POLICIES AND OPERATING GUIDELINES

VOLUME I

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AUTHORITY

1.0 REFERENCE:

1.1 The Seattle City Charter.

2.0 POLICY:

2.1 The mission of the Seattle Fire Department (SFD) is to minimize the loss of life and property resulting from fires, medical emergencies, and other disasters.

2.2 The Chief of the Department will prescribe rules and regulations consistent with nationally recognized good practice and within the constraints of Federal, State, and Municipal laws for the administrations of the Fire Department.

2.3 The application of Fire Department rules and regulations will be applied uniformly to all Department members.

2.4 The Policies and Operating Guidelines book defines the rules, regulations, and procedures for SFD.

2.5 In order to eliminate the possibility of conflicts between published materials, the following are established:

- The Policies Manual and Operating Guidelines, in that order, will have precedence over other sources.
- The only exception to this is in those areas covered under applicable local, state, and federal laws, and those covered under the Union Contracts in effect at the time.

2.6 Fire Department program development and implementation will be accomplished within the administrative authority and accountability as defined by the organizational charts.

2.7 Division activities will be responsive to the goals and objectives of the Department.

3.0 DEFINITIONS:

3.1 *Policy*: Those rules and regulations based on department, local, state, and federal laws and standards. SFD policy includes the policy manual.

3.2 *Operating Guidelines*: Suggested procedures and additional information that will be adhered to unless there is compelling and reasonable cause for deviation.

4.0 RESPONSIBILITIES:

4.1 The Chief of the Fire Department is responsible for the development, administration, interpretation, and enforcement of Fire Department rules and regulations.

4.2 It will be the responsibility of all members of SFD to become familiar with, and abide by, the Policies and Operating Guidelines of the Department.

4.3 The Assistant Chief of Resource Management will be the manager and focal point for processing all matters relating to the Policies and Operating Guidelines.

CUSTOMER BILL OF RIGHTS

1.0 REFERENCE:

1.1 City of Seattle Customer Service Bureau public website: http://www.seattle.gov/customerservice/translations/FINALposter_aug08_English.pdf.

2.0 POLICY:

2.1 Members of the SFD shall adhere to the standards set forth in the City of Seattle Customer Bill of Rights.

3.0 DEFINITIONS:

3.1 N/A

4.0 RESPONSIBILITY:

4.1 It will be the responsibility of all members of the SFD to become familiar with, and abide by, the City of Seattle Customer Bill of Rights.

INSPECTION AND ENFORCEMENT

1.0 REFERENCES

1.1 Seattle Fire Code, including Administrative Rules, as amended by City Ordinance.

1.2 Seattle Building Code, including Director's Rules, as amended by City Ordinance.

1.3 Seattle Municipal Code.

1.4 Revised Code of Washington (RCW.)

1.5 Washington Administrative Code (WAC).

1.6 Case Law:

- See v. City of Seattle (U. S. Supreme Court, 1966).
- McCready v. City of Seattle (WA. Supreme Court, 1994).

2.0 POLICY

2.1 Effective October 30, 2010, the 2009 Seattle Fire Code is adopted by the City of Seattle Ordinance 123393 for enforcement during company inspection cycles. The 2009 Seattle Fire Code is in effect until repealed and a more recent edition of the Seattle Fire Code is adopted by the City of Seattle.

2.2 The SFD will conduct a systematic inspection of occupancies within the Seattle City limits in order to ensure fire and life safety in accordance with the Seattle Fire Code.

2.3 Exceptions: The SFD will inspect R-3 occupancies and individual dwelling units of multi-unit buildings only upon request by the occupant, or upon request by the premises owner with the occupant's consent (there will never be less than two (2) inspectors used to inspect an R-3 occupancy).

2.4 All occupancies in multi-occupancy buildings, EXCEPT individual dwelling units, will be inspected. For high-rise buildings, only basic building areas (see Definitions, below) will be inspected annually.

2.5 The SFD will obtain consent to inspect each premises from the premises occupant, owner or other responsible party. If consent to inspect is not given, the need for a search warrant for the premises will be evaluated on the basis of probable cause to suspect that specific Fire Code violations exist on or about the premises.

2.6 The SFD will make reasonable efforts to gain voluntary compliance with the Seattle Fire Code and other laws and regulations it enforces. When a reasonable effort to obtain voluntary compliance by the responsible party is not successful, or when a violation of the Seattle Fire Code has resulted in a fire or injury to life and property, the SFD will use the sanctions provided by law, incrementally and consistent with the hazard, to enforce the provisions of the Seattle Fire Code or other applicable laws and regulations.

2.7 Federal Buildings (Properties) owned and occupied by the United States government are not within the jurisdiction of the SFD or Seattle Fire Code. With the permission of the building/premises management, U.S. Government buildings and premises will be inspected on an annual basis in accordance with this Manual, and will also be inspected for other fire and life safety items (such as sprinkler and alarm systems) as needed. Violations of the Seattle Fire Code and corrections to ensure fire and life safety will be documented and provided to the building/premises management on an advisory basis only. No reinspect ions for these items will be made unless requested by the responsible party.

2.8 Complaints - The Fire Department will investigate all complaints about fire and life safety hazards in the City of Seattle that are brought to its attention by members of the public or by other agencies. The complaint will be documented and the complainant advised of its resolution where indicated. A complainant may request anonymity in accordance with RCW 42.17 (Public Records Disclosure Law). If a complaint does not involve a fire and life safety hazard, or is not within the Fire Department's jurisdiction, the Fire Department will try to determine the proper agency to which the complaint should be referred and assist the complainant in making contact with that agency.

3.0 DEFINITIONS

3.1 *Inspection*: A physical examination of an occupancy or premises to determine compliance with the Seattle Fire Code and other codes or laws enforced by the Seattle Fire Department.

3.2 *Permit*: A permit will constitute permission to maintain, store, use, or handle materials, or to conduct processes which produce conditions hazardous to life or property, or to install equipment used in connection with such activities as prescribed by the permit.

4.0 RESPONSIBILITY

4.1 The Fire Chief has the primary responsibility for enforcement of the Fire Code. Under the Chief's direction, the Fire Marshal will provide the guidelines and procedures for Fire Code inspection and enforcement. The Operations Division will perform the inspections described in this manual (except in specific instances where the Fire Marshal assigns Fire Prevention Division personnel due to technical experience or specific enforcement needs).

4.2 Company Officers are responsible to ensure that all members are trained in the Inspection/Pre-Incident Plan Database (IPD) program.

CADET PROGRAM

1.0 REFERENCE: N/A

2.0 POLICY:

2.1 The SFD will establish and maintain a Fire Cadet program.

2.2 The Fire Cadet program will be known as Fire Cadet Company 511.

2.3 A primary goal of the Cadet program will be to expose the Fire Cadet to the many facets of Fire Department activities and programs, and give Cadets a better understanding of fire service opportunities.

2.4 Fire Cadets will only participate in fire station activities and respond with fire Companies where an Associate Advisor is on duty, provided they have the approval of the on-duty Fire Officer. The Advisor will have general responsibility for the Fire Cadet.

2.5 The Fire Cadet will not be allowed to participate in Fire Company responses and inspections until the Fire Cadet has satisfactorily completed a training program approved and recognized by the Fire Chief.

3.0 DEFINITIONS:

3.1 *Associate Advisor:* An adult volunteer who is a SFD member that assists the Supervising Advisor with the supervision of activities of the Fire Cadets at regular or special meetings and events attended by Fire Cadet Company 511.

3.2 *Fire Cadet:* A person who is 16 years of age, but has not reached their 21st birthday, and is registered as a member of Fire Cadet Company 511.

3.3 *Fire Cadet Executive Staff:* The Supervising Advisor, Senior Advisor, Fire Cadet Chief, Fire Cadet Assistant Chief, Fire Cadet Captain, and Fire Cadet Lieutenants will comprise the Fire Cadet Executive Staff.

3.4 *Deputy Chief of Training*: Chief Officer responsible for the Cadet Program.

4.0 RESPONSIBILITY:

4.1 The Deputy Chief of Training is responsible for the staff support of the program and liaison between the Fire Cadet Executive Staff and the SFD.

CRITICAL INCIDENT STRESS MANAGEMENT

1.0 REFERENCE:

1.1 National Fire Protection Association Standard (1500) on Fire Department Occupational Safety and Health Program, Section 9-1.5.

1.2 Revised Code of Washington 5.06.060 - Privileged Communications.

1.3 Washington State Safety Standard for Firefighters (WAC 296-305-01509).

1.4 Washington State Standard for Fire Officer 1, Section 2-2.3.

1.5 American Psychiatric Association: Diagnostic and Statistical Manual of Mental Disorders, Fourth Edition.

1.6 Center for Mental Health Services of the Substance Abuse Mental Health Services Administration, Department of Health and Human Services.

2.0 POLICY:

2.1 The Fire Department shall maintain a Critical Incident Stress Management (CISM) Team. The CISM Team will:

- Assist the Department in maintaining a safe and healthful working environment, as it applies to both emergency conditions and non-emergency conditions.
- Assist members in relieving the stress generated by incidents that could adversely affect the psychological and physical well-being of Fire Department members.
- Provide pre-incident training, on or near-scene response, and post-incident response.

2.2 The CISM procedures will be implemented for any incident which may elicit a strong psychological or emotional reaction adversely affecting SFD personnel's ability to safely perform their duties, and/or day to day functions. Such incidents may include, but are not limited to, the following:

- Death or serious injury of a Fire Department member, on or off shift.
- Death or serious injury of a Police Officer when Fire Department personnel are involved in the incident as EMS responders, rescue personnel, or while performing other firefighter duties.
- Death or serious injury of a civilian resulting from unusual and/or extended Fire Department operations.
- Death or serious injury of a newborn, infant, or child when Department personnel are involved in the incident as EMS responders, rescue personnel, or while performing other firefighter duties.
- Traumatic death, injury, and/or carnage.
- Contaminants that are likely to have lasting physical or mental effects.
- An incident that is charged with or creates profound emotion in emergency

services personnel, e.g., firefighter placed in danger to firearms, hostage situations, threats of physical harm, and/or exposed to extremely graphic violence.

- A situation where an individual feels they or others may benefit from a defusing and/or debriefing.

2.3 CISM Team members shall not be compelled by the Department to testify about communications during a debriefing/defusing session.

- Any discussions, opinions, or observations associated with a Critical Incident Stress Defusing or Debriefing shall not cause or affect transfers, hamper promotional opportunities, or result in disciplinary action.
- CISM Team members are prohibited from taking attendance, notes, or recording any information, and from divulging the individual identities of Fire Department personnel other than fellow CISM Team members. Divulging such information shall be cause for dismissal from the CISM Team and may be cause for Department disciplinary action.

2.4 CISM Team members with proper identification may be allowed access to emergency scenes and may be integrated into the on-scene accountability system with the approval of the Incident Commander.

3.0 DEFINITIONS:

3.1 *Critical Incident Stress*: Stress associated with any incident that causes normal, healthy Fire Department personnel to have unusually strong emotional and/or physical reactions that interfere with their ability to function either at the scene, workplace, or at home.

3.2 *Critical Incident Stress Debriefing (CISD)*: An organized group discussion ideally taking place no sooner than 24-hours post-incident and no later than 72-hours post-incident with emergency services personnel that have been brought together to reduce the potential for long-term emotional trauma.

3.3 *CISM Administrator*: A CISM-trained member of the SFD CISM Team, designated by the Fire Chief, who is responsible for the administration of the CISM program. The Administrator shall administer the policies and procedures of the CISM program and interface with other Department division heads and the Fire Chief regarding CISM issues.

3.4 *Post Traumatic Stress Disorder (PTSD)*: Characteristic symptoms of exposure to extreme traumatic stressors as described in the American Psychiatric Association's: Diagnostic and Statistical Manual of Mental Disorders, Fourth Edition.

4.0 RESPONSIBILITY:

4.1 The responsibility of the CISM Team, is to follow recognized CISM models, to provide an organized approach for the informational education and personnel management techniques of stress responses for firefighters having been exposed to or showing signs of traumatic stress experienced in the line of duty as a result of a critical incident(s).

4.2 Members that suspect that they or another member have been affected by a critical incident should immediately report it to their supervisor.

4.3 Supervisors receiving reports or observing potential reactions to critical incidents shall immediately report the information to their immediate supervisor. The immediate supervisor will contact one of the following:

- CISM Shift Coordinator, Team Member, or Team Manager.
- CISM Administrator via CISM pager.
- On duty Safety Officer.

4.4 Incident Commanders, Chief Officers, CISM Shift Coordinators, and/or CISM Team members, when informed by concerned personnel of a critical incident, are to notify the CISM Team Manager. If it is not possible to contact the Team Manager or Team Administrator, the Shift Coordinator shall take steps to initiate the appropriate CISM response.

4.5 CISM Team Members provide peer support as necessary to individuals involved in a critical incident. CISM Team members consult with the CISM Shift Coordinator to decide the appropriate CISM response when informed of a critical incident or when informed Fire Department personnel are having reactions to an incident.

4.6 CISM Team Members may not initiate a CISM response without first consulting the CISM Team Mental Health Professional.

EQUAL EMPLOYMENT OPPORTUNITY

1.0 REFERENCE:

1.1 Title VII of the Civil Rights Act of 1964, as amended.

1.2 The American with Disabilities Act of 1992, CFR 28.

1.3 The Washington Law Against Discrimination, Revised Code of Washington (RCW) 49.60. et seq.

1.4 The Seattle Fair Employment Practices Ordinance, Seattle Municipal Code (SMC) 14.04. et. seq.

1.5 City of Seattle 1980 Affirmative Action Work Plan for Employees, June 16, 1980.

2.0 POLICY:

2.1 All SFD employees are committed to providing a workplace free from harassment, retaliation, and other forms of discrimination. We support a respectful work environment that recognizes and values the unique differences of employees and prospective employees. All Department employees are given the opportunity to achieve their highest potential. Our diversity makes us stronger as a fire department and better able to serve the needs of our diverse community. We support one another as respected partners in serious important work.

2.2 This Fire Department strives to be a leader in the area of Equal Opportunity. This will be achieved through strong Equal Opportunity Policies that will provide equal employment, advancement opportunities, and training for all persons.

2.3 Recruitment efforts will encourage women and minorities to pursue a career with the SFD in an effort to better represent the Seattle labor force.

3.0 ANTI-DISCRIMINATION POLICY:

3.1 Discrimination is unlawful and violates SFD policies.

3.2 It is the policy of the SFD to make all employment decisions without regard to an employee's race, color, sex, disability, religion, creed, national origin, ancestry, parental status, marital status, political ideology, age, sexual orientation, gender identity, that of his/her relatives, friends or associates, or any other reason prohibited by federal, state, or local law.

3.3 It is the policy of the SFD to prohibit retaliation against anyone who either makes a complaint of discrimination or harassment or participates in the processing of a discrimination or harassment investigation.

3.4 Engaging in discriminatory or retaliatory behavior is misconduct which, if found to have occurred, could result in disciplinary action up to and including termination or other appropriate action.

4.0 ANTI-HARASSMENT POLICY:

4.1 It is the policy of the SFD to prohibit workplace harassment and other inappropriate comments or conduct on the basis of race, color, sex, disability, religion, creed, national origin, ancestry, parental status, marital status, political ideology, age, sexual orientation, gender identity, or that of his/her relatives, friends or associates, or any other reason prohibited by federal, state, or local laws.

4.2 Engaging in harassing comments or conduct is misconduct, which could result in disciplinary action up to and including termination, or other appropriate action.

5.0 EEO REPORT POLICY:

5.1 It is the policy of the SFD to promptly, thoroughly, and impartially investigate reports of harassment and discrimination.

5.2 Those subjected to discrimination and/or harassment should promptly report such concerns to any appropriate person identified in Operating Guideline 3003.

5.3 The SFD will protect the confidentiality of the report and investigation to the extent permitted by law.

6.0 DEFINITIONS

6.1 *Discrimination*: Any act, by itself or as part of a practice, which is intended to or results in different treatment or differentiates between or among individuals or groups of individuals by reason of race, color, sex, disability, religion, creed, national origin, ancestry, parental status, marital status, political ideology, age, sexual orientation, gender identity, that of his/her relatives, friends or associates, or any other reason prohibited by federal, state, or local law.

6.2 *Workplace Harassment*: To constitute harassment, the conduct must:

- Be serious enough to create a hostile, intimidating, or offensive work environment
- Unreasonably interfere with an employee's work performance, or
- Negatively affect a person's employment opportunities.

6.3 *Sexual Harassment*: Unwelcome sexual advances, requests for sexual favors, or other conduct that is sexual in nature is sexual harassment and is illegal when:

- Submitting to the conduct is a condition of a person's employment
- Whether a person submits to the conduct is used as a basis for any employment decision affecting that person
- The conduct unreasonably interferes with the person's work performance, or
- The conduct is serious and frequent enough to create a hostile, offensive, or intimidating work environment.

6.4 *Retaliation*: any adverse job action taken against an employee because he or she has made a report about harassment or discrimination, or given a statement, provided information, or otherwise participated in the processing of an harassment or discrimination investigation.

ETHICS

1.0 REFERENCE:

1.1 Code of Ethics, Seattle Municipal Code (SMC) Chapter 4.16, last amended by Ordinance 109950.

1.2 SFD Operating Guideline 3004.

2.0 POLICY:

2.1 The purpose of this policy is to identify ethical standards of conduct consistent with SMC Chapter 4.16 for all Officers and employees of the Fire Department. Operating Guideline 3004 is intended to supplement SMC Chapter 4.16 by setting examples of those acts which are incompatible with such standards. This policy is not intended to replace, supersede, or detract from the provisions of SMC Chapter 4.16.

2.2 This policy is not to be construed so as to impair the ability of members of the Fire Department from performing within the course and scope of their knowledge, skill, and abilities.

2.3 "City owned or leased vehicles will be used exclusively for the conduct of municipal business." SMC 3.18.140.

2.4 Members responding to or working at an incident or at an emergency scene shall not use personal recording devices of any type.

3.0 DEFINITIONS:

3.1 *Assist*: To act, offer, or agree to act, in such a way as to help, aid, advise, furnish information to, or otherwise provide assistance to another person, believing that such action is of help, aid, advice, or assistance to such person and with intent so to assist such person.

3.2 *City Agency*: Every department, office, board, commission, or committee of the City, or any subdivision but excludes public corporations and ad hoc advisory committees.

4.0 RESPONSIBILITY:

4.1 When such circumstances arise, employees will immediately seek guidance from supervisors.

4.2 If employees have questions related to matters or circumstances which they believe this instruction does not address, they should contact their supervisor or Officer for clarity and assistance arriving at answers to the questions they may have.

EMPLOYEE SUGGESTION PROCESS

1.0 REFERENCE: N/A

2.0 POLICY:

2.1 The Fire Department will maintain a system for evaluating and/or routing ideas and suggestions from Department employees.

2.2 Employees are encouraged to forward suggestions that they feel may improve Department or municipal operations.

3.0 DEFINITIONS:

3.1 *Form 315*: The SFD's suggestion worksheet. An electronic form used to forward suggestions within the SFD suggestion system. This form is available on the "O" drive (O\dept\Forms).

4.0 RESPONSIBILITY:

4.1 The Operations Administrative Deputy Chief is responsible for routing the suggestion Form 315 to the appropriate Assistant Chief.

4.2 The Assistant Chiefs are responsible for routing the suggestion to Divisions in their sections with responsibility for the issue being suggested and requesting comment from said Divisions.

INJURY/ILLNESS

1.0 REFERENCE:

1.1 City of Seattle Employee Relations Operating Manual.

1.2 City of Seattle Personnel Rules 7.3.100-400.

1.3 City of Seattle Ordinances:

- 113597, Appendix A.
- 114648.
- 78444, Retirement and Pension Ordinances, as amended.
- 98956, Hospital, Care and Nursing Benefits.
- 101289, Firemen's Disability Leave Allowance Fund.
- 123698, Paid Sick and Paid Safe Time.

1.4 WISHA of 1973.

1.5 WISHA-RCW 49.17 - Record Keeping Requirements.

1.6 RCW 41.16 - Firemen's Pension Law of 1947, as amended.

1.7 RCW 41.18 - Firemen's Pension Law of 1955, as amended.

1.8 WAC 415-105 - City of Seattle Employee Relations manual.

1.9 WAC 296-305 - Safety Standards for Firefighters.

1.10 OSHA Record Keeping Requirements.

1.11 Department of Labor and Industries Worker's Compensation Manual.

1.12 Law Enforcement - Firefighter Retirement System.

1.13 SFD Operating Guidelines.

- 3006 - Injury Illness.
- 5505 - Company Records.
- 6005 - Infection Control Plan.

1.14 SFD P-6000 Safety.

1.15 Seattle Firefighters Local No. 27 Contract.

1.16 Seattle Fire Chiefs Association Local No. 2898 Contract.

2.0 POLICY:

2.1 The SFD will maintain records of all injuries, illnesses, and use of dependent care to ensure efficient management and compliance with all legal record keeping requirements, to allow reporting to other agencies, as well as to identify trends.

2.2 The SFD requires prompt reporting of all occupational injuries and illnesses as well as the completion of required forms within the specified time frames.

2.3 The SFD will maintain the confidentiality of all medical records. Access and review of the Medical file will be limited to the following:

- Fire Chief, or their specific designee.
- Executive Director of Administration, or their specific designee.
- Disability Officer.
- Member, and/or their designee.

2.4 The SFD maintains the right to attempt telephone contact and/or conduct place of recovery visitations of personnel on disability due to occupational or non-occupational injuries, illness, or dependent care. This is to monitor the use of sick leave and/or place of recovery requirements.

2.5 LEOFF II and City Pension Plan members on disability leave due to an occupational injury or illness must be assigned to modified duty by agreement of the attending physician and the Fire Chief, as soon as they are physically able to perform modified duty functions, pending return to full duty status.

2.6 The SFD recognizes pregnancy as a normal occurrence in a woman's life and therefore, establishes a policy in which it will strive to provide modified duty assignments for female members unable to perform their normal job assignment due to pregnancy and pregnancy-related conditions.

2.7 Members on disability, including pregnancy-related disability, who can no longer perform their normal duties will be covered by the collective bargaining agreement.

2.8 The SFD participates in the City’s Sick Leave Transfer Program and allows all of its members to participate. LEOFF 1 members are allowed to donate vacation and/or compensatory time in lieu of sick leave.

2.9 An employee’s request to receive donated sick leave must be in writing to the Chief who may approve or deny the request based upon the employee meeting the eligibility conditions.

2.10 Medical Leaves of Absence and the Long Term Disability program will conform to the current contract agreement between the City of Seattle and IAFF Local 27 and/or Local 2898 as well as the requirements set forth in the Guidelines.

2.11 The SFD will ensure the safety of its members by requiring all members with the rank of Captain and below who have been absent from the Operations Division for (180) days, or more, to demonstrate to the Fire Chief a minimum level of competence required to safely perform assigned duties.

2.12 All LEOFF I members will be subject to all by-laws, policies, and procedures of the Seattle Fire Fighter’s Pension Board, as well as the provisions of the Pension Laws.

2.13 State and federal privacy laws prohibit disclosure of any employee medical information by an employer. Recording the specific reason for a disability layoff in the Watch Desk Journal, Company Journal, or Personnel Tracking System (PTS) is prohibited.

- The only information to be asked and recorded is whether the type of disability is occupational injury or illness, non-occupational injury or illness, or dependent care. These three descriptions are sufficient to ensure proper form tracking.

- If any medical information other than the types mentioned above appear in any Company journals, the affected sections of the Journals must be removed and immediately placed in an area that is secure and only accessible by the Battalion Chief or Captain. If any prohibited medical information appears in a Watch Desk Journal, the Journal should be replaced as quickly as possible and the old journal should be secured as described above.

3.0 DEFINITIONS:

3.1 *LEOFF I Plan Member:* A uniformed employee hired before October 1, 1977 who belongs to the State Pension System.

3.2 *LEOFF II Plan Member:* A uniformed employee hired on or after October 1, 1977 who belongs to the State Pension System.

3.3 *City Pension Plan Member:* A uniformed employee who is not a member of the LEOFF Pension System.

3.4 *Medical Records:* Refer to any documentation/forms that pertain to a member's injury, illness, exposure, or use of dependent care.

3.5 *Medical File:* A member's individual file maintained in the Human Resources Division that contains medical records pertaining to that member.

3.6 *Occupational Injury/Illness:* Injuries and illnesses sustained while participating in activities directly related to the occupation of firefighting, and any related apparatus travel subject to exclusions of Title 51, RCW. These activities include, but are not limited to, all emergency activity, training activity, including organized physical fitness programs, all inspection activity, all apparatus, station, and ground maintenance, and all business that is necessary to maintain Fire Department operations. Illnesses that are included in this category are those obtained while in the process of performing Fire Department duties due to contact with smoke, poisons, toxic agents, dust, and infectious diseases.

3.7 *Non-Occupational Injury/Illness:* Injuries and illnesses that do not meet the definition of occupational and are sustained while off duty. Injuries sustained off duty that are aggravated by a condition or incident related to the work environment would be considered occupational. Illnesses in this category are those such as flu, common colds, bronchitis, strep throat, and others of questionable origin even though symptoms might not appear until while on duty.

3.8 *Dependent Care:* The City of Seattle Family Leave Ordinance (Ordinance # 114648) allows a regular or probationary full time employee to use their accrued sick leave for illness, injury, medical or dental appointments for their dependent children, spouse, domestic partner, and parents or a parent or dependent child of their spouse or domestic partner when the attendance of the employee is required or for other health care purposes when the presence of the employee is recommended by a health care professional.

3.9 *Place-of-Recovery Visitation:* This is an in-person visit at the designated place-of-recovery of any employee who is on disability due to an illness or dependent care. The visit may be made by the Fire Chief or his designated representative if necessary to verify compliance with the place-of-recovery requirement or update information regarding the member's condition.

3.10 *Place-of-Recovery:* One of the locations described below at which an employee can be contacted while on disability for an illness or dependent care.

- The address listed in Department records that identifies the residence at which the employee resides when commuting to work.
- The hospital at which the employee is confined.
- Any other address specifically listed by the Chief Officer receiving the report of illness or dependent care leave.
- Any other address authorized by the Disability Officer.

3.11 *Place-of-Recovery Telephone Contact:* A telephone call made by a Department representative to a member on disability to verify compliance with the place-of-recovery requirement and/or update information regarding the member's condition.

3.12 *Modified Duty:* A temporary work assignment which does not directly involve fire fighting activities nor other related strenuous physical activities on the emergency scene or Fire Department facilities. Example: Fire Marshal's Office, Fire Alarm Center, Services' Warehouse, etc.

3.13 *Sick Leave:* Compensation for the absence of a member due to a non-occupational injury, non occupational illness, or dependent care.

3.14 *Medical Leaves of Absence:* Refer to a Family & Medical Leave, Medical Leave and/or a Pregnancy Leave of Absence without pay for medical reasons. A physician's authorization will be required for the leave.

3.15 *Long Term Disability Program*: A program agreed upon between the City and Local 27/Local 2898.

3.16 *Absent from Operations Division*: For the purposes of this policy, Absent from Operations Division will mean any paid leave, unpaid leave, disability leave, administrative leave, retirement, administrative assignment or detail, or any other status, or combination of the above, in which a member does not perform the duties of an Operations Division Firefighter/Fire Officer for 180, or more, consecutive days.

3.17 *Operations Division*: For the purposes of this Operating Instruction, Operations Division will mean assignment to Battalions and/or companies that normally respond to emergency alarms. It will include assignment as a Firefighter/Paramedic in Battalion 3. It will not include assignment to the Fire Alarm Center or to any other administrative assignment.

3.18 *Safe Leave:* Paid leave deducted from sick leave or dependent care leave balances. Safe leave shall be provided to an employee by an employer for the following reasons.

- When the employee's place of business has been closed by order of a public official to limit exposure to an infectious agent, biological toxin, or hazardous material.
- To accommodate the employee's need to care for a child whose school or place of care has been closed by order of a public official for such a reason.
- For any of the reasons related to domestic violence, sexual assault, or stalking, as set out in RCW 49.76.030.

4.0 RESPONSIBILITY:

4.1 Member:

- Will be responsible for reporting and following the procedures prescribed within this Operating Guideline as they relate to layoffs, physician visits, place of recovery requirements, modified duty, returns, reporting, recording, and submittal of forms within the specified time frames.

4.2 Company Officer:

- Will be responsible for reporting all injuries, illnesses, and use of dependent care as outlined in this Operating Guideline.
- Will be responsible for ensuring compliance with this Operating Guideline by those members under their supervision.
- Will be responsible to record an injury, illness, or use of dependent care in the Company Journal, Form 85 - Log of Injuries and Illnesses. Company Captains will be responsible for maintaining the Form 85 for his/her assigned company.
- Will be responsible for promptly completing required supervisor's reports within the specified time frames.
- Will ensure that all apparatus maintain a minimum of 4 APF forms and 4 Communicable Disease Exposure Reports (Form 172) for member's use for an occupational injury, illness, or exposure.

4.3 Battalion Chief:

- Will be responsible for ensuring and monitoring compliance with this Operating Guideline by those members under their supervision.
- Battalion Chiefs who authorize the disability absence of a LEOFF II or City Pension Plan member will immediately notify the Dispatcher of such authorized layoff.
- In the absence of Battalion 3, the Medical Service Officer may layoff and return to full duty LEOFF II or City Pension Plan members who are assigned to Battalion 3.
- Will be responsible for immediately reporting to the Safety Officer any accident which results in an immediate or probable fatality to one or more members, or which results in hospitalization of two or more members.
- Will be responsible for Second Level Supervisor's review and signature on required forms.
- When patterns of dependent care, injury, or illness leave are observed, the Battalion Chief/Division Director, and Company Officer will thoroughly discuss the matter with the member. The Company Officer will prepare a letter to the Fire Chief describing the discussion and outlining the results.
- Company Officers may initiate counseling when a member has four or more separate dependent care, illnesses and/or non-occupational injury absences within a 12-month period. Battalion Chiefs may initiate counseling when a member has five or more separate incidents. The purpose of this meeting is not discipline; its purpose is to discuss the use of sick leave, the members

duties and responsibilities, and possible means to avoid further time loss due to disability. A transcript of the meeting will be placed in the member's medical file.

4.4 Dispatcher:

- The Fire Alarm Center's on-duty Officer will be responsible for maintaining the Pension Board Physician's duty roster to ensure availability of medical aid during evenings, holidays and weekends.

4.5 Staffing Coordinator:

- Will be responsible after receiving notification of a layoff, authorized disability absence, or return of a member to add such information to the SFD's Daily Record of Absences (Form 4).

4.6 Executive Director of Administration:

- Will be responsible for supervising and monitoring the system for reporting all injuries, illnesses, and use of dependent care.
- Will have supervision of the modified duty program.
- Will have supervision of the Disability Officer and all prescribed duties.

4.7 Disability Officer:

- Will be responsible for ensuring compliance with the procedures prescribed within this Operating Guideline.
- Will make telephone contacts and place-of-recovery visitations as directed by the Executive Director of Administration to verify compliance with the place-of-recovery requirement.
- Will assist LEOFF II and City Pension Plan members in completing reporting requirements for Workers' Compensation and/or for claiming Long Term Disability benefits.
- Will be responsible for returning members to modified duty work assignments in concurrence with the Executive Director of Administration, and maintaining a log of such assignments.
- Will be responsible for notifying a member's assigned Company, Battalion, and the appropriate Offices/Divisions when that member is assigned to modified duty.

4.8 Division Director(s):

- Will be responsible for monitoring all injuries, illnesses, and use of dependent care involving their members using the procedures described in this Operating Guideline.
- Will be responsible to determine the availability and requirements of modified duty assignments within their areas of responsibility.
- A Division Head or Supervisor shall complete a Work Assignment Form (Form 0004) for Modified Duty and Special Projects according to procedures outlined in Operating Guideline 3006.
- Will assign work schedules and proper uniform requirements for modified

duty members temporarily assigned to their division.

- It will be the responsibility of the Chief of Training to provide members with instruction and other resources to assist them in successfully completing the SFD's Operations Division refresher course.

PERSONNEL RULES & REGULATIONS

1.0 REFERENCE

1.1 Current contracts between the City of Seattle and labor organizations representing SFD members.

1.2 Seattle Municipal Code Section 1. Chapter 4.04.225 and Section 10.64.

1.3 Seattle Municipal Code Section 1. Chapter 4.64.010 Investigation and defense.

1.4 Seattle Fire Fighters' Pension Board.

1.5 City of Seattle Personnel Office - Benefits Section.

1.6 City of Seattle Employee Assistance Program.

1.7 Washington Administrative Code 296-24-073 - Safe Place Standards Section (6)(e) (note 1.0–1.4 are from Section 216).

1.8 Washington State House Bill 2602.

2.0 POLICY

2.1 SFD members are governed by the following regarding their conduct:

- The member’s respective labor contract.
- Fire Department Policies and Operating Guidelines.

2.2 Members shall cooperate with criminal justice agencies (e. g., courts, police, and prosecutors) and other City departments that request to interview a member concerning Department or City business. The Department's policy is to cooperate with all other requests for interviews concerning incidents, or Department, or City business. If a member has any questions or concerns regarding a requested interview, they should contact the PDO.

2.3 Maintenance of a proper public image, personal safety, and use of protective equipment dictate that certain standards are expected concerning a member’s grooming. The standards outlined in this instruction are a job requirement.

2.4 The standards and rules in the Policies and Operating Guidelines governing personal grooming and uniform regulations apply any time a member is wearing a SFD uniform.

2.5 Hours of duty are as specified in the current contract agreements between the City of Seattle and labor organizations representing SFD members.

2.6 It is the policy of the SFD to establish employer and employee responsibilities as they relate to individuals regarding alcohol abuse and/or the use of controlled and/or illegal drugs.

- Alcohol or drug usage when the performance of duty is impaired by such usage can be considered disciplinary problems and are subject to the Fire Department's disciplinary policies and procedures.
- The SFD is committed to provide the appropriate employee assistance for alcohol abuse and/or drug usage.

2.7 Smoking within 25 feet of building entrances, windows, loading docks, apparatus bay doors, vents, or any other opening where smoke can enter a building is illegal.

2.8 Fire Station 10 parking - Only vehicles with exempt license plates will be allowed to park in those areas marked exempt license vehicles only.

2.9 It is the policy of the SFD that members wishing to discuss anything with the Fire Chief should use the chain of command to make an appointment.

- In cases involving personal matters it is not necessary to discuss the matter at the company or battalion level. The member will be given permission to make an appointment directly with the Fire Chief.
- In cases involving Fire Department matters the chain of command will be used.

2.10 General transfers will be consistent with Operating Guideline 3013. Vacancies will be advertised each month.

2.11 Personal Leaves will be consistent with Operating Guideline 3008.

2.12 The Fire Chief will administer vacations in accordance with the provisions of the applicable city ordinances and the current IAFF Local 27 Contract agreement with the City.

3.0 DEFINITIONS

3.1 *Debit Shifts*: Work shifts required to accumulate the average hour work week as defined by the current agreement between the City of Seattle and IAFF Locals 27 and 2898.

3.2 *Employee Assistance Program* (EAP): A program to assist employees with alcohol, drug, or other health/behavior problems in which the employee may enroll voluntarily or to which the Department may refer the employee. The employee assistance professionals conduct an evaluation and then refer the employee to the most appropriate resource available in the community. The Employee Assistance Program does not provide treatment, but does provide initial treatment referral and follow-up contact with the employee for up to two years, depending on the nature and severity of the problem.

3.3 *Opening*: A position that is filled by a Department member prior to the position becoming a vacancy.

3.4 *Probationary Employee*: A person appointed from a register who has not completed their one year probationary period of employment.

3.5 *Scheduled Debit Shifts*: Identified in the work schedule by the member's assigned work number.

3.6 *Scheduled Work Shift*: Identified in the work schedule by the member's assigned platoon.

3.7 *Special Relief*: Relief occurring up to four hours prior to or subsequent to the commencement of a shift which would result in a member working more than 24 hours.

3.8 *Tenured Employee*: A person appointed from a register who has successfully completed their one-year probationary period of employment.

3.9 *Vacancy*: A position that is not filled by a Department member and is available for permanent assignment.

3.10 *Voluntary Referral*: A situation where an employee voluntarily seeks assistance in dealing with an alcohol abuse or drug usage related problem which the employee believes poses a threat to their job performance or job behavior.

3.11 *Uniform*: Any recognized attire of the Fire Department which is required to be worn while representing the SFD “on” or “off” duty.

4.0 RESPONSIBILITY

4.1 It is the responsibility of supervising Officers to ensure personnel under their supervision present a neat appearance and conform to the grooming standards outlined in the Operating Guidelines. It is the responsibility of each firefighter to take pride in their appearance at all times.

4.2 A decision by the Department regarding the referral of a probationary employee will be based on a case-by-case situation.

4.3 The City provides an initial referral to the Employee Assistance Program, but the expenses resulting from the treatment must be borne by the employee or by the employee's medical care coverage plan.

4.4 Supervisors will identify and document an employees substandard work performance and unacceptable job behavior. Unacceptable job behavior or substandard work performance will be brought to the attention of the Fire Chief through the chain of command. The employee will be advised of this action and the reasons so stated.

4.5 It is the responsibility of supervising Officers to initiate the appropriate actions when they have reason to believe an employee is under the influence of alcohol or drugs while on-duty.

4.6 Employees who become aware that they may have an alcohol abuse and/or drug usage problem have the responsibility to seek information, counseling, or assistance.

PHYSICAL FITNESS

1.0 REFERENCE: N/A

2.0 POLICY:

2.1 Department members are required to maintain their physical condition to minimize member's potential for injury as well as provide the highest level of service to customers. The physical fitness program is an integral part of that process.

3.0 DEFINITIONS:

3.1 *Approved Physical Fitness Activities:* Activities which do not lead to direct physical contact between participants.

4.0 RESPONSIBILITIES:

4.1 The Senior Training and Education Coordinator is responsible for the administration of evaluations and the fitness program.

4.2 Members are encouraged to participate in a fitness program each shift they work.

4.3 Company Officers will set aside a one-hour time block for members to exercise each shift.

- Running facilities within the company's inspection district may be used.

DISCIPLINE

1.0 REFERENCE: N/A

2.0 POLICY:

2.1 The SFD recognizes that discipline is a fundamental tool of an effective organization.

2.2 Discipline is not to be administered to punish employees, but to correct inappropriate behavior and performance problems. In applying discipline, primary emphasis should be on preventing situations requiring discipline through effective employee management relations. The level of any discipline imposed should be commensurate with the severity of the undesirable behavior or performance and designed to effectively change the undesirable conduct.

2.3 Each situation where discipline may be implemented shall be considered separately, using the "just cause" standard. If discipline is determined to be appropriate, it shall be administered in a just, equal, consistent, and timely fashion across the Department.

3.0 DEFINITIONS:

3.1 *Discipline*: A management response to correct inappropriate behavior and performance problems by subordinates in the workplace. Formal discipline options include official reprimand, suspension, demotion, and dismissal.

3.2 *Progressive Discipline*: The use of increasingly more severe forms of discipline in an attempt to correct behavior or performance problems in the workplace.

3.3 *Pre-Discipline*: Non-disciplinary measures utilized to correct behavior or performance problems in the workplace by clarifying rules and standards, evaluating employees' strengths and weaknesses, seeking information and solving problems. This includes informal counseling, formal counseling, and a performance improvement plan.

3.4 *Informal Counseling*: A discussion between an employee and supervisor that is not documented in the employee's personnel file. Informal Counseling is not discipline.

3.5 *Formal Counseling*: A formal meeting between the employee and the supervisor to review expectations, specific Department rules, policy, or labor contracts. The meeting is documented with a counseling form (F250), and that form will be included in the employee's personnel file. An employee may submit comments concerning the formal counseling that will be attached to the Form 250. Formal counseling is not discipline.

3.6 *Performance Improvement Plan (PIP)*: If a counseling session does not result in improved performance, a supervisor may implement a PIP. The PIP identifies the employee's performance problem(s) and is documented in a Form 251. The specific behavior or performance that did not meet standards or expectations will be included in the PIP. The PIP lays out specific goals for the employee to accomplish to improve job performance within a specific amount of time. To ensure suitability and consistency the Supervisor shall consult with the Director of Human Resources or his/her designee.

4.0 RESPONSIBILITIES:

4.1 The responsibility for discipline lies with all employees of the Fire Department.

4.2 Supervisors are responsible to communicate clear and reasonable expectations of job performance to subordinates and to pro-actively direct and train subordinates to prevent inappropriate job-related behavior.

4.3 Supervisors are responsible to model appropriate behavior in the workplace, and to correct behavior or performance problems of subordinates. Supervisors are expected to recommend discipline where appropriate.

4.4 It is the responsibility of all employees to exercise judgment to prevent inappropriate behavior and performance problems from occurring in the workplace.

DRUG AND ALCOHOL

1.0 REFERENCE:

1.1 City of Seattle Personnel Office - Benefits and Safety Sections.

1.2 City of Seattle Employee Assistance Program.

1.3 City of Seattle DOT "Reasonable Suspicion" Policy.

1.4 City of Seattle Drug Free Workplace Policy.

1.5 Washington Administrative Code 296-24-073 - safe place standards section (6)(e).

2.0 POLICY:

2.1 The City of Seattle Fire Department (hereinafter referred to as the “SFD”) and IAFF Local 27 (hereinafter referred to as the “Union”) acknowledge that substance abuse is a serious and complex, but, treatable condition/disease that negatively affects the personal lives of employees, job safety, and the quality of firefighting work.

2.2 The SFD and the Union are committed to addressing the problems of substance abuse in order to ensure the safety of the working environment, employees, and the public, and to providing employees with access to necessary treatment and rehabilitation assistance.

2.3 The use of an illegal drug, alcohol or alcoholic beverage or the possession of the same while on duty and/or upon the City of Seattle's premises and/or in and/or around any work site (i.e., fire station, emergency response location, training location, etc.) will be cause for discipline, up to and including termination.

2.4 The sale, trade or delivery of illegal drugs by an employee to another person while on duty and/or upon the City of Seattle's premises and/or in and/or around any work site (i.e., fire station, emergency response location, training location, etc.) will be cause for discipline, up to and including termination.

2.5 Reporting to work or being on duty with any illegal drug or alcohol in his or her body at or in excess of the concentration cutoff levels established by the Department of Transportation (hereinafter referred to as the “DOT”) and outlined in the City's Commercial Drivers License (CDL) Drug and Alcohol Testing Policy will be cause for discharge.

2.6 Reporting to work or being on duty after using any over-the-counter and/or prescribed drug that adversely effects work performance will be cause for discipline, up to and including discharge.

2.7 All costs and expenses of administering this Policy will be borne by the SFD, except for the cost of rehabilitation (treatment and prescribed follow-up care) which will be borne by the employee and/or the employees' health insurance policy in accordance with the health insurance plan's plan documents.

3.0 DEFINITIONS:

3.1 The following definitions will be applicable to this Policy:

3.2 *Alcohol:* Alcohol means the intoxicating agent in alcoholic beverages, ethyl alcohol or other low molecular weight alcohol, including methyl or isopropyl alcohol.

3.3 *Alcoholic Beverage:* Alcoholic beverage means any beverage that may be sold and consumed and that has an alcoholic content in excess of 0.5 percent by volume.

3.4 *Drug:* Drug means any substance, other than alcohol, capable of altering the mood, perception, pain level, or judgment of the individual consuming it.

3.5 *She or He:* He or his also means “she” or “hers” in appropriate context.

3.6 *Illegal drug*: Illegal drug means controlled substances included in Schedule I and II, as defined by Section 802(6) of Title 21 of the United States Code, the possession of which is unlawful under Chapter 13 of that Title.

- The SFD will only test for those controlled substances established by the DOT and outlined in the City's CDL Drug and Alcohol Testing Policy.
- Currently the controlled substances established by the Department of Transportation (DOT) and outlined in the City's CDL Drug and Alcohol Testing Policy are: marijuana, cocaine, opiates amphetamines and phencyclidine.
- The term "illegal drugs" does not mean the use of a controlled substance pursuant to a valid prescription or other uses authorized by law.

3.7 *Prescribed drug:* Prescribed drug means any drug prescribed by a licensed medical practitioner for the individual consuming it.

4.0 RESPONSIBILITY:

4.1 This Policy applies to all uniform members.

4.2 Safety Division is responsible for the administration of this policy.

STAFFING

1.0 REFERENCE: N/A

2.0 POLICY:

2.1 The Staffing Coordinator will have four basic functions: maintain citywide staffing, assisting with on-scene accountability/support, maintaining apparatus movement/ status board and working as HazMat Technician with Unit 77.

3.0 DEFINITIONS: N/A

4.0 RESPONSIBILITIES:

4.1 The Staffing Coordinator will perform duties as a certified member of the HazMat Team.

4.2 The Staffing Coordinator will be responsible for ensuring each Battalion is staffed with the proper number of personnel at all times.

4.3 The Staffing Coordinator will assist the Incident Commander on-scene at emergency incidents. These include all Fires, Technical Rescue and Marine incidents as well as any other significant incident. At HazMat incidents, the primary responsibility is with the HazMat Team.

4.4 The Staffing Coordinator, in coordination with the Fleet Manager, will maintain an Apparatus Status Board that will show the status and location of all SFD apparatus.

UNIFORMED PROBATIONARY EMPLOYEES

1.0 REFERENCE:

1.1 NFPA Standard 1001.

2.0 POLICY:

2.1 The Seattle Fire Department will use the NFPA Standard for Professional Fire Fighter Qualifications as a minimum standard to train and evaluate the level of competence of firefighters.

2.2 The Seattle Fire Department will certify firefighters under the accreditation program established by the Washington State Fire Protection Policy Board and the International Fire Service Accreditation Congress.

3.0 DEFINITIONS:

3.1 *Probationary Period*: The time frame established by the Public Safety Civil Service Commission (currently twelve months) during which Probationary Firefighters or Officers are taught the basic skills needed to satisfactorily perform the appropriate position. After appointment from an eligible register, the employee shall serve a complete period of probation before the appointment is deemed final.

3.2 *Professional Fire Fighter Training Program*: A mandatory training program which requires a Probationary Firefighter to demonstrate competency in the basic skills and knowledge needed to meet the Fire Fighter I & II levels as established by the National Fire Protection Association (NFPA Standard 1001). The program is divided into two divisions:

- Division 1: Information and skills taught at Training Division during months one through three of the probationary period (Recruit School).
- Division 2: Information and skills taught in Operations Division during months four to twelve of the probationary period, assignment to a Fire Company.

3.3 *SFD guidelines for the Probationary Firefighter Manual*: A reference manual issued to each Probationary Firefighter when beginning Division 2 of their training program. The manual outlines program objectives, responsibilities, study assignments, and competencies which must be successfully demonstrated and maintained before an employee receives final appointment.

4.0 RESPONSIBILITY:

4.1 The Chief of Training shall be responsible for the administration of all aspects of the firefighter training program.

4.2 The Recruit Coordinator is responsible for managing the program elements of the recruit/probationary firefighter training program.

4.3 The Chief of Training shall be responsible for ensuring that training facilities, equipment, and operations associated with the training program comply with applicable safety standards.

4.4 The Chief of Training shall be responsible for maintaining the confidentiality of test instruments and personnel records to the extent allowed by law.

4.5 The Recruit Coordinator shall be responsible for maintaining security of test instruments both at Training Division and in Operations Division.

4.6 Probationary Fire Officers are responsible to perform their assigned duties and tasks as identified by this Instruction and as directed by Supervising Officers.

4.7 Supervising Officers are responsible to apply the standards of the performance evaluation identified in Og-3016.

MANAGEMENT AND INFORMATION SYSTEMS

1.0 REFERENCE: N/A

2.0 POLICY:

2.1 All members shall log on to their Outlook e-mail account and read their e-mail at least once per shift while on duty.

2.2 Department members shall not attach their personal computers, personal digital assistant (PDA), cameras, smart phones, or other personal computing equipment or network device to the SFD Network without authorization from the MIS Division.

2.3 Department members shall not attach any personal hard drive (excluding thumb drives and similar "stick drives), PDA smart phone, optical drive, digital camera, or network device to a Department computer without first obtaining MIS Division approval.

2.4 Department-issued laptop computers must have current virus protection software and other software that allows the MIS Division to identify the laptop as an authorized device.

2.5 Personal e-mail accounts outside of the City such as Hotmail, Yahoo, ect., shall not be accessed from a Department computer. The reason is that these e-mail systems are a major source of viruses, worms, spy-ware and other agents that are harmful to the City. City policy allows members to use the City's Outlook e-mail system for casual personal use. The City's Outlook e-mail system is highly secure and members should use that for personal e-mail provided that the use is consistent with the City-owned Technology Acceptable Use Policy, located at: http://inweb.ci.seattle.wa.us/technology_security/policies/ISSP_POL17.htm

2.6 Members shall not tamper with any Department computer, network device, or wiring without first obtaining approval from the MIS Division.

2.7 No software shall be installed on any Department computer without first obtaining approval from and coordinating that action with the MIS Division.

2.8 Members shall not use Department computers to develop software applications and install those applications for other member to use without first obtaining approval from the MIS Division.

2.9 Music and video from commercial, non-government Internet sites shall not be accessed and downloaded (i.e. streamed or copied). Exceptions are training, safety and news video related to the fire service. If any member has a critical business need to use any other type of music or video, they must obtain approval from the MIS Division.

3.0 DEFINITIONS: N/A

4.0 RESPONSIBILITY:

4.1 The Executive Director of Administration will administer the Department's management information systems and communications policy.

4.2 The Deputy Chief of Communications will manage the Department's communication programs.

4.3 The Director of Management Informations Systems will provide technical assistance to the Department in the use of applicable technology.

FIRE ALARM CENTER

1.0 REFERENCE: N/A

2.0 POLICY:

2.1 The Seattle Fire Department provides a system for the dispatching of appropriate equipment to satisfactorily resolve reported emergencies.

2.2 The Seattle Fire Department provides protection and response coverage to the remainder of the City during any ongoing emergency.

2.3 The Fire Alarm Center serves as the communications and control center of the Fire Department.

2.4 The Fire Alarm Center functions as the primary alternate command and control facility for the City of Seattle's Emergency Operations Center (EOC) and the alternate Emergency 9-1-1 Center.

3.0 DEFINITIONS: N/A

4.0 RESPONSIBILITY:

4.1 The Assistant Chief of Resource Management will administer the Department’s communications policy.

4.2 The Deputy Chief of Communications will manage the Department’s communication programs.

4.3 The Director of Management Informations Systems will provide technical assistance to the Communications Division in the use of applicable technology.

RESPONSE GUIDELINES

1.0 REFERENCE:

1.1 Washington Administrative Code: Safety Standards for Firefighters.

2.0 POLICY:

2.1 When notified of an emergency, uniformed Fire Department personnel will immediately respond to provide assistance within the scope of the Department's mission.

2.2 Response orders transmitted from the Fire Alarm Center (FAC) have the authority of the Chief of the Fire Department.

2.3 If at any time personnel or companies are unable to immediately respond to an emergency, FAC will be notified of the reason for any delay or inability to respond.

2.4 FAC should be notified of significant location or status changes of Department unit(s) and specialized equipment.

2.5 Fire Department personnel may not dispatch any unit(s) to any type of incident without prior contact with FAC.

2.6 Operations Division companies should conduct activities so as to assure an adequate and quick response to emergencies at all times.

2.7 All companies shall comply with the "Two-in/Two-out Rule."

2.8 Engine companies and ladder companies will maintain their running strength at all times. Individual members will not be permitted to leave and reduce a company to three persons. Exceptions are for on-duty illnesses/injuries and unforeseeable emergencies that have been properly relieved with approval by the Battalion Chief and notification of the FAC. Companies that temporarily are reduced to three persons may remain in service until their running strength is resumed.

3.0 DEFINITIONS:

4.0 RESPONSIBILITIES:

4.1 FAC should make every effort to:

- Maintain city-wide coverage with available response units and monitor the location and availability of Operations Division companies at all times.
- Dispatch the appropriate unit(s) to situations requiring Fire Department assistance.
- Dispatch the size/type of response requested from Seattle Fire Department personnel.

4.2 It is the responsibility of Battalion Chiefs to be aware of the movement of companies in their battalions. The FAC will make move-ups to maintain adequate city-wide coverage.

4.3 Move-ups shall be "Code Yellow" unless directed otherwise by FAC.

4.4 Company Officers in charge of EMS units should:

- Ensure that their units are available for response at all times, and make the appropriate notifications when their units are out of position.
- Notify the FAC of status changes that will affect the availability of their company.

AID AND MEDIC RESPONSES

1.0 REFERENCE:

1.1 Training Guide #14-7, Form 20-B Instructions.

1.2 Senate Bill 5326 “The Newborn Infant Safety Act.”

2.0 POLICY:

2.1 Aid Units will be staffed with at least one Washington State Emergency Medical Technician (EMT) at all times.

2.2 Medic Units will be staffed with two Paramedics.

2.3 A Form 20B EMS Report shall be completed for all EMS incidents which receive an incident number, except for incidents that are cleared with a “Code Green” or “No Patient” disposition (see OG 5001-1 for criteria for a “No Patient” disposition).

2.4 No copy of or information on a medical incident report will be provided to the public or the news media without a written request and an authorized medical release.

2.5 Digital photographs of mechanism of injury for trauma patients taken with the digital camera carried in Medic Unit(s) and/or M44 shall be deleted after being shown to appropriate hospital emergency department staff.

2.6 The Seattle Fire Department will work cooperatively with the Seattle Police Department utilizing radio and verbal communication, size up information and constant vigilance while operating within preplanned emergency guidelines and procedures in order to effectively minimize life hazard and protect response personnel during potentially violent situations.

2.7 Newborn Infants will be accepted at fire stations and members will make every effort to protect the anonymity of the parent.

3.0 DEFINITIONS:

3.1 *Aid Unit:* A Basic Life Support vehicle staffed with two Seattle Fire Department personnel, at least one of which is certified as an Emergency Medical Technician by Washington State.

3.2 *Medic Unit:* An Advanced Life Support vehicle staffed with two Seattle Fire Department personnel certified as Paramedics by Washington State.

3.3 *Newborn:* An infant less than 72 hours old.

4.0 RESPONSIBILITIES:

4.1 The Officer in charge of the Ladder Company is responsible for administrative oversight of Aid and Medic units assigned to that Fire Station. In stations without a Ladder Company, the Officer in charge of the Engine Company is responsible for administrative oversight of the Aid or Medic unit.

4.2 The Medical Services Officers are responsible for administrative oversight of Medic 1 and Medic 10.

AIRCRAFT OPERATIONS

1.0 REFERENCE:

1.1 WAC 296-305 - Washington State Safety Standards for Firefighters.

2.0 POLICY:

2.1 Incident Commanders will request aircraft support from the Fire Alarm Center as needed.

3.0 DEFINITIONS: N/A

4.0 RESPONSIBILITIES:

4.1 Aircraft assistance may be requested by the Seattle Fire Department for Advanced Life Support transport, rescue, fire scene, or other emergency assistance, or when deemed necessary by the Incident Commander.

4.2 The Fire Alarm Center will make contact with the appropriate agencies for aircraft support. The Fire Alarm Center will maintain a current contact list of regional aviation assets.

4.3 Incident Commanders and aircraft pilots will coordinate all aircraft activity at the scene of an emergency. The Department's Aviation Team Leader (or designee) will be requested to coordinate aviation assets utilized in response to an emergency.

FIREFIGHTING FOAM

1.0 REFERENCE:

1.1 NFPA 18- Standard on Wetting Agents.

1.2 NFPA 1145- Guide for the Use of Class-A Foams in Manual Structural Fire Fighting.

2.0 POLICY:

2.1 Firefighting Foam may be used during offensive firefighting operations to enhance extinguishment efforts and improve the safety of the operation.

2.2 Firefighting Foam may be used for exposure protection.

2.3 Firefighting Foam may be utilized via dry standpipe and fire protection systems that have no connection to a public water supply.

2.4 Firefighting Foam should not be used in any other fixed fire suppression system that is connected to a public water supply, unless a pre-incident engineering evaluation has approved such an operation.

2.5 Flowing firefighting foam for training purposes should be limited to the JTF, in the designated foam & vehicle extrication area near the overpass prop.

2.6 Newer SFD Engines are equipped with Foampro proportioning systems and ten (10) gallon foam storage tanks; all Engines have eductors & containers of foam.

2.7 The Seattle Fire Department uses NovaCool UEF as its firefighting foam. It is rated for use at 0.4% on Class A/B/D/K fires, at 0.5% for Polar Solvents.

2.8 1% is the maximum proportioning rate for NovaCool UEF. Per the manufacturer, above 1% the foam's firefighting capabilities diminish.

3.0 DEFINITIONS:

3.1 *Foampro:* An electronic direct injection foam proportioning system.

3.2 *NovaCool UEF (Universal Extinguishing Foam)*: AU.L. certified, NFPA 18 compliant product.

4.0 RESPONSIBILITIES:

4.1 Employees should ensure that adequate fire flow is utilized during both interior structural firefighting operations and during flammable liquid fire incidents.

DISASTER MANAGEMENT

1.0 REFERENCE: N/A

1.1 Seattle Fire Department Policies and Operating Guidelines, Section 5007 Disaster Management.

1.2 Seattle Fire Department Disaster Management Plan (Orange Book).

1.3 Seattle Fire Department Plans:

- Chempack Plan.
- Pandemic / Infectious Disease Plan.
- Continuity of Operations Plan (COOP).

1.4 National Response Framework (NRF).

1.5 National Incident Management System (NIMS).

1.6 National Wildfire Coordinating Group (NWCG) Incident Command System (ICS).

2.0 POLICY:

2.1 This section applies to all Seattle Fire Department members, civilian, and uniformed.

2.2 The Seattle Fire Department will, consistent with its mission, maintain constant readiness to respond to high life-safety incidents through an all-hazards approach to preplanning.

2.3 Significant incidents may result from natural disasters, man-made events, or may be acts of terrorism. This section applies to all causes.

2.4 During a significant incident, the Chief of the Fire Department has the authority to cancel all leaves, to call off-duty personnel back to duty, and to require continuous duty of all members.

2.5 The Fire Department will use five levels of Disaster Management implementation consistent with the five incident complexity types found in NWCG / NIMS ICS. Level V represents normal day-to-day activities, and Level I represents incidents wherein the Fire Alarm Center (FAC) is not operational and Fire Department resources have been catastrophically diminished.

2.6 The Resource Management Center (RMC) will be staffed at Levels IV, III, II, and I, and may be staffed while at Level V during large scale events.

2.7 Call-back of personnel during emergencies will follow the procedures outlined in the Multiple Alarm Response Plan notebook and OG 5006.

3.0 DEFINITIONS: N/A

3.1 *Disaster Management*: The body of policy, administrative decisions, and operational activities necessary to prepare for, respond to, and recover from natural or man-made disasters.

3.2 *National Response Framework (NRF)*: A national document providing guidance on how the Nation conducts all-hazards response. It is built upon scalable, flexible, and adaptable coordinating structures to align key roles and responsibilities across the Nation, linking all levels of government, nongovernmental organizations, and the private sector.

3.3 *National Incident Management System (NIMS)*: A national document that provides a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life and property and harm to the environment.

Note –	NIMS works hand in hand with the NRF. NIMS provides the template for the management of incidents, while the NRF provides the structure and mechanisms for national-level policy for incident management.

3.4 *Incident Command System (ICS)*: ICS is a widely applicable management system designed to enable effective, efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure.

3.5 *Significant Incident / Citywide Disaster*: Any situation regardless of cause wherein the Fire Department's resources are significantly diminished due to call volume or are overwhelmed due to the nature of the incident. Examples include multiple-alarm fires, citywide events such as wind or snowstorms, earthquakes, pandemics that reduce available staffing, and large-scale hazardous materials releases.

4.0 RESPONSIBILITIES:

4.1 Following a citywide disaster, off-duty personnel must listen for recall information by monitoring Emergency Alert System (EAS) reports on AM - KIRO 710, KOMO 1000, or FM - KIRO 97.3.

4.2 FAC will be responsible for initial implementation (Level IV). The FAC will confirm implementation of Level III or II with Deputy 1, the Assistant Chief of Resource Management, the Assistant Chief of Operations, the Fire Chief and/or the Staff Duty Officer. Level I activation will be automatic anytime the Fire Department discovers that the FAC is not operational.

4.3 During a significant incident, the Fire Chief or his delegate is responsible for the call-back of personnel, cancelling of vacations and leaves, and requiring continuous duty, as necessary.

HAZARDOUS MATERIALS OPERATIONS

1.0 REFERENCE:

1.1 Seattle Fire Department Policy and Operating Guideline:

- P & OG 5017 Technical Teams.
- OG 5014 Multiple Casualty Incidents.

1.2 SMC 3.16.200.

1.3 WAC 296-62-3112.

1.4 NFPA 472 Standard for Professional Competence of Responders to Hazardous Materials Incidents.

1.5 Emergency Response Guidebook (ERG).

1.6 Noll, Gregory, Hildebrand, Michael, and Yvorra, James. *Hazardous Materials: Managing the Incident*, 3rd Edition IFSTA.

2.0 POLICY:

2.1 The Seattle Fire Department is responsible for the stabilization of all hazardous materials incidents that threaten public safety, except those incidents that are normally resolved by the Seattle Police Department's Arson Bomb Squad.

2.2 The Hazardous Materials Response Team (Unit 77) responds to incidents inside the city limits of Seattle and jurisdictions or organizations where current mutual aid agreements exist with the City of Seattle.

2.3 The Hazardous Materials Response Team will respond to any incident involving a hazardous materials (HazMat) spill, leak, explosion, or injury with immediate threat or potential threat to life, the environment, or to property.

2.4 In addition to the Hazardous Materials Response Team, one Engine Company, one Ladder Company, one Battalion Chief, one Medic Unit, and Safety 2 will also be dispatched. Other additional units may be dispatched at the discretion of the Dispatcher or Incident Commander (IC).

2.5 The Decontamination Unit consists of Decon 1 and E27. The Decontamination Unit will operate under the direct supervision of the HazMat Group Supervisor, with coordination/direction from the Hazardous Material Team Leader, and is responsible for patient decontamination.

2.6 If any unit assigned to the Hazardous Materials Response Team is out of quarters on an alarm or assignment, they will be relieved immediately by the Dispatcher so they can respond to the hazardous materials incident.

2.7 The Emergency Response Guidebook (ERG) will be utilized by initial arriving units to determine appropriate personal protective clothing and equipment.

2.8 Minimum personal protective equipment for incidents involving known products or hazards will include full structural fire fighting protective clothing and self-contained breathing apparatus.

3.0 DEFINITIONS:

3.1 *Hazardous Materials Response Team:* A group of units consisting of Engine 10, Ladder 1, Aid 5, Staff 10, and Haz-Mat 1.

3.2 *Incident Stabilization*: The point in an incident at which the adverse effects of the hazardous material are controlled.

4.0 RESPONSIBILITIES:

4.1 The IC has overall responsibility for safe mitigation and incident stabilization.

4.2 The Hazardous Materials Group Supervisor (HMGS) will coordinate and directly interact with the Hazardous Materials Team Leader regarding incident actions directly related to the hazardous materials operations. The HMGS will report to either the Operations Section Chief or IC.

4.3 The Hazardous Materials Team Leader will develop a written action plan for actions directly relating to the hazardous materials operations and make recommendations to the HMGS as needed.

INCIDENT ACCOUNTABILITY

1.0 REFERENCE:

1.1 U. S. Code of Federal Regulations, Title 29 Part 1910, Sec. 155; July 1987.

1.2 National Fire Protection Association Standards:

- 1500 - Current Edition.
- 1561 - Current Edition.

1.3 Washington Administrative Code, Section 296-62.

2.0 POLICY:

2.1 Department members will use the Emergency Incident Accountability System as outlined in Department Operating Guideline 5010.

2.2 Incident Commanders will maintain an awareness of the location and condition of all Fire Department personnel at the scene of an incident.

3.0 DEFINITIONS:

3.1 *Incident Accountability System*: A system to account for the location and condition of emergency response personnel. The system is comprised of the Passport System, Computer Aided Dispatch System (CAD), and the Incident Command System (ICS).

4.0 RESPONSIBILITIES:

4.1 Department members are responsible to properly utilize the Incident Accountability System when involved in an emergency or training session.

4.2 Supervisory personnel will maintain a constant awareness of the position and function of all units/members assigned to operate in their assigned work teams. This awareness will serve as the basic means of accountability and is required for operational safety.

4.3 Personnel that arrive at an emergency incident by means other than Fire/EMS apparatus will ensure that they are accounted for in the Incident Accountability System prior to working at the scene of an emergency.

INCIDENT OPERATIONS

1.0 REFERENCE:

1.1 Washington State Safety Standards for Firefighters - WAC 296-305.

1.2 Seattle Fire Department Operating Guidelines, OG-5012 Incident Operations.

1.3 2003 Seattle Fire Code:

- 104.10 Fire Investigation.
- 104.10.1 Assistance from other agencies.

1.4 Memorandum of Understanding between the Seattle Fire Department and the Seattle Police Department, November 3, 1998 - “Explosive Chemicals and Hazardous Waste.”

1.5 Memorandum of Agreement between the Seattle Fire Department and the Seattle Police Department, February 4, 2001.

1.6 Memorandum of Agreement by and between the City of Seattle and International Association of Firefighters, Local 27 - Fire Investigation Unit, April 24, 2001.

2.0 POLICY:

2.1 The Seattle Fire Department will use tactical operating procedures as described in this Policy, and Operating Guideline 5012. These procedures will apply to operations undertaken by the Seattle Fire Department.

2.2 It is the policy of the Seattle Fire Department to use ground ladders in a “fly-in” configuration at all times. This policy is consistent with the Permanent Variance granted by the Department of Labor and Industries, September 6, 2002, FN10341, and will remain in effect as long as the conditions of the Permanent Variance are met.

2.3 The Seattle Fire Department will implement a positive investigative program to collect, store, and disseminate factual information relating to the investigation of accidental or arson fire incidents to reduce loss of life, fire related injuries, incident frequency, and monetary loss.

2.4 The Seattle Fire Department shall investigate the cause, origin, and circumstances of all fires, explosions, and other hazardous conditions.

2.5 The Seattle Fire Department and the Seattle Police Department shall work cooperatively in the determination and investigation of all incendiary and undetermined fires, explosions, and incidents involving explosive chemicals and hazardous waste as outlined in the respective memorandums of understanding/agreement referenced above and per each department's policies. These memorandums shall remain in effect until such time as they are rescinded by either department.

2.6 Incident Commanders shall request the Fire Investigation Unit (FIU) Investigator(s) to investigate the following types of incidents:

- Incident Commanders shall request the Fire Investigation Unit on Multiple alarm fires.

- Confirmed fires where there was a threat to burn.
- Fires that result in death or serious injury.
- Fires with suspicious circumstances (i.e. indicating that the fire was not accidental).
- Fires where the cause cannot be determined.
- Fires with a loss of $20,000 or more.
- Multiple set fires.
- All intentionally set fires (incendiary), regardless of size (i.e., dumpster, debris, etc.).
- Incidents that involve an incendiary device, whether or not it resulted in a fire.
- Fires involving illegal use of hazardous materials, i.e., methamphetamine labs, etc.
- Explosions (not related to fireworks).
- Any use of fire by juveniles (persons under the age of 18).

3.0 DEFINITIONS:

3.1 *Arson:* The malicious or fraudulent burning of property.

3.2 *Evidence:* Any specifics of proof including witnesses, records, documents, etc., including all the means by which any alleged facts are established or disproved.

3.3 *Command Support Personnel*: Staff aide, either firefighter or Fire Officer assigned to each supervising Chief Officer to assist with logistical, tactical, communication, and accountability functions.

3.4 *Hazard Area:* The immediate area where members might be exposed to a hazard. The hazard area will be considered to be the structure until clearly modified by the Incident Commander (IC).

4.0 RESPONSIBILITIES:

4.1 Company Officers are responsible for the training and conduct of their company members in the application of the tactical operating procedures and general rules contained in this section.

4.2 Battalion Chiefs will be responsible for the uniform application of tactical operating procedures within their Battalions.

4.3 Incident Commanders will be ultimately responsible for identifying the hazard area(s) at an incident.

4.4 The Fire Investigation Unit of the Seattle Fire Department will lead and have primary responsibility for investigation and final determination of the cause and origin of all fires in the City of Seattle.

4.5 Incident Commanders are responsible for requesting the FIU Investigators for all incidents that meet the criteria outlined in this section.

4.6 Members are responsible for preserving and protecting the fire scene until control of the scene has been released by the FIU Investigator(s).

4.7 Members are responsible for providing any relevant information regarding fire incidents to the FIU Investigator(s) in narrative format witness statements in accordance with Operating Guideline 5012.

4.8 Officers are responsible for ensuring that a Form 110, Fire Scene Watch Log is used to document control of fire scenes where the cause is either incendiary or undetermined.

4.9 The Arson/Bomb Squad of the Seattle Police Department will lead and have primary responsibility for any criminal investigations that result from determinations made by the cause and origin investigations.

4.10 The FIU Investigator(s) and the ABS Detective(s), under the direction of the ABS Sergeant will be responsible for conducting all interviews of victims, witnesses, and suspects.

4.11 Marshal 5, shall be responsible for collecting, transporting, and entering into evidence any samples taken from the scene.

4.12

STATE OF WASHINGTON
DEPARTMENT OF LABOR AND INDUSTRIES
WISHA Services Division
PO Box 44625, Olympia, WA 98504-4625

PERMANENT VARIANCE

September 6, 2002
FN 10341

James Fosse
Assistant Chief of Medical
and Safety
Seattle Fire Department
301 2nd Avenue South
Seattle, Washington 98104

Dear Chief Fosse:

We have approved your request for a permanent variance from Washington Administrative Code (WAC) 296-305-06005(4). You requested this variance regarding the fly position on ground ladders for the Seattle Fire Department, at all Seattle Fire Department stations.

The variance is effective today. It will remain in effect for as long as you continue to follow the conditions you described in your variance application or until withdrawn by the department. Our WISHA inspectors will be notified of this decision.

You proposed:

Seattle Fire Department exclusively uses Duo-Safety ladders. Duo-Safety recommends their ladders be used fly out/up but also states that it is not unsafe to use their ladders fly down/in. Seattle Fire Department believes that it is much safer for their firefighters to descend ladders with the fly down/in. You believe that the fly down/in provides better footing when climbing and descending a ladder in full turnout gear and respirator. You currently train in both methods but want to revise your training to exclusively use the fly down/in method.

Permanent Variance
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Current rule(s) related to your variance request:

"Ground Ladders. (4) Firefighters shall climb and descend ground ladders with the fly in, for safety purposes, when not in conflict with the manufacturer's recommendations. Even when ladders are routinely used in the fly out configuration, in adverse conditions firefighters shall be permitted to climb and descend ground ladders with the fly in to assure secure footing."

Our investigation determined:

Duo-Safety Ladder Corporation has stated, "Duo-Safety ladders are not unsafe if used fly down, and will meet and/or exceed all NFPA standards at the time of manufacture that would pertain to their use in the fly down position."

Seattle Fire Department has inspected all of their ground ladders to ensure all spring locks are working and have removed any defective ladders.

Our investigation has concluded that your approach will provide the necessary employee protection.

Rights and requirements for you and your employees

- Reporting changes: If there is a change in your workplace operation that would affect this variance, you must immediately report, in writing, any change, such as the name of your business, the location of your operation, or the equipment or materials you are using.

  Mail this written report to:
  Department of Labor & Industries
  WISHA Policy & Technical Services
  PO Box 44625
  Olympia, WA 98504-4625

- Enforcing this variance and related rules: If, in a future inspection, WISHA enforcement inspectors find you have violated the terms of this variance and the rule, you may receive a citation and a possible penalty.
- Posting this letter: You must post this letter for as long as the variance is in effect in every work site affected by this variance. All affected employees must be able to easily see it.

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- Disputing this decision: If you or any affected employee disagrees with our decision, you, the employee, or employee's representative may ask for an informal hearing. Send us a letter stating the reasons for disagreeing with this decision within 21 calendar days of the date you, the employer, received this letter. Mail it to the address listed on page 2.

If you have any questions, please call our Customer Service Specialist at (360) 902-5568.

Sincerely,

Michael A. Silverstein, M.D.
Assistant Director for WISHA Services

cc: Charles Hawkins, Jr.
Lou Flores
File

MARINE OPERATIONS

1.0 REFERENCE:

1.1 NW Area Contingency Plan (NWACP), Section 8100, *Sector Puget Sound Marine Firefighting Plan*. The 2012-2013 NWACP is available for viewing and downloading at: http://www.rrt10nwac.com/NWACP/Default.aspx.

1.2 Revised Code of Washington: 18.73; 43.44.

1.3 WAC 296-305, Safety Standards for Firefighters.

1.4 WSP Fire Protection Bureau- Washington State Standard for Marine Firefighting for Land-Based Firefighters (rev. 5/01).

1.5 IFSTA Marine Fire Fighting for Land-Based Fire Fighters.

1.6 Seattle Fire Code.

1.7 M.O.U. between the Seattle Fire Department and the United States Navy.

1.8 Current Memorandum(s) of Agreement between the City of Seattle, Seattle Fire and Police Departments, Locals 27 and 2898, Seattle Police Officer's Guild, and Seattle Police Management Association regarding marine operations.

1.9 M.O.U. between the Seattle Fire Department and the United States Coast Guard (USCG) Sector Puget Sound related to Risk Management in the Puget Sound Maritime Area.

1.10 The Puget Sound Marine Firefighting Commission's training website: marineresponse.org.

2.0 POLICY:

2.1 The Seattle Fire Department is responsible for the extinguishment of fire and the protection of life, property, and the environment within the City limits. This includes the Puget Sound, Ship Canal, and Lake Washington waters that lie within the corporate limits of the City of Seattle.

2.2 The Marine Emergency Response Team (MERT) will be dispatched to all marine fires in addition to initial response units. During offshore responses, if the Fireboat is already underway at the time of dispatch, the Fireboat Officer will have the discretion to redirect the balance of the response to an appropriate staging/transfer point, rather than returning to Station 3 or 5 to bring companies aboard.

2.3 Appropriate elements of the MERT will be dispatched to any marine incident or ancillary function involving fire, vessel distress, navigational or waterfront hazards, fuel spills, or alarm investigations with immediate or potential threat to life, the environment, or property.

2.4 The appropriate Fireboat will be dispatched on all initial alarms and automatic fire alarms along the waterfront areas of Seattle.

2.5 The appropriate Fireboat will be dispatched to all reported water rescues

2.6 The SFD Dive Team will be dispatched to all marine incidents involving fire or other high-risk activities where land-based firefighters face the possibility of drowning.

2.7 In addition to MERT units, the closest land-based company will be dispatched to all marine incidents. The initial company will provide a size-up of the incident, identify a staging/transfer point if needed, and standby to provide support to water-based units (SFD, SPD, or USCG).

2.8 The Seattle Fire Department recognizes that both military and commercial vessels are under the command of a vessel master (Captain) who retains full legal authority over the ship and crew. A vessel will not be boarded against the wishes of the master or his/her designated representative. During an emergency, when permission to board a vessel is denied, the Seattle Fire Department will establish a safe perimeter, protect exposures, and standby to provide assistance if requested. USCG will be responsible for resolving the impasse.

2.9 The SFD will notify the USCG of all marine fire and rescue incidents to which the SFD is dispatched, as well as any potential environmental impacts associated with an incident.

2.10 The USCG Captain of the Port, or their designee, is the designated Incident Commander (IC) for offshore vessel fires. The Fire Department is the designated IC for shoreside vessel fires. In either instance, firefighting operations are the responsibility of the SFD.

2.11 The SFD will investigate the cause and origin, and will complete a NIFIRS report, for all fires occurring within its jurisdiction. However, the USCG retains the authority to investigate incidents on large commercial vessels.

2.12 SPD will be notified of marine incidents per established Fire Alarm Center (FAC) protocols.

3.0 DEFINITIONS:

3.1 *Marine Emergency Response Team (MERT)*: A group of units comprised of one or more Fireboats, Engines 5 and 36, the Marine Van, and Battalion 7.

3.2 *Shoreside*: A marine incident that can be directly accessed by land-based units.

3.3 *Offshore:* An incident only accessible via watercraft.

3.4 Sector Puget Sound: The designator for the local USCG Command.

4.0 RESPONSIBILITY:

4.1 Deputy 2 will serve as the overall administrator for program coordination.

4.2 The on-duty Deputy Chief of Operations will manage strategic deployment of resources.

4.3 The Battalion 7 Chiefs will provide incident management support for marine operations.

4.4 The Captain of the Fireboats will manage programs related to Fireboat operations.

4.5 The Captain of Engine 5 will manage programs related to Rescue Craft operations.

4.6 The Captain of Engine 36 will manage programs related to both Marine Technician

Certification and the equipment caches on the Marine Van & Marine Trailer.

MUTUAL AID

1.0 REFERENCE:

1.1 King County Fire Resource Plan.

2.0 POLICY:

2.1 The Seattle Fire Department will respond to other jurisdictions outside the City of Seattle as part of the county, regional, state, and national emergency mobilization plans.

2.2 In the event that county, region, or statewide emergencies effect the City of Seattle, the priority for Fire Department resources will be those incidents that directly affect City residents or on-duty City employees.

2.3 Only the Fire Alarm Center (FAC) or Fire Department representatives at the City Emergency Operations Center (EOC) will directly request assistance from entities outside of the City of Seattle.

2.4 If an incident commander requires additional resources, the request will first be met by dispatching Seattle Fire Department resources when available. If the resources are not available within the Seattle Fire Department, requests will be made to other City agencies for the resources. If the resources are not available within the City of Seattle, only then will mutual aid be requested.

2.5 Seattle Fire Department Strike Team (ST) and Task Force (TF) leaders dispatched on mutual aid will be a Battalion Chief or higher ranking Officer.

2.6 When Seattle units are dispatched to a fire or any emergency outside the jurisdiction of Seattle, primary responsibility for command of the emergency rests with the requesting agency.

2.7 During Mutual Aid responses Seattle unit leaders will cooperate closely with the host jurisdiction's Incident Commander yet retain ultimate control of Seattle personnel and equipment.

2.8 Single units will remain under the direction of their assigned Officer unless agreed to otherwise by the host jurisdiction and the Mutual Aid ST/TF leader.

3.0 DEFINITIONS:

3.1 *King County Fire Resource Zones*:

- Zone 1 - North and East King County and Bellevue.
- Zone 3 - Southwest King County (West of I-5).
- Zone 4 - Southeast King County (East of I-5).
- Zone 5 - Seattle Fire Department.

3.2 *Mobilization*: The activation of a county, state, or federal resource mobilization plan.

3.3 *Mutual Aid*: Assistance requested by, or provided to, a single agency outside the

City of Seattle. Single jurisdiction mutual aid does not require the activation of a county, state, or federal mobilization plan.

3.4 *Rider*: A representative of the host fire department who is assigned to accompany a Mutual Aid resource while the resource is operating within the host department's jurisdiction

3.5 *Strike Team (ST)*: A group of like units, e.g., engine companies or ladder companies.

3.6 *Task Force (TF)*: A group made up of a combination of units, e.g., engine companies and ladder companies.

3.7 *Zone Coordinator*: A Fire Department Chief Officer appointed by the Fire Chief to coordinate the Fire Department's involvement in the King County and Washington State Fire Resource Mobilization Plans.

4.0 RESPONSIBILITY:

4.1 FAC and the Zone 5 Coordinator are responsible for coordination of Seattle Fire Department participation in county and state resource mobilization plans.

POST INCIDENT PROCEDURES

1.0 REFERENCE: N/A

2.0 POLICY:

2.1 Post Incident review procedures are applicable following any emergency incident to where members of the Seattle Fire Department respond.

2.2 Actions taken after the incident will:

- Ensure that Department resources are safely and effectively returned to an available status following an emergency.
- Assist citizens who were involved in the emergency incident in their efforts to recover from the effects of the emergency or refer the citizen to another resource that will render needed assistance.
- Ensure collection of data regarding emergencies for use in continued improvement in both emergency and non-emergency service delivery.
- The Department has a statutory requirement to keep records of fires and emergencies within its jurisdiction. A NFIRS Fire Report shall be filled out for every non-medical response that is assigned an incident number.

2.3 It will be the policy of the Department to initiate a Post Incident Analysis (PIA) for 3-11 or greater incidents, significant firefighter injuries, maydays or near misses, civilian fire fatalities, or any incident that the Fire Chief, Assistant Chief of Operations, or Operations Deputy Chiefs believe would benefit the Department by capturing lessons learned.

2.4 A Post Incident Report (PIR) will be initiated by Operations Deputy Chiefs or any other Incident Commander wishing to document lessons learned or effective actions taken at an incident. When initiated, the PIR will be completed by the First Due Battalion Chief.

3.0 DEFINITIONS:

3.1 *Post Incident Analysis (PIA):* A process that collects and analyzes lessons learned and effective actions taken at an incident. A Post Incident Analysis gathers the primary members who worked at an incident to share what was learned and develop improvement recommendations. In conjunction with a PIA meeting, the PIA process uses interviews and written statements of incident actions to collect incident information.

3.2 *Post Incident Report (PIR):* A standardized method for Incident Commanders to collect lessons learned and effective actions taken at an incident without a full gathering of members who worked at the incident. The PIR process uses the Post Incident Report Form 055 to collect incident information. Additional follow up is dictated by the nature of the incident and the potential to improve the Department's service delivery.

3.3 *Post Incident Debrief:* An informal review of incident actions led by an Incident Commander.

4.0 RESPONSIBILITY:

4.1 PIA activities are coordinated by the Post Incident Analysis (PIA) Committee, as directed by Operations Deputy Committee Chairperson. The Deputy Chiefs of Operations are responsible for Post Incident Reports that are submitted and conducted by Incident Commanders in their chain of command. Reports from PIAs and PIRs are forwarded electronically to the responsible Deputy Chiefs of Operations and the Assistant Chief of Operations.

ADMINISTRATION OF TECHNICAL TEAMS

1.0 REFERENCE:

1.1 N/A

2.0 POLICY:

2.1 The Seattle Fire Department has established and maintained designated companies who are trained to the technician level to be able to provide specialized response capabilities for the more complex and specialized equipment intensive incidents.

2.2 The designated companies are organized into the following Technical Teams:

- Technical Rescue (including Dive, Trench Rescue, Rope/High Angle, Machinery/Heavy Rescue, and Confined Space).
- Marine and Shipboard emergencies.
- Hazardous Materials emergencies.
- Mass Decontamination.
- Tunnel Rescue.

2.3 These Technical Teams require the assigned members to acquire and maintain a highly technical skill set, specific to their area of expertise, and is consistent with nationally recognized standards.

3.0 DEFINITIONS:

3.1 *Team Lead*: The Team Lead shall be the Captain of one of the units assigned to the Technical Team.

3.2 *Team Supervisor*: The Team Supervisor shall be the Battalion Chief that directly supervises the Team Lead Captain.

4.0 RESPONSIBILITY:

4.1 The Administrative Deputy Chief of Operations (Deputy2) shall be responsible for administrative oversight and strategic planning of the Technical Teams.

4.2 The Operations Chiefs shall be responsible for the staffing and operational oversight during emergency incidents.

TECHNICAL RESCUE

1.0 REFERENCE:

1.1 National Search and Rescue Plan of the United States; link: http://www.uscg.mil/hq/cg5/cg534/manuals/Natl_SAR_Plan(2007).pdf.

1.2 Washington Administrative Code 296-305.

1.3 DOSH Directive 32.15, Diving Operations Involving Search and Rescue (Updated 1/28/11).

1.4 NFPA 1670 Standard for Operations and Training for Technical Rescue Incidents.

1.5 SFD Training Guides Chapter 10.

2.0 POLICY:

2.1 The Seattle Fire Department will, within the scope of its mission, respond to all Technical Rescue situations when people are trapped, injured, or ill.

2.2 The Department will provide a technician level response for rescues involving:

- Structural Collapse.
- Transportation/Machinery.
- Rope.
- Confined Space/Tunnel.
- Surface Water/Dive.
- Trench.

2.3 Rescue craft will operate with a minimum team of two members.

2.4 During water rescue incidents, Seattle Fire Department members will operate in compliance with USCG regulations, WAC requirements, and Memoranda of Agreement with the Seattle Police Department.

2.5 During a water rescue response, Fire Department members shall not use equipment that is not authorized and issued by the Department. Department members are not authorized to place their personal swimming equipment on any Department apparatus.

2.6 The following size-up information must be transmitted via radio during any confined space rescue incident in order to comply with WAC regulations regarding rescuer entry:

- Identify the problem.
- The type of confined space.
- Any possible atmospheric, electrical, and mechanical hazards.
- The number, location, condition, and time last seen of victims.

3.0 DEFINITIONS:

3.1 *Confined Space*: A space that is large enough and so configured, that an employee can bodily enter to perform assigned work, has a limited means of entry and egress, and is not designed for continuous occupancy.

3.2 *Rescue Craft:* Any fire department watercraft used for rescue operations.

3.3 *Technical Rescue Units*:

- Structural collapse/transportation/machinery: Ladder 7, Battalion 5, Aid 14, and Rescue 1.
- Rope rescue: Ladder 7, Battalion 5, Aid 14, and Rescue 1.
- Confined Space: Ladder 7, Engine 36, Battalion 5, Aid 14, Rescue 1, and Marine Van.
- Tunnel: Ladder 7, Engines 5 & 36, Battalion 5, Aid 14, Rescue 1, and Marine Van.
- Surface/Subsurface Water: Ladder 7, Battalion 5, Aid 14, Rescue 1, FB4/Fireboat, and Marine Engine/rescue craft.
- Trench Rescue: Ladder 7, Battalion 5, Aid 14, and Rescue 1.

4.0 RESPONSIBILITY:

4.1 Fire Department members shall be responsible for ensuring they do not take actions at the scene of a technical rescue incident outside their level of skill and training.

4.2 Deputy 2 shall be responsible for administrative oversight of the Technical Rescue Team as directed by the Assistant Chief of Operations.

WILDLAND/URBAN FIREFIGHTING

1.0 REFERENCE:

1.1 Seattle Fire Department Operating Guidelines 5011, Incident Operations.

1.2 WAC 296-305-07001, Wildland Fire Operations.

1.3 WAC 296-305-07003, Personal Protective Clothing and Equipment for Wildland Fire Fighting.

1.4 WAC 296-305-07007, Wildland Personnel Accountability.

1.5 WAC 296-305-07019, Training for Wildland Fire Fighting.

2.0 POLICY:

2.1 This section will apply to all personnel called on to provide services at any fire defined as a wildland or wildland/urban interface fire.

2.2 This section will not apply to suppression action taken on fires prior to the fire meeting the definition of a wildland fire or wildland/urban interface fire.

2.3 The Department will ensure personnel assigned to a wildland fire have been trained to an appropriate level as defined by National Wildfire Coordinating Group (NWCG) guidelines.

- Supervisory personnel will be trained to a minimum of NWCG Fire Fighter I or as appropriate to the position and responsibility they are to assume.
- Suppression personnel assigned to a wildland fire will be trained to a NWCG Fire Fighter Level II.

2.4 The Department will provide the appropriate protective equipment and protective clothing required by personnel performing suppression actions on a wildland fire.

2.5 During a wildland/urban interface fire the main emphasis will be placed on rendering structures safe from fire and not in fire suppression.

3.0 DEFINITIONS:

3.1 *Wildland Fire*: An unplanned and unwanted fire, burning in natural vegetation, requiring suppression action that requires an individual or crew(s) to expend more than one hour of labor to confine, control, and extinguish without relief. Crews can be rotated to avoid the one hour bench mark or increase crew size to complete the job in less than one hour. One hour was chosen as the maximum time that individuals should work in high temperatures in structural protective clothing.

3.2 *Urban Interface*: The area where wildland comes in contact with structures such as houses or commercial buildings.

4.0 RESPONSIBILITY:

4.1 Officers will maintain positive communication with any individual during those times the member is assigned an ancillary firefighting task (examples would include, but are not limited to, Scout, Safety Officer, Or Watch Person).

4.2 On initial attack fires, the Incident Commander will be responsible for:

- Maintaining the name and location of all personnel on the incident.
- Transferring/confirming personnel and unit information to the appropriate Incident Command Section (ICS) Command Staff as soon as possible.
- Ensuring that personnel and unit information is recorded in the command post as soon as possible.

4.3 On extended attack fires, Unit Leaders, Division Supervisors, and Branch Directors will ensure the maintenance of the name and status of all personnel within their unit, division, or branch.

4.4 Division Supervisors and Branch Directors will ensure personnel are not assigned tasks for which they have not been trained.

4.5 All personnel assigned to wildland or wildland/urban interface firefighting will be familiar with Operating Guideline 5019 and comply with this policy.

EMERGENCY KEY BOXES

1.0 REFERENCE:

1.1 N/A

2.0 POLICY:

2.1 While the Fire Department can require that a Knox Box® is installed, in almost every instance installation of the system will be voluntary. Any SFD required installations shall be enforced via a F6, not an NOV.

2.2 The need for security of this system cannot be over emphasized. At no time shall the Knox key be left in the lock, nor shall an open box be left unattended. During a response, once the building access keys have been removed, boxes shall only be left with covers locked in place.

2.3 If a removable cover needs to be taken off for maintenance, mounting, relocation, or permanent box removal, the cover with the lock attached must be retained by SFD personnel and forwarded to the FMO. Contact the Compliance Lieutenant, or Captain of Engineering at the FMO if the lock core from a hinged box needs to be removed, or to arrange for pickup of the cover.

2.4 A Knox Box is intended to contain only the exterior access keys to the building. To maintain building security, a building-wide pass key is not recommended for placement in any access key box and keys to individual residential units shall not be placed in the box.

2.5 Elevator key boxes are not a high security system and should have only the keys to the areas listed below. They shall not have building masters, or provide access to any but these listed areas.

- Machine room door.
- Secondary level door.
- Pit door, roof door.
- Fire emergency service, hoistway access.
- Mechanical hoistway access devices.
- Miscellaneous switch keys.
- Fire alarm panel room.
- Sprinkler valve control room.

3.0 DEFINITIONS:

3.1 *Elevator Key Box*: A building code required, low security key box for the storage of elevator equipment access keys.

4.0 RESPONSIBILITY:

4.1 Company Officers will be responsible for the removal and subsequent return of Knox key to the KeySecure device inside the emergency vehicle.

4.2 Company Officers will be responsible for the security of the building keys while they are out of the Knox Box.

ADVERSE WEATHER

1.0 REFERENCE:

1.1 NFPA 1584

1.2 American College of Sports Medicine. (1996). Position stand on exercise and fluid replacement. Medical Science Sports Exerc. 28:i-vii.

2.0 POLICY:

2.1 There shall be established guidelines for the Department to use during periods of adverse weather that will prevent injury and illness resulting from the effects of heat and cold exposure to personnel and also prevent damage to apparatus, equipment, and facilities.

2.2 The on duty Deputy 1 Chief shall be responsible for the declaration that Adverse Weather Procedures are in effect. If Deputy 1 is unavailable, then Safety 2 will make the determination to curtail outside activities.

2.3 In addition to the instructions found in the Og 5501 - Adverse Weather Operating Guideline, Station Captains and Division Supervisors shall be responsible for establishing Adverse Weather policies specific for their stations/facilities and apparatus. Items to consider are:

- Snow removal from ramps and sidewalks.
- Exterior pipe protection.
- Protection and operation of apparatus and equipment.
- Wash down procedures for the apparatus.
- Alternate response routes for use during snow and ice conditions.
- Water conservation measures.
- Drinking water and electrolyte additive on apparatus.
- Training activities.

