lights and sirens should be used to notify other motorists of the need for the right of way.

Extreme caution should be used at all intersections.

Staffing should be considered when apparatus responds to allow for maximum benefit.

Minimum Staffing will be decided by the officer/member in charge at the Fire Station at the time of response. Minimum staffing will be determined by available manpower, apparatus needed, and expected need on the scene.

No primary response vehicle (Engine or Rescue) should respond with only 1 person. Should their only be one member who responds to an incident, mutual aid should be dispatched and a 2nd HSFPD page should take place. If more manpower does not arrive, then a single person response would be considered reasonable.

Response of any additional apparatus to the scene, with only one person, should be under the direction of the incident commander as there may be a specific need for a 1 person apparatus response. Tenders responding with one person should be done ONLY when necessary. The Tender should then notify the IC of the single person response.

Apparatus should continue to respond, per the Response SOG, as manpower permits until "called off" by the Incident Commander.

Holiday Shores Fire Protection District	Date: March 2022	Number: 022
STANDARD OPERATING GUIDELINES	TITLE: Background Checks	
Approved by: Chief O'Brien	Revision: 2	

## Background Checks

### Purpose

The Holiday Shores Fire Protection District (HSFPD) believes that utilizing qualified individuals to fill positions contributes to the overall strategic success of our organization. Background checks serve as an important part of the selection process. This type of information is collected as a means of promoting a safe work environment for current and future HSFPD members. Background checks also help obtain additional applicant related information that helps determine the applicant's overall employability, ensuring the protection of the current people; property, and information of the organization.

### Policy

The HSFPD will use a third party agency to conduct the background checks. The type of information that can be collected by this agency includes, but is not limited to, that pertaining to an individual's past employment, education, character, finances, reputation, etc. This process is conducted to verify the accuracy of the information provided by the applicant. HSFPD will ensure that all background checks are held in compliance with all federal and state statutes, such as the Fair Credit Reporting Act (FCRA). For example, the Americans with Disabilities Act (ADA) prohibit organizations from collecting n-on-job-related information from previous employers or other sources.

Therefore, the only information that can be collected is that pertaining to the quality and quantity of work performed by the applicant, the applicant's attendance record, education, and other issues that can impact the workplace. HSFPD can make inquiries regarding criminal records during the pre-employment stage; however, as part of Title

VII of the Civil Rights Act of 1964, this information cannot be used as a basis for denying employment, unless it is determined to be due to job-related issues or business necessity.

### **Recordkeeping**

The HSFPD guarantees that all information attained from the reference and background check process will only be used as part of the employment process and kept strictly confidential. The Fire Chief, or his designee, will maintain a log that will include the position you are applying for, your name, and the date of the background check. Be aware, only appropriate personnel at HSFPD will have authorized access to this information.

Holiday Shores Fire Protection District	Date: March 2022	Number: 023
STANDARD OPERATING GUIDELINES	TITLE: Drug Testing	
Approved by: Chief O'Brien	Revision: 2	

## Drug Testing

HSFPD is dedicated to providing employees with a workplace that is free of drugs and alcohol. HSFPD discourages drug and alcohol abuse by its members. We have a vital interest in maintaining safe and efficient working conditions for our members. Substance abuse is incompatible with health, safety, efficiency, and success at HSFPD.

Members who are under the influence of a drug or alcohol on the job compromise the District's interests, endanger the members own health and safety and the health and safety of others, and can cause a number of other work-related problems, including substandard Job performance, behavior that disrupts other members, delays in the completion of jobs, inferior quality in our response to emergencies, and disruption of customer relations. Any identified usage of drugs or alcohol, or being under the influence of same during time at the fire station, or completing any District response/business, will be grounds for discipline up to and including termination

For the safety of our members and the public HSFPD reserves the right to test any member for the use of illegal drugs or alcohol. This can be done on a random basis or in cases where the member's Job carries a risk of injury or accident due to such use, or there is an apparent inability to perform the requirements required of that position. Such a test may also be conducted after an accident or with probable cause of impairment while on the job. Under those circumstances the employee may be driven to a certified lab, at HSFPD's expense, for the drug test.

Any member found to use, sell, possess or distribute any illegal or unauthorized drugs (including excessive quantities of prescription or over-the-counter drugs) while on

HSFPD premises, performing District-related duties, or while operating any HSFPD equipment, is subject to disciplinary action, up to and including termination of membership. Any suspected illegal drug confiscated will be turned over to the appropriate law enforcement agency.

Any member taking medication should consult a medical professional to determine whether the drug may affect his or her personal safety or ability to perform the essential functions of the job and should advise Fire Chief of any job limitations, Upon notification of job limitations, HSFPD will make reasonable efforts to accommodate the limitation.

The moderate use of alcohol at District approved meetings, with business meals, travel, entertainment, or in an appropriate social setting, is not prohibited by this policy.

To the extent any federal, state or local law, rule or regulation limits or prohibits the application of any provision of this policy, then to the minimum extent necessary and only for that geographical area, this policy is deemed to be amended to be in compliance.