2.4 Tire chains will be inspected for proper fit during the first week of October. This inspection will be noted on the Form 9.

2.5 Tire chains will be carried on the apparatus during the months of October, November, December, January, and February.

2.6 During the months of October, November, December, January, and February, sand will be carried on all ladder trucks. The sand will be used under the aerial jacks and outriggers to provide traction when operating on ice or snow.

3.0 DEFINITIONS:

3.1 *Apparent Temperature:* The temperature with the effect of humidity factored in.

3.2 *Cold Weather*: Temperatures below 35 degrees F, wind chill, and other factors included.

3.3 *High Wind Warning*: Issued when sustained winds will be 40 mph or greater for at least one hour, or any gust of wind expected to be 58 mph or greater.

3.4 *Warm Weather*: Temperatures above 80 degrees F, humidity, and other factors included.

4.0 RESPONSIBILITY:

4.1 Company Officers will be responsible for the implementation of adverse weather procedures within their company according to the Operating Guidelines.

4.2 The on-duty Deputy Chief will be responsible for determining when units should chain-up or drop chains.

4.3 Division supervisors of non-Operations divisions will be responsible for determining the appropriate time to chain up or drop chains.

4.4 Station Captains/Division Supervisors will be responsible for establishing adverse weather policies for their stations/facilities and apparatus.

- These policies will be reviewed by the supervising Battalion Chief, and then included in the station maintenance policy.

HOUSE DUES

1.0 REFERENCE: N/A

2.0 POLICY:

2.1 A monthly assessment for necessary expenses, hereafter referred to as house dues, is established for every Division and for each Station.

3.0 DEFINITIONS: N/A

4.0 RESPONSIBILITY:

4.1 Captains are the treasurers of Company and Station funds.

4.2 Paramedics pay house dues as assessed at the Medic One Office. The Medic One Office distributes funds on a quarterly basis to stations housing paramedics.

WATCH DUTY

1.0 REFERENCE: N/A

2.0 POLICY:

2.1 Each fire station will maintain a complete and accurate Watch Desk Journal.

2.2 At least one member will maintain Watch Duty while the station is occupied.

3.0 DEFINITIONS:

3.1 *Watch Duty*: The process of monitoring the Department radio, answering the station telephone, and receiving visitors at the front door of the station.

4.0 RESPONSIBILITIES:

4.1 Members who are on Watch Duty will be responsible for the correct receipt and entry in the Watch Desk Journal of all response information for the company or companies assigned to the station.

4.2 The member assigned Watch Duty will be responsible for the entry in the Watch Desk Journal of all business pertinent to the station, personnel, and units assigned to the station.

4.3 The member assigned Watch Duty will notify the Company Officer of events pertinent to the station, to include layoffs, returns, station and apparatus maintenance, units and equipment in and out of quarters, deliveries to the station, etc.

RIDE-ALONGS

1.0 REFERENCE:

1.1 OG 5510 Ride-Alongs.

2.0 POLICY:

2.1 It will be the policy of this Department to allow citizens to ride-along with SFD companies under the following conditions:

- The participant is age eighteen (18) or older, and not involved in the hiring process.
- A written request, in letter or electronic form, is received two (2) weeks prior to the requested date by the Assistant Chief or Operations Deputy Chief.
- The request includes a business reason for requesting a ride-along.
- The participant signs a current SFD waiver form.

3.0 DEFINITIONS: N/A

4.0 RESPONSIBILITIES:

4.1 It is the Company Officer's responsibility to ensure that a waiver form has been completed by the participant before the ride-along. If the form has not been completed, present the waiver form to the participant to complete before allowing on apparatus and brief the participant on the rules and expectations for participation.

CHEMICAL HAZARD COMMUNICATION PROGRAM

1.0 REFERENCES:

1.1 Title 49.70 RCW, Worker and Community Right to Know Act.

1.2 WAC 296-62, Part C, Hazard Communication Standard.

1.3 WAC 173-303, Dangerous Waste Regulations.

1.4 Training Guide #20-8, Chemical Hazard Communication.

2.0 POLICY:

2.1 The Department will develop and maintain a hazard communication program as required by Chapter 296-62 WAC, Part C. The program will provide information to all employees about hazardous chemicals or substances they are, or may be, exposed to in the course of their employment.

2.2 The Department will provide employees with training on hazardous chemicals in their work area upon their initial assignment, and whenever a new physical or health hazard is introduced.

2.3 A current copy of this Policy/Operating Guideline and copies of the MSDS (for each hazardous substance used in the specific work area), will be maintained at each work place for employee review.

2.4 Markings, placards, and labels on hazardous substances will be maintained in a manner that ensures that they are readily visible.

2.5 Fertilizers and other chemicals will not be stored in furnace rooms or ventilation areas of the facilities.

2.6 Division heads will conduct an annual inventory of each divisions hazardous substances.

3.0 DEFINITIONS:

3.1 *Chemical*: Any element, chemical compound, or mixture of elements and/or compounds.

3.2 *Hazard Warning*: Any words, pictures, symbols, or combination thereof appearing on a label or other appropriate form of warning which convey the specific physical or health hazard(s), including target organ effects, of the chemical(s) in the container(s).

3.3 *Hazardous Chemical*: Any chemical which is a physical or health hazard.

3.4 *Hazardous Wastes*: Those wastes designated and regulated as hazardous waste by the United States Environmental Protection Agency.

3.5 *Health Hazard*: A chemical for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees.

3.6 *Material Safety Data Sheet (MSDS)*: A written document describing a hazardous chemical and containing the following information:

- Identity.
- Physical and chemical characteristics.
- Known health effects.
- Exposure limits.
- Carcinogenic properties.
- Precautionary measures.
- Emergency and first-aid procedures.
- The identity of the organization which prepared the MSDS.

3.7 *Physical Hazard*: A chemical for which there is scientifically valid evidence that it is:

- A combustible liquid.
- A compressed gas.
- Explosive.
- Flammable.
- An organic peroxide.
- An oxidizer.
- Pyrophoric.
- Unstable (reactive).
- Water-reactive.

4.0 RESPONSIBILITY:

4.1 The Chief of Fire Department is responsible for complying with Revised Code of Washington (RCW) 49.70, Worker and Community Right to Know Act, and other pertinent regulations regarding chemical use and hazardous waste disposal.

4.2 Support Services Division is responsible to ensure that:

- Containers received for use are clearly labeled as to contents, the appropriate hazard warning is noted, the name and address of the manufacturer is listed, and that secondary containers are labeled properly before distribution to Department work places.
- The labeling system is periodically reviewed and updated.
- Hazardous substances are properly disposed of, in accordance with WAC 173-303-140, Disposal of Extremely Hazardous Waste.

4.3 Resource Management Division is responsible for:

- Maintaining the most current inventory list of hazardous chemicals and materials used by the Department.
- Coordinating responses to public inquiries regarding substances used by the Department.

- Maintaining Material Safety Data Sheets (MSDS) for all hazardous substances used in all Department work places.
- Reviewing all incoming MSDS for new and significant information and passing this information on to affected employees.
- Verifying and assisting in proper labeling of hazardous chemicals or materials.
- Monitoring and assisting in disposal of hazardous chemicals or materials.
- Coordinating an annual inventory of chemical products.

4.4 Training Division is responsible for:

- Providing "hazardous substances" training for all employees.
- Providing initial chemical hazard communication training to new employees.
- Providing employee training whenever a new hazardous substance is introduced in the work place.

4.5 Station/Company Captains and/or Division Heads are responsible for:

- Ensuring that no hazardous chemicals or materials are used within the work place without an approved MSDS. Additional MSDS are available upon request from the Resource Management Division.
- Maintaining proper labeling of hazardous chemicals or materials.
- Ensuring that all employees receive training for new hazardous substance introduced into the work place.
- Maintaining proper storage of hazardous chemicals or materials.

4.6 The employee is responsible for:

- Complying with the Chemical Hazard Communication Operating Guideline.
- Not using hazardous substances for which a MSDS is not available.
- Becoming familiar with safety and health requirements described in each MSDS involving chemicals or materials used within their work place.
- Reading and following all instructions and safety procedures regarding the use, storage, handling, and disposal of hazardous chemicals or materials.
- Properly disposing of hazardous chemicals or materials in accordance with WAC 173-303-140. Request assistance in disposing of materials from Support Services Division.

PREMISE NOTES/DANGEROUS BUILDINGS

1.0 REFERENCE:

1.1 NFPA 1620.

2.0 POLICY:

2.1 It is the policy of the Seattle Fire Department to initiate the Dangerous Building Notification procedures after becoming aware of a dangerous building.

2.2 A pre-incident inspection will be completed after a structure has been designated as a dangerous building.

2.3 Those buildings suspected as being dangerous will be evaluated as soon as possible by the affected Company Officer and Battalion Chief to determine if further action should be taken.

3.0 DEFINITIONS:

3.1 *Structurally Deteriorated Buildings*: Any building that, due to lack of maintenance, deterioration, instability, dilapidation, or damage by fire or other causes, has been rendered a special hazard.

3.2 *Altered Buildings*: Buildings that are a severe, special, or unusual hazard to firefighters due to modification or elimination of fire protection or detection devices, stairways, floors, banisters, fire doors, structural components, or any other alteration.

3.3 *Dangerous Building*: A condition or situation existing in a building or structure that presents a severe, special, or unusual hazard to firefighters during emergencies.

Examples include:

- The building or structure has collapsed, partially collapsed, moved off its foundation, or lacks the support of ground necessary to support it.
- Significant risk of collapse, detachment, or dislodgment of any portion of the building or structure under service loads.
- An abandoned premise as defined by Seattle Fire Code (SFC) section 311.1.1 Abandoned Premises.
- An Unsafe structure or premises as defined by SFC section 110.1.1 Unsafe Conditions.

3.4 *Dangerous Building List*: A confidential list that can be found on the CADview screen under "Reports." Company Officers will print and review the list each Sunday at 0800 and place it on the apparatus for reference.

3.5 *Caution Note*: Information about people, property uses or activities and/or contents/materials that pose a hazard to firefighter or occupant safety.

Examples Include:

- Severe, special, or unusual hazard due to modification or elimination of fire protection or detection devices, stairways, floors, banisters, fire doors, structural components, or other alterations.

- Significant electrical and mechanical hazards.
- Special atmospheres such as confined spaces, inert atmospheres, ripening facilities, and special equipment for treating atmospheres.
- Arson, attempted arson, and threat of arson.
- Large quantities of hazardous materials.
- Residence with heavy fire load, limited access.
- Mentally unstable occupant with fire arms in the house.
- SPD assistance required because of violent or threatening and armed occupant.
- A vacant premise (as defined in SFC section 311.1) that is in violation of SFC 311.2 Safeguarding Vacant Premises.
- Other relevant premise information.

3.6 *Information Note*: Information that will make the SFD response more effective or efficient.

Examples include:

- Long hose lay from hydrant to premise.
- Single long driveway restricts access to residence.
- Vacant premise (as defined by SFC section 311.1) that is not in violation with SFC 311.2 Safeguarding Vacant Premises.
- All units advised to use Knox box keys for entry and elevator use.
- Any response for baby at this location should be a medic response.
- Key box code 12795 located to the right of the front door.
- Responses to this address also notify ValleyCom, Boeing Fire, KC Airport.
- Resident is deaf and blind.
- Other relevant premise information.

3.7 *Premise Note:* A Premise Note can be a Dangerous Building, Caution Note, or an Information note.

3.8 *Pre-Incident Survey*: A comprehensive report containing floor plans and locations of fire systems, hazards, exits, stairways, and obstacles.

3.9 *Pre-incident Inspection*: An inspection of a building to become familiar with its fire systems, hazards, exits, stairways, and obstacles.

4.0 RESPONSIBILITY:

4.1 The Assistant Chief of Resource Management will have administrative oversight of the Pre-Incident Survey program.

4.2 The Safety Office will manage the operational aspects of the Pre-Incident Survey program.

4.3 Battalion Chiefs will determine if a structure designated as a Dangerous Building will have a Pre-Incident Survey completed and entered into the IPD.

4.4 Members shall create a Dangerous Building Note in the IPD when a occupancy is identified as dangerous.

4.5 Company Captains will compile a list of all occupancies in their district from the CADview Dangerous Building/Premise Notes Report that are high hazard as defined in the IPD. Include occupancies noted as low and medium when relevant.

4.6 Companies will inspect the occupancy on a rotating basis by platoon at least quarterly to determine if a occupancy will remain on the Dangerous Building List, and make a recommendation to the Station Captain whether to remove or keep a Premise Note for an occupancy.

4.7 Station Captains will determine if an occupancy within their inspection district will be removed from the Dangerous Building List.

4.8 Members shall use the IPD to modify or delete a Dangerous Building Note.

4.9 Members must be alert to not disclose to the public that a occupancy is listed as a “Threat to Burn.”

HEALTH AND SAFETY

1.0 REFERENCE:

1.1 NFPA 1500, Fire Department Occupational Safety and Health Program.

1.2 NFPA 1521, Fire Department Safety Officer.

1.3 WAC 296-305, Safety Standards for Firefighters.

1.4 WAC 296-62-3112, Hazard Waste Operations and Emergency Response.

1.5 WAC 296–24, General Safety and Health.

2.0 POLICY:

2.1 It will be the policy of the Seattle Fire Department to have an Incident Safety Officer (ISO) at high risk incidents. This could be a Company Officer, Battalion Chief, or the Department's Safety Officer (SO).

2.2 Risk analysis will be part of every ISO's assessment at an emergency scene.

2.3 The Department's Safety Officer will respond to working structural fires, multiple alarms, technical rescues, marine or hazardous materials incidents, and at the request of the Incident Commander (IC).

2.4 The ISO will modify or terminate any imminent safety hazards. The IC will be immediately informed of all actions taken if the ISO's orders modify or terminate any on-going emergency operation. Following such notification, and taking into consideration the information provided by the ISO, the IC will have authority to:

- Re-instate the operation.
- Modify the operation.
- Accept the actions of the ISO.

2.5 The ISO must be aware that modification or termination of a task or operation without prior communication with the IC may, in itself, endanger personnel operating at the scene.

2.6 It is the responsibility of the ISO to document safety concerns as required by the Fire Chief. The ISO will discuss any safety concerns with the IC prior to leaving the incident site. The ISO will complete the Safety Officer Incident Evaluation Form, file one copy, and forward a copy to all the Battalion Chiefs on the response, the Deputy Chief of Operations, the Assistant Chief of Operations, and the Fire Chief prior to the end of the shift.

2.7 It will be the policy of the Seattle Fire Department to operate with the highest levels of health and safety in mind for all members. The prevention and reduction of accidents, deaths, injuries, and occupational illnesses will be the goal of the Seattle Fire Department. The concern for the member's health and safety applies to all Seattle Fire Department employees and other persons involved in Fire Department activities.

2.8 The Seattle Fire Department will furnish and require the use of appropriate safety devices and safeguards. All firefighting methods and operations will be so designed as to promote the safety and health of employees. The Department will do everything reasonably necessary to protect the safety and health of employees.

2.9 The Safety Officer, through the Fire Chief, will have the authority and responsibility to identify and recommend correction of safety and health hazards.

2.10 Company safety drills will be conducted once per month.

3.0 DEFINITIONS:

3.1 *Accident*: An unexpected event that interrupts or interferes with the orderly progress of the Fire Department operations and may or may not include personal injury or property damage.

3.2 *Safety Officer (SO)*: The member of the Fire Department assigned and authorized as the principal Safety Officer to perform the duties and responsibilities specified in this policy.

3.3 *High Risk Incidents*: Emergency incidents where the IC is unable to concentrate on management of the strategy and tactics, and at the same time, effectively mitigate safety problems.

3.4 *Incident Safety Officer (ISO)*: An individual at the emergency scene who has the primary responsibility to identify safety hazards and indicate corrective actions to the IC for consideration.

3.5 *Risk Assessment:* To set or determine the possibility of suffering harm or loss, and to what extent.

4.0 RESPONSIBILITY

4.1 The Assistant Chief of Resource Management will be responsible for administrative oversight of the Department's safety program.

4.2 The Safety Division will be responsible for managing all aspects of the Department's safety program.

4.3 It is the responsibility of Fire Department members, who observe an imminent safety hazard, to effectively communicate that hazard to team members and their immediate supervisor.

4.4 It is the responsibility of the IC to use the services of an ISO, when necessary, in an effort to make the emergency scene as safe as possible.

4.5 The primary responsibility of the ISO at every incident is to protect the safety of the responding emergency personnel. The ISO will assist and advise the IC in order to make the emergency scene as safe as possible.

4.6 The Safety Officer will be the assigned safety officer and will be responsible for the development and implementation of the Department's written safety program and ensure compliance with all applicable laws and standards in regards to firefighter safety.

INFECTION CONTROL PLAN

1.0 REFERENCE:

1.1 Seattle Fire Department Operating Guidelines

- Section 3006 Injury and Illness.
- Section 6004 Safety.

1.2 RCW 49.17.1.7, Record-Keeping Requirements.

1.3 WAC 296-62 Part B, Access to Records.

1.4 WAC 296-62-08001, Bloodborne Pathogens.

1.5 WAC 296-62-08050, Appendix A-Hepatitis B Vaccine Declination (Mandatory).

1.6 WAC 296-305-01501, Injury and Illness Reporting for Fire Fighters.

1.7 WAC 296-305-01505, Accident Prevention.

1.8 WAC 296-305-02501, Emergency Medical Protection.

2.0 POLICY:

2.1 It is the policy of the Seattle Fire Department to maximize protection against communicable diseases for members while providing fire, rescue, and emergency medical services to the public without regard to known or suspected diagnoses of communicable diseases in any patient.

2.2 The Seattle Fire Department will maintain members' medical files in a confidential manner for the duration of employment plus thirty (30) years.

2.3 No Probationary Firefighter is to assume emergency response duties until a hepatitis B vaccination has been offered and/or received, or waiver form has been signed.

2.4 Fire department members will annually review the Infection Control Plan, as well as updates, protocols, and equipment used in this program.

2.5 No person may ask for or disclose the identity of any person with a sexually transmitted disease. Confidential information may be shared between health care personnel when it impacts or affects treatment decisions concerning patient care.

2.6 When a member becomes subject to the provisions of this policy due to a reportable exposure, the on-duty Safety Officer will be notified and an investigation regarding the circumstances surrounding the exposure will be initiated.

3.0 DEFINITIONS:

3.1 *Bloodborne Pathogens*: Pathogenic microorganisms that are present in human blood and can cause disease. These pathogens include, but are not limited to, Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV).

3.2 *EMS Reportable Exposure Incident*: A specific eye, mouth, or other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials, that results from the performance of an employees duties. A direct introduction of a potentially infectious agent from a patient into the EMS worker's body.

4.0 RESPONSIBILITY:

4.1 Members will promptly report EMS reportable exposures to their Supervising Officer and will complete and forward required forms for an exposure incident through the appropriate channels.

4.2 Medical Services Officers are the designated infection (exposure) control officers and will ensure an adequate Infection Control Plan is developed and personnel are trained and supervised on the plan.

PERSONAL PROTECTIVE EQUIPMENT

1.0 REFERENCES:

1.1 WAC 296-305-02001, Personal Protective Equipment And Protective Clothing

1.2 WAC 296-62-09015, Hearing Conservation (Part K)

1.3 OG-6006 Personal Protective Equipment (PPE)

1.4 NFPA 1581

2.0 POLICY:

2.1 Seattle Fire Department personnel will wear personal protective equipment appropriate for the tasks into which they are or may become involved.

2.2 Personal protective equipment will be immediately accessible at all times during the work shift. When a member leaves the station on Department business full protective clothing will be carried with the member.

2.3 During structural fire fighting operations, members entering into or working directly over a hazardous atmosphere will wear full personal protective equipment to include a minimum of turnout coat, pants, boots, nomex hood, helmet with ear flaps down, gloves and an SCBA with PASS device and face piece in operation.

2.4 The Department will provide, and maintain at no cost to the employee, the appropriate protective ensemble/protective clothing to protect members from the hazards to which the member is or is likely to be exposed.

2.5 Turnout gear will be inspected semi-annually by an individual qualified by the Department. Inspection intervals will not exceed six months.

2.6 Protective clothing and protective equipment will be used and maintained in accordance with manufacturer's instructions. This requirement applies to firefighter's personally owned equipment as well as equipment issued by the Department.

- Turnout gear is required to be washed at least semiannually.

2.7 Personal protective equipment issued members is the property of the City of Seattle and may be used only for official Fire Department duties.

2.8 Firefighters will be trained in the function, donning and doffing, care, use, inspection, maintenance and limitations of the protective equipment assigned to them or available for their use.

2.9 Members will not utilize any piece of personal protective equipment for which they have not been trained or have reason to believe is defective.

2.10 PPE shall not be modified or substituted without written approval from the Fire Chief.

2.11 Members who want to provide optional authorized equipment for their use while on-duty shall submit a letter through the chain of command to the Logistics Committee, via the Assistant Chief of Resource Management, requesting approval.

3.0 DEFINITIONS:

3.1 *Emergency Operations*: Activities of the Fire Department relating to rescue, fire suppression, emergency medical care, and special operations, including response to the scene of an incident and all functions performed at the scene.

3.2 *Hazardous Area*: The immediate area where members might be exposed to a hazard.

3.3 *Hazardous Atmosphere*: Any atmosphere, either immediately or not immediately dangerous to life or health, which is oxygen deficient or which contains a toxic or disease-producing contaminant.

3.4 *Overhaul*: That portion of fire extinguishment involving discovery of hidden fires or smoldering material.

3.5 *Structural Fire Fighting*: The activities of rescuing, fire suppression, and property conservation involving buildings, enclosed structures, vehicles, vessels, or similar properties that are involved in a fire or emergency situation.

3.6 *Structural Fire Fighting Protective Clothing*: This category of clothing, often called turnout or bunker gear, means the protective clothing normally worn by firefighters during structural fire fighting operations. It includes a helmet, coat, pants, boots, gloves, ear flaps, and a hood.

4.0 RESPONSIBILITY:

4.1 Members are responsible for evaluating their assigned work tasks and using appropriate personal protective equipment. If a member feels they are not able to adequately evaluate work situations, they will immediately contact their supervisor.

4.2 Members are responsible for the routine maintenance of personal protective equipment assigned to them.

4.3 Company Captains will ensure that adequate space is provided for storage of protective clothing in the apparatus, crew cab or compartments. The clothing must be protected from becoming wet, damaged or lost, yet is easily accessible and does not create a tripping hazard.

4.4 PPE must be inspected twice a year in February and August. Battalion Chiefs will conduct the February inspection. Station Captains will conduct the August inspection. All inspections must be completed by the end of the month.

4.5 Safety Division is responsible to assess the PPE inspection records during their annual safety inspection.

4.6 Members on long term leave for more than three months shall store their Department-issued PPE at the Services Warehouse.

RESPIRATORY PROTECTION

1.0 REFERENCE:

1.1 Seattle Fire Department Basic Skills Manual, Chapter 7.

1.2 Seattle Fire Department Training Guide 7-2.

1.3 WAC 296–305–04001, Respiratory Protection Equipment.

1.4 WAC 296-62-071, Respiratory Protection part E.

1.5 NFPA 1404 (1989).

1.6 NFPA 1500, Fire Department Occupational Safety and Health Program.

1.7 NFPA 1981, Standard on Open Circuit SCBA for the Fire Service (1987).

2.0 POLICY:

2.1 In accordance with WAC 296-305, 296-62-071 and 296-842, the Seattle Fire Department will administer a respiratory protection program

2.2 The primary aim of this program is to give instruction in the selection of the proper respirator, its use, and maintenance. The emphasis is on the implementation of a respiratory protection program developed in a logical progression of steps:

- A description of the hazards that will be encountered and the degree of protection required
- The selection of the respirator
- Medical evaluation for respirator users
- Fitting of the respirator
- The implementation of a maintenance program
- Written procedures covering routine, infrequent and/or emergency procedures
- The required training in the correct use and care of the respirator
- Respirator program evaluation

2.3 Department members assigned to the Operations Division and anyone who, by job description, may use an SCBA, are required to participate in the respirator user certification (medical exam) program.

2.4 No uniformed or non–uniformed member or department visitor may use an SCBA until they have received proper training in the operation and use of the department's SCBA as indicated in this document.

2.5 Members returning from long term absences from the Operations Division will complete SCBA refresher training as defined in the SFD Basic Skills Manual section 7, before returning to an Operations Division assignment.

2.6 Respiratory protective equipment will be used by all firefighters working in hazardous atmospheres or when entering an area where conditions may change into a hazardous atmosphere.

2.7 SCBA's and all other respirators will be used only in situations for which their use was intended.

- SCBA's are not SCUBA gear and they are not approved or safe for underwater use. Department SCBA's are not to be used in pools or other unusual circumstances without written approval of the Department.

2.8 Only factory-trained personnel will make repairs or alterations to SCBA's.

3.0 DEFINITIONS:

3.1 *Air-purifying Respirator:* A respirator equipped with an air-purifying element such as a filter, cartridge, or canister, or having a filtering face piece, e.g. a dust mask. The element or filtering face piece is designed to remove specific contaminants, such as particles, vapors, or gases, from air that passes through it.

3.2 *Supplied Air Respirator (SAR):* An atmosphere-supplying respirator for which breathing air is drawn from a source separate from and not worn by the user, such as:

- A cylinder or a tank
- A compressor
- An uncontaminated environment

3.3 Hazardous Atmosphere: Any atmosphere, either immediately or not immediately dangerous to life or health, which is oxygen deficient or which contains a toxic or disease-producing contaminant.

3.4 *IDLH*: Immediately dangerous to life and health

3.5 *LHCP*: Licensed health care professional. An individual whose legally permitted scope of medical practice allows him or her to provide some or all of the health care services required for respirator users' medical evaluations.

3.6 *PLHCP*: Physician or licensed health care professional

3.7 *Positive-Pressure Respirator*: A respirator in which the air pressure inside the respiratory-inlet covering is greater than the air pressure outside the respirator.

3.8 *Powered Air-purifying Respirators* (PARR's): An air-purifying respirator equipped with a blower that draws ambient air through cartridges or canisters. These respirators, as a group, are not classified as positive pressure respirators and must not be used as such.

3.9 *Pressure-demand Respirator:* A positive-pressure atmosphere-supplying respirator that sends breathing air to the respiratory inlet covering when the positive pressure is reduced inside the face piece by inhalation or leakage.

3.10 *Qualitative Fit Test* (QLFT): A test that determines the adequacy of respirator fit for an individual. The test relies on the employee's ability to detect a test substance. Test results are either "pass" or "fail."

3.11 *Quantitative Fit Test* (QNFT): A test that determines the adequacy of respirator fit for an individual. The test relies on specialized equipment that performs numeric measurements of leakage into the respiratory inlet covering. Test results are used to calculate a "fit factor."

3.12 *Respiratory Protection:* Equipment designed to protect the wearer from the inhalation of contaminants. Respiratory protection is divided into four types:

- Powered air-purifying respirators (PAPRs)
- Positive pressure self--contained breathing apparatus (SCBA)
- Positive pressure airline respirators (SAR)
- Negative pressure air purifying respirators (APR)

3.13 *Respirator User Certification:* The annual respiratory medical exam required for all Department members who may have occasion to use an SCBA. This certification is subject to review by a physician.

3.14 *Self Contained Breathing Apparatus* (SCBA): An atmosphere-supplying respirator designed for the breathing air source, to be carried by the user.

4.0 RESPONSIBILITY:

4.1 The Assistant Chief of Resource Management is the Seattle Fire Department's respiratory administrator.

4.2 The on-duty Safety Officer is responsible for managing, directing and coordinating the day-to-day activities and/or requirements of all portions of the respiratory protection programs.

4.3 Training Division is responsible for the Respiratory Protection training. This includes initial training and any additional training required due to new or modified equipment.

4.4 Administrative personnel and Chief Officers will be responsible for making arrangements with Training Division for their SCBA training.

4.5 Company Officers are responsible for the condition and maintenance of SCBA's assigned to their company and are responsible for replacement of air supplies on their assigned platoon, and for verification of daily/weekly checks.

4.6 It is the responsibility of each member to check their assigned respiratory protective equipment prior to using it in a hazardous environment.

4.7 Services Division is responsible for the procurement, assignment, annual fit testing and repair of respiratory protective equipment.

FACILITY SAFETY INSPECTIONS

1.0 REFERENCE:

1.1 WAC 296-305-04501, Automotive Fire Apparatus

1.2 WAC 296-305-06001, Fire Service Equipment

1.3 WAC 296-305-06501, Requirements for Fire Station Facilities

2.0 POLICY:

2.1 All fire department facilities will be inspected as follows to ensure that they remain free of safety and health hazards:

- Fire Stations will be inspected monthly by the Station Captain using the check list posted on the “O” drive at O:\dept\Forms\Form052
- Annually, all facilities will receive a quality assurance check from the Safety Division in accordance with the Operating Guidelines using the check list posted on the “O” drive at O:\dept\Forms\Form052
- Facility Inspections will include all portions of the facility

2.2 A Station Captain or Chief Officer may conduct a facility inspection or portion thereof any time there is reasonable cause to believe that a health or safety hazard exists in the facility.

2.3 The Safety office will maintain, and update as needed, the Facility Safety Inspection Guidelines.

3.0 DEFINITIONS: N/A

4.0 RESPONSIBILITY:

4.1 Station Captains and Administrative Supervisors will be responsible for completing the Annual Facility Safety Inspection form (Form 52) and will maintain a copy of the completed form in the SD-7 company file for a minimum of 12 months.

REHABILITATION

1.0 REFERENCE:

1.1 Model Procedures Guide for Structural Fire Fighting

1.2 United States Fire Administration “Emergency Incident Rehabilitation”

1.3 National Fire Protection Association Standards

- 1500 - Standard on Fire Department Occupational Safety and Health Program
- 1561 - Standard on Emergency Services Incident Management System
- 1584 - Rehabilitation of Members Operating at Incident Scene

1.4 SFD Operating Guidelines

- 5011 - Incident Management System
- 5016 - Post Incident Procedures
- 5501 - Adverse Weather
- 6004 - Health and Safety

2.0 POLICY:

2.1 This operating guideline is intended to provide a comprehensive rehabilitation process for Seattle Fire Department members at emergency incidents and training/ drilling locations and other events that may have adverse effects on our members' ability to rest and recover.

2.2 This procedure shall apply to all emergency operations and training exercises where strenuous physical activity or exposure to heat or cold exists.

2.3 The ability to recover from strenuous or stressful activity is crucial to firefighter safety. This recovery also helps to ensure that the Seattle Fire Department provides the best service to the citizens.

- The physical and mental demands associated with firefighting and other emergency operations, coupled with the environmental dangers of extreme heat and humidity or extreme cold, create conditions that can have an adverse impact upon the safety and health of the individual emergency responder. Members who are not provided adequate rest and rehydration during emergency operations or training exercises are at increased risk for illness or injury and may jeopardize the safety of others on the incident scene/training site. When emergency responders become fatigued, their ability to operate safely is impaired. Their reaction times are reduced and their ability to make critical decisions diminishes. Rehabilitation is a vital component of the incident scene in preventing the occurrence of serious conditions such as heat exhaustion and heat stroke.

2.4 Rehabilitation (Rehab) is a component of the Incident Management System (IMS), as well as the post-incident recovery process.

- Frequently, a formal rehabilitation area is not necessary at smaller incidents or training sites (e.g., single engine responses, single company drills, etc.); however, the activity of rehabilitating and recovering to a state of proper health and readiness should be addressed regardless of the scope or size of the activity.

3.0 DEFINITIONS:

3.1 Hydration. A fluid balance between water lost by normal functioning and oral intake of fluids in the form of liquid and foods that contain water.

3.2 Rate of Perceived Exertion (RPE) A scale created to determine the intensity level of an individual's exertion. Numeric values are assigned according to the individual's fatigue, environment, muscle factors, etc. It takes into account the subjective aspects of an individual's physical and emotional state, rather than relying solely on an objective percentage of age-predicted maximum heart rate.

3.3 Warm Weather Procedures Deputy 1, after consulting with the on-duty Safety 2 Chief, will determine if activities should be altered or curtailed due to adverse weather conditions.

3.4 If Deputy 1 is unavailable, then Safety 2 will make the determination to curtail outside activities:

3.5 When the air temperature exceeds 80 F, all outdoor Operations Division training activities requiring full turnouts will cease.

3.6 Cold Weather Deputy 1 will declare cold weather procedures when the air temperature drops to 35 F.

3.7 Rehabilitation The process of providing rest, rehydration, nourishment and medical evaluation to members who are involved in extended or extreme incident scene operations.

3.8 Sports Drink A fluid replacement beverage that is between 4 percent and 8 percent carbohydrate and contains between 0.5 g and 0.7 g of sodium per liter of solution.

4.0 RESPONSIBILITIES:

4.1 Assistant Chief of Operations

- Responsible for ensuring observance of this policy and guidelines.

4.2 Assistant Chief of Resource Management

- Responsible for administrative functions relating to this policy and operating guideline. Shall work with others in the department to identify trends and areas for improvement related to this policy and guidelines.

4.3 Deputy Chief of Training

- Shall ensure that all members assigned to the Training Division are informed, trained and apply this policy to their scheduled training.

4.4 Operations Section Chief

- Responsible to utilize the Incident Management System to properly rotate companies and teams. Coordinates with Division Supervisors and the Rehabilitation Officer.

4.5 Safety Officer (Safety 2)

- Shall assist on-scene Incident Commanders in overseeing and implementing the intent of this policy and guidelines.

4.6 Incident Commander (IC)

- Shall ensure that rehabilitation areas are established at suitable locations. The IC shall consider the circumstances of each incident and make adequate provisions early in the incident for the rest and rehabilitation for all members operating at the scene. These provisions shall include medical evaluation, treatment and monitoring, nutrition and fluid replenish-ment, mental rest, relief from extreme climatic conditions and the other environmental parameters of the incident.

4.7 Rehabilitation Unit Leader

- Shall ensure that all members at the training/emergency scene follow the rehab guidelines. Ensure personnel in rehab; dress down by removing their turnout coats, helmets and hoods, and open or remove their turnout pants to promote cooling. Time personnel to ensure they receive a minimum of 15 minutes of rest. Ensure personnel rehydrate themselves and receive a medical evaluation. Ensure that members turn in their passports as they report to rehab.
- Ensure personnel are provided with a means to be actively cooled where required. Document members entering or leaving the rehab area. Inform the base manager/IC if any member requires transportation and/or treatment at a medical facility. Serve as a liaison with MSA, MSO and Medic personnel.

4.8 Division/Group Supervisors/Company Officers

- All supervisors shall maintain an awareness of the condition of each member operating within their span of control and ensure that adequate steps are taken to provide for each member's safety and health. The command structure shall be utilized to request relief and the reassignment of fatigued crews.

4.9 Individual Members

- Each member has the responsibility to maintain a reasonable level of physical fitness that will help the Seattle Fire Department fulfill its stated mission.
- During periods of hot weather, members shall be encouraged to drink water and activity beverages throughout the workday. During any emergency incident or training evolution, all members shall advise their supervisor when they believe that their level of fatigue or exposure to heat or cold is approaching a level that could affect themselves, their crew, or the operation in which they are involved. Members shall also remain aware of the health and safety of other members of their crew.

COLLISION PREVENTION

1.0 REFERENCE:

1.1 WAC 296-305-04503, Automotive Fire Apparatus Equipment

1.2 WAC 296-305-04505, Automotive Apparatus Operation Rules

1.3 RCW 46.61.035

1.4 RCW 49.17.010, Emergency Vehicle Incident Prevention (EVIP) Program

1.5 NFPA 1002, Fire Department Vehicle Driver/ Operator

1.6 Training Guides #8-1 Emergency Vehicle Incident Program (EVIP) Training Manual

2.0 POLICY:

2.1 Operators of emergency vehicles will be trained in the operation of apparatus before they are designated as driver, relief driver or tiller operator. The training program will be established by the Seattle Fire Department and in compliance with Washington State EVIP guidelines, WAC, and RCW.

2.2 Uniformed members will participate in an Emergency Vehicle Incident Prevention (EVIP) program.

2.3 Members may not drive an apparatus on an emergency response until they have been properly trained to drive that type of apparatus (i.e. Spartan/E-One, K.W.-Heiser, Simon-LTI, American LaFrance, etc.).

2.4 All collisions or incidents involving the operation or use of City vehicles and/or equipment in which personal injury or property damage results will be reported immediately.

2.5 The Department will investigate each reportable collision involving a Department vehicle or apparatus. The investigation will determine the cause, preventability, and mitigating circumstances of the collision. The emphasis of the investigation will be to identify the cause of the collision in order to implement corrective actions in an effort to prevent similar collisions from re-occurring.

2.6 Drivers of vehicles involved in vehicular collisions may be removed from driving responsibilities for the remainder of the work shift.

3.0 DEFINITIONS

3.1 *EVIP*: Emergency Vehicle Incident Prevention training for the State of Washington.

3.2 *Reportable Vehicle Collision*: When a Department vehicle or apparatus strikes or makes contact with, or is struck or contacted by another vehicle, pedestrian, domestic animal, or any other object. This will include any contact with another vehicle or private property, even if no damage is perceived.

Exceptions to the above definition include:

- Contact with tree branches is not considered a reportable collision unless damage is sustained to the apparatus or vehicle.

- Damage to the windshield due to loose road debris is not considered a reportable collision.
- Damage caused by vandalism is not considered a reportable collision.

3.3 *Vandalism*: Any malicious act resulting in damage to a vehicle, regardless of how slight, where the incident occurred, or who was responsible.

3.4 *Apparatus Familiarization Training*: Crew orientation for new and reassigned apparatus, to include but not limited to:

- Mechanical and operating systems.
- Pump and foam system.
- Built-in onboard systems (Diesel Particulate Filter systems, Retarder systems, etc.)
- Aerial ladder.

This training will be presented by:

- Manufacturer's Rep on new apparatus or Driver Training Officer.
- Driver Training Officer or their designee for reassigned apparatus.

3.5 *Apparatus Driving Training:* Driving training for crew members on new and/or reassigned apparatus, to include but not limited to:

- JTF Rodeo course.
- In-district driving.

3.6 *Tractor Drawn Apparatus (TDA) Driving/Tiller Training:*

- TDA Phase I - Classroom and rodeo taught through the Training Division at JTF.
- TDA Phase II - In-district road driving training under supervision of Training Division or their designee (out-of-service).
- TDA Phase III - In district road driving training under Company Officer Supervision using two (2) apparatus (in-service).

4.0 RESPONSIBILITY

4.1 Drivers of Fire Department apparatus are responsible for the safety of the individuals on the apparatus and civilian population, whether on foot or in a vehicle. Drivers shall familiarize themselves with any apparatus prior to operating such apparatus even for brief periods of time.

4.2 Company Officers shall ensure all operators of emergency vehicles:

- Possess a Washington State Driver License.
- Have a current EVIP card.
- Are trained in the operations of apparatus before they are designated as drivers of such apparatus.

4.3 For selection of Driver see Operating Guideline 3013.

4.4 Driver, relief driver, and tiller operators shall:

- Be thoroughly familiar with the operation of assigned apparatus, as well as reserve apparatus, to which they may be assigned.

- Ensure proper inspection, maintenance, documentation of assigned apparatus in accordance with recommendations of the manufacturer and Fleet Manager.
- Be familiar with state law and SFD Policies and Operating Guidelines as they pertain to safe operation of emergency vehicles.
- Maintain a driving record that is an “acceptable risk” for insurability as defined by insurance industry standards.

EQUIPMENT

1.0 REFERENCE:

1.1 NFPA 1914, Standard for Testing Fire Department Aerial Devices

1.2 NFPA 1904, Aerial and Elevated Platform Apparatus

1.3 WAC 296-305-04503

1.4 IFSTA, Fire Department Aerial Apparatus

2.0 POLICY:

2.1 All equipment will be utilized and maintained in accordance with manufacturer's recommendations and applicable portions of local, state, and federal laws and standards.

2.2 All fire protection and/or detection equipment in fire department facilities or on apparatus will be maintained in accordance with the Seattle Fire Code.

2.3 Use of Department equipment/apparatus in community events will be evaluated on a case-by-case basis.

- Requests will be evaluated to determine if they meet the Department's mission and goals
- Requests will be approved based on equipment/apparatus availability
- Requests must be forwarded to the Assistant Chief of Resource Management who will approve or deny the use of equipment/apparatus
- If approved, the Assistant Chief of Resource Management will forward the request to Operations Division to coordinate the use
- For internal requests, members initiating the request will be considered the point (contact) person for the requested event. It is incumbent upon the point person to notify all participants that the event is strictly voluntary and that members will not be paid by the Department

3.0 DEFINITIONS: N/A

4.0 RESPONSIBILITY:

4.1 Individual members are responsible for utilizing equipment in accordance with manufacturer's recommendations and applicable portions of the State Safety Standard.

4.2 Supervisory personnel are responsible for assisting members with additional training or information when a member identifies a concern regarding the use of equipment.

INVENTORY

1.0 REFERENCE:

1.1 SFD Operating Guideline 7004

2.0 POLICY:

2.1 First Line and Reserve Apparatus will maintain a minimum equipment inventory as specified in the Minimum Inventory.

2.2 A current inventory of all apparatus and equipment will be maintained and kept with each apparatus transfer.

2.3 Missing equipment will be documented and appropriate efforts will be made to retrieve or replace the equipment by the end of the shift the item is discovered missing.

3.0 DEFINITIONS:

3.1 *Apparatus Compartment Inventory*: A list of equipment, organized by compartment for each apparatus.

3.2 *Minimum Inventory*: A standardized minimum inventory of equipment that will be maintained on each apparatus. Minimum Inventory Lists for Engines, Ladder Trucks, EMS Units, Battalion Chief and associated reserve apparatus are established and maintained by the Support Services Division.

4.0 RESPONSIBILITY:

4.1 Support Services Division will coordinate the evaluation of new equipment and will make purchase recommendations to the Assistant Chief of Resource Management.

4.2 Officers of Operations Division companies will ensure a daily inventory is performed and will be accountable for all inventory items assigned.

4.3 Company Captains will ensure the equipment carried on assigned apparatus meet the criteria established on the Minimum Inventory and the Apparatus Compartment Inventory is current.

4.4 Minimum Inventory for specialty and miscellaneous units will be established by the Company Captain and maintained in the Log – 6, Apparatus Inventory section of the company file.

PURCHASING AND REQUISITIONS

1.0 REFERENCE:

1.1 SFD Purchasing Guidelines

1.2 City of Seattle Purchasing Guidelines

2.0 POLICY:

2.1 Departmental purchases will follow City guidelines established by the Purchasing Section of the Department of Finance and Administrative Services (FAS).

2.2 Support Services Division will review each purchase request prior to any departmental purchase to ensure purchasing guidelines are followed. A Purchase Order (PO) Number will be assigned by Services Division upon approval of each purchase request and is required prior to any Departmental purchase.

2.3 Each SFD Division Director will have the authority to make authorized purchases within their budget. Purchases will be processed via a Form 22 with joint approval with Support Services Division. Budgets may be modified at any time.

2.4 Support Services will approve invoices for payment. A Packing Slip, Receipt of Shipment Form, and an approved Purchase Request (Form 22) is required prior to payment of department invoices.

2.5 Evaluation of new equipment and uniforms will be coordinated the Support Services Division.

3.0 DEFINITIONS:

3.1 *Purchase Request*: A request made to Support Services, by Divisions or Technical Team Captains, for authority to make purchases. Such requests will be made on a Requisition Form (Form 22).

3.2 *Receipt of Shipment Form* (Form 24): The form used to document that items or services were properly received from an outside vendor. The form will be forwarded to Support Services Division

3.3 *Purchase Order (PO)*: A number assigned by Support Services Division or the City Purchasing Section before any purchase. The types of PO numbers are: Direct Voucher numbers, Blanket Contract numbers, Petty Cash numbers, and numbers assigned by the City Purchasing Section.

4.0 RESPONSIBILITY:

4.1 Support Services Division will manage the equipment budget for Operations Division and will purchase all routine supplies for the operation of the Department's Stations and Apparatus. Each Division will purchase supplies for operations specific to their Division. Specialty Unit Captains will purchase equipment specific to their unit.

REPAIRS AND MAINTENANCE

1.0 REFERENCE: N/A

2.0 POLICY:

2.1 Apparatus, equipment and facilities of the Department will receive necessary scheduled maintenance and emergency repairs in order to support the Department's response capability and minimize the negative impacts on the health and safety of the Department's membership.

3.0 DEFINITIONS: N/A

4.0 RESPONSIBILITY:

4.1 All members will immediately report defective equipment, apparatus and station facilities to their Supervising Officer.

4.2 Supervising Officers will be responsible for initiating action for repairs of equipment, apparatus and station facilities.

4.3 Chief Officers will facilitate replacement apparatus and equipment from reserve apparatus on a temporary basis if required to maintain response capability of damaged first-line apparatus and equipment and will coordinate replacements with Staff 10.

4.4 The Support Services Division will be responsible for the coordination of repairs on defective apparatus, facilities, and equipment.

4.5 The Communication Division will be responsible for the coordination of repairs on defective Communication Equipment to include: radios, pagers, telephones, MDC's, CAD equipment, traffic control systems, Station alerting systems, and fax lines/machines.

4.6 The Management Information System (MIS) Division will be responsible for the coordination of repairs on defective computers, software, printers and network systems.

4.7 Support Services Division will be responsible for the coordination of repairs on defective ladders and will keep the maintenance records on all Department ladders.

TRANSFER OF APPARATUS AND EQUIPMENT

1.0 REFERENCE:

1.1 Vehicle Assignment List

1.2 Minimum Inventory Lists

1.3 OG-7007 Transfer of Apparatus and Equipment

2.0 POLICY:

2.1 First Line and Reserve apparatus will be maintained with assigned equipment, and ready for immediate use.

2.2 First line apparatus will be temporarily replaced by reserve apparatus when necessary to support the Department's response capability.

2.3 Equipment will be assigned by the Support Services Division. Any permanent movement of equipment will be documented by both the sending and the receiving party.

3.0 DEFINITIONS:

3.1 *Vehicle Status Board*: A status board of vehicles assigned to Operations and Training Division. This status board is maintained by the Staffing Coordinator and is to be utilized when reserve apparatus are placed in service.

4.0 RESPONSIBILITY:

4.1 Support Services Division will be responsible for the procurement and assignment of all apparatus and equipment.

4.2 The Fleet Manager will be responsible for scheduling all apparatus maintenance.

4.3 Battalion Chiefs will be responsible for the temporary transfer and staffing of all apparatus. Reserve apparatus will be assigned in conformance with the information available on the Vehicle Status Board at the Staffing Coordinator's office.

4.4 Station Captains will be responsible to insure first-line and reserve apparatus assigned to their company and/or station (as reserves) are maintained fully loaded and the inventory is kept up-to-date. This will include ordering all necessary equipment to maintain the apparatus with the minimum inventory.

4.5 Company Officers and Division Supervisors will be responsible for the apparatus and equipment assigned to their stations and divisions and will document any missing equipment. Apparatus will be transferred only after missing equipment has been documented and accounted for.

UNIFORMS

1.0 REFERENCE:

1.1 WAC 296-305, Safety Standards for Firefighters

1.2 POG 7008

2.0 POLICY

2.1 Uniformed personnel will wear uniforms as specified in the Operating Guidelines 7008.

2.2 The Department will provide uniforms and/or protective clothing as specified in and in compliance with NFPA standards, existing bargaining agreements, and WAC 296-305.

2.3 Uniformed members will provide all other portions of the uniforms not provided by the Department.

2.4 Articles that are provided and purchased by the member remain the property of the member. Articles provided by the Fire Department remain the property of the Fire Department and will be returned to the Support Services Division upon separation.

2.5 Members will wear uniforms when on duty and when detailed on official business.

2.6 Uniforms will not be worn while off duty, except when worn going to or returning from a tour of duty. Supervisors may authorize members to wear the Department uniform for specific off duty activities.

2.7 New proposals for uniforms will be forwarded to the Logistics Committee. Support Services Division will coordinate the evaluation of these proposals and will make recommendations for consideration by the Fire Chief for final approval.

2.8 Uniforms will be inspected semi-annually.

3.0 DEFINITIONS: N/A

4.0 RESPONSIBILITY:

4.1 Members will exercise judgment in their manner of dress so that a professional appearance is presented at all times.

FIRE INVESTIGATION UNIT

Members assigned administratively to the FIU (40 hour) shall wear the administrative class "B" uniform or civilian attire (as described below) that is clean, in good repair, neatly pressed and will be of size and fit to give a business-like, professional appearance. Members not assigned administratively to the FIU (operations shift) shall wear the operations class "B" uniform or civilian attire as described below.

- Shirts shall be a black or dark blue polo shirt with fire department logo embroidered on the left breast
- The black "photographer" type vest will be acceptable attire, as long as the investigator has a department badge and photo identification immediately available
- Pants shall be the cargo style pants as provided by the department. Black, blue or khaki colors are acceptable.
- Shoes shall be the safety types of shoes provided by the department

AT FIRE SCENES/BUILDINGS

- Investigators will wear structural firefighting boots as provided by the department.
- At the investigators' discretion, fire department issued nomex coveralls may be worn.
- In situations where deviations of attire are required by the nature of the assignment, with approval of the Fire Marshal, the Captain of FIU may authorize such changes if, in his/her opinion, such variance will result in a more effective investigation.

FIU PLAIN CLOTHES IDENTIFICATION JACKET

Uniformed members permanently assigned to the FIU or designated as reserve investigators may wear the "FIU Plain Clothes Identification Jacket" when working at the FIU. This jacket is identified as a "Hidden Agenda ID Jacket" type with "FIU" as the hidden lettering. The Captain of the FIU will approve the specific types allowed.

The FIU jacket can be worn by FIU personnel with their daily dress attire as is appropriate.

The FIU ID jacket will not be worn in the following situations:

- In lieu of coveralls or any other mandatory safety equipment required by the SFD when conducting a fire scene investigation or assisting in emergency operations.

Commissioned FIU investigators are expected to carry a department issued firearm while on duty at all times. Holsters must be in compliance with the current SPD policy. The holsters will be provided by the Fire Department. The current approved holsters are the "Blackhead" models #410500BK and #410002BK-R. The Fire Marshal can approve different holsters on a case by case basis.

EVALUATION AND TESTING OF PERSONNEL

1.0 REFERENCES

1.1 Department Operating Guidelines:

- OG-3011 Discipline
- OG-3008 Personnel Rules and Regulations
- OG-5505 Company Records
- OG-7008 Uniforms

2.0 POLICY

2.1 Fire Department members will be evaluated at regular intervals.

2.2 The intent of evaluations is to compare the performance of department members with predefined standards of performance identified by the Fire Department.

2.3 Evaluation of companies or other work groups will be at a frequency determined by the Training Division.

3.0 DEFINITIONS

3.1 *Evaluating Personnel*: Officers and firefighters assigned to assist in the inspection and evaluation of Operations Division stations, companies, and personnel.

3.2 *Standard Department Performance Levels*: Mandatory performance requirements as outlined in Department Policy, Operating Guidelines, Training Guides, Basic Skills Manual, and Memorandums.

3.3 *Company Performance Evaluation Form* (Form 135)*:* A standard form used by an evaluator to list conditions and evaluate the performance of a company as well as the condition of the station, apparatus, and company records.

4.0 RESPONSIBILITY

4.1 Each supervisor will conduct a performance evaluation annually.

4.2 Each Operations Battalion Chief has the responsibility to annually evaluate, and correct as necessary, each Operations Division company under their command.

4.3 Companies rated as unsatisfactory in any of the evolutions/operations, or companies identified as needing substantial improvement (below average) should be re-evaluated within 30 days by the Battalion Chief.

EMERGENCY MEDICAL TRAINING

1.0 REFERENCE

1.1 OG -8004 Medical Training

1.2 Emergency Care and Transportation of the Sick and Injured, 7th Edition

1.3 WAC 246-796, Emergency Medical Services and Trauma Care Systems, January 1993

1.4 WAC 296-305-01501, First-Aid Training and Certification

2.0 POLICY

2.1 Personnel entering the Seattle Fire Department, as Recruit Firefighters, must be certified as a current Washington State Emergency Medical Technician with the necessary continuing education hours or units.

2.2 Members Captain and below, and Chief Officers wishing to maintain their EMT status, will complete the bimonthly EMS exams and the twice annual Competency Based Continuing Medical Education with a passing score of 70%.

- Documentation of Competency Based Training is accomplished on a Form 31.
- Individuals not attaining a passing score of 70% will be re-tested within 30 days
- Battalion Chiefs will retain enough exams to re-test members who do not pass.
- Supervisors will retain one copy of the exam for inclusion in the company file.

2.3 All company members will demonstrate competency regarding protocols, operation and maintenance of the Automatic External Defibrillator by drilling on the device on a monthly basis.

2.4 An individual training record is maintained for members in the Operations Division through the rank of Battalion Chief, verifying Emergency Medical Services Continuing Education.

2.5 Guidelines for Paramedic training will be established by the Seattle Fire Department/University of Washington School of Medicine in accordance with local and State laws WAC 248-15-060.

3.0 DEFINITIONS

3.1 *Competency Based EMS Continuing Education*: A program that allows students to demonstrate their competence in performing pre-selected objectives with practical skills evaluation and written skills examination.

3.2 *Paramedic*: An individual who has completed the Seattle Fire Department/University of Washington Paramedic Training Program or equivalent, and has been certified by the Washington State Department of Social and Health Services or the University of Washington to provide mobile intensive care services as defined in RCW 18.71.200.

3.3 *Seattle Fire Department Ongoing Emergency Medical Program*: A program for non-EMT firefighters to maintain NFPA and WAC 246-976 requirements of a minimum of Industrial First Aid training for firefighters.

3.4 *Washington State Emergency Medical Technician*: A person who is authorized by the Secretary of the Department of Health to render emergency medical care pursuant to RCW 18.73.081.

4.0 RESPONSIBILITIES

4.1 Members of the Operations Division through the rank of Captain are responsible for maintaining either the Washington State Emergency Medical Technician Certification or the Seattle Fire Department Ongoing Emergency Medical Certification.

4.2 The Chief of Training is responsible for the administration of training and developing, maintaining, and increasing the EMS skills of all Department personnel.

4.3 The Emergency Medical Services Division (Battalion 3) is responsible for:

- Monitoring, evaluating, and making recommendations regarding emergency medical techniques.
- Acting as the liaison between the Training Division and the medical community.

TRAINING REQUIREMENTS AND RECORDS

1.0 REFERENCE: N/A

2.0 POLICY:

2.1 Uniformed members will meet the annual training requirements set by State law and this Department.

2.2 An individual training record will be maintained for uniformed personnel.

2.3 Operations Division company members at the rank of Captain and below, are required to have participated in 74 drills each 6-month period, as indicated in the "Drills" portion of Training Information Management System (TIMS).

2.4 Any uniformed member that has been absent from an assignment in an Operations Division for 180 days or more will be evaluated by the Training Division prior to being placed back in Operations.

2.5 Live Fire Training shall meet the standards required by the WAC, SFD, and the most current version of NFPA 1403, *Standard on Live Fire Training Evolutions*.

3.0 DEFINITIONS:

3.1 *Training Information Management System (TIMS)*: A computerized record keeping system used to record and maintain individual training records. These are secure files which constitute legal documents.

4.0 RESPONSIBILITY:

4.1 The Form 501 "Training Approval Form" shall be completed and approved by the Deputy Chief of the Training Division for the following training:

- Training in acquired structures.
- Manipulative training off-site of Fire Department facilities.
- On-site training that will require special permissions and/or Safety Division review.
- Any other unusual or hazardous training either on or off of Fire Department facilities, such as rubble pile rescue training at the Joint Training Facility (JTF), Dive Team training sites, training that utilizes cranes, etc.

4.2 The Training Division shall be the lead in the approval process of proposed Live Fire Training, as well as in coordinating Live Fire Training.

4.3 Company Officers are responsible for:

- Ensuring that the members of their company meet the minimum training requirements of this article.
- Maintaining and forwarding appropriate records.
- Entering drill and training information into TIMS for members under their supervision.

SPILL RESPONSE AND REPORTING

1.0 REFERENCE:

1.1 Seattle Fire Department Operating Guideline - 9001

1.2 Seattle Public Utilities, Stormwater Management Plan

1.3 Department of Ecology, State of Washington

1.4 Environmental Protection Agency

2.0 POLICY:

2.1 The Seattle Fire Department shall adhere to the National Pollutant Discharge Elimination System (NPDES) Permit, issued by the Washington State Department of Ecology, and enforced by Seattle Public Utilities.

3.0 DEFINITIONS: N/A

4.0 RESPONSIBILITY

4.1 The Company Officer or Incident Commander shall report any material other than uncontaminated stormwater entering private or public drains, ditches, culverts, streams, water bodies, or any sewer to the Fire Alarm Center (FAC).

4.2 FAC shall notify Seattle Public Utilities as soon as possible.

FIRE APPARATUS WASHING

1.0 REFERENCE:

1.1 Seattle Fire Department Operating Guideline - 9002

1.2 City of Seattle *Stormwater, Grading, and Drainage Control Code,* Section 22.802.012 Prohibited Discharges

2.0 POLICY:

2.1 The Seattle Fire Department shall adhere to the National Pollutant Discharge Elimination System (NPDES) Permit, in regards to washing fire apparatus, which prohibits any discharge of chlorinated water to storm drains in areas of the City where storm drains flow directly to local bodies of water.

3.0 DEFINITIONS: N/A

4.0 RESPONSIBILITY

4.1 The Company Officer shall ensure that fire apparatus washing procedures are followed when washing apparatus.

WET HOSE DRILL LOCATIONS

1.0 REFERENCE:

1.1 Seattle Fire Department Operating Guideline - 9003

2.0 POLICY:

2.1 The Seattle Fire Department shall adhere to the National Pollutant Discharge Elimination System (NPDES) Permit, and conduct wet hose drills at locations approved by Seattle Public Utilities.

3.0 DEFINITIONS:

3.1

4.0 RESPONSIBILITY

4.1 Company officers shall ensure that wet hose drills are conducted at approved locations.

RECYCLING

1.0 REFERENCE:

1.1 Seattle Fire Department Operating Guideline - 9004

2.0 POLICY:

2.1 All fire stations shall recycle food waste, recyclable batteries, and all other recyclable materials.

3.0 DEFINITIONS: N/A

4.0 RESPONSIBILITY

4.1 Company officers shall ensure that food waste, recyclable batteries, and all other recyclable materials are recycled according to the procedures in OG 9004.

ENERGY CONSERVATION

1.0 REFERENCE:

1.1 Seattle Fire Department Operating Guideline 9005

1.2 WAC 296 – 305, Safety Standards for Firefighters

2.0 POLICY:

2.1 It is the Department's policy to conserve energy whenever possible.

2.2 This policy will not interfere with or delay Seattle Fire Department emergency operations.

2.3 Seattle Fire Department personnel will not maintain, service, clean, or adjust Station heating plants. Such activities will only be performed by the City of Seattle Department of Finance and Administrative Services (FAS), or their representative vendor.

2.4 Lighting will be provided so as to maintain safety at all times.

3.0 DEFINITIONS: N/A

4.0 RESPONSIBILITY:

4.1 All members are responsible for complying with this policy.

OPERATING GUIDELINES

SUBJECT:	AUTHORITY
REVISED:	10/21/14
SEE ALSO:	SFD Strategic Plan.
PAGE(S):	4

GENERAL INFORMATION

The Seattle Fire Department derives its authority as an extension of the Police power of the City of Seattle, to protect and preserve the public peace, health, safety and welfare. The Mayor, in accordance with the provisions of the Seattle City Charter, appoints the Fire Chief.

STRATEGIC PLAN - MISSION, VISION, AND VALUES

All Seattle Fire Department employees are guided by the mission, vision, and values. The mission is the core purpose for why the Seattle Fire Department exists. The vision is the description for where the Department strives to be in the future. It should inspire and motivate. Values are the guiding principles for the organization. These are the essential and enduring tenets.

MISSION

The mission of the Seattle Fire Department is to save lives and protect property through emergency medical service, fire and rescue response, and fire prevention. We respond immediately when any member of our community needs help, with professional, effective, and compassionate service.

VISION

The Seattle Fire Department: a national leader in responding to and preventing emergencies with a commitment to excellence and teamwork.

VALUES

Integrity- We are honest, trustworthy, and accountable. Honor guides our actions.

Teamwork- We each bring our own skills and experience, yet we recognize that we are better together. We support and depend on each other to achieve our goals.

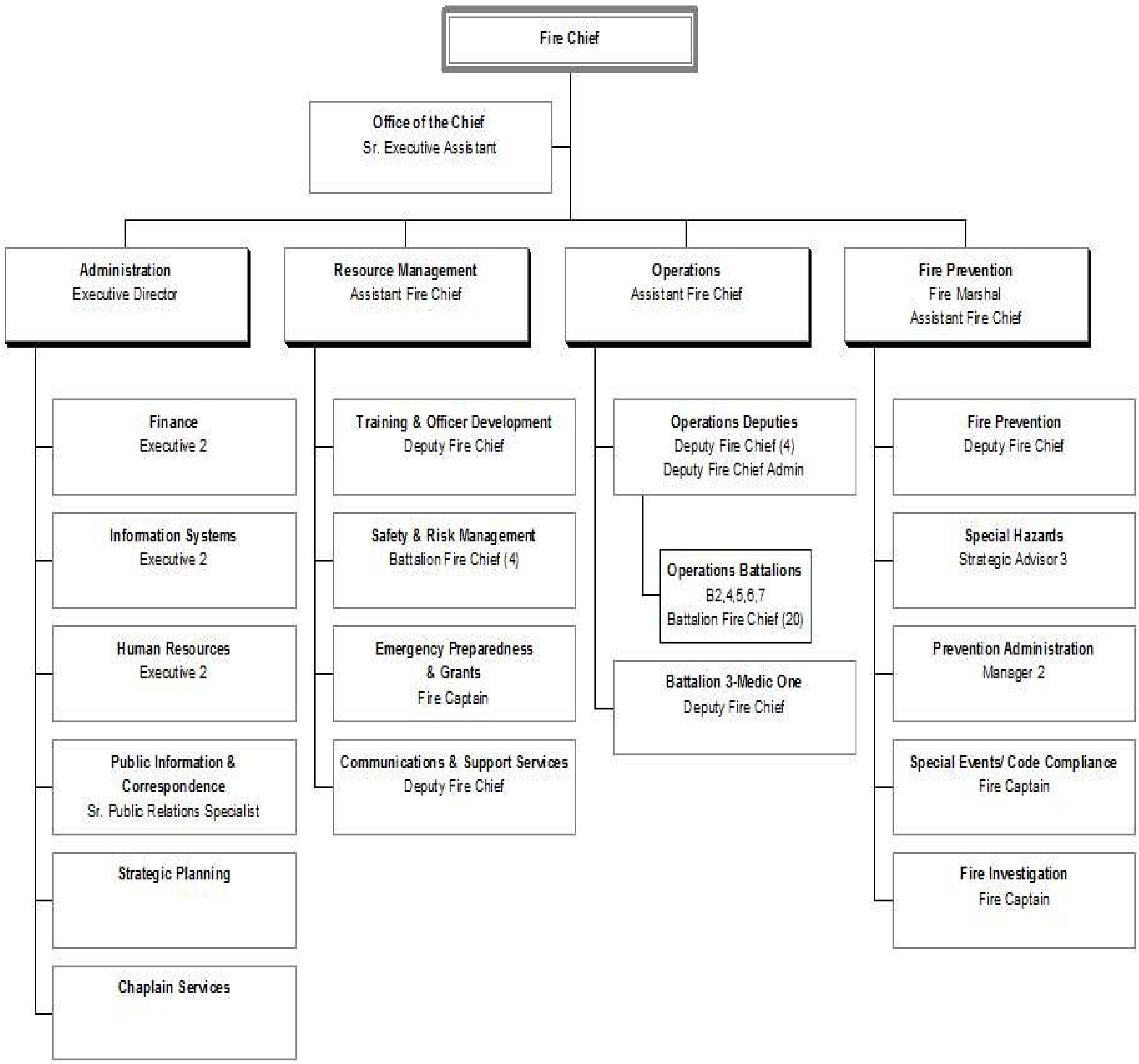
Compassion- Caring is part of our job. We could not do what we do without a deep and motivating empathy with those whom we serve.

Courage- We show fortitude and determination in a crisis.

Diversity- We respect the different identities, experiences, and perspectives of those that we work with and the community we serve.

SEATTLE FIRE DEPARTMENT ORGANIZATION CHART

SEATTLE FIRE DEPARTMENT
2014 ORGANIZATIONAL CHART



POLICIES AND OPERATING GUIDELINES

The Policies and Operating Guidelines (POG) provide documentation describing overall policy, rules of procedure, and methods of operation.

POLICIES

The Policies section may include applicable local, state, and federal laws and standards. The Washington Administrative Code requires firefighters to know the policies of the Department. Failure to obey policies may lead to corrective action ranging from counseling to dismissal.

OPERATING GUIDELINES

The Operating Guidelines describe procedures and additional information that must be adhered to unless there is compelling and reasonable cause for deviation.

MAKING CHANGES TO THE OPERATING GUIDELINES

Changes to the Operating Guidelines may occur due to any number of reasons and from any number of sources, including Department Memorandums, Dispatches, and member suggestions. Terminology, accepted practice, and applicable laws, as well as new information and ideas may initiate change.

Members are encouraged to submit suggestions for changes to the Operating Guidelines. To suggest a change to the Operating Guidelines, members may contact the Assistant Chief of Resource Management or the POG Editor. The Administrative Specialist III position in the Fire Chief's Office is the POG Editor and can provide assistance with the process.

Suggested changes are to be reviewed through the chain of command, and forwarded to the Assistant Chief of Resource Management, with a cc to the POG Editor. The POG Editor incorporates the changes in the POG for the next POG Update, upon approval publishes the updated POG, and coordinates printing and distribution.

NOTIFICATION TO DEPARTMENT OF CHANGES TO POG

When a change has been made to a policy or operating guideline, the Department will be notified of the change by distribution of a Dispatch via e-mail.

A draft Dispatch outlining changes to the POG will be sent through the chain of command; the Assistant Chief of the Division will forward the draft to the Fire Chief for approval and distribution.

A Dispatch will state "This Dispatch will remain in effect until incorporated in the Policies and Operating Guidelines" and the new policy or operating guideline will be in effect upon distribution.

Upon completion of a POG update, a Dispatch listing the sections of the POG with changes, and the POG Change Log, will be distributed.

POG UPDATE SCHEDULE

Updates are scheduled quarterly and will be posted on the SFD InWeb. The complete POG book will be printed and distributed to the Department with the Last Quarter Update, in December of each year.

Company Captains and Division Directors are required to ensure that the updates are added to each copy of the Policies and Operating Guidelines book.

AUTHORITY

PROMOTIONAL EXAM CONSIDERATIONS

Changes to the Policies and Operating Guidelines will not be distributed after the cut-off date for the final bibliography for the promotional exams. Department Dispatches outlining policy and operating guideline changes may be issued but changes to the book will not take place.

SUBJECT:	CORRESPONDENCE
REVISED:	10/21/14
SEE ALSO:	
PAGE(S):	12

GENERAL INFORMATION

This section addresses the types of written correspondence within the Fire Department. The formal correspondence addressed by this Operating Guideline are:

- Type 1 Memorandum.
- Type 2 Memorandum.
- Type 1 Dispatch.
- Department-wide e-mail.
- Department letter from a member to a Chief that travels up the chain of command.
- Letters on Department letterhead sent to persons outside the Department.

Department correspondence should conform to the sample formats identified in this section. Correspondence relating to members, unless specifically requiring the Fire Chief's review and signature, are routed to the appropriate Assistant Chief.

When forwarding mail, use envelopes if possible, and clearly state the division or the individual's name and their assignment. Forms that are mailed on a regular basis should be folded and marked with addressee or clearly highlighted and marked to show the destination. If you are unsure of the individual's name, then designate by labeling with the assignment (e.g. Battalion 4 Chief-B).

Any time you sign your name on a Cty or Department form, report, or document, your injury/illness number must be included. If you are working in a location other than where you are officially assigned, include that temporary location with your assignment. If your signature is illegible, print it underneath or take some other measure to ensure your name is legible.

All faxed documents need to be clearly labeled with a name and assignment using fax cover sheets whenever possible.

TYPE 1 MEMORANDUM

A Type 1 Memorandum is prepared by a division head for the Fire Chief's initials and assigned a number for Department-wide distribution. These may be used for the distribution of general information. These memos should be maintained sequentially either in the Company Records A-3 file or in a conspicuous place in the station until the date of discard as marked on the bottom of the page (either July 1 or December 31).

The division head approves the memorandum and forwards the memorandum as an attachment to e-mail to the Fire Chief's Senior Executive Assistant, or a Department employee having access to the memorandum log. The Senior Executive Assistant or other authorized employee will then assign a sequential number in the following format: M33-06, where 33 represents the memo number and 06 represents the year (2006). A read-only copy of the memorandum log is located at O:\dept\dept memo\m-06log.doc. (For memos created in 2006) and on the front page of SFD SharePoint.

TYPE 2 MEMORANDUM

A Type 2 Memorandum may be by any member and may be addressed to any member or group. This type of correspondence does not travel through the chain of command and should be used for informal purposes. A template for a Type 2 Memorandum can be found on the SFD InWeb in Documents.

TYPE 1 DISPATCH

A Type 1 Dispatch is prepared by a division head for the Fire Chief's initials and assigned a number for Department-wide distribution. These are used to notify of a Policy or Operating Guideline change. These Dispatches should be maintained sequentially either in the Company Records A-3 file or in a conspicuous place in the station until inclusion into the POG.

The division head approves the Dispatch and forwards the Dispatch as an attachment to e-mail to the Chief's Senior Executive Assistant or a Department employee having access to the Dispatch log. The Senior Executive Assistant or other authorized employee will then assign a sequential number in the following format: D33-00, where 33 represents the dispatch number and 06 represents the year (2006). A read-only copy of the memorandum log is located at O:\dept\dept dispatch\d-06log.doc. (For dispatches created in 2006) and on the front page of SFD SharePoint.

DEPARTMENT E-MAIL

CHECK E-MAIL DAILY

All members must log on to their Outlook e-mail account and read their e-mail at least once per shift while on duty, in accordance with SFD Policy 4001 2.1.

E-MAIL COMPLIANCE

Members are responsible for complying with the City of Seattle's Information Systems Security Policy for e-mail use, located on the Department of Information Technology's Information Security InWeb page. See POL18 Rules Specific to Electronic Communication Usage for rules about the use of electronic communication at http://inweb/technology_security/policies/ISSP_POL18.htm.

The use of e-mail is intended for work related communication only. E-mails are a public record and therefore subject to public disclosure. The City-provided e-mail application is the only e-mail application that may be used or accessed from a Department computer.

As stated in the City Policy, the City e-mail system may be used on an infrequent basis for casual personal use. Other e-mail applications, such as Hotmail, Yahoo, etc., may not be used. If a member has a critical business need to use any of these non-City e-mail systems, they should send a written justification to the Executive Director of Administration. Additional Department level guidance for e-mail use is provided in P & OG 4001.

AUTHORIZATION FOR DEPARTMENT-WIDE E-MAIL

All general distribution e-mail messages that are sent to the SFD ALL e-mail address must be authorized through the sender's chain of command, by Division or by the Public Information Office. For example, a Department-wide e-mail initiated by a firefighter up through the rank of Captain must be approved by a Battalion Chief in his or her Battalion and a message initiated by a Battalion Chief must be approved by a Deputy Chief in his or her Division. Civilian Directors will authorize e-mails initiated by members in their own Divisions.

The e-mail must contain the name of the approving Chief, Civilian Director, or Public Information Officer, and the date of the approval.

The information in the e-mail must be Department related and/or benefit the City or have a City purpose.

PRIVATE MEDICAL INFORMATION

Members have a right to privacy regarding any medical condition they may have. Regardless of whether a member wants to release his or her private medical information to other Department members via an Department-wide e-mail, the communication of private medical information is prohibited and violates City and Department policy and medical privacy laws.

Information that may be included in an e-mail with the member's permission that is not considered private medical information includes the circumstance of an injury, but not the nature of the injury, and the prognosis, not diagnosis.

The following is a correct example for a Department-wide e-mail:

Firefighter Smith fell during the 2-11 fire in West Seattle while cutting a hole in the roof. He was transported to Harborview Medical Center with minor injuries. He will be in room 1A and is taking visitors.

PERSONNEL INFORMATION

Information announcing the official appointment, promotion, transfer of assignment, positions available, classification change, name change or separation of employees will be sent via Department-wide e-mail from the Office of the Fire Chief or from Human Resources.

DEATH NOTIFICATIONS

Death notifications and funeral information for current and retired Seattle Fire Department employees as well as Seattle Fire Department family members should be submitted to the Public Information Office for general distribution to the Department.

DEPARTMENT LETTERS TO THE CHIEF

A letter to the Chief is a formal method of correspondence that travels through the chain of command for review and comments from each level of supervision.

REQUEST FOR WRITTEN CORRESPONDENCE

At different times members may be asked to write a letter to the Fire Chief explaining an incident or event. At any level of our organization, the supervisor requesting such information should explain clearly what is being asked and why.

The next level in the chain of command who reviews the letter will provide a copy of their comments back to the member. The purpose of this is to make the member aware of supervisor comments, and to give the member the opportunity to make comments or correct any misunderstandings.

UNION REPRESENTATION

If a member is asked to write a letter to the Fire Chief and requests the opportunity to contact a Union representative before writing the letter, he or she will be given until the end of that shift to confer with a Union representative and submit the letter. If a member is asked to write a letter after regular business hours and requests Union representation, he or she will be given up to four hours into the next regular business day to confer with a Union representative.

Requests for written correspondence are not meant to take the place of interviews for disciplinary matters. All members represented by a Union should be aware they are entitled to request Union representation at any interview that the member reasonably believes may lead to discipline. All supervisors should also be aware that members are entitled to request Union representation at any interview that could lead to discipline. If the member requests Union representation, then the interview should be delayed a reasonable amount of time, not to exceed one shift, to allow a Union representative to attend. The employee's right to Union representation outweighs the convenience of a quick interview. All questions regarding a member's right to Union representation may be directed to the Human Resource Director or a Union Official.

LETTERS USING DEPARTMENT LETTERHEAD

Any correspondence sent to people outside the Department using Department letterhead must be signed and approved by one of the members listed as an authorized signator in the following section.

A copy of all correspondence using Department letterhead must be maintained in an electronic or hard copy file by the division of origin.

AUTHORIZED SIGNATORS

The division head from the division of origin must approve all draft memorandums and dispatches. The Fire Chief is the only one who signs Type 1 Memorandums and Dispatches to the Department.

The members listed below may sign Department letters on Department letterhead for distribution outside the Department:

- The Fire Chief.
- Assistant Chiefs.
- Assistant Fire Marshal.
- Deputy Chief of Training.
- Deputy Chief of Communications.
- Deputy Chief of Emergency Medical Services.
- Executive Director of Administration.
- Director of Human Resources.
- EEO Coordinator
- Director of Management Information Systems (MIS).
- Director of Finance.

ROUTING INSTRUCTIONS

In Microsoft Word, the Department's standard word-processing software, and using the templates for Memorandums or Dispatches, the author creates a Memorandum or Dispatch and the attached operating guideline. (See templates located in the “O” drive). All new or modified forms must also include specific Operating Guidelines detailing the manner in which the forms are to be completed.

The author submits the electronic version of the draft memorandum or dispatch for approval by a division head.

The last paragraph of the memorandum must include either a July 1 or December 31 expiration date. A dispatch must contain the phrase “This Dispatch will remain in effect until incorporated in the Policy and Operating Guidelines.”

Once the appropriate divisions have reviewed and provided input, the memorandum or dispatch is forwarded electronically to the Fire Chief's Senior Executive Assistant. A memorandum or dispatch number is assigned and the memo or dispatches then forwarded to the Fire Chief for initials. Once initialed, the memo or dispatch is distributed electronically to each station/division. Division heads and Station Captains will be responsible to see that each member reviews the Memorandum and Dispatch and will ensure that one (1) hard copy is printed and posted for each company. The Memorandum or Dispatch is then filed on the Department's "O:" drive.

If a Dispatch modifies a section(s) of the Policy and Operating Guidelines manual, the editors will incorporate those changes (see OG – 1000).

FAXED DOCUMENTS

All incoming/outgoing faxed documents need to be clearly labeled with a name and assignment, and a fax cover sheet should be used whenever possible.

DEPARTMENT GREETING CARDS

Blank Department greeting cards, for use as thank you or condolence cards, are available to members of the Fire Department. Cards may be sent to customers, businesses, or our own Fire Department family as members deem appropriate.

Department cards are available upon request by contacting the Headquarters Receptionist at (206) 386-1400. Limit 10 cards per request. Cards may be forwarded to Headquarters for postage and mailing.

MEMO MAILING LIST

Members may receive Department Memorandums or Dispatches via e-mail by submitting a work request to the MIS Division through the InWeb.

Subscribing to the SFD Memo/Dispatch Mailing list allows members to receive and read Department Memos or Dispatches at home since memos and dispatches will be sent to an e-mail address specified by the member.

EXAMPLES OF CORRESPONDENCE

LETTER TO THE FIRE CHIEF

Standard format for a letter to the Fire Chief.

June 11, 2010
¶
FR: D. J. Campbell (0194)
Engine 2, A-14
¶
TO: Chief of the Fire Department
¶
RE: STANDARD LETTER FORMAT (subject of letter in caps)
¶
This standard letter format must be used for correspondence directed to the Chief of the Department. The subject will be stated concisely. The originator's signature must appear at the bottom of the letter. Letters will be forwarded through the chain of command.
¶
(complete signature only)

Each supervisor will make comments when appropriate, sign, and forward to the next level.

WITH COMMENTS

The following is to be added when there is a comment to be made via the chain of command.

June 14, 2010
¶
FR: Lt. T. Graves (1500)
Engine 25, A-1
¶
Recommend approval. Campbell's suggestion has merit and should be considered.
¶
(complete signature only)

WITHOUT COMMENT

The following is to be added when there is no comment to be added via the chain of command.

June 17, 2010
¶
FR: Capt. S. W. Brown (0525)
Engine 2, A-11
¶
(complete signature only)

CORRESPONDENCE

AUTHORIZED CORRESPONDENCE ON LETTERHEAD

Standard correspondence letter for authorized Division Supervisor's signatures.

June 14, 2010
¶
¶
Mr. John Smith
11225 - 10th Avenue South
Seattle, WA 98178
¶
¶
Dear Mr. Smith,
¶
Thank you for the inquiry concerning the locked stairway doors in the Bank of California building. Please be advised that for security reasons the stairway doors are locked, thereby preventing free access from the stairway to the floors. However, the doors are not locked from the inside of the building which allows unobstructed access to the stairway, as the code requires.
¶
Again, thank you for bringing this inquiry to our attention. If I may be of any further assistance, do not hesitate to call.
¶
Very truly yours,
¶
¶
¶
Gregory M. Dean, Fire Chief
Seattle Fire Department
¶
GMD:db
¶
(The word "Enclosure" is added here if an enclosure is being sent with the letter)
¶
cc: Mr. Walter Larsen

Note	The closing will be two lines. The full name or initials on one line, and the rank/title on the same line as the name, no abbreviations.

CHIEF'S LETTER ON LETTERHEAD

Standard correspondence letter for Chief of the Department's signature.

June 14, 2010

¶
¶
Mr. John Q. Citizen
11225 - 10th Avenue South
Seattle, WA 98178
¶
¶
Dear Mr. Citizen,
¶
Thank you for the inquiry concerning the locked stairway doors in the Bank of California building.
¶
Please be advised that for security reasons the stairway doors are locked, thereby preventing free access from the stairway to the floors. However, the doors are not locked from the inside of the building which allows unobstructed access to the stairway as the code requires.
¶
Again, thank you for bringing this inquiry to our attention. If I may be of any further assistance, do not hesitate to call.
¶
Very truly yours,
¶
¶
¶
Gregory M. Dean, Fire Chief
Seattle Fire Department
¶
GMD:db
¶
(The word "Enclosure" is added here if an enclosure is being sent with the letter)
¶
cc: Mr. Mike Manning

CORRESPONDENCE

MEMORANDUM Sample Department Memorandum

A______________B_____________C_____________D______________
A-3
¶
SEATTLE FIRE DEPARTMENT
¶
M E M O R A N D U M
No. XX-10
¶
¶
June 14, 2010
¶
¶
FR.: Fire Chief Gregory M. Dean
¶
TO: The Fire Department
¶
RE: STATION 8 TEMPORARY RELOCATION
¶
Station 8 personnel have been relocated while their regular station undergoes a remodel. On January 6, 2006 they relocated to their temporary station at 1630 Queen Anne Avenue North. They are staying in a vacant bank that is being leased by the City.
¶
The remodel includes an electrical upgrade, a complete beanery remodel and some modifications to the bunkroom. The total time for the remodel should take anywhere from three to four months. The fire apparatuses are housed in an adjacent parking lot where E.S.D. has set up a tent.
¶
Personnel needing to contact Station 8 members should be aware of the address change. The telephone number remains the same.
¶
This Memorandum may be destroyed December 31, 2010.
¶
GMD:db
¶
(The word "Attachment" is added here if there is an attachment to the Memorandum)

DISPATCH Sample Department Dispatch

A______________B_____________C_____________D______________
A-3
¶
SEATTLE FIRE DEPARTMENT
¶
D I S P A T C H
No. XX-10
¶
¶
June 14, 2010
¶
¶
FR.: Fire Chief Gregory M. Dean
¶
TO: The Fire Department
¶
RE: PET OXYGEN MASKS
¶
A set of masks designed to be used for pet resuscitation, will be placed on all Battalion Chief vehicles. The pet oxygen masks fit onto the disposable bag valve masks carried on each apparatus. The masks can be used on animals that have been overcome by smoke at building fires or other types of emergencies.
¶
Each mask set contains a small, medium, and large face piece. The cone-shaped design allows a snout to fit inside while a rubber gasket on the large end allows a seal to be maintained. For very small animals such as mice and guinea pigs, the cone can be placed over the entire animal to form an oxygen tent.
¶
Pets may be treated with oxygen using the new face pieces only after all other patients have been treated. Department members are not obligated to treat any animal that has been injured during a building fire. Masks should be cleaned and inspected after each use. Replacements may be ordered through the Services Division.
¶
This Dispatch will remain in effect until incorporated in the Policy and Operating Guidelines.
¶
GMD:db
¶
(The word “Attachment” is added here if there is an attachment to the Memorandum)

SUBJECT:	STANDING COMMITTEES
REVISED:	10/21/14
SEE ALSO:	N/A
PAGE(S):	4

GENERAL INFORMATION

Committees are groups of employees assembled to advise the Fire Chief on various issues. Committees report administratively to the Leadership Team. The existence and reporting relationship of Committees is at the discretion of the Fire Chief.

Appointment to a committee is based on the needs of the committee. The exceptions would be a case where labor is specifically a part of the committee structure due to the statutory requirements for the existence of the committee.

REQUIRED COMMITTEES

The Department has two statutory required committees:

- Joint Labor Management Committee (JLMC).
- Joint Safety Committee (JSC).

JOINT LABOR MANAGEMENT COMMITTEE (JLMC)

The Joint Labor Management Committee meets monthly to discuss labor/management issues that arise and to proactively work to resolve problems before they become grievances. If issues must be bargained, the parties can move them to the appropriate forum for bargaining.

The Joint Labor Management Committee is comprised of the leadership of the three major Unions representing Fire Department employees (Local 27, Local 2898, and Local 17) along with the Fire Chief, the Executive Director of Administration, the Human Resources Director, and a designee from City Labor Relations.

JOINT SAFETY COMMITTEE (JSC)

The Joint Safety Committee has the authority to review existing and proposed Fire Department facilities, equipment, and procedures, and to define the actions necessary to reduce or eliminate the exposure of Fire Department members to conditions or situations likely to result in injury or death.

The voting members of the Joint Safety Committee are comprised of three Local 27 members, the Assistant Chief of Resource Management, the Assistant Chief of Operations, the Fire Marshal, and the Chair of the Committee. Non-voting members, regular guests, and special guests area encouraged to attend JSC Meetings.

STANDING COMMITTEES

The Department's standing committees are:

- Awards.
- Logistics.
- Race and Social Justice (RSJ) Change Team.
- Training Advisory.
- Wellness/Fitness.
- Post Incident Analysis (PIA).
- Promotional Exam Development Committee

The standing committees will meet at least quarterly, with the exception of the PIA Committee which meets quarterly or as needed to review incidents. The Committee Chairs will brief the Leadership Team with updates as requested.

The Committee Chair(s) will be responsible for the coordination and supervision of committee activities. Committees will make no policy changes other than by recommendation to the Chief of the Fire Department.

Department members interested in participating on one of the committees, can contact the Committee Chair.

AWARDS COMMITTEE

The Awards Committee selects annual Fire Department award winners. The committee is chaired by Deputy 1 Chief, Platoon A.

LOGISTICS COMMITTEE

The Logistics Committee makes recommendations on apparatus, equipment, and uniforms. The committee includes two Co-chairs: the Operations Administrative Deputy Chief and the Deputy 1 Chief, Platoon D, one representative from Local 2898, one representative from Local 27, two ladder truck members, two engine members, one medic, and one member of a Technical Team.

RACE AND SOCIAL JUSTICE (RSJ) CHANGE TEAM

The Race and Social Justice (RSJ) Change Team makes recommendations on issues that impact civilian and uniformed members, and on the services that the Department provides to the community, in furtherance of the mission and vision of the City's Race and Social Justice Initiative.

The RSJI Change Team is comprised of two Change Team Leads, including the EEO/Strategic Advisor and a person selected by the Change Team Members, and representatives from all Divisions.

TRAINING ADVISORY COMMITTEE

The Training Advisory Committee makes recommendations on firefighter training. The committee will include the Deputy Chief of Training and the Deputy 1 Chief, Platoon B, one representative from Local 2898, one representative from Local 27, two ladder truck members, two engine members, one medic, and one member of a Technical Team.

WELLNESS/FITNESS COMMITTEE

The Wellness/Fitness Committee makes recommendations on issues and working conditions that affect the health and well being of firefighters. This committee is co-chaired by the Deputy 1 Chief, Platoon C, and a representative from Local 27.

POST INCIDENT ANALYSIS (PIA)

The purpose of the Post Incident Analysis (PIA) Team is to improve SFD operational effectiveness by capturing lessons learned and effective actions taken at incidents. Lessons learned and effective actions taken are shared within the Department and incorporated into recommendations for policies, procedures, training, and equipment. The Committee collects incident information through the Post Incident Analysis (PIA) process. The PIA Committee reviews incidents as specified in OG 5016.

The PIA Committee is made up of a Operations Deputy Chief Co-Chairperson, Deputy Chief of Training Co-Chairperson, Battalion Chief Team Leader, Safety Officer, Training Division Officer, FIU Officer, FAC representative, and at least twelve additional officers with representation across all platoons.

The Committee may engage additional assistance from within and without the Department to assist in the PIA process.

PROMOTIONAL EXAM DEVELOPMENT COMMITTEE

The Promotional Exam Development Committee, in conjunction with the City Personnel Fire and Police Exams Unit, will develop the scope and outline of the testing process, review Company and Division library material for the test bibliography, review test questions for the written exam, and develop exercises for the oral exams.

The Promotional Exam Development Committee is comprised of three sub-committees of Battalion Chiefs, Captains, and Lieutenants. Each sub-committee has four members and works on developing the exam specific to their rank. Sub-committee members will meet monthly; schedule is based on promotional exam time-lines.

A member of the Battalion Chief sub-committee will be the Chairperson for the Promotional Exam Development Committee.

A diverse Promotional Exam Development Committee is desired and will include members with experience ranging from recent participation in the promotional process to members with several years of tenure in a specific rank.

Promotional Exam Development Committee members will be compensated per union contract for their participation.

SUBJECT:	OPERATIONS DIVISION REQUIRED MEETINGS
REVISED:	10/21/14
SEE ALSO:	
PAGE(S):	2

GENERAL INFORMATION

Operations Division Meetings are designated by the Assistant Chief of Operations for Officers, Technical Teams, Battalion 3, and Staff 10.

BI-MONTHLY OFFICER MEETINGS

DEPUTY CHIEF MEETINGS

Deputy Chiefs will meet with their Battalion Chiefs and Acting Battalion Chiefs. Deputy Chiefs will be required to attend three meetings each month, one with their Battalion Chiefs, one with their Company Officers, and one additional Battalion Chief meeting.

BATTALION CHIEF MEETINGS

Battalion Chiefs will meet with their Officers and Acting Officers. Battalion Chiefs may audit other Battalion's Officer Meetings to provide feedback and ensure consistent messaging.

BI-MONTHLY OFFICER MEETING PROTOCOL

Officer meetings will be held bi-monthly to provide a platform for the delivery of consistent messaging. The meetings will provide Company Officers and Acting Officers a consistent opportunity to interact with their Chief Officer.

During these meetings Chief Officers will review Chief Notes, PIA's, and discuss Department and Battalion issues. The meetings will also provide an opportunity to exchange information, and will serve as a vehicle to deliver specific training.

The Officer meetings will be held whether or not the regularly assigned Chief or Officer is on duty. Acting Officers will attend.

OFFICER MEETING SCHEDULE

The Officer meeting schedule will be recorded on the Activity Scheduler and the Training Calendar. Time for the scheduled meetings, along with any additional on-duty Officer meetings deemed necessary by a Battalion or Deputy Chief, will be accounted for on the Activity Log. Each year's schedule will be posted in December for the following year.

The schedule will not be altered due to vacations, disabilities, or any other reason a member is absent. The start time for scheduled meetings will remain flexible and will be the decision of the hosting Chief.

The Officer meeting schedule will be followed; however, the on-duty Deputy 1 Chief has the authority to modify or alter the schedule based on the needs of the Department.

OFFICER MEETING AGENDAS Meeting agendas are to be forwarded to the platoon's Deputy Chief for approval and archiving prior to the meeting.

QUARTERLY MEETINGS

TECHNICAL TEAM MEETINGS At the direction of the Technical Team leader, a meeting for each Technical Team will be held quarterly; each meeting will include the Technical Team’s Officers and Supervisor. The purpose of the meeting is to discuss the Technical Team’s issues, set goals, and to recommend changes to internal policies.

BATTALION 3 MEETINGS At the direction of the Deputy Chief of Battalion 3, a meeting for Battalion 3 will be held quarterly.

STAFF 10 MEETINGS At the direction of the Staffing Officer, a meeting for Staff 10 will be held quarterly.

SUBJECT:	MEDIA RELATIONS
REVISED:	10/21/14
SEE ALSO:	
PAGE(S):	2

GENERAL INFORMATION

It is imperative to provide accurate, consistent and timely information to the public and the media. In order to build a strong relationship with these groups each member has the responsibility to represent the Department in a positive manner to the public and to the media.

MEDIA CONTACT AT EMERGENCY SCENES

The Public Information Office should be notified as soon as possible of any major issues or concerns that could attract new media. This includes any incidents with fatalities, serious injuries, heroic actions, unusual locations, and/or circumstances.

The Incident Commander or the Public Information Officer (PIO) is the only person authorized to make public statements on behalf of the Fire Department at emergency scenes. The PIO may designate a representative to talk to the media.

NON-EMERGENCY MEDIA CONTACT

All non-emergency media contact should be coordinated through the PIO. If a member is contacted by the media regarding Fire Department issues notify the PIO by telephone or pager.

For members who want to bring an issue to the media, the PIO is available to assist and support members in this endeavor.

The PIO is also available to assist members with help in the promotion of articles being submitted to trade publications and also to notify The Department in the event of publication.

SUBJECT:	FIRE PREVENTION INSPECTION MANUAL
REVISED:	10/21/14
SEE ALSO:	Seattle Fire Code
PAGE(S):	122

TERMS

The terms defined below generally apply throughout the Inspection Manual. Additional useful definitions may be found in Chapter 2 of the Seattle Fire Code.

Basic Building Area: Basic building areas of high-rise buildings are those spaces that are not part of a tenant lease agreement. Basic building areas include the building's fire protection and life safety systems.

Declaration: An un-sworn written statement made subject to the penalties for perjury under the laws of the State of Washington and signed by the declarant, pursuant to RCW 9A.72.085. Declarations do not need to be notarized and serve the same function as affidavits (which require notarization) for purposes of Fire Code enforcement.

Inspection: A physical examination of an occupancy or premises to determine compliance with the Seattle Fire Code and other codes or laws enforced by the Seattle Fire Department.

Level 1 Permit: Permit required for those activities that have standard permit conditions and present a minimal fire and life safety hazard. It will not be necessary to resolve all outstanding F6A and Notice of Violation items before issuing a permit unless the hazard directly affects the process being permitted. The Operations Division will generally conduct inspections for Level 1 permits.

Level 2 Permit: Permit required for those activities that require additional code research and incorporate specific permit conditions in addition to Level I Standard permit conditions. The Fire Prevention Division will conduct inspections for Level 2 permits.

Match Flame Test: Performed by obtaining a sample of the material to be tested. It must be at least 1/4″ wide x 1" long. Hold a lit match 1/2″ underneath the sample. The flame exposure must be maintained for 15 seconds. When the flame is withdrawn, a flame-retardant treated material will self-extinguish. If the flame does not self-extinguish, the material must be flame-retardant treated.

Order to Comply: A letter from the Fire Chief (or the Fire Marshal acting under the authority of the Fire Chief) to the responsible party advising of fire and life safety hazards or violations of the Seattle Fire Code, and ordering immediate specific actions to abate the hazards or correct the violations.

Permit Threshold: The level of activity, size of occupancy or area, or amount of a specific material above which a permit is required. See Section 105.6 of the 2006 Seattle Fire Code.

Permit: A permit shall constitute permission to maintain, store, use or handle materials, or to conduct processes which produce conditions hazardous to life or property, or to install equipment used in connection with such activities as prescribed by the permit. Permits will be in accordance with Section 105 of the 2006 Seattle Fire Code.

Process: The maintenance, storage, use or handling of materials or the performance of activities which produce conditions hazardous to fire, life or property safety.

Quality Assurance Update (QUAD) Process: A process managed by the Fire Marshal, Operations, and MIS Divisions to review new and changed occupancy data to ensure that it is accurate and consistent with CAD and other Department systems. The QUAD process will also monitor the archiving of data maintained in the Inspection/Pre-Incident Plan Database (IPD).

Regular Building Inspections: A program of inspecting all occupancies (except R-3 and individual dwelling units) on a systematic basis by the Operations Division for compliance.

Reinspection: A physical inspection of a specific occupancy or premises by a Fire Department inspector to determine if hazards documented by a previous inspection have been corrected. A reinspection must include documented contact with the responsible party or an authorized agent to verify compliance or refusal to comply with the required corrections.

Search Warrant: Authorization from the Court to conduct a search of a building, structure, premises, vehicle, or vessel based upon probable cause to suspect that a Fire Code violation is present therein.

Summons: An official order to appear in court.

Washington Uniform Criminal Complaint: A document used to record a Misdemeanor charge against an individual for failure to comply with any provision of the Fire Code or lawful order of the Fire Chief.

Working Days: Monday through Friday, excluding legal holidays. This is not a reference to the days on which Fire Department inspections are conducted, which in certain cases may include Saturdays, Sundays and legal holidays.

ON LINE INFORMATION

The Fire Department maintains information on permits and inspections on the SFD InWeb site. Members are advised to use the InWeb to access permit, occupancy, and inspection information. Online instructions for accessing this information are also provided on the SFD InWeb.

SEATTLE FIRE CODE AND ADMINISTRATIVE RULES

Citizens can now view the Seattle Fire Code, Seattle Building Code, and related technical codes and Administrative Rules at http://www.seattle.gov/fire, from the Department's web page at no cost. The link to the Seattle Fire Code is found under the tab for “Fire Prevention.”

REGULAR INSPECTION PROGRAM

The Seattle Fire Department will conduct a systematic inspection of all occupancies, triplex or larger within the Seattle City limits in order to ensure fire and life safety. Inspections are conducted to educate the public about fire and life safety hazards and motivate them to:

- Voluntarily eliminate existing hazards. Prevent the occurrence or reoccurrence of hazards.
- Comply with the Seattle Fire Code using legal remedies when required in accordance with the Seattle Municipal Code.

EXCEPTIONS

The Seattle Fire Department will inspect “R-3” occupancies and individual dwelling units of multi-unit buildings only upon request by the legal occupant, or upon request by the premises owner with the occupant’s consent.

The Seattle Fire Department does not inspect “U” occupancies.

SCOPE

Regular building inspections include:

- All occupancies in multi-occupancy buildings, must be inspected. Individual dwelling units are excluded.
- All portions of each occupancy and/or building except the interior of private dwelling units.
- A complete review of all Seattle Fire Code and Administrative Rule that pertain to the occupancy and/or building.
- A complete review of Seattle Building Code fire safety items that pertain to the occupancy and/or building.
- Every room, closet, attic, concealed space, basement, or areaway (except interior of private dwelling units) must be inspected.

INSPECTION/PRE-INCIDENT PLAN DATABASE (IPD)

The Inspection/Pre-Incident Plan Database (IPD) program gives Operations members the ability to create, update, and cancel premise related notes, thereby eliminating the use of Form 412B. Premise notes include Dangerous Building, Caution, and Information Notes.

All Dangerous Building Notes will require a Battalion Chief's approval; the others do not. Approved Dangerous Building Notes will automatically be sent to the Fire Alarm Center. The Dispatchers will immediately update CAD with the information.

Caution and Information Notes created in the IPD will also be automatically sent to the Fire Alarm Center and will be entered into CAD.

When responding companies are dispatched to an address that has a Dangerous Building, Caution, or Information Note the information will appear on the MDC.

FREQUENCY OF INSPECTIONS

Occupancies categorized as High Hazard must receive an annual inspection.

- For high-rise buildings, only the basic building areas must be inspected annually.

Occupancies categorized as Low Hazard must receive an inspection every other year based on the address of the occupancy.

- Occupancies with even addresses will be inspected during even numbered years.
- Occupancies with odd addresses will be inspected during odd numbered years.

Companies must begin their annual regular building inspection round on or before February 1, of each calendar year.

HIGH HAZARD OCCUPANCIES

High-rise Buildings (Basic building inspection only).

Any occupancy with Seattle Fire Department permit.

Group “E” occupancies.

Group “I” occupancies.

Group “R” occupancies (See Low Hazard exceptions).

LOW HAZARD OCCUPANCIES

Occupancies that do not fall in the High Hazard category.

Two-story “R-1” and “R-2” occupancies with open balconies and open stairways.

Group “R-1” and “R-2” occupancies with open balconies and enclosed stairways three stories or less in height.

Two-story Group “R-1” and “R-2” occupancies with an interior stairway when the stairway serves no more than 4 units, two units at the top and two units at the bottom of the stairway.

One-story Group “R-1” and “R-2” occupancies with an interior hallway when the hallway serves no more than four units.

Group “R-1” and “R-2” occupancies with direct exiting with one-hour separation and no common hallway.

Condominiums up to six stories in height that are fully protected by a fire sprinkler system and a monitored fire alarm system. They must have had no significant violations within the last year. If at any point three or more significant violations are recorded in a 12-month period they shall be returned to “High Hazard” status for one year.

INSPECTION HOURS

0900- 1200 hours

1300- 1600 hours

Sundays and Holidays not included.

Progress of the four platoons of each company should be reasonably equal during an inspection round. When a significant difference in progress develops between platoons of a company, the Company Officer may extend the inspection hours as needed if they have fallen behind.

GENERAL INSPECTION PROCESS

Inspections should be conducted in an orderly, systematic, sequential fashion. Inspections should commence at the northeast corner of the northwest block of each Platoon section and proceed clockwise around each block in numerical order to the extent practicable.

PREPARATION

A list of occupancies should be prepared for the inspection tour.

The following information in the Occupancy Data Files and Inspection/ Pre-Incident Plan Data Base (IPD) should be reviewed for each occupancy/building:

- Inspection History.
- Special requirements for the occupancy/building.
- Permit requirements.
- Fire/Life Safety Systems.

INSPECTION MATERIALS

Assemble recommended materials/equipment:

- Seattle Fire Code.
- Inspection Clipboard.
- Flashlight.
- Pencils/pens.
- Field Inspector's Note Pad (Form 6B).
- Blank Occupancy Data Card.

- Notice of Violation (F313) pad.
- Level I Inspection Binder.
- Level I Permit Applications.
- Inspection Criteria Binder.
- Form 800N-1 Hazardous Materials Permit Applications.
- Blank Form 229C – Occupancy File Tenant Listing.

The Occupancy Data Card may be removed for purposes of updating information during the inspection; however, for occupancies in the Inspection/Pre-Incident Plan Database (IPD), companies are to print out the relevant occupancy and pre-fire information from the IPD. The IPD includes blank forms as well as forms that contain existing inspection/pre-fire information.

Occupancy Data File Folders are not to be removed from the Station.

During inspection duty, personnel are to carry proper identification and should be attired in the appropriate Fire Department uniforms.

Note –	Helmets must be worn in areas posted requiring hard hats or when deemed necessary by the member or Officer.

INITIAL ACTIONS

Upon entering a premise inspectors should:

- Introduce yourself (Be prepared to present identification).
- Describe the purpose of the visit.
- Seek introduction to the person responsible for the premise.
- Obtain permission to conduct the inspection.

If permission to inspect the premises is denied:

- Do not argue.
- Leave the premises.
- Report the details to the Fire Marshal on a Form 6A requesting a search warrant. The Fire Marshal's Office will take appropriate action.

Obtain up-to-date occupancy information (as may be necessary to complete particular inspection).

Request access to locked areas. If possible, the responsible party or an authorized agent should accompany the Fire Department inspector around the premises.

Check the validity of and compliance with the conditions of all Fire Department permits issued for the premises.

Complete the inspection without unnecessarily distracting employees or disrupting business activity.

Review required corrections with the responsible party upon completion of the inspection and complete and deliver the NOV to the responsible party.

USE OF LEAD INSPECTORS

The Company Officer may designate a Fire Fighter as a Lead Inspector. The Company Officer may assign a Lead Inspector to make an inspection of any occupancy that the Company Officer deems is within the individual's capability, training and experience. Other personnel assigned by the Company Officer may assist the Lead Inspector.

A single person may be assigned to make an inspection of any occupancy (except for R-3 occupancies) within that person's capability, training and experience. There must never be less than two (2) inspectors used to inspect R-1, R-2 or R-3 occupancies, or caretaker units within other occupancies.

Note –	The Officer/Actor in charge of the inspection tour is responsible for the inspections made on the tour, and to insure that an inspector is qualified to make any inspections assigned to that inspector.

INSPECTING MULTI-OCCUPANCY BUILDINGS

The entire occupancy (except the interior of private dwellings) must be inspected. Separate inspection reports and occupancy files must be used for the basic building and principal occupancies. Obtain a list of occupancies from the Building Manager, if possible, otherwise prepare one.

When portions of the building cannot be inspected due to security or other valid reasons, a follow-up inspection must be scheduled, especially for those areas containing activities requiring a SFD permit or fixed fire protection systems. Minor areas not requiring separate inspections may be exempted. For each occupancy, note the areas that are not physically inspected on the list of occupancies and file in the occupancy record.

Note which occupancies have separate inspection reports and occupancy files on the list of tenants, and file the list of tenants with the basic building file.

The preferred guidelines for Multi-Occupancy inspections are as follows:

Single Occupancy, 1 Floor – Start at the furthest point and conclude in the office.

Single Occupancy, Multi-Floor – Start at the top, work downward, and conclude at the office.

Single Occupancy, Multi-Building – Start with the most complex building. Note: In such cases, it may be valuable to formulate an inspection plan prior to initiating the inspection.

Single Building, Multiple-Occupancy – Start at the top; inspect each occupancy and basic building areas simultaneously.

EXIT INTERVIEW

Discuss the inspection results with the responsible party (owner or tenant) or an agent acting with authority for the responsible party (for example, a store manager, a shop supervisor, etc.)

If a Notice of Violation (NOV) has been prepared, explain items briefly, and set compliance date(s) consistent with the severity of the hazard (not to exceed 15 working days.)

- It may be necessary to visit the location of a specific violation during the explanation.
- Obtain the signature of the responsible party or agent on the NOV.
- Write, "refused to sign" if the party or agent will not sign the NOV.

If both a Notice of Violation and a Form 6A are written, note on the Notice of Violation that a "letter is forthcoming" providing details about additional corrections that are not set forth on the NOV will be sent in the near future.

If a Form 6A letter is to be written, briefly discuss the hazards to be cited on the Form 6A letter, but caution the party not to act until the letter has been received.

Fill out Level One Permit Applications for any processes, which require a new Seattle Fire Department Level One permit (see the permit section).

INSPECTION CRITERIA

PERMITS

Ensure that Fire Department permits are present for any permit required activities (#101).

Fire Department permits must be renewed annually (#103).

Fire Department permits must be conspicuously posted on the premises (#104).

ALARM SYSTEMS

A key(s) to the fire alarm control panel must be provided in an approved location (#151).

Fire alarm reset tools must be maintained at the fire alarm control panel for use by emergency personnel (#152).

Fire alarm systems must be inspected and tagged annually in accordance with Administrative Rule 9.02.07 The service label or tag will show a white (satisfactory), yellow (minor deficiency), or red (out of service), band across the top. The inspecting technician's S.F.D. certification number will also be clearly written on the tag in a prominent location.

A N.O.V is written for fire alarm systems with a yellow tag to correct the noted deficiencies. Systems with a red tag will receive a N.O.V to restore the system to full function within 24 hours and to immediately post a fire watch until the system is fully operable. A telephone call (206-386-1448) or e-mail shall be made to the Confidence Testing Officer by the end of shift notifying him/her of the out-of-service status of the system.

Fire alarm systems in high rise buildings are required to have one fourth of the entire system confidence tested quarterly so that the entire system is tested annually. Each testing must be documented with a tag that properly displays the service technician's certification number. The technician completes a test report for each quarterly inspection and these are kept with the system.

The door to the room where the fire alarm panel is located shall have a sign on the door in 1-inch high letters stating "FIRE ALARM CONTROL" (#156)

AUTOMATIC FIRE SUPPRESSION SYSTEMS

All valves in supply pipes to sprinklers and other fixed water based fire suppression systems will be supervised (Kept in the open position) by one of the following methods:

- Central station, proprietary, or remote station signaling service
- A local signaling service that will cause the sounding of an audible signal at a constantly attended point
- Valves locked in the correct position (generally open)
- Valves located within fenced enclosures under the control of the owner, sealed in the open position, and inspected weekly as part of an approved procedure. (#201)

Unobstructed aisle(s) must be provided and maintained to the automatic sprinkler control valve(s) (#202).

Control, drain, test and alarm valves on the automatic sprinkler system must be provided with identification signs of standard design or their equivalent (#203).

Storing and/or hanging any materials on or above the sprinkler system piping is not allowed (#206).

Provide and install frangible covers on the sprinkler system pumper connection(s) (#207)

Sprinkler and/or standpipe connection threads should be clean and the swivels should turn freely. (#208)

The clearance between deflectors and storage must be 18" or greater. (#211)

A wrench and supply of the correct sprinkler heads (minimum of 6) will be maintained in a cabinet next to the sprinkler controls (#213).

Fixed fire extinguishing systems must be inspected and serviced at least annually by a competent technician who is certified by the Seattle Fire Department for such work (#810).

ELECTRICAL

Extension cords shall not be used as a substitute for permanent wiring. If additional outlets are needed, they must be installed in accordance with the Seattle Electrical Code (#301).

If extension cords are necessary, they must be listed, have a rated ampacity not less then the appliance served, maintained in good condition and grounded when serving grounded appliances (#302).

Substandard electrical wiring must be reinstalled in accordance with the Electrical Code, under permit from the Department of Design, Construction and Land Use (#304).

Open junction boxes and open wiring splices are prohibited. All electrical boxes will have approved covers in place (#305).

Electrical extension cords shall be used only in continuous lengths, without splices, taps, or damage (#307).

Power taps or surge protectors must be directly connected to a permanently installed receptacle (#308).

Power tap or surge protector cord(s) must not run under doors or floor coverings and must be protected from environmental or physical damage (#303).

EXITS

Exit sign(s) and exit pathway light(s) must be maintained illuminated when the building is occupied (#250, 251, 253).

Approved placard(s) having approximately 6-inch readily distinguishable lettering on a contrasting background (green lettering on a white background is recommended) indicating the direction of travel to the fire exit(s) are required (#254).

Item(s) that would hinder or make egress from the premises hazardous must be removed (#255).

Locking device(s) on the exit door(s) must be readily opened from the inside without special knowledge or the use of a key. Immediately remove the unapproved locks from the exit door(s) (#256).

Panic hardware on the exit door(s) must readily open when subjected to a maximum of 15 pounds pressure (#258).

Storage of combustibles in the enclosed space under the stairway in the exit enclosure(s) is not allowed (#505).

A stairway in an exit enclosure shall not continue below the grade level unless an approved barrier is maintained in operating condition at the ground floor level to prevent persons from accidentally continuing into the basement. Note: does not apply to buildings constructed prior to June 24, 1959 (#266).

Bars, grilles, grates or similar devices installed on windows of sleeping rooms below the fourth floor shall be operable from the inside without the use of a key, special knowledge or effort (#260).

FIRE DOORS

Fire doors must not be wedged, blocked or otherwise restrained and must be maintained self-closing and remain in the closed position, except when in actual use (#401).

Fire doors must open freely, close completely, and latch when released (#404).

COMBUSTIBLE STORAGE

Combustible storage in the basements must be confined to rooms not over 500 square feet in area and of 1-hour fire-resistive construction; or protected by an approved automatic sprinkler system constructed under permit from the Department of Planning and Development (#501).

Storage must be at least 24 inches below the ceiling (except shelved or piled storage adjacent to perimeter walls not over 4 feet in width).

Storage must be at least 2 feet below the ceiling in non-sprinklered areas of the building and at least 18 inches below automatic sprinkler head deflector(s) (#504).

Fire extinguishers

Fire extinguisher(s) must be inspected annually, then tagged and dated by a person possessing a Seattle Fire Department Certificate to perform such work.

Fire extinguisher(s) must be repaired, recharged and hydrostatically tested by a person possessing a Seattle Fire Department Certificate to perform such work (#352, #354).

Fire extinguisher(s) shall be conspicuously located where they will be readily accessible and immediately available in the event of fire. They shall be located along normal paths of travel, including exits from an area (#356).

Fire extinguisher(s) must be installed in accordance with 2006 SFC Section 906 and NFPA 10 (#360, #361, #362, #363, #364, #365). Unobstructed access and/or a clear view of the fire extinguishers must be provided and maintained (#357).

Exception – In large rooms, and certain locations where visual obstruction cannot be completely avoided, means shall be provided to indicate the location.

New fire extinguishers shall bear a label certifying its conformance to national manufacturing standards and considered to be operable for one year from the date of purchase. If proof of purchase is not available, the extinguisher should be checked and tagged on an annual basis.

Rangehood/grease flue fixed fire-extinguishing system must be inspected and serviced at least annually by a competent service person (#753).

Extinguishers having a gross weight greater than 40 pounds (except wheeled types) shall be so installed that the top of the extinguisher is not more than 3 1/2 feet above the floor. In no case shall the clearance between the bottom of the extinguisher and the floor be less than 4 inches (#359).

Extinguishers having a gross weight not exceeding 40 lb. shall be installed so that the top of the extinguisher is not more than 5 ft. above the floor (#358).

Flammable Liquids

A Seattle Fire Department permit is required to store, handle, or use:

- Class 1 liquids in excess of 5 gallons in a building or in excess of 10 gallons outside of a building.
- Class ll and lll-A liquids in excess of 25 gallons inside a building or in excess of 60 gallons outside of a building.
- Class lll-B liquids in excess of 1000 gallons (2006 SFC105.6.16)

(See Level ll Inspection Binder pg. 2, and pg 29).

Store all empty or unused paint cans and/or other flammable liquid containers as if they were full, or remove and properly dispose of the (#461).

Flammable liquids storage must be kept at or below the quantities stipulated on Fire Department permits.

Visible hazard identification signs as specified in NFPA 704M must be provided (#460).

RUBBISH, DEBRIS, COMBUSTIBLE MATERIALS

Oily rags and similar materials shall be stored in metal-lined containers or other approved containers equipped with tight fitting covers (#554).

Combustible rubbish stored in containers outside of noncombustible vaults or rooms shall be removed from buildings at least once each working day (#556).

Remove and properly dispose of the accumulation of combustible debris (#556).

Electrical machinery and areas appurtenant thereto must be kept free of lint, dust, and combustible materials (#553).

Combustible tall grass, brush, and/or combustible debris must be removed and properly disposed of (#551).

Ranges, range hoods, and connecting grease flues must be kept free of accumulations of grease, and cleaned periodically to prevent such accumulations in the future (#752).

MISCELLANEOUS

Damaged plaster or gypsum wallboard must be repaired with a fire-resistive material equivalent to the surrounding surfaces (#651).

Attic scuttle covers constructed of a fire-resistive material equivalent to the surrounding surfaces must be provided and maintained in place (#652).

Unused flue opening into chimneys must be sealed with a fire-resistive material equivalent to the surrounding surfaces (#653).

Oxygen cylinders in storage shall be separated from fuel gas cylinders or combustible materials (especially oil or grease) a minimum distance of 20 feet or by a barrier of non-combustible material at least 5 feet high having a fire resistance rating of at least 1/2 hour (#814).

Freestanding cylinders must be restrained to protect against physical damage or upset (all cylinders, including empty ones, shall have their caps in place and valves tightly closed).

Motor vehicles will not be stored or parked within buildings until such time as an approved garage separation is constructed under permit from the Department of Planning and Development (#805).

The correct street address number must be posted in a conspicuous place over or near the principal street entrance, or in such other conspicuous place as is necessary for the ease of locating such address.

Numbers will be plainly legible figures, visible from the street or road fronting the property, and contrasting with the color of the building or other structures upon which they are placed (#806).

A tagged set of keys as necessary for hoist-way access, elevator machine room access, and emergency operation of elevators, on the premises, must be provided in a location approved by the Fire Department (#809).

ENFORCEMENT

Review the inspection notes and make a determination of which items will be reported on a NOV and which will be reported on a Form 6A. A Form 6A must be used for fire code violations that cannot be reported on a NOV. The NOV and Form 6A can be used together to document violations found in a particular inspection.

If an extremely hazardous condition or activity is encountered:

Notify the responsible party to immediately correct the hazardous condition or discontinue the hazardous activity.

If correction or removal of the hazard includes a process that may create a more hazardous situation than the original condition, and/or will significantly affect the businesses ability to continue operation, notify the Battalion Chief before any action is taken.

If the party refuses to discontinue, correct, or remove the hazard, the Battalion Chief must be notified immediately and enforcement procedures to gain compliance must be initiated, e.g., Notice of Violation, Criminal Complaint, or Physical Arrest.

When the occupancy has no violations, or violations have been corrected, and the responsible party needs a letter from the Department stating that no Fire Code violations were observed on this inspection, submit a Form 6A with Standard Hazard Item #808.

NEW CONSTRUCTION/ ALTERATIONS

If new construction or recent alterations to the premises are discovered or underway, and a Building Permit is not posted, take the following action:

- If the construction/alterations affects the Seattle Fire Code or other laws enforced by the Seattle Fire Department, write a Form 6A using Standard Hazard Item #807.
- The construction/alterations fall under the jurisdiction of the Department of Planning and Development (DPD), contact the FMO Compliance Lieutenant at (206) 386-1345 or fax at (206) 386-1348 to notify them of the situation. The Compliance Lieutenant will then refer the matter to DPD for follow up.
- If a business does not have a valid City of Seattle Business License posted, advise the responsible party that City Ordinance require them to obtain a Business License from the Department of Revenue and Consumer Affairs (206) 684-8484.

BUSINESS LICENSE

Reports of businesses that do not have a current Business License may be telephoned (206) 684-8402 or faxed (206) 684-5170 into the License Enforcement Unit of the Revenue and Consumer Affairs.

The name and address of the business and the name of the responsible party (if available) should be reported.

This is not a standard hazard item.

ILLEGAL DWELLING UNITS/ SLEEP ING ROOMS

If dwelling units or sleeping rooms are encountered that you suspect were created without a building permit from DPD, they may be illegal. In these types of cases, first contact the FMO Compliance Lieutenant at (206) 386-1345 to review the situation. If determined that the unit or room is illegal, you will be instructed to document the specifics of the situation on a F6A using XXX and 2006 SFC 102.4 "Application of Building code" as the code site. The violation narrative should state that "Alternations to existing structures shall comply with the Seattle Building Code." The location(s) of the alternations in question should be identified. Forward the F6A to the FMO Compliance Lieutenant for follow up. The Compliance Lieutenant will submit a complaint directly through the DPD code compliance web page.

REMOVING DEVICES THAT BLOCK FIRE DOORS AND EXITS

Section 109.4 of the 2006 Seattle Fire Code authorizes Fire Department Inspectors, in the course of routine inspections, to order the removal of any objects restraining fire doors or blocking fire exits.

If the objects restraining fire doors or blocking fire exits constitute an extreme danger to persons or property, immediate compliance is required.

Section 110.3 authorizes Inspectors to remove such objects without permission if they constitute an imminent hazard and the owner fails or is unable to comply with an order to remove the objects immediately.

REPORTING

Upon return to quarters:

- Form 6A and NOV serial numbers must be obtained.
- File folders must be updated.
- The IPD must be updated with inspection, Form 6A, and NOV information.

If the responsible party was not at the premises, and the inspecting officer determined that a NOV should be issued:

- The NOV must be filled out and mailed, along with any Level Two Permit Applications, if necessary and/or any other applicable material.
- Form 6A's must be filled out and forwarded to the FMO.

Applicable inspection reports that have information that is not in the IPD concerning the occupancy must be forwarded to the FMO. For example, NOVs, F6As, inspector notes, building owner correspondence, etc. must be forwarded to the FMO. Since the FMO will have access to the IPD it is not necessary to send information out of the IPD to the FMO. If more than one report is submitted per occupancy, they must be stapled together.

COMPLIANCE AND ENFORCEMENT

The Fire Chief has primary responsibility for enforcement of the Seattle Fire Code and other laws and regulations which the Seattle Fire Department is charged with enforcing.

The Fire Department is responsible for inspection of Building Code fire and life safety provisions and notification to the Director of the Department of Planning and Development when there is a violation of such Building Code provisions. Enforcement of Building Code provisions is the responsibility of DPD.

Any person operating or maintaining any occupancy, building, structure, premises or vehicle subject to the Seattle Fire Code is responsible for correction or abatement of any fire or life safety hazard on or in such occupancy, building, premises, occupancy, structure or vehicle.

TIME AND FREQUENCY OF INSPECTIONS

FORM 6A

First reinspection: 15 business days (Monday through Friday) from the date of the Form 6A letter, or as soon as feasible thereafter if a different date for compliance is specified in the Form 6A. The first reinspection should be within 15 business days of the compliance date, or as soon as feasible thereafter.

Second reinspection: The inspector may allow up to 10 additional business days after the first reinspection for compliance.

NOTICE OF VIOLATION (NOV) (FORM 313)

First reinspection: On or as close as possible following the date for compliance set when the NOV was written (not to exceed 15 business days past the compliance date).

Second reinspection: The inspector may allow up to 10 additional business days after the first reinspection to comply.

INSPECTION CRITERIA

Fire and life safety hazards must be documented and Reinspection conducted until the hazards have been corrected.

Reinspection should normally be scheduled so that they are conducted by the same platoon that performed the original inspection. The reinspection should be conducted on the first shift following the date set for compliance. However, some situations may require reinspection by a different platoon. For example, a NOV to restore a fire alarm system that was written on a response after normal business hours would need to be inspected by the on-coming shift.

A Station Tickler File System containing a file folder for each day of the month where pending Form 6A's/NOV's are kept must be established to ensure that Form 6A's/NOV's are inspected on the date they become due.

When reinspections become due, the responsible party should be contacted by phone (if possible) to inquire as to progress in achieving compliance and to arrange an appointment for the reinspection.

If the responsible party states that compliance has been reached, the reinspection will verify compliance. Physical inspection of the occupancy is required to verify compliance.

If the occupant states only partial compliance has been reached, the inspector should verify which items have been complied with, and set due dates for compliance for the remaining items. Physical inspection to verify partial compliance is at the discretion of the company officer (reinspection may be reserved for verification of compliance when the responsible party indicates that all corrections have been made).

Restate to the responsible party what the remaining corrections are, and what the specific due date is for compliance with each remaining item. Agreements should be legibly recorded on the Form 6A, the NOV (Form 313) or Reinspection History Form 305.

In situations where the responsible party has not complied with the correction requirements within the designated time allowed, the inspector should consider two factors:

- Whether the responsible party is making reasonable efforts to resolve the situation and,
- Whether the violation/hazard can be tolerated for any extension of the compliance deadline.

If after two reinspections, the Company Officer determines that compliance cannot be achieved at the Company level, check the box under "Final Operations Inspector" requesting an Order-To-Comply. Forward the pink and yellow copies of the NOV or the Form 6A letter to the Fire Marshal's Office.

Note –	Before referral of a Form 6A letter or NOV to the FMO requesting an Order To Comply. The Company Captain should ensure that every reasonable effort was made to contact the responsible party to arrange for reinspection to verify compliance. Contact may be made through phone calls, e-mails, or in-person visits; however, these do not constitute reinspections. Actual physical inspection of the premises must be made to determine if hazards documented by the previous inspection have been corrected. If the responsible party has directly refused to comply with the required corrections, then the Company Officer should request an Order To Comply.

Where physical inspection cannot be accomplished due to the inability to contact the responsible party despite every reasonable effort, or where the inspector has been denied entry, the Captain should consider requesting a search warrant on a Form 6A directed to the Fire Marshal's Office (see "Search Warrants" below).

NOTICE OF VIOLATION (NOV) RE-INSPECTIONS

Notice of Violation (NOV) re-inspections for seven of the most frequently used standard hazard items will be at the discretion of the Company Officer or Inspector. If the Officer or Inspector has reason to believe the occupancy's responsible person will follow through in making the corrections for these specified items, a re-inspection will not be required.

In this case, officers or inspectors shall follow these procedures:

- Provide the responsible person with the white copy of the NOV.
- Assign the NOV a serial number using IPD.
- Immediately enter a re-inspection and check the "OK" box using the newly generated NOV number.
- Enter in the "remarks" section: "Re-inspection not required".
- Enter the appropriate hazard item(s) number(s) in the remarks section.
- Retain the yellow copy in the occupancy file folder.
- Forward the pink copy directly to the Fire Marshal's Office with the "Final Operations Inspector" section of the form stating "no re-inspection required.

If an NOV containing these specified items is left with the responsible person, and no re-inspection is anticipated by the Officer or Inspector, it is recommended that the responsible person be advised to call the station when the items have been completed. When a call of this type is received, the on-duty shift shall verbally provide a sign-off of the item to the caller.

At occupancies with a history of violations or a poor record of compliance, the Officer should continue to require re-inspections. Other standard hazard items not specified shall continue to require re-inspection.

STANDARD HAZARD ITEMS FOR WHICH RE-INSPECTION MAY BE WAIVED

The following are Standard Hazard Items for which Re-Inspection may be waived:

- Item 153 - Immediately discontinue the practice of resetting the fire alarm without authorization from the Fire Department personnel to do so.
- Item 251 - Replace the burned out light bulb(s), provide a second light bulb, or make other repairs as necessary to the illuminated exit signs.
- Item 301 - Remove the electrical extension cord(s). Extension cords shall not be used as a substitute for permanent wiring. If additional outlets are needed, they must be installed in accordance with the Seattle Electrical Code. Extension cords shall only be used with portable appliances.
- Item 305 -Install approved covers on the open electrical service panel(s) or junction box(es).
- Item 351 -Fire extinguishers must be inspected annually, then tagged and dated by a person possessing a SFD certificate to perform such work. Note: New fire extinguisher(s) are considered to be good for one year from date of purchase. Proof of date of purchase is required.
- Item 401 - Discontinue the practice of wedging, blocking or otherwise restraining the fire door(s), which must be maintained self-closing and remain in the closed position, except when in actual use. Note: Doors may be held open by an automatic-closing device controlled by a heat-actuating device or an approved smoke detector.
- Item 601 - Conspicuously post "NO SMOKING" signs. Note: Additional signs may be posted at the owner's/occupants discretion.

ENFORCEMENT

Orders from the Fire Chief or the Chief’s duly authorized representative concerning the prevention and abatement of fire or life safety hazards and the correction of Fire Code violations must be complied with by the responsible person(s). Company Officers are responsible for initiating enforcement actions required by Operations Division inspections. The Fire Marshal's Office is responsible for carrying out the enforcement procedures outlined in this Instruction Manual, and for initiating enforcement action required by inspections carried out by the Fire Marshal’s Office.

Failure to correct any violation of the Seattle Fire Code within the time allowed will result in referral of the matter to the Fire Marshal's Office. After the Fire Department (Operations or FMO) have made three physical inspections of the premises in connection with an NOV or Form 6A letter, the Fire Marshal's Office is authorized to charge the responsible party a $159.00 reinspection fee for each subsequent inspection required to deal with unresolved violations. When the Fire Marshal's Office cannot obtain voluntary compliance after reasonable efforts, or when the responsible party refuses to comply with Fire Code requirements, unresolved violations may be referred to the City Attorney's Office for criminal prosecution or civil penalties.

ADDITIONAL HAZARDS

Additional hazards found during reinspection of an occupancy should be written up on a new NOV (Form 313) or Form 6A, with a new serial number assigned accordingly.

CONTINUAL OR REPEAT FIRE CODE VIOLATIONS

Occupancies that repeatedly have the same violations or are a continual problem by their lack of, or disregard for, fire and life safety must be described on a memorandum prepared by the Company Captain and forwarded to the Fire Marshal's Office, Compliance Section (with a copy to the Battalion Chief). The memorandum should specify the location of the occupancy, the types of activities conducted there, the responsible party or parties (including necessary contact information such as address and phone number), and the inspection history.

ORDER-TO-COMPLY

An Order-To-Comply (OTC) is a follow-up letter to a Form 6A or NOV, when reasonable efforts to gain voluntary compliance have failed. An Order-To-Comply may also be issued to clarify hazards, violations, compliance deadlines, and terms or conditions of compliance. The OTC notifies the responsible party that failure to comply will result in referral of the matter to the City Attorney's Office for legal action, including possible criminal prosecution.

In requesting an OTC, the Company Officer should verify the responsible party's name, address and phone number, and indicate the reasons that voluntary compliance cannot be achieved in the last entry on the Form 6A, NOV (Form 313) or on a Reinspection History form.

The Compliance Section of the Fire Marshal's Office will review the request and Reinspection History form for proper documentation should court action become necessary. The responsible party may be contacted to determine their intentions in the matter.

Order-To-Comply letters are delivered by Certified Mail (Return Receipt Requested) or, if circumstances justify, hand-delivered by Fire Marshal's Office personnel.

The Fire Marshal's Office will conduct the reinspection of the items on Order-To-Comply letters. If, upon reinspection, it is evident that the responsible party has not made a reasonable attempt to comply, or refuses to comply, the Fire Marshal's Office may refer the matter to the City Attorney for criminal prosecution, civil penalties or other appropriate legal action.

SEARCH WARRANTS

Search warrants may be obtained only when there are reasonable grounds to believe that serious fire and life safety hazards are present on the premises in violation of the Seattle Fire Code AND one of the two following conditions are present: either (1) the responsible party denies permission to inspect or (2) reasonable efforts to contact the responsible party for permission to inspect have been made and have failed.

The Company Officer submits a request for a search warrant to the FMO Compliance Section using a Form 6A. The Form 6A must document either the denial of permission to inspect (including date, time, name of SFD inspector and name/title of the person denying permission) and/or the specific efforts made to contact the responsible party (including dates, times and name of the SFD inspector(s) making attempts at contact).

The Form 6A must also document why the Officer reasonably believes that serious fire and life safety hazards are present on the premises, and specify what the particular Fire Code violations are. This "probable cause" is established through recent, credible evidence or reports including (but not limited to):

- Direct observation of a serious fire and life safety hazard in violation of the Fire Code (for example, on a previous inspection);
- Statements or documentation that a serious Fire Code violation exists, provided by an independent party (for example, a fire protection system contractor or a neighbor);
- Statements or documentation of a serious Fire Code violation provided by the responsible party or an agent or employee of the responsible party; or
- Fire Department or other public records indicating that an activity or use regulated by the Fire Code is occurring on the premises (for example, an existing Level II Hazardous Materials permit) that presents potentially serious fire and life safety hazards if not checked for compliance.

The Fire Marshal's Office is responsible for deciding whether to apply for a search warrant. The FMO will evaluate the evidence available to establish probable cause. Unless an imminent and serious threat to fire and life safety is believed to exist on the premises, the Fire Marshal's Office must make at least one attempt to contact the responsible party and/or inspect the premises before applying for a search warrant. A reasonable effort to obtain the responsible party's voluntary consent to inspect a premises must be made before obtaining a search warrant.

The approval of the Fire Marshal or acting Fire Marshal is required before applying for, or carrying out, a search warrant. When the Fire Marshal or acting Fire Marshal has approved application for a search warrant, the FMO shall prepare the following documents: (1) the Declaration of the Company Officer and/or Inspector requesting the warrant; (2) the Application for Search Warrant; (3) the Search Warrant itself; and (4) the Return on Warrant.

The City Attorney's Office must also approve the search warrant request. A copy of the documents prepared for the search warrant should be faxed or hand-carried to the Assistant City Attorney currently appointed to handle Fire Code cases. The Assistant City Attorneys rotate this responsibility. Because of their large case load and trial schedule, the designated Assistant City Attorney(s) may not be available to review the search warrant documents. In this situation, one of the Attorney Supervisors (the supervisor for the Vertical Prosecution Team, if available) should be contacted to arrange for review of the search warrant documents. The signature of an Assistant City Attorney in the approval block at the end of the Application for Search Warrant is required before presenting the search warrant documents to a judge or magistrate.

The FMO then takes the original documents, including the Application for Search Warrant with the Assistant City Attorney's signature, to any one of the Municipal Court Magistrates who is available to hear the request for a search warrant (Seattle Justice Center). Ask for the supervising Magistrate, if he or she is available. The Magistrate will review the documents. The FMO personnel presenting the warrant to the Magistrate should be prepared to answer any questions or provide any additional information requested by the Magistrate. If the Magistrate approves the warrant request, then he/she signs the Search Warrant itself.

The original signed copies of the Application for Search Warrant, the Declaration(s) in support of the warrant and the Search Warrant are then taken to the Municipal Court Clerk's Office (Seattle Justice Center), where the Clerk assigns a number to the warrant documents. The numbered original documents are filed with the Clerk. The Clerk shall make two certified copies of the Search Warrant and one certified copy each of the Application for Search Warrant and the Declaration(s) for the FMO. One certified copy of the Warrant will be served on the responsible party.

Ordinarily, the search warrant will be served and carried out by an FMO officer or inspector, together with the Company Officer or Inspector who made the Declaration in support of the Search Warrant. The assistance of the Seattle Police Department is required for serving and carrying out Fire Code search warrants. At the discretion of the Fire Marshal, members of the FMO Fire Investigation Unit may be assigned to assist in serving the warrant and carrying out the search.

The search warrant will typically allow service and execution of the warrant for a period of up to 10 days after the date of issuance (the date the Magistrate signs the warrant). The search warrant will also specify the hours between which the warrant may be served and the search carried out. Unless the Fire Marshal and Magistrate have approved extended hours due to special circumstances, the warrant is to be served and the search carried out during normal business hours. Contact the Fire Marshal and obtain approval for execution of the warrant before carrying out the actual service and search.

One certified copy of the Search Warrant is to be kept in the FMO file along with a certified copy of the Declaration and Application for Warrant. The other certified copy of the Search Warrant will be taken to the premises to be searched, and served directly on the responsible party if present. If no one is present at the premises, then the certified copy of the Search Warrant should be posted in a protective plastic sleeve at the front entrance or other conspicuous place. One or more photocopies of the Search Warrant are to be provided to the Seattle Police Department officer(s) assisting on the search for the SPD file.

The Return on Warrant is to be taken to the premises and completed after the search is carried out. The Return is essentially a receipt for the responsible party and for the Municipal court stating that the warrant was served and the search carried out, and documenting the items found and seized (if any), and where any seized items of evidence will be taken. A copy of the completed Return is to be left with the responsible party or else posted with the warrant if the responsible party is not present (two copies of the blank Return with carbon paper between may be used, or else proceed to the nearest fire station to make a photocopy of the Return to leave at the premises). The original Return is to be filed with the Clerk of the Municipal Court, after making a copy for the FMO file.

At least one officer from the Seattle Police Department is to accompany SFD personnel in serving the warrant and carrying out the search. Upon arriving at the premises to be searched, the SFD officer serving the warrant should make contact with the responsible party or agent or employee. The SFD officer is to identify him or herself and state that a warrant is being served and a court-ordered search of the premises for evidence of specific Fire Code violations is being carried out.

The search itself is to be carried out after the Warrant is either served or posted. If resistance or other hostile reactions are encountered, SFD personnel are to immediately leave the scene until the Seattle Police Department has secured the premises and allows the search to resume.

If locked doors or other physical barriers to entry are presented, the procedures under "Forcible Entry" (below) are to be followed.

USE OF FORCIBLE ENTRY

If the occupancy is locked and the owner or responsible party does not open the doors, or refuses entry or to accept the warrant, or if there is no one present, the Search Warrant authorizes the use of forcible entry, if necessary.

Fire Department personnel must not attempt forcible entry authorized by a search warrant except when a police officer is present.

Where forcible entry of the premises has been made to carry out the search authorized by the warrant and no representative of the responsible party is present, a Ladder Company must secure the building against entry following the search. The FMO Inspector must then make a reasonable effort to contact the responsible party by phone to advise that the search has been completed.

The results of the search must follow the standard reporting procedures.

CRIMINAL OR CIVIL COMPLAINT

When reasonable efforts to gain compliance by voluntary means are not successful, the matter may be referred to the City Attorney for criminal prosecution or civil enforcement. The decision to refer a matter to the City Attorney for criminal prosecution or civil enforcement must be made by the Fire Marshal's Office. Conditions that may justify criminal prosecution or civil enforcement include, but are not limited to:

- Continuous repetition of the same violation.
- Failure to comply with a valid Order-To-Comply.
- Failure to comply with a verbal order of a Chief, Company Officer or FMO Inspector to immediately abate an imminent and serious hazard to fire and life safety.

Note –	Verbal orders must be documented in writing on a NOV.

- Fire or serious injury to life or property caused by a violation of the Seattle Fire Code or failure to obey an Order of the Fire Chief.

The following items are useful to prepare a criminal or civil case:

Copies of NOV's, Form 6A letters, and Orders to Comply that relate to the violation(s) to be prosecuted.

Names, addresses, and phone numbers of reliable witnesses. Fire Department personnel observing the violation will be the primary witnesses.

If pictures are taken, the roll of film or digital photos must be forwarded to the Fire Marshal's Office with the following data:

- The address where taken.
- The date and time pictures were taken.
- The name of the person who took the picture.
- The name(s) of any witnesses.
- Notations on the subject matter of the pictures must be sent to the Fire Marshal's Office with the film canister.

Identification of defendant(s):

Criminal or civil charges may be filed against individual persons, against corporations, or both.

If the defendant to be charged is an individual person, then the Municipal Court requires the identification information listed below:

Name and current street address of person to be charged

- Driver license Number.
- Social Security Number (if available).
- Race.
- Height.

- Weight.
- Hair Color.
- Color of Eyes.
- Date of birth (required).

This information should be readily available on their driver license. If the Company Officer or Inspector requests the person's driver license or other picture identification and is refused, the Officer or Inspector must leave the premises and request Police assistance in obtaining identification of the person.

Note –	Attempt to gain as much information as possible without antagonizing the party.

If the defendant to be charged is a corporation (typically the case when a company is to be charged), please provide the following information:

- The business name and address of the corporation.
- The corporate name and address (if different than the business name and address).
- The State of Washington Uniform Business Identification (UBI) number (found on the City Business License); and the name and address of the corporation's registered agent (corporations doing business in Washington are required to have a registered agent in the state, which is the party that accepts service of legal papers, including a criminal summons and complaint).

Corporate and business information may also be found at:

- City of Seattle License Database at http://www.cityofseattle.net/biz/.
- Washington Secretary of State, Corporations Search at http://www.secstate.wa.gov/corps/.
- Washington Department of Revenue Business Records Database at http://dor.wa.gov/content/brd/default.aspxl.

When the information described above is received in the Fire Marshal's Office, the Code Compliance Officer will review the request for criminal prosecution or civil enforcement and brief the Fire Marshal. If the Fire Marshal approves the request for criminal prosecution or civil enforcement, the case will be prepared and referred to the City Attorney for criminal prosecution or civil enforcement.

The Fire Marshal's Office is the liaison between the City Attorney's Office and the Company Officer or Inspector responsible for documenting the violation(s) being enforced.

If the City Attorney declines the case, the Fire Marshal's Office will so advise the Company Officer or Inspector, noting the City Attorney's specific reasons for declining the case. In certain circumstances, the case may be resubmitted if additional evidence satisfying the City Attorney's Office can be gathered.

If the City Attorney accepts the case, the Fire Marshal's Office will coordinate communication between the Company Officer or Inspector and the Assistant City Attorney assigned to the case.

This will include meeting to discuss the specific Fire Code violations and the evidence documenting those violations, as well as any court appearances that the Company Officer or Inspector is required to make.

The FMO will document the disposition of a case and provide the Company with a copy.

GROUNDS FOR ORDERING ARREST

Note –	Arrest on suspicion of arson or related crimes is the responsibility of the Fire Investigation Unit, and is not included in the list of grounds for arrest provided below.

Arrest of a person may be ordered for the following reasons:

Refusal of a responsible party to obey an Order of the Fire Chief to abate a fire or life safety hazard that poses an imminent threat of danger to persons or property. (Seattle Fire Code Section 104.11.2, 109.2.2; see also Seattle Municipal Code Chapter 12A.06.050, Reckless endangerment)

Refusal to obey an Order of the Fire Chief to immediately stop an operation or use, or to evacuate a specified premises, building or vehicle, which poses an imminent and serious threat to fire and life safety. (Seattle Fire Code Section 110.1 and 111.4)

Interference with, or obstruction of, Fire Department operations at the scene of a fire or other emergency, or refusal to obey lawful commands of the chief or officer at such an emergency scene. (Seattle Fire Code Section 104.11)

When a bench warrant has been issued by the court for a person's arrest in connection with a Fire Code charge.

In the event an arrest becomes necessary for any of the reasons specified above, the Company Officer will:

- Contact the Fire Marshal or Assistant Fire Marshal to obtain approval for ordering the arrest. If the Fire Marshal or Assistant Fire Marshall can not be reached, contact the Staff Duty Officer. It is important that the Company Officer be specific in identification of the person to be arrested, the specific reason(s) for requesting arrest (the charges to be brought under the Fire Code), and the facts on which the request for arrest is based. Arrest is not to be made without prior approval of the Fire Marshal, Assistant Fire Marshal or Staff Duty Officer (only when the Fire Marshal or Assistant Fire Marshal cannot be reached).

- Request Police assistance to physically arrest the violator and transport the subject to the municipal detention facility on suspicion of violation of the Seattle Fire Code.

Only the police may physically arrest a person for a fire code violation. Violation of the Seattle Fire Code is a gross misdemeanor. The Police Officer making the arrest must sign as the "Arresting Officer." The Company Officer requesting the arrest is to provide a complete written statement to the Arresting Officer, specifically identifying the person to be arrested, the specific Fire Code Sections violated (also, reference Seattle Municipal Code Chapter 22.600.020, Seattle Fire Code 109.3.1 - Alternative Criminal Penalty), and the facts on which the request for arrest is based. The Company Officer must request a copy of the Police Incident Report. The Company Officer will then submit a copy of the Police Incident report and the company Officer's written statement to the Fire Marshal with a copy to the FMO Compliance Officer as soon as practical.

SHUTTING DOWN OPERATIONS/ EVACUATING PREMISES, EMERGENCY ORDERS

When a Company Officer encounters operations, activities, or premises that present a serious and immediate threat to fire and life safety on the premises and/or neighboring property, the Company Officer is authorized to order the responsible party and occupants to stop the operation or activity, or to evacuate the dangerous premises. The Company Officer must weigh the seriousness and immediacy of the threat to fire and life safety against the hardship to the responsible party and occupants that an emergency order will cause. Seattle Fire Code 110.1

When issuing such an emergency order, the Company Officer must immediately place the company out of service and call for the Battalion Chief and any other necessary support.

Note –	The Fire Marshal must be notified of such an emergency order as soon as possible. If the responsible party or occupants refuse to cooperate with the Company Officer's emergency order, or if large numbers of people are present, police assistance must be requested immediately to secure control of the premises. The Battalion Chief must respond to the Company Officer's call as soon as possible. The Battalion Chief must assess the seriousness and immediacy of the fire and life safety hazard with the Company Officer. If the situation justifies emergency revocation of a permit, the Battalion Chief must issue an emergency order revoking the permit in accordance with the instructions on "Revoking Permits" found in the "Permits" chapter.

If the responsible party or occupants refuse to cooperate with the Company Officer's or Battalion Chief's emergency orders to stop an operation or evacuate premises, police assistance must be immediately requested. The need to arrest specific persons refusing to cooperate must be assessed with the responding police officer, who must be the arresting officer in accordance with the previous instructions on “Arrest”. The charge is “Failure to obey a lawful order of the Fire Chief,” a gross misdemeanor under Seattle Municipal Code Chapter 22.600.020.

PERMITS (SPECIAL HAZARDS AND SPECIAL EVENTS)

It is the policy of the Fire Department to enforce the permit requirements of the Seattle Fire Code. A permit is issued to control activities where there is a fire or life safety concern. The Operations Division Inspector must identify the need for permits as required in the Seattle Fire Code.

Applicants must be informed that the process(es) and activities must conform to applicable portions of the Seattle Fire Code, and that the permit application is to be sent to the FMO along with the appropriate permit fee (indicated on the application).

It is the policy of the City of Seattle to recover reasonable costs of permit inspection, permit issuance and permit renewals through permit fees. Permit fees must be prescribed by Ordinance. Application for permit renewal must be made on or before the date the permit expires.

SCOPE

Permits will be categorized into two different inspection levels based upon the degree of the hazard and/or complexity; Level I and Level II. Permit conditions must conform to the Seattle Fire Code, including provisions for alternate materials and methods.

Each individual permit must be issued to one responsible party.

INSPECTION CRITERIA

The following procedures should be followed for issuance of permits required by the Fire Code:

(Special Event permits are not specified in the Fire Code)

LEVEL I

The Operations Division is responsible for conducting the Level I Permit inspections.

Level I permits have standard permit conditions which must be satisfied prior to approval of the permit application.

Level I Permit codes and conditions are identified in the Level I Inspection Binder.

When appropriate for a specific permit, Company Officers may list additions to the standard permit conditions by noting the additional permit condition to be required on a Notice of Violation.

Level II Other operations requiring a permit are considered Level II.

Operations Division personnel have the responsibility for filling out appropriate portions of Level II permit applications (Form 800N-1) and leaving them with the responsible party for submittal to the FMO.

Operations inspectors will issue a NOV or F6A requiring a permit application be submitted to the FMO.

Fire Marshal's Office Inspectors will conduct inspections and establish permit conditions for all Level II permits.

Renewals The FMO is responsible for issuing permit renewals.

To check the status of a permit, go to www.seattle.gov. Under the Fire Prevention Section, select "permits," then "Check Status of a Permit," or call the Fire Marshal's Office at 386-1450 to verify Permit Application/ Renewal.

Enforcement

When permit conditions are satisfactory, the permit is not expired, and there is no exposure from other hazards in the building, no action will be taken.

When permit conditions are not satisfactory, and the situation creates no serious fire or life hazard, the process will be allowed to continue and a correctional notice (Form 6A or Notice of Violation) must be issued.

When the existing permit's conditions do not provide satisfactory fire and life safety protection, creating a serious fire or life hazard:

The occupant shall be ordered to immediately discontinue the process.

The Battalion Chief must be notified of the situation, and orders must be documented.

The Company Officer must issue a NOV or Form 6A to the occupant, outlining the corrections which must be made before the process may resume.

If stopping the operation creates a major hardship on the business, such as employee lay-off, contact the FMO and request immediate assistance.

The Battalion Chief, on determining the extent of the hazard may:

Revoke the permit (See "Revoking Permits") and advise the occupant to notify the FMO when the necessary corrections have been made.

Initiate criminal complaint procedures if the occupant fails to comply with the orders given.

Level I Permits Violations of Level I permit conditions must be handled with a NOV or Form 6A.

If violations can't be resolved at the company level, the Level I Permit Application must be forwarded to the FMO Compliance Section, together with the NOV or Form 6A and appropriate documentation.

LEVEL II PERMITS

Before issuing a specific Level II permit application, the inspecting Officer must identify the permit code number for the specific operation to be permitted, using the permit application code and fee list.

After the appropriate Level II permit application form has been filled out, issue an NOV to the responsible party to apply for the required permit.

This NOV should be given to the responsible party along with the Level II permit application.

EXPIRED PERMITS

When permit conditions are satisfactory and there is no exposure from other hazards in the building, issue a NOV to renew the permit.

When permit conditions are not satisfactory, and the situation creates no serious fire and life hazard, issue a NOV for both the deficient conditions and the renewal of the permit.

When permit conditions are not satisfactory and the process creates a serious fire or life hazard, proceed as outlined above.

NO PERMIT

When a process requiring a permit is discovered and the condition of the operation presents no serious fire and life hazard, write a correctional notice (Form 6A or NOV) for the responsible party to apply for a permit, and allow the operation to continue.

If the operation presents a hazard, issue a NOV to discontinue and proceed as outlined above.

PERMIT NO LONGER REQUIRED

When an occupant has discontinued a process that has required a permit, forward a Form 238B noting that the permit should be cancelled, with a brief explanation (e.g., "Equipment removed," "Out of business," etc.).

EMERGENCY REVOKING OF PERMITS

Permits should only be revoked in the field by Operations Division when:

- An emergency situation relating to the permit presents serious and imminent threats to fire and life safety and
- Failure to take immediate action may cause serious harm to persons or property on the subject or neighboring premises.

Only Assistant, Deputy or Battalion Chiefs may order the emergency revocation of a permit in the field, subject to review and approval by the Fire Marshal.

Company Officers may order the shutdown of operations or evacuation of premises in the event of a serious and imminent threat to fire and life safety, in accordance with the "Stopping Operations or Evacuating Premises—Emergency Orders in the Field" found in the chapter on "Compliance and Enforcement".

Where there is a serious and imminent hazard(s), and termination of operations or evacuation of premises will not create a more serious hazard, the Company Officer must immediately place the company out of service and call for the Battalion Chief and other necessary support.

If large numbers of people are present or the Company Officer encounters resistance from the responsible party or occupants, Police assistance in controlling the premises must be requested immediately.

The Battalion Chief must assess the hazard with the Company Officer and determine whether emergency revocation of the permit is required. The seriousness and imminence of the hazard must be weighed against the hardship to the responsible party or business (for example, employee layoffs).

Emergency revocation of a permit is authorized only when the serious and imminent hazard is caused by permit conditions that do not satisfactorily protect fire and life safety, or when the responsible party fails or refuses to comply with permit conditions and thereby creates a serious and imminent threat to fire and life safety.

NON-EMERGENCY REVOCATION OF PERMIT(S)

If serious emergency conditions do not exist, then the matter should be immediately referred to the FMO for consideration of a non-emergency revocation (where the responsible party is given notification of revocation at least 5 business days in advance).

If the permit is revoked by Operations, the Battalion Chief must document what specific permit conditions are at issue in the emergency order to revoke. Emergency permit revocations are documented on a Notice of Violation (provide a copy as soon as possible to the FMO by fax or hand-delivery). The responsible party must surrender their permit to the Battalion Chief (to be delivered to the FMO as soon as possible).

Note –	The responsible party MUST be advised of their right to appeal the emergency revocation, both verbally and in writing (on the NOV). The responsible party must submit a written request for appeal to the Fire Marshal (220 Third Ave. S., fax 386-1348) no later than 5:00 p.m. the next business day (Monday through Friday) following the emergency revocation of their permit. The hearing with the Fire Marshal must take place no later than one (1) business day following receipt of the written request for appeal.

If the responsible party or occupant refuses to cooperate with emergency orders to stop the hazardous operation, evacuate premises or surrender the permit, police assistance should be immediately requested. The responsible party or occupants may be subject to arrest for failure to obey a lawful order of the Fire Chief. In this event, the need for arrest should be evaluated and approval obtained from the Fire Marshal, in accordance with “Arrest” found in the chapter on “Compliance and

Enforcement”. The responding police officer is the arresting officer, and the charge is “Failure to obey a lawful order of the Fire Chief,” a gross misdemeanor under Seattle Municipal Code Chapter 22.600.040.

REPORTING

When a valid permit is near expiration (within 30 days), give the occupant a verbal reminder.

For questions about additional permit conditions, or the application of standard permit conditions to a particular situation, the Company Officer or responsible party should call the FMO at 206-386-1450.

The Fire Marshal’s Office must be notified immediately by electronic mail or page any time that a permit is revoked.

COMPLAINTS

The Operations Division has the primary responsibility for the investigation of citizens' complaints, correction of hazards, and reporting.

TIME AND FREQUENCY OF INSPECTIONS

Complaints received by the Operations Division must be inspected as soon as possible.

Complaints received by the Fire Marshal's Office must be logged and routed to the Operations Division for investigation.

INSPECTION CRITERIA

Complaints must be investigated for determination of validity.

If the Inspector has reasonable cause to believe that there are other hazards or Fire Code violations in existence on the premises, a complete inspection should be instituted.

If investigation of the complaint reveals that the problem falls within the responsibility of another agency, the information must be documented and forwarded to the FMO for review and routing.

Before inspecting complaints review the Occupancy Data Folder Form 229 for any past history of complaints and related inspections, including NOV's or Form 6As.

ENFORCEMENT

Complaints received from the public must be recorded on a Form 208.

The results of complaint investigations must be documented on a Form 208.

The completed Form 208 and any attachments must be forwarded to the FMO.

Hazards and Fire Code violations found on the premises must be documented on a Notice of Violation or Form 6A, as per the Regular Inspection Program.

REPORTING

If the complainant has requested contact by an Inspector, a reasonable attempt should be made to provide the complainant with the results of the inspection, consistent with the Public Disclosure Law (RCW 42.17), as follows:

- If the complaint was not valid, a reasonable explanation may be given as to why it was not valid.
- If the complaint is valid, the complainant will be informed that the Fire Department has inspected the premises and that procedures are being initiated to correct any violations found.

Details about specific violations should not be communicated to complainants until the violations are resolved. RCW 42.17.310(d) exempts from public disclosure specific intelligence information and specific investigative records compiled by investigative and law enforcement agencies, the nondisclosure of which is essential to effective law enforcement or for the protection of any person's right to privacy. If the complainant is not satisfied with the information provided, the person should be advised to address a letter to the Fire Chief.

INSPECTION RECORDS SYSTEM

Company Inspection Record Files will be maintained in the Inspection/Pre-Incident Plan Database (IPD) and other standard file units provided for that purpose.

Occupancy Data File Folders (Form 229) and Occupancy Data Cards that exist prior to the implementation and use of the IPD system will be retained by the stations as long as the building continues to exist.

Hard copy inspection records regarding buildings that are demolished or otherwise removed must be gathered and sent to the Fire Marshal's Office, where they will be archived.

When stations update the IPD records indicating that the occupancy or inspection record should be deleted the record will be archived by the MIS Division. When companies delete an occupancy or inspection record a reason must be recorded in the IPD.

MULTI-OCCUPANCY BUILDINGS

Occupancies in multi-occupancy buildings must be individually inspected and separate Occupancy Files maintained as required below.

Prepare a separate inspection report and maintain a separate occupancy record for the basic building.

Include occupancies other than principal occupancy subdivisions with the basic building inspection record. Separate occupancy records will be maintained for each multiple occupancy building in the IPD.

Prepare separate inspection reports and maintain separate occupancy records for principal occupancy subdivisions, including:

- Any occupancy that requires a Fire Department Permit.
- Any occupancy containing a separate fixed fire protection system (e.g., CO2, Halon, rangehood, sprinkler, etc.).
- Any occupancy containing a required fire alarm system or a sub-system of a required fire alarm system.
- Any occupancy over 3,000 sq. ft. gross floor area with a fuel load higher than the normal office fuel load (e.g., retail, wholesale establishments).
- Any occupancy identified by prior direction from the Chief for separate inspection.
- Where the judgment of the inspecting officer indicates a separate inspection is necessary.
- Store front occupancies which are individually addressed off the street.

Occupancies that do not meet the above criteria do not need a separate occupancy file and should be included on a master building tenant list which is kept in the Basic Building File.

REGULAR INSPECTION PROGRAM/BLOCK SYSTEM

An Inspection District Map, indicating blocks by number, will be used as an index to the system. In using this Block System, inspection files must be maintained in consecutive order, by address, commencing with the northeast corner of the northwest block, then working clockwise continuously around the block and back to the place of beginning.

INSPECTION PROJECTIONS

Company Captains must prepare a projected monthly progress report for their station inspection district for the current inspection year.

Company projections must be reviewed and approved by the Supervising Battalion Chief.

INSPECTION PROGRESS REPORTING

The Supervising Battalion Chief must review monthly inspection progress reports accessible from the Department's internal website (InWeb) or from the IPD and take action as necessary.

INSPECTION FILE INDEX

The IPD allows companies to produce the Inspection File Index which is a list of special occupancies. Special occupancies include the following:

- Apartments/Transient Accommodations.
- Hospitals/Nursing Homes.
- Assembly occupancies
- Holiday Season Inspections.
- School Inspections.
- LC occupancies.
- High-rise buildings (over 75′ in height).
- Other lists of occupancies as needed.
- Post Earthquake Life Hazard Inspection List.

Any occupancies that a company needs to identify as a special occupancy will use the IPD to make the designation (This replaces the pervious hard copy inspection File Index).

Company captains must ensure that the special occupancy designations in the IPD are updated before the start of each year to ensure that the designations are accurate. A report will be accessible on the InWeb and in the IPD that will allow company officers to generate a list of special occupancy inspections.

USE OF FORMS

Seattle Fire Department members conducting fire prevention inspections are responsible for ensuring that Fire Code violations, corrections and notifications to responsible parties and City agencies on Fire Department forms are accurate and cite the appropriate codes.

The Fire Marshal's Office is responsible for verifying the Fire code references for violations and corrections reported as a result of fire prevention inspections.

Seattle Fire Department forms and records in the IPD must be used to document and report Fire code violations and required corrections disclosed by fire prevention inspections.

APPLICATIONS FOR LEVEL II PERMITS

Applications for Level II Permits are used to apply for Level II Special Hazards permits as listed in the Level I Inspection Binder.

COMPLETION INSTRUCTIONS

Before distributing a Level II permit application form, the Operations Division Inspector must identify the permit code number for the specific operation to be permitted, using the Permit Codes and Fees Sheet in the Level I Inspection Binder.

Many of the Level II permits have a permit application form that is specific to the permit code. You can determine if there is a specific Level II application form available by viewing the online directory at O:/PERMITS/Annual Apps/Annual Level II. If a specific application form is not available use the Level II blank permit application found in the same online directory.

If the Level II blank permit application form is being used the Operations Division Inspector should check the appropriate box to indicate whether the permit fee is a flat fee or worksheet fee and enter the appropriate flat fee next to the flat fee box. Flat fees can be found on the Permit Codes and Fees Sheet in the Level I Inspection Binder.

The Operations Division Inspector should complete the following portions of the permit application form:

FEE:	Check Flat Fee or Worksheet Fee. Enter the fee from the Permit Codes and Fees Sheet for flat fee permits.
CODE NO.	Enter the permit code number from the Permit Codes and Fees Sheet.
TITLE:	Enter the permit title from the permit title from the Permit Codes and Fees Sheet

The applicant should complete these portions of the application:

Firm name:	Enter the name of occupancy or business applying for the permit.
Mailing address:	Enter the mailing address of occupancy or business applying for the permit, including city, state, and zip code in appropriate space.
Operation address:	Enter the address where the operation being permitted will be conducted.
Phone number:	Enter the phone number, including area code, of the contact person.
Contact person:	Enter the name of the contact person/responsible party.

Reason for submitting this application at this time:	Check the appropriate box. New operation address. New construction. Previous permit expired at this operation address. New process/Installation. Other reason.
Miscellaneous	Enter any other specific information requested.

The Fire Marshal's Office Inspector will complete the sections labeled "TO BE COMPLETED BY THE FMO INSPECTOR." Approved by:

SFD ID#:

Date:

Station #:

Cancel with full refund:

Cancel, no refund:

Initials:

Intake	Station No. Occ. No. Expiration date with existing permits Receipt No. Check No.
Application	Issued-Permit No. Canceled without refund- Moved No longer needs Out of business Cancel with refund Rq File ID#
FMO Inspection	Permit conditions: Approved Not approved By (Inspector) Date

PROCESSING

After the appropriate Level II permit application form has been filled out, issue an NOV to the responsible party to apply for the required permit.

This NOV should be given to the responsible party along with the Level II permit application.

The NOV item requiring permit application can be signed off as soon as the FMO has received the application, and the fee has been paid.

The status of the application can be checked on the Seattle Fire Department web page or by calling the permit desk at the FMO at 206-386-1331.

COMPLAINT (FORM 208)

Form 208 is used for the receipt of complaints, of any nature, from the public. The Fire Department must directly investigate these complaints Department, or forwarded to the proper city department for resolution.

COMPLETION INSTRUCTIONS

By the receiver of the complaint:

No.___	Consecutive numbers assigned beginning January 1 each year, and logged into the Complaint Log Book kept by the FMO.
Date Received	Date the complaint was actually received.
Received by	Name of the person taking the complaint.
To	The appropriate Fire Company, Battalion, City Department, or other agency with the responsibility and authority to resolve the complaint (this is assigned by the FMO, unless inspected by the receiver).
RE	Street address and type of occupancy against which the complaint is lodged.
Nature of Complaint	As stated by the complainant. This may be accurately paraphrased if needed for explanatory purposes.
*Complainant	Name of the person making the complaint.
*Phone	If given.
Contact:	Check appropriately box.

*Complainant does not legally have to supply this information, if they wish to remain anonymous.

To be completed by the person inspecting the complaint

Insp. by:	Inspector's title, initials, last name, and c/p/o
Date:	Date of inspection.
RESULTS	Check the appropriate box(es) and attach a Form 6A, or indicate the serial number of the N of V, if issued.
Remarks:	If “NOT VALID” is checked, use this space to indicate why the complaint was not valid.

PROCESSING

The Form 208 can be found on the “O” drive under O:\dept\forms\form208.doc. For complaints received at the Company level, forward one hard copy to the FMO and file a second hard copy in the Occupancy Data File. If the complaint is received from the FMO, make a copy of the Form 208 to file and forward the original to the FMO when completed.

When no Occupancy Data file exists, e.g., a private residence, establish a separate file folder at the end of the inspection folders in the file cabinet. Also, a new occupancy must be created in the IPD. NOTE: Whenever a new occupancy is created in the IPD the information must go through the Quality Assurance Update (QUAD) process before the data is accessible for further processing. In other words, members will not be able to enter pre-fire information, update inspection data, etc., until the QUAD process is completed.

Complaints of this nature will be in this single folder.

FIELD INSPECTOR'S NOTES (FORM 6B)

The Form 6B is used for making notes during inspections to assist the Inspector in preparing subsequent hazard notification to the responsible party. It can also be used as additional pages for a Form 6A.

COMPLETION INSTRUCTIONS

The form is completed as follows:

Address	The street address of the occupancy being inspected.
Occupancy	Name of occupancy (or, if no name, type of occupancy, e.g., Restaurant, Warehouse, Apartment House, etc.).
Date	Enter the date of the inspection.
Inspector	Rank, initials, and last name of the person making the inspection.

C/P/O	Enter the Company, Platoon, and Work Number of the Inspector's permanent assignment.
Item No	In this column, enter sequential numbers enumerating separate hazard items (on the same horizontal line on which the hazard wording begins). Note: Where the same violation appears in more than one location, a letter under the main paragraph (not in the "Item No." column) may designate each location. EXAMPLE: 1. Provide a second bulb in the illuminated exit sign(s) as follows: a. 1st Floor, south exit. b. 3rd Floor, east exit. c. 8th Floor, south exit.
Standard Hazard	In this column, enter the Standard Hazard Item designation if applicable.
Notes	Use this space to amplify or identify instructions or locations of hazards and/or violations (also note those items which should be researched upon return to quarters). When used as additional page(s) to a Form 6A, see the Form 6A instructions.

FILE INDEX LIST (FORM 231)

Hard copy File Index Lists (Form 231) are no longer required. The File Index List is an electronic report accessible from the Department's InWeb or IPD. The IPD or InWeb report will contain a list of special occupancy types, ordered by index number, address, and occupancy name. The following occupancy categories will be included in the electronic list:

- Apartments/Transient Accommodations.
- Hospitals/Nursing Homes.
- Assembly occupancies.
- Holiday Inspections.
- School Inspections.
- LC occupancies.
- High-rise buildings (over 75′ in height).
- Other occupancies types/inspections as necessary.
- Post Earthquake Life Hazard Inspection List (to be listed in order of the inspection route) This document should be updated as necessary and a

a hard copy maintained in the front of the station files. Note that the earthquake inspection list is also to be maintained on all apparatus assigned to the station, the BC office, as well as the adjacent station(s).

The IPD or InWeb report must be reviewed annually by the Station Captain at the end of the inspection year to ensure the IPD information is accurate.

HOLIDAY SEASON INSPECTION CHECKLIST (FORM 401)

The Holiday Season Inspection Checklist is an optional form used to schedule and record the results of Holiday Season Inspections. Mark the boxes with an "ok or the NOV or F6A number for reference. This form may be discarded at the end of the holiday season inspection period.

HYDRANT INSPECTION APPLICATION (LOCATED IN IPD)

When a City-owned hydrant is found to have defects requiring repair, but the hydrant is operable, defects must be entered in the Hydrant Inspection Application in the IPD.

Review the instructions on the SFD InWeb for entering the hydrant information.

The Hydrant Inspection Application will display repairs to and status of defective and out of service hydrants.

Company Officers shall do a quarterly audit of the defective and out of service hydrants in the Hydrant Inspection Application to verify the status of hydrants.

SPU will no longer process Form 213's. Companies are required to maintain the existing hydrant cards through July 2011.

INSPECTOR'S FIRE HAZARD REPORT (FORM 6A)

The Form 6A is used as a means to draft a notification letter to the owner or occupant, regarding City Ordinance violations located within the occupancy.

The Form 6A is used for all fire code violations that should not be reported on a F313 Notice of Violation. These include instances in which:

- Correction of violations will require obtaining a building or electrical permit.
- Installation or modification of a fire protection system is required.
- A major cost or expenditure will be incurred to correct the violation.
- The violation cannot be resolved within the normal reinspection time period allowed for a Notice of Violation.

The Form 6A is also used as a means of communicating special information to the FMO, or to request special inspection assistance or enforcement procedures regarding a particular occupancy.

COMPLETION INSTRUCTIONS

The Form 6A must be legibly completed in ink or typewritten, filling in applicable spaces as follows:

Type of Inspection	Enter one of the following that may abbreviated as shown: Regular - (Reg.) Reinspection - (Reinsp.) Complaint - (Comp.) Result of Alarm - (Alarm) Other - (Write in the special inspection program)
Inspector Title	(If any), initials and last name of the person performing the inspection.
C/P/O	Enter the regular assignment of the inspector (not changed by temporary detail to a different assignment).
Date	The date the inspection was completed.
Serial No.	The next number in sequence from the Form 106 "Company Record of Form 6A/ N of V Serial Numbers."
Area	Platoon area number as defined in the "File Index."
Index No.	Occupancy File Number from the upper right corner of the Form 229 (Occupancy Data File Folder).
Date & Time	Use only if hazards found as a result of an alarm or fire.
Address	Street address of the inspected occupancy; including floor, room number, pier, etc. if appropriate (e.g., 425 Pine Street-Room #702) Standard abbreviations such as "Ave.", "St.", "NW", "SE", etc. may be used.
Occupancy	Full name of the occupancy (e.g., Garfield High School). No abbreviations in occupancy name.

Send Letter To	Line out all except the appropriate title, or insert correct title (Responsible Party Mr., Miss, Ms., Mrs.) Enter full and correct name or person responsible correction of the Fire Code violation. If there is any question as to the responsible party, send to Owner/Agent, with a carbon copy to the occupant.
Title	Full and correct title of the designated recipient of letter.
Work Phone	Regular business phone of designated recipient.
Address	Complete address of above, including Zip Code.
CC: Yes No	Circle the correct answer.
Mr., Miss, Ms., Mrs.	Line out all except the appropriate title, or insert correct title. Enter full and correct name of the carbon copy recipient.
Title	Full and correct title of the carbon copy recipient.
Work Phone	Regular business phone of the carbon copy recipient.
CC to Building Dept.	This space to be used in forwarding copies of correspondence to proper Section of the Department of Design, Construction and Land Use.
Occupancy Class	1997 Seattle Building Code "Occupancy Classification"
Certificate of Occupancy Posted?	Answer "Yes" or "No" (applicable only to occupancies constructed or changed after 1956).
No. of Units	Number of apartments or guest rooms.
Occupant Load	Posted occupant load of public assembly.
Year Constructed	Enter the year the building was constructed.
Type of Construction	Current Seattle Building Code
No. of Stories	Self-explanatory (per DPD).
Cellar/Basement	Check the appropriate term (refer to Building Code definitions).
Automatic Sprinklers	Check the appropriate terms. (If the building is not sprinklered, enter N/A.)

Other Fire Extinguishing Systems	List systems other than automatic sprinklers and portable fire extinguishers (e.g. "CO2 in Press Room," "Halon in Computer Room," etc.
Special Information	This space may be used to relay any special information and/or notes to the FMO, or amplifying comments regarding hazard items. **Note:** Notes to FMO if space is not adequate, indicate that there is a note to FMO elsewhere on the Form, or attached thereto.
Item No.	In this vertical column, enumerate each Fire Code violation/correction. These numbers must be entered on the same horizontal line on which the hazard wording begins. Where the same violation or hazard appears in more than one location, designate each location by a letter under the main paragraph (not in the "Item No." column.). EXAMPLE: Remove and properly dispose of the accumulation of combustible debris located: In the workshop At the entrance to the spray booth (2006 SFC1504.3.2.5). (Be sure to include the code date, the code and the code site.)
Designation	In this vertical column, enter the Standard Hazard Item designation. **Note--** Use Standard Hazards whenever possible...it is easier for you and the typist; BUT if the hazard does not exactly fit the situation in question, do not use it.

Instructions For Elimination of Fire Hazard	On the same horizontal line as the number, enter Item Number and/or Designation Hazards Items that do not fall within the Standard Hazard category must be written out in their entirety, and by necessity, will be variable in their nature and wording. Immediately following the item, the Section number from the Fire or Building Code that applies to the item will be listed for reference. Standard Hazard Items may be used as an example of properly written items...these are a good working basis for proper wording of variable items that are not related exactly to one of the standardized examples. Qualifying Words/Sentences -To give the location(s) of hazards, in conjunction with Standard Hazard Items and variable items. Use so that the hazard item and qualifying words/sentences form complete sentences. Do not omit words such as "at," "in," "on," "the," etc. Multiple Locations -- When the same violation or hazard appears in more than one location identify each location on separate lines, by letter ("a", "b", "c", etc.) under the main paragraph. Permit Items -- The Permit Code Number and Permit Title must be used in conjunction with Standard Hazard Items regarding permits. If more than one permit is required, list each on a separate line, under alphabetical sub-items. To expedite reinspection and assist owners in locating the hazards listed, statements may be grouped by types of violations, or, in the case of large occupancies, by areas, numbered floors, etc.

EXAMPLE

RE: 4th Floor

223: At the Southeast stairway.

304: The extinguisher at the Northeast end of the main hallway.

185: At the Northwest end of the main hallway.

RE: 3rd Floor

343: The northeast stairway door.

The northwest stairway door.

The central stairway door.

223: At the central stairway.

RE: Basement

309: In the northwest storage room.

PROCESSING

The Form 6A must be completed in duplicate and must be reviewed and signed by the Company Captain (or the Acting Captain in their absence) for legibility and correctness.

If additional pages are required, use the Form 6B for this purpose. On the Form 6A under "Special Instructions/Notes to FMO" write "Page 1 of 2", "Page 1 of 3", etc. Immediately below "Notes" on the Form 6B write "Page 2 of 3", "Page 3 of 3", etc.

The original copy must be forwarded to the Fire Marshal's Office.

The second copy should be maintained in the occupancy's Occupancy Data File Folder. Information from the Form 6A must be entered into the IPD according to the instructions contained in the IPD Training and Reference Guide.

NOTICE OF VIOLATION (FORM 313)

The Notice of Violation (commonly referred to as the "NOV") is a means of immediate notification to an owner or occupant of City Ordinance violations located within the occupancy.

The Notice of Violation may be used for any code violation or requirement as outlined on the reverse side of the form 313, or other violations that:

- Do not require a building or electrical permit.
- Do not involve the installation or modification of a fire protection system (except for minor items such as providing frangible covers, identification signs, etc.)
- Does not involve a major cost expenditure.
- Can be resolved in a relatively short time, not to exceed 15 business days.

COMPLETION INSTRUCTIONS

The White copy of the Notice of Violation contains:

- Information regarding violations of the Seattle Fire Code.
- The reinspection process.
- Fees for additional reinspections.
- Penalties for violations of the Seattle Fire Code.

Organize the items and clearly state the location of each item on the premises to help the responsible party and the person conducting the reinspection understand the violation and locate where it is.

The Notice of Violation is to be legibly completed in ink or typewritten, filling in applicable spaces as follows:

Battalion	The number of the Battalion in which the occupancy is located.
Occupancy Card No.	The block and occupancy number of the occupancy, as listed on the Occupancy Data File Folder.
Serial No.	After the Notice of Violation is written (upon return to quarters), a serial number, obtained from the Form 106, must be entered.
Address	The complete street address of the occupancy where the violation(s) were discovered.
Occupancy	The name of the business (or, if the business has no name, the type of business, e.g., warehouse, restaurant, apartment, etc.).
Responsible Party	The name of the person responsible for correction of the violations (owner, lessee, manager, etc.).
Phone No.	The phone number of the responsible party.
Occ. Class	The Occupancy Class letter and numeral designation as found in the 1997 Seattle Building Code.
Mailing Address	The complete business mailing address for the responsible party including the street address and suite or apartment number, City, State and Zip Code.
Fax	The Fax number of the responsible party.
Insp. Type	The type of inspection conducted.
Inspector	The rank, initials and last name of the person making the inspection.
C/P/O	The Company/Platoon/Work Number of the person making the inspection.
Date	The date on which the inspection was made.
Time	The time the inspection was made, to the nearest half-hour in 24-hour time designations.
Item No	In this vertical column, enter numbers from 1 upward, enumerating separate hazard items. These numbers must be entered on the same horizontal line on which the hazard wording begins. Letters under the main paragraph (not in the "Item No." column) will designate where the same violation or hazard appears in more than one location, each location.

Code	Enter the code number to identify the applicable violation. When other than Standard Items are used "XXX" is placed in the CODE column.
Corrections Required	Complete the code sentence as to "where" or "what." Be as brief and precise as possible. (If "what" or "where" do not apply, leave this area blank.) When "XXX" is used, the instruction must be written out in its entirety, followed by the code year, and Seattle Fire Code reference, which requires the correction. Correction notices received by the FMO without the specific Seattle Fire Code references will be returned to the originator for completion prior to processing. Please contact the FMO if you have questions about the appropriate Seattle Fire Code reference. If space is not adequate to list all violations, attach additional Form 313's as necessary. Under "Correction Required" indicate "Page 1 of 2," "Page 2 of 2," etc. to indicate the total number of pages used.
Date For Reinspection	Enter the date upon which the corrections are to be completed (not to exceed 15 working days).
C/P/O - Date Ok	Enter C/P/O in top of half of the cell and enter the date correction inspected in the bottom half.
Date Mailed/ Faxed/ Hand Delivered	Write the name of the responsible person in the appropriate space and indicate the date and whether the Form 313 was mailed, faxed or hand delivered.
Signature	The signature of the responsible party, if the Form 313 is hand delivered (not mandatory this be obtained).
Station Phone No	Enter the business phone number of the Station with responsibility for inspection of this occupancy.

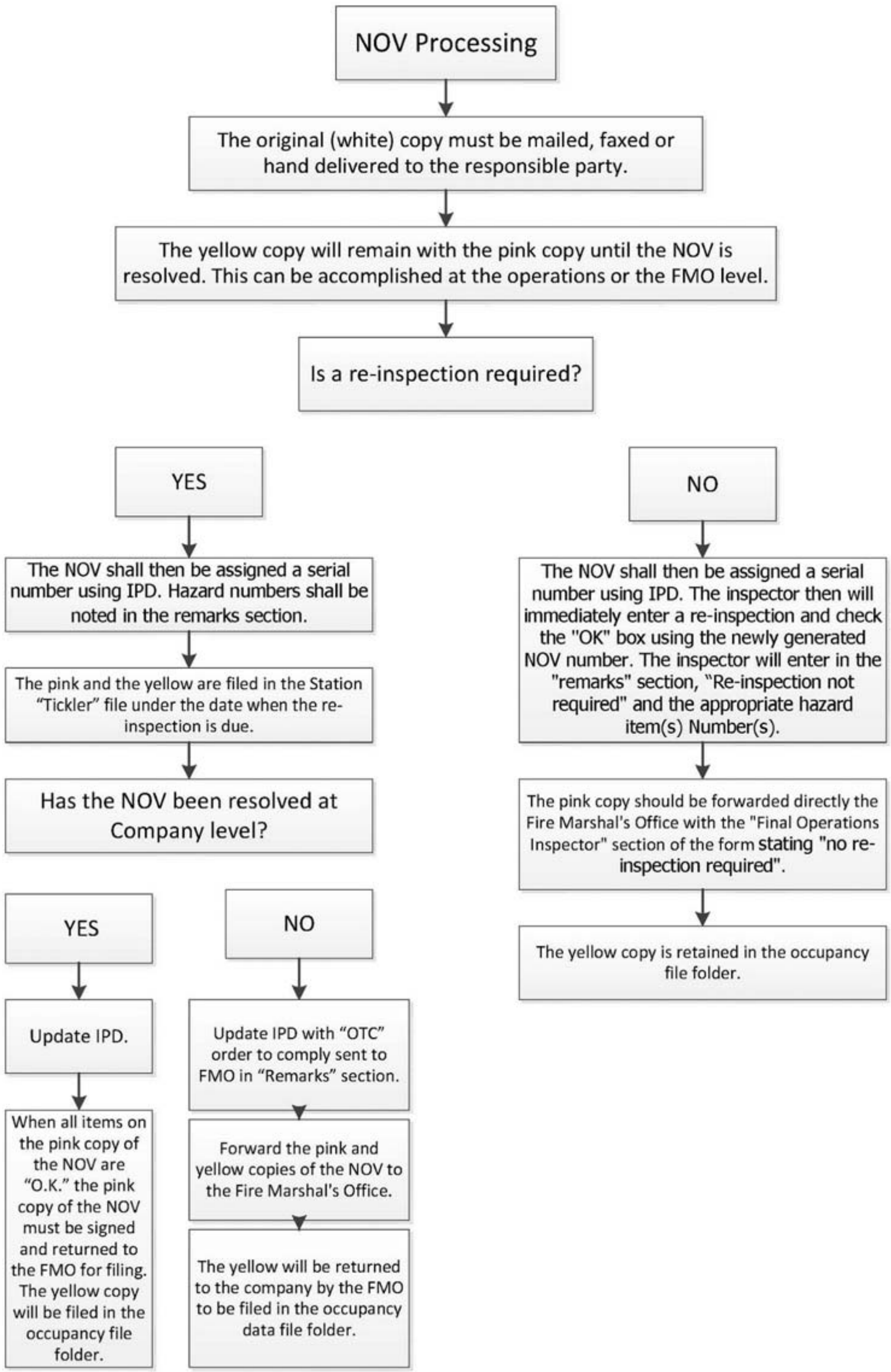
Violations should be researched to ensure their validity, prior to being entered. In the event, an item on a Notice of Violation is discovered not to be valid, the Company Officer will:

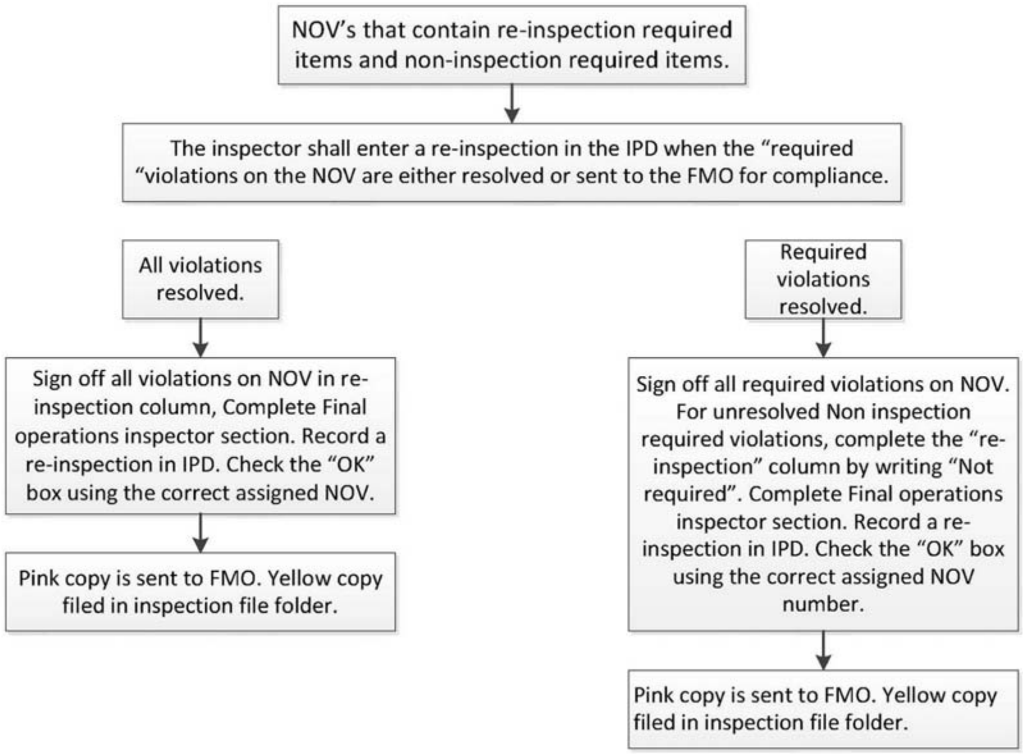
- Notify the responsible party at once.
- Write "N/A" in the "Date OK" part of the "REINSP" column, and initial.

The Pink and Yellow copies of the Notice of Violation are to be completed as follows:

REINSP	During the reinspection, enter the C/P/O (Company/Platoon/Work Number) of the inspector approving the correction of the item/s and the date each item/s was found corrected.
Name of Person Contacted	Enter the name of the person contacted by phone or in person regarding the violations (preferably the responsible party.)
Title	The title of the person contacted.
Will Comply?	Enter "Yes" or "No".
By Date	Enter the agreed-upon date the person contacted contemplates correction of the hazard(s).
Items Not Corrected	List the item numbers of the violations that have not been corrected.
Remarks	Document progress toward compliance; agreements made with the occupant; and other pertinent information.
Inspector	Rank, initials, and last name of the person making the contact or reinspection.
C/P/O	Company/Platoon/Work Number of the inspector's regular assignment.
Date	Date reinspection is conducted.
Final Operations Inspector	Check the appropriate box and enter rank, initials, and last name of the person making the final reinspection.
C/P/O	Company/Platoon/Work Number of the inspector's regular assignment.
Date	Enter the date the final reinspection was conducted.
Time	Enter the time at which the final reinspection was conducted. Use 24 hour time designations (0930, 2245, etc.).

PROCESSING


NOV Processing
The original (white) copy must be mailed, faxed or hand delivered to the responsible party.
The yellow copy will remain with the pink copy until the NOV is resolved. This can be accomplished at the operations or the FMO level.
Is a re-inspection required?
YES
The NOV shall then be assigned a serial number using IPD. Hazard numbers shall be noted in the remarks section.
The pink and the yellow are filed in the Station "Tickler" file under the date when the re-inspection is due.
Has the NOV been resolved at Company level?
YES
Update IPD.
When all items on the pink copy of the NOV are "O.K." the pink copy of the NOV must be signed and returned to the FMO for filing. The yellow copy will be filed in the occupancy file folder.
NO
Update IPD with "OTC" order to comply sent to FMO in "Remarks" section.
Forward the pink and yellow copies of the NOV to the Fire Marshal's Office.
The yellow will be returned to the company by the FMO to be filed in the occupancy data file folder.
NO
The NOV shall then be assigned a serial number using IPD. The inspector then will immediately enter a re-inspection and check the "OK" box using the newly generated NOV number. The inspector will enter in the "remarks" section, "Re-inspection not required" and the appropriate hazard item(s) Number(s).
The pink copy should be forwarded directly the Fire Marshal's Office with the "Final Operations Inspector" section of the form stating "no re-inspection required".
The yellow copy is retained in the occupancy file folder.



OCCUPANCY DATA FILE FOLDER (FORM 229)

Used for maintaining hard copy inspection, historical documents, and other information not available in the IPD or electronic data source in the Department.

COMPLETION INSTRUCTIONS

The IPD allows information and inspection records concerning an occupancy to be maintained for each station. The occupancy information section and inspection records section of the IPD must be completed according to the instructions in the IPD Training and Reference Guide.

The Occupancy Card No. and Occupancy Name information section of the Occupancy Data File Folder must be completed using a soft lead pencil. The Address section of the folder must be completed in ink.

If an address changes, a new folder must be created and all material from the previous folder transferred to the new folder.

PROCESSING

The following material and any other pertinent data must be maintained in the folder:

- Form 6A and N of V copies
- Permit copies
- Code Alternates

Historical material and any other pertinent data not accessible in electronic form (from the IPD or other source) must be maintained in the folder. This will include:

- Form 229B - Occupancy Data File Folder Continuation.
- Form 229C - Occupancy Tenant File Listing.
- Occupancy Data Card.
- Copy of certificate of occupancy (when available).