Holiday Shores Fire Protection District	Date: March 2022	Number: 024
STANDARD OPERATING GUIDELINES	TITLE: Motor Vehicle Record Checks	
Approved by: Chief O'Brien	Revision: 2	

## Motor Vehicle Record Checks

Driver's license checks will be performed on all applicants after their application is accepted and annually thereafter for all members.

Applicants and employees will be subject to the status classification system listed below.

Satisfactory - Eligible to drive. Driving record reflects less than or equal to: One (1) moving violation in 12 months

Probationary - eligible to drive with the stipulation that the individual's motor vehicle record will be checked periodically over the period of probation and their driving record reflects greater than the criteria for satisfactory status or equal to: Two (2) moving violations in past 24 months

Unacceptable - Applicants will not be accepted if their driving record reflects: Suspended or revoked license Three (3) or more moving violations in the past 36 months One (1) or more DUIs/DWIs within the past 24 months at fault in a fatal accident within the past 5 years. Leaving the scene of an accident within the past 36 months reckless driving within the past 12 months

### Current Members

HSFPD will check the motor vehicle records for all current employees on an annual basis. Any member without a valid driver's license will not be allowed to operate a District vehicle. As driving is an essential job function, efforts will be made to accommodate members without a license, Members who cannot be reasonably accommodated will be terminated. If an existing member has a valid driver's license, however if the member's

driving record meets or exceeds Probationary status criteria, the employee will be placed on Probationary Driving status and will be subjected to the requirements of that status until the end of the probation. If during a subsequent periodic motor vehicle record check, the member's record indicates further violations, HSFPD will review the specific circumstances surrounding the individual and determine appropriate action.

Holiday Shores Fire Protection District	Date: March 2022	Number: 025
STANDARD OPERATING GUIDELINES	TITLE: Medication Storage	
Approved by: Chief O'Brien	Revision: 2	

## Medication Storage

Purpose: To effectively store, control, and maintain medications carried by HSFPD vehicles. Medication shall be stored in temperature controlled unit installed in BLS level equipment.

Usage of medications:

1. Medications (Epi-Pens, aspirin, and glucose) will be stored in temperature controlled units.
2. Medication boxes will have tamper proof tag.
3. If medications are needed, remove tag and administer medications as needed.
4. Notify Chief or Medical Officer of medications used.
5. Chief or Medical officer will assess need to restock and install new tamper proof tag.

Monthly maintenance:

1. Each medication box will have contents and expiration dates on label outside of the storage box.
2. Document expiration dates and tamper proof tag number on monthly maintenance sheet.
3. If tag is missing or has been tampered with, notify Chief or Medical Officer to have new tag installed.
4. Medications should be ordered 60 days prior to expiration date.

5. If possible, unused Epi-pens should be exchanged with resource hospital as expiration date nears.

Any questions regarding the numbering of incidents should be directed to the Chief or IC.

Holiday Shores Fire Protection District	Date: March 2022	Number: 026
STANDARD OPERATING GUIDELINES	TITLE: Incident Investigation	
Approved by: Chief O'Brien	Revision: 2	

## Incident Investigation

All incidents involving fire should be investigated. The purpose of this investigation is to reasonably determine cause and origin of the fire. The officer in charge shall be responsible for this action. The officer should make sure the following is accomplished.

Secure the scene and access to the scene until cause and origin is determined as to protect any evidence.

Ensure that firefighters at the scene do not damage areas that may be needed for cause and origin determination - beyond that which is necessary to extinguish the fire and make the scene safe.

If cause and origin are not able to be determined then outside agencies should be requested to assist with this function.

Outside resources should include mutual aid departments with investigative members (Edwardsville FD), Southern Illinois Task Force, or the Illinois State Fire Marshal.

ANY fire that involves a death or chance of death (Serious injury) will have a Fire Marshal Investigation requested.

Any concerns or questions about the need for further investigation should be directed to the Chief or Assistant Chief for clarification.

Holiday Shores Fire Protection District	Date: March 2022	Number: 027
<b>STANDARD OPERATING GUIDELINES</b>	<b>TITLE: Physical Condition Disclosure</b>	
Approved by: Chief O'Brien	Revision: 2	

## Physical Condition Disclosure

It shall be the responsibility of every member (including candidates and junior members) to disclose any limiting medical condition to the Chief immediately upon knowledge of such a condition.

This disclosure will be kept confidential, if necessary, and will only be disclosed as needed to carry out the safe operations of the district.

Conditions to be disclosed:

Any condition that may limit ones physical ability.

Examples: Back injury, Hernia, Pregnancy, Fear of heights, Claustrophobia.

This list is an example and is not all inclusive. Any condition that may cause additional risk to the patient or crew.

Example: Contagious illness/infection or Blood Bourne illness/disease.

This list is an example and is not all inclusive.

Although operations can be dangerous, making the District aware of these and other conditions allows operations to be designed with maximum member consideration.

The knowledge of these conditions may be used to change, limit, or deny the duties assigned to its members. The Chief will make such limitations known to other members of management, as necessary, to ensure safe operations in his absence.

Any questions or concerns about this policy should be discussed with the Chief.



Holiday Shores Fire Protection District	Date: March 2022	Number: 028
STANDARD OPERATING GUIDELINES	TITLE: MABAS Box Alarm Cards	
Approved by: Chief O'Brien	Revision: 2	

## MABAS Box Alarm Cards

So long as the District's dispatching service has the ability and willingness to use MABAS run cards, it shall be the desire of the District to maintain them and request assistance from them.

It shall be the responsibility of the Chief or his designee to update the cards from time to time in an effort to maximize the effectiveness of an emergency response.

Use of the cards: Each truck shall be outfitted with a list of the MABAS cards and their numbering. The first vehicle to respond shall announce which run card they are operating from.

This shall be done in the following fashion (or similar):

Example: "At this time Holiday Shores Rescue 3351 is responding to 1234 Main Street for a medical call with a crew of 3. We will be operating off of run card Thirty Three dash Nine One. (33-9.1)"

Example: "At this time Holiday Shores Engine 3310 is responding to 1234 Main Street for an unknown smell of smoke with a crew of 4. We will be operating off of run card Thirty Three dash One. (33-1.1)"

Detailed on scene reports will remain unchanged in accordance with a previous SOG.

The dispatcher will be able to pull the card and be prepared for additional dispatching as needed. The incident commander may change the card number if the incident warrants that by informing dispatch that we are switching from card "X" to card "Y".

Should additional help be needed on ANY call, the incident commander will contact dispatch and request the next alarm. This can be done by referencing the specific alarm-Box, 2nd, etc or by simply asking for the next alarm. If specific assets are needed they can be requested as a special alarm for "special asset - - ladder truck, Chief, trailer, etc."

No announcement for providing mutual aid will be necessary as we are responding under the stricken departments run card.

If auto aid should have been dispatched and it has not taken place - then the dispatcher should be reminded of the need for Auto Aid during the above response announcement:  
"..... Three dash One One. Dispatch please make sure Prairie Town has been dispatched as automatic aid"

Holiday Shores Fire Protection District	Date: March 2022	Number: 029
STANDARD OPERATING GUIDELINES	TITLE: Medical Calls	
Approved by: Chief O'Brien	Revision: 2	

## Medical Calls

Although accountability practices are generally reserved for larger incidents and may not include medical calls, it is the desire of the District to account for its members on all calls - - including Medical Calls.

To create accountability for medical calls a small dry erase board will be positioned in the cab of 3351. This board will be located near the officers' seat. During a medical response all members' names will be logged onto the board (written using a dry erase marker). The board will remain inside the cab for the duration of the call.

Member response - directly to the scene.

The member in the officer's seat of 3351 will be responsible for logging any members that respond directly to the scene---- IF they arrive on the scene AHEAD of 3351. The member in the officers' seat will simply notate their presence upon arrival.

Any member arriving after 3351 will log THEMSELVES onto the board.

This board will then afford the incident commander an accurate accounting of members on the scene. At the conclusion of the call the board will be wiped clean and thus rendered ready for the next call.

Members arriving at medical calls in other apparatus shall "tag in" using the procedures outlined in another SOG. They will place their Passport with the board in 3351 upon their arrival on the scene.

Holiday Shores Fire Protection District	Date: March 2025	Number: 030
STANDARD OPERATING GUIDELINES	TITLE: Emergency Equipment Response	
Approved by: Chief O'Brien	Revision: 5	

## Emergency Equipment Response

The Decision as to what equipment shall respond and in what order will be left to the officer or member in charge based on the information, equipment, and staffing available at the time of an incident.

To assist that decision maker, following is a predetermined list representing "normal equipment response".

### Medical Response (Not Involving Rescue)

3351, 3310, 3311 (or 3370 if you only need staffing), \*\*

Notes: 3351 should respond first as it is our primary medical truck, and 3310 should be second as it carries enough equipment to be considered a 'Basic EMT' level service vehicle. 3311 can also be dispatched with its enhanced medical equipment load out, and 3370 is a good alternative as it can carry the most staffing if necessary.

### Motor Vehicle Accidents

#### Medical Response with rescue

#### Misc Rescue (Except Water & Ice Rescue)

3310, 3311, 3360, 3351 ANY, \*\*

Notes: MVAs and rescue related responses should be dispatched in this order. 3310 has the most rescue and extrication equipment, with the most staffing. 3311 has the second most gear and is a large vehicle to secure/ensure responder safety by blocking the road. 3360 should respond to ensure adequate blocking and road/responder protection and

has the best roadway illumination, as well as an onboard pump. 3351 has supplementary equipment including a small set of extrication equipment, medical supplies, and seating for maximum responder response.

### **Water/ Ice Rescue**

3311, 3310, 3370 (with ICT), \*\*

Notes: 3311, while it only seats 5, has the most ice and water rescue gear and can get into more difficult areas with its 4x4 capabilities. 3310 has almost the same water/ice rescue related gear sans inflatable boat. 3370 with the ICT trailer can be utilized as a warming and treatment unit.

### **Carbon Monoxide / Smell of Gas**

3310/3311, \*\*

Notes: 3310 should respond first as if there is a smell of gas it is the most capable engine in terms of first in engine, and we will ensure it always has the latest/newest gas detector. 3311 should also be dispatched, even if running with a minimal crew based on the fact it should have a gas detector and vent fan to support ventilation. The next in vehicle should depend on the circumstances and size up performed by the IC and be dispatched to handle whatever circumstances exist.