OCCUPANCY FILE TENANT LISTING (FORMERLY FORM 229C)

When inspecting a multi-occupancy building, a separate IPD occupancy record is required for the principal occupancy as well as major sub-divisions (see Regular Inspections/Multi-Occupancy Buildings).

Included in the principal IPD occupancy record must be an occupancy file tenant listing. Separate sub-occupancies of the principal occupancy must be entered into the IPD according to the IPD Training and Reference Guide.

OCCUPANCY CLASSIFICATION (FORM 229D)

The inspection schedule for each occupancy is maintained in the IPD based on hazard classification.

COMPLETION INSTRUCTIONS

Inspection scheduling will follow the process described in the IPD Training and Reference Guide.

PERMIT CANCELLATION NOTICE (FORM 238B)

Used as a means to inform the Fire Marshal's Office Permit Desk that a particular permit is no longer required.

COMPLETION INSTRUCTIONS

Occ. Data #	Enter the Occupancy File number (from upper right corner of the Form 229 - Occupancy File Folder).
Battalion	Enter the number of the Battalion in which the occupancy exists.
Date	Enter the date of inspection that resulted in permit cancellation.
Mailing Address	The complete mailing address of the permit holder including the city, state and zip code.
Operation Address	Street address for which the permit is issued.

Name	Enter name of occupancy or individual to which the permit(s) had been issued.
Permit #	Enter the permit number of the permit(s) to be cancelled.
Code	Enter the code reference(s) of the permit(s) to be cancelled (per permit fee schedule.
Title	Enter the title of the activity for which the permit(s) had been issued (per the permit fee schedule).
Reason for Cancellation	Include a brief explanation for cancellation, e.g., “out of business,” “process no longer conducted,” “moved to different location,” etc.
Inspector	Title (if any), initials, and last name of the person performing the permit cancellation inspection.
C/P/O	The Company, Platoon and Work Number of the Inspector.

PROCESSING

The Permit Cancellation Notice is to be completed in duplicate.

Forward the original to the Fire Marshal's Office Permit Desk for permit cancellation.

- FAX (206) 386-1348

Retain the copy attached to the Company's copy of the permit(s) in the Occupancy Data File Folder for future reference.

Update the Occupancy Data File Folder and Occupancy Data Card, as necessary.

REINSPECTION HISTORY (FORM 305)

This form is used to properly record and document actions and/or agreements made on each reinspection of a Form 6A letter or Notice of Violation.

Note –	In cases where legal action is recommended due to non-compliance, such documentation becomes critical to preparation and presentation of court case(s).

The form must be completed in the presence of the responsible party (if possible), to insure total agreement as to the course of action discussed.

Serial #	The three-segment number which includes: The station number The sequential Form 106 number The occupancy data number e.g., 6-402; 80-3.
Name of Person Contacted	Preferably, the responsible party.
Title	The title of the person contacted.
Will Comply	Enter “Yes” or “No”.
By (Date)	Enter the agreed-upon date the person contacted contemplates correction of the hazard(s).
Items not Corrected	The item number(s) on the Form 6A, or the hazard “code” numbers on the Notice of Violation.
Remarks	Document progress toward compliance; agreements made with the occupant; and/or Inspector’s observation of the occupant’s attitude toward compliance.
Inspector	Rank, initials, and last name of the person making the reinspection.
C/P/O	Company/Platoon/Work number of the Inspector’s regularly assignment.
Date	Enter the date on which the reinspection was conducted.
Pending Date	Date of the next scheduled reinspection.

PROCESSING The Form 305 must be stapled to the Form 6A “Pink” or the Notice of Violation “Pink,” and forwarded to the Fire Marshal's Office.

REPORT OF INSPECTION (FORM 200)

After the January 2, 2007 report is submitted to the Battalion Chiefs, the Form 200 will no longer be required. No department-wide report is required.

The IPD and InWeb will have a report that contains information that was captured on the Form 200.

Company officers are required to review the IPD or InWeb reports each January (starting in 2008) and May (starting in 2007) for their station to ensure that the information is accurate.

SEATTLE FIRE DEPARTMENT STATEMENT (FORM 108)

The Form 108-Seattle Fire Department Statement is used primarily in conjunction with Fire Investigation Unit activities. Whenever an official written response is necessary whereby a SFD member is attesting to specific circumstances that he/she has personal knowledge, a Form 108 must be used. This form may also be used for the statements of non-members.

The Form 108 must be legibly completed in ink or typed filling in each applicable spaces.

COMPLETION INSTRUCTIONS

Incident Number	Number assigned to the Seattle Fire Department Incident Report.
S.P.D. Case Number	Number assigned to the S.P.D. incident report when applicable. This number is obtained by contacting Marshal 5.
Date	Date the incident took place.
Time	Actual time of the incident.
Location	Address where the incident took place.
Statement of (Print)	• Name of the individual making the statement. • I/I# Injury illness number or other ID • Location - Fire Department members use 301 2nd Ave. S. 98104. • Others use the location where the statement was made.
Body of Statement	Should include Who, What, Where, Why, When, and How.
Statement Taken By (Print)	Name of the person taking the statement, if any.
Signed	Signature of the person taking the statement.
Witnessed (Print)	Names of any persons witnessing the signature of the person making the statement, if any.
Signed	Signature of the witness
Page ___of____	Page number/Number of total pages of statement. In some cases, there may be several pages, e.g., Page 1 of 5.

Statements must be as factual and accurate as possible using clear and understandable sentences. This form should be completed as soon as possible after the incident to facilitate the accuracy of the information.

PROCESSING

The Form 108 need not be completed in duplicate, however, it is recommended that a person retain a copy for his/her personal records.

The original must be delivered to the appropriate party, usually the Fire Investigation Unit, in the most expeditious manner possible. Usually by either being hand delivered by a Battalion Chief or picked up by Marshal 5.

ADULT FAMILY HOMES/FAMILY CHILD DAY CARE HOMES

An inspection program to ensure that fire and life safety protection features are maintained in occupancies used for Adult Family Homes or Family Child Day Care Homes.

SCOPE

Adult Family Home – Occupancies that are generally single family dwellings (Group R, Division 3), with 2-6 adult residents unrelated to the provider.

Family Child Day Care Home – A child day care facility, licensed by the state and located in the family abode of the person or persons, under whose care and supervision the child is placed, that provides care for twelve or fewer children, including the children that reside in the home.

Note –	Any home used for child care purposes for fewer than thirteen children is considered to be a Group R, Division 3 occupancy per the state building code. The actual number of children allowed, not to exceed twelve, is determined by the state license.

TIME & FREQUENCY OF INSPECTIONS

An inspection shall be made of Adult Family Homes or Family Child Day Care Homes only when requested by the owner, manager or other authorized agent.

The provider must contact the Fire Department and request an inspection as part of the Washington State licensing requirements.

Only one initial inspection shall be made as a result of this request, if no violations are found. Reinspections will be made if needed to correct fire and life safety violations.

INSPECTION CRITERIA

Each Adult Family Home or Family Child Day Care Home shall meet applicable local licensing, zoning, building, and housing codes, and state and local fire safety regulations as they pertain to a single-family residence.

EXITING

Every sleeping room below the fourth story must have at least one operable window or door which is approved for emergency escape or rescue. It must open directly into a public street, public alley, yard, or court.

Emergency escape or rescue windows, doors or windows wells required by the Building Code for sleeping rooms of Group R occupancies shall be maintained free of any obstruction, including bars, grates or similar devices which would hinder egress.

- Bars, grilles, grates or similar devices are allowed provided that such devices are equipped with approved release mechanisms which are operable from the inside without the use of key or special knowledge or effort. The release mechanisms are to be maintained operable at all times, and the building must be equipped with smoke detectors installed in accordance with the Building Code.
- Exit doors shall be openable from the inside without the use of a key, special knowledge or effort.
- Exit doors from individual dwelling units may be provided with a night latch, dead bolt or security chain, provided such devices are openable from the inside without the use of a key or tool and mounted at a height not to exceed 48 inches above the finished floor.
- Means of egress shall not be obstructed in any manner and shall remain free of any material or matter, which would obstruct the means of egress or render it hazardous.

ELECTRICAL

Extension cords shall not be used as a substitute for permanent wiring. If additional outlets are needed, they must be installed in accordance with the Seattle Electrical Code.

Electrical service panel(s) and junction box(es) must be provided with approved covers.

Power taps or surge protectors must be directly connected to a permanently installed receptacle.

HAZARDOUS CONDITIONS

Rooms or spaces containing a commercial-type cooking kitchen, boiler, maintenance shop, janitor closet, laundry, woodworking shop, flammable or combustible storage, painting operation or parking garage shall be separated from the family child day-care area at least one-hour fire-resistive construction.

Exception –	A fire-resistive separation shall not be required where the food preparation kitchen contains only a domestic cooking range, and the preparation of food does not result in the production of smoke or grease laden vapors.

SMOKE DETECTORS

Existing Group R occupancies not already provided with single-station smoke detectors shall be provided with approved single-station smoke detectors.

Single-station smoke detectors shall either be battery operated or may receive their primary power from the building wiring provided that such wiring is served from a commercial source.

In dwelling units, a detector will be installed in each sleeping room and at a point centrally located in the corridor or area giving access to each separate sleeping area.

Where sleeping rooms are on an upper level, the detector shall be placed at the center of the ceiling directly above the stairway.

Detectors shall also be installed in the basement of dwelling units having a stairway which opens from the basement into the dwelling unit.

ADDRESS

Post and maintain the correct street address number in a conspicuous place over or near the principal street entrance, or in such other conspicuous place as is necessary for locating the occupancy.

Numbers shall be in figures that are plainly visible and legible from the street or road fronting the property.

FIRE EXTINGUISHERS

At least one approved 2A 10B: rated fire extinguisher shall be provided on each floor of living space.

Such extinguishers shall be conspicuously located, readily accessible and immediately available in the event of a fire. They will not be obstructed or obscured from view.

Extinguishers shall be preferably located along normal paths or travel including exits from areas.

The maximum travel distance to an extinguisher shall not exceed 75 feet.

Fire extinguishers shall be operationally ready for use at all times.

Fire extinguishers shall be mounted in cabinets or with bracket or hanger provided for this purpose so that the top of the extinguisher is not more than five feet above the floor.

The licensee shall ensure that fire extinguishers receive annual maintenance certification by a firm licensed to do such work, and are tagged in accordance with the Seattle Fire Code.

ENFORCEMENT

All violations shall be documented on a Form 6A or Notice of Violation (Form 313).

When the inspection is completed, and all hazards have been corrected, prepare a Form 6A listing Standard Hazard Item #808. Under "Special Information and/or Notes to FMO" write Notify State Fire Marshal and forward to the FMO.

If a Notice of Violation was used to obtain compliance at the occupancy, it should be attached to the Form 6A prior to forwarding to the FMO

The Form 6A indicating Standard Hazard Item #808 should be assigned the same serial number as the Notice of Violation used in obtaining compliance (Disregard if no Notice of Violation was required).

REPORTING

When completed, the "yellow" copy of the F6A or NOV should be filed in an Occupancy File Folder marked "Adult Family Homes/Family Child Day Care Homes" and the pink copy forwarded to the Fire Marshal's Office.

Information regarding the inspection must be recorded in the IPD and the Occupancy Data File Folder updated if an address or Occupancy Number or Occupancy Name needs to be changed.

ARSON PATROL/TARGET AREAS

Arson patrols are special programs aimed at early detection of fires and/or suspicious activities in specific locations where arson caused fires have occurred.

Target area inspections are special inspections conducted by the Operations Division that are instituted automatically within any area where an arson patrol has been instituted, for the duration of the arson patrol period.

TIME AND FREQUENCY OF INSPECTIONS

The Fire Marshal shall implement arson patrols as necessary.

Operations Division Battalion Chiefs must be responsible for designating the number of patrols, sectors to be patrolled, and hours of operation.

Target area inspections are special inspections conducted by the Operations Division no less than once per week.

The target area inspections must be conducted weekly, every Sunday or as designated from 1000 hours to 1800 hours upon notification from the Fire Marshal's Office or when conditions warrant an inspection.

INSPECTION CRITERIA

Each patrol unit must provide surveillance in its assigned sectors and observe the target hazard locations on the prescribed schedule.

Each patrol unit must operate as follows:

- Patrols normally consist of two uniformed Fire Fighters.
- Patrols will maintain radio contact with the FAC.
- Patrols will respond Code Yellow to initial fire responses within their assigned sector unless assigned to a specific target hazard.
- During an initial fire response, the patrol will provide perimeter surveillance to observe any suspicious behavior and report to the FAC.

A pattern will be established beginning one (1) block from the location and extending ten (10) blocks out, unless otherwise directed by the Incident Commander.

When a multiple alarm occurs outside the assigned sector, patrol members report to the nearest Battalion headquarters station.

The normal assignment would be to continue the patrol unless staffing is needed elsewhere.

EQUIPMENT

Fire Marshal's Office vehicles should be used whenever possible so that Battalion headquarters spare cars will be available during multiple alarms.

The following equipment and material for patrol units must be assigned to each Battalion:

- Portable 800 MHz radio.
- SCBA for each member.
- Turnouts.
- Pressurized water extinguisher.
- Dry chemical extinguisher.
- Portable lantern.
- First aid kit with bag mask.
- Activity log book.
- Complaint forms.
- Surveillance forms (Form 294).
- List of target hazard locations and surveillance schedule.
- City of Seattle street map.

PATROL COMMUNICATIONS

For purposes of radio and reporting activities, patrol designators are: North Patrol, Central Patrol, and South Patrol.

- North Sector - The area north of the Lake Washington Ship Canal.
- Central Sector - The area between Yesler Way and the Lake Washington Ship Canal.
- South Sector - The area south of Yesler Way.

At the beginning of the initial tour, the FAC will be notified via radio that the designated patrol is on the air.

Normal Seattle Fire Department radio procedures and priorities must be adhered to.

TARGET AREA INSPECTIONS

Inspectors must look for accumulations of combustible debris or materials in alleys, carports and locations adjacent to garages or houses.

Inspections must also include retail and commercial occupancies.

ENFORCEMENT

The patrol may not chase or attempt to apprehend any suspect, but will keep suspect(s) under surveillance as much as possible.

When a Notice of Violation (NOV.) is issued, it is important that it be explained to the recipient that:

The city is experiencing a high rate of arson.

Our purpose for the NOV. is to ensure rapid hazard correction, document our inspections and allow us to check back and verify correction.

REPORTING

The FAC will be notified of any suspicious activity, and of the appropriate assistance requested by the patrol.

The responsible Battalion Chief must be contacted and informed of any life-threatening or extremely serious hazards that cannot be resolved by the patrol.

Unusual conditions or apparent trends must be reported to the responsible Battalion Chief so that they may coordinate their efforts with the Fire Marshal in solving the problems.

ARSON PATROL ACTIVITY LOG

An activity logbook must be maintained and include, but not be limited to, the following:

- Names and assignment of members.
- Time the patrol started and ended.
- Unusual or hazardous conditions and corrective action taken by the unit.
- Suspicious activities (include descriptive narrative of who, what, where, when and why).
- Fires or other incidents the patrol responded to during the tour.

- Patrol kits must be inventoried at the beginning of each tour, and the results entered in the activity logbook.

Company Officers at the station originating the patrol, will check the activity logbook at 0700 hours following each patrol to serve as a control measure in meeting the objectives of the program.

Inspection and staff-hour information of each tour must be entered in the watch desk journal of the station originating the patrol.

Patrol inspection information must be entered in the Company Journal at the Battalion headquarters where the patrol originates.

This information must be entered in the miscellaneous section and include the number of patrols and the total staff-hours.

Assembly Occupancies

Assembly occupancies without fixed seating will receive periodic operations inspections to ensure the maintenance of fire and life safety features and safe exiting.

Assembly occupancies with fixed seating (ex. Key Arena, Safeco Field, theaters) are generally inspected by operations companies on an annual basis only.

FMO Special Events inspectors inspect the various events in these types of occupancies.

Scope

Assembly occupancies operating under Fire Department permit must be inspected. Permits are required for any assembly occupancy with an occupant load of 100 or more persons. "A" occupancy permits include candles and other open flame devices.

Exception: fire performers require a separate temporary permit from the Special Events Section of the Fire Marshal's Office.

"A" occupancies to include:

- Theaters.
- Auditoriums.
- Clubs.
- Halls.
- Dance halls.
- Drinking and dining establishments with an occupant load of 50 or more that provide live entertainment, disc jockeys and/or dancing.

TIME AND FREQUENCY OF INSPECTIONS

Inspections are normally conducted after 2300 hours.

Inspections should be conducted at times when significant occupant loads are expected with added emphasis during special events (ex. Fat Tuesday, St. Patrick's Day, Seafair, New Year's Eve, big name entertainment).

The City of Seattle is placing greater emphasis on safety surrounding Public Assemblies. As part of this effort, the Seattle Fire Department will be working closely with the Seattle Police Department (SPD) to correct fire code violations involving a Public Assembly (PA).

As part of their normal patrol activities SPD may notify the Fire Alarm Center (FAC) of any suspected fire code issues involving public assemblies. The FAC will notify Deputy One of the concerns being raised by SPD at a public assembly. The FAC will also dispatch one Operations Fire Company and a Battalion Chief code yellow to meet the SPD Officer.

All “A” occupancies without fixed seating shall be inspected on a quarterly basis. Where violations are found the frequency of inspection shall be monthly until the occupancy is free of violations for 12 consecutive months.

Note	The Operations Division will not inspect Level II special event permits from the Fire Marshal's Office unless a request is made in advance. Requests for these events and venues shall be made to the Special Events Section of the Fire Marshal's Office. Level II permits typically includes shows and events at the Key Arena, Qwest Field, Safeco Field and the Washington State Convention Center.

INSPECTION CRITERIA

Inspections will follow the guidelines for “Regular Inspection Program”, with emphasis on the following:

FIRE AND LIFE SAFETY SYSTEMS

Verify all protection systems have had an annual confidence test:

For further information see Administrative Rule 9.02.07 Confidence Test Requirements for Life Safety Systems.

Note:	Particular emphasis will be placed on identifying the following violation of the 2006 Seattle Fire Code - Disabling or failure to maintain any fire detection, alarm or extinguishing system. (Notify the FMO)

EXITING

Where exits lead through halls or other enclosed areas, exit and directional signs are provided and clearly visible from any location in the hallway.

Internally illuminated signs are properly maintained and illuminated at all times.

Exit placards are externally illuminated.

Exit pathways are illuminated whenever the building is occupied.

Fire doors close freely and completely and latch when released from the open position.

Fire doors are not wedged or obstructed.

Exit doors shall be operable from the inside by the use of the ordinary door latch or knob or pressure on the door or on a panic release device.

Minimum width of exit pathways will not be reduced.

Note:	Particular emphasis will be placed on identifying the following violations of the 2006 Seattle Fire code (Notify the FMO) Means of egress that are blocked, locked, chained or otherwise rendered inoperable during business hours. Exits and the exit discharge that are not free and clear of obstructions.

FIRE EXTINGUISHERS

Required extinguishers are present, mounted, operable and tagged in accordance with sections 901.6 and 906 of the Seattle Fire Code.

AISLES

In assembly occupancies without fixed seats, the minimum aisle width shall be 36 inches where seats, tables, counters, furnishings, displays and similar fixtures or equipment are placed on one side of the aisle only and 44 inches when such fixtures or equipment are placed on both side of the aisle.

Aisles will terminate at a cross aisle, foyer, doorway or vomitory.

Aisles shall not have a dead end greater than 25 feet in length (SFC 1024.9.5).

OCCUPANT LOAD

Any room having an occupant load of 50 or more where fixed seats are not installed, and which is used for assembly purposes, shall have the capacity of the room posted in a conspicuous place on an approved sign near the main exit from the room.

The number of persons in a building or portion there of will not exceed the posted occupant load.

Note:	Particular emphasis will be placed on identifying the following violation: (Notify the FMO) • Occupancies that are significantly overcrowded. (greater then 50% over the occ. load)

DECORATIVE MATERIAL

Drapes, hangings, curtains, drops and all other decorative material, including Christmas trees, that would tend to increase the fire and panic hazard shall be made from material which is not flammable material or shall be treated and maintained in a flame-retardant condition by means of flame-retardant solution or a process approved by the Fire Chief.

Exit doors, exit lights, fire alarm sending stations, wet standpipe hose cabinets and fire-extinguisher locations shall not be concealed or obstructed by any decorative material.

Treatments used to accomplish flame retardation shall be renewed as often as may be necessary to maintain the flame-retardant effect.

No one in Seattle provides tags that certify flame retardant conditions due to potential for laundering fabric and liability exposure.

When in doubt about flame retardant decorations, apply the match flame test outside of the building.

Open Flame Use – Candles or other open flame devices must be under permit and meet permit conditions. This permit is included with an annual Place of Assembly Permit. The applicable permit should be available on the premises.

RUBBISH/ FLAMMABLE OR COMBUSTIBLE STORAGE

Adequate ashtrays shall be available in designated smoking areas if permitted.

Rubbish/other combustibles must be confined to approved containers.

No combustible storage is allowed in public assembly occupancies.

SCHOOLS

Company Captains should provide the school administrator with a letter requesting a schedule of special events on a quarterly basis.

The Company Captain will ensure that copies of scheduled events are placed in the company's tickler file.

Ensure that the facility has a valid “Place of Assembly” permit in accordance with the Seattle Fire Code.

Inspections of public assemblies at schools may be conducted at the discretion of the Company Officer.

ENFORCEMENT

A reasonable effort must be made to have overcrowding, obstruction of means of egress and other items that create a serious fire or life hazard corrected immediately.

Other items should be corrected within 24 hours.

When hazard items cannot be corrected immediately or the responsible party will not comply, the Battalion Chief must be notified immediately.

If fire code violations are found to exist, these violations will be documented on a Notice of Violation (NOV). Regardless of whether the violations can be corrected immediately, an NOV will be issued to have record of the violations noted during the public assembly inspection. Photographs will be taken where appropriate.

After the inspection and a consultation between the Battalion Chief and SPD Officer, if shutting down the PA is a possibility, the following things should be considered:

- The ability to manage the situation without it turning into a riot or other unstable situation.
- The safety of the public and public safety personnel on-scene.

If the Battalion Chief determines the public assembly should be shutdown, prior to taking such action, they will notify Deputy One. If Deputy One concurs with the Battalion Chief's assessment they shall contact the Fire Marshal or Acting Fire Marshal immediately before taking such action. The Fire Marshal or Acting Fire Marshal will join in the discussion to determine the final decision.

Where items require more than 24 hours to correct, the Company Officer may grant a longer compliance time or initiate a Form 6A, PROVIDED minimum adequate fire and life safety is maintained in the interim.

Permit items should be handled by the Company Officer the next day.

REPORTING

Form 6A's and Notice of Violations must be processed as outlined in the Regular Inspection Program and Fire Department Forms sections.

Information regarding the inspection must be recorded in the IPD and the Occupancy Data File Folder updated if an address or Occupancy Number or Occupancy Name needs to be changed.

The FMO should be notified of any violations identified as receiving particular emphasis. (ex. overcrowding, locked exits)

CONSTRUCTION/DEMOLITION PROJECTS

Construction projects will receive periodic inspections to reduce fire and life safety hazards to monitor the proper and timely installation of construction standpipes, and to ensure that all required fire department permits are obtained for any permit required activities on site.

SCOPE

Construction project inspections include:

- Construction of new buildings (except "R-3" and "U" occupancies).
- Remodel construction that affects the life safety features or the fire protection systems of an occupied building (except "R-3" and "U" occupancies).
- Demolition of structures.

The Seattle Building Code requires a Certificate of Occupancy (CofO) from the Department of Planning and Development (DPD) for all newly-constructed buildings or for any change in the character of use of an occupancy (ex. changing an R-3 single-family house to an R-1 tri-plex).

FREQUENCY OF INSPECTIONS

Construction project inspections by the Operations Division will commence upon notification by the Fire Marshal's Office. The Fire Marshal's Office will attempt to determine when construction has actually started and then notify the affected company to begin the construction project inspections.

Construction inspections will be performed at a frequency as determined by the Company Captain that will insure that any fire and life safety hazards are corrected. In new construction this frequency may vary depending on the type of construction, potential hazards and the pace of construction. If a building is occupied inspections shall be performed on a monthly basis at a minimum.

More frequent inspections may be made if the Company Captain considers them necessary, due to the type of occupancy or structure.

INSPECTION CRITERIA

Construction projects shall comply with Chapter 14 of the 2006 SFC "Fire Safety During Construction and Demolition" and Chapter 33 of the 2006 SBC "Safeguards During Construction."

PERMITS

Ensure that Department of Planning and Development construction or demolition Permits are posted at the site.

Ensure that required Fire Department permits have been obtained including but not limited to the following:

- Temporary Non-Marine Hot Work - 4913.
- Liquefied Petroleum Gas - 8201 or 8202.
- Hazardous Operations at Construction Sites, Temporary - 1401.
- Roofing Operational Annual - 7901.
- Temporary Roofing Operation - T7901.
- Incidental Flammable and Combustible liquids < 30 gals - 1801 (Level 1).

ACCESS ROADS/ BUILDING ACCESS

Fire Department access roads must be established and maintained in accordance with 2006 Seattle Fire Code Section 503.

Exception –	When approved by the Fire Marshal, temporary access roads of a width, vertical clearance and surface which provides for adequate fire department access are allowed to be used until permanent roads are installed.

When required, access to buildings for the purpose of fire fighting shall be provided.

Construction material shall not block access to buildings, hydrants or fire appliances.

WATER SUPPLY

Water mains and hydrants shall be installed and operational in accordance with the 2006 Seattle Fire Code Section 508.

Exception –	When approved by the Fire Marshal, a temporary water supply for fire protection is allowed to be used until permanent fire-protection systems are installed.

FIRE EXTINGUISHERS

The number and type of extinguishers will be in accordance with the 2006 Seattle Fire Code and Seattle Fire Code Section 906.

The type of extinguisher must be suitable for the type of fire associated with the hazards present.

STANDPIPES

Every building four stories or more in height must be provided with not less than one standpipe for use during construction.

Such standpipes must be installed when the progress of construction is not more than 35 feet in height above the lowest level of fire department access.

Such standpipes will be provided with fire department hose connections at accessible locations adjacent to usable stairs and the standpipe outlets shall be located adjacent to such usable stairs.

Such standpipe systems shall be extended as construction progresses to within one floor of the highest point of construction having secured decking or flooring.

Exception –	In buildings of type III, IV and V construction, installation of the standpipe and stairs may be deferred until 30 days after installation of roof sheathing is completed or the progress of construction reaches 50 feet whichever occurs sooner.

On each floor there shall be provided a 2 1/2 inch valve outlet for fire department use.

Where construction height requires installation of a Class III standpipe, fire pumps and water main connections shall be provided to serve the standpipe.

All outlets shall be 2 1/2 inches.

Pumping equipment sufficient to provide this pressure and volume shall be available at all times when a Class III standpipe system is required.

COMBUSTIBLE DEBRIS

Combustible debris shall not be accumulated within buildings.

Combustible debris, rubbish, and waste material shall be removed from buildings as often as practical.

Combustible debris, waste material and trash shall not be burned on the site.

MOTOR EQUIPMENT

Equipment shall be located so that exhausts do not discharge against combustible material.

When possible, exhausts shall be piped to the outside of the building.

Equipment shall not be refueled while in operation.

Fuel for the equipment shall be stored in an approved area outside of the building.

SMOKING

Smoking shall be prohibited, except in those areas approved.

When required by the chief, a suitable number and type of NO SMOKING signs shall be posted.

TEMPORARY ELECTRICAL WIRING

Temporary electrical wiring will be in accordance with the 2006 Seattle Fire Code Section 605.

EMERGENCY TELEPHONE

When required by the Chief, telephone facilities shall be provided at the construction site for the purpose of emergency notification of the fire department.

The street address of the construction site shall be posted adjacent to the telephone together with the fire department phone number "911."

FIRE PROTECTION PLAN

When required by the chief, a fire protection plan shall be established.

ALTERATIONS

When the building is protected by fire-protection systems, such systems shall be maintained operational at all times during alteration.

When alteration requires modification of a portion of a fire-protection system, the remainder of the system shall be kept in service.

When it is necessary to shut down the entire system, a fire watch shall be kept on site until the system is returned to service.

Required means of egress components shall be maintained.

Exception –	Approved temporary means of egress systems or facilities.

DEMOLITION

When a building to be demolished contains a sprinkler system, such system shall not be rendered inoperative without approval of the Chief.

Demolition operations involving cutting and welding shall be in accordance with permit conditions.

Combustible waste material, trash and rubbish will be removed from the building at the end of the day and may not be burned at the demolition site.

Accumulations of such materials will be removed form the site as often as necessary to minimize the hazards.

When required by the Fire Chief for building demolition which is hazardous in nature, qualified personnel shall be provided to serve as an on-site fire watch. The sole duty of the fire watch personnel shall be to watch for the occurrence of fire.

ENFORCEMENT

All violations shall be documented on a Notice of Violation (Form 313).

Every attempt will be made to have items corrected immediately, or within a maximum of one working day (24 hours if the building is occupied).

Those items that require more than one working day (24 hours if the building is occupied) to correct will be reported to the Company Officer.

The Company Officer may grant a longer compliance time PROVIDED minimum fire and life safety is maintained in the interim. This may include the initiation of a "Fire Watch" in accordance with Administrative Rule 9.06.07.

Extremely hazardous conditions should be reported to the Battalion Chief immediately.

The Battalion Chief will make every effort to correct the hazardous conditions and notify the Fire Marshal's Office if needed.

REPORTING

Report to the Fire Marshal's Office, via memorandum, the following:

Any construction, remodel, or demolition project that is more than two stories in height or has a fire protection system installed that has been started without the Company receiving notification from Fire Marshal's Office.

Upon receiving notification of a new construction project, an occupancy data file folder will be initiated and the building entered onto the IPD. NOTE: Whenever a new occupancy is created in the IPD the information must go through the Quality Assurance Update (QUAD) process before the data is accessible for further processing. In other words, members will not be able to enter pre-fire information, update inspection data, etc., until the QUAD process is completed.

All fire protection systems and building characteristics will be noted.

Information regarding new construction inspections shall be recorded in the IPD.

Occupancy file folders for demolished buildings shall be forwarded to the FMO for archival and disposal and the IPD updated to reflect the demolition and deletion of the occupancy records.

EDUCATION OCCUPANCIES (GROUP E)

This inspection program aims to ensure the maintenance of fire and life safety features, such as safe exiting in school buildings each year when school resumes after summer vacation.

SCOPE

The inspections include group "E" occupancies.

TIME AND FREQUENCY OF INSPECTIONS

Inspections must commence on the first Monday after school opens in September.

INSPECTION CRITERIA

The school inspections must conform to the "Regular Inspection Program" procedure with emphasis on the following:

FIRE DRILLS

Discuss with the Principal the procedures of the school's fire drills, to determine that they include:

- Scheduled at least once each month during school sessions.
- Exception: During severe weather, fire drills may be postponed.
- Proper evacuation procedures.

- Proper notification of the Fire Department.
- Verify a system is in place to account for all occupants as the evacuation is conducted.
- Special procedures for evacuation of handicapped students.
- Reasonable assurance that school staff are all aware of the fire drill and evacuation procedures, and that staff training on these procedures is held on a regular basis.

Conduct a fire drill:

- Station crew members so they are able to observe the general evacuation.
- Check to see that all alarm bells operate properly.
- Point out deficiencies to the Principal and note them on a Form 6A (e.g. confusion during drills, uncontrolled students, incomplete evacuation, doors left open or locked, etc.).

FIRE ALARM SYSTEM

Verify all fire alarms have had an annual confidence test:

Systems must be tagged in accordance with appendix III-B of the Seattle Fire Code.

Systems with a master panel will have a test in accordance with Administrative Rule 9.02.07. The service label or tag will show a white (ok), yellow (minor deficiency), or red (out of service), band across the top and the inspecting technician's SFD Certification number clearly written in a prominent location.

On systems with no master panel, such as interconnected smoke alarms, the test verification tag will be at the power source for the system, usually the breaker panel.

Fire alarm systems in high-rise buildings are required to have one fourth of the entire system tested quarterly so that the entire system is confidence tested annually. The quarterly test must be documented with SFD certified technician's tag. A confidence test report is also completed for each quarterly test and kept with the system.

EXITING

Exit and directional signs provided and clearly visible from any location in the hallway.

Internally illuminated signs are properly maintained and illuminated at all times.

Exit placards are externally illuminated.

Exit pathways are illuminated whenever building is occupied.

Fire doors close freely and completely when released. (Each door shall be released, allowed to close, then restored to original position).

Fire doors are not wedged or obstructed.

Exit doors open properly (without requiring use of key or special knowledge to operate).

FIRE EXTINGUISHERS

Required extinguishers are present, mounted, operable and tagged in accordance with the 2006 Seattle Fire Code Section 906.

HAZARDOUS CONDITIONS

Rubbish/other combustibles are confined to approved containers.

There is no combustible storage in or exposing any means of egress.

There is no improper use/storage of flammable liquids.

Check for apparent changes in structure, interior finish, or use.

DECORATIONS AND DISPLAYS

Check to see if they are fire-retardant.

If questions arise regarding fire retardant qualities, the standard match flame test may be applied (See Public Assemblies).

Illuminated displays should be checked to see that there is no potential for heat build-up.

Wiring must be in good condition.

Check for misuse of electrical extension cords.

Curtains on stages must be flame retardant.

ENFORCEMENT

When the school has no violations, or all violations have been corrected, and the responsible party needs a letter from the Seattle Fire Department stating that the occupancy is in compliance with fire and life safety standards, submit a Form 6A with Standard Hazard Item 808 indicated.

Form 6A letters and other correspondence concerning Seattle Public Schools properties must be addressed to:

Attn: Alfredo Pamonag Jr.

John Stanford Center

2445 3rd Avenue South

PO Box 34165

Seattle, WA 98124-1165

Phone: 206.252-0557

Fax: 206-252-0646

REPORTING

Information regarding the inspection must be recorded in the IPD and the Occupancy Data File Folder updated if an address or Occupancy Number or Occupancy Name needs to be changed.

After each inspection, the inspector must record information regarding the inspection on the occupancy data folder and in the company or inspection journal in the “School” section.

HOLIDAY SEASON INSPECTIONS

Inspections of retail outlets for the sale of Christmas Trees, including outdoor sales lots, must be made to ensure the maintenance of fire and life safety, and to inform the proprietor and employees about potential fire and life safety hazards.

SCOPE

Retail outlets for the sale of Christmas Trees must be inspected including outdoor sales lots.

An inspection must be made of churches and other public assembly occupancies where Christmas observance may be expected.

The holiday season requires special inspections of larger retail occupancies, due to the larger amounts of stock, use of decorations and number of shoppers who frequent the stores.

The holiday season requires special inspection of student housing occupancies to control and reduce the possible hazards to the occupants created by special decorations and displays.

TIMES AND FREQUENCIES OF INSPECTIONS

CHRISTMAS TREE SALES LOTS

For those lots that require a Temporary Use Permit, one inspection must be conducted upon notification from the FMO that a lot has been established.

Company officers must be alert for retail occupancies where Christmas tree lots are added on the premises. Temporary permits are not required; however, these Christmas tree sales lots still require an inspection to inform and educate the proprietor of possible hazards associated with the increased fuel load.

Lots must be completely cleared by December 31.

Each lot must be inspected between December 31, and January 2, to ensure that lots are cleared as required.

CHURCHES/ PUBLIC ASSEMBLES

These inspections will begin on the Saturday following Thanksgiving.

Only one inspection must be made, unless conditions warrant additional inspections to monitor correction of violations, or due to special church programs. The annual building inspection conducted in November or December will fulfill this requirement.

LARGE RETAIL STORES/ WAREHOUSES

These inspections begin on the Monday prior to Thanksgiving and continue through the 1st week of January of the following year.

Large retail occupancies are inspected at the discretion of the Station Captain.

Large retail occupancies include, but are not limited to:

- Variety stores.
- Warehouse stores.
- Chain drug stores.
- Import stores.

STUDENT HOUSING

Special inspections of student housing will be conducted at least once between the dates of November 23, and December 11. Additional inspections may be conducted at discretion of the Station Captain.

INSPECTION CRITERIA

CHRISTMAS TREE SALES LOTS

Sales lots or areas are to be completely free of brush, rubbish or other accumulations of combustible materials.

Tents or similar fabric-type structures must be adequately flame proofed.

Flammable liquids are not permitted, unless under permit from the Fire Chief.

LPG is not permitted, unless under permit from the Fire Chief.

At least one approved 2-1/2 gallon portable fire extinguisher (or equivalent protection) must be provided for each 2,500 square feet of lot area.

Electrical wiring must conform to the Seattle Electrical Code.

Adequate aisles and exitways must be maintained throughout the sales lot.

Use of open flame is not permitted except under permit from the Fire Chief.

Smoking is not permitted in hazardous areas. Signs should be posted as needed.

Clear, unobstructed aisleways at least 5 feet in width must be maintained around the perimeter of the lot, except where it adjoins vacant or open property.

DECORATIONS AND DISPLAYS

Check to see if they are fire-retardant (See Match Flame Test in the Terms Section).

Candles must be supported by non-combustible base, and not used in close proximity to combustibles.

Illuminated displays should be checked to see that there is no potential for heat build-up.

Wiring must be in good condition.

Check for misuse of electrical extension cords.

No open flame is allowed in retail occupancies.

EXITING

Stock, decorative materials or additional portable seating must not reduce minimum required width of aisles.

Exit doors must be accessible and not locked.

No storage of any kind is permitted in stairway enclosures or landings.

Exit pathways must be illuminated any time the building is occupied

Exit and directional signs must be provided and clearly visible.

Internally illuminated exit signs must be properly maintained and illuminated at all times.

No combustible storage is permitted in any means of egress.

COMBUSTIBLE DEBRIS

Rubbish/other combustibles must be confined to approved covered containers.

Flammable or combustible liquids must be properly stored and used.

Check the building exterior for debris and access for Fire Department operations.

ENFORCEMENT

Report imminent life safety hazards to the Battalion Chief, immediately.

Violations must be documented on a Notice of Violation (F313).

Every attempt will be made to have the items corrected immediately, or within a maximum of 24 hours.

Those items that will require more than 24 hours to correct will be acted on by the Company Officer.

The Company Officer may grant a longer compliance time PROVIDED that adequate fire and life safety is maintained in the interim.

Reinspections must be conducted as required by the date(s) set for compliance.

Inspection information must be recorded in the IPD and the Occupancy Data File Folder updated if an address or Occupancy Number or Occupancy Name needs to be changed.

HOSPITALS AND NURSING HOMES

This inspection program aims to ensure maintenance of fire and life safety features such as safe exiting, in hospitals and nursing homes.

SCOPE

The inspections include “I” occupancies except the following:

- Group I, Division 3 occupancies.

FREQUENCY OF INSPECTIONS

The “I” Occupancies affected must be inspected at least twice each year.

The Regular Occupancy Inspection may constitute one of the required inspections.

INSPECTION CRITERIA

Inspections will follow the guidelines for “Regular Inspection Program,” with emphasis on the following:

FIRE ALARM SYSTEM

Verify all fire alarms have had an annual confidence test:

Systems with a master panel will have a test verification tag at the panel.

Systems with no master panel, such as interconnected smoke alarms, the test verification tag will be at the power source for the system, usually the breaker panel.

EMERGENCY PLAN

When applicable, the phone receptionist (or person who is assigned to monitor the alarm master panel) shall be questioned to see if he/she:

Can transmit an alarm properly to the Fire Department.

Has a copy of the Occupancy's Emergency Plan available and is familiar with its content (when applicable).

EXITING

Exit and directional signs provided and clearly visible from any location in the hallway.

Internally illuminated signs are properly maintained and illuminated at all times.

Exit placards are externally illuminated.

Exit pathways are illuminated whenever building is occupied.

Fire doors close freely and completely when released. (Each door shall be released, allowed to close, then restored to original position).

Fire doors are not wedged or obstructed.

Exit doors open properly (without requiring use of key or special knowledge to operate).

Minimum width of exitways is not reduced by items of equipment (e.g., wheelchairs, x-ray machines, laundry carts, etc.).

FIRE EXTINGUISHERS

Required extinguishers are present, mounted, operable and tagged in accordance with the 2006 Seattle Fire Code Section 906.

HOSE CABINETS

Required hose and controlling nozzle are in place and accessible for use.

HAZARDOUS CONDITIONS

Rubbish/other combustibles are confined to approved containers.

There is no improper use/storage of flammable liquids and/or medical gases.

Check for apparent changes in structure, interior finish, or use.

Check building exterior for debris and access for Fire Department operations.

Check that there is no smoking within 15 feet of any area used for respiratory therapy (oxygen equipment or enclosure containing oxygen).

ENFORCEMENT

Violations are documented on a Notice of Violation (Form 313).

Every attempt will be made to have the items corrected immediately, or within a maximum of 24 hours.

Those items that will require more than 24 hours to correct will be reported to the Company Officer and Battalion Chief.

The Battalion Chief may grant a longer compliance time or initiate a Form 6A, provided that minimum fire and life safety measures are specified and maintained during the time required to bring the premises into compliance.

Reinspections must be conducted as required by the date(s) set for compliance.

REPORTING

Notice of Violations and Form 6A's must be processed as outlined in the regular Inspection Program.

Inspection information must be recorded in the IPD and the Occupancy Data File Folder updated if an address or Occupancy Number or Occupancy Name needs to be changed.

HYDRANT INSPECTION AND TESTING

A periodic inspection program ensures that fire hydrants located in the City of Seattle are maintained in proper operating condition and firefighting personnel are aware of hydrants with limitations.

MARKINGS FOR HYDRANTS WITH LIMITATIONS

LOW-FLOW HYDRANTS Low-flow hydrants are defined as hydrants that deliver less than 500 gallons of water per minute. Seattle Public Utilities (SPU) will install red, reflective rings on each of these hydrants.

Firefighting personnel need to be alert to the limitations of these hydrants as they plan strategies and tactics during emergency operations. If a low-flow hydrant is used during an emergency the Incident Commander should consider secondary water sources early on in the incident.

OUT-OF-SERVICE HYDRANTS

SFD and SPU will mark City-owned out-of-service hydrants as they are identified during the course of testing, repairs, or as a result of damage by installing white, reflective rings on the hydrants.

Report out-of-service hydrants with the SPU Operations Response Center (ORC) by calling (206) 386-1800 and selecting #2 when prompted.

SCOPE

Fire Hydrant inspections include hydrants and water systems found in the City of Seattle, to include:

- City of Seattle owned hydrants.
- Port of Seattle owned hydrants.
- West Seattle Bridge hydrants.
- Private hydrants.

FREQUENCY OF INSPECTIONS

Hydrants in the City of Seattle must be systematically inspected once each year.

Each platoon will inspect one quarter of the number of hydrants located in their inspection district, on a rotating basis.

The number of hydrant inspections assigned to each platoon should be as equal as possible.

Company Officers should divide their assigned number of hydrants into eight approximately equal groups. One group will be inspected each month except during January, February, November, and December.

Platoons will rotate assigned districts on January 1.

Hydrants will not be inspected when temperatures are below 35 degrees to comply with cold weather procedures.

Hydrants that have defects or are out-of-service hydrants will be reinspected, as directed by the Supervising Officer.

INSPECTION CRITERIA

PRIVATE HYDRANTS

When inspecting a privately owned hydrant, contact the person in charge of the facility for permission to inspect and to determine if a representative will accompany the member during the hydrant inspection.

WEST SEATTLE BRIDGE HYDRANTS

Engine 36 personnel will inspect these hydrants, in cooperation with the Seattle Transportation Department.

STATE-OWNED FREEWAY HYDRANTS/STAND-PIPES

Hydrants, wet standpipes and dry standpipes installed on the I-5 and I-90 freeways are inspected during March of each year by the local office of the Washington State Department of Transportation (WSDOT).

During the month of October, water systems subject to freezing are placed out-of-service and drained by WSDOT personnel.

Any state owned hydrants or standpipes that are found out of service will be reported tot he Confidence Testing Officer at 206-386-1448.

INSPECTION PROCEDURE

Locate the foot valve (ground gate) and close six (6) turns.

Open the foot valve completely and then close one-half (1/2) turn.

When testing hydrants without main stems, foot valves must be manipulated in the same manner as the main valve.

Check the general condition of the hydrant including operating nuts for size, making certain hose port caps are snug and the nipples are secure in the barrel.

- Personnel should, whenever possible, stand behind the hydrant, away from the hose ports and avoid leaning over the hydrant during operation. Failure to do so can result in serious injury from damaged hydrants
- Open the hydrant fully, counting the turns. When opening a hydrant, the first two or three turns should be made slowly.

Check for excessive leakage at the hose port caps and for water coming up in one spot near the barrel.

A flow at the curb indicates the hydrant drain is in the open position and normally will close when the main stem has been opened 3 to 5 turns.

Close the hydrant the same number of turns that were necessary to open it. The last two turns should be made slowly.

Remove the hose port caps.

DO NOT operate the independent gate valves if the hydrant is so equipped.

Visually check to see if the independent gates are in the fully open position and that there is no other obstruction in the waterway.

Carefully check for draining of the hydrant barrel after the main valve has been closed completely.

Inspect the threads and replace the hose port caps.

DO NOT OIL ANY PART OF THE HYDRANT.

INTERSTATE 5 HYDRANTS NUMBERING SYSTEM

An identification number is assigned hydrants and gate valves available on the freeway to provide identification for fire operations and to provide a mutual reference number for repair:

- Each section of the freeway - north, central and south - will start a new set of numbers (starting with #1 at the south end of the section and progressing to the north).
- Southbound lanes - odd number.
- Northbound lanes - even number.
- South City limits to Dearborn Street - prefix the number with the letter "S."
- Dearborn Street to I-5 Ship Canal Bridge - prefix the number with the letter "C."
- I-5 Ship Canal Bridge - prefix the number with the letter "B."
- North end of Ship Canal Bridge to north City limits - prefix the number with the letter "N."
- Reversible lanes - prefix the number with the letter "R."

The reversible lane numbering will start with R-1 at the south end, progressing north throughout its length.

- If a hydrant is available to both north and south lanes, the designation "N.S." (North South), in addition to the section prefix. The number may be either odd or even depending on the rotation of the numbers.

ENFORCEMENT

PRIVATE HYDRANTS

When a private hydrant is found in need of repairs, a Notice of Violation (Form 313), or Form 6A will be issued to the responsible person.

CITY OWNED HYDRANTS OUT OF SERVICE

When a City owned hydrant is out of service, company officers should ensure that the hydrant is marked with a white, reflective ring on the hydrant. This will help identify the hydrant for the Seattle Public Utility (SPU) Operations Response Center (ORC).

Fire hydrants that are found to be out-of-service (O/S) will be reported directly to SPU ORC by phone rather than being reported to the FAC. The number to report out-of-service hydrants and/or broken water mains is (206) 386-1800, selecting menu choice #2 when prompted. SPU ORC will notify SFD when the hydrant has been repaired and is back in service.

When giving a hydrant report to an SPU dispatcher, be prepared to give the following information:

- The address or street corner and intersection of the hydrant.
- A description of the problem that makes the hydrant unusable.
- A description of any additional defects noted during the inspection.
- The company number and officer's name.
- Call back number (at the station).

- Also, convey any hydrant criticality concerns.

Examples might include: with this hydrant O/S is the lay length between any occupancy and its closest alternate hydrant greater than 500 feet? Is the hydrant still charged? Is the next consecutive hydrant compromised by construction, etc?

Company officers should ensure that any out of service hydrants are added to the reporting station's Hydrant Board, including the ID number assigned by SPU ORC.

Company officers receiving status changes should ensure that the station's Hydrant Board is updated accordingly.

CITY OWNED HYDRANTS IN-SERVICE WITH DEFECTS

When a City-owned hydrant is found to have defects requiring repair, but the hydrant is operable, defects must be entered in the Hydrant Inspection Application in the IPD.

The Hydrant Inspection Application will display repairs to and status of defective and out of service hydrants.

Company Officers shall do a quarterly audit of the defective and out of service hydrants in the Hydrant Inspection Application to verify the status of hydrants.

WEST SEATTLE BRIDGE HYDRANTS

Defects found, on these hydrants, should be reported to Seattle Transportation Department (Roadway Structures 684 – 5300).

STATE OWNED FREEWAY HYDRANTS AND STANDPIPES

Defects found on these hydrants or standpipe systems should be reported to the Washington State Department of Transportation (WSDOT 425-739-3730).

The Confidence Testing Unit will receive an annual hydrant inspection report from WSDOT on all state owned hydrants.

REPORTING

Each Company must keep a current record of hydrants in its inspection district.

- The location of hydrants owned by the City of Seattle are maintained in the Hydrant Inspection Application.
- The location of private hydrants will be the address of the private owner.
- Records for hydrants owned by the City of Seattle will be maintained in the Hydrant Inspection Application.
- Records of privately owned hydrants will be kept on the yellow hydrant inspection card - Form 159B.

A record of the hydrant inspections must be made in the Hydrant Inspection Application or on the Form 159B upon return to quarters.

LICENSED DAY CARE CENTERS

An inspection program aiming to ensure maintenance of fire and life safety features and safe exiting in occupancies used for day care centers.

SCOPE

An inspection must be made of occupancies that require a license from the State of Washington for a day care center. This includes "E-3" Occupancies as defined in the Seattle Building Code which do not include overnight care of children. (12 or more children)

TIME AND FREQUENCY OF INSPECTIONS

Inspections must be made during Division I inspection hours. (Avoid the children's afternoon naptime, if possible).

Initial License Inspections will be conducted by the State Fire Marshal's Office.

Inspections will be made annually by Operations Division. The Department of Design, Construction and Land Use (DPD) will also inspect for Certificate of Occupancy (Building Code Items).

INSPECTION CRITERIA

Inspections will follow the guidelines for "Regular Inspection Program," with emphasis on the following:

FIRE EXTINGUISHERS

At least one approved 2-A portable fire extinguisher must be provided for each 3,000 square feet of floor area and within 75 feet travel distance from any point in that area.

One approved 10-BC extinguisher must be provided, if a kitchen is present.

FIRE ALARM SYSTEM

Verify all fire alarms have had an annual confidence test:

Systems with a master panel will have a test verification tag at the panel.

Systems with no master panel, such as interconnected smoke alarms, the test verification tag will be at the power source for the system, usually the breaker panel.

In addition to the annual confidence test, alarm systems are required to have either a monthly function test, performed by the building owner or manager, or a quarterly test performed by a certified technician.

If a monthly test is done, ensure that a test log is maintained adjacent to the panel.

If a quarterly test is done it will be indicated by the placement of a technician's tag on the system.

EXITING

Two means of egress are required.

No day care operation is permitted on the second floor above grade level.

Day care occupancies in basements must have at least one (1) of the required exits at grade level.

Exit placards are required over each exit door and change of exit direction.

If over 100 occupants, illuminated exit signs are required.

Doors open and operate freely.

Steps, porches, and handrails must be of sound construction.

Locking devices on doors may be readily opened from the inside without requiring the use of a key, special knowledge or special effort.

Halls and stairways are well lighted.

Exits are maintained free of storage and debris.

HAZARDOUS CONDITIONS

Heating systems must have 1-hour fire-resistive enclosure.

If kitchen cooking equipment is commercial grade rather than the type used in a private home, the kitchen is considered a "B" occupancy, and shall be provided with 1-hour fire separation from the remainder of the occupancy.

Carpets must meet the specifications for schools set forth in the Seattle Building Code.

Drapes must be fire-resistive or flameproof-treated.

ENFORCEMENT

All violations must be documented on a Form 6A or Notice of Violation (Form 313).

Reinspections must be conducted in accordance with regular inspection guidelines.

REPORTING

When the annual building inspection is completed, and all hazards have been corrected, a Form 6A listing Standard Hazard Item 808 will be prepared. Under "Special Information and/or Notes to FMO" write "Notify State Fire Marshal". The Form 6A will be signed by the Company Officer and forwarded to the Fire Marshal's Office.

If a Notice of Violation was used to obtain compliance at the occupancy, it should be attached to the Form 6A prior to forwarding to the Fire Marshal's Office.

The Form 6A indicating Standard Hazard Item 808 should be assigned the same serial number as the Notice of Violation used in obtaining compliance. (Disregard this instruction if no Notice of Violation was required.)

Appropriate notations are entered on the occupancy's IPD record and the Occupancy Data File Folder updated if an address or Occupancy Number or Occupancy Name needs to be changed.

In the IPD designate the occupancy for the Inspection File Index of special inspection program occupancies (if not previously listed).

The Fire Marshal's Office will prepare a Form 6A letter using Standard Hazard Item 808. Copies will be sent to the State Fire Marshal, the occupancy, and the Company. The Form 6A letter sent to the State Fire Marshal will serve as the basis for renewal of the occupancy's state license.

RESIDENTIAL - GROUP R

Residential occupancy inspections aim to ensure maintenance of fire and life safety requirements, including safe exiting and fire alarms, in multi-family residential occupancies, hotels, motels and other transient accommodations licensed by the State of Washington.

SCOPE

All residential occupancies of three or more units shall be inspected on a regular basis at a frequency as defined below. Individual dwelling units will not be inspected except at the request of verified occupant.

HIGH HAZARD GROUP R OCCUPANCIES - INSPECTED EVERY OTHER MONTH

Congregate residences (defined in the 1997 SFC)

- Any building or portion thereof that contains facilities for living, sleeping and sanitation, as required by the Seattle building Code, and may include facilities for eating and cooking, for occupancy by other than a family.
- A congregate residence may be a shelter, convent, monastery, dormitory, fraternity, or sorority house, but does not include jails, hospitals, nursing homes, hotels, or lodging houses.

"R" occupancies with three or more Form 6A/NOV's in the past 12 months for:

- Blocked or impeded egress.
- Fire doors blocked open.
- Fire alarm or fire protection systems out-of-service.
- Other significant hazards as determined by the Company/Station Captain.

LOW HAZARD GROUP R OCCUPANCIES - INSPECTED ANNUALLY

Transient-type residential occupancies where rooms are furnished for a stipulated price per day or week (such as hotels, motels and lodging houses) three or more stories in height with interior hallways/stairways.

Other "R" occupancies not specifically designated as HIGH hazard.

Exceptions: – Inspected every two years

The following types of "R" occupancies will be inspected every 2 years in accordance with the Regular building inspection frequencies:

- Condominiums.
- Two-story "R-1" Occupancies with open balconies and open stairways. "R-1" occupancies with open balconies and enclosed stairways three stories or less in height.
- Two-story "R" Occupancies with an interior stairway when the stairway serves no more than 4 units, with no more than two units at the top of the stairway.
- One-story "R" Occupancies which have an interior hallway serving no more than four units.
- R-1 occupancies with direct exiting with one-hour fire separation and no common hallway.

FREQUENCY OF INSPECTIONS

"R" occupancies must be inspected at least as often as indicated above. Additional inspections may be made in these occupancies if the Company Captain deems it necessary to ensure the fire and life safety of the occupants.

The Regular occupancy inspection constitutes the required inspection for LOW hazard occupancies. The Regular occupancy inspection constitutes one of the required inspections for HIGH hazard occupancies.

Company Captains must review occupancies in their assigned inspection district annually, during the month of November, to ensure proper hazard classification. Reclassification of an occupancy to a different hazard category is the responsibility of the Company Captain.

The Company Captain must immediately reclassify any occupancy that has received 3 or more NOV's/F6As in a 12-month period to a higher hazard category.

The specific reasons for a changes in a hazard category must be documented in the occupancy file folder.

INSPECTION CRITERIA

Inspections will follow the guidelines for "Regular Inspection Program", with emphasis on the following:

FIRE ALARM SYSTEMS

Verify that all fire alarm systems have had an annual confidence test:

- Systems with a master panel will have a test verification tag at the panel.
- Systems with no master panel, such as interconnected smoke alarms, the test verification tag will be at the power source for the system, usually at the breaker panel.
- A key(s) to the fire alarm control panel must be provided in an approved location (#151).
- Fire alarm reset tools must be maintained at the fire alarm control panel for use by emergency personnel (#152).

Fire alarm systems must be inspected and tagged annually in accordance with Administrative Rule 9.02.07. The service label or tag will show a white (satisfactory), yellow (minor deficiency), or red (out of service), band across the top. The inspecting technician's S.F.D. certification number will be clearly written on the tag in a prominent location.

An N.O.V. is written for fire alarm systems with a yellow tag to correct the noted deficiencies. Systems with a red tag will receive an N.O.V. to restore the system to full function within 24 hours and to immediately post a fire watch until the system is fully operable. A telephone call (386-1448) or e-mail will be made to the Confidence Testing Officer by the end of shift notifying him/her of the out -of- service status of the system.

EXITING

Exit and directional signs are provided and clearly visible from any location in the hallway.

Internally illuminated signs are properly maintained and illuminated at all times.

Exit placards are externally illuminated.

Exit pathways are illuminated whenever the building is occupied.

Fire doors close freely, completely, and latch when released.

Fire doors are not wedged or obstructed.

Exit doors open properly (without requiring use of key or special knowledge to operate).

Minimum width of exit pathways is not reduced

FIRE EXTINGUISHERS

Required extinguishers are present, mounted, operable and tagged in accordance with 2006 SFC 906 and Administrative Rule 9.02.07.

HOSE CABINETS

Required hose and controlling nozzle are in place and accessible for use and tagged in accordance with 2006 SFC 901.6 and Administrative Rule 9.02.07.

RUBBISH

Rubbish/other combustibles confined to approved containers.

No combustible storage in or exposing any means of egress.

FLAMMABLE LIQUIDS

No improper use/storage of flammable liquids

No internal combustion equipment stored inside structures in areas not designed for such storage.

Group "R" Occupancies shall not receive permits for tenants' storage and use of LPG for gas grills. These occupancies shall be limited to the quantities below:

Storage in basements and attached garages

- Storage shall be limited to 2 containers each with a maximum individual capacity of 0.5 gallons.
- Each container shall meet DOT specifications.

Storage in residential units

- Containers shall not exceed 1 gallon total capacity in each living space unit.
- Each container shall meet DOT specifications.

Balcony Storage

- Containers having capacities greater than 0.5 gallon shall not be located on balconies above the first floor attached to a multiple family dwelling of three or more living units located one above the other.

Exception –	Not applicable when such balconies are served by outside stairways and when only such stairways are used to transport the container.

ENFORCEMENT

Violations should be documented on a Notice of Violation (F313) or Form 6A.

Every attempt must be made to have the items corrected immediately, or within a maximum of 24 hours.

Those items that will require more than 24 hours to correct must be addressed by the Company Officer.

The Company Officer may grant longer compliance time or initiate a Form 6A, provided, minimum life safety is maintained in the interim.

Reinspections must be conducted as required by the date(s) set for compliance.

REPORTING

Form 6A's and Notice of Violations must be processed as outlined in the Regular Inspection Program.

Inspection information must be recorded in the IPD and the Occupancy Data File Folder updated if an address or Occupancy Number or Occupancy Name needs to be changed.

VACANT BUILDINGS

A periodic inspection program aiming to ensure that vacant buildings in the City of Seattle are kept secure against unauthorized entry, to minimize risk of fire-setting by transient occupants, and to reduce hazards to fire and rescue personnel responding to calls to the premises.

SCOPE

Sections 110 and 311 of the 2006 Seattle Fire Code applies to all vacant buildings and properties, except those occupancies regulated by Chapter 27 (hazardous materials). The Fire Code requires that: vacant buildings and properties be maintained free of all combustible and hazardous materials, be secured against entry by unauthorized persons, and that fire-resistive construction be maintained in accordance with the Seattle Building Code.

FREQUENCY OF INSPECTION

All vacant buildings in each company inspection area shall be designated as High Hazard buildings and inspected annually in accordance with the Regular Building Inspection Program.

Inspections will be conducted to document newly vacated buildings that occur between Regular Building Inspection cycles

INSPECTION CRITERIA

The specific items noted below are required either by Section 22.206.200 and other sections of the Seattle Municipal Code, or else to eliminate a distinct hazard to fire and life safety presented by a particular condition of a vacant premises (2006 Seattle Fire Code Sections 101,102, and 110). These items affect the fire and life safety of firefighters responding to an incident at a vacant premises, as well as the safety of any persons who may be present, legally or illegally, during a fire or emergency in a vacant building.

OUTSIDE

The address should be posted. (Standard Hazard Item #806).

Openings located 10' or less above grade shall be secured from illegal entry. (Note Hazard Item #702).

Combustible and hazardous materials shall be removed from around the premises. (Standard Hazard Item #701)

INSIDE

All debris, combustible materials, litter and garbage shall be removed from the vacant building. (Standard Hazard Item #701)

Exception –	Minor amounts of neat orderly storage (not to exceed 1,000 cu. ft./floor, maximum 2,000 cu. ft. total) are permitted on the first through third floor (above grade). Such storage is not permitted in means of egress or exitways.

Holes in the floors should be covered with ¾ (inch) plywood, cut to overlap the hole by at least 6" (inches) on all sides, and secured. (2006 SFC 703.1).

All holes in ceilings and walls shall be covered with ½″ (inch) type X gypsum board cut to overlay the hole on all sides by at least 6" (inches) on all sides and secured. (Standard Hazard Item #651).

Doors to individual rooms or areas that are not required fire doors or part of fire separations may be omitted.

Fire doors or approved substitutes shall be in place. (Standard Hazard Item #403).

All guards must be in position, or repaired/replaced. (2006 SFC 1012).

Any openings into shaftways or other means of vertical communication between floors, such as elevator shafts, shall be secured by:

closing and locking of the existing door into the opening (if any), or

closing the opening with plywood of minimum 1/4″ thickness, cut to fit the opening and secured either using 6D galvanized nails or wood screws spaced not more than 9″ on center.

Additionally, the opening should be marked “shaft way” in red letters a minimum of 6″ high on a white background. (Note Hazard Item #702).

All hallways and stairways shall be maintained clear at all times. (Standard Hazard Item #255).

ENFORCEMENT

The owner of a vacant building, or the owner’s authorized representative, must be contacted and appointments made to jointly inspect the premises.

If ownership cannot be readily determined, call the last listed owner on the building card.

Then check with the adjoining businesses to see if they may be able to provide you with any information.

Members may also contact the King County Department of Assessments (phone 206-296-7300; fax 206-296-5107 also on the Fire Department InWeb, and request information on who pays the property taxes for a specific property.

The Assessor's Office needs the specific street address.

The taxpayer is probably the property owner, or should at least know who the owner is.

Fax requests are usually easier to accomplish than phone contact, but may take one or more days for a response.

On-Line Property Owner Information – To obtain property owner information via the InWeb from assessor's records for properties located within the City of Seattle:

Start from the Seattle Fire Department InWeb home page:

- Go to FMO and select "DPD - Property Owner Info."
- Enter the property address at the top and hit search.
- Scroll down to view the King County Assessor Data.

REPORTING

All violations will be documented on a NOV or Form 6a and sent to the owner or her/his representative.

During inspections of vacant buildings, note significant violations of Building Code items that would specifically fall under DPD jurisdiction. Place these items on a F6A and notify the compliance officer by e-mail or by telephone at 206-386-1345.

Examples are;

- Dangerous structural issues.
- Broken and / or open windows.
- Questionable electrical items such as damaged or exposed wiring.

Inspection information must be recorded in the IPD.

STANDARD HAZARD ITEMS

PERMITS (SFC CHAPTER 1)

101*	Level I Permit Application. A Fire Department permit is required for the following activities at this location: (97 SFC 105.8). Please complete the application provided and send it with the fee to the Fire Marshal's Office.
102*	Level II Permit Application. A Fire Department permit is required for the following activities at this location: (97 SFC 105.8). Please complete the application and send it with the fee to the Fire Marshal's Office. A Fire Department Inspector will contact you and conduct a. separate permit inspection after your application has been received.
103*	Expired Permit. Fire Department permits must be renewed annually. (97 SFC 105.2.2). The permit(s) issued for this site have expired. A Fire Department permit is required for the following activities at this location: (97 SFC 105.8).
104*	Conspicuously post all Fire Department permits and permit conditions. (97 SFC 105.8).
105*	Take action to comply with conditions of your Fire Department permit as follows: (97 SFC 105.2.3). Note to Inspector: If the permit holder has a need to exceed quantities allowed under the present permit, use item 102 and direct permit holder to make application for a new permit.

ALARM SYSTEMS (SFC CHAPTER 9)

150*	Repair or replace the defective fire alarm system as follows:(97 SFC 1001.5.1).
151*	Keys to the alarm control unit(s), remote annunciator panel(s) and locked fire protection equipment shall be installed and maintained in an approved location as follows: (97 SFC 1007.3.3.2).
152*	Maintain fire alarm reset tools at the fire alarm control panel for use by emergency personnel: (97 SFC 1001.5.1).

153*	Immediately discontinue the practice of resetting the fire alarm without authorization from Fire Department personnel to do so (97 SFC 1001.7.4). If the Officer or Inspector has reason to believe the responsible person will follow through in making the corrections for this specific item, a re-inspection will not be required.
154	Install a single-station smoke detector in the Group R occupancy as follows: (97 SFC 1007.2.9.2.1). Note to Inspector: This is a retroactive requirement for all Group R occupancies.
155*	Perform and maintain a log of the monthly fire alarm test. Fire alarm systems are required to be functionally tested monthly. Note: See SFD Info Bulletin 2000-1 Exception: Systems under contract for quarterly Confidence Testing (97 SFC 1007.3.4.4). If the Officer or Inspector has reason to believe the responsible person will follow through in making the corrections for this specific item, a re-inspection will not be required.
156*	Post a sign on the door to the room where the fire alarm panel is located conspicuously identifying “FIRE ALARM CONTROL” (97 SFC 1001.8).

AUTOMATIC FIRE SUPPRESSION (SFC CHAPTER 9 AND NFPA 13)

201	The automatic sprinkler system shut-off valves located outside must be secured in the open position as follows: (97 SFC 1001.5.1 and 1996 NFPA 13 4-14.1.1.3). Note to Inspector: Valves outside may be secured with any system, such as chain or strapping, that is reasonably secure yet may be removed by bolt cutters, i.e., hardened steel bars are not acceptable. If owner needs other security measures, advise them to address a letter to the Fire Marshal.
202*	Provide and maintain an unobstructed aisleway to the automatic sprinkler control valve(s) as follows: (97 SFC 1001.7.4).
203	All control, drain, test and alarm valves on the automatic sprinkler system must be provided with identification signs of standard design or their equivalent, as follows: (97 SFC 1001.5.1 and 1996 NFPA 13 2-7.3).
204*	Immediately restore the automatic sprinkler system to proper operating condition (97 SFC 1001.5.1). Note to Inspector: See also Item #803 Fire Watch.
205	Remove all accumulations of paint or other foreign material from the sprinkler head(s) or replace the head(s) as follows: (97 SFC 1001.5.1 and 1996 NFPA 13 2-2.5.3). Note to Inspector: If sprinkler heads are subject to paint, thin plastic “baggies” may be used during painting or other heavy particulate producing activity to cover heads. Bags must be changed when fuse or sprinkler head cannot be seen.
206	Discontinue the practice of storing and/or hanging any materials on or above the sprinkler system piping as follows: (97 SFC 1001.5.1).
207	Provide and install frangible covers and/or plugs as required on the sprinkler system and/or standpipe fire department connection(s) as follows: (97 SFC 1001.5.1 and 1996 NFPA 13 2-8.2).
208	Clean the sprinkler and//or standpipe fire department connection threads and swivels so that they turn freely as follows: (97 SFC 1001.5.1). Note: No lubricant may be used.

209	Label standpipe to identify building/area served as follows: (1997 SFD 1001.8). Note: Use only for installations where numerous pipes may cause confusion.
210	Deflectors of upright sprinklers shall be located not less than one inch (1") to ten inches (10") below combustible ceilings and one inch (1") to twelve inches (12") below noncombustible ceilings (97 SFC 1001.5.1 and1996 NFPA 13 4-6.4.1.1).
211*	Remove all items so they are more than 18" below the sprinkler deflector (97 SFC 1001.5 and 1996 NFPA 13 4-6.6).
212	Post the door to the room where sprinkler controls are located with a sign conspicuously identifying "SPRINKLER CONTROL ROOM" (97 SFC 1001.8).
213	Maintain a wrench and supply of spare sprinkler heads (minimum 6) of the correct type and temperature for your facility. These shall be kept in a cabinet adjacent to the sprinkler controls (97 SFC 1001.5.1 and 1996 NFPA 13 2-2.8).

EXITS (SFC CHAPTER 10)

250	Replace the burned out or missing light bulb(s), or make other repairs as necessary to the exit pathway light(s) as follows: (97 SFC 1211).
251*	Replace the burned out light bulb(s), provide a second light bulb, or make other repairs as necessary to the illuminated exit signs as follows: (97 SFC 1211.2 and 1212.4). If the Officer or Inspector has reason to believe the responsible person will follow through in making the corrections for this specific item, a re-inspection will not be required.
252	Increase the illumination in the exit pathway(s) to a minimum of 1 foot candle (10.76 lx) as follows: (97 SFC 1211.1). **Note** – Use the following rule of thumb to judge adequate lighting without a light meter. Place a business card face up at your feet. If you can read it, lighting is sufficient and approximates 1 foot candle.
253*	Maintain the exit sign(s) and exit pathway light(s) illuminated at all times the building is occupied as follows: (97 SFC 1211.1).
254	Provide an approved EXIT sign or placard(s) indicating the fire exit(s) as follows: (97 SFC 1212). **Note** – The word EXIT shall be in green block capital letters on a contrasting background (white is recommended). The word EXIT shall be not less than 6 inches in height by seven inches in width, with the stroke of each letter not less than ¾ inch. Larger signs should follow the same proportion of width to height.
255*	Remove the item(s) that would obstruct the exit or make exiting hazardous as follows: (97 SFC 1203).
256	Revise the locking device on the exit door so that it may be readily opened from the inside without special knowledge or the use of a key as follows: (97 SFC 1207.3).
257	Immediately remove the unapproved locks from the exit door as follows: (97 SFC 1207.3). Note to Inspector: See 97 SFC 1207.3 for exception allowing locks in some occupancies if a sign is posted indicating that the door must be unlocked during business hours.

258	Properly repair the panic hardware on the exit door(s) to readily open when subjected to a maximum of 15 pounds pressure as follows: (97 SFC 1207.4).
259	Properly repair the fire escape window(s) or emergency escape window (below the fourth floor and basement) to open readily and remain in the open position as follows: (97 SFC 1205).
260	Bars, grills, grates or similar devices installed on windows of sleeping rooms below the fourth floor and in basements shall be operable from the inside without the use of a key, special knowledge or effort. (97 SFC 1206).
261	The defective fire escape(s) must be repaired as follows: (97 SFC 1205).
262	Remove rust and scale and repaint all portions of the fire escape(s) where the exterior finish has deteriorated as follows: (97 SFC 1205).
263	Under Permit from the Department of Design, Construction and Land Use, repair or replace the following structural elements of the stair as follows: (97 SFC 103.4.5).
264*	Discontinue any storage under the unprotected stair and/or in the exit enclosure as follows: (97 SFC 1210.3 and 1203).
265	Manually operated edge-or surface-mounted flush bolts and surface bolts are prohibited on exit doors. When exit doors are used in pairs and approved automatic flush bolts are used, the door leaf having the automatic flush bolts shall have no doorknob or surface-mounted hardware. The unlatching of any leaf shall not require more than one operation. Exceptions: (1) R-3 Occupancies; (2) When a pair of doors serving a room not normally occupied is needed for the movement of equipment, manually operated edge or surface bolts may be used and a door closer need not be provided on the inactive leaf (97 SFC 1207.3).

266	A stairway in an exit enclosure shall not continue below the grade level unless an approved barrier is maintained in operating condition at the ground floor level to prevent persons from accidentally continuing into the basement. Note: Does not apply to buildings constructed prior to June 24, 1959, Ord. #88324 (97 SFC 1210.2).
267	In a dormitory, minimum floor area shall be 60 square feet per single or double bunk and aisles not less than 3 feet in width shall be provided between the sides of bunks and from every bunk to an exit as follows: (97 SFC Article 12 and SBC 310.6.2).
268	Provide a sign stating “FIRE DOOR DO NOT OBSTRUCT” in not less than1-inch letters permanently near or on the fire door(s) in the following location(s): (97 SFC 1111.2.3).

ELECTRICAL (SFC CHAPTER 6 AND ELECTRICAL CODE)

301*	Remove the electrical extension cord(s) as follows: Extension cords shall not be used as a substitute for permanent wiring. If additional outlets are needed, they must be installed in accordance with the Seattle Electrical Code. Extension cords shall only be used with portable appliances (97 SFC 8504 and 8506). If the Officer or Inspector has reason to believe the responsible person will follow through in making the corrections for this specific item, a re-inspection will not be required.
302*	Remove or replace the damaged or insufficient capacity rated electrical extension cord(s) as follows: (97 SFC 8504 and 8506).
303*	Discontinue the practice of affixing extension cords or power taps to structures, extending extension cords or power taps through walls, ceilings, floors, under doors or floor coverings, around nails, pipes or other objects; or subjecting the extension cord or power tap to environmental damage (97 SFC 8504 and 8506).
304	Under permit from the Department of Design, Construction and Land Use, the electrical wiring must be reinstalled in accordance with the Electrical Code as follows: (97 SFC 8504).
305*	Install approved covers on the open electrical service panel(s) or junction box(es) as follows: (97 SFC 8504). If the Officer or Inspector has reason to believe the responsible person will follow through in making the corrections for this specific item, a re-inspection will not be required.
306	Under permit from the Department of Design, Construction and Land Use, reinstall the electrical fixture(s) in accordance with the Electrical Code as follows: (97 SFC 8504).
307	Electrical extension cords shall be used only in continuous lengths, without splices or taps as follows: (97 SFC 8506.2.5).
308*	Directly connect the power taps or surge protectors to a permanently installed receptacle as follows: (97 SFC 8508.3).

FIRE EXTINGUISHERS (SFC CHAPTER 9)

351*	Fire Extinguishers must be inspected annually, then tagged and dated by a person possessing a SFD certificate to perform such work (97 SFC 1001.5.2 and Appendix III-B). Note – New fire extinguisher(s) are considered good for one year from date of purchase. Proof of date of purchase is required. If the Officer or Inspector has reason to believe the responsible person will follow through in making the corrections for this specific item, a re-inspection will not be required.
352	Repair, recharge or replace the fire extinguisher(s) as follows: (97 SFC 1001.5.2).
353	Arrange for a break down inspection of the dry chemical fire extinguisher and tagging to document the inspection, or replace the fire extinguisher, as follows: (97 SFC 1001.5.2 and UFC 10-1).
354	Arrange for a hydrostatic test and provide tagged documentation of the test for the fire extinguisher(s), or replace the fire extinguisher(s), as follows: Note – Fire Extinguisher(s) must be hydrostatically tested, with tagged documentation, every five years. Exception – Dry chemical and halogenated extinguishers require hydrostatic testing with tagged documentation every 12 years (97 SFC 1001.5.2 and UFC 10-1).
355	Remove material so that fire extinguishers are not obstructed or obscured from view as follows: (97 SFC 1001.5).
356	Relocate fire extinguisher(s) along normal paths of travel as follows: (97 SFC 1002.1).
357	Relocate fire extinguisher(s) so they are not obstructed or obscured from view as follows: (97 SFC 1001.5). Exception – In large rooms, and certain locations where visual obstruction cannot be completely avoided, means shall be provided to indicate the location.

358*	Relocate fire extinguisher(s) so they are properly mounted with the top of the extinguisher not more than 5 feet above the floor, and the bottom at least 4 inches above the floor (97 SFC 1002.1). **Note** – Use for extinguishers up to 40 pounds.
359	Relocate fire extinguisher(s) so they are properly mounted with the top of the extinguisher not more than 3 1/2 feet above the floor, and the bottom at least 4 inches above the floor (97 SFC 1002.1). **Note** – Use only for extinguishers 40 pounds and over, except wheeled types.
360	Install a UL listed portable fire extinguisher with a rating not less than 2A for each 6,000 sq. ft. of floor area and within 75 feet travel distance as follows: (97 SFC 1002.1). **Note** – Use for light hazards, schools, offices, etc.
361	Install a UL listed portable fire extinguisher with a rating not less than 2Afor each 3,000 sq. ft. of floor area and within 75 feet travel distance as follows: (97 SFC 1002.1). **Note** – Use for ordinary hazards; mercantile storage and display, auto showrooms, parking garages, light manufacturing, warehouses, and new construction.
362	Install a UL listed fire extinguisher as specified in the permit conditions (97 SFC 1002.1). **Note** – For hazardous materials permits without specified conditions, require as a minimum a 4A 40BC rated extinguisher, within 30 feet (See also #458).
363	Install a UL listed portable fire extinguisher with a rating not less that 10BC within 30 feet of the 'oil-fired' boiler or furnace room door (97 SFC 1002.1).
364	Install a UL listed portable fire extinguisher with a rating not less that 2A20BC, within 75 feet of the motor vehicle fueling pump(s) (97 SFC 5202.9).

365	Install a UL listed portable fire extinguisher with a Class 'K' rating within 30 feet of the commercial deep fat fryer as follows: (97 SFC 1002.1). **Note** – A class 'K' extinguisher is a retroactive requirement for commercial deep fat fryers utilizing vegetable oil. The 40 BC is no longer required when replaced by the K. A 2A extinguisher is required for the restaurant occupancy as a whole.
366	Refill the water pump tank fire extinguisher(s) as follows: (SFC Section 1001.5.1). **Note** – These extinguishers should be manually pumped by the owner to insure they operate.
367	Provide suitable breaker(s) for the fire extinguisher break-glass cabinet(s) as follows: (97 SFC 1001.5.1).

FIRE PREVENTION INSPECTION MANUAL

FIRE DOORS (SFC CHAPTERS 6 AND 10)

401*	Discontinue the practice of wedging, blocking or otherwise restraining the fire door(s), which must be maintained self-closing and remain in the closed position, except when in actual use, as follows: (97 SFC 1111.2.2and SBC 713). Note – Doors may be held open by an automatic-closing device controlled by a heat-actuating device or an approved smoke detector. See the SBC, Section 713.6, for permitted automatic and self-closing fire doors. If the Officer or Inspector has reason to believe the responsible person will follow through in making the corrections for this specific item, a re-inspection will not be required.
402	Provide anti-rebound hardware or positive latching device(s) on the fire door(s) as follows: (97 SFC 1111.2.1 and SBC 713.6).
403	Reinstall the fire door(s) removed from the following location(s): (97 SFC 1111.2.1 and SBC 713.6).
404*	Repair the fire door(s) so that the door(s) will open freely, close completely, and latch when released as follows: (97 SFC 1111.2.1 and SBC 713.6). Note – To include horizontal/vertical sliding, roll up, and doors with magnetic hold open door assemblies.
405	Repair the coordinating device(s) for the fire doors so that they will close in proper sequence, as follows: (97 SFC 1111.2.1 and SBC 713.6).
406	Install coordinating device(s) for the fire doors so that they close in proper sequence as follows: (97 SFC 1111.2.1 and SBC 713.6).
407	Reinstall automatic closing fire door fusible link(s) as follows: (97 SFC 1111.2.1). Note – Use for horizontal/vertical sliding or roll up doors.

FLAMMABLE LIQUIDS (SFC CHAPTERS 1 AND 34)

451*	Reduce the storage of flammable and combustible liquids inside the building to not more than 5 gallons of Class I and/or 25 gallons aggregate quantity of Class II and IIIA. If you need greater quantities, apply for a Fire Department permit (97 SFC 105.8.f.4).
452*	Reduce outdoor storage of flammable and combustible liquids to not more than 10 gallons of Class I and/or 60 gallons aggregate quantity of Class II and IIIA. If you need greater quantities, apply for a Fire Department permit (97 SFC 105.8.f.4).
453	Move all Class I, II and III-A liquids to a safe location away from exits, doorways, stairways and other areas that might hinder exiting as follows: (97 SFC 7902.5.5, 1203 and 1210.3).
454	In interior locations, separate combustible materials from flammable and combustible liquids. In exterior locations, remove combustible materials, including grass and vegetation, within 15 feet of flammable and combustible liquid storage areas (97 SFC 7902.1.6, 7902.3.7 and 7902.5.10.2.4).
455	Eliminate all smoking, open flame or other sources of ignition in flammable or combustible liquid storage areas and within 25 feet of any dispensing as follows: (97 SFC 7901.10, 7902.1.4 and 8001.9).
456	Discontinue the practice of storing flammable or combustible liquids in, or dispensing flammable or combustible liquids from, unapproved containers as follows: (97 SFC 7902.1.8.1.1; See Table 7902.1).
457	Remove, repair or properly dispose of defective or leaking containers or tanks as follows: (97 SFC 7901.7.3 and 8001.4.3).

458	Install a portable fire extinguisher with a U.L. rating not less than 4A, 40BC no further than 30 feet from: (97 SFC 7901.5.3 and UFC Standard 10-1). Indicate letters of which or all items required: a. Flammable liquid storage cabinet b. Parts washing tank c. Flammable liquid storage room d. Flammable liquid use, mixing and dispensing room e. Spray area, spray room, or spray booth See also # 362
459	Post a warning sign of durable material with red lettering on a white background that reads DANGER -- FLAMMABLE LIQUIDS in the following locations: **Note –** Letters shall not be less than 3 inches in height and 1/2 inch in stroke (97 SFC 7901.9).
460	Provide visible hazard identification signs as specified in UFC Standard 79-3 as follows: (97 SFC 8001.7).

STORAGE OF FLAMMABLE AND COMBUSTIBLE LIQUIDS IN LOCATIONS OTHER THAN RETAIL OCCUPANCIES

461	Store all empty or unused containers and tanks as if they were full, or remove and properly dispose of them as follows: (97 SFC 7902.5.3 and 8001.4.6).
462	Confine flammable and combustible liquids in quantities greater than 10 gallons to an approved flammable liquid storage cabinet (97 SFC7902.5.8). **Exception** – Liquids stored in approved storage rooms or approved liquid storage warehouses (97 SFC 7902.5.11 and 7902.5.12). **Note** – See Standard Hazard Items 1 and 2 for quantities requiring a permit.
463	Reduce and maintain the height of flammable liquid storage in accordance with the following: • Containers having less than 30-gallon capacity shall not be stacked more than three (3) feet or two (2) containers high, whichever is greater. • Containers having a capacity of 30-gallons or more shall not be stored more than one (1) container high (97 SFC 7902.5.10.1).
464	Store flammable and combustible liquids on shelves in an orderly manner. (97 SFC 7902.5.6.3).
465	Provide shelving for flammable liquids that is of substantial construction and securely braced and anchored (97 SFC 7902.5.6.1).
466	Maintain piles of flammable and combustible liquids no closer than 3 feet from the nearest beam, chord, girder or other obstructions and no closers 3 feet below sprinkler deflectors or discharge orifices of water spray or other fire protection system. (97 SFC 7902.5.10.1).

STORAGE OF FLAMMABLE AND COMBUSTIBLE LIQUIDS IN RETAIL AND WHOLESALE

467	Reduce and maintain flammable and combustible liquid storage on shelves to a maximum height of 6 feet. Shelving shall be metal (97 SFC 7902.5.10.2.4).

DISPENSING AND USE OF FLAMMABLE AND COMBUSTIBLE LIQUIDS

(DOES NOT APPLY TO FLEET FUELING)

468	Transfer Class I and II liquids in containers exceeding 5.3-gallons (20 L) by one of the following methods: • From safety cans, • Through an approved closed piping system, • From containers or tanks by an approved pump taking suction through an opening in the top of the container or tank, • For Class I-B, I-C, II or III liquids, from containers or tanks by gravity through an approved self- or automatic-closing valve when the container or tank and dispensing operations are provided with spill control and secondary containment. Class I-A liquids shall not be dispensed by gravity from tanks, or • Approved engineered liquid transfer systems (97 SFC 7903.1.3.5).
469	Class I and II liquids shall not be dispensed by gravity from tanks, drums, barrels or similar containers exceeding 5.3-gallon (20 L) capacity. Approved pumps taking suction from the top of the container shall be used as follows: (97 SFC 7903.1.3.5).
470	Dispensing activities shall not be conducted within 15 feet of buildings, combustible materials, or storage of Class I, II or III liquids unless such liquids are stored in tanks which are tested and labeled as two-hour protected tank assemblies (97 SFC 7903.3.3).
471	Dispensing activities shall not be within 25 feet of building openings, property lines, streets, alleys, or public ways (97 SFC 7903.3.3).
472	Provide adequate grounding and bonding where Class I or II liquids are transferred or dispensed in order to prevent the accumulation of static electricity (97 SFC Sec's. 7901.10 and 7903.2.1.3).

473	Class I-A liquids shall not be used for cleaning. Cleaning with Class I-B, I-C, II or III-A liquids shall be conducted: (97 SFC 7903.2.2 and 7903.2.2.4). • In an approved flammable liquid use, mixing and dispensing room, • In a machine listed and approved for the purpose, or • Limited to the following quantities when conducted outside of listed machines or approved rooms: Class I-B or I-C liquids 5 gallons Class II or III-A liquids 25 gallons

COMBUSTIBLE STORAGE (SFC CHAPTER 11)

501*	Remove all combustible material in the basement or confine all combustible storage in the basement to (a) room(s) not over 500 square feet in area and of 1-hour fire-resistive construction; or install an approved automatic sprinkler system constructed under permit from the Department of Design, Construction and Land Use (97 SFC 1103.3.2.5 and SBC 904.2.2). **Exception –** Class R-3 and U Occupancies.
502	Remove all combustible material in the unfinished attic area or confine all combustible storage in the attic to areas of 1-hour fire-resistive construction; or install an approved automatic sprinkler system constructed under permit from the Department of Design, Construction and Land Use (97 SFC 1103.3.2.5 and SBC 904.2.2). **Exception –** Class R-3 and U Occupancies.
503	Reduce and maintain combustible material storage to not more than 2,500 cubic feet gross volume. If greater quantities are needed, apply for a Fire Department permit (97 SFC 105.8.c.6).
504*	Reduce and maintain storage of combustible materials to: • 2 feet or more below the ceiling in non-sprinklered areas of the building. • 18 inches or more below sprinkler head deflectors in sprinklered areas of the building (97 SFC 1103.3.2.2).
505	Remove the combustible material from: Indicate letters of which or all items are required: a. The boiler room, mechanical room or electrical equipment room, (1997 SFC 1103.3.2.4). b. Areas where it obstructs access to fire extinguishers, standpipe outlets, sprinkler control shut off and safety controls or fire department access openings (1997 SFC 1103.3.2.7) c. Under the stairway in the exit enclosure (1997 SFC 1210.3) d. Exits or exit enclosures as follows: (1997 SFC 1103.3.2.3).

506	Remove the fueled equipment, including but not limited to motorcycles, mopeds, lawn-care equipment and portable cooking equipment from the building as follows: (97 SFC 1103.3.2.6).
507	Arrange the combustible storage in the building to conform to the following restriction(s): (97 SFC 1103.3.2.7). a. Storage shall be within 20 feet of two aisles each at least 44 inches wide. b. No block pile shall exceed 40 X 40 feet unless approved by the Chief. c. No dead end aisle shall be longer than 10 times the width. All storage in non-sprinklered areas shall be within 150 feet aisle travel of fire department exterior access openings.
508	Outside storage of combustible materials, including lumber, shall: a. Not be located within 10 feet of a property line. Exception – The distance may be reduced to 3 feet for storage not exceeding 6 feet in height (97 SFC 1103.3.5.1). b. Not be stored beneath a building or structure (97 SFC 1103.3.5.2). c. Not exceed 20 feet in height (97 SFC 1103.3.5.4). d. Not be stored under un-sprinklered eaves, canopies or other projections or overhangs outside of sprinklered buildings (97 SFC 103.3.5.3).
509	Reduce and maintain tire storage piles to not more than 5,000 square feet of continuous area and not more than 10 feet in height (97 SFC 1103.3.6).

RUBBISH, DEBRIS, COMBUSTIBLE MATERIALS (SFC CHAPTER 3)

551	Remove and properly dispose of the combustible grass, vines or other vegetation as follows: (97 SFC 1103.2.4).
552	Remove all lint, dust and combustible materials from the clothes dryer machinery and lint trap as follows: (97 SFC 1107.2).
553	Remove all lint, dust and combustible materials from the electrical machinery and areas adjacent thereto as follows: (97 SFC 8505).
554	Oily rags and similar materials shall be stored in metal-lined containers or other approved containers with tight-fitting covers (97 SFC 1103.2.1.3).
555	Rubbish containers kept outside of noncombustible rooms or vaults shall not exceed 40.5 cubic feet (1.15 m^3) capacity. Containers exceeding 5-1/3 cubic feet (40 gallons (0.15m^3) shall be provided with lids. Such containers and lids shall be constructed of noncombustible materials or nonmetallic materials complying with Section 1103.2.1.4.2. (97 SFC 1103.2.1.2). **Exception –** Waste accumulated for collection by the Solid Waste Utility shall be stored in containers (to include recycling containers) specified by the City's solid waste collection contracts.
556	Remove and properly dispose of the combustible rubbish accumulations from the building as follows: Also, remove rubbish from the building at least once each working day (97 SFC 1103.2.1.5). **Exception –** Combustible rubbish inside noncombustible vaults or rooms.

NO SMOKING (SFC CHAPTER 3 AND SMC 10.64)

601*	In accordance with Seattle Municipal Code Ch. 10.64 (designation of smoking and non-smoking areas), conspicuously post "NO SMOKING" signs as follows: Note – Additional signs may be posted at the owner's/occupants' discretion. If the Officer or Inspector has reason to believe the responsible person will follow through in making the corrections for this specific item, a re-inspection will not be required.
602	Strictly enforce the "NO SMOKING" restrictions as follows: (97 SFC1109.4).
603	Post "NO SMOKING" signs, so that such signs are visible from all points on the premises as follows: (97 SFC 1109.4).

PLASTER REPAIRS/FINISH

651*	Repair the damaged plaster or gypsum wallboard with a fire-resistive material equivalent to the surrounding surfaces as follows: (97 SFC 1111.1).
652	Provide and maintain in place, attic scuttle cover(s) constructed of a fire-resistive material equivalent to the surrounding surfaces as follows: (97 SFC 1111.1).
653	Seal the unused flue opening into the chimney(s) with a fire-resistive material equivalent to the surrounding surfaces as follows: (97 SFC 1111.2.1).

VACANT BUILDINGS

701	Remove all combustible and hazardous materials from the vacant building(s) and property(ies) as follows: (97 SFC 1110.2).

702	Securely lock or barricade the vacant building(s) to prevent entry by unauthorized persons as follows: (97 SFC 1110.3). Note – Fire and life safety systems are required to be maintained and confidence tested unless exempted in writing by the Fire Marshal. For buildings with dangerous conditions, holes in floors, etc., use F6A to DPD for compliance.

COMMERCIAL COOKING EQUIPMENT

751*	Install an approved portable fire extinguisher with Class K rating within 30 feet of the commercial deep fat fryer as follows: (97 SFC 1002.1). **Note** – A 'K' class extinguisher is a retroactive requirement for commercial deep fat fryers utilizing vegetable oil. The 40 BC is no longer required when replaced by the K. A 2A extinguisher is required for the restaurant occupancy as a whole.
752	Clean the rangehood, grease-removal devices, fans and ducts at intervals necessary to prevent build up of grease, not to exceed six months (97 SFC 1006.2.8).
753	Commercial cooking fire suppression systems shall be confidence tested by an SFD certified individual annually or after activation. Provide documentation of the confidence test as follows: (Administrative Rule 10.41).
754	Under permit from the Department of Design, Construction and Land Use, provide an approved fire protection system for the grease hood and exhaust duct (97 SFC 1006.1).