### **Brush Fire / Field Fire**

3370, 3311, 3360, \*\*

Notes: 3370 is our primary brush/field fire response unit based on its minimum offroad capabilities, hose reel, and brush-fire skid load with pump. It also carries extra 1" forestry line that can quickly extend our fire suppression reach. 3311 has more offroad capabilities and a booster reel that makes it ideal for brush and field fires. 3360 also has a rear hose

reel and extra forestry line as well as providing ample additional water should it need to refill 3370/3311.

**Structure Fire/ Car Fire/ Unknown Type of Fire/ Fire Alarm**

3310, 3360, 3311, 3370 (with ICT), \*\*

Notes: 3310 should always be the first responding engine as it is configured for this role and is ideally suited as the first in pumper. For known water, 3311 should respond second as it will become the water supply truck, and back-up 3310. 3360 should be second in as it can provide an additional 3,500 gallons of water quickly and has an adequate pump as backup for most fire suppression activities. The decision to deploy a dump tank should be made by the IC depending on the fire conditions, defensive or offensive tactics being utilized, and whether the delay in supplying water to 3310 and interruption of the water supply when transitioning from onboard tank water to an external dump tank is warranted. ‘Nursing’ 3310 or 3311 from 3360 is quicker, does not interrupt pump operations, and may be the appropriate course in an offensive mode where water is needed quickly. 3,500 gallons should remediate most single-family dwelling fires! Keep in mind, the decision to pump from 3360 to 3310 can have an adverse impact on the fireground if you must place it in a position where it cannot easily leave the scene to commence tender shuttle operations. Also, when pumping from 3360 to 3310 or another engine, it is highly recommended to use a 3” line as connecting and disconnecting a 5” is arduous and time consuming.

**Mutual Aid:**

Will be likely determined by actual request - 3311

General guidelines as follows: Pumper I

Engine:

Manpower Only: 3311

Tender Request: 3360

Cascade/ Command Trailer

3370 with the Incident Command  
Trailer

Notes: 3311 is our mutual aid pumper/engine as it is configured for that role and 3310 should remain in district to provide us with the maximum response capabilities for our own incidents. 3360 should be utilized for mutual aid requests for a tender. Sending 3311 to support manning ensures the responding team will have adequate SCBAs and tools to be useful on the fireground or rescue operation.

\*\* : Additional Units I Mutual Aid should be dispatched/ respond as requested by the Incident Commander.

3370 can be used for transport of supplies or the Incident Command Trailer to the scene of an incident based on need OR for the general use of an Incident Commander/Officer to/at a scene.

Units should respond, as listed above, when manpower is available until "Called Off" by the Incident Commander.

The reference of ANY above suggests that any other HSFPD unit can respond at the specific request of the Incident Commander or at the decision of the staff available at the fire station.

Note: The following units should not leave the HSFPD, at the same time, unless another department is contacted to provide coverage for the district:

ENGINES 3310 & 3311, 3360

### **Clarification of Standard Operating Guidelines**

The following will service as a clarification of current rules. This clarification will serve as a guideline until changed or rescinded.

The Officers of the HSFPD are encouraged to use their best judgment based on the information and staffing that is available, even if that decision is direct contradiction of this memo or other Standard Operating Guidelines.

Theory ... The Officers should make decisions based on the information presented.

### **Candidate and Auxiliary Response Considerations**

The Candidates of the HSFPD can benefit from exposure to "scene response" to observe the operations of the department. ANY candidate can respond assuming the following conditions are met/followed:

Candidates will prepare for the call (gear/vest) and WAIT to respond.

Officers that believe there is sufficient assistance present for the call can take a candidate to "shadow" them.

The officer is responsible for explaining and guiding the candidate in activities that are reasonable.

The candidates should take no action without the specific direction of the officer they are shadowing.

No more than one candidate will respond on any given truck. Candidates should not respond to mutual aid calls.

**Candidates should not respond on the first engine to a structure fire or to mutual aid calls.** Consideration should be given to the responsibility of the "radio operator"

Theory ... Allowing candidates to respond will encourage their participation and prepare them better for emergency operations. The Officers should be able to determine if a candidate can reasonably respond and observe the operations.

Holiday Shores Fire Protection District	Date: March 2022	Number: 031
<b>STANDARD OPERATING GUIDELINES</b>	<b>TITLE: Routine Inspections/Cleaning- Fire Fighting Protective Ensembles</b>	
Approved by: Chief O'Brien	Revision: 2	

## **Routine Inspections/Cleaning Fire Fighting Protective Ensembles**

To ensure all members are equipped for firefighting, a set of appropriate firefighting gear shall be assigned to them. It shall be the responsibility of every member to care for, inspect, and clean the garments assigned to them.

Upon issuance and at least once annually, members shall fully inspect and launder their gear. When laundering their gear, the following should be observed:

Remove (Brush off) any loose debris.

Use a water temperature of less than 105 degrees Fahrenheit. Secure all hooks and Velcro.

Launder liners separate from the outer shells. Use only turn out gear specific laundry soap. No Bleach products of any kind should be used.

Liners should be laundered by turning them inside out.

Inspection of gear should be done in a complete and methodical manner by following and completing EXHIBIT A (attached). All items shall be marked P -Pass or F- Fail. Any failure should be reported to an officer for repair/replacement/evaluation as needed.

If a set of gear is significantly soiled at an incident or training, it should be immediately dealt with. It may be brushed or rinsed to remove the soiling. Gear with heavy soiling should not be worn within the apparatus (thus preventing contamination). Gear that becomes soiled should be laundered and inspected (See above notes).

If a set of gear becomes contaminated from special hazards (fuel, paint, oils, bio hazards, etc.), it should be sent to a company prepared to handle these situations for evaluation. An officer can help coordinate this action.

If a set of gear needs repair (stitching, patching, etc.), it should be sent to a company prepared to handle these situations for evaluation. An officer can help coordinate this action.

As of the date of this SOG, difficult cleaning and repairs will be completed by: Minerva Company ([www.bunkergearcleaners.com](http://www.bunkergearcleaners.com)) Brian Marengo 610-235-9644.

Holiday Shores Fire Protection District	Date: March 2022	Number: 032
<b>STANDARD OPERATING GUIDELINES</b>	<b>TITLE: Sexual Harassment</b>	
Approved by: Chief O'Brien	Revision: 2	

## **Sexual Harassment**

It is the desire of the Holiday Shores Fire Protection District to have a workplace free of sexual harassment as state in the Illinois Human Rights Act. Based on this desire, the FPD adopted an Ordinance on January 16, 2018 as Ordinance number 2018-01.

This ordinance will remain in place and be enforced until it is rescinded or changed. The complete Policy is attached. Annual training will be required to ensure awareness of harassment. Training will be assigned by the Chief or Training officer and will be required of all members regardless of job duties.

Any instances of Harassment should be, per the policy, reported immediately to allow for investigation and corrective action.

Any questions regarding this Policy should be directed to the Chief or District Trustees.

### **Exhibit "A"**

## **POLICY PROHIBITING SEXUAL HARASSMENT;**

### **I. PROHIBITION ON SEXUAL HARASSMENT**

It is unlawful to harass a person because of that person's sex: The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991. All persons have a right to work in an environment free from sexual harassment. Sexual harassment is unacceptable misconduct which affects individuals of all genders and sexual orientations. It is a policy of Holiday Shores Fire Protection District, Madison County, Illinois, to

prohibit harassment of any person by any fire protection district official, fire protection district agent, fire protection district employee or fire protection district agency or office on the basis of sex or gender. All fire protection district officials, fire protection district agents, fire protection district employees and fire protection district agencies or offices are prohibited from sexually harassing any person, regardless of any employment relationship or lack thereof.

## II. DEFINITION OF SEXUAL HARASSMENT

This policy adopts the definition of sexual harassment as stated in the Illinois Human Rights Act, which currently defines sexual harassment as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

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

Conduct which may constitute sexual harassment includes:

- Verbal: sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
- Non-verbal: suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.

- Visual: posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
- Physical: touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act or actual assault.
- Textual/Electronic: "sexting" (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends, to some extent, on individual perception and interpretation. The courts will assess sexual harassment by a standard of what would offend a "reasonable person."

### III. PROCEDURE FOR REPORTING AN ALLEGATION OF SEXUAL HARASSMENT

An employee who either observes sexual harassment or believes herself/himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the offending employee, and her/his immediate supervisor. It is not necessary for sexual harassment to be directed at the person making the report.

Any employee may report conduct which is believed to be sexual harassment, including the following:

- Electronic/Direct Communication. If there is sexual harassing behavior in the workplace, the harassed employee should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.

- Contact Faith Supervisory Personnel. At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor of the person making the report, a department head, a director of human resources, an ethics officer, the fire chief or any trustee of the fire protection district.

The employee experiencing what he or she believes to be sexual harassment must not assume that the employer is aware of the conduct. If there are no witnesses and the victim fails to notify a supervisor or other responsible officer, the fire protection district will not be presumed to have knowledge of the harassment.

- Resolution Outside Fire protection district. The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every report and incident so that problems can be identified and remedied by the fire protection district. However, all fire protection district employees have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.
- Documentation of any incident may be submitted with any report (what was said or done, the date, the time and the place), including, but not limited to, written records such as letters, notes, memos and telephone messages.
- All allegations, including anonymous reports, will be accepted and investigated regardless of how the matter comes to the attention of the fire protection district. However, because of the serious implications of sexual harassment charges and the difficulties associated with their investigation and the questions of credibility

involved, the claimant's willing cooperation is a vital component of an effective inquiry and an appropriate outcome.

#### IV. PROHIBITION ON RETALIATION FOR REPORTING SEXUAL HARASSMENT ALLEGATIONS

No fire protection district official, fire protection district agency, fire protection district employee or fire protection district agency or office shall take any retaliatory action against any fire protection district employee due to a fire protection district employee's:

1. Disclosure or threatened disclosure of any violation of this policy,
2. The provision of information related to or testimony before any public body conducting an investigation, hearing or inquiry into any violation of this policy, or
3. Assistance or participation in a proceeding to enforce the provisions of this policy.