MISCELLANEOUS (SFC ARTICLES 9, 11, 25)

801	Provide a minimum 3-foot clear space around the circumference of the fire hydrant(s) as follows: (97 SFC 1001.7.2).
802	Emergency plans, staff training and fire drills shall be provided in accordance with 97 SFC 1303 as follows: (For high rise see Article 193).
803*	Immediately post a fire watch until fire protection system is restored as follows: (97 SFC 1001.5.3.1 and Administrative Rule 10.1; See SFD Information Bulletin 991). **Note** – A fire watch can also be required for an excessive number of accidental activations of a fire protection system.

804	Discontinue the practice of illegal outdoor burning (97 SFC 1102.3). Note – Information regarding all forms of burning may be obtained from the Puget Sound Clean Air Agency, (206) 343-8800.
805	Discontinue the practice of storing or parking any motor vehicle(s) within the building until such time as an approved garage separation is constructed under permit from the Department of Design, Construction and Land Use (97 SFC 1103.3.2.6, 103.3.2.3 and SBC 302.4).
806*	Post and maintain the correct street address number in a conspicuous place over or near the principal street entrance, or in such other conspicuous place as is necessary for the easy finding of such address (97 SFC 901.4.4). Note – Numbers shall be in high contrast to the background on which they are posted and not less than three inches in height for residential occupancies, and not less than five inches in height for all other occupancies (1997 SBC 502).
807	A permit from the Department of Planning and Development (DPD) is required for the construction/alterations presently underway on the premises (SBC 106). This matter will be referred to DPD for follow-up.
808	An inspection by members of this Department was made on (date). No apparent Fire Code violations were found at that time.
809	Provide a tagged set of keys as necessary for hoistway access, elevator machine room access, and emergency operation of elevators, on the premises, in a location approved by the Fire Department Company Inspector, as follows: (97 SFC 902.4, SBC 3011.3 and 3011.4).

810*	All fire and life safety protection systems on the premises must be confidence tested at regular intervals as specified by code. Testing and any required maintenance must be performed by a person certified to perform the work. Provide documentation of confidence testing for the following system(s): (97 SFC 1001.5 and Appendix III-B). **Note –** Send test results and documentation that any required repairs have been completed to: Seattle Fire Department, Attention: Confidence Testing, 220 3 Ave S, Seattle, WA 98104
811	An inspection of the above captioned premises disclosed violations of City Ordinance that the Seattle Fire Department recommends be corrected as follows: (For use on buildings that are owned or federally owned and occupied --- no reinspection will be made). **Note –** Where the federal government is a tenant of a privately owned building the fire code will be enforced through the building owner and reinspections will be conducted.
812	Containers, cylinders, tanks and systems shall be secured against falling, accidental dislodgment and against access by unauthorized personnel (97 SFC 7401.6).
813	Compressed gas containers, cylinders and tanks designed for protective caps, collars, or other protective devices shall have the caps or devices in place except when the containers, cylinders or tanks are in use or are being serviced or filled (97 SFC 7401.7.2).
814	Compressed gas containers, cylinders and tanks containing gases with different hazard classes shall be separated by one of the following methods: A separation distance of not less than 20 feet, Isolating by a noncombustible partition extending not less than 18 inches above and to the sides of the stored gases, or Stored in separate gas cabinets (97 SFC 7401.8.2).
815	Please contact your local fire station to arrange for a fire safety inspection of your premises. Call (inspector) at (206) 386-_____. If we are away from the station, please try again until you make contact.

COMPANY INSPECTION ASSIGNMENTS

The City is divided into inspection districts in order to redistribute the inspection workload as equitably as possible. Inspection districts are designed to maintain optimum fire response capability. Unless otherwise stated the boundary lines run along the center line of the street, avenue, or feature of natural topography named.

Station captains are required to maintain at least one map of the station inspection district, including block numbering, in the station library or posted on a wall that is easily viewed by members.

Each Inspection District must be divided into four sections. Each section must contain a reasonably equal share of work, based upon the number, relative size and complexity of the occupancies therein. Inspection area assignments must be rotated annually, so that each Platoon will inspect each section of the district every 4 years.

Each block in the district must be numbered in sequential order, starting in the NW corner of the district and numbering the blocks consecutively across the district from left to right, and each row of blocks below in the same manner. All companies must use the block system.

BATTALION II

STATION 2

Engine 2 – Ladder 4 – Beginning at Alaskan Way and Broad Street, to Mercer Street, to Westlake Avenue N, to Lake Union, to Fairview Place N, to Fairview Avenue N, to Roy Street, to Interstate 5, to Pine Street, to 1st Avenue, to Virginia Street, to Alaskan Way, to the place of beginning.

STATION 10

Engine 10 – Ladder 1 – Beginning at Alaskan Way South to South Royal Brougham Way, to 6th Avenue South, to South Holgate Street, to the Freeway, to South Plummer Street, to Maynard Avenue South, to Yesler Way, to 8th Avenue, to Spruce Street, to 9th Avenue, to Madison Street, to 6th Avenue, to University Street, to the Freeway, to Pine Street, to 3rd Avenue, to Spring Street, to 2nd Avenue, to Columbia Street, to Alaskan Way and to the place of beginning.

STATION 25

Engine 25 – Ladder 10 – Beginning at Melrose Avenue E and E Roy Street, to 11th Avenue E, to E Prospect Street, to 16th Avenue E, to E Madison Street, to 12th Avenue, to E Jefferson Street, to Minor Avenue, to Cherry Street, to 9th Avenue, to Madison Street, to 7th Avenue, to Hubbell Place to Pike Street to Boren Avenue, to Olive Way, to Melrose Avenue, to Melrose Avenue E, to the place of beginning.

STATION 34

Engine 34 – Beginning at Lake Washington and E Jefferson Street, to Martin Luther King Jr. Way, to E Marion Street, to 21st Avenue E, to E Olive Street, to E Madison Street, to 16th Avenue E, to E Prospect Street, to 15th Avenue E, to E Galer Street, to Interlaken Drive E, to 19th Avenue E, to Boyer Avenue E, to 16th Avenue E, to the shores of Portage Bay, Union Bay, and Lake Washington, to the place of beginning.

BATTALION IV

STATION 8 — **Engine 8 – Ladder 6 –** Beginning at Alaskan Way and Broad Street, to Mercer Street, to Westlake Avenue N, to the west shore of Lake Union to Raye Street (excluding both sides of Westlake Avenue N, between Newton Street and Raye Street) to 1st Avenue N to Florentia Street, to 3rd Avenue W, to W Highland Drive, to 11th Avenue W, to Burlington Northern-Santa Fe railroad tracks to W Mercer Street, to Elliott Bay and to the place of beginning.

STATION 9 — **Engine 9 –** Beginning at Lake Washington Ship Canal and 3rd Avenue NW to NW 45th Street, to Aurora Avenue N, to N 50th Street, to Stone Way N, to N 45th Street, to Wallingford Avenue N, to Lake Union, around the N and W shore of Lake Union, to Raye Street (including both sides of Westlake Avenue N between Raye Street and Newton Street) to 1st Avenue N, to Florentia Street, to Warren Avenue N, to the S shore of the Lake Washington Ship Canal, to the N shore of the Lake Washington Ship Canal and to the place of beginning.

STATION 18 — **Engine 18 – Ladder 8 –** Beginning at Puget Sound and NW 80th Street, to and including both sides of Seaview Avenue NW, to NW 70th Street, to 20th Avenue NW, to NW 65th Street, to 3rd Avenue NW, to the north shore of the Lake Washington Ship Canal, to the north shore of the Salmon Bay Waterway, to Puget Sound, to the place of beginning.

STATION 20 — **Engine 20 –** Beginning at Elliott Bay and 23rd Avenue W to W Halladay Street, to 19th Avenue W, to Salmon Bay Waterway, along the S shore of the Lake Washington Ship Canal to Warren Avenue N, to Florentia Street, to 3rd Avenue W, to W Highland Drive, to 11th Avenue W, to the Burlington Northern-Santa Fe railroad tracks, to W Mercer Street, to Elliott Bay and to the place of beginning.

STATION 21 — **Engine 21 –** Beginning at 2nd Avenue NW and NW 92nd Street, to Fremont Avenue N, to N 80th Street, to Ashworth Avenue N, to Greenlake, around the north and east shores of Greenlake to Stone Avenue N, projected to W Greenlake Way N, to Greenlake Way N, to N 50th Street, to Aurora Avenue N, to N 45th Street, to 3rd Avenue NW, to NW 65th Street, to 11th Avenue NW, to NW, 80th Street, to 6th Avenue NW, to NW 85th Street, to 2nd Avenue NW, to the place of beginning.

STATION 24 — **Engine 24 –** Beginning at 5th Avenue NE and NE 145th Street, to NE 120th Street, to Whitman Avenue N., to N. 110th Street, to Fremont Avenue N., to N. 103rd Street, to 6th Avenue NW, to NW 110th Street, to Puget Sound, to NW 145th St., to the place of beginning.

STATION 35 — **Engine 35 –** Beginning at Puget Sound at NW 110th Street; to 6th Avenue NW; to NW 103rd Street; to 1st Avenue NW; to NW 100th Street; to Palatine Avenue N.; to N. 92nd Street; to 2nd Avenue NW; to NW

85th Street; to 6th Avenue NW; to NW 80th Street; to 11th Avenue NW; to NW 65th Street; to 20th Avenue NW; to NW 70th Street; to, but not including, Seaview Avenue NW; to NW 80th Street; to Puget Sound; to the place of beginning.

Station 41 — **Engine 41** – Beginning at 23rd Avenue W and Elliott Bay to W Halladay Street, to 19th Avenue W, to the S shores of Salmon Bay and Shilshole Bay, to Puget Sound, to the N shores of Elliott Bay, to the place of beginning.

Battalion V

Station 6 — **Engine 6 – Ladder 3** – Beginning at 12th Avenue and E Madison Street, to E Olive Street, to 21st Avenue, to E Marion Street, to Martin Luther King Jr. Way S., to E Jefferson Street, to Lake Washington, to S Irving Street, to Rainier Avenue S, to S Bush Place, to Corwin Place S, to and including both sides of S Dearborn Street, to the Freeway, to S Plummer Street, to Maynard Avenue S, to Yesler Way, to 8th Avenue, to Spruce Street, to 9th Avenue, to Cherry Street, to Minor Avenue, to E Jefferson Street, to 12th Avenue, to the place of beginning.

Station 13 — **Engine 13** – Beginning at Interstate 5 and S Dearborn Street to Corwin Place S, to 17th Avenue S, to S College Street, to 23rd Avenue S, to S McClellan Street, to 25th Avenue S, to S Alaska Street, to 28th Avenue S, to S Eddy Street, to Swift Avenue S, to 20th Avenue S, to S Raymond Street, to the east side of Interstate 5, to S Dakota Street, to 6th Avenue S, to S Holgate Street, to Interstate 5, to the place of beginning.

Station 14 — **Ladder 7** – Beginning at Alaskan Way S and S Royal Brougham Way, to 6th Avenue S, to S Dakota Street, to Interstate 5, to S Edmunds Street projected to Denver Avenue S (at Second Avenue S) to 1st Avenue S, to S Brandon Street, to the east bank of the Duwamish River, to Diagonal Avenue S, to 1st Avenue S, to S Lander Street, to E Marginal Way S, to Alaskan Way S and to the place of beginning.

Station 27 — **Engine 27** – Beginning at Denver Avenue S and Second Avenue S, projected to S Edmunds Street, to Interstate 5, to S Raymond Street, to 20th Avenue S, to Swift Avenue S, to S Eddy Street, to 28th Avenue S, to Beacon Avenue S, to 30th Avenue S, to the S City Limits, to the center line of Boeing Field, to S Myrtle Street, to E Marginal Way S, to 4th Avenue S, to S Brandon Street, to 1st Avenue S, to Denver Avenue S, to the place of beginning.

Station 28 — **Engine 28 – Ladder 12** – Beginning at 28th Avenue S and S Alaska Street, to Lake Washington, to S Kenyon Street, to 30th Avenue S, to Beacon Avenue S, to 28th Avenue S, to the place of beginning.

Station 30 — **Engine 30** – Beginning at Corwin Place S and Bush Place S, to Rainier Avenue S, to S Irving Street, to Lake Washington, to S Alaska Street, to 25th Avenue S, to S McClellan Street, to 23rd Avenue S, to S College Street, to 17th Avenue S, to the place of beginning.

STATION 33 **Engine 33 –** Beginning at 30th Avenue S and S Kenyon Street, to Lake Washington, to the S City Limits, to Interstate 5, to 30th Avenue S, to the place of beginning.

BATTALION VI

STATION 16 **Engine 16 –** Beginning at Ashworth Avenue N and N 86th Street, to Burke Avenue N, to N 90th Street, to 2nd Avenue NE, to NE 95th Street, to 12th Avenue NE, to NE 86th Street, to 15th Avenue N.E, to NE 80th Street, to 20th Avenue N.E, to NE 60th Street, to 5th Avenue NE, to NE 54th Street, to N 54th Street, to N 53rd Street, to Greenlake Way N, to the east and north shores of Greenlake, to Ashworth Avenue N, to the place of beginning.

STATION 17 **Engine 17 – Ladder 9 –** Beginning at Lake Union and Wallingford Avenue N, to NE 45th Street, to Stone Way N, to Greenlake Way N, to N 53rd Street, to N 54th Street, to 5th Avenue NE, to NE 60th Street, to NE Ravenna Blvd., to Cowen Place NE, to 15th Avenue NE, to Ravenna Park, to 20th Avenue NE, to NE 45th Street, to Montlake Blvd. NE, to the Lake Washington Ship Canal, to Lake Union, to the place of beginning.

STATION 22 **Engine 22 –** Beginning at Portage Bay and 16th Avenue E, to Boyer Avenue E, to 19th Avenue E, to Interlaken Drive E, to 19th Avenue E, to E Galer Street, to 15th Avenue E, to E Prospect Street, to 11th Avenue E, to E Roy Street, to Fairview Avenue N, to Fairview Place N, to the E shore of Lake Union, to the south shore of the Lake Washington Ship Canal, and to the place of beginning.

STATION 31 **Engine 31 – Ladder 5 –** Beginning at 15th Avenue NE and NE 120th Street, to NE 95th Street, to 2nd Avenue NE, projected to NE 90th Street, to Burke Avenue N. to N. 86th Street, to Ashworth Avenue N., to N. 80th Street, to Fremont Avenue N., to N. 92nd Street, to Palatine Avenue N., to N. 100th Street, to 1st Avenue NW, to NW 103rd Street, to Fremont Avenue N., to N. 110th Street, to Whitman Avenue N., to N. 120th Street, to the place of beginning.

STATION 38 **Engine 38 –** Beginning at 20th Avenue NE and NE 65th Street, to Sand Point Way, to the south boundary of the Sand Point Naval Support Facility, to the west shore of Lake Washington, to the north shore of Union Bay and the Lake Washington Ship Canal, to Montlake Blvd. NE, to NE 45th Street, to 20th Avenue N.E, to the place of beginning.

STATION 39 **Engine 39 –** Beginning at NE 145th Street and 5th Avenue NE, to Lake Washington, to NE 113th Street, to 24th Avenue NE, to NE 104th Street, to 15th Avenue NE, to NE 120th Street, to 5th Avenue NE, to the place of beginning.

STATION 40 **Engine 40 –** Beginning at 12th Avenue NE and NE 95th Street, to 15th Avenue NE, to NE 104th Street, to 24th Avenue NE, to NE 113th Street, to the west shore of Lake Washington, to the south boundary of the

Sand Point Naval Support Facility, to Sand Point Way, to NE 65th Street to 20th Avenue NE, to NE 80th Street, to 15th Avenue NE, to NE 86th Street, to 12th Avenue NE, to the place of beginning.

BATTALION VII

STATION 5

Engine 4 – Beginning at Elliott Bay and Bay Street, to Alaskan Way, to Alaskan Way S, to E Marginal Way S, to S Spokane Street, to 11th Avenue S, to Elliott Bay, projected to the place of beginning; to include all of Terminal 18 through Pier 71 and all the under-pier structures elsewhere from Pier 91 south; to exclude any and all occupancies not directly accessible by water.

Engine 5 – Beginning at Alaskan Way at Virginia Street, to 1st Avenue, to Pine Street, to 3rd Avenue, to Spring Street, to 2nd Avenue, to Columbia Street, to Alaskan Way and the place of beginning.

STATION 11

Engine 11 – Beginning at 26th Avenue SW and SW Edmunds Street, to the west bank of the Duwamish River, to 1st Avenue S, to the Burien Freeway, to Myers Way S, to the south City limits, following the south City limits to the alley between 18th Avenue S. And 20th Avenue S., to S. 98th Street, to 21st Avenue S., to S. Robbery Street, following the south City limits to 27th Avenue SW, to SW Barton Street, to 29th Avenue SW, to SW Henderson Street, to 27th Avenue SW, to SW Myrtle Street, to 26th Avenue SW, to the place of beginning.

STATION 26

Engine 26 – Beginning at the Duwamish River and S Brandon Street, to 4th Avenue S, to E Marginal Way S, to S Myrtle Street, to the center line of Boeing Field, to the south City limits, to Myers Way S, to the Burien Freeway, to 1st Avenue S, to 1st Avenue S Bridge, to the Duwamish River, to the place of beginning.

STATION 29

Engine 29 – Beginning at Puget Sound and SW Spokane Street, to 42nd Avenue SW, to SW Hinds Street, to 33rd Avenue SW, to SW Spokane Street, to Fauntleroy Avenue SW, to SW Manning Street, to SW Spokane Street, to 26th Avenue SW, to SW Florida Street, to Elliott Bay, to the place of beginning.

STATION 32

Engine 32 – Ladder 11 – Beginning at Puget Sound and SW Spokane Street, to 42nd Avenue SW, to SW Hinds Street, to 33rd Avenue SW, to SW Spokane Street, to Fauntleroy Avenue SW, to SW Manning Street, to SW Spokane Street, to 23rd Avenue SW, to Delridge Way SW, to SW Edmunds Street, to 26th Avenue SW, to SW Graham Street, to Puget Sound, to the place of beginning.

STATION 36

Engine 36 – Beginning at Elliott Bay and SW Florida Street, to 26th Avenue SW, to SW Spokane Street, to 23rd Avenue SW, to Delridge Way SW, to SW Edmunds Street, to the Duwamish River projected to Diagonal Avenue S, to 1st Avenue S, to S Lander Street, to E Marginal Way S, to SW Hinds Street (projected), to the west bank of the East Waterway, to S Spokane Street, to 11th Avenue SW (to include those occupancies on S Spokane Street and 11th Avenue SW not directly accessible from the water) to Elliott Bay, to the place of beginning.

STATION 37

Engine 37 – Beginning at Puget Sound and SW Graham Street, to 27th Avenue SW, to Sylvan Way SW, to 26th Avenue SW, to SW Holden Street, to 27th Avenue SW, to SW Henderson Street, to 29th Avenue SW, to SW Barton Street, to 27th Avenue SW, to the south City limits, to Puget Sound, to the place of beginning.

SUBJECT:	SMOKE ALARM INSTALLATIONS
REVISED:	9/16/2002
SEE ALSO:	
PAGE(S):	2

GENERAL INFORMATION

When at a private residence and in appropriate situations, members should check the working condition of all smoke alarms. If a smoke alarm is present and is not functioning, the battery should be replaced from supplies kept on the apparatus.

Batteries can be provided and installed in any residence without restrictions. If the smoke alarm does not function, after replacing the battery, the resident should be advised to replace the unit.

INSTALLATIONS

A smoke alarm can be provided and installed in an owner occupied home, in which the homeowner is a senior citizen, disabled or living on a low income.

WAIVER OF LIABILITY

When SFD personnel install a smoke alarm, the waiver of liability Form 115 (O:\DEPT\FORMS) must be completed, with the signatures of both the homeowner and the member making the installation. Company Officers are responsible for ensuring that the release form is completed and returned to the Public Education Section.

Completed release forms are used to indicate the number of smoke alarms needed to maintain the supply on each apparatus and to monitor the growth of the program.

APPARATUS INVENTORY

Each apparatus should have an inventory of five smoke alarms and ten batteries. This inventory will allow members to change batteries or install smoke alarms as time permits in owner occupied homes, in which the homeowner is either a senior citizen, living on a low income or disabled.

REFERRALS

Public Education will continue to handle referrals and direct calls from homeowners requesting smoke alarm installations. To make a referral contact the Public Education Section at 386-1337.

SUBJECT:	CADET PROGRAM
REVISED:	10/21/14
SEE ALSO:	P–3001 Cadet Program, OG–3008 Personnel Rules, OG–7008 Uniforms
PAGES:	4

GENERAL INFORMATION

The overall structure of Fire Cadet Company 511 mirrors a Seattle Fire Department Operational Company by employing similar rules, regulations and organizational composition. The program is under the direct supervision of t the Deputy Chief of Training.

ASSIGNMENT AND HOURS OF DUTY

Fire Cadets will ride only when their Advisor is on duty and only with the company to which the Advisor is regularly assigned.

Fire Cadets should ride only during the following specified times:

- Monday – Friday 1800 - 2200 Hours;
- Saturday – Sunday 0800 - 2200 Hours

NOTE	The above specified times are specific to school scheduling. If mutually agreed upon by the Supervising Advisor and/or Senior Advisor, the ride along Advisor and the Fire Cadet, the Fire Cadet may ride from 0800 - 2200 hours Monday - Friday. This is provided the Fire Cadet is on summer vacation, designated school break, or the Fire Cadet has graduated from high school or has obtained a G.E.D.

The Fire Cadet is not required to ride the full “shift” as specified. The Advisor and the Company Officer should agree on a time block within the specified time periods.

At no time will the Fire Cadet sleep overnight in the station.

Unless authorized by the Supervising Advisor, the Fire Cadet will not be permitted to ride more than two times per month.

REPORTING FOR DUTY AND UNIFORM

Fire Cadets should report for duty at the specified time and remain on duty until dismissed by the Advisor.

Fire Cadets reporting for duty must be entered in the Watch Desk Journal (i.e. Fire Cadet Smith in quarters to ride with Fire Cadet Company 511 Advisor Havner, Fire Cadet Smith out of quarters).

Fire Cadets must report for duty in full uniform with full protective clothing (coat, pants, boots) and Fire Cadet Company 511 helmet. If a Fire Cadet reports without their issued protective gear or uniform, they will be sent home. Under no circumstances should a Fire Cadet be loaned regular Seattle Fire Department protective equipment. It is essential that the Fire Cadet be readily identified as a Fire Cadet and be held accountable for previously issued Fire Department equipment.

STATION CONDUCT

Fire Cadets are not permitted to visit stations or other facilities without the specific approval of the Supervising Advisor or Senior Advisor. The Supervising Advisor or Senior Advisor will notify the appropriate Fire Department personnel by memorandum or telephone. This restriction does not apply to Fire Cadets who have specific Fire Cadet business at a station (i.e. apparatus or equipment maintenance).

When visiting stations, Fire Cadets should identify themselves to the uniformed firefighter on watch, as a member of Fire Cadet Company 511 and the nature of the visit (i.e. need specific information, instruction, or general informational visit).

Fire Cadet Company members may observe company drills, with permission of the Fire Company Officer, but must not create any diversions.

Fire Department equipment and apparatus used by Fire Cadet Company 511 personnel must be cleaned and restored to the condition it was in prior to use by the Fire Cadet Company as stipulated in Fire Department Operating Guidelines.

SAFETY

All Seattle Fire Department policies and guidelines regarding safety will apply to Fire Cadets.

STATION AND COMPANY ACTIVITIES

Fire cadets may, with the Company Officer’s approval, take part in all regular company activities (i.e. inspections, drills, classes, recreational activities, etc.).

While it is beneficial for the Fire Cadet to take part in drills, it is not necessary for the company to drill solely for the purpose of training the Fire Cadet.

During inspection and alarms, Fire Cadets will not be permitted to enter an establishment where minors are not normally allowed.

Fire Cadets should be encouraged to bring homework or other school assignments to the station to work on or study between alarms and other activities.

RIDE ALONGS

Fire Cadets will not be permitted to ride on the apparatus until both "Level I and Level II Check-off Lists" are completed. Approval by the Supervising Advisor and the Fire Cadet Chief must also be received for a Ride Along.

The Deputy Chief of Training will coordinate scheduling a Ride Along for a Fire Cadet with the Operations Division and inform the Advisor's Battalion Chief, Company Officer, and the Advisor that the Fire Cadet is authorized to ride with that company.

The Advisor will be responsible for determining and obtaining permission from the Company Officer for the specific dates and times that the Fire Cadet can ride.

PARTICIPATION IN EMERGENCIES

Fire Cadets are permitted to ride on the apparatus in a location designated by the Company Officer. Fire Cadets riding in the crew cab shall wear the safety belt or seat belt provided.

Fire Cadets will remain with the apparatus upon arrival at the emergency scene unless otherwise directed by the Advisor or Officer.

Fire Cadets should not become directly involved in any emergency activity unless specifically directed to do so by the Advisor or the Company Officer. Supervisors must use discretion to limit the fire cadets participation in EMS incidents where there is a high risk of contact with potentially infectious materials, e.g. massive bleeding, patients who are agitated or thrashing about.

Fire Cadets shall not enter a burning building while on a response with a fire company. The Fire Cadet's participation is to be limited to outside duties such as shuttling air bottles, picking up hose and equipment, crowd control, first aid and other tasks on the perimeter of the scene as directed by Fire Cadet Company Advisors or Fire Department Officers.

Fire Cadets may only enter a fire building after the emergency is over and the appropriate Supervising Officer deems the building generally safe.

Fire Cadets may participate in clean-up operations, but their involvement should be limited to less dangerous operations (i.e. hauling debris, raking grounds, etc.).

SUBJECT:	EQUAL EMPLOYMENT OPPORTUNITY
REVISED:	10/21/14
SEE ALSO:	P-3003 Equal Employment Opportunity
PAGE(S):	2

GENERAL INFORMATION

To encourage members to address concerns over equal treatment and to comply with Federal, State, and Local Fair Employment Laws, the Seattle Fire Department has established the following guidelines. All reports of discriminatory treatment will be taken seriously and investigated promptly.

REPORTING RESPONSIBILITY

EMPLOYEE

If an employee witnesses or is subjected to any act believed to be discriminatory, the employee should report it immediately to any of the following authorities:

- The Department EEO/Strategic Advisor.
- Any supervisor in their chain of command.
- The Human Resources Director.
- The Executive Director of Administration.
- A representative of the member's labor union.
- The Fire Chief.

SUPERVISOR

If a supervisor observes or otherwise becomes aware of any conduct believed to be harassing or retaliatory, the supervisor shall immediately report it to the Department EEO/Strategic Advisor or the Human Resources Director, who will conduct and investigation, and implement remedial relief if appropriate.

DISCRIMINATION REPORT

Members may make a report of discrimination

by any of the following methods:

- Verbal report in person or by phone.
- Written report by memorandum, letter, or electronic mail.

INVESTIGATION OF DISCRIMINATION OR HARASSMENT REPORTS

Once a report of discrimination, harassment, or retaliation has been received, the Department EEO/Strategic Advisor shall investigate the report. All investigations of discrimination or harassment will be taken seriously and shall be prompt, thorough, fair, and unbiased.

RESOLUTION OF INVESTIGATIONS

If the investigation substantiates the report of discrimination or harassment, appropriate remedial action shall be implemented, which may include discipline.

SUBJECT:	ETHICS
REVISED:	10/30/14
SEE ALSO:	
PAGE(S):	8

GENERAL INFORMATION

The purpose of this Operating Guideline is to identify ethical standards of conduct for employees of the Seattle Fire Department consistent with Seattle Municipal Code (SMC) Chapter 4.16.

This Operating Guideline is intended to supplement SMC Chapter 4.16 by setting examples of those acts that are incompatible with such standards and is not intended to replace, supersede or detract from the provisions of SMC Chapter 4.16.

STANDARDS OF CONDUCT

Employees must disqualify themselves from taking official action in instances where their independence of judgment is, or would appear to a reasonable person, be impaired. This is required even where you believe no actual conflict exists. The mere fact a conflict appears to exist may result in violation of the Code of Ethics.

Examples of this instruction include:

- Participating in the award of a benefit or contract, other than through the public bid process, when a relative or personal friend is an applicant or recipient, even if you intend to give no special consideration to the friend or relative.
- Inspecting or approving permit applications, or reviewing or approving plans of an occupancy or business while on-duty, for which you have worked in a private capacity while off-duty, even if you do not intend to give special consideration. You must disqualify yourself from such activities for a period of 12 months after your last off-duty contact with such an entity.
- Influencing or attempting to influence official actions for the benefit of yourself, a member of your immediately family, a friend, domestic partner or business associates.

Employees of the Seattle Fire Department must disqualify themselves from participating in official decisions or actions related to matters in which they have a private interest. This is true regardless whether their interest is direct or indirect, personal, or through a member of the employee's immediate family, or a domestic partner or business associate. It is important to note that the private interest does not necessarily have to be of a financial nature. Acting on behalf of a friend, relative, or an entity in which you are a member may be deemed to constitute a private interest.

Examples of violations of this instruction include:

- Participating, in an inspection of an occupancy which you own or which is owned by a member of your immediate family, personal friend, or business associate. This includes the processing of paperwork related to the inspection even though the employee did not conduct the inspection.
- Participating in the investigation of a fire incident involving your personal property, or that of a member of your immediate family, personal friend, or business associate. This would include participating in any portion of the investigation, other than giving a statement to investigators.

City employees must also disclose that they have such an interest to the City agency entering into the contract. Disclosure must be made prior to the time the City enters into the contract or transaction.

Examples of a violation of this instruction include:

- A partnership or firm in which you are an owner enters into a contract with the City, and you fail to disclose that you have a financial interest prior to the contract or transaction taking effect. Disclosure must be made to the City agency participating in the contract or transaction.
- If an employee of the Fire Department has, in an off-duty capacity, provided goods or services to any person for payment of money or other things of value, the employee must disqualify himself or herself from participating in an official decision or actions involving or concerning that client. Disqualification is required for a period of 12 months after such goods and services were provided.

No employee of the Seattle Fire Department may be in a supervisory position over a spouse, domestic partner, or close relative.

When it is not in the City's or Department's interest to transfer one of the parties, measures will be taken to remove discretion of the supervisor and their supervision over the spouse, domestic partner, or close relative.

Example of corrective measures:

- Reassign the responsibilities of dictating work assignments, performance evaluations, and the ability to recommend promotion or transfer to another supervisor.

ETHICS

USE OF OFFICIAL POSITION

Employees of the Fire Department are prohibited from using their official position for a purpose that is, or would appear to a reasonable person to be, primarily for the private benefit of themselves or another person.

Examples of violations of this instruction include:

- Using your office or official position to gain free admission to an event when it is not in the course of official business, or using your office or official position to negotiate the price of goods or services while off duty.
- Negotiating or attempting to negotiate the price of goods or services while on duty, except in connection with your official duties.
- Waiving, expediting, or attempting to waive or expedite the approval of plans or permits on the behalf of a domestic partner, relative or business associate.
- Coercing, or attempting to coerce, a member of a City agency in an attempt to gain a private benefit for yourself or on behalf of a relative, domestic partner, or business associate.

Whenever employees are asked to provide such assistance, they will refrain from providing the requested assistance and refer the requesting party to the appropriate City agency.

This instruction does not apply to employees appearing on their own behalf or representing themselves in any matter in which there is a proprietary interest, if not otherwise prohibited by ordinance.

Examples of violations of this instruction include:

- Calling the Fire Marshal's Office to assist a personal friend, relative, or business associate in obtaining a permit or resolving an inspection item.
- Influencing or attempting to influence your son or daughter's employment opportunities with the City.

DISQUALIFICATION FROM OFFICIAL ACTION

Whenever circumstances arise which would result in a conflict, or the appearance of a conflict, concerning a matter governed by these instructions, it is the duty of the affected member to disqualify themselves from any official actions of the Fire Department related to the matter in question.

The Fire Chief is to make a determination whether disqualification is necessary and notify the member in writing of the decision. The Chief then forwards a copy of the determination to the Board of Ethics.

Pending receipt of the decision of the Chief, the member may not engage in further official action related to the matter. If some action must be taken while awaiting the decision of the Chief, the employee must refer such actions to a superior Officer.

THE USE OF PRIVILEGED INFORMATION

Employees may not disclose or use any information gained by reasons of their official position for the immediate or anticipated personal gain or benefit of the officer or employee or any other person or entity.

Nothing in this instruction will prohibit the disclosure or use of information, which is a matter of public knowledge that is available to the general public on request.

USE OF CITY RESOURCES

Members may not use or permit the use of any person, funds or property for a purpose which is, or to a reasonable person would appear to be, for the private benefit of the employee or any person or entity.

This guideline does not prevent the use of City property, which is available on equal terms to the public generally, such as training films available for loan to the public.

The use of City owned and/or leased vehicles must be for official Fire Department business only. Exceptions to this directive include on-duty staff required to immediately respond to emergencies in City cars, and staff on route to or from conducting City business who may stop for a meal using a City vehicle or other essential activities.

Examples of violations of this instruction include:

- Allowing members of the Fire Department to borrow equipment that is not available to the general public, such as hose, masks, water-vacs, etc.
- Directing Fire Department employees to perform work for the private benefit of any person or entity, such as directing another employee to work on a political campaign.

PERSONAL INTEREST IN CITY TRANSACTIONS

A Fire Department employee may not hold or acquire a beneficial interest in any contract or transaction which may be made by, through, or conducted under their supervision or made for the benefit of the Fire Department. Nor may the employee accept any compensation, gratuity or reward in connection with such a contract or transaction.

This instruction applies whether or not the beneficial interest is direct or indirect, personal, or through a member of the employee's immediate family or business associate.

This instruction applies whether or not the contract is, in whole or in part, under the supervision of the employee.

Examples of violations of this instruction include:

- Administering a contract, which has been awarded to a member of your immediate family, personal friend, or business associate.
- Accepting anything of value from a person or entity that has been awarded a contract, which you administer or which is made for the benefit of the Fire Department.
- Administering a contract, which has been awarded to a person or entity in which you have a financial or other beneficial interest.

GIFTS AND LOANS

No employee of the Seattle Fire Department may solicit, or receive a retainer, gift, loan, entertainment, favor, or other thing of monetary value, whenever such items are, or would appear to a reasonable person to have been, solicited, received, or given with intent to give or to obtain special consideration or influence any action by the official or employee in their official capacity (see SMC 4.16.070.A.3.a.).

An employee must send a letter to the Fire Chief to request permission to accept a donation of an item of value that complies with the above and has a non-monetary value of more than $25.00.

LEAVING CITY EMPLOYMENT

A former member of the Seattle Fire Department may not disclose or use any confidential information gained by reason of his or her City work. This instruction does not apply to information which is a matter of public knowledge or is available to the general public on request (see SMC 4.16.075).

For two years after leaving City employment, a former member of the Seattle Fire Department may not assist any person on a matter in which he or she participated. (see SMC 4.16.075.B).

Examples of violations of this instruction include:

- During your employment you worked on the development of permit conditions. You cannot represent any property owner in seeking a variance connected with that matter, either with the Fire Department or with another City Department.
- Assisting or attempting to assist any person or entity in the securing of Fire Department permits, plan review, or other Code enforcement matters that you participated in while employed with the Fire Department.

For one year after leaving City employment, a former member of the Seattle Fire Department may not communicate, on behalf of any person on a matter involving the City, with an employee of the agency of the City with which he or she was previously employed (see SMC 4.16.075.C).

Examples of violations of this instruction include:

- Communicating on behalf of any person or entity with the Fire Department about a Code compliance matter.
- Communicating on behalf of any person or entity in an attempt to sell goods or services to the Fire Department.

The prohibitions of the preceding two instructions do not apply to former employees acting as employees or agents of a governmental agency unless that governmental agency's interest in the matter is adverse to the interest of the City (see SMC 4.16.075.F).

For one year after leaving City employment, a former member of the Seattle Fire Department may not participate as a competitor in any competitive selection process for a City contract in which he or she assisted the City in determining the project or work to be done or the process to be used in selecting a contractor (see SMC 4.16.075.D).

OFF-DUTY EMPLOYMENT

Officers and employees of the Seattle Fire Department may engage in off-duty employment so long as it does not interfere with their ability to carry out their duties for the City, and provided it does not result in a conflict of interest or otherwise violate these instructions.

Officers and employees of the Seattle Fire Department are specifically prohibited from conducting or engaging in the following types of off-duty employment:

- Selling and/or installing fire protection equipment or systems within the City of Seattle.
- Process serving, repossessing, bill collecting, or other employment in which your position with the City might tend to be used to collect money, merchandise, etc., for a private purpose of a civil nature.
- Employment that might require you to have access to Fire Department files, records, or services as a condition of the off-duty employment.

IMAGE RECORDING DEVICES

PERSONAL IMAGE RECORDING DEVICES

The use of personal devices to take still or digital photographs, or video or audio recordings, by Operations personnel at emergency scenes for personal use or Department training purposes is not authorized.

Members responding to an incident may not use helmet mounted cameras, video cameras, personal cell phones, cameras, or any other recording device while on an emergency response.

DEPARTMENT AUTHORIZED DIGITAL CAMERAS

In accordance with OG 5001.2 *Aid and Medic Responses, Digital Cameras*, on-duty firefighter/paramedics may use digital cameras provided by the Department to record the mechanism of injury to trauma patients. After showing the photographs to appropriate hospital emergency department staff the photos will be deleted.

SUBJECT:	EMPLOYEE SUGGESTION PROCESS
REVISED:	10/21/14
SEE ALSO:	
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GENERAL INFORMATION

The Support Services Division of the Seattle Fire Department manages the Employee suggestion process. Also integral in the Employee suggestion process, are the department's standing committees, and the Division Managers to whom the Committee reports.

WRITTEN SUBMISSION OF A SUGGESTION

A member wishing to submit a written suggestion need only fill out a suggestion form. Forms can be found in O:/DEPT/FORMS/Form 315. This form can be submitted either directly to the Operations Administrative Deputy Chief or through the chain of command. Submittals may be by either electronic means or in hard copy form.

The department's goal is to resolve suggestions as soon as possible but no later than 180 days.

Letters to the Chief of the Department or memorandums to other supervisory personnel that make recommendations for changes will generally be returned to the submitter, the member will be asked to complete a suggestion which provides information significant to the evaluation process. Use of the suggestion form can accelerate the evaluation process substantially.

THE PROCESS

Whatever the method, after an idea has been submitted it will be routed from the Support Services Division to an Assistant Chief. These Section Chiefs will route the idea to divisions in their sections that have the responsibility for the issue being considered. The Division Manager receiving the idea will be taking the lead on contacting other sections or divisions that might be involved in either evaluation or implementation. Support Services Division will continue to assist as necessary.

There are three potential outcomes for a suggestion:

- Acceptance.
- Acceptance in part.
- Non-acceptance.

These three categories are loosely based on the NFPA committee process for development of consensus standards. Acceptance in part means that we agree with the suggestion in principle, however, it will be implemented in a slightly different fashion than was originally suggested. A member whose idea that is not accepted will be given reasons for non-acceptance. Though this will generally occur by written correspondence, members are encouraged to call or visit the Support Services Division to further discuss this result.

SUBJECT:	INJURY & ILLNESS
REVISED:	10/22/14
SEE ALSO:	Seattle Fire Department P-3006 Injury & Illness
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LEOFF II/CITY-PENSION

DISABILITY OFFICER CONTACT INFORMATION

The Disability Officer may be contacted via phone at 206-386-1473 or via e-mail at SFD_Disability@seattle.gov.

Forms may be delivered via Battalion Mail to the attention of the Disability Officer, or via US Mail to 301 Second Avenue South, Seattle, WA 98104-2680, or via fax to 206-386-1412.

GENERAL DISABILITY OFFICE INFORMATION

When a member becomes injured, ill, or needs to care for someone that meets the definition of a dependent, the member can be laid off from duty. They may then be entitled to either Workers' Compensation benefits for occupational injuries and illnesses or may use accumulated sick leave to compensate for the time loss due to a non-occupational injury, illness or dependent care.

There are different procedures for layoffs and returns to duty that vary depending on a number of different factors. If the member is in Operations, the procedures vary from a member in Administration. If the reason is for an injury or illness, procedures vary upon whether the condition is occupational or non-occupational, occurred on or off duty, whether it involves time loss or medical treatment only, or appears to be short or long term. In addition, depending upon the afore-mentioned factors, different forms may be required.

This Guideline explains the different reasons for being laid off as well as procedures regarding layoffs, physician visits, place of recovery restrictions, modified duty, return to duty procedures, along with the corresponding forms and recording requirements. In addition it explains situations relating to pregnancy, donated sick leave, medical leaves of absence, long term disabilities and finally returns from extended medical leaves of absence.

OCCUPATIONAL

Occupational refers to injuries and illnesses sustained while participating in activities directly related to the occupation of fire fighting, and related apparatus travel. These activities include, but are not limited to: emergency activity, training activity including organized physical fitness programs, inspection activity, apparatus, station, and ground maintenance, and business that is necessary to maintain Fire Department operations.

Illnesses that are included in this category are those obtained while in the process of performing Fire Department duties due to contact with smoke, poisons, toxic agents, dust, and infections such as hepatitis.

NON-OCCUPATIONAL

Non-occupational refers to injuries and illnesses that do not meet the definition of occupational and are sustained while off duty. Illnesses in this category are those such as flu, common colds, bronchitis, strep throat, and others of questionable origin even though symptoms might not appear until while on duty.

DEPENDENT CARE

Dependent care allows for the member to go on disability for an injury, illness, medical or dental appointment for the member's dependent child, spouse, domestic partner, and parents or a parent or dependent child of their spouse or domestic partner or the grandparent of an employee or his or her spouse/domestic partner when the attendance of the member is required. Or for other health care purposes when the presence of the member is recommended by a health care professional. This is not to be used for situations that do not meet the above definition, e.g., child care.

LONG TERM DISABILITY (LTD)

Long Term Disability (LTD) is a disability where the member has been temporarily disabled for longer than 30 days.

LONG TERM DEPENDENT CARE (LTDC)

When a (24) hour shift member takes 3 or more consecutive shifts of dependent care it is considered a LTDC request. Members that anticipate being on dependent care for 3 or more shifts need to follow regular dependent care layoff procedures, and then contact the Disability Officer to be put on LTDC. The Disability Officer is responsible for notifying a member's assigned Company, Battalion and the appropriate Offices/ Divisions when that member is on LTDC. The member will not be automatically returned to duty. The member will remain on dependent care until the member returns themselves to full duty by contacting the Battalion Chief of the assigned Battalion at least 1-1/2 hours prior to the time they are schedule to report. If the Chief is out of quarters, contact the Fire Alarm Center (FAC) at 386-1494, who will transfer the member to the next available Battalion Chief.

BEREAVEMENT

Following the expiration of funeral leave benefits, members assigned to a (24) hour shift may use sick leave for Bereavement purposes up to a maximum of (48) hours. Administration members may use sick leave for Bereavement purposes up to a maximum of (32) hours. The use of sick leave requires a layoff and return using the proper procedures, e.g., such as for an illness or dependent care. The Application for Sick Leave Pay form should indicate Bereavement as the reason for absence. A physician's signature is not required. After missing (2) shifts due to Bereavement, the member must return themselves from Bereavement and if necessary, discuss with chain of command how additional time off will be covered (ex. Dependent care, merits, vacation, etc.). The initial funeral leave does not require a layoff nor return.

TIME LOSS DISCREPANCY

When a time loss discrepancy occurs as a result of a member not having enough sick leave to cover their time loss, it will be the member's responsibility to contact the Disability Officer within (24) hours of the shift missed to indicate how he/she wishes to cover the time loss, e.g., compensatory time. If the Disability Officer is not notified of a preference, compensatory time will be taken to cover their time loss. If the member does not have enough compensatory time (merit off) or saved vacation, the member will be unpaid. Leave balances are reflected on employee paychecks and in Employee Self Service at https://wald1.seattle.gov/dea/hris/LogOn. It may take up to two weeks for transactions to be posted on the web site.

EMERGENCY LEAVE

Emergency leave allows up to a total of (12) hours per calendar year off with pay for a member when the Department is notified that unforeseen circumstances of an emergency nature, relating to a close relative, require the member to be immediately off work to attend to such a situation. In instances when it is necessary for the member to take more than (12) hours, they must contact the appropriate Battalion Chief and describe the situation/circumstances. At that time the determination will be made as to the appropriate means of accounting for the additional time loss, i.e. compensatory time, vacation, sick leave. If the situation meets the requirements for the use of sick leave, the member will be laid off and the subsequent Application for Sick Leave Pay form should indicate that the sick leave hours were used as an extension of Emergency Leave.

The Battalion Chief will document the use of Emergency Leave on a Form 153 and fax the form to the Staffing Coordinator who will add the information to the Time Off Grid.

PHYSICIAN VISITS

When a member is laid off due to disability, he/she may be required to visit a physician in order to authorize the time loss via an APF (Activity Prescription Form) for occupational disabilities or a Return to Work/ Time Loss Certification (RTW) form for non-occupational disabilities.

A physician visit is a medical assessment of the member's condition at a medical facility staffed by their attending physician. The member may be examined by a physician, physician assistant, paramedic, or medical personnel, consistent with the established procedures of that medical facility.

Regardless of which medical professional performs the examination, the member must have the APF or RTW form signed by the attending physician. If a physician is not readily available, the examining (non-physician) personnel may sign the RTW form for minor illnesses such as flu, cold, virus, etc. However, in the case of a return to duty from an injury, the APF or RTW form must be completed and signed by the attending physician.

Members on disability are required to follow ongoing medical treatment as prescribed by the attending physician. An APF or RTW form updating the member's medical/work status must be submitted after each physician visit. If the member is going to be off duty for an extended period of time due to a non-occupational injury or illness, an RTW form must be submitted at least every 30 days (unless exempted by the Disability Officer). The purpose of the APF or RTW form is to update both the member's work status as well as authorize time loss. Therefore, it is not required to obtain an APF or RTW form for appointments when these do not apply, such as for physical therapy.

There are specific time frames within which the initial physician visit must take place. If the member’s regular physician is unavailable due to a weekend, holiday, or other circumstances, the member will be responsible to make alternate physician arrangements or use the emergency room services of the hospital of their choice.

The time frames within which these initial visits must occur are as follows:

OCCUPATIONAL INJURY OR ILLNESS

When a member is absent from work for an occupational injury or illness, the member is required to see a physician within (24) hours of the absence.

In situations where there is medical treatment only and no time loss occurs, it is still advised that the member seek medical treatment within (24) hours of the onset of the injury or illness. An APF form is required when a physician is seen for occupational injuries or illnesses regardless of time loss or not. See section on Required Forms regarding time lines for submitting forms.

If you are seeking treatment for an occupational injury or illness, you may go to any emergency room or health-care provider of your choice for your initial visit. If you need further medical care after that visit, you will need to see a provider in the Labor & Industries Medical Provider Network, which can be searched at: secure.lni.wa.gov/provdir/ or www.FindADoc.lni.wa.gov.

The following providers must be in the network to treat injured workers beyond the initial office visit or emergency room visit, beginning January 1, 2013 (WAC 296-20-01010):

- Medical physicians and surgeons.
- Osteopathic physicians and surgeons.
- Chiropractic physicians.
- Naturopathic physicians.
- Dentists.
- Optometrists.
- Advanced registered nurse practitioners.
- Physician assistants.

Providers not explicitly required to join the network, for example physical therapists and out-of-state providers, are exempt from the "in network" requirement.

NON-OCCUPATIONAL INJURY, ILLNESS OR DEPENDENT CARE

When (24) hour shift members are absent from work for more than (48) consecutive hours due to a non-occupational injury, illness or dependent care, the member must obtain the proper signature of the health care professional on the Application for Sick Leave Pay form. The member must visit their physician and obtain the proper authorization on a RTW form no later than the day of the third shift missed for a non-occupational injury or illness.

Forty (40) hour per week members are required to receive a physician's authorization on an Application for Sick Leave Pay form to be absent from work after (32) consecutive hours missed. These members must visit their physician and obtain the proper authorization on a RTW form no later than the day of the (32) consecutive hours missed for a non-occupational injury or illness.

This means that if you are a (24) hour shift member and you miss two (24) hour shifts, you do not need to see a physician. If you are going to miss a third shift, you are required to see a physician on or before the day of the third shift and have a RTW form and Application for Sick Leave Pay form signed for a non-occupational injury or illness. For dependent care the only form needed is the Application for Sick Leave Pay. If the member is gone for greater than (48) hours, a physician must sign the Application for Sick Leave Pay in the Doctor's Certification section. Local 2898 members will continue to be required to obtain physician's verification for non-occupational disability absences for more than 24 consecutive hours.

SICK LEAVE COUNSELING

It is important to keep in mind that the purpose of sick leave counseling is not discipline. The Department reserves the right to counsel members whose sick leave/dependent care use exceeds four or more separate dependant care, illnesses and/or non-occupational injury absences within a 12-month period. Battalion Chiefs may initiate counseling when a member has five or more separate incidents. The Executive Director of Administration, with the member's Battalion Chief and/or Company Officer present may initiate counseling when a member has six or more separate incidents.

SICK LEAVE PROCESS

In addition, when Officers observe patterns of dependent care, illness or non occupational injury leave, they may conduct a counseling session. Such patterns may include, but are not limited to, the following: repeated absences, absences on scheduled debit days or holidays, or the shift before or after a vacation (see F503).

The Department will give members and their Union reasonable notice, up to a shift in advance, of an upcoming counseling session. A copy of the Sick Leave Counseling Checklist F502 will be given to the member upon completion of the counseling session.

The Department also has the right to require a member whose sick leave usage is outside of expected norms to provide physician verification within (6) business hours (0900-1700, Monday through Sunday) of notifying the Department of the disability.

MISUSE OF DISABILITY LEAVE

Members who misuse disability leave, whether occupational or non-occupational, by making false claims of an injury, illness, dependent care, exposure to contagious diseases, falsification of cause or proof to justify leave or to extend disability leave time, will be subject to disciplinary action that may result in dismissal.

At the discretion of the Fire Chief, members may be required to see a physician designated by the Department to verify a disability resulting in a layoff or claim of injury, illness, or any other disability which would prevent the member from performing their duties.

LAYOFFS

Layoff procedures can vary depending on whether they occur on or off shift as well as depending on where the member is assigned. The following is an explanation of these procedures organized by division.

OPERATIONS

ON DUTY

Notification The member must immediately report the injury, illness or dependent care to his/her Supervisor. The Supervisor notifies the responsible Battalion Chief and supplies the member's name, inj/ill number, CPO, and whether it is an occupational or non-occupational injury, illness, or dependent care layoff. In addition, for occupational injuries the member will be asked for the date of injury and the treating physicians name, address, and phone number. For a dependant care layoff, the member will be asked the name of dependant and the relation to the member.

The Battalion Chief lays off the member and notifies the Staff Coordinator of the disability.

Note	Dependent care layoffs will be on a one shift only basis and the member will automatically be returned at 08:00 the following morning of the missed shift. If another shift off is needed, the member will need to lay him/herself off again.

The Supervisor must enter the layoff in the Watch Desk Journal as well as on the Form 85 in the Company Journal.

OFF DUTY

Notification The member must notify the Battalion Chief of the assigned Battalion (1-1/2) hours prior to the time scheduled to report. If the Chief is out of quarters, contact the FAC (386-1494) who will transfer the member to the next available Battalion Chief.

The member will provide the Chief with his/her name, inj/ill number, CPO, date of next scheduled work, and whether it is an occupational or non-occupational injury, illness, or dependent care layoff.

Note	When possible, for staffing purposes, the member should notify the appropriate Battalion Chief of a layoff by 1900 hours the night prior to the scheduled work shift.

The Chief will in turn notify the affected Company of the layoff and will fax/send the Form 296, Disability Layoffs and Returns Form: to Staff 10, the Disability Officer, and the member's assigned Battalion, if the layoff was taken by a Chief in a different Battalion.

Note	Dependent care layoffs will be on a one shift only basis and the member will automatically be returned at 08:00 the following morning of the missed shift. If another shift off is needed, the member will need to lay him/herself off again.

The Company Supervisor will be responsible for entering the layoff in the Watch Desk Journal as well as on the Form 85 in the Company Journal.

Verification The member must verify the layoff with the assigned Company at least (1-1/2) hours prior to the time scheduled to report.

If the layoff has not been reported to the member's assigned Company when the member calls to verify, the member must investigate by calling the Staff Coordinator (386-1480). If the Staff Coordinator has not received the layoff, he/she will contact the appropriate Battalion Chief to confirm the layoff. The Battalion Chief will notify the member's assigned Company and the member will then verify their layoff with their Company.

Note	Layoff notifications and verifications will be logged in the Watch Desk Journal, e.g., Denny Kimball, (1507) E2/B4, verified layoff.

ADMINISTRATION

This is to include members who are assigned or temporarily transferred to FAC, Fire Investigation Unit (FIU), Fire Marshal’s Office (FMO), Human Resources (HR), Paramedic Students, Recruits, Safety Division, Support Services or Training.

ON DUTY NOTIFICATION

B3, FAC, FIU, FMO, HR, Safety Division, Support Services, and Training The member must immediately report the injury, illness or dependent care to his/her Supervisor and the Disability Officer at (386-1473).

The member will provide their name, Inj/ill number, CPO, whether it is an occupational or non-occupational injury, illness, or a dependent care layoff.

Note	FAC members: Dependent care layoffs will be on a one shift only basis and the member will automatically be returned at 08:00 the following morning of the missed shift. If another shift off is needed, the member will need to lay him/herself off again.

The Supervisor enters the disability in the appropriate journal, and then notifies the appropriate Chief of the disability.

Paramedic Students The member must immediately report the injury, illness or dependent care to the Assistant Director of Paramedic Training, via phone at (206) 731-3007 or page (994-5893).

He/she will notify Battalion 3 of the disability.

If unable to reach the Assistant Director of Paramedic Training, contact Battalion 3 directly and inform him/her of the disability as well as the fact that you were unable to reach Assistant Director of Paramedic Training. If Battalion 3 is unavailable, contact a Medical Services Officer (MSO), and the Disability Officer at (386-1473).

The member will provide their name, inj/ill number, CPO, whether it is an occupational or non-occupational injury, illness, or a dependent care layoff.

Recruits The member must immediately report the injury, illness or dependent care to his/her Supervisor.

The Supervisor notifies the Recruit Coordinator Captain. If the Captain is not available, contact the Chief of Training and provide the member's name, inj/ill number, CPO, whether it is an occupational or non-occupational injury, illness, or dependent care layoff.

The Recruit Coordinator Captain/Chief of Training lays off the member and notifies the Disability Officer at (386-1473)of the disability.

Note	For an occupational injury or illness, the Fire Department will ensure that you are seen by a doctor within two (2) hours (depending on the injury/illness). You may elect to see your own physician if you so choose.

OFF DUTY NOTIFICATION

FAC The member must notify the FAC (386-1494) by 0630 of the morning scheduled to report.

The member will provide his/her name, inj/ill number, CPO, date of next scheduled work, whether it is an occupational or non-occupational injury, illness, or dependent care layoff.

The FAC will then notify the Staff Coordinator at (386-9072) of the lay-off and provide the above information to be put on the Form 4. They will also notify the Chief of Communications of the disability.

FIU The member must notify the Supervisor in the office or at home no less than (1) hour prior to the scheduled reporting time. If unable to reach the Supervisor, leave a voice message and contact the FAC (386-1494) who will page him or her.

The member will provide the Supervisor with his/her name, inj/ill number, CPO, date of next scheduled work, whether it is an occupational or non-occupational injury or illness, or a dependent care layoff.

The Supervisor will notify the Staff Coordinator at (386-9072) of the lay-off and the above information and will also notify the appropriate Chief of the disability.

FMO, HR, Recruits, Safety Division, Support Services, and Training The member must notify the Supervisor no less than (1/2) hour prior to the scheduled reporting time.

Note	Recruits should call the Recruit Coordinator Captain (386-1771) and speak with him/her concerning disabilities.

The member will provide the Supervisor with his/her name, inj/ill number, CPO, whether it is an occupational or non-occupational injury, illness, or a dependent care layoff.

The Supervisor will notify the Staff Coordinator at (386-9072) of the lay-off and the above information. The supervisor will also notify the appropriate Chief of the disability.

If unable to reach the Supervisor, leave a voice message with the required information, and contact the appropriate Chief who will notify the Staff Coordinator of the layoff.

If unable to reach the appropriate Chief, leave a voice message and contact the Staff Coordinator (386-9072), inform them you've been unsuccessful in reaching the appropriate Supervisor/Chief and provide them with your name, inj/ill number, CPO, whether it is an occupational or non-occupational injury, illness, or dependent care layoff.

The Disability Officer will note the layoff on the Form 4.

Paramedic Students The member must notify the Assistant Director of Paramedic Training (206) 731-3007, no less than (1/2) hour prior to scheduled reporting time or page (994-5893).

He/she will notify Battalion 3 of the disability.

If unable to reach Assistant Director of Paramedic Training, contact Battalion 3 directly and inform him/her of the disability as well as the fact that you were unable to reach the Assistant Director of Paramedic Training. If Battalion 3 is unreachable, contact a MSO.

Battalion 3, or the MSO, will authorize the layoff and notify the Staff Coordinator of the disability and provide the member's name, inj/ill number, CPO, whether it is an occupational or non-occupational injury, illness, or a dependent care layoff.

PLACE OF RECOVERY

Members on disability due to an illness (occupational and non-occupational) or dependent care are required to remain at their place of recovery, subject to telephone contact. A Department representative may call to verify compliance with the place of recovery requirement and/or update information regarding the member's condition. For the purpose of this Guideline the place of recovery will be:

- The member's address and phone number, as listed in the Department's HR records, e.g., the residence at which the member resides when commuting to work.
- The hospital at which the member is confined.
- Other address and phone number specifically listed by the Chief Officer who authorized the layoff.
- Other address and phone number authorized by the Disability Officer.

EXCEPTIONS

There may be times that the member needs to leave his/her place of recovery. The following is list of allowable exceptions to the place of recovery requirement:

- To report for treatment or examination by a physician, obtain prescriptions or other illness related travel.
- To take outdoor exercise as prescribed by the member's physician.
- To attend religious services.
- To vote.
- To take care of verifiable emergencies, such as emergencies involving a family member (spouse, child, parent, brother, sister, close relative).
- When another place has been authorized by the Disability Officer.

EXEMPTION

Members on disability due to illness or dependent care may request exemption from the place of recovery requirement providing that such exemption does not hinder their recovery or possibly extend their disability leave time.

Exemption from the place-of-recovery may be granted by contacting the Disability Officer and forwarding a letter describing the reason/circumstances for the request as well as a letter from the treating physician stating that home confinement is not necessary. If the exemption is granted, the Disability Officer will notify the member and the appropriate Chief in writing. If there is disagreement between the Department and the member's physician as to whether home confinement is necessary, the Department will send the member, at its expense, to a physician of its choice, who will make a final determination on the necessity of home confinement.

In those cases where there is confusion or disagreement as to whether a member's condition should be classified as an injury or illness, the Disability Officer will make a determination based upon Workers' Compensation guidelines.

VISITATION

A place of recovery visitation is an in-person visit at the designated place of recovery of the member who is on disability due to an illness or dependent care. The visit may be made by the Fire Chief or his or her designated representative if necessary to verify compliance with the place of recovery requirement or update information regarding the member's condition.

A telephone call will be made by a Department representative to the member on disability, prior to an in-person visit, to verify compliance with the place of recovery requirement and/or update information regarding the member's condition.

A member who cannot be contacted by telephone at their place of recovery, after a reasonable number of attempts each day (minimum of 3 attempts), may be visited by an Officer of the Department at their place of recovery to verify compliance with the place of recovery requirement and/or update information regarding the member's status. No visit will occur until the third calendar day after the layoff. All attempts at telephone contact will be recorded.

VISITATION PROCEDURE

A visitation will be done upon the request of the Fire Chief and/or the Executive Director of Administration. For visitation purposes, the following will be performed:

- If the member is at the place of recovery, the APF or RTW form will be reviewed.

- A memorandum must be written by the investigating Officer to the Fire Chief outlining the results of the visitation.

If the member is not at the place of recovery, the investigating Officer must notify the Human Resources Director and/or the Executive Director of Administration and continue attempting to contact the member by phone or in person.

When the member is subsequently contacted, they will be required to submit a letter to the Fire Chief within (3) calendar days outlining the situation and explaining the reasons for not being at the place of recovery. (A 10-day extension will be granted if requested.) After thorough investigation, the investigating Officer will write a letter to the Fire Chief outlining the results of the investigation and submit charges if needed.

WORK WHILE ON DISABILITY

Members who are on disability or dependant care sick leave are not to attend meetings or perform work for the department until they are returned to full or modified duty.

On a case-by-case basis, if a member is recovering from an injury, a Division Head may approve that person's attendance at a meeting or other activity that will not aggravate the injury. This approval must be given in advance of the activity.

MODIFIED DUTY

When a member is injured or ill and is unable to work full duty, the attending physician may authorize the member to work modified duty. This allows the member to work with certain "restrictions" that the physician indicates on the APF or RTW form.

The Department requires members with occupational injuries or illnesses to return to modified duty as soon as the attending physician authorizes such duty. The member is required to notify the Disability Officer within (6) hours of such authorization. If unavailable, leave a voice message and attempt to contact each subsequent week day until reached.

Members with non-occupational injuries or illnesses are not required to return to modified duty but may request to do so once the attending physician authorizes such duty. The member may contact the Disability Officer to request a modified duty position at any time.

LAYOFF/RETURNING

If a member is authorized to return to modified duty simultaneously as they are being laid off, they still need to follow proper layoff procedures. The member then needs to follow the proper procedures for being returned to modified duty as outlined in this section. The Battalion Chief authorizes the layoff and the Disability Officer returns the member to modified duty.

When a member is authorized to return to full duty from modified duty, he/she is required to follow proper return procedures as well as contact the Disability Officer. The member's Supervisor/Battalion Chief will return the member, and the Disability Officer will notify the appropriate administrative offices.

An APF or RTW form must be completed by the member's treating physician and submitted to the appropriate Supervisor by the member upon reporting for modified duty indicating permitted activities and/or restrictions.

Modified duty assignments will be based upon the needs of the Department and physical limitations determined by the member's treating physician.

Members must be returned to full duty from modified duty as soon as they are able to perform their regularly-assigned Fire Department duties without restrictions. The time of return must not be affected by a member's shift off, but be determined solely by the member's physical condition.

NOTIFICATION

Occupational The member is required to notify the Disability Officer within (6) hours of physician authorization to return to modified duty.

If the Disability Officer is not available, leave a voice message and attempt to contact each subsequent week day until reached.

The Disability Officer will assign the member to a modified duty position.

Non-occupational The member may notify the Disability Officer of physician authorization to return to modified duty at any time.

If the Disability Officer is not available, leave a voice message and attempt to contact each subsequent week day until reached.

The Disability Officer will make every attempt to assign the member to a modified duty position based upon the needs of the Department.

WORK ASSIGNMENT FORM (FORM 0004)

To ensure that work for Modified Duty and Special Projects is assigned to the appropriate bargaining unit, a Work Assignment Form (Form 0004) must be completed by the Division Head or Supervisor, and approved by the Director of Human Resources or the Executive Director of Administration, prior to the work being assigned and performed.

Form 0004 includes the location of work, type of work assigned, and the timeline for completing the work, and will be completed for Modified Duty and Special Projects, including training exercises and grant activity.

For example, when a modified duty or special project that will be assigned to a Local 27 or Local 2898 member entails significant administrative and/or clerical work, the Division Head or Supervisor must provide an explanation for why the subject matter expertise of the Local 27 or 2898 member is necessary to complete the project.

Questions regarding this process can be directed to the Director of Human Resources at (206) 386-1380.

RETURN TO FULL DUTY

Return to full duty procedures do not vary between occupational and non-occupational injuries or illnesses unless returning from modified duty. They can, however vary depending on where the member is assigned (e.g., Operations vs. Administration)

A return to full duty from dependent care by 24 hour shift members however does differ. When dependent care sick leave is used, it will be considered that such use is for one shift only. The member will automatically be returned to duty as of 08:00 hours the following morning of the missed shift.

If another shift is needed off for dependent care, the member will need to lay him/herself off again as well as provide the required physician's verification of illness for missing more than 24 consecutive hours. No notification nor verification of the return is required with the member's Chief or company by the member.

The following is an explanation of these procedures organized by division.

OPERATIONS

NOTIFICATION

The member must notify the Battalion Chief of the assigned Battalion at least 1-1/2 hours prior to the time scheduled to report. If the Chief is out of quarters, contact the FAC (386-1494). FAC will page the Chief with the member's name and phone number.

Note	When possible, for staffing purposes, notify the appropriate Battalion Chief by 1900 hours the night prior to the scheduled work shift.

The member will provide the Chief with his/her name, inj/ill number, CPO, and the next day they are scheduled to work.

The Chief will notify the Staff Coordinator of the return and provide the appropriate information.

VERIFICATION

The member must verify their return with the assigned company at least (1-1/2) hours prior to the time scheduled to report.

If the return has not been reported to the member's assigned Company when the member calls to verify, the member must investigate by calling the Staff Coordinator (386-1480). If the Staff Coordinator has not received the return, he/she will contact the appropriate Battalion Chief to confirm the return. The Battalion Chief will notify the member's assigned Company and the member will then verify their return with their Company.

Note	Return notifications and verifications must be logged in the Watch Desk Journal, e.g., Denny Kimball, (1507) E2/B4, verified return.

REPORTING TO DUTY

Upon reporting for duty, the member will submit all the appropriate disability forms to the Supervisor, unless the forms have already been submitted to the Disability Officer.

The Supervisor will verify that the disability forms are complete and ensure the member is authorized to return to full duty by a physician, if a RTW form is required.

A member returning to duty during a scheduled work shift will report to a work location as assigned by the Battalion Chief. When an Application for Sick Leave Pay form is required, any discrepancy between the return time and reporting time shall be noted on the form so that the member is charged the appropriate amount of sick leave.

ADMINISTRATION

This is to include members who are assigned or temporarily transferred to FAC, Fire Investigation Unit (FIU), Fire Marshal's Office (FMO), Human Resources (HR), Paramedic Students, Recruits, Safety Division, Support Services or Training.

NOTIFICATION

FAC The member is to notify the FAC (386-1494) by 0630 of the morning scheduled to report. The member will provide their name, inj/ill number, and CPO.

Note	When possible, notify the FAC by 1900 hours the night prior to the scheduled work shift.

The FAC will then notify the Staff Coordinator at (386-9072) of the return and provide the above information to be put on the Form 4. They will also notify the Chief of Communications of the return.

REPORTING TO DUTY

The member will report to duty at the normal scheduled time with completed disability forms and submit to their Supervisor.

The Supervisor must verify the disability forms are complete and ensure the member is authorized to return to full duty by a physician if a RTW form is required.

NOTIFICATION

FIUThe member must notify the Supervisor in the office or at home no less than (1) hour prior to the scheduled reporting time. If unable to reach the Supervisor, the member should leave a voice message and contact the FAC (386-1494), who will page the Supervisor.

The member will provide their Supervisor with his/her name, inj/ill number, and CPO.

The Supervisor will notify the Staff Coordinator at (386-9072) of the return and of the above information, and will also notify the appropriate Chief of the return.

REPORTING TO DUTY

The member will report to duty at the normal scheduled time with completed disability forms and submit them to their Supervisor.

The Supervisor will verify the disability forms are complete and ensure the member is authorized to return to full duty by a physician if a RTW form is required.

REPORTING TO DUTY

FMO, HR, Recruits, Safety Division, Support Services, Training The member will report to duty at the normal scheduled time with completed disability forms and submit them to their Supervisor. No prior notification to the Supervisor is required.

The Supervisor will verify the disability forms are complete and ensure the member is authorized to return to full duty by a physician if a RTW form is required.

The Supervisor will notify the Staff Coordinator at (386-9072) and the appropriate Chief of the member's return.

REPORTING TO DUTY

Paramedic StudentsThe member will report to duty at the normal scheduled time with completed disability forms. No prior notification to the Supervisor is required. Upon arrival the member will notify the Assistant Director of Paramedic Training of the return via phone (206) 731-3007, or page (994-5893).

The member must submit the required forms to a MSO, notifying him/her of the return as well.

The MSO will verify that the disability forms are complete and ensure the member is authorized to return to full duty by a physician if a RTW form is required.

The MSO will notify the Staff Coordinator and Battalion 3 of the member's return.

REQUIRED FORMS

The appropriate form(s) for an injury, illness or dependent care will be completed by the member and are due as follows:

OCCUPATIONAL INJURY OR ILLNESS (TIME LOSS OR NO TIME LOSS)

Member completes:

- APF - Submitted within (6) calendar days of the injury either in person or through department or U.S. mail. Do not leave this form with the physician. Complete the heading, sign and date. (An APF form will be completed for each physician visit when the medical/work status of the member is being evaluated by the physician).

Note	When a physician has determined that you are temporarily disabled and establishes an estimated return date on the APF form, you must follow up with a physician on or before this date to authorize further time off. For example, if your estimated return date on the APF form is December 1, you must see a physician on or before December 1 to authorize further time off or a return to full duty. If you do not see a physician until December 10, Worker's Compensation is not authorized to pay you for the 9 day period between visits. Personal sick leave will be used to cover that time period.

- SIF2 - Submitted within (6) calendar days of the injury either in person or through department or U.S. mail. Do not leave this form with the physician. Complete the Worker section only. (There are two (2) signatures needed by the member in the Worker section).

Note	In situations where the member is unsure if they are required to fill out a Form SIF-2 due to the injury/illness being a recurrence, they should contact the Disability Officer for clarification.

- Form 78 - Submitted upon reporting to duty through the chain of command unless a member is to be off for more than (6) calendar days, in which case they are required to submit the form to the Disability Office on or by the (6th) calendar day. Complete the Member section in detail.

Note	When a member returns within (6) calendar days from an occupational injury/illness that occurred while working at a Company he/she is not regularly assigned, the member will forwarded the Form 78 to the Supervisor he/she was working under at the time of the injury for completion. The remaining forms will be submitted as required.

Supervisor completes:

- APF Form - Review for restrictions, accuracy/completeness, sign and date when applicable. If member submits form directly to the Disability Officer, the supervisor may contact the Disability Officer to confirm the date received for recording in the Company Journal.

- Form 78 - Review the Member section and complete the Supervisor section. To be completed by the Supervisor who the member was directly reporting to at the time of the injury/illness by the end of the shift. Forward to the Second-Level Supervisor.

Battalion Chief completes:

- Form 78 - Review the member and supervisor sections and complete the Second-Level Supervisor section. To be completed by the Battalion Chief having supervision of the Company or Division by the end of the shift and forwarded to the Disability Officer.

Physician completes:

- APF Form - Complete the Physician's Findings section, sign and date, return to member.

Disability Officer completes:

- Form SIF-2 - The Employer section.

EXPOSURE

Member completes:

- Form 172 - Fill in applicable information and take to hospital to have attending physician fill in medical findings/treatment.
- APF - Submitted within (6) calendar days of the injury either in person or through department or U.S. mail. Do not leave this form with the physician. Complete the heading, sign and date. (An APF form will be completed for each physician visit when the medical/work status of the member is evaluated by the physician).
- Form 78 - Submitted upon reporting to duty through the chain of command unless a member is to be off for more than (6) calendar days, in which case they are required to submit the form to the Disability Office on or by the (6th) calendar day. Complete the Member section in detail.
- SIF2 - Submitted within (6) calendar days of the injury either in person or through department or U.S. mail. Do not leave this form with the physician. Complete the Worker section only. (There are two (2) signatures needed by the member in the Worker section).

Supervisor completes:

- APF Form - Review for restrictions, accuracy/completeness, sign and date when applicable. If member submits form directly to the Disability Officer, the supervisor may contact the Disability Officer to confirm the date received for recording in the Company Journal.
- Form 78 - Review the Member section and complete the Supervisor section. To be completed by the Supervisor who the member was directly reporting to at the time of the injury/illness by the end of the shift. Forward to the Second-Level Supervisor.

Battalion Chief completes:

- Form 78 - Review the member and supervisor sections and complete the Second-Level Supervisor section. To be completed by the Battalion Chief having supervision of the Company or Division by the end of the shift and forwarded to the Disability Officer.

Physician completes:

- Form 172 - Fills in appropriate information.
- APF Form - Complete the Physician's Findings section, sign and date, return to member.

Disability Officer completes:

- Form SIF-2 - The Employer section.

PRECAUTIONARY (NO TIME LOSS/ NO PHYSICIAN SEEN)

Member completes:

- Form 78 - Complete the Member section in detail.

Supervisor completes:

- Form 78 - Review the Member section and complete the Supervisor section. To be completed by the supervisor who the injured/ill member was directly reporting to at the time of the injury/illness by the end of the shift. Forward to the Second-Level Supervisor.

Battalion Chief completes:

- Form 78 - Review the member and supervisor sections and complete the Second-Level Supervisor section. To be completed by the Battalion Chief having supervision of the Company or Division by the end of the shift and forwarded to the Disability Officer.

NON-OCCUPATIONAL

Member completes:

- Application for Sick Leave Pay - Submitted upon returning to work.
- RTW Form - If applicable, upon returning to duty unless the member is going to be off for more than (6) calendar days in which case they are required to submit the form to the Disability Office on or by the (6th) calendar day. If the RTW form designates that the member is able to return to full duty, he/she is to maintain the yellow copy to submit to the Supervisor for review upon reporting for duty, since the white copy should have already been submitted. Once reviewed, the member should keep the form for their own records.

Note	The RTW is needed if the member is absent for more than (48) consecutive hours for 24 hour shift members, or if the member is absent for more than (32) consecutive hours for 40 hour per week members.

Supervisor completes:

- Application for Sick Leave Pay - Review for accuracy/completeness, sign and date.

- RTW Form (when applicable) - Review for restrictions, accuracy/completeness, sign and date.

Physician completes:

RTW Form - the Physician's Findings section, sign and date, return to member.

Application for Sick Leave Pay - Submitted upon returning to work.

DEPENDENT CARE (TIME LOSS)

Member completes:

- Application for Sick Leave Pay - complete, sign and date. (Physician authorization is required if absent for more than (48) consecutive hours for 24 hour shift members, or if absent for more than (32) consecutive hours for 40 hour per week members).

Supervisor completes:

- Application for Sick Leave Pay - Review, sign and date. (Check for physician signature when required.)

Physician completes:

- Application for Sick Leave Pay - Review, sign and date.

The Supervisor may contact the Disability Officer to verify that the required forms have been received so that they can be checked off on the Form 85 in the Company Journal.

It will be the members responsibility to maintain a minimum of

- (1) Form 78.
- (1) APF.
- (1) RTW form.
- (1) Self-Insured Accident Report form.
- (1) Form 172.
- (1) Application for Sick Leave Pay form.
- (1) Help for Injured Workers of Self-Insured Businesses flyer.
- (1) Guide to Industrial Insurance Benefits booklet at their place of residence.

Apparatus must maintain a minimum of

- (4) APF.
- (4) Form 172 (Report of Exposure).
- (4) Help for Injured Workers of Self-Insured Businesses flyers.
- (4) Guide to Industrial Insurance Benefits booklets for use in cases of occupational injuries, illnesses, or exposures.

Both uniformed and civilian members of the Seattle Fire Department must follow the requirements contained in this Guideline for the purposes of completing the required forms for occupational injuries and illnesses.

INJURY/ILLNESS RECORDING AND FORMS

Injuries, illnesses, exposures, and use of dependent care will be recorded as outlined within this Guideline using the required forms as they are explained in this section.

ACTIVITY PRESCRIPTION FORM (APF)

The APF form documents the physician's diagnosis, objective findings, work status recommendations as it pertains to a member's injury or illness (to include exposures) as well as authorizes time loss when appropriate.

An APF form is required to be filled out each time a member visits a physician for an occupational injury, illness, or exposure regardless of time loss or no time loss.

Members are not required to have a APF form completed for physical therapy sessions. It is only needed when the member's medical/work status is being re-evaluated.

LOG OF INJURIES AND ILLNESSES (FORM 85)

The Form 85 allows the Company Officer/Supervisor to track the disabilities of his/her crew members. It documents disabilities that involve layoffs and returns as well as Medical Only (No Time Loss) and Precautionaries. All disabilities which require the filing of a disability form will be entered on the Form 85 in the Company Journal.

Instances when a Precautionary becomes a Medical Only (No Time Loss) due to a physician being seen, the Company Officer will make the necessary changes on the row that corresponds to the original case number. Changes of the Type of Disability (Column 3), will be made by lining out the Precautionary check mark and making a new check mark in the Medical Only (No Time Loss) column. A note should then be made in the Comments (Column 17) as to the date that the change occurred.

For example, an entry is made on the Form 85 for a Precautionary and given case number 10. At a later time the member seeks medical treatment. The Officer would go to the line that corresponds to case number 10, line out the check mark in the Precautionary column and place a check mark in the Medical Only (No Time Loss) column. He would also enter the date in the appropriate columns when additional forms are received/submitted. Lastly, a notation would be made in the Comments column such as, "Prec. became NTL on (date)."

Although Precautionaries and Medical Only (No Time Loss) injuries/illnesses may be maintained under one case number, anytime an injury/illness results in a layoff, it will be entered on its own line and given its own case number. This will be regardless of whether it involves a previous Precautionary or Medical Only (No Time Loss).

For example, a member already has an entry for a Medical Only (No Time Loss) and it was given a case number. Some time later the member gets laid off for a worsening of the same injury. The layoff entry should go on a new line and be given a new case number. A notation may be made in the Comments column to reference that the layoff relates to a previous entry and case number.

An entry of a disability for a member will be placed on the Form 85 of the Company to which the member is permanently or temporarily assigned.

Instructions for completing the Form 85 are as follows:

LOCATION	ACTION
COLUMN 1	Case number - Identify each entry in numerical order beginning with (1) on January 1st of each year.
COLUMN 2	Date of Injury or Illness - For injuries enter the date it occurred. For illnesses enter the date of initial diagnosis or the first date of absence from work, whichever occurs first.
COLUMN 3	Type of Disability - Make a check mark in all the boxes that apply.
COLUMN 4	Member's Name - Last and initials. If other than firefighter, indicate rank.
COLUMN 5	Pension Plan - indicate LEOFF I, LEOFF II, or City.
COLUMN 6	Injury/Illness Number - enter member's number.
COLUMN 7	Assignment - enter CPO.
COLUMN 8	Case number - Enter corresponding number from column 1.
COLUMN 9	Enter date and time laid off.
COLUMN 10	Enter date and time returned to full duty.
COLUMN 11	Enter date the Form 78 received.
COLUMN 12	Enter date the Form 172 received.
COLUMN 13	Enter date the SIF-2 form is received.
COLUMN 14	Enter date the RTW form is received.

LOCATION	ACTION
COLUMN 15	Enter date the Application for Sick Leave Pay form is received.
COLUMN 16	Enter date notified by Disability Officer that forms have been received in his/her office when member is absent >6 days.
COLUMN 17	Comments - Note changes in type of disability and date of such change.

OSHA FORM 300

Subject to the record keeping requirements of the Occupational Safety and Health Act of 1970, a log of recordable occupational injuries and illnesses must be maintained for each establishment (station).

The Disability Officer will maintain a comprehensive Form 300 for the Department in his/her office. Each recordable case must be entered on this log within (6) workdays after learning of its occurrence.

An individual Form 300 for each station/establishment will be maintained by the Disability Officer to reflect the injuries and illnesses that occur specific to that location. This form will be updated to within (45) calendar days of any changes. Updated forms will be forwarded to the effected stations/establishments by the Disability Officer when applicable and will be placed at the front of the Company Journal's Disability Section before the Form 85.

All Form 300's will be totaled during the month of January by the Disability Officer. A copy of both the comprehensive and individual totals for the previous year will be sent to each station/establishment to be posted no later than February 1, and must remain in place until March 1. The station Captain or Division Supervisor will be responsible for posting these totals on the station/establishment's Safety Bulletin Board.

Form 300 logs must be maintained and retained for (5) years following the end of the calendar year to which they relate. Individual logs shall be maintained at the station they pertain to. The Disability Officer will maintain the original Form 300 logs in his/her office. Access to logs will be provided to a representative of the Department of Labor, the Department of Health and Human Services, and/or current or past member of the Seattle Fire Department when requested.

OCCUPATIONAL INJURY/ILLNESS REPORT (FORM 78)

The Form 78 is used to document occupational injuries and illnesses, including exposures. It provides a way for the Supervisor to investigate, review and comment on the specifics of an incident in an attempt to recognize accidents that may be prevented in the future. It is to be completed for all occupational injuries and illnesses. This means for both Medical Only (No Time Loss) as well as for each layoff, regardless of whether it's a new injury or recurrence.

The Form 78 may be used as a Precautionary to document an occupational injury or illness when there is neither time loss nor medical treatment, but when the member feels it may cause one or both in the future.

The Member section is to be completed by the injured, ill, or exposed member and submitted to the Supervisor for completion. The “case number” boxes are to be left blank for entry by the Disability Officer.

The Supervisor should make every attempt to complete the Supervisor section the same work shift he/she receives the form. The Supervisor is defined as the person under whose supervision the member was working at the time of the injury or illness. He/she shall review, complete and sign the form, and then forward to the Second-Level Supervisor.

Note	If the form is forwarded directly to the Disability Office due to the submitting member being off more than (6) calendar days, the Disability Officer will forward the Form 78 to the Supervisor for completion.

The Second-Level Supervisor refers to the Battalion Chief having supervision over the injured member at the time of the injury/illness. He/she shall review, comment and sign the Form 78, and then forward to the Disability Office.

If the Supervisor is the injured member, he/she shall complete the form himself/herself. In cases when the injured member is a Battalion Chief, the Second-Level Supervisor shall be the next higher-ranking Chief, e.g., Assistant Chief of Operations.

A copy of this form will be kept on file at the station, and the original forwarded through the appropriate channels to the Disability Office for filing in the member's medical file.

RETURN TO WORK/ TIME LOSS CERTIFICATION FORM (RTW)

The RTW form documents the work status recommendations as it pertains to a member’s non-occupational injury or illness as well as authorizes time loss when appropriate.

When a physician visit is required for a non-occupational injury or illness, a RTW form is to be filled out. However, for non-occupational injuries the physician does not need to provide a diagnosis. He/she need only complete the Work Status section.

Members are not required to have a RTW form completed for physical therapy sessions. It is only needed when the member’s medical/work status is being re-evaluated.

The member may keep the yellow copy of the RTW form for their record and submit the white copy as required.

SELF-INSURER ACCIDENT REPORT FORM (SIF-2)

This form is required by Workers' Compensation for occupational injuries, illnesses, and exposures whenever a physician is seen regardless of time loss or no time loss.

The Workers' Compensation Unit needs the Form SIF-2 to open a claim on the injured, ill or exposed member. Once the claim is established it serves to document the injury, illness or exposure, allow for the proper payment of medical bills as well as allow for payment to the member for time loss from work.

The Worker section is to be thoroughly filled out by the member. Two signatures are required by the member in the lower right portion of the Worker section.

The member's Supervisor at the time of the incident has the option of signing the form at the bottom of the Worker section. This is not to be mistaken with the signature in the Employer section which is done by the Disability Officer.

The Employer section is to be filled out by the Disability Officer.

The claim number is in the top, right hand corner of the Form SIF-2 and Workers' Compensation's address is in the top, left hand corner and may be given to the physician or medical establishment for billing purposes.

The member should keep the pink copy for their records and submit the remaining copies as required.

APPLICATION FOR SICK LEAVE PAY FORM

This form is required only in cases when the member has been absent from work for a non-occupational injury, illness, dependent care, or for eligible safe leave purposes.

By filling out and signing this form, the member is giving permission for the City to deduct sick leave from their sick leave balance.

After the member completes their portion of the form, the Supervisor must review the Application for Sick Leave Pay form to ensure that proper use of sick leave is being met (e.g., in cases of dependent care) as well as that a physician's signature is present when required. They will then sign, date and forward to the Disability Office.

The "Approval by Immediate Supervisor" will be filled out by the appropriate Supervising Chief in instances where the submitting member is an Officer.

COMMUNICABLE DISEASE EXPOSURE REPORT (FORM 172)

This form is required for filing as part of an occupational illness/exposure claim. It may be obtained either at the station or on any apparatus.

The member will fill out the applicable information and submit the form to the Emergency Dept. Charge/Triage Nurse upon reporting to the hospital for completion by the attending physician.

The Form 172 is to be submitted with the other appropriate disability forms as required.

COMMUNICABLE DISEASE HISTORY (FORM 173)

The Form 173 shall be used to document immunizations and annual TB tests. It is the member's responsibility to keep up to date a Form 173 at their assigned station. On an annual basis during the month of January, an updated Form 173 will be forwarded to the Disability Officer for filing in the member's medical file.

PREGNANCY

The member must notify the on-duty Battalion Chief of her assigned Battalion, or if not available, another on-duty Battalion Chief immediately after her condition has been medically diagnosed.

The Guidelines for "Layoff", and when applicable "Modified Duty", are to be followed.

The member must submit a written request via a memorandum as well as a RTW form showing physician authorization to perform modified duty to the Disability Officer.

The Disability Officer will strive to place the member in a modified duty position in accordance with the physician's permitted activities/restrictions as noted on the RTW form.

The Disability Officer will provide and discuss with the member appropriate options, information and forms pertaining to a Pregnancy Leave of Absence as well as LTD benefits.

DONATED SICK LEAVE

The purpose of the Sick Leave Transfer Program is to permit LEOFF II and City Pension Plan members to donate sick leave to another member who is suffering from an injury, illness, impairment, or physical or mental condition, which has caused, or is likely to cause, the receiving member to go on leave without pay, or to leave City employment.

In lieu of sick leave, LEOFF I members may donate either vacation and/or compensatory time to a LEOFF II member who has requested donated sick leave. LEOFF II members will not be able to donate vacation nor compensatory time.

RECIPIENT

The member wishing to receive donated sick leave will fill out an Application to Receive Sick Leave form, attach a letter from their physician verifying the nature and expected duration of the condition, and forward it to the Disability Officer. A RTW form will suffice in lieu of a physician's letter.

If approved by the Fire Chief, or his/her designee, a memorandum will be sent out to the Department requesting donated sick leave for the recipient member.

Prior to being allowed to use donations, the member must first exhaust his/her own sick leave and accumulated vacation time.

The receiving member will not receive more than (560) hours of donated sick leave based upon the dollar value of such leave.

If approved for donated leave, it is the recipient's responsibility to notify their supervisor and the Payroll Unit (206) 386-1467, once the original condition that qualified for donated leave is resolved, so unused donated leave that exceeds 40 hours may be returned to the donor(s). Donated leave may be used only for the condition for which it was approved. For tracking purposes, donated leave hours are shown separately on the employee's online timesheet under leave balances.

DONORS

Members who wish to donate sick leave will fill out an Application to Donate Sick Leave form and forward it to Payroll. LEOFF 1 members wishing to donate vacation and/or compensatory time will fill out the LEOFF I - Application to Donate Vacation and/or Compensatory Time form.

Sick leave, vacation and/or compensatory time being donated will be converted to a dollar value based upon the donor-member's straight-time rate of pay. The receiving member will then be paid at his/her regular straight-time rate of pay for the donated time used.

A member may request to donate any number of sick leave hours to an approved recipient member provided the donation does not cause the donor-member's sick leave balance to fall below (240) hours. There is no limit as to how much vacation and/or compensatory time may be donated by a LEOFF I member.

A donor-member may not donate fewer than (8) hours of sick leave converted at the donor-member's straight rate of pay. A LEOFF I member may donate any number of hours of compensatory time, but is limited to donating vacation in (24) hour increments.

A donor-member may not donate sick leave hours that the donor would not be able to take due to a separation from City service.

MEDICAL LEAVES OF ABSENCE

There are (4) types of medically related leaves of absence: Family & Medical Unpaid Leave, Medical Leave, Newborn and Adoptive Leave, and Pregnancy Leave. They are intended to allow LEOFF II and City Pension Plan members to take an unpaid leave from duty for a designated period of time. All three require the submittal of an Application for Leave of Absence Form that can be obtained from the Disability Officer as well as the physician verification. The following gives a brief overview of these types of leaves. More information may be obtained by referring to the relevant Union Contract.

FAMILY & MEDICAL UNPAID LEAVE (FMLA)

During a FMLV a member may be granted up to (90) calendar days of unpaid leave during a (12) month period when needed to provide for the birth or adoption of a child, or for a serious health condition of the employee, spouse or domestic partner, children under the age of (18), plus children over (18) if mentally or physically disabled, a parent of the employee or a parent of the spouse or domestic partner.

The member must submit an application to go on such leave as well as a letter from their physician verifying the catastrophic nature and expected duration of the condition, and forward it to the Disability Officer. The Application for Leave of Absence Form can be obtained from the Disability Officer.

During a FMLV the City will maintain its portion of the medical and dental premiums of whatever plan the member has selected for up to (90) calendar days to prevent the member from going without coverage.

The member is not required to use the (90) calendar days at one time.

The member is not required to exhaust their sick leave, vacation nor compensatory time prior to going on a FMLV.

MILITARY EXIGENCY FAMILY LEAVE

The Family and Medical Leave Act of 1993 was amended to include a new type of leave for family members of military personnel.

The Family and Medical Leave Act of 1993 has been amended to include Military Exigency Family Leave. An employee is allowed to take up to 12 weeks of unpaid leave in a 12-month period due to a "qualifying exigency" arising out of the fact that the employee's family member is on active duty or has been notified of an impending call to active duty, in support of a contingency operation in the National Guard, Reserves, or from retired military status. "Qualifying exigencies" include: short-notice deployment, military events and related activities, childcare and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, and additional activities as agreed upon by the Department and employee, which arise from a covered military member's call to active duty in support of a contingency operation. For detailed information on eligibility contact the Human Resources Division.

SERVICEMEMBER FAMILY LEAVE

The Family and Medical Leave Act of 1993 has been amended to include Servicemember Family Leave. A member is allowed to take up to 26 weeks of unpaid leave in a 12-month period to care for family members injured while on active duty in the Armed Forces. To request this type of leave contact Human Resources.

MEDICAL LEAVE OF ABSENCE (MLV)

Leaves of absence without pay for medical reasons due to a non-occupational injury or illness may be granted for a period of up to (6) months upon approval by the Department, to a member who has exhausted their sick leave.

The member must submit an application to go on such leave as well as a letter from their physician verifying the catastrophic nature and expected duration of the condition, and forward it to the Disability Officer. The Application for Leave of Absence Form can be obtained from the Disability Officer.

The member is not required to exhaust their vacation nor compensatory time prior to going on a MLV.

An extension may be requested by the member in writing prior to the end of the original granted time of leave.

PREGNANCY LEAVE OF ABSENCE (PLV)

A Pregnancy Leave of Absence allows a member to take a pregnancy disability leave of absence for the actual period of sickness or temporary disability for pregnancy or childbirth.

The member is not required to exhaust their sick leave, vacation nor compensatory time prior to going on a PLV.

The member must submit an application to the Department to go on such leave as well as certification from their physician outlining the medical necessity and estimating the duration of the leave.