For the purposes of this policy, retaliatory action means the reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms or conditions of employment of any fire protection district employee that is taken in retaliation for a fire protection district employee's involvement in protected activity pursuant to this policy.

No individual making a report will be retaliated against even if a report made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

Similar to the prohibition against retaliation contained herein, the State Officials and Employees Ethics Act (5 ILCS 430/15-10) provides whistleblower protection from retaliatory action such as reprimand, discharge, suspension, demotion, or denial of promotion or transfer that occurs in retaliation for an employee who does any of the following:

1. Discloses or threatens to disclose to a supervisor or to a public body an activity, policy, or practice of any officer, member, State agency, or other State employee that the State employee reasonably believes is in violation of a law, rule, or regulation,
2. Provides information to or testifies before any public body conducting an investigation, hearing, or inquiry into any violation of a law, rule, or regulation by any officer, member, State agency or other State employee, or
3. Assists or participates in a proceeding to enforce the provisions of the State Officials and Employees Ethics Act.

Pursuant to the Whistleblower Act (740 ILCS 174/IS(a)), an employer may not retaliate against an employee who discloses information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. In addition, an employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation. (740 ILCS 174/IS(b)).

According to the Illinois Human Rights Act (775 ILCS 5/6-101), it is a civil rights violation for a person, or for two or more people to conspire, to retaliate against a person because he/she has opposed that which he/she reasonably and in good faith believes to be sexual harassment in employment, because he/she has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under the Illinois Human Rights Act.

An employee who is suddenly transferred to a lower paying job or passed over for a promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge - due within 180 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

## V. CONSEQUENCES OF A VIOLATION OF THE PROHIBITION ON SEXUAL HARASSMENT

In addition to any and all other discipline that may be applicable pursuant to fire protection district policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreement, any person who violates this policy or the Prohibition on Sexual Harassment contained in 5 ILCS 430/5-65, may be subject to a fine of up to \$5,000 per offense, applicable discipline or discharge by the fire protection district and any applicable fines and penalties established pursuant to local ordinance, State law or Federal law. Each violation may constitute a separate offense. Any discipline imposed by the fire protection district shall be separate and distinct from any penalty imposed by an ethics commission and any fines or penalties imposed by a court of law or a state or Federal agency.

## VI. CONSEQUENCES FOR KNOWINGLY MAKING A FALSE REPORT

A false report is a report of sexual harassment made by an accuser using the sexual harassment report to accomplish some end other than stopping sexual harassment or retaliation for reporting sexual harassment. A false report is not a report made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false or frivolous report is a severe offense that can itself result in disciplinary action. Any person who intentionally makes a false report alleging a violation of any provision of this policy shall be subject to discipline or discharge pursuant to applicable fire protection district policies, employment agreements, procedures, employee handbooks and/or collective bargaining agreements.

In addition, any person who intentionally makes a false report alleging a violation of any provision of the State Officials and Employees Ethics Act to an ethics commission, an inspector general, the State Police, a State's Attorney, the Attorney General, or any other law enforcement official is guilty of a Class A misdemeanor. An ethics commission may levy an administrative fine of up to \$5,000 against any person who intentionally makes a false, frivolous or bad faith allegation.



Holiday Shores Fire Protection District	Date: March 2022	Number: 033
STANDARD OPERATING GUIDELINES	TITLE: Training Standards and Compliance-Annual Training Plan	
Approved by: Chief O'Brien	Revision: 1	

## Training Standards and Compliance Annual Training Plan

The Holiday Shores Fire Protection District is a State (at the County level) Government entity, governed by the 70 ILCS 705 Fire Protection District Act. We adhere to the standards and guidelines called out in the Fire Protection District Act as well as including but not limited to other governing bodies and agencies:

- The Illinois State Fire Marshall (ILSFM)
- The National Fire Protection Association (NFPA)
- Illinois Department of Labor (IDOL)
- Occupational Safety and Health Administration (OSHA)
- Illinois Fire Service Institute (IFSI)

As a volunteer fire department and part of the Holiday Shores Fire Protection District, members of the Holiday Shores Fire Department work as 'employees' of the fire district in their volunteer capacity.

In reviewing the various minimum and recommended training standards, and in an attempt to meet the minimum standards as set forth by these various agencies and institutions, members of the HSFD shall complete the following annual minimum training requirements and in accordance with OSHA standards, we will conduct quarterly 'on-air' interior firefighting training and/or evolutions.

- CPR/AED (generally following the American Heart Association for Healthcare Providers certification standard)
- Hazmat Awareness
- Bloodborne Pathogens

- Tech Rescue and Confined Space Rescue Awareness
- Truck and Equipment Familiarization/Refresher
- Respiratory Protection-SCBA familiarization and annual FIT Test
- Personal Protective Equipment Inventory and Refresher
- Fire Extinguisher Training

Also, in accordance with these guidelines, each member is expected to achieve at a minimum 2.5 hours of training per quarter. To receive 'pay on call' status for each quarter, a minimum of 7.5 hours should be achieved.

Failure to adhere to these minimum training standards can result in the following escalated actions:

- Verbal and/or written warning of non-compliance
- Placement on 'probation' requiring supervision by an officer while on calls
- Loss of call response status
- Dismissal from the Holiday Shores Fire Protection District

The Chief and Training officer shall work with 'out of compliance' members and when comfortable that a member has been re-acclimated to the duties and has received adequate refresher training, place them back into a 'primary response' status able to respond to all calls and emergencies.