FAMILY AND ADOPTIVE LEAVE (NEWBORN AND ADOPTIVE CHILD LEAVE - NALOA)

A member may use accumulated sick leave in order to provide non-medical care to a newborn child of the employee or his or her spouse or domestic partner. With the appointing authority's approval, a member may take sick leave under this Rule to supplement a reduced work schedule, provided that the work schedule is stable and predictable. Sick leave taken for the non-medical care of a newborn child must begin and end by the first anniversary of the child's birth.

A member may request use of accumulated sick leave for the non-medical care of a dependent child placed with the member or his or her spouse or domestic partner for adoption. Sick leave approved for this reason may also be used to cover the member's absence(s) to satisfy legal and regulatory requirements prior to and after the placement and reasonable travel time to claim and return home with the child. With the department's approval, a member may take sick leave under this Rule to supplement a reduced work schedule, provided that the work schedule must be stable and predictable. Sick leave taken for the non-medical care of a dependent child must begin and end by the first anniversary of the child's adoption.

To use leave, contact the Disability Officer for an application prior to the birth or adoption of a child. All NALOA must be approved by the Fire Chief before beginning leave.

LONG TERM DISABILITY (LTD)

LTD is a benefit each LEOFF II and City Pension Plan member has to help supplement the loss of income due to an extended time loss for a non-occupational injury or illness. This benefit may be used in conjunction with a FMLV, MLV, and/or PLV.

There is a waiting period from the last day worked before the member becomes eligible to receive benefits. Once the waiting period has been met, the member, if receiving sick leave benefits will receive a minimum payment. Once the member begins going unpaid, they will receive the full disability benefit.

This benefit may be used in cases of occupational injuries and illness to supplement the disability pay provided by the City, but the waiting period is 180 days.

To receive LTD benefits the member must fill out the appropriate paperwork that can be obtained from the Disability Officer. It entails forms that need to be filled out by the member as well as by their physician authorizing the medical leave. These forms are separate from the Leave of Absence Request Form.

LTD benefits will cease upon returning to work and/or once the physician no longer authorizes absence for medical reasons.

RETURN FROM MEDICAL/EXTENDED LEAVES

There are two situations where a member would be off for medically related conditions for an extended period of time. In situations relating to occupational injuries or illnesses, the member may spend an extended length of time either on full disability or in a modified duty status. Regarding non-occupational related issues, the member may be off for an extended period of time either for medical conditions relating to him/herself or for a family member. In either case, the member will need to follow the proper procedures for his/her return to full duty.

If the member is on a medically related leave of absence, the member must return from his/her leave on or before the day noted as the return date on the Application for Leave of Absence Request Form. If the member is not going to return by that time and has not been granted an extension, the member is considered to have quit.

In either case, members will need to contact the Disability Officer prior to returning to ensure the proper steps are taken. The member will be required to return him/herself to full duty as required in these Guidelines.

Each member returning from a leave of absence to the Operations Division after being absent for (180) days or more, shall satisfactorily complete the Operations Division refresher course.

For the purpose of this Guideline, “Operations Division” shall mean assignment to Battalions and/or companies that normally respond to emergency alarms. It shall include assignment as a Firefighter/Paramedic in Battalion 3. It shall not include assignment to the FAC or to any other administrative assignment.

LEOFF I

Both Pension Board Physicians and Pension Board Staff members have the authority to layoff a LEOFF 1 member for an injury or illness. It is preferable that a Pension Board Physician authorize the layoff, but in some situations (e.g., after hours) a Pension Board Staff member may be on call and will have the authority to layoff the member. However, only a Pension Board Physician can authorize a return to duty. The physician or staff member should immediately notify the FAC and the injured or ill member of the time of such layoff or return to duty.

A Pension Board Physician may confine a member on disability to a medical facility or to a residence approved by the physician only when, in the physician's professional judgement, such confinement is necessary treatment for the member's recovery from the injury or illness.

If the Pension Board Physician prescribes such confinement, they should inform the member and the Pension Board Secretary as soon as practicable.

A member on disability must obtain permission from a Pension Board Physician to travel outside the Puget Sound area while recuperating for return to duty. As soon as practicable, the Pension Board Physician will notify the Pension Board Secretary that such permission has been granted.

DEPENDENT CARE

Dependent care allows for the member to go on disability for an injury, illness, medical or dental appointment for the member's dependent child, spouse, domestic partner, and parents or a parent or dependent child of their spouse or domestic partner or the grandparent of an employee or his or her spouse/domestic partner when the attendance of the member is required. Or for other health care purposes when the presence of the member is recommended by a health care professional. This is not to be used for situations that do not meet the above definition, e.g., child care. An application for Sick Leave Pay form will be used to document the time off for Dependant Care.

Any LEOFF l member needing time off for dependant care will use the same procedures as a LEOFF ll member. Unused leave will carry over from year to year with no cap on accumulation. Any unused leave will have no cash out value at retirement.

SAFE LEAVE

Safe Leave will be provided to a member to accommodate the member's need to care for a child whose school or place of care has been closed by order of a public official for such a reason. Or for any of the reasons related to domestic violence, sexual assault, or stalking, as set out in RCW 49.76.030. An application for Sick Leave Pay form will be used to document the time off for Safe Leave.

Any LEOFF l member needing time off for Safe Leave will use the same procedures as a LEOFF ll member. Unused leave will carry over from year to year with no cap on accumulation. Any unused leave will have no cash out value at retirement.

WORK WHILE ON DISABILITY

Members who are on disability or dependent care sick leave are not to attend meetings or perform work for the department until they are returned to full or modified duty.

On a case-by-case basis, if a member is recovering from an injury, a Division Head may approve that person's attendance at a meeting or other activity that will not aggravate the injury. This approval must be given in advance of the activity.

Layoffs

A member cannot be laid off without being examined by a Pension Board Physician unless extenuating circumstances exist. An example of such a situation would be after hours when a Pension Board Staff member is on call in place of a physician.

If a member is laid off without being examined by a Pension Board Physician, a definite time must be set to examine the member as soon as practicable, not to exceed (8) business hours from the time of layoff. Business hours are 0900 to 1700 hours, (7) days per week, including holidays.

Weekend and holiday examinations may be conducted by the on-call Pension Board Physician.

On Duty

NotificationImmediately report injury or illness to supervisor.

When the injury or illness is not a medical emergency but requires the services of a physician, the Supervisor or the member (after notifying his/her immediate Supervisor) shall contact a Pension Board Physician directly during regular business hours. If unable to contact the physician, contact the FAC to page the appropriate physician or Pension Board Staff member.

Off Duty

Notification Contact a Pension Board Physician directly during regular business hours to be laid off. If unable to contact the physician or if after business hours, contact the FAC to page the appropriate physician or Pension Board Staff member.

Verification Verify the layoff by the Pension Board Physician or Pension Board Staff member with their assigned company. When practicable, verification should be made at least (1-1/2) hours prior to the time the member is scheduled to report for duty.

If the layoff has not been reported to the company when the member calls to verify, the member investigates by calling the Staff Coordinator at (386-1480), and if necessary, the Pension Board Physician and/or Pension Board Staff member, to ensure that the layoff has taken place or to re-initiate the layoff.

If the Pension Board Physician who was to lay off the member is unavailable, then another Pension Board Physician should be contacted to initiate the layoff. The member then verifies the layoff as stated above.

If the member, after making every attempt to verify the layoff, is unable to do so, they should contact the on-duty Battalion Chief of their Battalion for instructions. The Battalion Chief will direct the member as to what action to take and investigate the incident.

Note	Layoff notifications and verifications are to be logged in the Watch Desk Journal, e.g., Capt. Donald Kimball, (0361) E33/B1, verified layoff.

MODIFIED DUTY

When by mutual agreement the attending physician and the disabled member believe that the member is physically capable of performing a modified duty assignment, the member may contact the Disability Officer to determine what positions are available.

If a suitable assignment is available, the member shall notify the Pension Office in writing, requesting authorization to accept the modified duty assignment.

The Disability Officer after conferring with the Pension Office as to the specific date of return shall notify the member. The Pension Office shall notify the treating physician who shall return the member to modified duty.

Termination of the modified duty status may be made by the member, the Pension Board Physician, the Pension Board or the Fire Chief.

RETURN TO FULL DUTY

A member laid off by a Pension Board Physician should normally be returned to duty by the same physician. If the same physician is unavailable, another Pension Board Physician may return the member to duty. A Pension Board Staff member may not return a member to duty.

Members should be returned to duty from disability leave as soon as they are able to perform their regularly assigned Fire Department duties. The time of return should not be effected by a member's shift-off but determined by the member's physical condition

A member returned to duty who is scheduled to work at the time of return should immediately call the Battalion Chief to verify the return to duty and to determine the time and place to report to work.

NotificationContact a Pension Board Physician directly during regular business hours to be returned to full duty. If unable to contact the physician or after business hours, contact the FAC to page a physician.

VerificationVerify the return to duty by the Pension Board Physician with their assigned company at least (1-1/2) hours prior to their next scheduled work shift.

If the return has not been reported to the company when the member calls to verify, the member investigates by calling the Staff Coordinator at (386-1480), and if necessary, the Pension Board Physician, to ensure that the return has taken place or to re-initiate the return.

If the Pension Board Physician who was to return the member is unavailable, then another Pension Board Physician should be contacted to initiate the return.

If the member, after making every attempt to verify the return, is unable to do so, they should contact the on-duty Battalion Chief of their Battalion for instructions. The Battalion Chief will direct the member as to what action to take and investigate the incident.

Note	Return notifications and verifications are to be logged in the Watch Desk Journal, e.g., Capt. Donald Kimball, (0361) E33/B1, verified return.

PHYSICIAN REVIEW OF DISABILITIES

At least once every week, any member who is on disability leave should be examined by the Pension Board Physician who laid off the member, unless prior exception to this procedure is authorized by the Pension Board Physician. The Physician will notify the Pension Board Secretary of all such exceptions for review and approval by the Pension Board.

REQUIRED FORMS

The appropriate SFD form(s) for an occupational injury, illness or exposure will be completed by the member and is due to the Supervisor upon reporting for duty. The Supervisor will review the form(s) for accuracy and completeness, and will fill out any appropriate sections by the end of the work shift. If a Battalion Chief's review is required, the Supervisor will send the form(s) to the appropriate Battalion Chief who in turn will submit them to the Disability Office.

If a member is to be off for more than (6) calendar days, they are required to submit the form(s) to the Disability Office on or by the (6th) calendar day. This may be done in person, via Department mail, or U.S. mail. The Disability Officer will notify the appropriate Supervisor that the form(s) has been received so it can be checked off on the Form 85 in the Company Journal. The Disability Officer will route the form(s) to the appropriate Supervisor/Battalion Chief for completing and/or signing when needed.

Note	When a member returns within (6) calendar days from an occupational injury/illness that occurred while working at a Company he/she is not regularly assigned, the member will forwarded the form(s) to the Supervisor he/she was working under at the time of the injury for completion.

It will be the member's responsibility to maintain a minimum of (1) Form 78 at their place of residence.

The Form 172 may be obtained at either the station or on any apparatus.

The Seattle Fire Fighter's Pension Board Claim form is still required as per Pension Board guidelines. This form will continue to be submitted directly to the Pension Office. No SFD disability form will be required for non-occupational disabilities.

OCCUPATIONAL INJURY OR ILLNESS (TIME LOSS OR NO TIME LOSS)

Member completes:

- Form 78 - the Member section.
- Seattle Fire Fighter's Pension Board Claim form.

Supervisor completes:

- Form 78 - review the Member section and complete the Supervisor section. To be completed by the Supervisor who the member was directly reporting to at the time of the injury/illness. Forward to the Second-Level Supervisor.

Battalion Chief completes:

- Form 78 - the Second-Level Supervisor section. Review, sign and date by the Battalion Chief having supervision of the Company or Division.

EXPOSURE (PHYSICIAN SEEN)

Member completes:

- Form 172 - fill in applicable information and take to hospital to have attending physician fill in medical findings/treatment.
- Form 78 - the Member section.
- Seattle Fire Fighter's Pension Board Claim form.

Supervisor completes:

- Form 78 - review the Member section and complete the Supervisor section. To be completed by the Supervisor who the member was directly reporting to at the time of the injury/illness. Forward to the Second-Level Supervisor.

Battalion Chief completes:

- Form 78 - the Second-Level Supervisor section. Review, sign and date by the Battalion Chief having supervision of the Company or Division.

PRECAUTIONARY (NO TIME LOSS/NO PHYSICIAN SEEN)

Member completes:

- Form 78 - Member section.
- Seattle Fire Fighter's Pension Board Claim form - for documentation purposes.

Supervisor completes:

- Form 78 - review the Member section and complete the Supervisor section. To be completed by the supervisor who the injured/ill member was directly reporting to at the time of the injury/illness. Forward to the Second-Level Supervisor.

Battalion Chief completes:

- Form 78 - the Second-Level Supervisor section. Review, sign and date by the Battalion Chief having supervision of that company or division when he/she has relevant information/knowledge of the incident/injury.

NON-OCCUPATIONAL INJURY OR ILLNESS (TIME LOSS)

Member completes:

- No SFD forms are required.
- Seattle Fire Fighter's Pension Board Claim form.

INJURY/ILLNESS RECORDING

Injuries, illnesses and exposures will be recorded as outlined within this Guideline using the required forms as they are explained in this section.

OCCUPATIONAL INJURY/ILLNESS REPORT (FORM 78)

The Form 78 is used to document occupational injuries and illnesses, including exposures. It provides a way for the Supervisor to investigate, review and comment on the specifics of an incident in an attempt to recognize accidents that may be prevented in the future. It is to be completed for all occupational injuries and illnesses. This means for both Medical Only (No Time Loss) as well as for each layoff, regardless of whether it's a new injury or recurrence.

The Form 78 may be used as a Precautionary to document an occupational injury or illness when there is neither time loss nor medical treatment, but when the member feels it may cause one or both in the future.

The Member section is to be completed by the injured, ill, or exposed member and submitted to the Supervisor for completion. The case file number is to be left blank. The Supervisor section is to be completed by the Supervisor the same work shift it is submitted to them.

Note	If the form is forwarded directly to the Disability Office due to the submitting member being off more than (6) calendar days, the Disability Officer will notify the appropriate Supervisor of the forms received (for entering on the Form 85). He/she will also forward the Form 78 to the Supervisor for completion.

The Superior refers to the person under whose supervision the member was working at the time of the injury or illness. He/she shall review, complete and sign the form, and then forward to the Second-Level Supervisor.

The Second-Level Supervisor refers to the Battalion Chief having supervision over the injured member at the time of the injury/illness. He/she shall review, comment and sign the Form 78, and then forward to the Disability Office.

If the Supervisor is the injured member, he/she shall complete the form himself/herself. In cases when the injured member is a Battalion Chief, the Second-Level Supervisor shall be the next higher-ranking Chief, e.g., Assistant Chief of Operations.

A copy of this form will be kept on file at the station, and the original forwarded through the appropriate channels to the Disability Office for filing in the member's medical file.

COMMUNICABLE DISEASE EXPOSURE REPORT (FORM 172)

This form is required for filing as part of an occupational illness/exposure claim. It may be obtained either at the station or on any apparatus.

The member will fill out the applicable information and submit the form to the Emergency Dept. Charge/Triage Nurse upon reporting to the hospital for completion by the attending physician.

The Form 172 is to be submitted with the other appropriate disability forms as required.

COMMUNICABLE DISEASE HISTORY (FORM 173)

The Form 173 shall be used to document immunizations and annual TB tests. It is the member's responsibility to keep up to date a Form 173 at their assigned station. On an annual basis during the month of January, an updated Form 173 will be forwarded to the Disability Officer for filing in the member's medical file.

SEATTLE FIRE FIGHTER'S PENSION BOARD CLAIM FORM

Must be filled out by the member when the member is placed on disability leave, or disability retirement. This form must be filled out before a member can be paid for disability time.

In addition, this form must be filled out by the member when:

- The member has been referred to a specialist and not placed on disability leave.
- The member has incurred charges for medical services rendered, such as X-rays, lab work (blood tests, etc.), eye glasses, chiropractic visits, etc.
- The member suffers an injury or illness not requiring a physician's care, but the member desires to document the injury or illness (precautionary).

Note	This form will ensure that the member's medical bills are paid by the Pension Office.

PHYSICAL EXAMINATIONS FOR LEOFF I MEMBERS

The Fire Fighter's Pension Board has approved physical examinations for all LEOFF I Fire Fighters every (2) years beginning at age 36 and yearly after age 50. The purpose of these examinations is to detect latent medical problems before they become serious.

Members may schedule physical examinations with the Pension Board Physician. The Fire Department will no longer notify the member of impending examinations.

The Fire Department conducts annual health screening examinations. The results may be used by a Pension Board Physician after the member completes the appropriate release forms.

SUBJECT:	AWARDS
REVISED:	10/21/14
SEE ALSO:	P-3007 Awards, P-3005 Employee Innovations, OG-3005 Employee Innovations
PAGE(S):	10

GENERAL INFORMATION

It is the desire and intent of the Seattle Fire Department to appropriately recognize the members of the Department, on or off duty, who perform an act of distinct heroism, or who provide an outstanding service to the Department or to the public safety of the community.

AWARDS COMMITTEE

The Awards Committee is comprised of a Chairperson appointed by the Chief of the Fire Department, a cross section representation of the Fire Department from all Divisions and ranks as practical.

The Awards Committee will review the recommendations and actions for each individual nominated, select those persons who are to receive an award, and determine under which category they will be honored. These recommendations are then forwarded to the Chief of the Fire Department for final approval and conferral.

NOMINATIONS

The Awards Committee will publish a Memorandum to the Department on an annual basis seeking nominations for candidates for: Employee of the Year, Lifetime Achievement, and Community Service awards.

An Awards Nomination Form found on the "O" drive on Department computers is available to nominate members for all awards. Nominations using this format should be sent via Outlook or fax to the Director of the Human Resources Division and/or to the Chair of the Awards Committee. A hard copy should also be sent to the Chief of the Department through the chain of command.

WALL OF DECORATION

The fourth floor reception area of Seattle Fire Department Headquarters will display pictures of the recipients of the following awards:

- Honor Roll.
- Valor.
- Civilian.
- Firefighter.
- Officer.
- Chief.
- Lifetime Achievement.
- Civilian Hero.

AWARDS

HONOR ROLL

The Honor Roll is the highest award conferred by the Chief of the Fire Department for members, on or off duty, who give their life, who perform an act far above the normal call of duty, who with risk to life and limb rescue or attempt to rescue a person or persons who are in danger.

It must be realized that, in the performance of required duties, a member is frequently exposed to some degree of risk. Therefore, in order to qualify for consideration of placement on the Honor Roll, the act performed must have been attended by a degree of risk significantly greater than that normally encountered in the fire service.

The Honor Roll is recognized with two categories:

MEDAL OF VALOR The Medal of Valor is awarded to a member only when the act under consideration relates to the saving or attempted saving, of human life under the most adverse conditions and at extreme personal risk. The Medal of Valor recipient will receive two Medals of Valor, a corresponding ribbon bar, and their name inscribed on the Honor Roll under the 'Valor' plaque.

MEDAL OF HONOR The Medal of Honor is awarded to a member only when the act under consideration relates to the saving, or attempted saving of human life under dangerous conditions and at great personal risk. The Medal of Honor recipient will receive two Medals of Honor, a corresponding ribbon bar, and their name inscribed on the Honor Roll under the 'Honor' plaque.

Chief officers should investigate and report any and all such actions as described above in writing to the Chief of the Fire Department. This should include:

- Full name, injury illness number and assignment of the person(s) recommended for the commendation.
- Circumstances of the event in chronological sequence.

- Full names of other persons involved in the incident.
- Charts, diagrams, photographs, news clippings, and any other pertinent data.
- Signed statements of witnesses, if available.

The Awards Committee will evaluate and make a recommendation to the Chief of the Department on all uniformed personnel nominated for the Honor Roll.

Because "far above and beyond the normal call of duty" is so extremely difficult to define for all situations, it is the responsibility of the Awards Committee to determine the validity of the recommendation for each given occurrence.

Anytime a member is placed on the Honor Roll, a Seattle Fire Department Memorandum should be prepared by the Awards Committee and distributed, announcing the award and describing the circumstances surrounding the event.

The member who is honored in this category:

- Will have their name inscribed on the Honor Roll.
- Will receive an official certificate from the Chief of the Department.
- Will receive a ribbon bar and a Medal of Valor or a Medal of Honor appropriate for display on their Class A uniform.
- Will receive a Medal of Valor or a Medal of Honor suitable for framing.
- May receive up to five shifts off with pay or equivalent compensatory time, as described by the Chief of the Fire Department.
- Will be recognized at the annual Awards Ceremony.
- A copy of all Honor Roll awards will be placed in the member's personnel file.

CERTIFICATE OF MERITORIOUS SERVICE

Members who, on or off shift, perform exceptional service in a manner not qualifying for the Honor Roll will be awarded a Certificate of Meritorious Service from the Chief of the Department. As directed by the Chief of the Fire Department, a member receiving this award may also receive up to five shifts of compensatory time.

Nominations for a Certificate of Meritorious Service are forwarded via letter to the Awards Committee through the chain of command with comments included from each supervising level. Witness statements and any other pertinent information should accompany the letter. Nominations may also be sent via Outlook to the Chair of the Awards Committee as soon as possible, utilizing the Awards Nomination Form found on the "O" drive on Department computers.

The Awards Committee will evaluate and make a recommendation to the Chief of the Department on all uniformed personnel nominated for a Certificate of Meritorious Service.

Any time a member is awarded a certificate of Meritorious Service a Memorandum will be prepared by the Awards Committee and distributed, announcing the award and describing the circumstances surrounding the event.

A copy of all Certificate of Meritorious Service awards are placed in the member's personnel file.

EMPLOYEE OF THE YEAR

An annual award conferred by the Chief of the Department to the member who has made the most significant contribution to the Department during that year.

The Employee of the Year award is recognized with four categories:

- Civilian Employee of the Year.
- Firefighter of the Year (includes Paramedics, Dispatchers & Administrative personnel).
- Officer of the Year (Lieutenant or Captain).
- Chief of the year (all levels of Chief).

The criteria used to determine the awarding of this honor are as follows:

- *Fire Department duties* - carries out responsibilities in an exemplary fashion on the firegound, during emergency medical alarms, and/or during non-emergency situations.
- *Motivation* – encourages and promotes a "can-do" attitude; builds confidence among co-workers.
- *Teamwork* – consistently works well with others; enhances an environment of mutual respect.
- *Leadership* - provides guidance and support to co-workers and takes a positive, productive approach to tasks.
- *Creativity* – finds "win-win" solutions to difficult problems.
- *Safety* – promotes safety in the workplace on behalf of citizens and firefighters.
- *Customer Service* – consistently provides excellent customer service to the internal customers in the Fire Department and to the citizens in Seattle.
- *Diversity* - consistently encourages acceptance and understanding of the value and contribution of people from all segments of our society.

The Awards Committee will publish a Memorandum to the Department annually seeking nominations for candidates for each category of this Award. Nominations may also be sent via Outlook to the Chair of the Awards Committee, utilizing the Awards Nomination Form found on the

"O" drive on Department computers. The Awards Committee will review all Employee of the Year nominations and make one recommendation to the Chief of the Department for each of the four categories.

The individuals selected for this award will be honored with an official certificate at the annual Awards Ceremony and have their name engraved on the appropriate Employee of the Year plaque, on the Wall of Decoration located in the lobby of Station 10.

When Employee of the Year awards are conferred, a Memorandum will be prepared by the Awards Committee and distributed, announcing the awards and describing the circumstances surrounding the awards.

UNIT CITATION

An award to an Operations Division, company, or unit at the scene of an emergency for outstanding performance of exceptionally difficult task, performance under hazardous or adverse conditions, for exemplifying the importance of teamwork and cooperation, or for performance demonstrating a degree of excellence above the ordinary and expected.

The Unit Citation will be awarded as appropriate with no time constraints. The company/unit will be awarded an approved "Unit Citation" T-shirt for all members on duty at the time of the incident, and a plaque with a picture for mounting at the unit's assigned station. The unit and the date of the incident will be engraved on the Unit Citation plaque on the Wall of Decoration located in the Station 10 lobby.

A copy of all Unit Citations should be prepared by the Awards Committee and placed in each involved member's personnel file. All Unit Citation Awards will be recognized at the annual Awards Ceremony.

ADMINISTRATIVE CITATION

An award to an Administrative Division unit for outstanding performance of exceptionally difficult task, for exemplifying the importance of teamwork and cooperation, or for performance demonstrating a degree of excellence above the ordinary and expected.

The Administrative Citation will be awarded as appropriate with no time constraints. Each member of the administrative team will be awarded their choice of either an approved "Administrative Citation" T-shirt or an Administrative Citation desk display. A plaque with a picture for mounting at the office of the members cited will also be awarded. The administrative team and the date of the incident will be engraved on the Administrative Citation plaque on the Wall of Decoration located in the Station 10 lobby.

LETTER OF COMMENDATION

A letter signed by the Chief of the Department in recognition of a member who has performed a special service representing the Department in a highly commendable manner not qualifying for a Certificate of Meritorious Service.

Members wishing to recommend someone for a Letter of Commendation may do so in a letter to the Chief of the Department. The letter should list all the reasons for the recommendation.

Nominations for a Letter of Commendation are forwarded through the chain of command with comments included from each supervising level. Nominations may also be sent via Outlook to the Chair of the Awards Committee, utilizing the Awards Nomination Form found on the O drive on Department computers.

Upon recommendation from the Awards Committee, the Chief of the Fire Department will make the final determination regarding the awarding of a Letter of Commendation.

A copy of all Letters of Commendation should be prepared by the Awards Committee and placed in the member's personnel file.

SAFE DRIVING AWARD

The Safe Driving Award will be awarded to all assigned/paid drivers who have had no preventable accidents for periods of:

- 5 years.
- 10 years.
- 15 years.
- 20 years.

Operations Division Captains should submit a report of all assigned drivers in their company whom have completed the previous calendar year with no preventable accidents to the Safety Division annually during the month of January.

Members receiving a Safe Driving Award should receive an official certificate, prepared by the Human Resources Division. Members receiving a Safe Driving Award for either 15 or 20 years should also receive a commemorative gift, as outlined by the Awards Committee at that time.

A copy of all Safe Driving Awards will be placed in a member's personnel file.

LIFETIME ACHIEVEMENT AWARD

This award will be given to a Seattle Fire Department member who is eligible for retirement, with at least 20 years of service. This member will have shown their dedication and zeal for their entire career in the Fire

Department, continually displaying the criteria used for Employee of the Year. This award may be conferred annually, as recommended by the Awards Committee.

Annually, the Awards Committee will publish a Memorandum to the Department seeking nominations for candidates for this Award. Nominations may also be sent via Outlook to the Chair of the Awards Committee, utilizing the Awards Nomination Form found on the "O" drive on Department computers. The Awards Committee will review all Lifetime Achievement Award nominations and make their recommendation to the Chief of the Department.

Any time a member is awarded a Lifetime Achievement Award a Memorandum should be prepared by the Awards Committee and distributed announcing the award and describing the circumstances surrounding the award.

Members receiving a Lifetime Achievement Award will receive an official certificate, prepared by the Human Resources Division, at the annual Awards Ceremony. The member's name should be engraved on the Lifetime Achievement plaque on the Wall of Decoration located in the lobby of Station 10.

A copy of the Lifetime Achievement Award will be placed in the member's personnel file.

COMMUNITY SERVICE AWARD

The Community Service Award may be given to a member of the Seattle Fire Department who has donated considerable time and effort voluntarily toward the betterment of the community. This award is based on uncompensated, off-duty time. The Community Service Award may be conferred annually, as recommended by the Awards Committee.

Annually in the month of November, the Awards Committee will publish a Memorandum to the Department seeking nominations for candidates for this Award. Nominations may also be sent via Outlook to the Chair of the Awards Committee, utilizing the Awards Nomination Form found on the "O" drive on Department computers. The Awards Committee will review all Community Service Award nominations and make their recommendation to the Chief of the Department.

Members receiving a Community Service Award should receive an official certificate, prepared by the Human Resources Division, from the Fire Department at the annual Awards Ceremony. The member's name will be engraved on the Community Service Award plaque on the Wall of Decoration located in the Station 10 lobby.

A copy of all Community Service Awards will be placed in a member's personnel file.

CERTIFICATE OF MERIT

The originator of every suggestion submitted that is accepted completely or in part will receive a Certificate of Merit. This award is administered by the Support Services Division. (See OG-3005).

SUGGESTION AWARD

Suggestions submitted to the City of Seattle's Suggestion Award Program per Municipal Code 4.92 and adopted by the City may receive a monetary award determined by the Suggestion Award Board of approximately ten percent of the estimated value to the City of the suggestion during the first year following its adoption. The Support Services Division of the Fire Department administers this award.

SERVICE AWARD

Service Awards are presented by the City of Seattle Personnel Department in recognition of length of time employed by the City.

Service Awards are based on time served in increments of five (5) years each. City personnel are eligible for their first award after completing five (5) years service with the City.

With each additional five (5) year's service with the City, an additional award is given. Currently the City offers employees a choice of four different types of awards designating length of service:

- Tie bar.
- Tie tack.
- Tie pin.
- Charm.

The Human Resources Division of the Seattle Fire Department will contact all members when they become eligible for a Service Award so they may specify their individual choice.

A management representative should present the Service Award to the member.

RETIREMENT AWARD

Retirement awards are issued to those members who are eligible upon their retirement due to disability or length of service.

Personnel who retire, regardless of the reason, after completing the required years of service for retirement under the individual retirement plan under which they were hired, will receive a Retirement Certificate prepared by the Human Resources Division.

Personnel who retire, regardless of the reason, and are within five (5) years of service for retirement under the individual retirement plan under which they were are eligible for a Retirement Certificate. The Retirement Certificate is not issued automatically; however, anyone may request the Certificate for the eligible individual for retirement parties, etc., from the Human Resources Division.

MEMBER RECOGNITION FOR OUTSTANDING SERVICE OR ACHIEVEMENT

Members of the Department may complete a Form 270 to recognize an employee's "outstanding service" or "high level of achievement." The Form 270 is located on the InWeb under Documents/SFD Forms and at O:\dept\Forms.

The Form 270 is to be forwarded through the Chain of Command to the Fire Chief for review, and will be filed in the member's personnel file.

Questions regarding the Form 270 should be directed to the Executive Director of Administration.

In addition, achievements made by members of the Fire Department which occur on a daily basis and display a higher level of achievement than is ordinarily required should be recorded in the Company Journal in the Record of Recognition or Achievement section.

CIVILIAN "HERO" AWARD

This award may be given, as appropriate, to a member of the community involved in a lifesaving effort at an emergency scene before or during the arrival of the Fire Department, or to an individual who has provided extraordinary assistance to the Department.

Incident Commanders and others at the scene should be alert to document names, addresses, phone numbers and actions of potential nominees as soon as possible at the incident. The Incident Commander then forwards a letter to Chief of the Fire Department no later than the end of the shift the incident occurred. with cc's to:

- the Awards Committee Chair.
- the Director of Human Resources.
- the Department Public Information Officer.

A ceremony honoring the Civilian Hero will be held at the Station or Battalion Headquarters involved in a timely fashion. An Official Fire Department Certificate, prepared by the Human Resources Division, is presented to the recipient at that time.

Civilian Hero Award recipients should also be honored at the Annual Awards Ceremony.

PUBLIC RECOGNITION AWARD

This award is established to recognize any outstanding assistance to the Seattle Fire Department by individuals other than members of the Department. This award is not restricted to emergency scene assistance, but can be used as a "thank-you" for a variety of situations.

Any member with knowledge of such assistance should e-mail the Public Information Officer with the following information: name, address, organization affiliation (if any), date of the incident, a description of the circumstances, and any other pertinent information.

A letter of recognition drafted by the Public Information Officer and signed by the Chief of the Fire Department will be sent to the appropriate party.

SUBJECT:	PERSONNEL RULES AND REGULATIONS
REVISED:	10/21/14
SEE ALSO:	P-3008 Personal Rules and Regulations
PAGE(S):	30

HOURS OF DUTY

Member's regular hours of duty are identified in respective labor contracts and employment agreements. Where these contracts or agreements are not specific, the member and supervisor will identify working shifts that meet the business needs of the Department.

Members are not relieved from duty until their relief signs in the Watch Desk Journal.

OVERTIME

Members may not work overtime while on: disability, personal or medical leave, or while on suspension.

Members may sign-up for any day that they are eligible to work.

Member may sign-up for either regular or special overtime.

Battalion Chiefs must inform the Staffing Coordinator's office of available Officer positions when asking for overtime positions.

Declining an assignment when called from the daily overtime list is counted as an overtime shift worked (unless the member is called after 2000 hours the night before the requested overtime date).

OVERTIME SIGN-UP

The overtime hiring window for members begins at 0800 hours on the first day of the middle two days of a four day off.

Overtime sign-up will be via electronic means at http://inweb/fire/overtime/OTlogin.asp or by following the "OT Tracking" link from the SFD Inweb page.

The "Phone Number Add/Edit" portion of the online Overtime Sign-up Form is available for those who wish to enter a number they want used when called for overtime. The number listed must be maintained by the member; members are responsible for the accuracy of the contact listing.

This number will be used for overtime hiring. Members are required to continue using the Form 145 Change of Address for all other address and phone number changes. The Form 145 is available online.

Local 2898 members and Local 27 members will be hired from the electronic list in real time. The Staffing Coordinator may be expected to initiate hiring from one to three days in advance of the date that is being hired for. Members may also remove their name from the electronic list in real time.

SPECIAL EVENT OVERTIME

In order to provide Emergency Medical Service at special events, Firefighter EMT's will be used to work with the Paramedics at the event venue. Special Events include Husky football, Seahawk football, Seafair events, Mariner games, Key Arena events, and others.

TECHNICAL TEAM/BATTALION 3 OVERTIME (ONLY)

Members of Technical Teams, and Battalion 3 (only) can be contacted exclusively for overtime opportunities in their speciality.

To be hired only for specialty unit on overtime, the member should check the "Technical Team or Medic OT Only" box in the Overtime Sign-up program. When the box is checked, Staff 10 will call the member for specialty overtime, if available, only and not for overtime outside their specialty.

A Technical Team/Battalion 3 members can utilize the speciality only feature when signing up for regular or special overtime. If the member chooses to have the specialty only feature apply to either regular or special overtime, an not both, then the member will need to sign up twice for overtime for the same day.

REIMBURSABLE OVERTIME

Reimbursable Overtime is any overtime that is worked by our members for which the Department will be reimbursed by an outside agency.

The four types of Reimbursable Overtime are:

EMS Billable.

Fire Guard Billable.

Fire Protection Billable.

Grant Reimbursable.

GRANT FUNDED OVERTIME

Members working overtime that will be reimbursed through grant funding must be compensated in pay.

PAYROLL FORMS

The following are procedures for submitting Regular & Reimbursable Overtime Pay, Acting Driver Pay, Acting Officer Pay, and Aid Car Premium Pay forms.

REGULAR OVERTIME SUBMITTAL PROCESS

At the completion of an overtime assignment, or before leaving the building after an overtime assignment, each member will fill out an electronic overtime form (Form 77) in the Overtime Tracking System on the InWeb and submit the paper copy per normal procedures. The overtime form can be completed after 0700 hours for a 24 hour shift.

The only exception is if a member is off-site or not at a facility that provides access to the Overtime Tracking System. In this case, the member will submit the electronic and printed paper overtime form on their next shift.

A comment field will be added to the overtime form requiring an explanation for those forms not completed within 24 hours from the date worked. This will simplify the review process for the supervisors and managers.

OVERTIME FORM (FORM 77) SUBMITTAL PROCEDURES

Members who worked overtime hours, must login to the Department's Overtime Tracking System on the InWeb, and enter the overtime information into the system. Members are to enter actual hours worked, not the number of hours they may or may not be compensated for per City of Seattle polices and guidelines and Labor Union contracts.

Members print out a hard copy of their Overtime Form 77 for immediate submittal to their Supervisor or Project Manager for approval/validation. The Supervisor/Project Manager reviews the information (activity coding, whether an extension of shift, validate hours worked, etc) for accuracy.

Members may split overtime hours into pay and merits provided that there is a minimum of four hours for each. As a result, in order to split overtime, members must work a minimum of eight hours.

The maximum number of hours that may be entered per Form 77 is 24 hours. Hours in excess of 24 must be entered on a second Form 77.

Each Form 77 must have an Activity Description entered in order to track the spending appropriately.

Once the information has been filled out accurately in the electronic form, click the "submit" icon and then print a copy of the form to be submitted through proper channels for signatures. If splitting hours into merits and pay, members must print a copy of each (pay and merits) and submit separately.

If the Supervisor/Project Manager agrees with the overtime hours submitted by the member, they will sign the record and forward to Operations' Administrative Personnel (OPS Admin). If the Supervisor/Project Manager does not agree with the overtime hours submitted by the employee, they will return the form to the member with clarifying comments. Each program (Finance, Human Resources, Regulating Construction, Training, etc.) may designate the appropriate Supervisor authorized to sign Overtime Form 77 for their respective member.

On a daily basis, OPS Admin will review the overtime forms that have been validated (approved) by the authorized Supervisor/Project Managers. The review shall verify appropriate Activity Coding for all overtime hours worked. If an overtime Activity Code submitted by the employee is incorrect, OPS Admin will correct the Activity Code and modify the form and update the system. Once a record has been reviewed and verified for accuracy, it will be forwarded to SFD Payroll for processing.

REIMBURSABLE OVERTIME SUBMITTAL PROCESS

Members who work a reimbursable overtime assignment at an event will fill out a paper Form 77 overtime form which will be provided by the person in charge at the event. The overtime code for the event will be pre-printed on the paper overtime form.

Any member who works overtime that will be reimbursed by a grant must be compensated in pay an not in merits. When filling out the Form 77 the member will select "Pay" and not "Merits" and will also fill in the appropriate time. Grant reimbursable overtime activities are identified by the activity codes that begin with "6" followed by five digits, for example: 6xxxxx.

Before leaving the event, the member will give the completed Form 77 to the lead EMS person, senior paramedic, MSO, or officer in charge on-scene. The person in charge at the event will ensure that the overtime forms are forwarded to the primary contacts of each billable activity.

The three (3) codes and the primary contacts are:

- "EMS Billable" forms sent to Medic One.
- "Fire Guard Billable" forms sent to the FMO Captain of Special Events.
- "Fire Protection Billable" forms sent to the Operations Staffing Lieutenant.

The primary contacts will ensure that the Form 77's will arrive at the Finance Division Administrative office by the next business day via Department Mail. Once the Form 77's arrive at Headquarters, the Finance Division will make the personnel entries into the Overtime Tracking System. The members who worked at a reimbursable overtime event will not fill out and submit an electronic Form 77.

ACTING DRIVER PAY FORM SUBMITTAL PROCESS

For members who are authorized and work "out of class" as the driver for the apparatus for the shift, the Battalion Chief is notified and enters the information into electronic Form 283A, prints a hard copy for signature, and submits to payroll. The Acting Driver Pay Form 283A shall be submitted on a daily basis. Form 283A is located on the InWeb under Documents, SFD Forms.

ACTING OFFICER PAY

Employees authorized to work "out of class" as the officer for the shift, the Chief Officer is notified and enters the information into an electronic form, and then prints a hard copy document for signature and submittal to payroll. The "Report of Acting Officer Pay Assignment" form (Form 64) is submitted on a daily basis.

AID CAR PREMIUM PAY FORM SUBMITTAL PROCESS

For members who are assigned to the Aid Car for the shift, the Battalion Chief enters the information into the electronic Form 283, prints a hard copy for signature, and submits to payroll. The "Report of Aid Car Duty" Form shall be submitted on a daily basis. Form 283 is located on the InWeb under Documents, SFD Forms.

HOLIDAY ROUTINE

Holiday Routine activities consist of emergency duties, routine station work, apparatus maintenance, and watch duties. Training or instructional sessions are not to be conducted except as dictated by an unanticipated emergency and under the direct order of the Fire Chief.

Holiday Routine applies to New Year's Day, Easter, Independence Day, Labor Day, Thanksgiving, and Christmas.

All other holidays are conducted as normal workdays.

VOLUNTEER RELIEF

Members may be granted time off with pay on Volunteer Relief if a replacement of equivalent rank is arranged to work in their place, with approval of the Fire Chief. These requests and arrangements will be made through the Union at least on shift prior to the proposed time off whenever possible. Local 27 will send the request to the Officer and Battalion Chief of the member who will be off on Volunteer Relief. The request will identify the member seeking time off on Volunteer Relief, the member(s) who will be working the Volunteer Relief, and the dates requested for the Volunteer Relief.

SPECIAL RELIEF

Special Relief is permitted up to four hours with the approval of the Company Officer and the Battalion Chief under the following conditions:

- No overtime payments may accrue as a result of the Special Relief.

- Special relief should be made on a position for position basis, e.g., Officer for Officer, Firefighter for Firefighter, etc. and does not jeopardize the staffing or performance of the Company to an unacceptable level. With the approval of their Battalion chief, firefighters may act for officers, drivers, or tiller drivers for purposes of special relief.
- Whenever possible, Special Relief requests should be made in advance.

DEBIT SHIFTS

Work numbers are used to identify scheduled debit shifts in the work schedule. Each member of the Operations Division is assigned to a Platoon, i.e., A, B, C, or D. Captains, Lieutenants, Fireboat Pilots, Fireboat Engineers and Firefighters are assigned work numbers from one to thirteen, i.e., A–1, B–6, C–12, D–13, etc.

Members working Scheduled Debit Shifts are to report to their assigned companies unless otherwise directed. Chief Officers are assigned work numbers, however Chief Officer's Debit Shifts will be administered per the current Labor Agreement.

Members may request cancellation of Scheduled Debit Shifts with compensatory time, saved vacation, or regular vacation.

Cancellation of scheduled Debit Shifts should not adversely impact the balancing of personnel. Battalion Chiefs may limit the number of cancellations based on projected personnel requirements.

Scheduled Debit Shifts may be traded as a regular work shift by submitting an online trade request through the SFD Member Portal.

Members will not be able to work overtime on the day before, day of, or the day after, they have been granted an administrative trade.

Deputy Chiefs and Battalion Chiefs working the 24-hour shift – will be assigned a debit number, using the odd debit numbers as follows:

- Deputy 1 - 1
- Battalion 2 - 3
- Battalion 4 - 5
- Battalion 5 - 7
- Battalion 6 - 9
- Battalion 7 - 11
- Safety -13

Operations Deputy and Battalion Chiefs will continue to forward a Form 74 for all debits worked (floating and scheduled).

In order to facilitate staffing, Supervising Deputy and Battalion Chiefs will be responsible for ensuring that Deputy and Battalion Chief debit assignments are entered in PTS.

TRADES

The Department utilizes an online work trade application with an online member portal that allows members to perform trades with other members. The online application can be used with mobile devices, such as smart phones or tablets, or desktop computers at work or home. In the event a member does not have access to a desktop computer or a smart phone with the PTS application, an Operations member can act as a proxy to initiate or accept a trade on behalf of another member.

The SFD Member Portal is available at https://web6.seattle.gov/sfd. Links to the PTS application as well as the SFD Member Portal are available from the InWeb home page. Information about PTS is provided on the InWeb at http://inweb/fire/training/ptstrades

Members can use the personal calendars within the SFD Member Portal to confirm that their pending trades are represented and contact their Battalion Chiefs with any concerns.

Battalion Chiefs may grant permission up to two calendar months prior for trades of scheduled work shifts, scheduled debit shifts, and full shift compensatory time trades using the following constraints:

- Personnel cannot be off more than four consecutive assigned shifts as a result of trades.
- Both halves of a trade are to be consummated within two calendar months.
- Trades must be Officer for Officer (includes temporarily transferred “acting officers”) or Firefighter for Firefighter.

Generally, trades are accommodated. However, if a Battalion Chief denies a trade request, affected members will be notified via email and reason for denial given.

Requests for trades are submitted using the SFD Member Portal. The initiating member will submit a trade request using the online program. If the request is accepted by a peer the request will then be forwarded electronically to a Battalion or Deputy Chief for approval or denial.

Trades are not granted until approved by the on-duty Battalion Chief. Out-of-Battalion trades may be approved by either of the affected on-duty Battalion Chiefs.

TRAINING

It will be the responsibility of both members to ensure that their scheduled training needs for the specific trade dates can be and are rescheduled.

BATTALION HEADQUARTERS PROCEDURES

The on-duty Battalion Chief will approve or deny trades via the trade program.

Request for Merit Trade forms will be retained in the Battalion Office and sent into Payroll on the actual day the trade is worked. This is to help alleviate problems when merit trades are cancelled at the last minute.

PERSONNEL RULES AND REGULATIONS

CONSECUTIVE SHIFTS

Local 27 members assigned to Operations may work two consecutive shifts one time per calendar month.

When consecutive shifts are the last day of one month and the first day of the next month the consecutive shifts shall be assumed to be the first month's event unless the member has already worked consecutive shifts. In that case the consecutive shifts shall be credited to the second month.

When a member works twenty or more hours it is considered a full shift. Utilization of special relief or merit trades shall not affect the 20-hour full shift definition. Members who are hired by the Department for less than twenty hours, or are released from duty prior to the 20-hour threshold, will not be considered as working a full shift.

Members working two consecutive shifts at their request are responsible for all issues regarding proper relief including compensation for a hold-over member. The Department will assume responsibility for relief compensation, when members are held over for emergencies or at the direction of the Department.

Members will fax a Form 500 to their Battalion Headquarters and to the Staffing Coordinator (206)386-1545 prior to 1300 hours on the first day of their consecutive shift, or as soon as possible after the commencement of the second shift if there was no prior knowledge about the back-to-back shifts.

Battalion Chiefs will remain vigilant to all safety concerns raised by the occurrence of consecutive work shifts. Battalion Chiefs who receive the Form 500 on the first day of the consecutive shifts will forward/fax it to the projected Battalion Chief for the second day.

The Staffing Coordinator will log the member into the back-to-back register.

Members are responsible for monitoring their state of readiness. When a member's scheduled shift falls on the second (of the two) consecutive shift and the member is not adequately rested to perform their duties, the member should inform their supervisor, and request time off using accrued time off benefits.

A member may decline an agreed-to overtime shift (as the second consecutive shift) if they are unable to perform their duties. The member will not be credited with a shift worked.

TIME OFF

Members may obtain time off via compensatory time, trades, vacation (unscheduled and saved), holiday (Chief Officers and Administrative assignments), military leave or leave of absence, or an extended leave of absence. This section discusses each option.

COMPENSATORY TIME (MERITS)

A time record of each member's compensatory time activity is maintained in The Finance Division, Payroll Section. Members may receive compensatory time for additional holidays proclaimed by the Mayor for City employees using the following schedule:

45.7 hour average work week employees –

- 12 hours of compensatory time .

40 hour average work week employees –

- 8 hour shift - 8 hours of compensatory time.
- 10 hour shift - 10 hours of compensatory time.
- 12 hour shift - 12 hours of compensatory time.

COMPENSATORY TIME/MERIT TRADES

Members may request a transfer of compensatory time from their compensatory time record to the compensatory time record of another member who has agreed to work as a substitute during a mutually agreed upon time.

The following guidelines apply:

- Members are to verify the amount of compensatory time (merits) they have in Employee Self-Service before initiating a compensatory time/ merit trade.
- The Company Officer and Battalion Chief must approve compensatory time trades.
- Members are not allowed to borrow compensatory time for compensatory time trades.
- Compensatory time trades may be permitted for a maximum of one shift and a minimum of one hour.
- Partial shift compensatory time trades should not begin or end between 0900 to 1200 hours, 1300 to 1600 hours, or 1800 to 2400 hours unless approved by the Company Officer.
- Relief must be punctual during partial shift compensatory time trades. Disciplinary action will be administered in case of tardiness or failure to report.
- When possible, members should request a compensatory time trade at least one shift in advance but not more then 30 days prior to the proposed time off.

Note	If a member makes a merit trade and does not have the required amount of merits to cover the trade, Department Payroll will automatically deduct pay from the member's next paycheck for any hours not covered by merits. The deducted pay cannot be reimbursed in the future by cashing in merits.

Transfer of compensatory time will be at a straight time hourly basis.

Relief times are recorded in the Watch Desk Journal by the member and confirmed by the Supervising Officer.

When members report to the station to fulfill a compensatory time trade and they find the Company involved in a fire or emergency, they should contact the Fire Alarm Center (FAC) to determine the status of the Company. If required, the substitute reports to the fire or emergency scene using private transportation. The relieving member reports directly to the Staging or Incident Commander at the fire or emergency scene who may authorize substitution.

Delays in response, because of compensatory time trades, are not permitted.

Compensatory time trades with less than full hour increments will be computed to the next higher full hour (e.g., 1 hr. 10 minutes = 2 hours, 1 hr. 52 minutes = 2 hours).

REQUESTING TIME OFF VIA ON LINE

All time off requests will be submitted either via the InWeb using the "Time Off Request" program or via e-mail at sfdtimeoff@seattle.gov.

The InWeb "Time Off Request" program will be used for Vacation Change requests, carryover vacation missed due to Disability (for the current year), as well as scheduling or canceling all Saved Vacation (SVD), Merit Off (MO), Unscheduled Vacation (UVD), Unpaid, Holiday Off (H/O), and Floating Debit Day, (FDD) requests for all Local 27 (including Captains, Engineers, Pilots, MSO's, Staff 10, and Local 2898 members assigned to Operations and Safety.

Any granted or canceled time off or vacation changes that occur within five days of the requested day must be confirmed by phone with the members on-duty Battalion Chief. Granted time off may not be cancelled if requested less than 20 hours before the start of the shift taken off.

OFF DUTY E-MAIL TIME OFF INSTRUCTIONS

Login in to Outlook Web Access (OWA) at https://e-mail.seattle.gov.

Your login is: SEA\userid\your Windows login username and password (your password is your Windows password).

Open a new e-mail message and address it to: sfdtimeoff@seattle.gov

In the subject line, provide a brief description of the purpose. For example, Vacation Change Request, Time Off Request, Cancel Time Off, Schedule Floating Debit, etc.

In the body of the e-mail you must provide the following information:

- Your Name.
- Your Injury/Illness Number.

- Your current permanent or temporary assignment (e.g. E10 B5).
- Type of request (vacation change, time off, floating debit, canceling a time off, etc.).
- Date that you want to schedule or cancel.

FOR VACATION CHANGE REQUESTS

Provide the date you are currently scheduled for vacation, provide the date you want to reschedule to and provide one of the following reasons for the change

- Transfer.
- Missed due to disability.
- Other.

E-MAIL GUIDELINES

Only one date can be requested per e-mail. Requests for multiple dates will require sending an e-mail for each date requested. Requests containing multiple dates will be returned to the sender and will not be acted upon until corrected.

Staff 10 will acknowledge the request by sending a return e-mail within 12 hours of receiving it. If a return e-mail is not received from Staff 10 within 12 hours, contact the on-duty Battalion Chief who will follow up with Staff 10.

Note	All information must be included in the e-mail. Any e-mail requests with missing information will not be processed and will be returned to the member

COMPENSATORY TIME OFF REQUEST (MERIT OFF)

Members may borrow up to 12 hours of compensatory time from the City. Compensatory time balances are reflected on employee paychecks and in Employee Self Service at https://wald1.seattle.gov/dea/hris/LogOn or on the InWeb. It may take up to two weeks for transactions to be posted to the web site.

Compensatory time off requests may be made via InWeb or e-mail address starting at 0700 hrs on the day, two calendar months before the day being requested.

Compensatory Time Off requests will be considered within the Vacation Grid parameters concurrently with requests for Saved Vacation.

Members may request to use accumulated compensatory time for time off in the event of sickness or death in the family (reference: Article 10 of Local 27 Agreement)

Compensatory time off is documented via a Form 156 (Report of Time Off Request) or Form 74 (Debit Shift Action Form) when compensatory time is used to cancel a debit shift (Chief Officers only)

SAVED VACATION DAY REQUEST

A time record of each members saved vacation time activity is maintained in the Human Resource Division. Saved vacation time balances are reflected on employee paychecks and in Employee Self Service at https://wald1.seattle.gov/dea/hris/LogOn or the InWeb. It may take up to two weeks for transactions to be posted to the web site.

Saved Vacation Day Requests will be considered within the Vacation Grid parameters concurrently with requests for Compensatory Time Off (Merit Off).

Saved Vacation time off requests may be made via InWeb or e-mail address starting at 0700 hrs on the day, two calendar months before the day being requested.

Members may request to use accumulated saved vacation for time off in the event of sickness or death in the family (reference: Article 10 of Local 27 Agreement)

UNSCHEDULED VACATION DAY REQUEST

- Unscheduled Vacation Days may be accumulated by Chief Officers, Captains, Fireboat Pilots, Fireboat Engineers, MSOs, and Staff 10 personnel who choose not to schedule vacation as noted on the Annual Vacation Questionnaire.
- Unscheduled Vacation Days may be used anytime throughout the year in accordance with applicable Labor Agreements. Unscheduled Vacation Days must be used prior to the close of the annual vacation period.

HOLIDAY OFF

- Chief Officers may schedule Holiday Offs according to the current Labor Agreement.
- By mutual agreement Local 27 and the Department have converted Holidays to Vacation.

TIME OFF DISCREPANCY

A time off discrepancy occurs when a member does not have sufficient leave balances to cover time taken. Time off discrepancies will be covered in the following order, unless other wise requested: Compensatory time (merit off), saved vacation, unpaid leave. Members will be contacted should a time off discrepancy occur. At that time, the member may request to cover the time off with a different leave type.

Leave balances are reflected on employee paychecks and in Employee Self Service at https://wald1/.seattle.gov/dea/hris/LogOn. It may take up to two weeks for transactions to be posted on the web site.

DOMESTIC VIOLENCE LEAVE

An employee may take leave from work, intermittent leave, or leave on a reduced schedule for specified activities related to the employee or family member of an employee being a victim of domestic violence, sexual assault, or stalking.

An employee may use sick leave, vacation, merits off, administrative trades, or unpaid time for this type of leave. To request this type of leave, submit a Domestic Violence Leave of Absence Request Form (Form 767).

FAMILY MILITARY LEAVE

An employee, whose spouse is a member of the armed forces, is entitled to an unpaid military leave of absence for a period not exceeding fifteen (15) calendar days. An employee whose spouse has been notified of leave from deployment, an impending call or order to active duty, or has been deployed is eligible for unpaid family military leave. A work day that spans two calendar days (such as the 24-hour Operations shift) is counted as two days of military leave, therefore members working a 24-hour shift are allowed 10.66 shifts. The 0.66 shifts covers up to midnight of a 24-hour shift. An employee may use vacation, merits off, or administrative trades to remain on paid status during this type of leave of absence.

Upon official notification of a spouse's leave from deployment, impending call or order to active duty, an employee must submit the Family Military Leave Form (Form 766b), in order to be granted family military leave. The Form 766b, should be submitted within five (5) business days of receipt of orders. The form should be accompanied with a copy of the original military orders. If the orders are not available in advance of the time off, the member must submit copies of their orders as soon as they are able.

MILITARY LEAVE

Pursuant to City Personnel Rule 7.3.600 and revised RCW 38.40.060, eligible employees (i.e., those with military orders) are entitled to a paid military leave of absence for a period not exceeding twenty one (21) calendar days. The 21days are counted on an annual basis. October 1 through September 30 inclusive, and need not be consecutive. A work day that spans two calendar days (such as the 24-hour Operations shift) is counted as two days of military leave, therefore members working a 24-hour shift are allowed 10.66 shifts. The 0.66 shifts covers up to midnight of a 24-hour shift.

Members receiving military orders must submit a letter to the Fire Chief, through channels, requesting the specified time off, listing each work shift that will be missed. Such requests should be accompanied with a copy of the original military orders. If the orders are not available in advance of the time off, the member must submit copies of their orders when they return from leave.

If a member exhausts their paid military leave, he/she may use vacation, merits off, or administrative trades to remain on paid status during their military leave of absence.

Members who have been ordered into active military duty by the United States government and who have exhausted their annual paid military leave benefit and are taking an unpaid military leave are authorized to receive military wage supplement pay per Ordinance 121885. For any unpaid military leave, employees must contact Human Resources in order to complete Military Leave benefits and pay authorization forms.

LEAVE WITHOUT PAY

ONE SHIFT TIME OFF – UNPAID

Members assigned to the Operations Division may take time off without pay in addition to using accumulated compensatory time or saved vacation days for days off on a first come first serve basis up to the number of slots available on the vacation grid. Requests will be made in the same manner as requests for Saved Vacation/Compensatory Time off.

PERSONAL LEAVE OF ABSENCE

EXTENDED PERSONAL LEAVE OF ABSENCE

An unpaid personal leave of absence without pay for a period in excess of one shift is requested by completing a Leave of Absence Request Form (contact the Human Resources Division). All unpaid personal leave of absences shall be accompanied by a letter to the Fire Chief and sent via the chain of command. The Fire Chief may grant a leave of absence without pay for a period not to exceed sixty (60) days. A request of longer than sixty (60) days, up to one year, may be recommended by the Fire Chief, and then approved by the Public Safety Civil Service Commission. Members should request leave at least thirty (30) days in advance. Decisions regarding personal leave of absences will be based on work and budget related reasons.

RETURN FROM PERSONAL LEAVE OF ABSENCE

If the member is on a personal leave of absence, the member must return from his/her leave on or before the day noted as the return date on the Application for Leave of Absence Request Form. If the member is not going to return by that time and has not been granted an extension, the member is considered to have quit.

Members will need to contact the Human Resources Division prior to returning to ensure the proper steps are taken.

Each member returning from a personal leave of absence to the Operations Division after being absent for (180) days or more, shall satisfactorily complete the Operations Division refresher course.

For the purpose of this Guideline, "Operations Division" means assignment to Battalions and/or Companies that normally respond to emergency alarms. It will include assignment as a Firefighter/Paramedic in Battalion 3. It will not include assignment to FAC or to any other administrative assignment.

REPORTING FOR DUTY AND ROLL CALL

The following guidelines govern formal procedures for reporting for duty. Informal arrangements between members, including the department wide custom of 0730 hours shift change, are acceptable to the extent they are consistent with department policy and applicable labor/management agreements. Questions should be resolved in favor of safety and effective emergency response.

- Formal changes of shift occur at 0800 daily. Shift change is indicated by a long tone, which is to be sent promptly at 0800 by Fire Alarm Dispatchers.
- Roll Call is the formal meeting of members of a company prior to the beginning of each work shift. This meeting should occur promptly at 0800. Roll Call will be held in any area of the station designated by the Station Captain.

Roll Call enables the Company Officer to:

- Issue notification of official communications received.
- Issue work objectives for the shift.
- Visually inspect members' uniforms and personal appearance.

GROOMING

In order to maintain a proper public image, and preserve personal safety when using protective equipment the Department maintains a Grooming Standard. Adherence to the Grooming Standard is a condition of employment.

HAIR

The following hair guidelines apply to uniformed members working in Operations and male firefighters not assigned to the Operations Division.

HAIR LENGTH

Hair on the top and sides of the head must be neatly groomed. The back of the hair may be either tapered or block cut and may extend to mid-shirt collar. This is measured when standing at attention. Hair may cover to mid-ear level. Hair must never be of such bulk or length that it will affect the personal safety of the firefighter in performance of fire fighting or other emergency operations. For safety reasons, particular emphasis must be placed on a secure and snug fit of Seattle Fire Department protective equipment so that maximum protection may be afforded by their use.

Members may wear their hair, compacted, not to exceed two inches (2") in depth on both sides and top. The length of the hair is not to hinder the proper fit of Seattle Fire Department headgear.

Hair may be dyed, tinted, or frosted any color which could naturally occur in human hair. Striped, spots or dying of color, other than natural tones, requires permission, in advance, by writing a letter to the Fire Chief.

Hair may be parted on either side or the middle of the head. A part, not to exceed one-quarter inch (1/4”) in width, may extend from the front of the hairline to the crown of the head. Members may wear no more than two parallel parts. Etchings of stripes and designs or other unusual hairstyles as determined by the Fire Chief are not permitted.

A part is a straight line that divides the hair and etching is considered any divot cut into the hair that would exceed the parameters established for a part.

If bangs are worn, they are to be maintained at mid-forehead level. At no time can bangs interfere with the seal of the mask face piece or protective helmet.

If a member's hair extends beyond the mid-shirt collar, the hair must be secured up off the collar and the ears in such a way that it will not interfere with the fitting of the helmet, air mask, or protective clothing.

Female members/Non-operations – Female members not assigned to the Operations Division may wear their hair down to a length that does not extend below mid-shoulder. The acceptable standard is an imaginary line extending across the back from armpit to armpit.

Hair fasteners – Pins, clips, combs or other type of fasteners securing a member's hair should not contrast with the member's own hair color, exceed one-half inch (1/2″) in width, or three inches (3″) in length. No ornate styles will be allowed. Fastener should not be of a design that hinders the proper donning of an SCBA face piece.

Wigs – Members may wear wigs made of human hair. Wigs must meet all conditions established in this section for natural hair.

Facial Hair – The face is to be clean-shaven for working except as specified.

Sideburns may not extend downward beyond the lowest part of the earlobe. Sideburns may not extend into the area where the face piece contacts the face, nor can they be greater than one and one-half inches (1&1/2″) wide.

Mustaches may extend laterally not more than three-quarters of an inch (3/4″) from the corner of the mouth and should not extend more than three-quarters of an inch (3/4″) below the corner of the mouth. The mustache shouldn't extend more than one-quarter inch (1/4″) over the upper lip. Members are allowed to wear facial hair immediately beneath the lower lip, not to exceed one-half inch (1/2″) in any dimension.

Beards and goatees of any type are specifically prohibited.

ACCESSORIES AND JEWELRY

WRIST AND NECK ADORNMENTS

Necklaces, crosses, pendants, medallions and bracelets will not be worn exposed while wearing a Seattle Fire Department uniform.

Wrist watches and medical alert bracelets may be worn if the article does not interfere with the use of gloves and turnout gear and is not subject to catching or snagging due to being loose on the wrists.

EARRINGS

Earrings may be worn by members not assigned to Operations Division if earrings are of studded design, do not hinder member's ability to don protective equipment or otherwise present a safety hazard, and are limited to one (1) earring per ear lobe. Loops and other ornamented earrings that dangle are prohibited.

RINGS

Rings may be worn if they are not overly large or ornate and will not subject the individual to potential injury. Rings that interfere with quick donning of turnout coats and gloves are not permitted.

SUNGLASSES

Sunglasses and frames are to be of neutral tones and shades. Frames should be of a simple design. Only athletic type restrainers will be permitted.

MISCELLANEOUS Articles such as wallets, watch chains, fobs, pins, jewelry, handkerchiefs, combs, cigars, cigarettes, and pipes are not part of the uniform, and are not to be attached to the uniform or worn exposed while in uniform.

DEPARTMENT PROPERTY

FIREARMS PROHIBITED Firearms are prohibited in fire stations, on apparatus, or on Fire Department property. This restriction applies to keeping weapons in privately owned vehicles while parked on Fire Department property. This restriction does not apply to weapons carried by police officers or members of the Fire Investigation Unit.

PETS PROHIBITED Pets are not allowed in City owned buildings, including fire stations, unless they are a service animal, such as a search and rescue or arson dog.

Members must make a request through the chain of command for approval prior to bringing a service animal into a fire station.

EQUIPMENT USE Members may not use Fire Department issued or purchased equipment or supplies including personal protective clothing, e.g., station shoes, etc., for private use. Members may not loan or cause the use of Fire Department equipment by others, without a Work Order authorized by the Support Services Division.

Members may not perform work or service using Fire Department tools, equipment or materials, except for normally accepted practices, unless by a Work Order authorized by the Support Services Division.

In case of suspension or dismissal, all items and equipment issued to the suspended member are to be turned over to the suspending officer.

LOCKER USE Lockers in Fire Stations are Department property and are assigned to personnel during employment. Lockers must not be used to store contraband, weapons, or liquor. Lockers are subject to inspection by the Fire Chief or the Chief's representative at any time and without notice.

TELEPHONE SYSTEM

Fire Department phones (Centrex lines) should not be used for personal calls. The Fire Department phones may be used for outside calls regarding Fire Department business only.

If a station has opted to not have a third rail phone line for personal phone calls, then personnel at the station must use personal cell phones for personal calls.

Personal calls for uniformed members received in the Fire Department Administrative offices will not be transferred to fire stations. The administrative staff receiving the call does not give out the fire station third rail number or the Centrex number.

Under no circumstances will the member's home telephone numbers be given.

When members call another member at a Department telephone they should identify themselves by name and rank.

When answering the phone, members must identify themselves and the station or company e.g., "Station 27, Lt. Perkins", "Battalion 4, Chief Mills", "Medic 10, Garcia".

NOTIFICATION RESPONSIBILITIES

Members must promptly notify the Department, through the chain of command, of the following:

- Violation of Department rules.
- Loss or destruction of Department property.
- Evidence or knowledge concerning arson or suspected arson.
- Change of address and/or telephone number. Change of Driver's License Status.
- Fire, rescue or EMS service performed while off duty.

CHANGING EMERGENCY CONTACT AND ADDRESS INFORMATION

CHANGE OF ADDRESS/PHONE NUMBERS

Changes of address are submitted on Form 145. The original is filed with Human Resources and a copy is filed in the Station HR-1 file, Unit Address Report.

Members may also make change of address/phone numbers, along with emergency contact information, by accessing the Employee Self-Service site on the City of Seattle's intranet "in-web."If members choose to make changes via the in-web, they must also update their records in the Station HR-1 file.

CHANGE OF EMERGENCY CONTACT INFORMATION

Members must submit a Form 38 when emergency contact information changes. A Form 38 is located on the "O" drive at O:\Dept\Forms\Form038.doc. The original is sent to Human Resources Division and a copy is kept on file in the station file folder, HR-1, Unit Address Report. Members are encouraged to view their emergency contact information through the Employee Self Service thread on the City's intranet InWeb.

PERSONAL IDENTIFICATION CARDS

Personal identification cards are issued to each member for their identification while performing Fire Department duties. They may also be used for personal identification. However, they are not be used for obtaining discounts, or in a manner that would demean the Seattle Fire Department.

The cards remain the property of the Seattle Fire Department and are to be returned when separating from the Department.

Upon promotion, personnel may obtain a new identification card.

The uniform for identification card photos will be Class "B." If members need a new ID card, call the Services Division.

ORCA TRANSIT PASSES

ORCA transit passes are available to uniformed members working an administrative schedule. This includes members who are temporarily assigned to an administrative assignment. Passes must be returned at the end of the administrative assignment.

ORCA transit passes entitle the recipient to ride without payment of base or zone fares on King County and Sound Transit routes only. If you must travel outside these routes, the driver will collect appropriate zone fares.

The member who has been issued the pass is the only person authorized to use it. Transit operators are authorized to confiscate transit passes in the event of suspected use by unauthorized persons or attempted abuse of transit pass privileges.

Personnel involved with unauthorized use or abuse of transit pass privileges will be subject to Fire Department discipline.

Members must immediately report the loss of a transit pass to the Human Resources Division via memo.

PARKING REGULATIONS

PARKING AT HEADQUARTERS

Only vehicles with exempt license plates will be allowed to park in the areas marked Exempt License Vehicles Only at Station 10. Non-exempt vehicles will be subject to ticketing from Parking Enforcement. This includes personal vehicles even though they have a IAFF sticker. Placards placed on the dashboards of private vehicles parked in the areas marked Exempt License Vehicles Only are not approved by the Seattle Fire Department and will not be recognized by Parking Enforcement Officers.

Members conducting business at Headquarters are to park Department vehicles in one of the unassigned parking spaces or in a metered parking spot. When parking on the street, ensure that you do not block the fire Chief’s Garage or Apparatus Bay.

When using the commercial parking lot across the street from Headquarters, be sure that the current month’s parking pass is showing. When parking in the commercial lot, make sure that you are parked in one space only. If your vehicle, private, or Department, is taking up two or more spaces, you will be charged and will be personally responsible for the additional parking space fee.

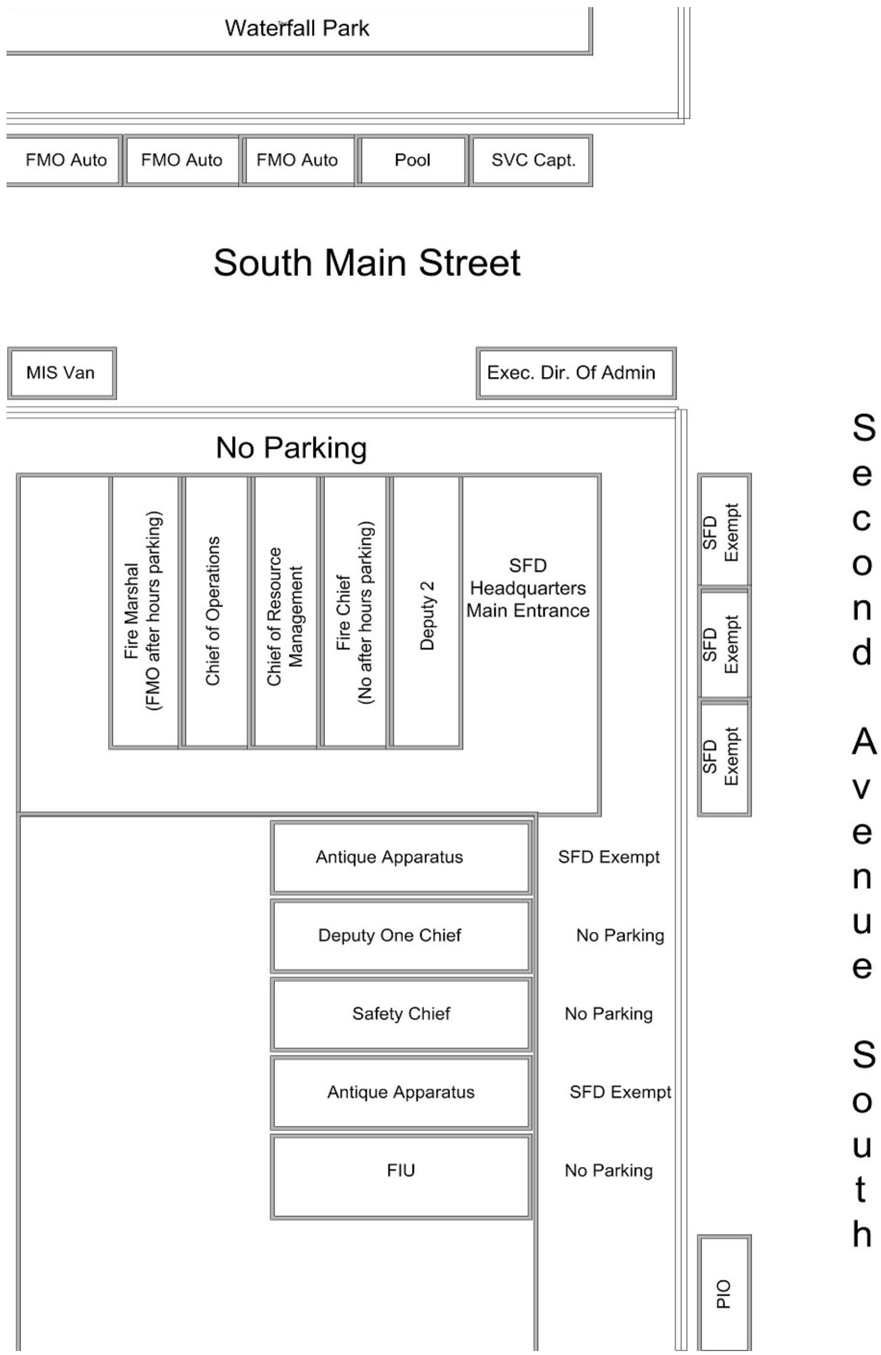
PARKING VIOLATIONS

The Seattle Municipal Code makes the driver of a City vehicle personally responsible for any parking infraction committed while using a city vehicle, including towing fees and fines.The Department is not able to intervene in cases where members receive parking fines, whether on Fire Department business or not.

The Support Services Division receives payment request after parking violations have gone to collections. If the driver of the vehicle can be readily identified, the infraction will be forwarded directly to the member with a copy to the member’s Assistant Chief. If the driver cannot be identified, the notice will be forwarded to the Division Supervisor of the division that is assigned the vehicle. If the vehicle is assigned to a fire station, the Station Captain will receive the notice. It will be the responsibility of the person receiving the notices to take appropriate steps to determine responsibility and facilitate payment of any charges.

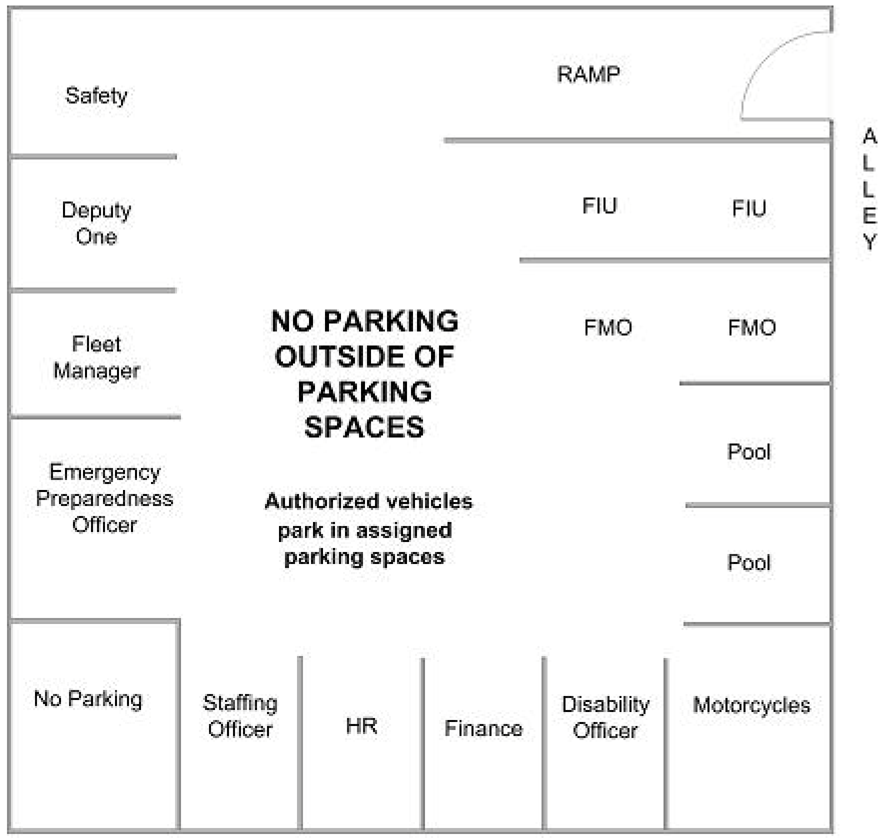
When parking on the street, please ensure that you do not block the Fire Chief's Garage or Apparatus Bay.

PARKING AT HEADQUARTERS



CHIEF'S GARAGE Vehicles assigned to the FMO may use the Assistant Chief of Fire Marshal's parking space in the Fire Chief's Garage after hours and on the weekends (see diagram). After hours parking is from 1700 - 0530. Make sure your vehicles are moved from the Fire Chief's Garage and assigned street parking spaces no later than 0530, for oncoming Chiefs.

For after hours use, LRFD may park in the Fire Marshal's parking space. The Fire Chief is the only car assigned to the Fire Chief's parking space.



Basement Parking Diagram

BASEMENT GARAGE AT HEADQUARTERS

Parking in the basement garage at Headquarters will be limited to only those vehicles that have been assigned a designated parking space. Vehicles with written permission from the Assistant Chief of Resource Management can park in the basement garage.

The parking diagram shows which vehicles are authorized to park in the basement garage. Parking spaces are assigned 24 hours a day to ensure that authorized vehicles will not be blocked and are able to move in or out of the parking garage at all times.

No other vehicles are authorized to park in the basement garage at any time.

RECEIPTS AND DISBURSEMENTS

Personnel receiving supplies, materials or equipment from another Company or Division, whether a permanent transfer or a temporary loan, should inspect the materials for proper quantity and quality, and if accepted make a note of acceptance of the material in the Watch Desk Journal.

Personnel receiving such supplies or services should certify the quantity and condition received. On the copy of the delivery document, date and sign the document and forward it with all papers to the Support Services Division.

SMOKING POLICY

The smoking of cigarettes, cigars, or pipes of any kind is prohibited at all times in enclosed work areas, including employee lounges, rest rooms, stairwells, kitchens, apparatus floor areas, bunk rooms, and office areas. The policy applies to officers and employees of the City of Seattle and visitors within facilities owned, leased or rented by the City.

Smoking is not permitted in any public area, and within 25 feet of building entrances, windows, loading docks, apparatus bay doors, vents, or any other opening where smoke can enter a building is illegal.

Station Captains are responsible for designating a smoking area that is a minimum of 25 feet away from prohibited areas of their station.

The Deputy Chief of Communications, Training, Battalion 3, Lieutenant of Services, and the Fire Marshal are responsible for designating a smoking area that is 25 feet away from prohibited areas of their buildings.

Smoking at emergencies is permitted only with permission of the Incident Commander.

Smoking is not permitted in any Department or City owned vehicle.

Areas open to the public within Fire Station will be posted “No Smoking”. “No Smoking” signs required for health reasons do not have specific design requirements. Such signs must say, “No Smoking” or may consist of the international symbol of a cigarette inside a circle with a bar through the circle.

A supply of “No Smoking” signs is available at the Fire Prevention Division.

VISITORS AND USE OF STATIONS BY THE PUBLIC

Fire Stations are facilities for the use of fire department employees. Stations are also open to our customers, the public who are to be treated with the utmost courtesy and respect. The following are guidelines for public use and visitation of fire stations.

VISITING HOURS

Visiting hours for the public are from 10:00 a.m. to 7:00 p.m. in fire stations. Visitors will be provided with an escort at all times. Visitors are not permitted in bunk rooms or upper stories of stations.

Groups desiring to visit stations are to phone 386-1400, the non-emergency phone line at Department Headquarters, in advance of the visit, to request scheduling and confirm a station visit.

FIRE STATION TOURS

Fire Station tours may be scheduled between the hours of 10:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m., Monday through Sunday. Evening tours will be considered for approval and scheduling on an individual basis.

Fire stations remain "in-service" during tours. Fire companies may need to respond to emergencies at any time. If they do, it will be necessary for the tour to end and the tour group to exit the station.

FIREBOAT TOURS

Visitors to Station 5 will not be allowed on the fireboats, the ramp, or the float, except during specially arranged fireboat tours and scheduled group tours of Station 5. For safety reasons, children under the age of nine and groups of over fifteen people will not be allowed onboard the fireboats.

Fireboat/Station 5 tours may be scheduled between the hours of 2:00 p.m. to 5:00 p.m., on Monday, Wednesday, the first Saturday of each month, and the third Sunday of each month.

SOLICITORS

Persons engaged in selling or solicitation must have in their possession a letter granting them permission from the Support Services Division of the Fire Department.

OTHER USES OF STATIONS

Unless a fire station has public facilities, the public should not be permitted to use rest rooms or telephones except in emergencies.

The Fire Chief must give permission to use a station for other purposes.

POLITICAL ACTIVITIES

Fire Department employees will not:

- Solicit monetary contributions during work hours or while on city property.
- Permit solicitation by anyone on city property.
- Grant or withhold another employee's promotion, discharge, demotion or other benefit, or give or withhold action with respect to anyone for a political purpose.
- Use facilities of the City to further political campaign.

SUBPOENAS AND DEPOSITIONS

All subpoenas must be forwarded to the Public Disclosure Officer (PDO). The PDO is responsible for notifying affected members, coordinating response to the subpoena, and scheduling depositions.

All members must comply with a subpoena if it requests a member to appear in court, participate in a deposition, answer written or oral questions, or produce documents. The PDO will contact members to coordinate compliance with subpoenas.

Members who are subpoenaed concerning their official duties, to appear during regular scheduled working hours, are granted the necessary time off without reduction in regular compensation. Time off with pay is not available when subpoenaed on matters not related to official duties.

Members, who are subpoenaed concerning their official duties for appearance outside their regular scheduled working hours, will receive overtime pay in accordance with current labor contracts. Members will not receive overtime or other compensation from the City when subpoenaed on matters not related to official duties.

If a member has a question regarding a subpoena or the process, they must contact the PDO.

INTERVIEWS

The PDO will handle all requests for interviews, with the following exceptions:

- Requests to interview members concerning personnel matters will be handled by the HR Division.
- Requests to interview members concerning a fire investigation will be handled by FIU.
- Requests from the media will be handled by the Public Information Officer (PIO).

Any request received by a member must be forwarded to the PDO, HR Division, FIU, or PIO as indicated above

Members must cooperate with criminal justice agencies (e. g., courts, police, and prosecutors) and other City Departments that request to interview a member concerning Department or City business. The Department's policy is to cooperate with all other requests for interviews concerning incidents, or Department, or City business. If a member has any questions or concerns regarding a requested interview, they should contact the PDO.

Members must notify the PDO if they will, or will not participate in an interview. The notice can be by telephone, fax, or e-mail. If a member is not going to participate in an interview they should give the PDO a reason.

Official Duties – Matters related to official duties, means those matters about which a member became aware of in the course of carrying out their duties as a member of the Fire Department.

Members who receive a witness fee for an appearance, during a period of time for which the City compensated the member, must turn over the fee to the Finance Director. The Finance Director shall deposit all such fees with the City Treasury.

PUBLIC DISCLOSURE REQUEST

Requests for fire and medical reports and any other requests for fire and medical reports and any other public record will be managed by the Public Disclosure Officer (PDO).

All requests for public records should be made in writing, either hard copy or electronically. Telephone requests received by the Fire Marshal's Office may be handled without requiring the caller to submit a written request. The member receiving the telephone request must create a written record of the request including the requester's name and contact information, a description of the records requested, and the date the request is made.

Members receiving any request for public records must forward the request to the PDO with the following exceptions:

- Any request for information or records concerning a member - i. e., personnel information shall forward the request to the HR Division Director.
- Any request for information or records that a member knows concerns a fire under investigation by the Fire Investigation Unit (FIU) shall forward the request to FIU.
- Requests received by the Fire Marshal's Office for records maintained by the Fire Marshal's Office.

If members have any doubt about a request for records or information they should contact the PDO.

If members have any questions regarding whether a document is a “public record” they should contact the PDO for advice.

JURY DUTY

Firefighters who receive jury summons should immediately forward the completed forms directly to the appropriate county jury coordinator.

Members who receive jury summons must immediately forward a letter, and a copy of the jury summons, through the chain of command, to the Fire Chief listing the county and the inclusive dates for jury duty. Members should attach a copy of the Jury Summons to their letter.

DAY JURY

Personnel will be excused from reporting for their regular assigned shift and will report instead to the location assigned on the jury duty tour notice (jury pool room).

If the individual remains in the jury poolroom, and is not selected to participate on a jury, they will be excused from regular assigned duty, after being released for the day. They will report back to the jury pool room the following morning.

If the member is selected for a jury, they are excused from regular Fire Department weekday duties until such a time as that particular jury is released. If the member is totally released from a jury duty tour and they are scheduled for Fire Department duty, the member must contact their Battalion Chief for an assignment and report for duty and complete the remainder of their 24-hour shift.

NIGHT JURY

If the individual is scheduled for Fire Department duty and ordered to report for jury duty at night, the member reports for their regular assigned shift and is then excused at the appropriate time to report to the assigned jury duty location.

If the member remains in the jury poolroom, and is not selected to participate on a jury at the end of the daily jury duty tour, the member will return to the company that they were assigned to prior to reporting for jury duty.

If the individual is selected for a jury, they are excused from regular Fire Department weekday duties until that particular jury is released. If the member is released from a jury, and they are scheduled for Fire Department duty, the member must contact their Battalion Chief for an assignment and report for duty and complete the remainder of their 24-hour shift.

WEEKEND AND HOLIDAY WORK SCHEDULES

At the end of the court business week, individuals who are not assigned to a particular jury, and will be returning to the jury pool area on the next court business day, will be required to work regularly scheduled weekend or holiday duty days. However, they will be excused from duty at 2000 hours the evening prior to returning to the jury pool area.

In addition, members who are assigned to a jury for the next court business day will be required to work a regularly scheduled Saturday work shift. Individuals will also be required to work a regularly scheduled Sunday work shift, but will be excused from duty Sunday evening at 2000 hours. In the event of a holiday weekend, the member will work regularly scheduled shifts, including the shift prior to the day the jury reconvenes, but will be excused from duty at 2000 hours.

The member’s Battalion Chief will resolve special circumstances, such as a jury working part of a weekend, or a jury being sequestered for part of a weekend.

COMPENSATION FOR JURY DUTY

Compensation received for jury duty performed on days scheduled for Fire Department duty must be transmitted to the Fire Department Finance Division as soon as possible. However, City employees who serve on jury duty at a City of Seattle municipal court during their regular working hours no longer receive juror compensation. In lieu of bringing back a check for the Fire Department to process in exchange for regular compensation, employees will receive verification from the court of the days served on jury duty.

Compensation received for jury duty performed on days not scheduled for Fire Department duty can be retained by the member.

RETIREMENT

Members considering retirement will submit a letter to the Fire Chief, via the chain of command, giving the Department notification of the impending retirement. The member's retirement date should be listed in this letter. Members also need to contact the Human Resources Division at (206) 386-1471 to obtain the Department's retirement packet.

Failure to notify the Department in a timely fashion could cause a delay in a member's cash out or in the official notification to the Washington State Department of Retirement Systems or to the Deferred Compensation administrator.

Questions should be directed to the Senior Personnel Specialist in the Human Resources Division by calling (206) 386-1471.

RESIGNATION

Resignation from the Fire Department is made in writing, in duplicate, upon forms provided for that purpose at the Human Resources Division.

SUBJECT:	SERIOUS INJURY OR DEATH
REVISED:	10/21/14
SEE ALSO:	WAC-Injury and Illness Reporting for Firefighters, WAC-Accident Investigation, P-3010 Serious Injury or Death, OG-5506 Flag Customs
PAGE(S):	12

GENERAL INFORMATION

In case of a serious injury or death of a firefighter at an emergency scene, members must be alert to ensure the integrity of the accident scene to preserve evidence for later investigation.

Members who have information regarding the injury/death must communicate that information to the Incident Commander (IC) or Safety Division as quickly as possible.

AT THE EMERGENCY SCENE

The duties of the IC include:

- Immediately request necessary medical aid and provide emergency treatment.
- Restrict activities at the accident scene to those needed to mitigate the incident.
- Restrict entry into the area by posting personnel at the entrances.
- Direct the Fire Alarm Center (FAC) to do a Staff Notification of the incident.
- Appoint a Hospital Liaison Officer.
- Have the Safety Officer begin the investigation of the injury or fatality.
- Activate the Critical Incident Stress Management Team.

NOTIFICATION OF NEXT OF KIN

The Notification Team, as authorized by the Fire Chief, will make the initial contact with the next of kin.

The Notification Team must be prepared to:

- Assist the next of kin with the immediate emotional trauma associated with the notification. A friend of the family or the Department Chaplain may be of valuable assistance at this time.
- Stay with the next of kin, if requested, until a family member or friend arrives.

At the time of the notification, the Department will provide transportation, baby-sitting, or whatever immediate assistance is necessary to help the family adjust to the situation, including the notification of relatives.

This notification must be made before details of an injury/death are released to the public or news media.

Once notification of next of kin has been made, the Notification Team will advise the FAC and the PIO.

The PIO will then send the official press release to the FAC, preferably in writing.

INCIDENT INVESTIGATION

A Seattle Fire Department Safety Officer will begin the Department investigation and will be the primary contact with the Department of Labor and Industries.

Equipment involved in an accident resulting in an immediate or probable fatality must not be moved until a representative of the Consultation and Compliance Services Division of the Department of Labor and Industries releases such equipment, except in instances where equipment must be removed to prevent further accident. When necessary to remove the victim, such equipment may be moved only to the extent of making possible such removal.

RESPONSIBILITIES OF STAFF OFFICERS AND PERSONNEL

The people in the following positions are responsible for carrying out the assigned duties.

FIRE CHIEF

Contacts the member's family using the Notification Team.

ASSISTANT CHIEF OF OPERATIONS

Notify Fire Stations in the event of a serious injury or death.

Arrange to have flags lowered to half-staff as appropriate.

Arrange for CISM defusing/debriefing as needed.

EXECUTIVE DIRECTOR OF ADMINISTRATION

Conducts a coordination meeting with the key personnel as soon as possible so that everyone understands what options will be exercised in the ceremony.

- Assigns a Seattle Fire Department Funeral Coordinator who will contact the Seattle Firefighter's Honor Guard.
- Assigns a Seattle Fire Department Family Liaison.

Issues a Special Notice to the Department indicating the time and place of the funeral, whether the family wishes flowers or memorials and other pertinent information.

INVESTIGATING SAFETY OFFICER

The Safety Officer gathers pertinent data relating to an incident where serious injury or death occurs and:

- Notifies the Washington State Department of Labor and Industries within eight (8) hours of the incident.
- Conducts the investigation or assists the Police Department and/or the Fire Investigation Unit with the investigation.
- Ensures that blood gases are drawn and toxic levels listed as soon as possible. Members need to be aware that blood gas studies are required in on-the-job deaths in order for the next of kin to be eligible for Federal Public Safety Employees Death Benefits.
- Takes charge of personal property and effects.

HOSPITAL LIAISON OFFICER

Update the IC of significant information relating to the patient's condition.

Ensure unauthorized press releases are not made from the hospital.

Assist family members visiting injured firefighter(s).

FAMILY LIAISON

Assists in meeting the immediate needs of the family.

Serves as the liaison between the Fire Department and the family.

Arranges for a Fire Department/family Chaplain.

Determines what funeral arrangements have been made and assists the family to include:

Selection of funeral or memorial services site and time. This decision must be made and communicated immediately to the Fire Department.

Conduct coordination meeting with key personnel and family members as soon as possible so that the type of funeral desired and the extent of Fire Department participation can be determined.

Meets with the family to outline available benefits and explains any obligations of the deceased.

DIRECTOR OF HUMAN RESOURCES

Verifies Resource Management Division has notified Washington State Department of Labor and Industries of the incident within 8 hours of injury or death.

Obtains the necessary personal information from Fire Department files and other sources.

Verifies that survivors' benefits have been applied for or received.

Ensures claim forms are received by the spouse and/or family and that the various benefits and requirements are explained.

Serves as liaison between the family and various City agencies and insurance companies.

Contacts Payroll to determine what benefits the member, or the member's beneficiary will be awarded.

Checks to be certain the final paycheck is taken care of. Fire Department or City property must be returned before the last paycheck is issued.

Informs the spouse or family that the final paycheck will be sent by mail or hand delivered and will include payment for unused vacation time, holidays, compensatory time, and sick leave, pursuant to Union Contract in effect at the time.

DISABILITY OFFICER

Assists with and/or completes claim forms for individuals, when necessary.

Notifies Industrial Insurance as soon as possible.

Notifies Firefighter's Retirement System/Death Benefit.

Notifies Federal Public Safety Officers' Benefits Program, if applicable.

PUBLIC INFORMATION OFFICER

Attempts to collect the facts surrounding the incident.

Contacts FAC, preferably via phone, and fills them in on the situation. Instructs them not to issue statements to the media or anyone else.

Attempts to gather pertinent and personal information on the victim.

Prepares a news release.

Notifies other regional Fire and Police Departments in cases where death occurs.