### **Annual Training Plan Overview**

The annual Training Plan will be published and available, as well as the annual Calendar, on the HSF D Website, online on our BOX account, and on the Fire Station computer. It will also be posted in the meeting room area.

Each year we will setup the training to be on, when applicable, the Second Monday night of each month, and the Third of Fourth Saturday. Most training sessions will be

approximately 2.5 hours in length, with several all-day trainings on Saturday, usually 2-3 per annum.

The training calendar will have a minimum of one Fire Service/Interior Firefighting related topic per quarter, one live fire training per year when we are able, and we will take full advantage of the IFSI Cornerstone program, hosting external agencies for certain trainings that are most beneficial for our immediate mutual aid agencies.

In addition to the State and NFPA standards for required annual training, we will also require the completion of several Target Solutions/Vector Solutions online training in the areas of Sexual Harassment, Customer Service and Preventing Discrimination.

The rest of our training will be focused on Rescue, EMS and Region 4 protocols, Safety, Safe Vehicle Operation and Equipment/Pump Operations. Each year our CEU eligible classes are submitted and approved by our Region 4 Medical Director at which time a Site Code is designated.

Holiday Shores Fire Protection District	Date: September 2022	Number: 034
STANDARD OPERATING GUIDELINES	TITLE: Bloodborne Pathogens Exposure Control Plan	
Approved by: Chief O'Brien	Revision: 1	

# Bloodborne Pathogens Exposure Control Plan

## PURPOSE

This Exposure Control Plan (ECP) is designed to eliminate or minimize occupational exposure to blood or other body fluids, and to comply with OSHA’s Bloodborne Pathogens standard, 29 CFR 1910.1030. Members covered by the bloodborne pathogens standard shall receive an explanation of this plan upon hire and annually thereafter. All members have an opportunity to review this plan and will provided with a copy of it upon request.

This plan shall be reviewed and updated at least annually and whenever necessary to reflect new or modified tasks and procedures which affect occupational exposure and to reflect new or revised positions with occupational exposure. The review and update shall also reflect changes in technology that eliminate or reduce exposure to bloodborne pathogens (BBP).

## SCOPE AND APPLICATION

This plan applies to all members that may incur occupational exposure to blood or other potentially infectious materials.

## RESPONSIBILITIES

### Fire Department:

- Establish, implement, maintain, evaluate and update the program.
- Perform exposure determinations.
- Provide personal protective equipment at no cost to members.

- Inspect and maintain personal protective equipment and engineering controls.
- Provide initial and annual training to members.
- Offer the Hepatitis B vaccine.
- Investigate exposure incidents and attempt to prevent reoccurrences.
- Select an occupational health provider.
- Maintain records.

**Members:**

- Wear the appropriate personal protective equipment and minimize or eliminate potential exposure.
- Inform direct supervisor and fire chief of an exposure.
- Obtain or decline a Hepatitis B vaccine.
- Participate in initial and annual training.
- Always operate in a safe manner.

**EXPOSURE DETERMINATION**

An exposure determination is required to list all job classifications in which members may be expected to incur occupational exposure, regardless of frequency. This determination shall NOT take personal protective equipment into account. The following job classifications are in this category:

<u>Job Classification</u>	<u>Tasks/Procedures</u>
Firefighter	Firefighting, Rescue, Emergency Medical Services

**HAZARD CONTROLS**

Universal precautions will be observed to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

Engineering and work practice controls will be utilized to eliminate or minimize exposure to members. Where occupational exposure remains after institution of these controls, personal protective equipment shall be utilized. The following engineering controls will be utilized: **biohazard waste disposal bags/sharps containers.**

Readily accessible hand washing facilities are also available to members who incur exposure to blood or other potentially infectious materials. If hand washing facilities are not readily accessible (while on scene, etc.) **antiseptic cleanser in conjunction with a clean cloth/paper towels or antiseptic towelettes** will be provided in department vehicles. If these alternatives are used, hand washing should occur (soap and running water) as soon as feasible. After removal of personal protective gloves, members shall wash hands and any other potentially contaminated skin area immediately or as soon as feasible following contact.

#### **Needles/Sharps:**

Contaminated needles and other contaminated sharps will not be bent, recapped, removed, sheared or purposely broken. Personnel not trained in the use and handling of needles and sharps shall not handle them. Avoid the hazard.

#### **Work Area Restrictions:**

In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, members are not to eat, drink, apply cosmetics or lip balm, smoke, chew or handle contact lenses.

#### **Contaminated Equipment:**

Equipment which has become contaminated with blood or other potentially infectious materials shall be decontaminated as necessary unless decontamination of the equipment is not feasible.

#### **Personal Protective Equipment:**

All personal protective equipment will be provided without cost to members. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious material to pass through or reach the member's clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.

### Verify

Each department vehicle shall carry: disposable gloves, safety glasses, antiseptic wipes and disposal bags. Members Shall Use Items as necessary according to the anticipated exposure of the task.