Serve as a liaison for outside agencies, news media, and other departments in relation to deaths and subsequent ceremonies.

Coordinates with the Honor Guard regarding outside agency involvement.

SFD FUNERAL COORDINATOR

Coordinates Fire Department personnel participation with the funeral home, and Family Liaison.

FUNERAL PROCEDURES

Department notification of the death of a Department member and requests for Department resources in support of the funeral/memorial ceremonies will be directed to the Department Public Information Office.

Upon receiving notification of a death, the Department will provide support and personnel in accordance with the Funeral/Memorial Support Matrix.

In most instances, the Department will designate the SFD Honor Guard (HG) to serve as the planning agency for the development and coordination of Department resources for the funeral/memorial, The HG will work under the guidance and leadership of the Assistant Chief of Operations and the PIO Office.

Every effort will be made to support the wishes of the family based on the guidelines provided in the Funeral/Memorial Support Matrix. The use of Department resources and the level of Department involvement is at the discretion of the family.

Depending on the circumstances of the death, the HG will assign a member to serve as a family liaison. The family liaison will coordinate directly with the family or their designated representative to determine their wishes.

The HG Deputy Commander will assign HG personnel to serve as members of the HG Funeral/Memorial detail and as the HG Member in Charge (MIC). At the discretion of the HG Commander, both the position of the Family Liaison and the MIC may be filled by the same HG member.

UNIFORMED ATTENDANCE - FUNERAL SERVICES

Information on the wearing of the Class A uniform, staging/arrival time, seating arrangements, and whether uniformed personnel will serve in some capacity during the Funeral/Memorial service will be disseminated prior to the ceremony by normal Department communication channels.

Uniformed personnel involved in the ceremony will receive all of their instructions from the HG MIC or his designated representative. Based upon the wishes of the family, uniformed personnel may be placed in formation and serve as part of the Funeral/Memorial Ceremony, taking their commands from the HG.

The HG will designate an HG member or assign a Department uniformed member to be in charge of the formation of uniformed members.

Commands given by the HG MIC will be "echoed" by the subordinate formation leaders (Color Guard, uniformed member formation, HG Escort Detail, HG Casket Detail). Only subordinate formation leaders, and those not in formation, will render the hand salute when given the command "Present, ARMS"; all other personnel will remain at the position of attention.

Uniformed personnel will remain in place upon conclusion of the ceremony until the HG MIC or designee gives the command "Fall Out, "Dismissed."

Department personnel may be directed by the HG to execute certain stationary movements, based on Army FM 3-21/22-5. Whenever possible, the HG MIC or his designated representative will describe, demonstrate and rehearse these movements with the uniformed member formation prior to the ceremony. These movements may include, but are not limited to the following stationary movement commands:

FALL IN: FALL IN is used to assemble a formation. Upon the command "FALL IN", uniformed personnel assemble at a previously designated location, falling in to the left of personnel already assembled, or to the left of the members designated as the base members. Assume the position of Attention upon falling in.

POSITION OF ATTENTION: Assume the Position of Attention on the command "FALL IN" or the command "Uniformed Personnel, ATTENTION". To assume this position, bring the heels together sharply on line, with the toes pointing out equally, forming a 45-degree angle. Rest the weight of the body evenly on the heels and balls of both feet. Keep the legs straight without locking the knees. Hold the body erect with the hips level, chest lifted and arched, and the shoulders square. Keep the head erect and face straight to the front with the chin drawn in so that alignment of the head and neck is vertical. Let the arms hang straight without stiffness. Curl the fingers so that the tips of the thumbs are alongside and touching the first joint of the forefingers. Keep the thumbs straight along the seams of the trouser leg with the first joint of the fingers touching the trousers. Remain silent and do not move unless otherwise directed.

HAND SALUTE: The Hand Salute is a one-count movement. The command "Present, ARMS" is used to render the hand salute. On the command of execution, "ARMS", raise the right hand sharply, fingers and thumb extended and joined, palm facing down, and place the tip of the right forefinger on the rim of the visor slightly to the right of the right eye. The outer edge of the hand is barely canted downward so that neither the back of the hand nor the palm is clearly visible from the front. The hand and wrist are straight, the elbow inclined slightly forward, and the upper arm horizontal. "Order, ARMS" is a one-count movement, used to drop your salute. The command is "Order, ARMS". On the command of execution, "ARMS", return the hand sharply to the side, resuming the Position of Attention.

PARADE REST: Parade Rest is commanded only from the Position of Attention. The command for this movement is "Parade, REST". On the command of execution. "REST", move the left foot about 10 inches to the left of the right foot. Keep the legs straight without locking the knees, resting the weight of the body equally on the heels and balls of the feet. Simultaneously, place the hands at the small of the back and centered on the belt. Keep the fingers of both hands extended and joined, interlocking the thumbs so that the palm of the right hand is outward. Keep the head and eyes as in the Position of Attention. Remain silent and do not move unless otherwise directed.

AT EASE: The command for this movement is "AT EASE". On the command "AT EASE", the firefighter may move; however, he or she must remain standing and silent with the right foot in place.

FLAG PROTOCOL

Department members will adhere to United States Flag protocol and procedure, in accordance with United States Code, Title 36, Chapter 10.

FLYING OF THE UNITES STATES FLAG AT HALF STAFF

U.S. Flags will be flown at half-staff upon approval of the Mayor's Office in remembrance of the deceased. Notification to lower flags to half-staff will be made through normal Department communication channels.

The flag will be flown at half-staff for the period described below (if not described, the period of time will be on a case by case basis):

- SFD line of duty death (emergency scene): from time of Department notification of death until conclusion of the funeral service.
- SFD line of duty death (on duty and off duty): commencing at 0800 hours on the day of the funeral service, until the conclusion of the service.
- SPD line of duty death: As directed by Seattle Police Department.

U.S. FLAGS FOR FAMILY OF THE DECEASED

U.S. Flags will be provided to the family of the deceased, as stipulated in the Funeral/Memorial Support Matrix. The SFD HG will conduct a flag folding and presentation ceremony, based upon the wishes of the family of the deceased. If the Department member is a veteran of the U.S. Military, the family may also ask that this ceremony be conducted by a military HG detail in lieu of the SFD HG. The HG will coordinate with appropriate military agencies for military HG support.

This ceremony will be conducted in accordance with United States Flag Code and military custom. Flag folding and presentation to the family will occur either at the Funeral/Memorial site or at a grave site service. Except under rare circumstances, only one U.S. Flag will be presented to the family. Determination of which family member will receive the folded flag will be based upon the wishes of the family. Usually, the Fire Chief will present the flag to the designated family member. This may be altered based on the wishes of the family.

WEARING OF BADGE SHROUDS

The wearing of badge shrouds is customary, but is not mandatory, except when attending a firefighter Funeral/Memorial Service. Notification of the wearing of badge shrouds will be made through normal Department communication channels.

Shrouds will be worn for the period described below (if not described, than period of time will be on a case by case basis):

- SFD/SPD line of duty death: from time of Department notification of death until conclusion of the funeral service.
- SFD/SPD off duty death: commencing at 0800 hours on the day of the funeral service, until the conclusion of the service.

- WA State Firefighter line of duty death: (emergency scene) commencing at 0800 hours on the day of the funeral service, until the conclusion of the service.

HONOR GUARD DETAIL

SFD HG ceremonies are based upon the United States Army Drill and Ceremonies Field Manual (FM 3-21/22-5).

The HG MIC will coordinate with all personnel involved in the ceremony, to include the time and location for any necessary rehearsals.

In addition to the HG, uniformed personnel may serve as Honorary Pallbearers, ushers, or any other positions as determined by the Family Liaison and/or the HG MIC.

HONORARY PALLBEARERS DETAIL

The HG will serve as the designated Department pallbearers. In addition to the HG Pallbearers, the family may also wish to use civilian and/or uniformed pallbearers, as an Honorary Pallbearer Detail.

The Family Liaison and/or MIC will confer with the family to determine their desires for Honorary Pallbearers. Honorary Pallbearers will receive their instructions and guidance, such as staging, rehearsal times and locations, from the HG MIC.

FUNERAL/MEMORIAL SUPPORT MATRIX

The Funeral/Memorial Support Matrix will be used to determine the level of involvement and the amount of Department resources that will be utilized at a funeral or memorial. The matrix was developed to ensure that the level of Department support for funerals/memorials is consistent based upon the circumstances of death.

The matrix will also be used to determine the level of Department involvement for the deaths of retired Department members, Seattle Police Department members, and line of duty deaths of firefighters and other emergency service workers.

	Apparatus	Honor Guard	Pipes and Drums	Chaplain
SFD LODD Emergency scene	Min 1-2-1 *	Full HG	Full Band Backfill	Yes
SFD LODD On-duty	1-2-1	Full HG	Full Band Backfill	Yes
SFD Off-duty	1 Apparatus 1 Command	Requested 8-12	Min 4 Backfill	Yes
SFD Retiree	If requested Reserve Engine w/ L27 volunteer	If requested 6	Solo Piper If requested	If requested
SFD Civilian	No	If requested 6	Solo Piper If requested	If requested
SFD Fire Buff	If requested 1 Engine	If requested 6	If requested 1 Piper Backfill	Yes
SFD Uniform Family Member	No	No	Minimum 1 No Backfill	If requested
WA State Firefighter Emergency	If requested Reserve Engine w/ L27 volunteer	If requested 6-10	Full Band If requested Backfill	Yes
WA State Firefighter On-duty	If requested Reserve Engine w/ L27 volunteer	If requested 6-10	Full Band If requested Backfill	Varies
WA State Firefighter Off-duty	No	6	1 Piper If requested No Backfill	Varies
National Firefighter On-duty	If requested Reserve Engine w/ L27 volunteer	Situational	No Backfill	No
SPD LODD	If requested	6	Full Band If requested Backfill	Yes
SPD Off-duty	No	If requested 6-8	Full Band If requested Backfill	Varies

Serious Injury or Death

	Apparatus	Honor Guard	Pipes and Drums	Chaplain
Peace Officer Officer LODD (Parole, Prison Guard)	No	If requested 6-8	Full Band If requested Backfill	Varies
Other Public Safety	If requested Reserve Engine w/ L27 volunteer	6	Minimum 1 Backfill Varies	Yes
IAFF Memorial Colorado Springs	No	6	# Varies	Yes
IAFF Memorial Colorado Springs SFD Members	No	8	Full Band Backfill	Yes
National Memorial Emmitsburg	No	No	No	Varies
State Memorial	No	6	Full Band Backfill If needed	Yes
Local Memorial	E10 L01	12	Full Band Backfill If needed	Yes

	Funeral Coord	Badge Shrouds	Flag provided	Flag @ Half staff	memorial Flag/Bunting	Procession Marching band	procession Apparatus	crew Backfill	Class A's Approved	District
SFD LODD Emergency scene	Yes	Yes	Yes	Request Upon Death Notice	Yes	Yes	Yes	Yes	Yes	WA
SFD LODD On-duty	Yes	Yes	Yes	Day of Service	Yes	Yes	Yes	Yes	Yes	WA

	Funeral Coord	Badge Shrouds	Flag provided	Flag @ Half staff	memorial Flag/Bunting	Procession Marching band	procession Apparatus	crew Backfill	Class A's Approved	District
SFD Off-duty	Yes	Yes	Veteran only	Day of Service	Yes	No	No	Yes 1 shift	Yes	WA
SFD Retiree	If req	No	Veteran only	No	No	No	No	No	Yes	Greater Seattle
SFD Civilian	If req	No	Veteran only	No	Yes	No	No	No	Yes	Greater Seattle
SFD Fire Buff	No	No	Veteran only	No	No	No	No	No	Yes	Greater Seattle
SFD Uniform Family Member	No	No	N/A	No	No	No	No	No	Yes	N/A
WA State Fire-fighter Emer-gency	No	Yes	N/A	As directed by Mayor	No	No	No	No	Yes	WA
WA State Fire-fighter On-duty	No	Yes	N/A	Case by case basis	No	Yes	Yes	No	Yes	WA
WA State Fire-fighter Off-duty	No	No	N/A	No	No	No	No	No	Yes	WA
National Fire-fighter On-duty	No	No	N/A	No	No	No	Yes	No	Yes	Wa Port-land Vanc BC
SPD LODD	No	Yes	N/A	As req by SPD	No	No	No	No	Yes	Greater Seattle
SPD Off-duty	No	Yes	N/A	No	No	Yes	Yes	No	Yes	Greater Seattle
Peace Officer Officer LODD (Parole, Prison Guard)	No	Yes	N/A	As directed by Mayor	No	Yes	Yes	No	Yes	Greater Seattle

	FUNERAL COORD	BADGE SHROUDS	FLAG PROVIDED	FLAG @ HALF STAFF	MEMORIAL FLAG/BUNTING	PROCESSION MARCHING BAND	PROCESSION APPARATUS	CREW BACKFILL	CLASS A'S APPROVED	DISTRICT
OTHER PUBLIC SAFETY	NO	YES	N/A	AS DIRECTED BY MAYOR	NO	NO	NO	NO	YES	SEATTLE

Greater Seattle Area = King, Pierce, and Snohomish counties.

LODD = Line-of-duty death. This will include emergency events while on-duty, presumptive conditions, and while performing emergency services while off-duty. Within LODD there will be a "laddering" in honors rendered with the highest being attributed to death due to injuries sustained during an emergency incident.

Civilian Employee = Civilian employed by the Seattle Fire Department at the time of death.

Class "A" Uniforms are always approved to be worn at funerals/memorials of other uniformed service members when attending as non-participants.

Full Band = Minimum 12 (6 Pipers and 6 Drummers).

Honor Guard Handles Pallbearers.

Full Honor Guard = 18 members.

Honor Guard 7 = 6 Pallbearers + 1.

Multiple deaths =1 extra engine per person - services for multiple emergency scene deaths will be scaled accordingly.

1-2-1 = 1 Engine, 2 Ladder Trucks, 1 Command.

SUBJECT:	DISCIPLINE
REVISED:	10/21/14
SEE ALSO:	Seattle Fire Department P-3011 Discipline Policy
PAGE(S):	10

GENERAL INFORMATION

Discipline is a fundamental component of an effective organization. The responsibility for discipline lies with both supervisors and subordinates. Discipline is not only a response to inappropriate job-related behavior, but more importantly, a proactive habit of direction, training, expectations and employee self-control to prevent inappropriate behavior. All employees should be familiar with this section in order to prevent inappropriate job-related behavior.

PROGRESSIVE DISCIPLINE

Progressive discipline is the use of increasingly more severe forms of discipline in an attempt to correct behavior or performance problems in the workplace. Under progressive discipline, the severity of the penalty should be appropriate to effectively change the undesirable behavior or performance.

In order to ensure just, equal and consistent discipline for all employees of the Fire Department, proper procedures for administration of discipline shall be followed and dealt with in a timely manner.

This section describes the options available for pre-disciplinary and disciplinary action and provides supervisors with a step-by-step process for making discipline decisions. It should be noted that some offenses, by nature of severity, may warrant by-passing initial levels of discipline to a higher level.

Each situation shall be considered separately and it will be the supervisor's responsibility to determine the best course of action in order to resolve the situation. Primary emphasis will be placed on preventing situations requiring disciplinary action through effective employee management relations.

All employees are reminded that they have an obligation to report violations of Department Rules.

PRE-DISCIPLINE

COUNSELING

There are two possible types of counseling, formal and informal. Counseling of either type may be used to clarify rules and standards, evaluate the employee's strengths and weaknesses, seek information or solve problems. Counseling is not a form of discipline and therefore may not be appealed. Instead, counseling is a tool that supervisors should use to enhance communication with employees and focus on development. The supervisor should clearly state performance-based expectations of the employee in the counseling session.

Informal counseling – is a discussion between an employee and supervisor. Informal counseling shall not be documented in the employee's personnel file.

Formal counseling – takes place at a formal meeting between the employee and the supervisor to review expectations, specific department rules, policy, or labor contracts. A counseling form (Form 250) shall be used to document the meeting and that form shall be included in the employee's personnel file. Formal counseling is not discipline, and Form 250 is not a statement of offense. Form 250 will only be used to document that an employee has been made aware of expectations. An employee may submit comments concerning the formal counseling that will be attached to the Form 250.

PERFORMANCE IMPROVEMENT PLAN (PIP)

When a counseling session does not result in improved performance, a supervisor may implement a Performance Improvement Plan (PIP-Form 251). The PIP-Form 251 is placed in the employee's personnel file and may be appealed through the grievance procedure.

The PIP shall identify the performance problem and document the specific behavior or performance that did not meet standards or expectations. Supervisors shall consult with the Director of Human Resources or his/her designee in creating a PIP to ensure suitability and consistency. If the employee disagrees with the necessity for a PIP, the employee may state this in the “employee comment” section of the PIP-Form 251.

DISCIPLINE

Formal discipline options include: official reprimand, suspension, demotion, and dismissal. In all such cases, the record of the discipline (Statement of Formal Charges-Form 25) is filed in the employee's personnel file. All formal discipline will be in accordance with the City Charter, applicable Labor Contract, Personnel Rules, Public Safety Civil Service Rules and Regulations.

OFFICIAL REPRIMAND

An official reprimand is written notification of an offense committed by an employee. It may also result when repeated counseling and/or a PIP have failed to improve an employee's performance or behavior.

SUSPENSION

A suspension is an enforced temporary absence from duty in a non-pay status. When an employee is on non-pay status for a suspension, the employee is not eligible to use vacation, merits, holiday off or any other form of time off to remain on paid status. Also, the employee is not eligible to work overtime while on suspension and is not eligible to work full-shift overtime on the day immediately before and after the suspended shift.

A suspension may be imposed as a penalty for committing an offense such as, violating Policies, Operating Guidelines, Public Safety Civil Service Rules, City Charter, Collective Bargaining Agreements, or any other official rules, regulations or administrative instructions. Suspensions are serious actions and are normally given when an employee commits a major offense or when forms of progressive discipline (counseling, Performance Improvement Plans or official reprimands) have failed to correct the employee's behavior.

The Fire Chief has the authority to suspend without pay, any employee for a period not to exceed thirty (30) days. (PSCSC 5.01)

DISMISSAL

Dismissal is the most severe type of disciplinary action. Normally, a progression of disciplinary measures will be applied in an effort to rehabilitate an employee before a determination is made to remove him/her. However, certain violations are serious enough to warrant dismissal for the first or second offense.

The Fire Chief may receive formal charges from the Executive Director of Administration and the Director of Human Resources recommending dismissal of an employee. If so, the Chief has the option of entering into a Last Chance Agreement with the employee and his/her Union to impose a suspension not to exceed thirty (30) days in lieu of discharge.

DEMOTION

A demotion is a severe form of disciplinary action causing loss of rank. Demotion may only be considered for issues of competence, judgment, or technical ability. Attempts at training and other remedial avenues should be considered before demotion.

INVESTIGATIVE PROCESS

Any incident involving a Department employee shall be thoroughly and promptly investigated before formal action is taken. The investigation is a fact-finding process. Supervisors should not reach any conclusions until the investigation is completed.

In most cases, a full investigation requires an interview and written statements from both the employee and the witnesses, as described below. If an employee is subject to an investigation interview by a supervisor which may result in discipline, the employee may request to have Union representation during the interview. The Union shall be provided reasonable advance notice of the investigation interview at which they are requested, which shall include the subject of the investigation and the information upon which the Fire Department is proceeding prior to the investigation. The employee is entitled to consult with his/her union representative prior to the meeting and the union representative shall be granted a pre-interview consultation meeting with the employee when necessary. At such investigation interview meeting, the union representative shall be allowed to take an active role assisting the employee to present the facts, ask questions, to counsel the employee being interviewed and provide information about past employment practices.

In situations where the activity in question is either observed by the supervisor, admitted to by the employee, or does not involve a dispute over the facts, a full investigation may not be necessary. However, the supervisor shall provide the employee an opportunity to explain the circumstances regarding the incident.

Initiating officers shall notify their supervisor in writing when they initiate an investigation that may lead to discipline. Captains in the chain of command, who are not the initiating officer, may review the investigation, but are not required to provide comments on the Form 25. In no case shall a supervisor be ordered to initiate formal charges, although a written statement may be requested.

In situations requiring immediate action where there is a reasonable suspicion of drug or alcohol use, the company officer should refer to the Drug and Alcohol Operating Policy and Guidelines 3012.

A subordinate may not initiate charges against a supervisor. If a subordinate believes that a supervisor has committed an offense, the subordinate should contact the second level supervisor and request an investigation. A subordinate may also directly contact the Director of Human Resources or his/her designee or the Executive Director of Administration. Any subordinate who provides information that leads to an investigation of their supervisor will be notified in writing of the results of that investigation with a copy provided to the appropriate Union.

During an investigation, a Deputy Chief, in conjunction with the Director of Human Resources or his/her designee, and that division's Assistant Chief may temporarily place an employee on paid administrative leave if the alleged violation may immediately impact the safety and health of other Department employees. Paid administrative leave may be extended as long as appropriate to investigate and resolve the complaint.

Battalion Chiefs and Captains may require the initiating officer to provide additional information, or if necessary they may further investigate the incident. Any subsequent investigation will follow the investigative process. If the investigation by the Battalion Chief or Captain uncovers any new information, the employee will be given an opportunity to respond.

If after the investigation is completed an employee is found not to have committed an offense, the matter will be closed without any notation in his/her personnel file.

INVESTIGATIVE INTERVIEW

When an employee is subject to an interview that the employee believes may result in discipline, the employee has a right to Union representation for that interview when requested. (Refer to appropriate Labor contract regarding discipline). The Union's role will be to ensure due process, to serve as a witness to the interview process, and to advise the employee in presenting the facts, making certain the investigative questions are relevant and appropriate.

These interviews should be scheduled in advance to allow employees a reasonable amount of time to contact and schedule Union representation if desired, and to afford the investigator time to prepare for the interview.

In cases where prior notice of the interview is not given, the investigator shall be clear that the interview is investigative in nature, and shall provide reasonable time for Union representation. If the employee declines union representation, that decision should be recorded in investigative documents.

During the interview, the investigator shall:

- Conduct the interview in private.
- Gather facts and listen to explanations.
- Document relevant/pertinent items discussed.
- Not discuss any penalties.

INVESTIGATIVE STATEMENTS

The investigator should:

- Document all statements, either as signed statements or in the form of investigative notes. (Name, date and assignment of the employee should be included in his/her statement).
- Remind all persons interviewed that the process is confidential to the extent allowed by law.
- Instruct persons interviewed not to discuss the case.
- Keep investigation information confidential.
- Advise all witnesses and involved parties that retaliation is prohibited. Retaliation means any adverse or intimidating action taken against someone because they filed a complaint or acted as a witness in an investigation.

FORMAL CHARGES

INITIATING SUPERVISOR'S RECOMMENDATION

Supervisors are expected to recommend discipline where appropriate. If as a result of an investigation, formal discipline is recommended, the initiating supervisor shall contact the Director of Human Resources or his/her designee for consultation for all offenses, other than tardiness, failure to report, or preventable accidents.

DISCIPLINE

The Director of Human Resources and/or designee will access previous discipline records for like offenses to ensure that just, equal, and consistent discipline is applied. When determining the appropriate discipline, the initiating officer shall consider aggravating and mitigating circumstances.

Formal charges shall be recorded on the Statement of Formal Charges (Form 25). Formal charges will not be recorded in the Company Journal, nor will a copy of the Form 25 be kept in the Company Records Filing System.

Any supervisor may initiate charges against any employees lower in the chain of command. Where the supervisor is not directly in the chain, the supervisor may initiate charges, but should contact the Director of Human Resources or his/her designee or the Executive Director of Administration. In addition, the initiating supervisor shall forward a copy of the charges to the employee's assigned supervisor in a timely manner.

REVIEW BY CHAIN OF COMMAND

In all cases, disciplinary documents shall be forwarded through the chain of command for review in a timely manner. When supervisors in the chain of command disagree with the recommendations of the initiating supervisor they shall include comments in support of their opinion. A second-level supervisor shall not change the charges recommended by the initiating supervisor. However, they may initiate charges they deemed appropriate based on their investigation of the incident.

A second-level supervisor shall not order a supervisor lower in the chain of command to initiate formal charges.

FINAL DECISION

A copy of the final decision will be mailed to the employee charged, all officers in the chain of command and to the appropriate Union. All final disciplinary actions will be filed in the employee's personnel file.

APPEAL OF DISCIPLINE

Appeal of discipline shall be in accordance with the appropriate labor contract

LIST OF OFFENSES		
1.	Insubordination:	Refusal or failure to carry out legitimate orders.
2.	False statements, deceit, concealment:	Deliberate misrepresentation, fraud, falsification or concealment.
3.	Disorderly Conduct:	Abusive and/or improper language or behavior as defined under a reasonable person standard.
4.	Harassment/Discrimination:	Violation of the Department's or City's policy against sexual or workplace harassment, or violation of the Department or City's policy against discrimination.

LIST OF OFFENSES		
5.	Misconduct:	Behavior or actions which violate Department Rules and Regulations, Labor contracts, Public Safety Civil Service Rules, and/or the Ethics Code or that adversely affects or harms the Department.
6.	Criminal Misconduct:	Committing any criminal act with a nexus to the job, or conviction of any felony.
7.	Theft:	Actual or attempted taking and carrying away Fire Department property or the property of others for personal use.
8.	Loss of, damage to, unauthorized or improper use of, negligent use of, improper maintenance, or destruction of, department property, records or information.	
9.	Failure to meet grooming standards.	
10.	Misuse of Department position, uniform, or identification:	Unauthorized use for personal gain or gain for another, or to influence, or to obtain immunity.
11.	Unsafe practices:	Failure to use safety equipment or practice safety regulations.
12.	Improper performance of assigned duties:	Neglect or failure to perform assigned duties.
13.	Failure to respond to an alarm, or delay in responding to an alarm.	
14.	Tardiness:	Late for the start of duty, or late for the start of duty but came to work once notified.
15.	Failure to report:	Failure to report to duty for a scheduled shift.
16.	Under the influence, use and/or possession of Drugs and Alcohol:	Policy and Operating Guidelines 3012.

DISCIPLINE

AGGRAVATING AND MITIGATING FACTORS

The list of offenses is intended to be general. The seriousness of a given offense will be based upon the type of offense, as well as aggravating and mitigating factors. Such factors will include, but not be limited to whether the offense:

- Was willful;
- Happened in an emergency or non-emergency situation;
- Affected emergency readiness or performance;
- Had the potential to affect emergency readiness or performance;
- Harmed the Department, a member of the Department, or a member of the public;
- Reflected unfavorably upon the Department's image with our customers: the public;
- Had been committed by the employee in past and if so, how long ago;
- Involved provocation;
- Involved miscommunication.

DISCIPLINE QUESTIONS AND ANSWERS

Why do we have a new discipline process? – The matrix was eliminated in 1999 as part of 1998 negotiations and replaced by a department-wide training that relied on the general principles of progressive discipline. Both Labor and Management agreed that officers needed more guidance to ensure consistency in the administration of discipline. The new process was agreed to by the City, Local 27 and Local 2898 on January 25, 2005.

What happened to the Discipline Matrix? – When the discipline Matrix was eliminated in 1999 it was believed to be too rigid of a model. It was replaced when Ninderfoe (New Developments in Human Resources for Fire Officers) was implemented to provide basic training in the principles of progressive discipline and just cause.

Why have Oral Admonishments been eliminated? – Oral Admonishments have been eliminated as the first level of discipline. Official Reprimands are now the first level of discipline. Informal Counseling, Formal Counseling and Performance Improvement Plan (PIP) have been added. Though they are not considered discipline, they are very important responses to correct inappropriate behavior and are intended to be proactive to prevent future inappropriate behavior. Proper work behavior results from members understanding what is expected of them and receiving honest feedback when they are not meeting expectations.

What is Informal Counseling? – Informal Counseling is not discipline. It is a discussion between the supervisor and the employee to discuss work expectations. The discussion is not documented in the Company Journal or the employee's personnel file.

What is Formal Counseling? – Formal Counseling is not discipline. It is a formal meeting between the supervisor and the employee to discuss work expectations. It is documented on a Form 250. The chain of command receives a copy of the Form 250 which is placed in the employee's personnel file. Formal Counseling is not recorded in the Company Journal.

What is a Performance Improvement Plan (PIP)? – A PIP is not discipline. It is a clearly outlined plan to improve performance. It is documented on a Form 251. The chain of command receives a copy of the Form 251 which is placed in the employee's personnel file. The PIP is not documented in the Company Journal.

Why is the Director of Human Resources and the Executive Director of Administration consulted in disciplinary matters? – The HR Director and the Executive Director of Administration are a resource to the initiating officer. They will share how similar issues have been handled in the past. If discipline will be issued they will discuss the range that similar discipline was issued. It is hoped that this will provide not only consistency in disciplinary matters but also serve as an opportunity to discuss and receive feedback. After discussing the issue with the HR Director and/or the Executive Director of Administration, the initiating officer may recommend the course of action they think is appropriate. Again, the HR Director and/or the Executive Director of Administration are only a resource to assist with consistency and ensure that the principals of progressive discipline are followed.

Who should I consult with before recommending discipline? – After your conversation with the HR Director and/or the Executive Director of Administration, if you are going to be recommending discipline a conversation with your chain of command is recommended. Supervisors will also have good advice for the initiating officer and your charges will be forwarded to them for comment. Officers are responsible for ensuring that discipline is just, fair and consistent for all employees who report to them. The Form 25 will continue to be forwarded through the chain of command allowing for additional comments.

Can I be directed by my supervisor to write charges on an employee or subordinate? – No. If you choose not to recommend charges for an incident that occurs, your supervisor may initiate charges on their own. If your supervisor disagrees with charges that you write, your supervisor may attach comments to the charges as they move through the chain of command.

What is a "just cause" standard? – "Just cause" is a standard that requires that rules and polices are reasonable and are consistently enforced; that employees are aware of the rules; that a fair investigation was conducted and there is proof that a violation occurred; the discipline is proportional to the misconduct; and that the discipline is applied consistently.

Under what circumstances may an employee be placed on paid administrative leave and what is the notification process? – An employee may be placed on paid administrative leave when an investigation is taking place that requires the employee to be removed from the work place. Paid administrative leave is only used in serious cases. Examples may include an alleged complaint of: drug or alcohol use; harassment; theft; a pending criminal charge, etc.

When is an investigation necessary? – Investigations are generally necessary when you have a reason to believe that there is insufficient information regarding an alleged violation of rules or policies or that the facts are in dispute. Officers are expected to investigate in instances where the alleged conduct might lead to discipline. Even when the facts are undisputed, it is appropriate to ask for the perspective of the member being investigated. When an employee is subject to an investigation that could lead to discipline, he/she has a right to Union representation, upon request

What are the main principles of an effective investigation? – In order to be effective, the investigation must be neutral, objective and fact-finding. Neutrality means the investigator is not biased in favor or against the member being investigated. Objectivity means that the investigator collects evidence only of what has been observed. Fact-finding means that the findings made as a result of the investigation are based only on the evidence collected, not an interpretation of the evidence.

What is retaliation? – Whenever an investigation is prompted by a complaint, the person complaining and witnesses interviewed cannot be treated negatively because they complained or because they were a witness to a complaint. This is illegal retaliation and violates City and Fire Department polices.

SUBJECT:	DRUGS AND ALCOHOL
REVISED:	10/21/14
SEE ALSO:	Seattle Fire Department Policy 3012 Drug and Alcohol, City of Seattle Personnel Office - Benefits and Safety Sections, City of Seattle Employee Assistance Program, City of Seattle DOT "Reasonable Suspicion" Policy, City of Seattle Drug Free Workplace Policy, Washington Administrative Code 296-24-073 - Safe Place Standards Section (6)(e)
PAGE(S):	8

PURPOSE

The City of Seattle Fire Department (hereinafter referred to as the "SFD") and IAFF Local 27 (hereinafter referred to as the "Union") acknowledge that substance abuse is a serious and complex, but, treatable condition/ disease that negatively affects the personal lives of employees, job safety, and the quality of fire fighting work.

The SFD and the Union are committed to addressing the problems of substance abuse in order to ensure the safety of the working environment, employees and the public, and to providing employees with access to necessary treatment and rehabilitation assistance.

EMPLOYEE ASSISTANCE PROGRAM

Any employee who feels that he or she has developed an addiction to, dependence upon or problem with alcohol or drugs, legal or illegal, is encouraged to voluntarily seek assistance. Assistance may be sought by contacting, in confidence, the City's Employee Assistance Program ("EAP").

Each request for assistance will be treated as confidential and shall not be released except as authorized or required by law and/or this Policy.

An employee voluntarily seeking assistance will have the opportunity for appropriate assessment, referral, and rehabilitation (treatment and prescribed follow-up care) as recommended or directed by the EAP.

Rehabilitation (treatment and prescribed follow-up care) itself is the responsibility of the employee.

Any employee required to utilize professional or medical services as part of his/her treatment or prescribed follow-up care will be entitled to benefits under the employee's health insurance plan on the same basis and with the same restrictions and limits as set forth in the health insurance plan's plan documents.

For employees voluntarily enrolled in a formal treatment program recommended by the EAP prior to being required to submit to an alcohol or drug test, the City will grant a leave of absence. An employee is only guaranteed one (1) such leave during the period of his employment with the City. There shall be no further rehabilitation leaves, except as required by the Americans With Disabilities Act Washington Law Against Discrimination.

Employment and reassignment during rehabilitation (treatment and/or prescribed follow-up care) shall be based on each employee's circumstances and the recommendation of the EAP.

Once an employee successfully completes rehabilitation (treatment and prescribed follow-up care), he shall be returned to his regular duty assignment without reduction of pay, if such assignment is available, upon certification by the EAP that the employee is able to return to work.

FOLLOW-UP CARE

If follow-up care is prescribed after treatment, this shall be a condition of continued employment.

No disciplinary action will taken against an employee who voluntarily seeks assistance from the EAP for an addiction to, dependence upon or problem with alcohol or drugs prior to being required to submit to an alcohol or drug test so long as the employee abides by the terms of any treatment/rehabilitation plan formulated by the EAP and participates in any after care or maintenance programs recommended by the EAP.

Nothing in this section shall preclude the SFD from requiring an employee who has voluntarily sought assistance from the EAP to submit to an alcohol and/or drug test and from subsequently discharging such an employee who tests positive where there is reasonable suspicion for such test in accordance with section 6.0 below.

Failure to abide by the terms of a treatment plan, or failure to participate in after care or maintenance programs as recommended by the EAP shall be grounds for discharge.

WHEN TESTING IS REQUIRED

REASONABLE SUSPICION TESTING

The Department may require an employee to submit to drug and/or alcohol testing only when there is "reasonable suspicion", as defined below, to believe that an employee has reported to work or is on duty with drugs and/or alcohol in his or her body at or in excess of the concentration cutoff levels established by the DOT and outlined in the City's CDL Drug and Alcohol Testing Policy.

Reasonable suspicion testing shall not be used to harass or intimidate any employee(s).

"Reasonable suspicion" means suspicion based on specific personal observations that a supervisor can describe concerning the appearance, behavior, speech and/or breath odor of the employee.

Reasonable suspicion must be based on direct, first hand observations by a supervisor that has received training in the detection of probable drug and/or alcohol use by observing an individual's behavior and such observation must be confirmed by a person holding the rank of Battalion Chief or higher.

In the event a person holding the rank of Battalion Chief or higher cannot or will not confirm the supervisor's observation, the supervisor may either document the reasons for not taking any further action regarding reasonable suspicion testing or may require the employee to submit to a test after consulting with other management or safety staff within the SFD.

Suspicion is not reasonable and thus not a basis for testing if it is based solely on third party observation and reports.

SFD Responsibility after Determining Reasonable Suspicion

In the event there is reasonable suspicion to believe that an employee has reported to work or is on duty with drugs and/or alcohol in his or her body at or in excess of the concentration cutoff levels established by the DOT and outlined in the City's CDL Drug and Alcohol Testing Policy:

The SFD shall secure and protect any evidence of alcohol, drugs, and/or alcohol and/or drug use.

The appropriate law enforcement agency will be contacted if an illegal drug is found and/or illegal activity is observed.

The employee shall immediately be removed from his/her work assignment.

The supervisor shall document his/her observation, in writing, at or before the time the employee is requested to submit to testing.

The supervisor, in the presence of a witness, shall present the employee with the written documentation of his/her observation, shall advise the employee that he/she is being required to submit to an alcohol and/or drug test, and shall advise the employee of the employee's right to Union representation.

Union Representation

The employee can waive or request Union representation.

After the employee has voluntarily waived his/her right to Union representation or after waiting a reasonable amount of time (up to 30 minutes) for the employee to consult with the most readily available Union representative, either in person or by telephone, which ever is quicker, the employee shall be given an opportunity to respond to or explain the reasons for the observed behavior and such response or explanation shall be documented.

After giving the employee an opportunity to respond to or explain the reasons for the observed behavior, the employee shall be transported to the appropriate collection site.

The SFD shall be responsible for transporting the employee to and from the appropriate collection/testing site.

After the urine specimen and/or breath sample are collected, The SFD shall arrange transportation for the employee from the place where the sample is collected or testing is conducted to the employee's home.

An employee will not be allowed to return to work until the results of the test are reported to the SFD.

SAMPLE AND TESTING PROCEDURES AND PROTOCOLS

Collection, sampling, analyzing, testing, and reporting protocols and procedures, including cutoff levels, shall be in accordance with protocols and procedures established by the DOT and outlined in the City's CDL Drug and Alcohol Testing Policy.

Urine specimens collected under the program shall be used only to test for those drugs established by the DOT and outlined in the City's CDL Drug and Alcohol Testing Policy and may not be used to conduct any other analysis or tests.

Breath samples collected under the program shall be used only to test for alcohol and may not be used to conduct any other analysis or tests.

FAILURE AND REFUSAL TO SUBMIT TO A TEST

The consequence for the failure/refusal to submit to a test is the same as if the test had been reported positive.

Failure/refusal to submit shall include but not be limited to:

Failure to accept transport and/or report to an approved collection or testing site.

Failure to provide adequate breath or urine for testing without a valid medical excuse.

- Engaging in conduct that clearly obstructs the testing procedure
- Adulterating a sample
- Failure to sign required consent and/or testing forms
- Failure to cooperate in the testing process

CONSEQUENCE OF A NEGATIVE TEST

In the event the test results are reported as negative, the employee shall be paid for lost work time due to the testing, and no discipline shall be levied against the employee as a result of the test.

CONSEQUENCE OF A POSITIVE TEST

In the event the test results are reported as positive, the employee who tests positive shall be discharged, except as set forth in section 11.2 below.

The Chief may impose a 30 calendar day suspension in lieu of discharge provided the employee signs a Last Chance Agreement, accepts a referral to the Employee Assistance Program, successfully completes rehabilitation and follow up testing in accordance with section 12.0 below.

REHABILITATION AFTER TESTING POSITIVE

Any employee referred to the EAP after testing positive will have the opportunity for appropriate assistance, assessment, referral, treatment, and after care as directed by the employee assistance program.

Rehabilitation (treatment and prescribed follow-up care) itself is the responsibility of the employee.

Any employee required to utilize professional or medical services as part of his/her treatment or prescribed follow up care will be entitled to benefits under the employee's health insurance plan on the same basis and with the same restrictions and limits as set forth in the health insurance plan's plan documents.

Failure to comply with a Last Chance Agreement, seek and receive EAP services, failure to abide by the terms of a treatment plan, or failure to participate in after care or maintenance programs as directed by the EAP shall be grounds for discharge.

For employees enrolled in a formal treatment program after serving the 30-calendar day suspension in lieu of discharge, the City may grant a leave of absence.

Employment and reassignment during rehabilitation (treatment and/or prescribed follow-up care) shall be based on each employee's circumstances and the recommendation of the EAP.

An employee referred to the EAP in accordance with this Policy will be reinstated to his/her regular duty assignment without reduction of pay, if such assignment is available, upon certification by the EAP that the employee is able to return to work.

A prerequisite to such certification shall be the employee testing negative on a return to duty drug and/or alcohol test administered and taken in accordance with the collection, sampling, analyzing, testing, and reporting procedures and protocols prescribed in this Policy.

If follow-up care is prescribed after treatment, this shall be a condition of continued employment.

An employee referred to the EAP in accordance with this Policy may, upon return to work, be subject to unannounced follow-up alcohol and drug tests following the employee's return to duty.

The number and frequency of such follow-up testing shall be as directed by the City's substance abuse professional and consist of at least six (6) tests in the first twelve (12) months following the employee's return to duty.

A positive unannounced follow-up alcohol and/or drug test shall be cause for immediate discharge.

DISCIPLINE AND TERMINATION FOR REASONS OTHER THAN A POSITIVE TEST

SFD shall not take disciplinary action against an employee for drug and/or alcohol use unless the employee has tested positive on a reasonable suspicion drug and/or alcohol test administered in accordance with this Policy or unless such usage has the effect of impairing the employee's performance of his/her official duties or job behavior to an appreciable degree and/or unless such use occurs while on duty.

Nothing in this Policy shall be construed to prohibit the City from taking disciplinary action in accordance with City and/or SFD policies and procedures, practices, and the collective bargaining agreement for any reason except as specified in paragraph 13.1 above.

If an employee is subject to discipline or termination under existing practices, such employees shall not utilize this alcohol and drug policy to circumvent the labor agreement or existing practices or to avoid discipline or termination.

RIGHT OF UNION PARTICIPATION

At any time, the Union, upon request, will have the right to inspect and observe any aspect of the drug and alcohol testing program with the exception of individual test results and the schedule for follow-up drug and/or alcohol tests.

The Union may inspect individual test results if the employee involved authorizes the release of this information.

RIGHT OF APPEAL

Each employee has the right to challenge the results of drug testing in the same manner that he/she may grieve any SFD action.

NOTICE TO EMPLOYEES

All employees will be duly informed of the City's alcohol and drug testing policy before testing is administered.

Each present employee will be furnished a copy of this policy.

Newly hired employees will be provided with this information on their initial date of hire.

EFFECTIVE DATE

The policies set forth herein are effective immediately upon notice to employees.

CONFLICT WITH OTHER LAWS

The provisions of this Alcohol and Drug Policy shall not apply to the extent that they are inconsistent with State or Federal law.

In the event that state or federal laws provide additional requirements for substance abuse testing, those requirements shall be incorporated in this Policy.

SUBJECT:	TRANSFER OF PERSONNEL
REVISED:	10/30/14
SEE ALSO:	P-3008 Personnel Rules and Regulations
PAGE(S):	14

GENERAL INFORMATION

The Department recognizes that its primary obligation is to provide service of the highest quality to the public and that the right to assign personnel is inherent to providing such quality service. The Department also recognizes that the ability of employees to periodically request changes in their work assignments is inherent to providing for career mobility and a positive work environment.

It is the intent of this Transfer Policy to provide a mechanism by which to assign personnel in a fair and impartial manner that addresses both administrative needs and individual preferences.

TERMS

Assigned – The term "Assigned" is defined as current and continuous permanent assignment. If a member is away from his/her assignment because of illness/injury, Department details, etc., tenure in the assignment is not affected. The member would still be considered assigned to that Company despite the time away.

If a member transfers away from the Company and then returns, the member cannot count the previous time as part of the 12 months with the Company, Station, or Battalion. The member must accrue 12 continuous months before being considered for a driver's opening.

Business Reason – An articulation, in writing, explaining the reasons why a transfer was not made based on the standard transfer policy applicable to the vacant position.

Calculated Seniority – A system that assigns a relative ranking based on a calculation that may consider a member's Longevity Date and/or time-in-grade. This calculation varies by rank and position. For Officers, seniority will be calculated by adding the member's Department longevity time to the member's total time as an Officer up to the vacancy closing date.

Ineligible for Transfer – Members will be ineligible for voluntary transfers if they are probationary firefighters or have not completed their minimum time in an administrative assignment.

Involuntary Transfer – A transfer of a member initiated by the department to a position not of the members choosing.

Lock-in Transfer – A transfer which holds a specific vacancy for a member while completing their present assignment.

Longevity Date – The date calculated by taking a member's hire date as a Seattle firefighter and adjusting it for any unpaid leaves, separations, or suspensions. Military Leave does not affect longevity.

Mutual Transfer – An exchange of assignments by mutual agreement where each member works in the other's assignment.

Opening – A position that is filled by a Department member who may be temporarily detailed to another station, administration, training, on disability, etc. Openings create opportunities for members to act out of class or get new experiences, but they cannot be permanently filled until an actual vacancy exists, e.g. when a member is detailed for paramedic training and are then placed permanently in the new position, or when a member on disability retires.

Priority Status – Allows a member who has completed an Administrative assignment to supersede seniority when applying for a vacancy.

Temporary Transfer – A temporary change in a member's assignment for a specific or indefinite period of time. A Temporary Transfer is not considered as a permanent transfer.

Transfer – A change in a member's permanent assignment. A change in Debit number only is not considered a transfer.

Vacancy – A position that is not filled by a Department member and is therefore available for permanent assignment.

Voluntary Transfer – A transfer initiated by the member.

TRANSFERS

VOLUNTARY TRANSFERS

POSITION FOR POSITION

The voluntary transfer of members in Local 27's bargaining unit from one position to another position of equal pay and/or rank, e.g., tailboard to tailboard or Lieutenant to Lieutenant are managed under this subsection. However, transfers to specialty pay positions are excluded. See the section for selecting Technical Teams with Premium Pay.

When a specific vacancy is anticipated or becomes available, the Battalion Chief and Deputy Chief will notify the Assistant Chief of Operations. The vacancy will be advertised via a Department Memorandum for 20 days.

The Operation Division's Administrative Specialist and Operations Staffing Officer will collect the transfer requests and, at the close of the application period, submit the list applicants to the Assistant Chief of Operations who will make the selection.

The applicant with the highest seniority shall be transferred, unless a member with priority status has applied for the position.

MUTUAL TRADE

Members may, upon mutual agreement, request to trade assignments. Assignments must be position for position (Driver/Operators and Speciality Team Members excluded). In addition to an e-mail to "SFDstaffing," each member will submit a letter to the Assistant Chief of Operations requesting the Mutual Trade Transfer.

The integrity of the Mutual Trade Transfer must remain in force for one year before the transfers become permanent. If either member breaks the integrity of the trade, for any reason, both members shall revert back to their assignments prior to the Mutual Trade Transfer.

TRANSFER NOTIFICATION/ APPLICATION PROCESS

NOTIFICATION OF VACANCIES

Vacancies will be advertised in a Department Memorandum on the first business day of each month. The advertising period will be open through midnight on the 20th of the month.

The Battalion Chief with the advertised vacancy will be responsible for notifying all members who apply for the advertised vacancy whether or not they have been selected, no later than the last day of the month the position was advertised.

REQUESTING TRANSFER

Members requesting a transfer will send an e-mail according to the following procedures outlined for the position. The e-mail will include the member's name, Injury/Illness number, current assignment, and the vacancy they are applying for. If applying for more than one vacancy, the member must include a list of preferences, in order. This will clarify members' first, second, third choices, etc. Members will receive the highest choice available, based on their seniority.

Probationary Officers may apply for vacancies but will be considered only if Officers who are not on probation do not apply. If more than one probationary officer applies, they will be ranked by Calculated Seniority.

Firefighters in the Staffing Pool may apply for vacancies, and will be considered based on their seniority.

ADMINISTRATIVE ASSIGNMENTS

PRIORITY STATUS

Members completing administrative assignments will have their choice of current vacancies available. This will apply when the member has completed their two year Administrative assignment commitment.

After fulfilling the Administrative assignment commitment, the member has obtained Priority Status for vacancies. This Priority Status must be used within 12 months of returning to Operations. If a member elects not to use their Priority Status at the time of returning to Operations, the member will be subject to filling vacancies at the Department's discretion up until such time that the member elects to exercise their option.

If a member does not use their Priority Status within the 12 month period, the Priority Status will not be extended and is forfeited.

If more than one member with Priority Status is competing for the same vacancy, the member with the least amount of Priority Status time remaining will be given preference. If there is still a tie, the regular transfer policy used for that position on a non-priority status basis will be applied.

40-HOUR ADMINISTRATIVE POSITIONS

The Assistant Chief responsible for the division with the position will notify the Department via a Department Memorandum that interviews will be conducted for the position. The Memorandum will include a description of the team's mission, a list of requirements, desired qualifications, and additional considerations. The Memorandum will be published at least 30 days prior to the interviews.

Members must have at least 2.5 years of experience with the Department to be eligible for positions working a forty-hour week in Administration, Training Division, Fire Marshal's Office, Operations, etc.

Applicants will forward a cover letter and resume via e-mail to the Division Supervisor with a cc to: “SFDstaffing.”

Interview – The Deputy Chief or Division Director will compose questions for the interview. The questions will not be a test of knowledge, but shall be designed to assess each candidate's readiness and interest, considering his/her knowledge, skills, experience, and seniority.

The interview panel shall consist of:

- A Chief Officer or Division Director of the appropriate division.
- Members from the appropriate division or members, who has previous experience in that division, selected by the Assistant Chief responsible for the division.
- Other people who have experience related to the position.

The Chief Officer or Division Director of the appropriate division will prepare a ranked list of candidates after the interviews have been completed. The ranked list will be valid for one year.

The Chief Officer or Division Director of the appropriate division will certify to the Assistant Chief and the Fire Chief that the process met appropriate standards of fairness and that the process was followed.

DISPATCHER POOL POSITIONS

The selection of Dispatchers for the Fire Alarm Center (FAC) is made from a pool of qualified Dispatchers. Therefore, the entry point for those interested in becoming a Dispatcher is the Dispatcher Pool.

Members must have at least 3.5 years with the Department by the scheduled start date of the Dispatcher Training Class, and should not apply to join the Dispatcher Pool if they are unwilling to become a full-time Dispatcher.

Interviews to develop the list of candidates for the Dispatcher Pool will be conducted prior to each dispatcher training class. The notice to conduct interviews will be made via a Department Memorandum. The Memorandum will include a description of the work, a list of requirements, desired qualifications, and additional considerations. The Memorandum will be published at least 30 days prior to the interviews.

Applicants must forward a cover letter and a resume via e-mail to the Division Supervisor with a cc to "SFDstaffing."

The selection process includes a written test and an interview. The written test is required to assess a candidates aptitude for dispatching.

The Interview – The Chief of Communications will submit questions for the interview to the Director of Human Resources for review. The questions will not be a test of knowledge, but will be designed to assess each candidate's readiness and interest, considering his/her knowledge, skills, abilities, experience, and seniority. The Director of Human Resources will select questions that assess multiple qualities.

Applicants who earn a passing score on the aptitude test will receive an interview.

The interview panel consists of:

- The Chief of Communications or the Captain of Communications as selected by the Assistant Chief of Resource Management.
- A Dispatcher from FAC selected by the Chief of Communications.

A representative of Human Resources will serve as facilitator for the interview panel to ensure the consistency and quality of the interview process. The Director of Human Resources will prepare a ranked list of candidates after the interviews have been completed. The ranked list will be valid for the specified Dispatcher Training Class.

The Director of Human Resources will provide the ranked list to the Assistant Chief of Operations and the Assistant Chief of Resource Management. The Director of Human Resources will certify to the Assistant Chiefs that the process met appropriate standards of fairness and that the process was followed. The designated number of students for the specified dispatcher training class will be selected from the list in ranked order.

PERMANENT DISPATCHER ASSIGNMENTS

To be assigned as a permanent Dispatcher, members must be in the Dispatcher Pool. The Assistant Chief of Resource Management will notify pool members about the vacancy for permanent Dispatcher.

Applicants from the Dispatcher Pool must forward a cover letter and a resume via e-mail to the Division Supervisor with a cc to "SFDstaffing."

The Interview – The Chief of Communications will submit questions to the Director of Human Resources for review. The questions will not be a test of knowledge, but are designed to assess each candidate's readiness and interest, considering his/her knowledge, skills, experience, and seniority. The Director of Human Resources will select questions that assess multiple qualities.

All members of the Dispatcher Pool will be interviewed for the vacancy.

The interview panel consists of:

- A Dispatcher from the FAC selected by the Chief of Communications.
- An Officer from the FAC selected by the Chief of Communications.
- A Company Officer from Operations selected by the Assistant Chief of Resource Management.
- A Battalion Chief from Operations selected by the Assistant Chief of Resource Management.

A representative of Human Resources will serve as facilitator for the interview panel to ensure the consistency and quality of the interview process. The Director of Human Resources will prepare a ranked list of candidates after the interviews have been completed. The ranked list will be valid for one year.

The Director of Human Resources will provide the ranked list to the Assistant Chief of Resource Management. The Director of Human Resources will certify to the Assistant Chief that the process met appropriate standards of fairness and that the process was followed.

OPERATIONS ASSIGNMENTS

FIREFIGHTER/PARAMEDIC

To be eligible for Paramedic training, members must have at least 3.5 years with the Department by the scheduled start date of the Paramedic Training Class.

Interviews for Firefighter/Paramedic will be conducted prior to each Paramedic training class. The notice to conduct interviews will be made via a Department Memorandum. The Memorandum will include a description of the work, a list of requirements, desired qualifications, and additional considerations. The Memorandum will be published at least 30 days prior to the interviews.

Applicants must forward a cover letter and resume via e-mail to the Deputy Chief of EMS with a cc to “SFDstaffing.”

The selections process consists of a written test/or oral exam and an oral interview.

Written Test – Each applicant will be graded on a written test assessing EMS skills. This test may also include an oral exam. The Deputy Chief of EMS will ensure confidentiality and fairness of the process by working with the Department's Director of Human Resources if necessary.

The Interview – Applicants who earn a passing score on the aptitude test will receive an interview.

The interview panel consists of:

- A Company Officer selected by the Assistant Chief of Operations.
- A Battalion Chief selected by the Assistant Chief of Resource Management.
- A member of the medical community selected by the Medical Director.
- An Officer from Battalion 3 selected by the Deputy Chief of EMS.

A representative of Human Resources will serve as facilitator for the interview panel to ensure the consistency and quality of the interview process. The Director of Human Resources will prepare a ranked list of candidates after the interviews have been completed. The ranked list will be valid for the specified Paramedic Training Class.

Selection Process – The Director of Human Resources will provide the ranked list to the Assistant Chief of Operations and the Executive Director of Administration. The Assistant Chief of Operations will forward the list to the Medical Director who may articulate reasons, if any, for declining particular members on the list.

This list, with any written explanations for changes, will be returned to the Assistant Chief of Operations and the Executive Director of Administration. The designated number of students for the specified Paramedic Training Class will be selected from the list in ranked order.

APPARATUS DRIVER/ OPERATOR

Members with at least 3.5 years with the Department, as of the official opening of the vacancy period, may be appointed as an Apparatus Driver/Operator and may apply to fill permanent positions to drive and operate apparatus.

When a specific vacancy is anticipated, or becomes available, the Company Officer will coordinate with the Battalion Chief to notify members who meet the qualifications for the position.

Note	If there are no qualified members, or members who want the position, the offer will be extended to the next group.

When notified, members will indicate their interest in writing via sending an e-mail to “SFDstaffing” with a cc to their current Battalion Chief and the Battalion Chief where the vacancy occurs.

The Battalion Chief must fill the vacancy using the following order of priority:

Company/Platoon – Members assigned to the Company and platoon, for the preceding 12 months, in order of seniority in the Department.

Company – Members assigned to the Company, for the preceding 12 months, in order of seniority in the Department.

Station/Platoon – Members assigned to the Station (same Platoon), for the preceding 12 months, in order of seniority in the Department.

Station – Members assigned to the Station, for the preceding 12 months, in order of seniority in the Department.

Battalion – Members assigned to the Battalion, for the preceding 12 months, in order of seniority in the Department.

Example #1	A driver's opening is available on E-8/A. Two members of E-8/A are interested in the position. The first member has six years in the Department and has been assigned to E-8/A since Recruit School. The second member has twelve years in the Department, and was assigned to E-8/A three years ago. The second member will receive the job.
Example #2	A driver's opening is available on L-10/A. A member with ten years in the Department, currently a member of E-25/A, wants the position. This member will receive the job if no one on L-10/A: • Wants the job; or • Has 3.5 years in the Department; or • Has been assigned to L-10/A for the preceding 12 months; or • No other members of L-10 on Platoons B, C, or D can meet those same qualifications.

Driver Training and Evaluation – Prior to finalizing the selection, the Company Officer and Battalion Chief will ensure that training is provided to the candidate. An evaluation will be completed by the Training Division driving instructor to verify that the candidate is qualified to drive and properly operate the apparatus.

The evaluation may include:

- Hydraulics.
- Pumping.
- Drafting.
- Aerial operation.
- Maintenance.
- The candidate must pass a district test administered by the Company Officer and Battalion Chief.
- Demonstrate knowledge of the specific apparatus and its functions.

TECHNICAL TEAMS WITH PREMIUM PAY

Technical Teams with premium pay include the Hazardous Materials Team, Decon Team, Marine Emergency Response Team, and the Technical Rescue Team.

Firefighters who have completed their probationary year by the date of the notice to conduct annual interviews are eligible to apply for a Technical Team. Officers may apply during their probationary period and will be ranked with delayed eligibility.

The notice to conduct the annual interviews will be made via a Department Memorandum. The Memorandum notice will include a description of the team's mission, a list of requirements, desired qualifications, and additional considerations, and it will be published at least 45 days prior to the interviews.

To apply for a Technical Team position, applicants must forward a cover letter and resume via e-mail to “SFDstaffing.”

Oral examinations for a Technical Team will be conducted annually to develop a ranked list.

The Interview – The Captain of the Technical Team will submit questions to the designated Director of Human Resources for review. The questions will not be a test of knowledge, but are designed to assess each candidate's readiness and interest, considering his/her knowledge, skills, abilities, experience, and seniority. The Director of Human Resources will select questions that assess multiple qualities.

The interview panel consists of:

- A Battalion Chief from the Technical Team's battalion selected by the Assistant Chief of Operations.
- A Company Officer from the Technical Team selected by the Assistant Chief of Operations.
- A Company Officer from another battalion selected by the Assistant Chief of Resource Management.
- A Battalion Chief from another battalion selected by the Assistant Chief of Resource Management.

The Department has an obligation to provide mandatory training, therefore applicants who have completed mandatory training will not receive a higher score in the interview process.

A representative of Human Resources will serve as facilitator for the interview panel to ensure the consistency and quality of the interview process.

The Director of Human Resources will provide a ranked list of candidates to the Assistant Chief of Operations and Executive Director of Administration. The Director of Human Resources will certify that the process met appropriate standards of fairness and that the process was followed.The ranked list will be valid for one year.

Only candidates that achieve a minimum of sixty percent (60%) of total possible points on the oral examination will be added to the ranked list. Those candidates that achieve a passing score will receive one-half (.5) point added for each year of in-service longevity, prorated for each full calendar month of longevity, through October 1st of the calendar year the list is published. A maximum of ten (10) points will be granted. In

TRANSFER OF PERSONNEL

addition to in-service longevity points, officers will receive one-half (.5) points for each year held in-position for a maximum of five (5) points, for a total maximum of fifteen (15) longevity points. If two members receive the same combined score, in-service longevity in the Department will be used as the tie-breaker.

Selection – Candidates will be selected from the ranked list, in order, as vacancies occur on the Technical Team. In any year that the list is exhausted, and the vacancy occurs prior to July of that year, the Fire Chief may transfer a member that meets eligibility requirements into the position, provided that at least three members are considered, the Captain of the affected Technical Team is consulted, and the names of the candidates and final selection are transmitted in writing to Local 27 prior to the transfer.

Any mandatory training will be provided to candidates on the list, as it becomes available.

US&R AND OTHER TEAMS

Members must have at least 2.5 years with the Department to be considered for assignment to the Urban Search and Rescue Team (US&R). Members who will become eligible during the life of the list will be interviewed, but will not be assigned until they are eligible.

Interviews for a Technical Team will be conducted every two years or when only 25% of the original list remains (the two year interval resets at completion each interview process). The notice to conduct interviews will be made via a Department Memorandum. The Memorandum will include a description of the team's mission, a list of requirements, desired qualifications, and additional considerations. The Memorandum will be published at least 30 days prior to the interviews.

The Assistant Chief of Operations will notify the Department via Department Memorandum that interviews will be conducted for one of the teams. The Memorandum will include a description of the team's mission, a list of requirements, desired qualifications and additional considerations.

Applicants will forward a cover letter and resume through the chain of command to the Assistant Chief of Operations. Selection is based upon the candidate’s cover letter of interest, resume and interview.

The Interview – The section leader or Task force Leader will submit questions to the Director of Human Resources for review. The questions will not be a test of knowledge, but will be designed to assess each candidate's readiness and interest, considering his/her knowledge, skills, abilities, experience, and seniority. The Director of Human Resources will select questions that assess multiple qualities.

The interview panel will consist of:

- A Battalion Chief from the team selected by the Assistant Chief of Operations.
- A Section Leader or Taskforce Leader from the team selected by the Assistant Chief of Operations.

- A Company Officer selected by the Assistant Chief of Resource Management.
- A Battalion Chief selected by the Assistant Chief of Resource Management.

The Department has an obligation to provide mandatory training. Therefore, applicants who have completed mandatory training will not receive a higher score in the interview process.

A representative of Human Resources will serve as facilitator for the interview panel to ensure the consistency and quality of the interview process. The Director of Human Resources will prepare a ranked list of candidates after the interviews have been completed. The ranked list will be valid for two years or until the next interview process is completed.

Selection – The Director of Human Resources will provide the ranked list to the Assistant Chief of Operations and Assistant Chief of Resource Management. The Director of Human Resources will certify to the Assistant Chiefs that the process met appropriate standards of fairness and that the process was followed.

Candidates will be selected from the list, in order, as vacancies occur on the US&R Team.

Any mandatory training will be provided to candidates on the list, as it becomes available.

US&R TASKFORCE LEADERS

The selection of member(s) who lead the US&R Taskforce, including attending requisite inter-agency meetings and planning sessions, is under the under the direction of the Assistant Chief of Operations and the Fire Chief.

Members must be on the team to be considered for a position as team or Taskforce Leader.

The Assistant Chief of Operations will notify the Department via a Department Memorandum that interviews will be conducted for a team leader position. The Memorandum will include a description of the team's mission, a list of requirements, desired qualifications and additional considerations. Applicants will forward a cover letter and resume through the chain of command to the Assistant Chief of Operations.

The Interview – The Assistant Chief of Operations will submit questions to the Director of Human Resources for review. The questions will not be a test of knowledge, but will be designed to assess each candidate's readiness and interest, considering his/her knowledge, skills, abilities, experience, and seniority. The Director of Human Resources will select questions that assess multiple qualities.

The interview panel shall consist of:

- Assistant Chief of Operations.
- Taskforce Leader (or prior service as Taskforce Leader) to be selected by the Assistant Chief of Operations.

The Department has an obligation to provide mandatory training. Therefore, applicants who have completed mandatory training will not receive a higher score in the interview process.

A representative of Human Resources will serve as facilitator for the interview panel to ensure the consistency and quality of the interview process. The Director of Human Resources will prepare a ranked list of candidates after the interviews have been completed. The ranked list will be valid for two years.

Selection – The Director of Human Resources will provide the ranked list to the Assistant Chief of Operations and Assistant Chief of Resource Management. The Director of Human Resources will certify to the Assistant Chiefs that the process met appropriate standards of fairness and that the process was followed.

Candidates will be selected from the list, in order, as vacancies occur on the Technical Team.

Any mandatory training will be provided to candidates on the list, as it becomes available.

SUPERVISING BATTALION CHIEF

The Supervising Battalion Chief coordinates policy, operations, and activities within the battalion among all four platoons. The supervising Battalion Chief will ensure conformity among all four platoons, will make decisions in concert with the Deputy Chiefs of Operations, and will recommend changes that apply to the battalion.

The Assistant Chief of Operations will select the Supervising Battalion Chief for each battalion, considering knowledge, skills, abilities, experience, and seniority.

RETIREMENT OPENINGS

In order to protect the member who is leaving an assignment, while maximizing continuity for the company, and therefore minimizing temporary transfers, the Department has created an "Administration Pending" status for transfers.

When the Department knows that a member is on disability pending retirement, that member will be placed into a status of "Administration Pending." This will allow the Department to advertise a vacancy sooner. Following the transfer process (outlined above), a member will be selected to fill the position as a permanent assignment. However, the member who receives the permanent assignment must understand that should the member on Administration Pending status return, that member has the right to his/her position, and the newly assigned member will need to request another assignment.

This will also apply to members who are temporarily transferred to the Paramedic training program, for the first six months of training, pending permanent assignment to Battalion 3. Per the agreement with Local 27, Paramedic students have six months to return to their previous assignments.

Note	In all transfer situations, The Fire Chief maintains the right of Management to appoint members out of order on the list. A business reason for such a selection will be provided at the request of the member. Written notification will be sent to the member and to Local 27. If no candidate is found, the Fire Chief maintains the Management right to transfer a member, not assigned as a driver or member of a specialty team, into a position. The member of the staffing pool must meet the criteria for administrative positions.

SUBJECT:	STAFFING
REVISED:	10/21/14
SEE ALSO:	P 3014 Staffing
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STAFFING OFFICER

The Staffing Officer is assigned to administration and reports directly to the Assistant Chief of Operations. Staffing Officer duties include:

- Daily supervision of the staffing related duties of the Staffing Coordinators.
- Facilitating the scheduling of vacations and holidays for the Operations Division.
- Coordinating vacancy lists, transfers, recruit assignments, staffing pool assignments, and balancing and maintaining staffing levels throughout the Department.
- Staffing the Resource Management Center (RMC) when activated.
- Managing the procurement, replacement, and maintenance of RMC equipment and supplies.
- Assist in the planning and staffing for events that require the activation of the RMC.
- Be the liaison for MIS on issues pertaining to staffing and the RMC.
- Assist in other staffing related issues at the request of the Assistant Chief of Operations.

STAFFING COORDINATOR

The position of Staffing Coordinator (Staff 10) is filled by a Haz-Mat certified firefighter assigned to Station 10. Staff 10 is supervised by the Staffing Officer on staffing related duties, but is otherwise under the supervision of the officer on their assigned apparatus. Each platoon at Station 10 will have one member trained as back-up to Staff 10.

Staffing Coordinator's duties include:

- Coordinate staffing City-wide for the Operations Division.
- Perform on-scene support duties for the Incident Commander at significant incidents.
- Manage apparatus status and movement with assistance from the Fleet Manager.

- Staffing the RMC when activated as needed.
- Perform duties as a member of the Haz-Mat team.

DAILY STAFFING

Staff 10 coordinates with the Operations Division Battalion Chiefs to ensure that daily minimum staffing levels are met, extra personnel are assigned appropriately, and Technical Teams are adequately staffed. This may include the hiring of off-shift members.

Staff 10 coordinates with the Operations Division Battalion Chiefs to plan for staffing needs of the oncoming shift.

Staff 10 is the clearinghouse for requests for using saved vacation, merits off, unscheduled vacation, notification of disabilities, requests to change vacations, vacations missed due to disability, military leave, jury duty, funeral leave, and any other leave, time off, or disability.

Staff 10 facilitates the hiring of off-shift members as needed to maintain Department staffing levels as well as hiring for Special Overtime as requested by the Department.

Staff 10 maintains the Disability Log, generates the Daily Staffing Report, and maintains the overtime hiring worksheets and tracking program.

OVERTIME HIRING WINDOW The overtime hiring window for members begins at 0800 hours on the first day of the middle two days of a four day off.

ON SCENE SUPPORT

Staff10 reports directly to the Incident Commander and will assist the Incident Commander by maintaining the Passport Accountability System, monitoring assigned radio channels, and keeping track of unit status and location. Staff 10 may also communicate with staging, the Fire Alarm Center (FAC), or the RMC as directed by the Incident Commander. STAFF10 may also perform other command support functions as directed by the Incident Commander.

APPARATUS STATUS

Staff 10, with the assistance of the Fleet Manager, maintains the Apparatus Status Board which provides a snapshot of available apparatus should they be needed. The Fire Garage will fax a Fire Garage Report to Staff 10 at 1600 daily. Each evening Staff 10 will distribute to the FAC and the on-duty Battalion Chiefs the Apparatus Report which lists all available reserve apparatus and their locations, apparatus available at the Fire Garage that need to be picked up, and apparatus that have been requested by the Fire Garage for service.

PARAMEDICS IN THE COMPANIES

When Battalion 3 is greater than 14 paramedics and there is no need for an acting MSO, the extra paramedic will be detailed to an engine company using a rotating schedule.

Staff 10 will coordinate the placement of paramedics detailed to the companies.

PROBATIONARY ASSIGNMENTS

PROBATIONARY OFFICERS

Probationary officer assignments will be made based on the needs of the Department.

- Probationary assignments will not be permanent nor will probationary officers be assigned to specialty units.
- The probationary officer's assignment will be advertised once their probation is completed or their position has been vacated due to transfer.

PROBATIONARY FIREFIGHTERS

Upon completion of Drill School, Probationary Firefighters will be assigned to the Operations Division. During their probationary year, they will be temporarily transferred to Companies at Stations 2, 6, 8, 17, 18, 25, 28, 31, and 32 over all four Platoons for three months using a rotating matrix maintained by the Training Division for Ladder Company training.

Upon successful completion of three month evaluations, the Probationary Firefighter may be temporarily transferred to a single house where the Probationary Firefighter will complete the remainder of his/her probation.

Each Battalion should have no more than four Probationary Firefighters assigned to each Platoon. Ladder Companies in the listed Stations should have no more than one Probationary Firefighter in their station on their Platoon at one time.

STAFFING POOL

The Staffing Pool is designed to balance daily staffing level fluctuations due to long term disabilities, temporary transfers, and other long term absences. The Staffing Pool will maintain a minimum of 12 members at all times. Members in the Staffing Pool will be temporarily transferred in order to balance long term staffing needs. The Company Officers at the Staffing Pool member's temporary assignment will be responsible for keeping the pool member's drills and training record current.

The Staffing Pool will consist of members who meet the following criteria:

- Member has successfully completed their probationary period.
- Member has the lowest seniority in the Operations Division.

All members completing drill school will be ranked using a random drawing to determine the order in which members will be eligible to exit the Staffing Pool. This drawing will be performed by the Training Division and the ordered list will be provided to the Staffing Officer at the time the Probationary firefighters are first assigned to the companies.

Based on the ranked list, at minimum the bottom 12 pool members will remain in the pool until replaced by less senior members meeting the above criteria.

Staffing Pool members may apply for vacancies as they are advertised on the monthly Vacancy List. If a pool member is successful in securing an assignment off the vacancy list, they will receive that as their permanent assignment. If the member is one of the 12 members who has not been replaced by a less senior member as mentioned above, the member is still considered to be in the pool and may be temporarily transferred based on the staffing needs of the Department. If the Staffing Pool member is not needed elsewhere, they will return to their permanent assignment. Once the member has been replaced in the pool, they will return to their permanent assignment.

If any members have not secured a permanent assignment prior to being replaced in the Staffing Pool, they will be assigned to unfilled advertised vacancies in the order of the ranked list provided by the Training Division.

ADMINISTRATIVE OFFICERS OFF-SHIFT CONTACT INFO

If a Department member needs to reach one of the administrative officers listed below at home after regular business hours about a work-related issue, the appropriate division head listed below must be notified.

Administrative Officer to be called	Division Head to contact
Captain of Training	Assistant Chief of Resource Management
Captain of FIU or FMO	Fire Marshal
Captain of Services	Assistant Chief of Resource Management
Captain - FAC	Assistant Chief of Resource Management
Captain - Disability Officer	Executive Director of Administration
Lieutenant - Staffing Officer	Assistant Chief of Operations

When necessary, a member must call a FAC Dispatcher and request that the appropriate division head be contacted. The FAC will notify the division head, or Staff Duty Officer, that a member needs to reach an administrative officer. The division head will determine whether the administrative officer can be contacted and overtime expense be incurred.

SUBJECT:	VACATIONS
REVISED:	10/21/14
SEE ALSO:	OG 3008.
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GENERAL INFORMATION

SFD vacations are scheduled once each year through the Staffing office according to the current Labor and Management agreement(s). Scheduled Vacations will be distributed evenly throughout the year by use of a "grid." The Department will distribute the Annual Vacation Grid Memorandum, which outlines the current Labor agreement(s) prior to scheduling vacations. Members will be queried via a questionnaire for their time off preferences.

QUESTIONNAIRES

The entire process begins with distribution of individual Vacation Questionnaires. Each member will need to fill out his/her questionnaire and return it to their Battalion Chief by the designated date. Each questionnaire will require the following information:

- The number of vacation days to be scheduled.
- Contact information for the member.
- A designated Proxy and contact information for the Proxy.
- The block of consecutive vacation days requested.

Any member failing to return his/her Vacation Questionnaire by the due date will be assumed to be scheduling all of his/her vacation days and not saving any of them. The Grid will be computed including all of the member's vacation days. The process will proceed as described below. The member will be placed into the process once contact has been established by the member. Once the process has begun, no adjustments will be made to seniority. If the member or their Proxy have not made contact prior to the completion of the vacation scheduling, the member will be required to schedule all vacation in the days remaining in the Grid upon their return. If the Grid lines have been established prior to the member making contact, the member will not be allowed to save any of his/her vacation, nor will they be allowed to schedule any of their saved vacation balance for that cycle.

EXEMPT FROM THE GRID

Local 2898, Captains, MSO's, Fireboat Pilots, Fireboat Engineers, and Staff 10 may be exempt from the grid and receive Unscheduled Vacation days. Unscheduled Vacations will be administered according to current contractual agreements. Members assigned to Administration, Dispatch, and FIU will have their vacations administered according to their respective division practices. Exempt members must still return their questionnaires indicating how many, if any, vacation days they wish to save.

NUMBER OF VACATION DAYS TO BE SCHEDULED

Each member is eligible to save up to three (3) vacation days per year up to a maximum of one and one-half (1-1/2) times their annual vacation accrual based on years of service. Fractions will be rounded up.

VACATION ACCRUAL FOR 24-HOUR SHIFT MEMBERS (IN SHIFTS)

Years of Service	Annual Vacation Accrual	Annual Saved Vacation Maximum	Total Saved Vacation Allowed
1 through 6	8	3	12
7 through 14	9	3	14
15 through 19	10	3	15
20	11	3	17
21 through 24	12	3	18
25	13	3	20
26 or more	14	3	21

On the Vacation Questionnaire, members submit the number of vacation days to be scheduled for the upcoming year. This will be calculated by taking the total number of vacation days accrued and subtracting any vacation the member wishes to save or adding any previously saved vacation the member wishes to use. Once the member has submitted the number of days he/she intends to schedule, he/she must schedule all of those days. Vacation scheduling will progress by rounds according to the Department's Annual Vacation Memorandum.

CONTACT INFORMATION FOR MEMBER

It is very important that each member completes the Member Contact Information section of the questionnaire. This information will be used to contact the member about vacation scheduling.

Members will be contacted either on-duty or at the contact number(s) provided by the member. Members contacted off-duty for vacation scheduling are not eligible for overtime.

During the designated on-duty vacation scheduling days, if a member (or his/her Proxy – see below) cannot be contacted, he/she may lose his/her place in the vacation seniority order.

It is understood that not every member will be available on the designated vacation scheduling days for numerous reasons that include vacation, disability, and any number of unforeseen events and emergencies. Because of this, each member is required to designate a person with permission to choose vacation days in their stead. This designated person is the member's Proxy. The designated Proxy may be another SFD member, family member, or other non-SFD person.

PROXY AND PROXY CONTACT INFORMATION

Each member will designate a Proxy and provide contact numbers for their Proxy. Members will be bound by their Proxy's vacation choices. During the designated on-duty vacation scheduling days, failure to designate a Proxy or having a member and Proxy be out of contact may cause a member to lose his/her place in the vacation seniority order. If Members and proxies are unavailable due to alarms, the process will be held until contact can be made. Proxies contacted off-duty for vacation scheduling are not eligible for overtime.

During the designated on-duty vacation scheduling days, If a member is not on-duty or available at the contact number(s) provided for any reason, including unforeseen emergencies or disability, the member's designated Proxy will be contacted. If the member fails to designate a Proxy or the member's Proxy is not on-duty or available at the contact number(s) provided for any reason, including unforeseen emergencies or disability, it is the member's responsibility to provide a contingency plan. All members need to be aware that the vacation choices made by their Proxy are binding.

GRID LINES SET

Once all members have submitted their Vacation Questionnaires, the Department will set the maximum number of members off on vacation per day. Since vacation accrual and usage may vary on each platoon, the maximum will be calculated separately for each platoon. The maximum members off per day will be calculated by taking the sum of all vacation shifts to be scheduled divided by the total annual number of shifts worked by that platoon, then rounding that result up to the next number and adding one. Platoon maximums for Saved Vacation and Merit Off slots will be determined by the Finance Division according to the agreed upon calculation between Local 27 and the Department.

GRID PARAMETERS

- Once the Grid lines have been determined, the maximum number of members off allowed cannot be exceeded except by order of the Fire Chief or his designee.
- A minimum of two (2) regularly assigned members on each unit must remain after vacation scheduling. For stations with both Engine and Ladder companies assigned, there must be a total of four (4) regularly assigned members remaining between both the Engine and the Ladder Truck with at least one (1) regularly assigned member from each unit after vacation scheduling.

- A minimum of 25% of the regular Officers in each Battalion must remain after vacation scheduling (see chart).
- In Specialty Units and Battalion 3, the minimum on-duty staffing level must remain after vacation scheduling (see chart).

SPECIALTY UNITS AND B3

UNIT	B3	HAZMAT	DECON	TECH	MARINE
Assigned	19	14	6	7	14
Minimum	15	11	4	5	10
Max. Off	4	3	2	2	4

OFFICERS PER BATTALION

BATTALION	2	4	5	6	7
Assigned	7	10	9	9	9
Minimum	2	3	3	3	3
Max. Off	5	7	7	7	7

SCHEDULING

Annual Vacations shall be in accordance with current Labor Agreement(s). Pertinent details will be outlined in the Department's Annual Vacation Memorandum.

TRADING OR MOVING VACATIONS

MOVING

Once all rounds have been completed, members may move vacation days within the grid as long as the Minimum Staffing Rules are not violated.

Battalion Chiefs will be responsible to ensure that the move complies with these rules.

Vacation changes will be done online using the procedures identified in Time Off section of OG 3008.

Battalion Chiefs and Company Officers of affected members are to make appropriate entries in the Battalion and Company Journals respectively when the request is approved.

TRADING

Once all rounds have been completed, members may trade vacation days as long as the Minimum Staffing Rules are not violated. Battalion Chiefs will be responsible to ensure that the trade complies with these rules. Requests to trade vacation days are submitted on a Form 73D. Both members requesting a trade will sign the form. Both Company Officers will sign the form and, if approved, forward it through the chain of command to the Deputy Chief of Operations. The trade is not considered approved until a staffing review is complete and Deputy 1 has signed the form.

Battalion Chiefs and Company Officers of affected members are to make appropriate entries in the Battalion and Company Journals respectively when trades are approved.

COMPENSATORY TIME, SAVED VACATION, AND UNPAID TIME OFF

12 HOUR BLOCKS

Local 27 members are allowed to take Saved Vacation/Compensatory time off in 12 or 24-hour blocks. The 12-hour Saved Vacation/Compensatory Time Off can be requested in either AM (0800-hours to 2000-hours) or PM (2000-hours to 0800-hours) blocks. Up to four positions in the Time Off Grid, on a first come/first serve basis, may be available for 12-hours time off requests.

The maximum number of members off on Compensatory Time, Saved Vacation, and Unpaid Time Off is calculated on an annual basis using a formula that has been agreed upon by Local 27 and the Department.

Members may include a debit day within their block of vacation. So as not to have those debit shifts reduce the vacation choices of another shift, those debit shifts will initially count against the maximum number of members off on Saved Vacation or Compensatory Time for that day.

If the maximum number of regular vacation slots available are not met on a given day, debit shifts will be moved in to the regular vacation slots in the grid. As a result, the number of slots available for Compensatory Time, Saved Vacations, and Unpaid Time Off will increase accordingly.

Unused Vacation Grid slots become available two calendar months prior to a given date to members who are requesting time off using Compensatory Time, Saved Vacation, and Unpaid Time Off. Members are not allowed to move Scheduled Vacation into available slots for Compensatory Time, Saved Vacations, and Unpaid Time Off.

The Vacation Grid and List of Compensatory Time, Saved Vacations, and Unpaid Time Off will be maintained online and will be accessible by members as a read only file. Members should refer to the list prior to requesting time off.

VACATION MISSED DUE TO DISABILITY

Members who miss any or all of their scheduled vacation due to being off on disability will be given two choices for rescheduling. First, members may add to their saved balance as long as neither the annual nor overall maximum saved totals have been reached. Second, members may reschedule some or all of those days within the Grid in the current year, and/or have those days added to the next year's scheduled vacation as carry over vacation.

If a member wishes to reschedule vacation due to disability in the current year, the member can reschedule online or via e-mail (see OG 3008 Time Off). If a member wishes to schedule vacation in the next year as carry over, or add to the members saved vacation balance, the member will use a Form 63B to document scheduled vacation days missed due to disability. Members will indicate how they choose to allot the vacation dates missed (i.e. add to saved if contractually allowable, and/or reschedule as carry over vacation in the next year).

TRANSFERS

BETWEEN ADMINISTRATION AND OPS

Members transferring from Operations to Administration and vice versa will have their current years vacation adjusted based on a calculation that is articulated in an Agreement between Local 27 and the Department.

TRANSFERS WITHIN OPS

Any members transferring from one shift to another (Pool members excluded) will have their vacations mirror their original vacation and will correspondingly reduce the list of available Scheduled Vacation or Saved Vacation and Comp Time slots on the new platoon. Conversely, the shift the member is transferring from will have those slots become available. The member also has the option of moving all or some of his/her dates to new dates that fit within the Grid. The only exception is if the transfer happens within the time period in which the Scheduled Vacation and Saved Vacation and Comp Time slots are all filled, the member will be granted a Scheduled Vacation that most closely mirrors his/her original vacation regardless of the Grid. In order to mitigate the impact on the Grid, the corresponding slots the member is vacating that causes the Grid to be exceeded will not become available for use by another member.

STAFFING POOL

Members in, about to enter, or about to exit the Staffing Pool are required to schedule their vacations as per the rules applicable to all non-exempt members. If the member is transferred to another platoon because of his/her inclusion in the Staffing Pool, that member's remaining scheduled vacation days are converted to Unscheduled Vacation. This does not apply if a member is transferred on the same platoon and only a debit number is affected or if the member puts in for and is awarded a vacancy per the Transfer Policy. Once a Staffing Pool member's Scheduled Vacation has been converted to Unscheduled Vacation, the member retains those days as Unscheduled Vacation for the remainder of that year regardless of further transfers or changes in Staffing Pool status. Any Unscheduled Vacation days remaining at the end of the year will convert to carry over vacation days for the subsequent year.

SUBJECT:	UNIFORMED PROBATIONARY EMPLOYEES
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RECRUIT TRAINING PROCEDURES

Training of Recruit Firefighters is divided into two divisions.

DIVISION I

Training, testing, and weekly evaluation of Recruit Firefighters during Division I, Recruit School, will be the responsibility of the Chief of Training and the staff training instructors. Training at this level will cover all Firefighter I NFPA criteria and is intended to provide the newly hired employee with sufficient skills to function in an Operations Division company.

DIVISION II

The Company Officer is to act as a mentor for assigned Probationers by providing instruction in assigned areas, and reporting progress per Department standards. The Supervising Officer will monitor progress in the areas listed in the Probationer's SFD Guidelines for the Probationary Firefighter Manual, Division II competency list which includes:

- An immediate review of manipulative skills to prevent degradation of skills. Probationary Firefighters should be drilled at least once per shift.
- Completion of assignments in the self-study reading and district program. This includes administering and grading monthly district tests on assigned routes of travel to SFD facilities.
- Introduction to and evaluation of the Probationer's performance in the Department's EMS, competency based, continuing education program.

The Supervising Officer documents items listed in the Division II competency list that have been instructed by dating and initialing the form. The completed form is sent to Training Division no later than ten (10) days after the completion of the Probationer's seventh month of employment.

PROFESSIONAL STANDARDS

Each Probationary Firefighter will receive Guidelines for the Probationary Firefighter manual, published by the Training Division, used to guide that member and the members officer through the remainder of the probationary period.

ISSUANCE OF CERTIFICATES

The employer or designee, typically the Chief of Training, has the responsibility and authority to issue certificates, indicating month and year that the Recruit successfully demonstrated competency to the SFD Probationary Guidebook (WAC 296-24-020 and 296-62-3040).

The Recruit Coordinator will recommend certification of all Recruits who have successfully demonstrated competency in all SFD Professional Standards to the Chief of Training.

A copy of certificates issued to Seattle firefighters who, during a specific year, demonstrated competency to SFD Standards for Firefighter I is kept in the member's training records and personnel file.

ACCESSIBILITY OF RECORDS

Copies of recruit school evaluations, competency check-off lists, tests, and test scores, which document competency in meeting SFD Standards will be kept at Training Division. These records are maintained with the Training Division until the completion of the one year probationary period. They are then transferred to Human Resources for archiving.

Probationary reports (Form 50 and Form 50B) are processed through the chain of command and filed in the member’s personnel file.

USE OF PROBATIONARY FIREFIGHTERS

Probationary firefighters will take watch duties at the discretion of the Company Officer.

Probationary firefighters must complete the following in order to enter the station detail rotation:

- Completion of the ninth month of employment, end of the sixth month in the Company.
- Two (2) consecutive satisfactory ratings on their monthly evaluations.
- Agreement of the Company Officer and Battalion Chief.

Probationary firefighters may be detailed to an Aid Unit after their ninth month of employment and they are teamed with a firefighter who is assigned to the Aid Unit’s Station.

Probationary firefighters will not be allowed to make shift or merit trades until they enter the detail rotation.

PERFORMANCE EVALUATION GRADING SCALE

Excellent – Meets or exceeds the requirements for all categories 95 percent or more of the time. Excellent refers to the individual who generally does a superior job, completes all assignments as scheduled, with very few minor errors or mistakes. The individual has no shortcomings in meeting the established standards and has in fact exceeded requirements in meeting the standards with minimal supervision.

Very Good – Meets or exceeds the requirements for all categories 90 percent or more of the time. Very Good refers to the individual who generally does competent work with a number of minor errors or mistakes. Has a few minor shortcomings in meeting the established standards and in fact has exceeded the requirements in meeting the greater portion of the standards with less than average supervision.

Satisfactory – Meets or exceeds the requirements for all categories 80 percent or more of the time. Satisfactory refers to the individual who generally does competent work with a number of minor errors and mistakes. May have minor problems meeting a few established standards, however, follows advice for corrective action. Average supervision required to maintain acceptable level of performance.

Marginal – Meets or exceeds the requirements of all categories less than 80 percent of the time. Does not consistently meet established standards in the specific categories indicated. Marginal refers to the individual who demonstrates the capability and willingness to take corrective action to meet the standards. The individual requires frequent additional supervision to upgrade performance.

Unsatisfactory – Meets few established standards. Has not made improvement after specific corrective instruction. Unsatisfactory refers to the individual who is not willing and/or capable of improvement in the specific categories indicated. Attempts by supervisors to improve the candidate's performance have failed.

Comments on the evaluation form must be:

- Relevant - Pertaining to job performance and specific objectives.
- Representative - Not an isolated instance, but generally demonstrates behavior.
- Consistent - Written summary comments must be consistent with oral day-to-day comments.
- Ethical - Rated on the basis of your observation and those of other Supervising Officers.

PROBATIONARY FIREFIGHTER EVALUATIONS

The purpose of the Probationary Firefighter evaluation is to provide an ongoing evaluation of the level of performance of each probationary firefighter in each defined category relative to the established standards of the SFD. The probationary evaluation is designed to provide a basis for determining if the probationer will receive a permanent appointment to the position of Firefighter.

A monthly evaluation reporting period is required for each month of the one year probation. Probationary Firefighters evaluated as marginal by the Supervisors must be evaluated every two weeks.

Marginal or unsatisfactory probationers will not be allowed to work without the joint approval of the Battalion, Deputy, and Assistant Chiefs.

A letter of explanation for unsatisfactory or marginal monthly evaluations report must be forwarded to the Chief of the Fire Department. The joint approval will be made on a monthly basis for the remainder of the probationary period.

Probationary Firefighters are required to perform their assigned duties and tasks to the best of their ability.

Officers having supervisory responsibilities must apply the standards of this performance evaluation on an impartial basis as required in this Operating Guideline.

EVALUATION REVIEW AND FOLLOW-UP

At the end of each shift the Supervising Officer must:

- Make detailed comments regarding the satisfactory or unsatisfactory aspects of the probationer's performance during that shift on the Form 50A.
- Review the comments with the probationer and advise him/her of corrective action if necessary.
- The Officer and probationer will initial the Form 50A, thus indicating that they have reviewed and understood the comments in the report.

A report (Form 50) must be submitted on each probationary firefighter as specified in the Personnel Transfer List or as otherwise noted below.

Important –	The report must be completed and forwarded through the chain of command. All Form 50's will be typed by the original rater. However, subsequent raters may hand write their comments.

A separate Form 50A will be completed by the Engine Officer and the Ladder Truck Officer daily.

In the event the probationer is detailed from his/her assigned company, a Form 50 report will be forwarded each time two (2) or more shifts are worked in another company.

Details for a period of less than two (2) shifts are accounted for by marking "Detailed to __________" on the Form 50A by the Supervising Officer for that period. The completed Form 50A is then forwarded to the probationer's assigned company.

A Form 50 report will also be filed at any time when, in the judgment of a Supervising Officer, the probationer's performance changes to "Marginal" or "Unsatisfactory".

Actions taken that are within the supervisor's realm of authority will be noted on the report. Those that are not within the realm of the supervisor's authority must be in the form of a recommendation.

Successive Supervising Officers are to review the report and indicate any disagreement with the initial rater. Such review includes specific written statements, recommendations, or follow-up actions.

Final review and approval or disapproval is made by the Assistant Chief.

Form 50 reports must be marked so as to indicate the probationer's final status of appointment or discharge.The Form 50 and Form 50A must be made in duplicate. The original is forwarded as defined in this instruction. The copy must be maintained in the Company personnel file.

The original is to be filed in the probationary firefighter's personnel file. Within thirty (30) days after completion of the probationary period, all Company copies of the Form 50 and Form 50A are forwarded to the Personnel Office for disposal.

The Form 50A(s) is attached to the Form 50. One copy of the Form 50A will be filed in the company and the original copy will be attached to the Form 50 report and forwarded through the chain of command.

Documentation must include times, dates, locations, and actions or non-actions as indicated.

COMPLETING THE FORM 50 AND 50A

Instructions for using the SFD Performance Evaluation:

Date – Date the report is completed by the Company Officer.

Report Number – This entry must agree with the report number indicated on the Personnel Transfer List assigning probationary personnel to a company.

Name and Assignment – Actual assignment, not where member is working during this reporting period, otherwise self-explanatory.

Report Period – Dates the report covers.

Shifts – Total.

Supervised – Total number of shifts during the report period the probationer was supervised by the member completing the report.

Disability – The total number of shifts the probationer spent on disability during the report period.

Other – The total number of shifts during the report period the probationer was absent from duty for reasons other than disability.

Item Rating – Using the SFD Probationary Performance Evaluation Scale as a guide, each item under the major section heading must be rated by using the scale A through E as defined on the scale. Rate each item independently. Do not look back at previous ratings or circle more that one rating at a time.

Unsatisfactory, Marginal, and Excellent ratings require SPECIFIC comments on the Form 50 and must be supported by documentation on the Form 50A.