Designated department vehicles shall carry additional equipment: face mask, apron, sharps disposal container.

All personal protective equipment will be cleaned, laundered, and or disposed of by the department at no cost to members. Monthly examination/maintenance of engineering controls, supplies and PPE will be conducted by a member appointed by the fire chief.

All garments which are penetrated by blood shall be removed immediately or as soon as feasible. All personal protective equipment will be removed prior to leaving the work area.

Gloves shall be worn where it is reasonably anticipated that members will have hand contact with blood, other infectious materials, non-intact skin, and mucous membranes. Disposable gloves are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. Utility gloves may be decontaminated for re-use provided that the integrity of the glove is not compromised. Utility gloves will be discarded if they are cracked, peeling, torn,

punctured, or exhibits other signs of deterioration or when their ability to function as a barrier is compromised.

Masks in combination with eye protection devices, such as goggles or glasses with solid side shield, or chin length face shields, are required to be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can reasonably be anticipated.

## **DECONTAMINATION**

Decontamination of surfaces will be accomplished by utilizing a 20% bleach water solution or equivalent. Potentially contaminated surfaces will be decontaminated as soon as feasible after any spill of blood or other potentially infectious materials.

## **DISPOSAL**

Regulated biohazard waste shall not be allowed to accumulate at the station and shall be sent off-site. It is ideal to prevent any biohazard waste from entering the station upon return from the scene. Don't bring it back with you.

## **HEPATITIS B VACCINE**

All members who have been identified as having exposure to blood or other potentially infectious materials will be offered the Hepatitis B vaccine, at no cost. The vaccine will be offered within 10 days of initial assignment to work involving the potential for occupational exposure to blood or other potentially infectious materials. If the member has previously had the vaccine they can elect to receive antibody testing to verify sufficient immunity.

Members who decline the Hepatitis B vaccine will sign a waiver. The waiver is included in the appendix of this plan. Members who initially decline the vaccine but who later wish to have it may then have the vaccine provided at no cost. The fire chief shall have the responsibility for assuring that the vaccine is offered or shall assure that members

who decline to accept the vaccination sign the declination waiver. The vaccine will be administered by the department occupational health provider.

## **POST-EXPOSURE EVALUATION**

When a member incurs an exposure, it shall immediately be reported to the fire chief. The member and his/her direct supervisor shall then complete and submit a department incident report detailing: the circumstances of the exposure, the exposure route, identification of the source individual (if possible), and the status of the source individual (if possible). The member will be offered a confidential post-exposure evaluation and follow-up with the department occupational health provider.

The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, the department shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented. When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated. Results of the source individual's testing shall be made available to the exposed member, and the member shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

The exposed member's blood shall be collected as soon as feasible and tested after consent is obtained. If the member consents to baseline blood collection but does not give consent at that time for HIV serologic testing, the sample shall be preserved for at least 90 days. If, within 90 days of the exposure incident, the member elects to have the baseline sample tested, such testing shall be done as soon as feasible.

The member will be offered appropriate counseling concerning precautions to take post exposure.

## INTERACTION WITH HEALTHCARE PROFESSIONALS

A written opinion shall be obtained from the department occupational health provider who evaluated members of the department. Written opinions will be obtained in the following instances:

- When a member is sent to obtain the Hepatitis B Vaccine.
- When a member is sent following an exposure incident. Health care professionals shall limit-their opinions to:
  - Whether the Hepatitis B vaccine is indicated and if the member has received the vaccine, or for evaluation following an incident.
  - That the member has been informed of the results of the evaluation.
  - That the member has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials.

## TRAINING

Training will be conducted prior to initial assignment and at least annually. Training for members will include an explanation of the following:

- The OSHA standard for bloodborne pathogens, 1910.1030.
- Epidemiology, symptomatology and modes of transmission of blood borne diseases.
- A review of each section of this plan, as well as plan implementation and evaluation.
- Procedures which might cause exposure to blood or other potentially infectious materials during operations and the control methods for them.
- Proper use of personal protective equipment including proper glove removal.
- Signs and labels for biohazards.
- Hepatitis B vaccine program.

Training records shall be maintained for at least three years and include the following information:

- The dates of the training sessions;
- The contents or a summary of the training sessions;
- The names and qualifications of persons conducting the training; and
- The names and job titles of all persons attending the training sessions.

## **RECORD KEEPING**

All records required by the OSHA standard will be maintained by the fire chief in accordance with all applicable laws and regulations. Records shall be kept confidential and not disclosed or report without the member's express written consent except as may be required by law. Records shall be retained for the duration of employment plus thirty years. This record shall include:

- The name and social security number of the member;
- A copy of the member's hepatitis B vaccination status including the dates of all the hepatitis B vaccinations and any medical records relative to the member's ability to receive vaccination;
- A copy of all results of examinations, medical testing, and follow-up procedures;
- The department's copy of the healthcare professional's written opinion; and
- A copy of information provided to the healthcare professional.

## **SHARPS INJURY/EXPOSURE LOG**

The department shall maintain a confidential sharps injury/exposure log for the recording incidents. The sharps injury log shall contain, at a minimum:

- The type and brand of device involved in the incident;
- The work area where the incident occurred; and
- An explanation of how the incident occurred.