Example –	During a room fire at 48th Avenue South & South Raymond Street at 2305 hours, 3/12/77, incident number #00143, the probationer could not remember the proper method of slinging a mask. This action caused a delay in getting water on the fire.

Documentation must have the date, time of day, type of incident and, if necessary, an address.

Each Marginal rating is unacceptable without improvement. If there is no improvement on a Marginal rating by the next reporting period, the rating will be reduced to Unsatisfactory.

Overall Report Summary – Total Rating – One or more items in the major section of Emergency Work marked Unsatisfactory constitutes an overall Unsatisfactory report, regardless of other ratings. The Rating Officers are not to recommend continued employment or final appointment unless there is improvement in the inadequate area.

The Probationer may be allowed one Unsatisfactory Rating for one month in other than the Emergency section and still maintain a total rating of Satisfactory. If there is no improvement after one reporting period, the total rating will drop to Unsatisfactory. Probationers with a Marginal or Unsatisfactory Rating in any area may not have a total rating above Satisfactory.

Comments – A summary description of the Probationer's performance based on the Form 50A. The rater must give examples of performance, describe the Probationer's strengths and weaknesses, and indicate plans for improvement. Item ratings of A, D, or E must be keyed to this section and justified with documented evidence.

Corrective Action – Indicate the specific corrective action being taken to correct specific deficiencies.

Example –	Probationer given two weeks to bring the "Marginal" Rating in "Knowledge of Hose Operations" up to a "Satisfactory" or better rating. Individual drills will be administered.

Specific Recommendations – Must be only those that are not within the authority of the rating office to effect. They may include:

- The Supervisory Officer will make a specific recommendation for the continued or discontinued employment of the probationer or final employment, as appropriate.

The Supervising Officer's signature, Company/Platoon/On Number (C.P.O.), and date.

Example	A one-month detail to a ladder company in order that he/she may accomplish required ladder truck drills.

The Probationer must sign the evaluation. His/Her signature signifies that he/she has reviewed the evaluation with the Supervising Officer. This signature does not indicate that the Probationer agrees or disagrees with the evaluation, only that he/she has reviewed it. The Probationer may use the comments or additional comment spaces for comments, or may attach his/her comments as he/she deems necessary or appropriate.

CAPTAIN

For the review and endorsement of the Company Captain. If the Captain is the initial rater, this area may be used for additional comments, otherwise mark "same."

BATTALION CHIEF

For the review and additional rating by the Battalion Chief.

Disagreement with a major section rating may be indicated by circling and initialing the rating which the Chief feels is the proper one. Under comments, specify the observations and facts that resulted in the disagreement.

Specific recommendations of the Battalion Chief should be only those that are not within his/her authority to enforce.

Example	Due to the reasons stated in the comment section of this report, I recommend this probationer be terminated immediately.

When specific deficiencies that cannot be corrected by the immediate supervisor have been identified, or when specific recommendations have been made that are within his/her authority to effect, the Battalion Chief indicates what action has been or will be taken to correct those conditions.

DEPUTY CHIEF

Should the Deputy Chief be the initial Chief rater, the directions would remain as previously listed.

When reviewing a Form 50 with a Battalion Chief's endorsement, the Deputy Chief will enter comments and/or specific recommendations or orders that he/she deems necessary, and will APPROVE or DISAPPROVE the report and forward the same through channels.

ASSISTANT CHIEF

Comments, orders and recommendations he/she deems necessary. He/she has the final approval or disapproval of the report.

Additional Comments – This area may be used by any rater needing additional space. The rater is to sign just below the comments.

Should any rater need additional space beyond that provided for on the form, it is to be on an intra-Department letter to the Chief of the Fire Department. The letter is to be attached to the Form 50.

PROBATIONARY OFFICER EVALUATION

The SFD will conduct scheduled evaluations of newly appointed Officers.

Probationary Fire Officers are responsible to perform their assigned duties and tasks as identified by this Instruction and as directed by Supervising Officers.

Supervising Officers are responsible to apply the standards of the performance evaluation identified in this section.

The evaluations will be scheduled and conducted during the probationary period and used as a basis for determining if the individual should receive a permanent appointment. Evaluation are documented monthly on a Form 50B.

A Form 50B must be completed for each probationary officer as specified on published Personnel Transfer Lists. All Form 50B's will be in duplicate.The Form 50B is then forwarded via the chain of command after the end of the reporting period.

Marginal or Unsatisfactory probationers will not be allowed to work in the new position beyond the sixth probationary month without joint approval of the Battalion Chief (when appropriate), Deputy Chief, and Assistant Chief. These recommendations are made on the Form 50B. The joint approval must be made on a monthly basis for the remainder of the probationary period.

A Form 50B report may be filed at any time, in the judgment of a Supervising Officer, the probationer's performance changes to Marginal or Unsatisfactory.

Form 50B reports must be marked to indicate the probationer's final status, i.e., appointment or demotion.

SUPERVISING OFFICER REVIEW

Successive Supervising Officers will review the report and indicate any disagreement with the initial rater. Such review includes specific written statements, recommendations, and/or follow-up actions.

Final review and approval or disapproval will be made by the Assistant Chief.

Actions taken that are within the supervisor's realm of authority will be noted on the report. Those actions that are not within the realm of the supervisor's authority must be in the form of a recommendation.

COMPLETED REPORT

The Form 50B will be made in duplicate. The original will be forwarded as defined in this instruction. The copy is maintained in the Company/ Battalion personnel file.

The original must be filed in the probationary candidate's personnel file. Within thirty (30) days after completion of the probationary period, all Company/Battalion copies of the Form 50B will be forwarded to the Personnel Office for disposal.

COMPLETING THE FORM 50B

Date – Date the report is completed by the Company Officer.

Report Number – This entry must agree with the report number indicated on the Personnel Transfer List assigning the probationary officer to a company.

Name and Assignment – Actual assignment, not where he/she is working during this reporting period, otherwise self-explanatory.

Report Period – Dates the report covers.

Shifts – Total.

Supervised – Total number of shifts during the report period the probationer was supervised by the member completing the report.

Disability – The total number of shifts the probationer spent on disability during the report period.

Other – The total number of shifts during the report period the probationer was absent from duty for reasons other than disability.

Item Rating – Using the SFD Probationary Performance Evaluation Scale as a guide, each item under the major section heading must be rated by using the scale A through E as defined on the scale.

Excellent ratings require brief comments on the Form 50B.

All Unsatisfactory, or Marginal, require SPECIFIC comments on the Form 50B.

Example	During a house fire at 48th Avenue South & South Raymond Street, incident number #00143, the probationer did not give clear, concise orders to his crew, which resulted in a delay in laddering the roof and ventilating.

All documentation must have the date, time of day, type of incident and, if necessary, an address.

Rate each item independently.

Each Marginal rating is unacceptable without improvement. If there is no improvement on a Marginal rating by the next reporting period, the rating will be reduced to Unsatisfactory.

Supervising Officer will make a specific recommendation related to the probationer's continued employment or recommend conditional employment based on specified goals that the probationer must achieve. The goals and time frame must be documented on the Form 50B.

The Supervising Officer's signature, Company, Battalion, Platoon, on number (C.P.O.), and date must be included.

The probationer will sign the evaluation. His/her signature signifies that he/she has reviewed the evaluation with the Supervising Officer. This signature does not indicate that he/she agrees or disagrees with the evaluation only that he/she has reviewed it. The probationer may use the comment spaces for comments, or may attach his/her comments as he/she deems necessary or appropriate.

Evaluating Officers – The supervising Captain is the initial rating officer for a probationary Lieutenant.

The comments by second and third level Supervising Officers are made by Battalion and/or Deputy Chiefs, dependent on the probationary officer's rank.

Disagreement with a major section rating must be indicated by circling and initialing the proper one. Under comments, specify the observations and facts that resulted in the disagreement.

Specific recommendations of the Battalion/Deputy Chief must be only those that are not within his/her authority to effect.

Example	Due to the reasons stated in the comment section of this Report, I recommend this appointment be terminated immediately.

When specific deficiencies that cannot be corrected by the immediate supervisor have been identified, or when specific recommendations have been made that are within his/her authority to effect, the Battalion/Deputy Chief will indicate what action has been or will be taken to correct those conditions.

Should the Deputy Chief be the initial rating officer, the directions would remain as previously listed.

When reviewing a Form 50B with a Battalion Chief's endorsement, the Deputy Chief should enter comments and/or specific recommendations or orders that he/she deems necessary, and must in all cases APPROVE or DISAPPROVE the report and forward the same through channels.

Assistant Chief – The Assistant Chief is responsible for final approval or disapproval of the report based on the comments, orders, and recommendations made.

Additional Comments – Should any rater need additional space beyond that provided for on the form, it is to be on an intra-Department letter to the Chief of the Fire Department, attached to the Form 50B.

SUBJECT:	MANAGEMENT INFORMATION SYSTEMS
REVISED:	10/21/14
SEE ALSO:	
PAGE(S):	4

INFORMATION TECHNOLOGY REQUESTS

Requests for new hardware, software, and applications should be made via the on line Information Technology (IT) Request Form. This will include any request for:

- New software or applications that will be used throughout the Fire Department, or used by more than one person. Such as a database for capturing fields inspection notes; or creating an on-line form for the Department's web site.
- Modifications to existing multi-user software or multi-user applications. This includes modifications that would change software or applications for personal use into multi-user software or a multi-user application.
- Any new software or application, or modifications to software or applications that the MIS Division is being asked to develop, implement, or support.
- Any new hardware or modifications or enhancements to existing hardware.

COMPUTER SUPPORT

Problems with computers are addressed with a phone call made to the "Help Desk," at (206) 386-9770, and are managed by the Service Desk staff.

After normal business hours, an operator at the City's Data Center will answer calls, 5 p.m. and 7 a.m., weekends, and holidays.

Data Center operators will be able to reset CAD and network (i.e., computer log-on) passwords. For other types of problems, the Data Center will use the following protocol:

Page on-call MIS staffer	No computer at the fire station can connect to the network
	No computer at the station can access CAD or RMS
	Alerting printer not working
	First line response apparatus MDC is not working
	Any problem that the caller really believes is an emergency
Log a work request	Any problem that can wait until the next business day

The Data Center will not have all of the same resources and information that the Service Desk staff has, so your patience and cooperation will be appreciated.

COMPUTER AND NETWORK SECURITY

PERSONAL COMPUTERS

Department members may not attach their personal computers, personal digital assistant (PDA), cameras, or other personal computing devices to the SFD network without authorization from the MIS Division.

The City's network and security technicians monitor SFD networks to identify any unauthorized devices and will take action, which may include summarily disabling the unauthorized device.

DEPARTMENT LAPTOP COMPUTERS

Department-issued laptop’s must have current virus protection software and other software that allows the MIS Division to identify the laptop as an authorized device. Even if the laptop was acquired by the Department in the past, it may not have current software. The MIS Division will upgrade laptop virus protection and other software. Members must fill out an MIS Service Request and leave Department issued laptop’s with the MIS Division for software inspection and upgrade. If you leave the laptop, you will get an approximate date when you can pick it up.

PERSONAL DIGITAL ASSISTANTS (PDA)

No privately owned personal digital assistant (PDA) devices will be attached to a Department computer without MIS Division approval.

The City requires that all PDAs have virus protection software. The MIS Division will upgrade PDA software and ensure that PDAs are properly protected.

ELECTRONIC MAIL (E-MAIL)

Non-City e-mail applications or web-based e-mail websites such as Hotmail, Yahoo, etc. may not be used. If any member has a critical business need to use any of these non-City e-mail systems, they should send a written justification to the Executive Director of Administration.

The City Outlook e-mail system has substantial protection from viruses. The system allows City technicians to quickly respond to any breaches in security. Commercial/web-based e-mail systems have a high volume of viruses and worms and the City cannot prevent infestations from those systems.

If the e-mail is from an unknown source, delete the e-mail and delete it from the Outlook Trash folder.

Attachments – Do not open e-mail with the following file extensions: ZIP, PIF, CMD, SCR, EXE or BAT.

If the e-mail is from a known source, use the Outlook "View" function to look at the attachment without opening it. Right-mouse click on the attachment and select "View" from the menu options. An infected attachment will be blank or have unreadable symbols. If so, delete the e-mail and delete it from the Trash folder.

It is relatively safe to open Outlook e-mail attachments with the following file extensions: .doc, .xls, .mdb, .pdf, and .xls; .MDB files cannot be viewed. If you have any doubts about the person or source of an .MDB file attachment, the safest strategy is to delete it.

A large list of file types attached to an incoming Internet e-mail message will be blocked. The list of files can be located at

http://inweb/bulletins/BroadcastMessage_040303_1.htm

Any member who needs to receive these file types for their work may use an FTP server that is part the City's Public Access Network (PAN) system. Please complete an MIS Service Request describing your need to receive these files and you will receive instructions on how to use the FTP server.

Members are responsible for complying with all citywide technology policies. These policies are located at the following link on the City's InWeb Home page:

http://inweb.ci.seattle.wa.us/technology/enterprise tech/policies standards/policy AllEmployee.htm

Members must read and ensure they are knowledgeable about the City's Information System Security Policy 16 and Policy 17 located at the following link:

http://inweb.ci.seattle.wa.us/technology security/policies/ISSP Contents.htm

Policy 16 describes enforcement steps of the City's security policy and consequences for not complying with the policy. Policy 17 describes acceptable use of city digital equipment, internet access, electronic communications, and other applications.

Members should follow safe computing practices with their home computers by having up-to-date virus protection software. A useful resource and reference is the Chief Security Officer's InWeb site at http://inweb/technology_security/

Note	Electronic mail received or sent from Department computers cannot be considered private and is subject to public disclosure laws.

SUBJECT:	RESPONSE GUIDELINES
REVISED:	10/21/14
SEE ALSO:	(Policy Section), OG-4004 Radio Communication Procedures, OG-4005 Communications Equipment, OG 5001 Aid and Medic Unit Responses.
PAGE(S):	10

GENERAL INFORMATION

It is important that Company Officers and Chiefs maintain communication with each other and the Fire Alarm Center (FAC) regarding unit status in order to provide adequate response capabilities throughout the City.

This guideline will define the type of responses, how they are dispatched, the different service status of units as well as general travel guidelines.

RESPONSE TYPES

The following is a list of the different emergency response types and their definitions.

Aid: Resources dispatched to an emergency medical incident where basic life support assistance is required.

Medic: Resources dispatched to an emergency medical incident where advance life support assistance is required.

Assault with Weapons: Resources dispatched to an emergency medical incident involving an assault with a weapon, including self-inflicted injuries. This will indicate the need for arriving units to standby at a safe location until Seattle Police have secured the scene, unless directed otherwise by the FAC.

Multiple Casualty Incident (MCI): Resources dispatched to an emergency medical incident dependent upon the nature of the incident, number of patients, and their severity of injury.

Fire Response: Resources dispatched to an incident where firefighting PPE and/or equipment may be required.

Full Response: A fire response where resources are dispatched to a "Fire in Building" (FIB) consisting of 4 Engines (residential) or 5 Engines (commercial), 2 Ladder Trucks, 2 Battalion Chiefs, Aid Car, Medic Unit, Deputy Chief, Safety Chief, Staffing Coordinator, Air Unit and other units if appropriate.

Service Response: A response to a stable incident where units respond without red lights or siren. Units respond in conformance with traffic regulations and are out-of-service unless otherwise specified by the FAC. If dispatched to respond in-service, the unit will be available for other responses at the discretion of the FAC.

HazMat Response: Resources, including the Hazardous Materials Response Team, dispatched to an incident involving the presence or suspected presence of a hazardous material.

Marine Response: Resources, including the Marine Emergency Response Team, dispatched to an incident involving vessels or structures in or adjacent to navigable waters.

Rescue Response: Resources dispatched to an incident requiring patient rescue and/or extrication. Based upon the severity of the incident, this may include the Technical Rescue Response Team or other Technical Team, i.e. Tunnel Rescue Team.

Freeway Response: A response to a divided roadway (referred to as a Limited Access Roadway (LAR)) where a minimum of 2 Engines will be dispatched to provide increased safety of Department personnel. In addition, to provide for faster patient removal from the LAR, an aid car may be included. LARs shall be defined as I-5, I-90, SR-99 (from the Battery Street Tunnel south), Aurora Ave. (between Battery St. and Winona Ave. N), SR-509, SR-520, and the West Seattle Freeway.

Mutual Aid Response: Resources dispatched to an incident involving a jurisdiction outside the City of Seattle protection area.

Move-Up: A relocation of apparatus to another station as directed by the FAC to maintain reasonable response coverage of the City for other emergency incidents.

Multiple Alarm Response: An incident where a request for resources in addition to the full response equals or exceeds 4 Engines and 2 Ladder Trucks. (The Incident Commander (IC) at a response location is notified by the FAC when a request for additional resources causes the total number of response units to equal or exceed the next greater level of any multiple alarm response.)

Two-Eleven Response (2-11): Consists of 4 Engines, 2 Ladder Trucks, Communications Van, and Air 240 or Air 260.

Three-Eleven Response (3-11): Consists of 4 Engines, 2 Ladder Trucks, and a Battalion Chief.

Four-Eleven Response (4-11): Consists of 4 Engines and 2 Ladder Trucks.

Five-Eleven Response (5-11): Consists of 4 Engines and 2 Ladder Trucks.

General Alarm: When directed by the Fire Chief, all off-duty members of the SFD are required to respond to their normal duty assignments.

RESPONSE CODES

There are different response color codes used to indicate the urgency of an incident. A unit designated to change their response color code status should take appropriate action without waiting for confirmation from the FAC. The color code status of a unit may be changed or restored at any time.

CODE RED

Code red is a response mode utilizing lights and sirens and does not require conformance to normal traffic regulations. The unit is out-of-service until their status is changed by notifying the FAC. All responses should be code red unless otherwise designated by the FAC.

CODE YELLOW

Code yellow is a response mode that does not require the use of lights and sirens, but does place the unit out-of-service (unless otherwise indicated by the FAC). Conformance to traffic regulations is required and the unit will remain out-of-service until their status is changed by notifying the FAC.

A unit may be dispatched code yellow (e.g., aid-personal service), or initially dispatched code red and changed en route to code yellow (e.g., confirmed false alarm).

CODE YELLOW	
FAC	"Engine 33, acknowledge."
Engine 33	"Engine 33."
FAC	"This is a confirmed false. Workers set off the system. Reduce to code yellow."
Engine 33	"Engine 33, code yellow."

CODE GREEN

Code green indicates that an identified unit is no longer needed and its status is now in-service. Units receiving a code green should turn off red lights and sirens and return to driving in conformance with traffic regulations.

CODE GREEN	
Engine 33	"Dispatch from Engine 33."
FAC	"Go ahead Engine 33."
Engine 33	"Pump can trash fire in the storage room. Code green Ladder 12."
FAC	"Engine 33, tapped fire in the storage room. Ladder 12 code green, acknowledge."
Ladder 12	"Ladder 12, code green."

RADIO TONES

The FAC uses three audible tones on the radio that precede a dispatch or notification of a forthcoming message.

RESPONSE TONES

AID TONE

A signal broadcast over Zone 1 Channel 4 and the appropriate station speakers to alert units of an aid or medic response.

EMS responses will be alerted over Zone 1 Channel 4 and units will respond on Zone 1 Channel 5.

FIRE TONE

A signal broadcast over Zone 1 Channel 4 and the appropriate station speakers to alert units of a fire, technical team (HazMat, Technical Rescue, Marine, Decon), rescue, or service response.

Motor Vehicle Accident (MVA) and Motor Vehicle Accident Freeway (MVAF) responses will use the Fire Tone to prompt responders to don appropriate personal protective clothing and equipment for MVA and MVAF responses. MVA and MVAF will be alerted over Zone 1 Channel 4 and units will respond on Zone 1 Channel 1.

SPECIAL NOTICE TONE

LONG TONE

A long duration tone (approximately three seconds) followed by the verbiage, "Special Notice" is used to notify the Department of a forthcoming message. The tone is broadcast over Zone 1 Channel 4.

STATUS CHANGES

Changes in a unit's status can be done both electronically and verbally. Depending on the circumstance the change may be initiated by the FAC or by the unit itself.

As a general rule, when a unit changes its own status they should do it electronically via the Mobile Data Computer (MDC). This will help reduce radio traffic.

However, there are certain situations where a unit's status change will be done verbally:

- When a unit does not have the authority to change its own status (e.g., IC has been established, an "Answering" Unit has been designated, you are not the first unit on-scene).
- When an apparatus does not have a functioning MDC (e.g., "Air 9 responding" transmitted via radio).
- When requesting to be placed in/out-of-service via the FAC (e.g., mechanical, training, etc.). In these situations it is important that this be done by the FAC to ensure the unit's status is properly changed within the Computer Aided Dispatch (CAD) system.

In addition to electronically changing a unit's status via the MDC, specific units will verbally state their status change when responding, arriving on-scene, and going in/out of service as described in the following sections.

RESPONDING

All units dispatched to a response will be required to acknowledge receipt of the alarm by selecting the *Responding* button on their MDC. In addition, the following unit(s) will be required to confirm their responding status verbally via radio upon prompt from the FAC. This will be dependent on the response type.

TYPE OF RESPONSE	UNITS REQUIRED TO ACKNOWLEDGE RESPONDING VIA RADIO
Aid/Medic	1st Unit dispatched, Medic Unit, Chief (if applicable)
Fire	1st Unit dispatched, 1st Chief dispatched, Technical Team (if applicable)
Rescue	1st Unit dispatched, 1st Chief dispatched (if applicable), Technical Team (if applicable)
Technical Team	1st Unit dispatched, 1st Chief dispatched, Technical Team

If at any time personnel or units are unable to immediately respond to an emergency, the FAC will be notified of the reason for the delay or inability to respond.

ARRIVAL ON-SCENE

All units dispatched to a response will be required to designate arriving on-scene by selecting the *On-Scene* button on their MDC. In addition, the following unit(s) will be required to confirm their arrival verbally via radio dependent on the type of response.

TYPE OF RESPONSE	UNITS REQUIRED TO DESIGNATE ARRIVAL ON-SCENE VIA RADIO
Aid/Medic	1st Unit to arrive on-scene, Medic Unit, Chief (if applicable)
Fire	ONLY the 1st 2-1-1 to arrive on-scene, Technical Team (if applicable)
Rescue	1st Unit to arrive on-scene, 1st Chief to arrive on-scene (if applicable), Technical Team (if applicable)
Technical Team	1st Unit to arrive on-scene, 1st Chief to arrive on-scene, Technical Team

IN-SERVICE

When on a response as a single unit and the unit's duties are completed, the unit may simply place themselves in-service via the MDC. This should be accomplished by selecting the *Clear Call* button within the Status tab, and not via the *Available On Radio* button.

At any other time, if the unit is under the authority of another unit (e.g., IC, "Answering Unit", etc.), the unit's status should only be changed by or with the permission of the responsible unit.

If a unit initially was placed out-of-service by the FAC (e.g., mechanical, training, etc.) the unit will verbally request to be placed in-service by the FAC. This action is needed to ensure the unit's status is properly changed within the CAD System.

Officers and members in charge of specific units should be aware of their unit's status. When in doubt, units on the air should verbally request a status check.

STATUS CHECK	
Engine 10	"Dispatch from Engine 10."
FAC	"Go ahead Engine 10."
Engine 10	"Status check."

STATUS CHECK	
FAC	"Engine 10 we show you AOR."
Engine 10	"Engine 10 AOR."

OUT-OF-SERVICE

Often a unit will need to go out of service for reasons other than alarms (e.g., mechanical, training, etc.). The unit will notify the FAC and their Chief of the needed change in status.

The FAC will change the unit's status within CAD based upon the out-of-service reason. It is important that when the unit is ready to go back in-service, they contact the FAC to change their status and NOT put themselves in-service via their MDC. In some situations this may cause the unit to appear in-service on the MDC, but they may not be within CAD.

DISPATCHING RESPONSES

During normal operations the FAC will use automatic dispatching to notify unit(s) of a response. This is referred to as "CAD Dispatching."

Unit(s) will be dispatched by activation of the following:

- Station alerter.
- Station printer.
- Unit pager.
- MDC.
- Radio on the primary dispatch channel.

Unit(s) designated to respond should start responding immediately without waiting for the FAC to ask for an acknowledgment.

Anytime a unit does not acknowledge receipt of a response within 30 seconds of being queried via the "shoot" by the FAC, the FAC should dispatch another unit in its place.

The FAC will continue an effort to contact and/or locate the missing unit and notify the unit's Chief.

RADIO DISPATCHING

The FAC will use the term "Radio Dispatching" preceded by a long tone. When radio dispatching is in effect, some or all of the dispatching systems (e.g., locution, station alerter, pagers, printer, MDC) are not functioning.

Following the announcement "CAD is down, Radio Dispatching is in effect," the FAC may elect to initiate a radio test with all units. Units should answer with their signature.

When radio dispatching is in effect, all members will carry their portable radio and monitor Zone 1 Channel 4, unless directed by the FAC to switch to another channel.

It will be necessary for all units to notify the dispatcher via radio of status changes (e.g., responding, at location, and in/out-of-service). The exception to this rule will be the notification of being "in quarters." The FAC does not need this notification for once being put in-service, the FAC will automatically place the unit in quarters.

When the CAD system is back in full operation, the phrase, "CAD Dispatching is now in effect, units may secure from Radio Dispatching," will be used to indicate that the FAC is back to normal operations.

STILL ALARM

A Still Alarm is an alarm that originates at the company level. This may be via a citizen reporting to a SFD member (instead of calling 911), or a SFD member who witnesses a situation that requires SFD intervention. Since this alarm begins at the company level, it must be immediately transmitted to the FAC indicating the following:

- Type of alarm (e.g., "Still - aid..." medic, etc.).
- Unit(s) out-of-service.
- Resources needed (if applicable).
- Description of emergency (e.g., "30 year old male, fall - leg injury.").

The primary means for reporting a still alarm is via radio Zone 1, Channel 4.

If a radio is unavailable, the FAC may be called on their 7-digit emergency line 386-1498 (this line is for emergency use only).

STILL ALARM	
Station 10	"Dispatch from Station 10."
FAC	"Go ahead Station 10."
Station 10	"Still alarm at Station 10 for a 55 year old male, chest pain. Place Aid 5 out-of-service. Request one medic unit."
FAC	"Station 10, still alarm; 55 year old male, chest pain. Aid 5 out-of-service. One medic unit."

DIVERTING UNITS

If the FAC diverts a responding unit to a different incident location, the IC or responding Chief on the initial incident will be notified.

With the approval of the IC at a response location, the FAC may dispatch uncommitted unit(s) to a different response location.

MOVE-UPS

All move-ups are made at the direction of the FAC. A move-up notification will be dispatched the same as for an emergency response.

Units will immediately move-up code yellow, EXCEPT when directed by the FAC to move-up code red. Units should acknowledge move-ups via the MDC by selecting the *Moving-up* button. Once the unit has arrived at the move-up station, they will select the *In-Quarters* button.

When a unit is relocated to another station as the result of a move-up, that unit is considered “in-quarters” as long as they are in the move-up station’s quarters.

TRAVEL GUIDELINES

First line units should normally remain in their first due districts. Trips outside the first due district will be limited to mail runs, fueling, personnel transfers, inspections, equipment transfers or as authorized by the Chief and/or FAC.

If travel does not exceed the adjacent station, notification is not required to the Chief or FAC.

Trips to the Services Warehouse will be approved by the responsible Chief as well as the FAC, and will be restricted to emergency or safety related items only.

During multiple alarms, units out-of-quarters should immediately return to quarters.

UNITS PLACED OUT-OF-SERVICE FOR NON-RESPONSE REASONS

Except for emergency responses, the FAC will allow seven units (Engine and Ladder Truck) to be out-of-service at any one time for training purposes.

Placing aid cars out-of-service to meet training requirements will be monitored to ensure the FAC can maintain reasonable city-wide response coverage.

In some instances a unit may be allowed to have their status changed to "Out Fire," which was previously known as "Special Contact." In this status, the unit will appear Available On Radio within CAD and on their MDC, but will only be selected for FIB, FIBRES and Rescue responses.

Routine drilling will be conducted with the unit remaining in-service.

AID/MEDIC/SPECIALTY UNITS

Aid, Medic, and Specialty Units respond throughout the City and will often be outside of their assigned station's first due district. These units should return to their assigned station's first due district as soon as possible unless directed otherwise by the FAC.

BATTALION CHIEFS

Battalion Chiefs should generally remain in their first due districts. Travel to other than the downtown core or an adjacent battalion must be coordinated with the FAC.

SUBJECT:	RADIO COMMUNICATION PROCEDURES
REVISED:	10/21/14
SEE ALSO:	(Policy Section), OG-4005 Communications Equipment, OG-5011 Incident Management System, OG-5012 Incident Operations.
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GENERAL INFORMATION

Effective communication is a primary factor in making the fire ground a safer environment.

An essential element of communication as identified by the NFPA involves the use of "clear text." This is defined as the use of plain language in radio communications. Its intent is to reduce confusion at incidents, particularly where different agencies may work together (e.g., mutual aid or inter-agency communication).

Examples of when to employ clear text terminology would be *Emergency Traffic*, *firefighter missing*, or *trapped firefighter*. Non-conforming terminology is prohibited (e.g., roger, 10-4, thank you, copy, etc.).

LETTER AND NUMBER PROTOCOLS

PHONETIC ALPHABET

The phonetic alphabet will be used to designate divisions and teams, as well as to clarify the use of a letter during radio transmissions.

A – Alpha	H – Hotel	O – Oscar	V – Victor
B – Bravo	I – India	P – Papa	W – Whiskey
C – Charlie	J – Juliet	Q – Quebec	X – X-ray
D – Delta	K – Kilo	R – Romeo	Y – Yankee
E – Echo	L – Lima	S – Sierra	Z – Zulu
F – Foxtrot	M – Mike	T – Tango	
G – Golf	N – November	U – Uniform	

RADIO COMMUNICATION PROCEDURES

NUMBER USAGE

The use of "-th," "-rd," "-st," etc., following numbers is to be avoided.

EXAMPLES	CORRECT	INCORRECT
Floor of a building	"Floor 7"	"7th floor"
23 Avenue	"23 Avenue"	"23rd Avenue"

ADDRESS/LOCATION TRANSMITTALS

In order to provide maximum clarity in transmitting addresses and street intersections, numerals should be broken into distinct groups as indicated below.

BLOCK NUMBER		
7345	read as	"Seventy-three, forty-five."
11001	read as	"One hundred ten, zero one."
2222	read as	"Twenty-two, twenty-two."
3007	read as	"Thirty, zero seven."
8000	read as	"Eighty, hundred."
11000	read as	"One hundred ten, hundred."

Note	The last two digits in an address are the building numbers in that block. Numbers preceding the building number are the block numbers.

Complete addresses, consisting of building addresses and numbered avenues or numbered streets should be grouped in the following manner:

ADDRESS		
12558 38th Ave. NE	read as	"One hundred twenty-five, fifty-eight, thirty-eight Avenue Northeast."
3707 SW 112th St.	read as	"Thirty-seven, zero seven, southwest one hundred twelve street."

Addresses should not be transmitted in one form and then re-transmitted in another form in an attempt to clear up misunderstanding or confusion.

When transmitting similar sounding street names, such as Howe and Howell, Pine and Vine, or One and Warren, the Fire Alarm Center (FAC) may spell out names, if necessary, to avoid confusion.

RADIO SIGNATURES

Members should use the following radio signature models:

TEAM SIGNATURES	
Officer and crew	Engine 2, Ladder 4, etc.
If crew split:	
Team supervised by Officer	Engine 2 Team Alpha
Team without Officer	Engine 2 Team Bravo

When unusual circumstances cause a unit to be separated into individual members, the following radio signatures are to be used:

INDIVIDUAL SIGNATURES	
Officer	Ladder 6
Crew members	Ladder 6 Position 2, 3, etc.
Driver (if with apparatus)	Ladder 6 Apparatus

Reserve units assume the signature of the first-line unit when they are replacing that unit (e.g., due to repairs, etc.).

Reserve units retain their reserve unit designator number preceded by the unit type when they are placed in-service as additional units (e.g., during multiple alarms).

Additional Chiefs placed in-service assume a two-digit designator number based on the signature of the battalion they are assigned.

UNIT SIGNATURES	
First-line company	Engine 10, Ladder 1, etc.
Reserve unit	Engine 86, Ladder 80, Aid 85, etc.
Additional Chief	Battalion 55, etc.

Base radios in the fire stations as well as the specific Chief offices are designated as follows:

BASE RADIO SIGNATURES	
Watch Office	Station 13, etc.
Chief's office	Office 5, etc.

A listing of radio signatures for SFD units is listed in Appendix 2 of this guide.

During non-emergency situations (e.g., training, pre-fires, etc.) where multiple units are at one location, one unit should be designated as "Answering" for the group.

Responses or other messages concerning the group or any unit of the group are then directed to the answering unit and it is their responsibility to receive and relay that information. If it is necessary for a change to be made regarding the answering unit, the FAC should be notified.

ANSWERING UNIT	
Battalion 5	"Dispatch from Battalion 5."
FAC	"Go ahead Battalion 5."
Battalion 5	"Engine 28, 33, Ladder 12 and Battalion 5 are at 7612 42 Ave. S drilling. Battalion 5 answering."
FAC	"Engine 28, 33, Ladder 12, Battalion 5 at 7612 42 Ave. S drilling. Battalion 5 answering."

CHANGE IN ANSWERING UNIT	
Battalion 5	"Dispatch from Battalion 5."
FAC	"Go ahead Battalion 5."
Battalion 5	"Battalion 5 is returning from the drill, Ladder 12 answering."
FAC	"Battalion 5 returning, Ladder 12 answering."

COMMAND DESIGNATOR

When a unit establishes command at an incident, they should identify the command designator using a name from the incident's geographical location. This will usually be a street or avenue (e.g., 2 Avenue Command, Marion Street Command). Or it may also be identified by a unique landmark or geographical area (e.g., Space Needle Command, Harborview Command, Omni Sea Command).

ADDRESS	COMMAND DESIGNATOR
301 2 Ave. S	"2 Avenue South Command"
317 Marion St.	"Marion Street Command"
325 9 Ave.	"Harborview Command," or "9 Avenue Command"

ADDRESS	COMMAND DESIGNATOR
305 Harrison St.	"Seattle Center Command," or "Harrison Command"

NFA COMMUNICATION ORDER MODEL

Terminology used in fire ground communication has a direct impact on clear understanding; how it is communicated is just as important. The Department's goal is to do everything it can to ensure the situation where a transmission is heard and understood. To address this we have chosen to follow a proven communication order model that was developed by the National Fire Academy (NFA). It ensures the transmission is heard, understood and confirmed. You may hear it referenced as the 'handshake.'

All unit-to-unit radio transmissions are to conform to this model:

- Unit initiating transmission states the unit signature of unit they wish to contact followed by the word "FROM" and their own unit signature.
- Unit being contacted acknowledges by stating their unit signature.
- Unit initiating transmission states message.
- Unit being contacted provides confirmation by restating their unit signature and repeating or paraphrasing the message back to the sender.

Simply saying "OK" or "Received" to acknowledge a message after the unit signature is not acceptable as this could lead to confusion if part of the tactical order was not understood or cut-off.

THE 'HANDSHAKE'	
Battalion 5	"Ladder 12 from Rainier Command."
Ladder 12	"Ladder 12."
Battalion 5	"Ladder the Bravo side of the building and perform vertical ventilation."
Ladder 12	"Ladder 12, ladder Bravo side and perform vertical ventilation."

THE 'HANDSHAKE'	
Aid 25	"Dispatch from Aid 25."
FAC	"Go ahead Aid 25."
Aid 25	"One medic unit."
FAC	"Aid 25, one medic unit."

Note –	During confirmed fires or other complex incidents, the FAC will assign a dispatcher to monitor that incident specifically. In that case, the Communications Order Model is assumed to already be established with the FAC, therefore the initial "handshake" with them is no longer necessary.

DISPATCH AND RESPONSE PROTOCOLS

Dispatch response messages are comprised of those pieces of information necessary to dispatch SFD personnel to a reported emergency. Information is sent via radio, Mobile Data Computer (MDC), pager, as well as the station alerting system and printer. Response orders begin at the FAC with the exception of still alarms.

The three parts of dispatch response messages are:

- Primary response information.
- The "Shoot."
- Arrival confirmation.

PRIMARY RESPONSE INFORMATION

Primary response information is transmitted by the FAC and includes the following information:

PRIMARY RESPONSE INFORMATION	
Response tone	Aid or fire tone
Time of day	"1545 hours...
Type of response	...Medic response... (or Aid, Fire, Rescue, Service, etc.)
Response channel	...on Channel 5..., (or 1, etc.)
Units responding	...Engine 25, Medic 10...
Incident address	...1726 Summit Avenue...
Cross street at each end of the response location	...Cross of E Olive St. and E Howell St."

RESPONSE ACKNOWLEDGMENT

Once responding to an incident, all units will electronically acknowledge the receipt of alarm by pressing the *Responding* button on their MDC. If an apparatus does not have a functioning MDC, the response acknowledgment will be transmitted via radio (e.g., "Air 9 responding").

Units must inform the FAC of any actual or anticipated delay in responding.

THE "SHOOT"

The "Shoot," initiated by the FAC, verifies the response information with the responding unit(s) (e.g., address, as well as provides additional alarm information). It is directed to the first due unit and any specified additional unit(s). The shoot includes the following information:

- Type of response.
- Location.
- Additional information relating to the response.

The FAC will contact the specified unit(s) to announce the response type and address. The first queried unit will transmit their unit signature and verify the address by repeating it. Any additional queried unit(s) will acknowledge by transmitting their unit signature. The FAC will complete the shoot by relaying any additional information relevant to the alarm.

AID/MEDIC	
FAC	"Engine 25, Aid response, 1726 Summit Avenue."
Engine 25	"Engine 25, 1726 Summit Avenue."
FAC	"In unit 200 of the Curban Apartments, 25 year old male, seizure."

FIRE	
FAC	"Engine 28, full response, 6727 Rainier Avenue South."
Engine 28	"Engine 28, 6727 Rainier Avenue South."
FAC	"Battalion 5?"
Battalion 5	"Battalion 5."
FAC	"Multiple calls for flames visible from floor 2 of an apartment building."

ARRIVAL CONFIRMATION

Upon arrival at an incident, all units will press the *On Scene* button on their MDC. If an apparatus does not have a functioning MDC, they will announce their arrival via radio (e.g., "Air 9 at location.").

The first-in unit will also state the following:

- Unit signature.
- "At..." the response address/location.

- Initial radio report (if appropriate).

Based upon the type of response, the following additional unit(s) will also verbally announce their arrival by stating their unit signature with the verbiage, "At location."

This is to be done during free air time in between tactical radio transmissions.

TYPE OF RESPONSE	ADDITIONAL UNITS REQUIRED TO DESIGNATE ARRIVAL ON-SCENE VIA RADIO
Aid/Medic	Medic Unit; Chief (if applicable)
Fire	2nd Engine on-scene; 1st Ladder on-scene; 1st Chief on-scene; Technical Team (if applicable)
Rescue	1st Chief on-scene (if applicable); Technical Team (if applicable)
Technical Team	1st Chief on-scene; Technical Team (HazMat, Technical Rescue, Marine, Decon)

COMMAND CHANNEL

The Command Channel is an additional radio channel dedicated to an incident for the purpose of non-tactical transmissions. At any given incident this channel will be either Channel 11, 12, or 13 (dependent on whether the tactical channel 1, 2, or 3 is being used, respectively).

Moving non-tactical transmissions to the Command Channel will reduce traffic on the tactical channel.

Examples of Command Channel transmissions would include:

- Communication between the IC and the FAC.
- Communication between Field Incident Technicians (FIT).
- All planning, logistical, and administrative messages for the incident.
- Communication to additional responding units.

The first arriving Chief will assume command and assign the Company Officer who was the original IC as their FIT. The FIT's responsibility will be to immediately monitor the Command Channel and assist the Chief with communications.

The Command Channel will be implemented upon the assignment of an Operations Section Chief (OSC), Branch Director, Division or Group Supervisor as FITs become available.

The OSC, Branch Director(s), Division/Group Supervisor(s) and Safety 2 will communicate on the Tactical Channel and be assigned a FIT to monitor and communicate on the Command Channel. The FIT will keep their assigned Chief apprised of all radio transmissions that are relevant to their area of responsibility as well as provide situational updates.

Once an OSC has been established, the IC will transition to the Command Channel as their primary channel, but will continue to monitor the Tactical Channel via their FIT. This will be the exception to the rule for in all other cases the FIT will monitor the Command Channel for their respective Chief.

Once implemented the Command Channel will be monitored by the following:

- IC.
- General Staff (i.e., Operations, Planning, Logistics and Finance/ Administration Section Chief).
- FAC.
- FITs (except for the FIT assisting the IC).
- Base Manager.
- Staging Manager.
- Responding units dispatched to an incident after the original alarm.

The following communications will take place on the Command Channel:

- IC to FAC (including progress reports and requests for additional units).
- Communications/directives from the IC to OSC/Branch/Division/ Groups (through their assigned FIT).
- Communications to and/or from responding units dispatched to an incident after the original alarm.
- Other non-tactical transmissions.

NOTE

Status changes will be made on the Tactical Channel so that units are made aware of the change.

Any unit(s) dispatched in addition to the original response will be directed to respond on the Command Channel. When "shot" they will be provided additional response information (e.g., route of travel specifics, apparatus placement, base location, etc.). Units will also monitor the Tactical Channel via a portable radio to maintain situational awareness of the incident.

Upon checking in with the Base/Staging Manager or IC, all unit members will then switch to the appropriate Tactical Channel.

RADIO MESSAGE PRIORITIES

Radio messages are divided into the following prioritized categories based upon their level of importance:

- Firefighter Emergency.
- Emergency Tones.
- Emergency Traffic.
- Tactical Messages.
- Dispatch and Response Information.
- Administrative Messages.

FIREFIGHTER EMERGENCY

There are several ways to initiate a Firefighter Emergency. This section describes these procedures.

MAYDAY

Mayday is used exclusively when a firefighter is in a potentially life threatening situation that cannot be resolved in 30 seconds. This includes situations such as injured, trapped, missing, lost, low/out of air, or a SCBA malfunction.

Any unit declaring a mayday provides:

- "Mayday, mayday, mayday (Unit Signature) _____."

When the Mayday is transmitted, radio traffic on that channel will immediately stop, except for the unit transmitting the Mayday message, the IC/OSC, FAC, or any unit with information relative to the mayday.

Once a Mayday is transmitted, the IC/OSC (or the FAC if the IC/OSC doesn't immediately acknowledge) will:

- Confirm the Mayday with, "(Unit)_____ calling Mayday, identify your who, what, and where."

The unit should respond with:

- Who, what, and where.

The IC will repeat this information back to the Mayday Firefighter for confirmation.

The FAC will then initiate the Mayday Tone and announce the Mayday information over the Tactical and Command Channels. The FAC will also implement the Emergency Channel Marker Tone on the Mayday Channel. This will alert personnel to clear the channel for emergency traffic.

MAYDAY	
Lost Firefighter	"Mayday, mayday, mayday, Engine 16."

MAYDAY	
IC/OSC	"E16 calling mayday, identify who, what and where."
Lost Firefighter	"This is firefighter Joe Smith, Engine 16, on floor 2; I'm separated from my crew and can't find my way out."
IC/OSC	"Engine 16 Firefighter Joe Smith from 1 Avenue Command. You are separated from your crew on floor 2 and can't find your way out. RIT is being deployed." (Repeat over the Incident Direct Channel)
FAC (Over Tactical & Command Channels)	(Mayday tone) - "All units at 1 Avenue Command be advised, we have a Mayday on Channel 1. Firefighter Joe Smith has been separated from his crew on floor 2 and can't find his way out." "1 Avenue Command, let us know if you want to switch tactical units to Channel 16."

For any confirmed Mayday, the FAC will automatically dispatch the next higher alarm level (e.g., 2-11 to 3-11, etc.) plus an additional medic unit and RIG.

EMERGENCY BUTTON

An emergency button activation, whether from a portable or from the MDC on the apparatus, is considered a "Mayday."

The FAC immediately identifies which radio or unit has activated the *Emergency Button*, and to whom the radio is assigned. They will then contact the member to verify if the activation is an emergency or accidental.

In the case of an MDC activation, the FAC will contact the unit on the channel they are currently assigned.

In the case of a portable radio emergency button activation the FAC will contact the member on the programmed emergency channel, Zone 1 Channel 14.

Members must remain on Zone 1 Channel 14 and should immediately inform the FAC of their status.

NOTE	
	DO NOT turn off the portable until instructed to do so by the FAC. Turning off the radio clears the portable from the emergency Channel 14, the channel on which the FAC will attempt to contact the member.

If the activation is confirmed to be an emergency or the member does not acknowledge the FAC after the activation, the following procedures will be taken depending on the status of the unit involved.

Activation When Assigned to an Incident – The FAC contacts the member or unit on Zone 1 Channel 14 to verify if the activation is an emergency or accidental. If the activation is done via the MDC, the FAC will contact the unit on their assigned channel.

If an emergency exists, the FAC will initiate the Mayday Tone on the Tactical and Command Channels and announce the *Emergency Button* activation to the IC/OSC, then relay the nature of the emergency being reported (e.g., who, what, and where) or that no acknowledgment of the activation was received.

The FAC will continue to monitor Zone 1 Channel 14 and relay transmissions to the IC as necessary.

The IC assigns the appropriate help to respond on Channel 14 and notifies the appropriate Division/Group Supervisor if necessary.

The IC announces when the emergency has been resolved and notifies the FAC.

Activation When Not Assigned to an Incident – The FAC contacts the member or unit on Zone 1 Channel 14 to verify if the activation is an emergency or accidental. If the activation is done via the MDC, the FAC will contact the unit on their assigned channel.

If an emergency exists, the FAC will dispatch the appropriate resources. If unable to contact the member or unit, the FAC will send a Chief and the Seattle Police if needed to the member or unit's last known location.

HELP THE FIREFIGHTER

"Help The Firefighter" is used in extreme situations where SFD members are being physically abused or are about to become involved in an altercation.

Any unit with a "Help the Firefighter" will give their unit signature, declare "Help The Firefighter" and transmit appropriate information if possible.

"Help the Firefighter" commands the Seattle Police Department's highest level of response priority.

HELP THE FIREFIGHTER	
Aid 5	"Dispatcher from Aid 5, Help the Firefighter, 3 Ave. and Yesler Wy."
FAC	"Aid 5, Help the Firefighter, 3 Ave. and Yesler Wy."

The FAC will dispatch a Chief and Seattle Police to "Help the Firefighter" requests.

CODE BLUE

"Code Blue" is used when the police are needed to ensure the safety of SFD members who are in the presence of a dangerous person and the ability to communicate information may be limited.

The FAC will acknowledge the request for "Code Blue" without any further questioning of the unit, request police as well as dispatch a Chief.

This request is not to be used for routine requests for police (e.g., blocking traffic, C&C, lockouts, etc.).

FAST BACK-UP	
Engine 28	"Dispatcher from Engine 28, Code Blue."
FAC	"Engine 28, Code Blue."

EMERGENCY TONES

Emergency Tones are used for alert purposes when at an incident. The tones are broadcast over the radio and are followed by specific information that informs units of pertinent information or different types of actions to be taken at an emergency scene.

MAYDAY TONE

A tone used to notify personnel at an emergency incident that a Mayday has been declared. It is transmitted by the FAC over the Tactical and Command Channels after the Mayday information has been received. The tone will be followed with a statement of the Mayday information: who, what, and where.

ABANDON BUILDING TONE

A tone similar to the hi-low siren, activated for 15 seconds with a 5 second pause, then repeated is used to notify personnel at an emergency incident to abandon the building.

Upon request by the IC, the FAC will transmit the tone over all channels. Following the tone, the FAC will announce the abandon building request twice, identifying the incident by location or command designator.

In addition to the tone activation the IC will identify an appropriate on-scene unit(s) to activate their air horn using repeated short blasts for approximately ten seconds, followed by ten seconds of silence. The sequence of air horn blasts followed by a ten-second period of silence will be done three times.

ABANDON THE BUILDING	
Battalion 5	"All units at 3915 Airport Wy. S from Airport Command, abandon the building... (Repeat)."
FAC	(Abandon Building Tone - 2x) "All units at 3915 Airport Wy. S abandon the building... (Repeat)."

EMERGENCY MARKER TONE

An audible beep generated at approximately 10 second intervals across any Trunked Channel. It is used for alerting personnel to 'clear the channel' due to an on-going high risk emergency situation. It will not hinder radio transmissions.

The tone will be activated by the FAC on the appropriate Tactical Channel for the following situations:

- Prolonged "Emergency Traffic" situations.
- Mayday.
- When requested by the IC.

While the tone is active, members not directly engaged in managing the identified emergency will restrict their radio transmissions. The IC will advise the FAC when the Marker Tone can be discontinued and the restriction lifted.

EMERGENCY TRAFFIC

"Emergency Traffic" is a term that is used to clear radio traffic when announcing a hazard at an incident scene. This term may also interrupt the communication order model in addition to serve as the designation to clear the channel except for radio transmissions directly related to managing the emergency situation.

"Emergency Traffic" may be declared by any member who recognizes conditions or a change in conditions, or witnesses an event or action that could affect the current tactical operation or the safety of members functioning in the hazard zone.

The announcement of "Emergency Traffic" will be followed by clear text describing the type of emergency, change in conditions, or tactical operation. Examples of these would include:

- Withdraw from the Building.
- Signs of pending collapse.
- Major changes in fire/smoke conditions.
- Other hazardous conditions identified (e.g., wires down).

When the emergency has been abated or all affected members have been made aware of the hazardous condition or emergency, the IC will transmit, "Resume normal radio traffic" to open the channel.

EXAMPLE	
Battalion 5	"Ladder 12 from Rainier Command."
Engine 28	"Emergency Traffic... Rainier Command from Engine 28."
Battalion 5	"Rainier Command, go ahead Engine 28."
Engine 28	"The wall on the Bravo side of the building has developed a large X shaped crack."
Battalion 5	"Engine 28, large crack Bravo wall. All units operating on the Bravo side of the building withdraw from the area."

PERSONNEL ACCOUNTABILITY REPORT (PAR)

A Personnel Accountability Report (PAR) is utilized when firefighters are missing at an emergency scene, or to account for all personnel after a significant change in tactical operations, such as abandon/withdraw from a building, or changing from an offensive to defensive attack.

A PAR is a systematic method to account for all personnel at an emergency incident. It is based on the format of the Incident Command System and can be accomplished via face to face communication, radio, and other accountability systems used to track personnel at emergency incidents.

The Incident Commander (IC) and/or OSC have the authority to initiate and/or terminate a PAR.

The IC will initiate a PAR by requesting that the FAC make a PAR notification over the "selected channels." Within the notification the FAC will announce the Command designator and channel for the PAR (e.g., "All units at 5 Ave Command prepare for a Personnel Accountability Report on Channel 1"). This notice will clear the Tactical and Command Channels being used for that incident, and be considered "Emergency Traffic."

The IC/OSC will then conduct the PAR on the assigned Tactical Channel for that particular incident. In addition, the IC/OSC will be responsible to make the PAR notification and conduct a PAR over any Direct Channel and/or 450 MHz radio channel that may be in use at the incident.

When a PAR is announced, Division and/or Group Supervisors, Base and/or Staging Managers and individual Company Officers, will prepare to give an immediate accounting of their assigned personnel. This accounting can be done face to face or by radio.

The IC/OSC will prioritize calling individual units, divisions, and groups to account for all personnel at an emergency incident.

The IC/ will report the results of the PAR to the FAC.

Unaccounted for members must be identified by their unit designator and name. The IC/will compile a list of missing firefighters and will relay the list to the FAC. The FAC will conduct a PAR for all unaccounted for members over all channels.

The IC/OSC will assign accounted for rescue resource(s) as quickly as possible to check on the welfare of unaccounted for members.

A PAR will be terminated by the IC/OSC when all members have been accounted for, and the reason for the PAR has been resolved. The PAR will be terminated by stating on the radio "Personnel Accountability Report complete, all clear, resume normal radio traffic."

If the IC/OSC receives additional "Emergency Traffic" during the PAR, the PAR may have to be suspended until the current emergency traffic and situation has been resolved. Once the situation has been resolved, the PAR will continue until complete.

TACTICAL MESSAGES

Tactical Messages are restricted exclusively to units responding to or working at incidents, or to relay their ability to respond to an incident.

The following are considered tactical messages:

- Initial Radio Report.
- Progress Reports (Incident, Division/Group, and Unit).
- Tactical Benchmarks.
- Tactical Communications (fire or medical).

INITIAL RADIO REPORT

The first unit to establish command should quickly size-up the situation and transmit the report. Subsequent reports are considered Progress Reports.

Fire Present – This report should give a quick scene analysis followed by appropriate tactical decisions. All items below should be included if appropriate; however, it is recognized that some information will be unknown until the situation is investigated. Those items may be deferred until such information is ascertained. At a minimum, the items in bold will be announced immediately upon arrival:

- **Unit signature**
- **Address or corrected address**
- Degree/type fire or incident (e.g., heavy black smoke under pressure).
- Specific location (e.g., basement, floor number three, etc.).
- Building height (e.g., 4-story, etc.).
- Type of construction (e.g., fire resistive, non-combustible, ordinary, heavy timber, and wood frame).
- Type of occupancy (e.g., hotel, apartment, restaurant, etc.).
- Building, container size or amount of area (e.g., 50' X 100’, 1/2 acre, etc.).
- Exposures, (if appropriate).
- Tactical operation to include placement of hose line and if ‘on the hydrant’ or a supply is needed (when applicable).
- **Establish command.**
- Command post location.

INITIAL RADIO REPORT	FIRE
Engine 8	“Engine 8 is at a corrected address of 1234 Hill Street, we have flames from the alpha/bravo corner windows on floor 2, of a two-story wood frame apartment building 50’x75’, exposure on the bravo side. Engine 8 laying a preconnect through the front door, on the hydrant. Establishing Hill Street command, the command post will be at Engine 8.”

INITIAL RADIO REPORT	FIRE
Engine 11	"Engine 11 is at 5500 Delridge Way Southwest, pre-connect car fire."

No Fire Present – If no smoke or flame is visible on arrival, the Initial Radio Report should be reduced as follows:

- Unit signature
- Address or corrected address
- "Nothing visible, investigating."
- Establish command (if multiple units responding)

INITIAL RADIO REPORT	NO FIRE
Engine 2	"Engine 2 is at 2216 1 Avenue, nothing visible investigating, establishing 1 Avenue Command."

PROGRESS REPORTS

Incident Progress Report – An incident progress report should be transmitted by the IC upon taking command, receipt of the Elapsed Timer Announcement and/or anytime there is a substantive change in the incident. The Elapsed Timer Announcement will be transmitted by the FAC on the Command Channel in 10 minute intervals beginning from the time of dispatch until terminated by the IC.

The Incident Progress Report format should contain any of the following applicable information based upon changes or omissions from the initial or previous report:

- Firefighting mode - offensive, defensive or transitional.
- Structure type/size - commercial, industrial, multi-family residential or single family dwelling.
- Attack line number/size - as applicable.
- Supply status - as applicable.
- Progress of attack - progress or no progress.
- Search progress - location, ongoing or complete.
- Ventilation plan - vertical, positive pressure, or other.
- Progress of ventilation.
- Tactical Benchmark status - as applicable.
- Establishment of RIT/RIG.
- Safety considerations.

The first Progress Report is to be given in full by the first Chief Officer when they assume command.

FIRST PROGRESS REPORT	
Battalion 4	"Dispatch from Battalion 4 - Battalion 4 is assuming Hill Street Command. We are fighting a fire on floor 2 of a 2-story residential apartment building, 50'x75'. We have two 1-3/4" attack lines in operation with a supply and have water on the fire. Vertical ventilation is ongoing. Primary search is underway."

The second progress report is to be given by the IC containing any information applicable based upon changes from the initial radio report, omitting any items that have not changed.

SECOND PROGRESS REPORT	
IC	"Dispatch from Hill Street Command, we now have three 1-3/4" attack lines in operation with a supply and are making progress on the fire. Vertical ventilation holes are established. Primary search complete."

The third progress report is to be given by the IC containing any information applicable based upon changes from the previous report, omitting any items that have not changed.

THIRD PROGRESS REPORT	
IC	"Dispatch from Hill Street Command, we have a tapped fire. Secondary search complete."

Division/Group Progress Report – A Division or Group Progress Report is given by the Division/Group Supervisor to Operations on the Command Channel. It includes applicable information and is similar to an Incident Progress Report.

DIVISION/GROUP PROGRESS REPORT	
Division 2	"Operations from Division 2. The fire is located in the alpha/bravo corner on floor 2.The fire is confined to one apartment unit and is venting out the windows, moderate smoke, low heat. We have 3 handlines operating on floor 2. Request 2 companies to support overhaul."

Unit Progress Report – A Unit Progress Report will be given by the Officer/team leader on the Tactical Channel to the person they are assigned to in the Incident Command System when:

- Firefighter on their team reaches 50% of their air capacity.
- Changing conditions warrant an update.

This report will be in the CARA (Conditions, Actions, Resources, Air) format.

EXAMPLE	
Ladder 4	"Hill Street Command from Ladder 4."
IC	"Hill Street Command..."
Ladder 4	"We have moderate smoke and low heat on floor 2; continuing primary search; requesting positive pressure ventilation - we have an exit point; at 50% air."

TACTICAL BENCHMARKS

The IC should transmit notification of the following tactical benchmarks to the FAC on the Command Channel:

- "Engine ___ has a supply."
- "Ventilation established."
- "Primary Search complete."
- "Fire under control."
- "Tapped Fire."
- "Secondary Search complete."

"Engine ____ has a supply." – This benchmark is delivered via radio to the IC by the driver of any engine pumping to an attack line. The IC will repeat the benchmark to the FAC.

It is only given when the driver has a satisfactory waterflow from a hydrant or drafting source to the engine. This benchmark is NOT given when you are anticipating a water supply (e.g., stating "on the hydrant" when a hydrant has been spotted within 100 ft. of the apparatus).

The purpose of this benchmark is to notify any members on an attack line taken from that engine that they are no longer operating off of tank water.

"Ventilation Established." – This bench mark is delivered to the IC by whichever ladder truck company has completed its ventilation task (e.g., if vertical ventilation is the tactic the benchmark will not be given until the hole is cut, opened, the ceiling punched, and signs are visible that the ventilation is in motion and effective). The IC will repeat the benchmark to the FAC.

Note that ventilation itself does not have to be complete, only the task which sets the process in motion is complete and showing signs of effectiveness.

"Primary Search Complete." – This benchmark is delivered to the FAC by the IC and indicates the entire fire building has been searched. This benchmark should not be issued until the IC is certain that the entire building has been searched. This information may be ascertained by similar reports to the IC from units assigned search duties. As various locations are searched, units will report the status of their search efforts: "Primary search of the fire room complete - no victims," "Primary search of floor 2 complete," etc. These reports are not forwarded to the FAC. Only when the entire building has been searched does the IC report "Primary Search Complete" to the FAC.

"Fire Under Control." – This bench mark is delivered to the IC by a unit when the main body of fire has been extinguished, and is relayed to FAC by the IC. Fire under control indicates the main body of fire is knocked down and units are "checking for extension."

"Tapped Fire." – This bench mark is delivered to the IC by a unit and is relayed to FAC by the IC. Tapped fire indicates extinguishment efforts are done and there is no extension. If units are "checking for extension", the fire is not tapped (see "Fire under control"). A reported "Pump Can Fire" is automatically considered a tapped fire.

"Secondary Search Complete." – This bench mark is delivered to the FAC by the IC when the entire structure has been thoroughly searched a second time. This benchmark should not be issued until the IC is certain that the entire building has been searched. This information may be ascertained by similar reports to the IC from units assigned search duties. As various locations are searched, units will report the status of their search efforts: "Secondary search of the fire room complete - no victims," "Secondary search of floor 2 complete," etc. These reports are not forwarded to the FAC. Only when the entire building has been searched does the IC report "Secondary Search Complete" to the FAC.

SEATTLE POLICE COMMUNICATIONS

The FAC has direct contact with Seattle Police radio dispatchers and are the primary means of inter-agency communication. They provide the ability to request and relay information to Seattle Police when their assistance is required at emergency incidents. However, the preferred method of communication between SFD and Seattle Police personnel at an emergency scene should be face-to-face whenever possible.

If face-to-face is not possible, information from SFD members should be relayed to the FAC. The FAC will contact the Seattle Police dispatcher and relay the information who in turn will relay the information to their officers via radio.

When units need to contact Seattle Police for non-emergency messages (e.g., minor non-injury accidents, request Detox, etc.), use cell phone and dial 911 directly. This provides the best avenue for information to be relayed to the Seattle Police dispatcher first-hand vs. second-hand when going through the FAC. If calling from a location near the I-5 corridor you may receive Washington State Patrol and need to ask to be transferred to Seattle Police.

Seattle Police's radio channels are located on Zone 6. Police channels can be monitored for tactical information during fire-police responses.

Marine Communications

The fireboats are equipped with marine Very High Frequency (VHF) radios by which they may establish communications with the U.S. Coast Guard (USCG) Sector Seattle, the Navy, the Washington State Ferries, commercial vessels, and private pleasure watercraft.

Vessel Traffic is contacted via VHF Marine radio on Channel 14. VHF radios are also located on Battalion 7, the Marine Van and at Station 5. The FAC is not equipped to operate on the marine network. SFD contact with the fireboats must be maintained on the appropriate SFD channel (e.g., Zone 1 Channel 4, Zone 1 Channel 1, etc.).

On Seattle shoreline responses, both fresh and salt water, SPD Harbor Patrol units are dispatched. Although there are currently 7 separate vessels (e.g., Patrol 1, etc.), we refer to all of them as "Harbor Patrol" unless otherwise instructed. Communication with these vessels will be via the incident Tactical Channel.

City Utility Communications

Seattle Public Utilities (SPU) and Seattle City Light (SCL) can assist in the emergency management of an incident. They both have a 24-hour dispatch and control center of which the FAC has a direct ring down. Utility crews can be sent to a scene to assist with potential recovery strategies as needed.

Administrative messages

Administrative Messages are the lowest priority messages and are not to be transmitted during an ongoing message of higher priority. Similar to emergency scene radio messages, Administrative Messages will be clear text and conform to the NFA Communication Order Model.

A unit desiring to transmit an Administrative Message after being out of radio contact or switching channels should monitor radio traffic prior to transmitting to avoid delaying messages of a higher priority.

If a unit transmits an Administrative Message during emergency communications, the FAC will transmit the phrase "Fire Traffic" to advise that communications of a higher priority are currently ongoing.

Low priority administrative, unit-to-unit communications should use the Department Multi-Purpose Radio Channel Zone 1, Channel 10 (Z1 M/P 10). Note that this is a recorded channel.

Administrative Message	
Engine 6	"Battalion 5 from Engine 6."
Battalion 5	"Battalion 5..."
Engine 6	"Switch to Channel 10."

ADMINISTRATIVE MESSAGE	
Battalion 5	"Battalion 5 switching to Channel 10." *(Both units switch their radios to Channel 10)*
Engine 6	"Battalion 5 from Engine 6, the responsible party here says that July 15 is a good day for the drill."

APPENDIX 1: COMMUNICATION PHRASES AND TERMS

PHRASE/TERM	DEFINITION
Abandon Building	Immediate withdraw of units from a geographical area at an emergency scene initiated by the IC.
Acknowledge	Verify receipt of being hailed and/or a message not requiring a confirmation by using your unit signature.
Affirmative	Yes.
Answering	Unit responsible for monitoring the radio for a group of units.
AOB	Alcohol on breath.
C&C	A request for the Police (Cop) and the Coroner.
Command Channel	An additional radio channel dedicated to an incident for the purpose of non-tactical transmissions
Confirm	Verify receipt and understanding of a message by repeating the message. This reduces misunderstandings under emergency conditions.
Corrected Location	Change from the original dispatched response location.
Direct Channel	A channel that is not routed through the entire radio system by the main Zone Controller. These channels provide direct communication from radio to radio similar to a walkie-talkie (e.g., Zone 2 Channel 1).
Emergency Traffic	A phrase used to signal the interruption of the communication order model in addition to serve as the designation to clear the channel except for radio transmissions directly related to managing the emergency situation.
ETA	Estimated Time of Arrival.
ETOH	Synonym for alcohol or booze. (Ethyl Alcohol)
Code Blue	Send police: a firefighter is in the presence of a dangerous person and the ability to communicate is limited.
Fire Traffic	Used by FAC to advise transmitting unit of on-going emergency radio traffic of a higher priority.
Help the Firefighter	Send police: a firefighter is in imminent danger of physical harm. This is the highest priority for SPD.

Phrase/Term	Definition
Hoarder Situation	A Firefighting term for a dwelling of hoarders that is so filled with trash and debris it becomes a serious danger to the occupants and firefighters.
In-Service	A unit is available to respond.
Negative	No.
On/Off the Air	Activation/deactivation of radio signature (e.g., "Event 1 off the air.").
Out-of-Service	Unable to respond immediately for any reason.
PAR	"Personnel Accountability Report" (PAR) is a poll of units at an emergency incident to account for personnel.
Patch	The joining of two channels. This allows units on two or more different channels to talk with each other.
Pump Can Fire	Fire that can be controlled by hand extinguishers; pump can fires are automatically considered "tapped."
Returning	Unit returning to quarters or to a previous assignment.
Site Trunking	When the normal manner of all radio transmissions going through the main Zone Controller malfunctions. In site trunking (Zone 9) our radios are programmed to bypass the Zone Controller and solely look for just the 4 Seattle sites and therefore route transmission directly through our own Seattle simulcast controller.
Specialty Unit	Refers to the specific units required to respond to a technical incident in addition to the technical team.
Stand By	Requested information will be given when traffic/ time permits.
Status	The state or condition of a unit in respect to being in/out-of-service.
Still Alarm	Alarm generated by a unit that was not dispatched from the FAC.
Tactical Benchmark	Confirmation during an emergency scene operation indicating the completion of specific task or tactical objective.
Tactical Channel	A radio channel dedicated to an incident for the purpose of tactical transmissions

PHRASE/TERM	DEFINITION
Talkgroup	This can be used interchangeably with "channel" when referring to trunked channels (e.g., Zone 1, Talkgroup 1).
Technical Team	One of four technically trained teams: Hazardous Material, Technical Rescue, Marine or Decontamination.
Trunked Channel	A channel that is routed through the entire radio system by the main Zone Controller. This is a trunked channel and is broadcast across all sites (e.g., Zone 1 Channel 4).
Withdraw	Orderly movement of units and equipment from a geographical area at an emergency scene initiated by the IC.
Zone	A bank of Talk Groups (channels) designated by a number. SFD currently uses zones 1-9.

APPENDIX 2: SFD RADIO SIGNATURES

UNIT	SIGNATURE
Aid Unit	Aid 2, etc.
Air 26	Air 26
Assistant Chief of Fire Prevention, Fire Marshal	Marshal 1
Assistant Chief of Resource Management	Safety 1
Assistant Chief of Operations	8-9
Chaplain	Chaplain 3, 5, 6
Deputy Chief of Communications	Alarm 1
Communications Maintenance Supervisor (F&FD)	Radio 1, 2, etc.
Communications Van (Station 22)	COMM Van
Decon Unit	Decon 1
Disability Officer (Capt.)	Personnel 2
Doctors:	
Medical Director	Medic 55
On Duty Medic I Doctor (medicine)	Medic 1 Doc
On Duty Medic I Doctor (trauma)	Trauma Doc
Engine Company (First Line)	Engine 29, etc.
Engine Company (Reserve Apparatus)	Engine 81, 82 etc.
Executive Director of Administration	Admin 1
Fire Buffs	Buff1/Support 1
Fireboats:	
Fireboat 1	50′ Fast Attack Fireboat
Fireboat 2	50′ Fast Attack Fireboat
Fireboat 3	Chief Seattle
Fireboat 4	Leschi
Rescue Boat 5	25′ Rescue Boat
Fire Alarm Center (FAC)	Dispatch
Fire Alarm Center Captain	Alarm 2
Fire Alarm Center Lieutenant	Alarm 3

UNIT	SIGNATURE
Fire Investigation Unit (FIU) On Duty Investigators	Marshal 5
FIU Captain	Marshal 50
Fire Chief	2-3-4
Fire Marshal's Office Compliance Captain	Marshal 4
Fire Marshal's Office Special Events Captain	Marshal 6
FMO members (Based on section)	Marshal 32, 43, etc.
Harbor Patrol Boat (7 different boats)	Harbor Patrol
Hazardous Materials Response Vehicle	HazMat 1
Hazardous Materials Response Vehicle, reserve	HazMat 80
Human Resources Director	Personnel 1
Ladder Company (First Line)	Ladder 11, etc.
Ladder Company (Reserve Apparatus)	Ladder 80, 81, 82, etc.
Maintenance Shop Vehicle	Shop 1, etc.
Management Information Systems Director	MIS 1
Marine Response Vehicle	Marine 1
Marine Response Vehicle Reserve	Marine 80
Mass Casualty Ambulance (B45)	MAB 1
Mass Casualty Supply Unit	MCI 1
Medic Units	Medic 1, 10, etc.
Medical Services Administrator	Battalion 3 (Medic 33)
Medical Services Officer	Medic 44
Mobile Air Compressors	Air 240, Air 260
Mobile Air Van	Air 9
Mobile Ventilation Unit	MVU 1
Operations Administrative Deputy Chief	Deputy 2
Operations Deputy Chief (Shift Commander)	Deputy 1
Operations Battalion Chief	Battalion 5, etc.
Power and CO2 Truck	Power 25
Power Trailer	Power 31
Public Information Officer	PIO

UNIT	SIGNATURE
Rehab Unit	Rehab 1
Safety Chief	Safety 2
Services Section Captain	Services 2
Services Section Personnel	Services 3, 4, 5, etc.
Staffing Coordinator	Staff 10
Technical Rescue Vehicle	Rescue 1
Technical Rescue Vehicle, reserve	Rescue 80
Training Division Deputy Chief	Training 1
Training In Service Coordinator (Captain)	Training 2
Training Recruit Coordinator (Captain)	Training 3

SUBJECT:	COMMUNICATIONS EQUIPMENT
REVISED:	10/21/14
SEE ALSO:	(Policy Section), OG-5010 Incident Accountability, OG-7006 Repairs and Maintenance
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GENERAL INFORMATION

This section provides information and guidelines for communications equipment in the SFD. Portable radios, pagers, base stations, Computer Aided Dispatching (CAD), telephones (wired/cellular/satellite), and Mobile Data Computers (MDC) are discussed in this section as communications equipment.

PORTABLE RADIOS

Portable radios are emergency equipment and should be considered as vital as other personal protective equipment.

A portable radio is assigned to all operations personnel at the beginning of each work shift. This radio assignment remains in effect for as long as the member is assigned to that unit during the shift. Each member is responsible for the radio assigned to him or her during the work shift.

Members assigned to a position on a unit that responds to emergencies must sign onto the CAD system. When signing on to CAD, members must visually check the radio number of the portable radio assigned to them to ensure that the correct radio number is logged into the CAD system. After signing on, members must check CAD View to see if CAD received the correct information. If CAD does not accept the sign on information, contact the Help Desk immediately at 386-9770.

Not all SFD portable radios are intrinsically safe. Radios that are intrinsically safe are marked with a green dot on the bottom of the radio and/or a label under the battery with green writing. Intrinsically safe radios are “Factory Mutual” approved for specific hazardous atmospheres where ignitable concentrations of flammable gases or vapors exist. Radios that are not intrinsically safe could cause or become a source of ignition. If a person is operating in an area that has ignitable concentrations of flammable gases or vapors, do not operate a radio that is not marked intrinsically safe.

RADIO PROCEDURES

Portable radios will be carried by all Operations Division personnel when at the scene of emergency responses.

Radios must be monitored at all times while the unit is on-the-air and it is advised that all members carry their assigned radio during such times.

Carrying radios in back pockets may cause damage to the LCD screen when the member sits down.

A portable radio battery's life is limited. Radios should be turned off when the user is in their assigned station or the radio is stored on the apparatus. To ensure proper operation, portable radio batteries should be changed twice a day or after extensive use.

The radios for Operations units, when in-service, will be switched to the primary dispatch channel, Zone 1 Channel 4. Portable radio tones will always be active and should not be muted.

FEEDBACK

Feedback can be an inherent problem with multiple radios in close proximity. Feedback is caused by the 'looping' of a transmission between radios where it becomes amplified. Members should be aware that they can reduce feedback by:

- Reducing the volume.
- Covering the speaker/microphone.
- Creating some distance between the radios.

RADIO TESTS

The Fire Alarm Center (FAC) periodically conducts a number of different radio tests that all members should be aware of and understand. They are as follows:

- The May Day Tone is tested/transmitted every Sunday.
- The Abandon Building Tone is tested/transmitted every Sunday.
- Interoperable communications links/patches between SFD and other jurisdictions (e.g., USCG) are established and tested every Sunday following the Abandon Building Tone.
- The emergency marker tone is tested/transmitted after the Abandon Building Tone once a month.
- Portable radio emergency buttons for specified units (on a rotating basis) are tested on Sundays.

DISTRIBUTING PORTABLE RADIOS

In the event of a portable radio problem, the Company Officer should:

- If necessary, redistribute portable radios to the company members most likely to need them (e.g., team leaders and nozzle-person).
- The Officer should attempt to obtain a replacement radio from the Incident Commander (IC).

During emergency incidents, when a member is assigned a replacement radio, the FAC may be requested to change the CAD Sign-on information for that member as soon as possible.

At all other times, members will change their own designated portable radio number by accessing CAD Sign-on (located on the station computer).

SITE TRUNKING

The SFD is a part of a county wide trunked - 800MHz system. Over 95% percent of Seattle is covered by 4 towers (sites) out of a total of 28 in the greater King County region. The system is designed so these 4 sites continue to interoperate, even if the rest of the regional system fails.

The normal manner in which the radio system works is that radio transmissions on designated talkgroups are routed through what is called the Zone Controller which assigns the talkgroup to one of several available frequencies. This main 'brain' simply makes sure transmitted messages are received and broadcast for anyone who can see a system site. Our radios are programmed to search for the site that provides the strongest signal. This is not always a Seattle site.

The possibility exists that the system may occasionally malfunction. One or more parts of the overall system may be unavailable, preventing the Zone Controller from properly routing a signal (transmission). In these situations we go into what is termed site trunking. Notification of this on the radio will be indicated in two ways:

- You will hear an audible tone at 7 second intervals.
- The LED screen on the radio will show, “Site Trunking.”

When this situation happens, our ‘fall back’ procedure is to switch our radios to Zone 9 (Zone 9 channels are identical to Zone 1). This, via the radio programming, directs the radio to search and use only the four Seattle sites. Our radios therefore ignore the Zone Controller and instead use our own Seattle simulcast site controller for the routing of transmissions.

However, there are two different types of site trunking, localized and county-wide. Dependent on which type, our procedures will vary slightly.

Localized (Seattle-wide) – Localized site trunking means that the problem may be limited to a single site. For whatever reason, an individual radio or unit may, because of its location, require the use of a site that has lost contact with the Zone Controller. In these instances, the unit will probably be the first to identify the problem and should use the following procedures:

- Switch portable/mobile radio(s) to Zone 9 and the designated channel that you're currently assigned to; Keep one portable on Zone 1.
- Contact the FAC to notify that you're in site trunking; If you need to use a phone, dial 386-1498.
- Consider yourself on Radio Dispatching; You will be dispatched on Zone 9 Channel 4.
- When the portable on Zone 1 no longer displays “Site Trunking,” the unit can secure from Radio Dispatching and switch all radios back to Zone 1.

- Notify the FAC that you are clear from site trunking.

County-Wide – County-wide site trunking means that the problem is with the entire system and the whole county is probably affected. In this instance the FAC will be the first to identify the problem and will make a Department-wide announcement. The announcement will instruct all units to:

- Switch portable and mobile radios to Zone 9 and monitor the channel currently assigned to.
- Radio Dispatching will be in effect; Units will be dispatched on Zone 9 Channel 4.
- Return to quarters if not on an emergency response.
- The FAC may initiate a radio test of all units.
- The FAC will notify when the problem is resolved and when to switch radios back to Zone 1 and return to CAD Dispatching.

Units at an incident location that cannot communicate with the IC or FAC on the assigned channel should switch to the associated direct channel (e.g., Zone 2, Channel 1, for fire responses).

When in site trunking the station's base radio does not need to be switched to Zone 9 for it is programmed to always be in site trunking mode and searching for just the Seattle zone sites.

TRUNKED CHANNEL

A trunked channel is one that is routed through the trunked system and is controlled by the system's main Zone Controller (also may be called the Master Site). It is a mode of communication in which conversations over the radio utilize multiple frequencies, and possibly multiple sites. These conversations are on "talkgroups" which are carried on one or more trunked channels (the talkgroup is selected on the radio whereas the channel is assigned by the Zone Controller). The Zone Controller, or 'brain' determines the proper routing of the signal and chooses between multiple available frequencies and sites, and broadcasts the message for everyone to hear.

Members should use the appropriate trunked talkgroup when possible, as these talkgroups are monitored by the FAC. This also allows the member to take full advantage of the radio's features such as the emergency button. The SFD talkgroups we use are on trunked channels (e.g., Zones 1, 3, and 9).

Members that experience poor radio reception or transmission at an incident should switch to the appropriate direct channel to establish communication. This action stresses the importance that someone on the exterior (command post) monitor the direct channel associated with the incident.

DIRECT CHANNEL

A direct channel is one that is not routed through the trunked system and is not controlled by the system's Zone Controller. It is a mode of communication in which the sender transmits and receives a message at separate times on an assigned frequency. In essence it is similar to a walkie-talkie in that communication is directly from radio to radio.

Direct channels have a limited range; therefore, if needing to communicate over a greater distance such as during disaster operations, use of apparatus mobile radios would be advantageous due to having greater power and range.

These channels are not monitored by the FAC and the emergency button does not function.

Members, therefore should use the appropriate trunked talkgroups whenever possible. This will allow the FAC to monitor communications and keep trunked radio features available to the members.

IC's should avoid having all units switch to a direct channel as a routine procedure.

IC's should monitor or assign a member to monitor the appropriate direct channel as soon as possible after command has been established.

Examples of when members should switch to a direct channel:

- In areas of known poor radio reception or transmission.
- When radios "bonk" indicating they are out of range.
- When they cannot communicate with anyone on the trunked talkgroup.

Members should use the direct channels that correspond to the assigned incident trunked channel on the Zone 1 bank, Channels 1, 2 or 3.

Example: When the incident is assigned to Zone 1 Channel 1, the direct channel is Zone 2 Channel 1 (ST OPS 1). The same for Zone 1 Channel 2 (ST OPS 4), and Zone 1 Channel 3 (ST OPS 3).

Members that experience poor radio reception or transmission on either a trunked or direct channel should change their location, use a cell or landline phone, use runners, etc. to establish communication.

ZONE & CHANNEL ASSIGNMENTS

ZONE ASSIGNMENTS

SFD radios have zones, or channel banks, programmed into them, six of which receive the most use.

Zone 1 contains the SFD's main day-to-day working channels. Units should always monitor Zone 1 Channel 4 when in-service unless directed otherwise.

Zone 2 is utilized for SFD tactical channel communication and King County mutual aid zones such as:

- Channel 1, 2, and 3 are the tactical/direct channels.

- Channels 11 is the mutual aid zone channel for NORCOM (Bellevue, Mercer Island and Shoreline Fire), and Channel 12 is the mutual aid zone channel for ValleyCOM (South King County Fire).

Zone 3 contains the SFD Emergency channels and is used during Level 1 Operations (e.g., a catastrophic event where Battalion dispatching is implemented). During normal daily operations this zone may be used for drilling purposes.

Zone 6 contains the Seattle Police channels and can be scanned for obtaining information relating to an ongoing incident involving both SFD and Seattle Police.

Zone 8 contains a number of SFD Administration channels (i.e., Channels 11-15). This zone was created so that Channels 11-15 could be used (e.g., a special event) and if a response was required, the normal assigned SFD channels could be turned to without having to change zones. Zone 8 Channels 1-10 and 16 operate the same as their respective channels on Zone 1 including transmitting over Zone 1.

Zone 9 contains the same channels as Zone 1, but is used during site trunking.

ZONE 1 (Z1)	SFD main
ZONE 2 (Z2)	SFD direct channels and other County mutual aid
ZONE 3 (Z3)	SFD Emergency Battalion
ZONE 4 (Z4)	State Operations
ZONE 5 (Z5)	City mutual aid
ZONE 6 (Z6)	Seattle Police
ZONE 7 (Z7)	Events
ZONE 8 (Z8)	SFD Administration
ZONE 9 (Z9)	Site Trunking

NOTE

Depending upon a radio's programming, any base, mobile or portable radios may show an additional zone above Zone 9. These zones may be displayed as Zone 10, 12, Zone 71 or 72. These are future inter-operability zones currently used as nationwide talk groups. These additional zones currently are not used by the SFD.

CHANNEL ASSIGNMENTS

Each zone contains 16 different channels, or talk groups. Appendix 1 lists all channels for each zone within our radio system. Unless otherwise directed by the FAC, designated channels are to be used for operations as they are defined.

OTHER COMMUNICATION EQUIPMENT

MOBILE RADIO

All fire department apparatus mobile radios have Zone 1 Channel 4 programmed as the priority channel which can be selected at any point by pressing the *Home* button.

When out-of-quarters and in-service, the scanning function should be activated. When dispatched on an alarm and directed to switch to another channel by the FAC, units should cancel this feature.

DESKTOP RADIO

Desktop radios have Zone 1 Channel 4 programmed as the priority channel and must be left on Channel 4 with the scanning feature turned on. These radios, unlike portable and mobile radios, are always in site trunking mode which means they only search for one of the four Seattle sites and never need to be switched to Zone 9.

When directed to switch to another channel, units should turn off the scanning feature.

The scanning feature may also be turned off between the hours of 2200 and 0700.

PAGER

All Operations units are assigned one or two pagers dependant on the type of unit. The pager is primarily for alarm notification purposes and may also be used to contact a unit for non-emergency, Department business when unable to make contact via telephone or radio.

If assigned a pager it should be carried or kept in a place that will allow the member to be immediately alerted if the pager activates.

Administrative personnel are only required to carry their pagers when on duty or in a potential call back status.

CADVIEW PAGING

Internal Department paging is available on CADView. CADView paging has the following capabilities:

- Single messages can be sent to multiple individuals, units and/or groups.
- A character counter helps prevent messages from being cut-off when sent.
- Contains a Group Paging Directory that lists all group members.

High usage of the CADView paging system has an impact on dispatch pages from the FAC. Department members need to utilize discretion when using the paging system. CADView paging therefore should primarily be used for critical and emergency messages. When possible, members should use the telephone, radio, or E-mail for routine communications.

STATION ALERTER SYSTEM

The station alerting system is typically located in the watch office and activates the station lights, bells and/or tones, printer and PA system. This system is activated by the FAC to notify unit(s) within a specified station of an emergency alarm or special notice. The alerting system may also be activated by the station itself when needed (e.g., still alarm).

At 0700 daily, the FAC activates all fire station’s alerting systems followed by a voice announcement, “0700 hours, hitch.” If the daily alerter test is not received properly, notification should be made to the FAC of the test failure.

DEPARTMENT TELEPHONE/FAX

All SFD phones are programmed to allow abbreviated five digit dialing within the City Phone network as well as general access outside the City system.

Fire station main/business lines are set to allow local calls and in-state long distance access. Fire station fax lines are set to allow national long distance access, as are the Chief's business phones. All other SFD business phones have the level of long distance access set according to specific business needs.

In the event that a station needs to make an out-of-state fire prevention or other business related call, the call can be made from a Chief's phone. Another option is to call the Department of Information Technology (DoIT) Telephone Services at (206) 386-1111 and request assistance in making the call.

CELLULAR PHONE

All apparatus are assigned a Department cell phone that should be stored in the cab. Officers are responsible for the cellular phones assigned to the unit(s) under their supervision.

Operations personnel should be alert to use the cell phones in situations where they would be of benefit at an emergency scene (e.g., need to be discrete when transmitting confidential information).

Cell phones should also be used to report non-emergency incidents by dialing 911 and contacting the desired agency directly (e.g., SPD, Detoxification Van (through SPD), Washington State Patrol, etc.).

Often the contacted agency will ask specific questions that can be better answered first hand by the calling member vs. attempting to have the FAC relay information. This provides more accurate transfer of information and guarantees the appropriate response.

SATELLITE PHONE

Satellite phones are to be utilized during City wide emergencies when other forms of communication have failed.

Satellite phones are located at the FAC, Resource Management Center (RMC), Operations Deputy Chief's office, and all Battalion Headquarters. The Fire Chief, Assistant Chiefs, and Administrative Deputy Chiefs have satellite phones in their assigned vehicles.

MOBILE DATA COMPUTER

The Mobile Data Computer (MDC) is the primary means of managing status changes. It responds to barehanded touch on the screen fields and buttons. Pencils, pens, or gloved hands will not work on the touch screen.

The MDC in all front-line and reserve apparatus will be checked for updates daily at the beginning of each shift using the VisiNet Mobile Launch Application. The application appears as a button on the Task Bar at the bottom of the MCD screen. This ensures that the MDC has the most current information with regards to hazardous conditions at emergency sites and accurate routing and vehicle location information.

The MDC will be shut down and restarted every Saturday. The restarting process takes approximately two minutes and is outlined in the VisiNet Mobile Training Guide.

For the operation of the MDC (e.g., toolbar navigation, status button changes, etc.), refer to the “Documentation and User Manuals” on the SFD SharePoint Home page under the Department Library heading. It is suggested that Operation companies review this training guide at regular intervals to maintain the skills necessary to appropriately use the MDC.

Problems with the MDC should be handled by calling the Department's Help Desk at 386-9770.

LOST, STOLEN OR DAMAGED COMMUNICATION EQUIPMENT

In the event of lost or stolen communications equipment, the Company Officer should notify the FAC and their Chief as soon as practical. A police report is required for any stolen equipment.

The FAC is able to turn off portable radios remotely. Loaner portable radios should be coordinated through the Company's Chief.

In situations of malfunctioning or damaged communication equipment, different procedures may be required (e.g., equipment on an apparatus vs. a portable radio). Refer to the appropriate section within the Services section of the POG for instructions.

APPENDIX 1: CHANNEL ASSIGNMENTS

*Note: * designates a direct (non-trunked) channel. These channels are simply radio to radio and are not heard by the FAC. There is no bonk indicator nor does the emergency button function.*

ZONE 1 SFD MAIN

Channel 1	Z1 TAC 1	Primary tactical channel for fire and rescue responses
Channel 2	Z1 TAC 2	Secondary tactical channel for fire and rescue responses
Channel 3	Z1 TAC 3	Tertiary tactical channel for fire and rescue responses
Channel 4	Z1 DISP 4	Primary channel for dispatching that units will monitor when in-service unless directed otherwise by the FAC
Channel 5	Z1 EMS 5	Primary channel for aid and medic responses
Channel 6	Z1 EMS 6	Secondary channel for aid and medic responses
Channel 7	Z1 TRDR 7	A channel used by paramedics to talk to the Trauma Doctor at HMC
Channel 8	Z1 M1DR 8	A channel used by paramedics to talk to the Medic One Doctor at HMC
Channel 9	Z1 AMB 9	AMR channel that SFD members use to contact the AMR dispatcher to request an ambulance and to assist ambulance crews with directions
Channel 10	Z1 M/P 10	Multipurpose channel used for administrative communication transmissions
Channel 11	Z1 CMD 11	Primary command channel for fire and rescue responses
Channel 12	Z1 CMD 12	Secondary command channel for fire and rescue responses
Channel 13	Z1 CMD 13	Tertiary command channel for fire and rescue responses
Channel 14	Z1 EMER	An emergency channel reserved for the transmission of the Emergency Button signal to alert the FAC of a firefighter emergency
Channel 15	Z1 RIT 15	A channel used by the Rapid Intervention Group (RIT/RIG)
Channel 16	Z1 MTAC	Alternate tactical channel for communications during a mayday situation

ZONE 2 KING COUNTY MUTUAL AID

Channel 1	Z2 ST OPS 1*	Primary direct channel used for fire and rescue responses
Channel 2	Z2 ST OPS 4*	Secondary direct channel used for fire and rescue responses
Channel 3	Z2 ST OPS 3*	Tertiary direct channel used for fire and rescue responses
Channel 4	Z2 ICALL*	National calling
Channel 5	Z2 ITAC 1*	National tactical
Channel 6	Z2 ITAC 2*	National tactical
Channel 7	Z2 ITAC 3*	National tactical
Channel 8	Z2 ITAC 4*	National tactical
Channel 9	Z2 MAPOOL1	Additional tactical channel for SFD when mutual aid Zone 5 is in use
Channel 10	Z2 MAPOOL2	Additional tactical channel for SFD when mutual aid Zone 5 is in use
Channel 11	Z2 MAZONE1	Eastside & Shoreline Fire mutual aid channel (NORMCOM)
Channel 12	Z2 MAZONE3	South King County Fire mutual aid channel (ValleyCom)
Channel 13	Z2 MAZONE5	Seattle Fire mutual aid channel
Channel 14	Z2 MA POS	Port of Seattle mutual aid channel
Channel 15	Z2 MA SNO1	Snohomish mutual aid channel
Channel 16	Z2 MA PC1	Tacoma system mutual aid channel

ZONE 3 SFD EMERGENCY

Channel 1	Z3 RMC/EOC	RMC/EOC
Channel 2	Z3 BAT 2	Battalion 2 decentralized dispatching and communication channel
Channel 3	Z3 BAT 3	Battalion 3 decentralized dispatching and communication channel
Channel 4	Z3 BAT 4	Battalion 4 decentralized dispatching and communication channel
Channel 5	Z3 BAT 5	Battalion 5 decentralized dispatching and communication channel
Channel 6	Z3 BAT 6	Battalion 6 decentralized dispatching and communication channel
Channel 7	Z3 BAT 7	Battalion 7 decentralized dispatching and communication channel
Channel 8	Z3 DISP 4	SFD dispatch
Channel 9	Z3 AMB 9	AMR ambulance dispatch
Channel 10	Z3 M/P 10	Multipurpose
Channel 11	Z3 SERV	Services Division use
Channel 12	Z3 FMO	FMO use
Channel 13	Z3 TRN 1	Training Division use
Channel 14	Z3 EMER	An emergency channel reserved for the transmission of the Emergency Button signal to alert the FAC of a firefighter emergency
Channel 15	Z3 SFD OPS	Special Operations use
Channel 16	Z3 MTAC	Alternate tactical channel for communications during a mayday situation

ZONE 4 STATE OPERATIONS

Channel 1	Z4 ST OPS 1*	Fire direct channel (RMC/EOC)
Channel 2	Z4 ST OPS 2*	Police direct channel (B2)
Channel 3	Z4 ST OPS 3*	Government direct channel (B3)
Channel 4	Z4 ST OPS 4*	Fire direct channel (B4)
Channel 5	Z4 ST OPS 5*	Police direct channel (B5)
Channel 6	Z4 ITAC 1S*	IC direct channel (B6)
Channel 7	Z4 ITAC 2S*	IC direct channel (B7)
Channel 8	Z4 ITAC 3S*	IC direct channel (FAC)
Channel 9	Z4 ITAC 4S*	IC direct channel
Channel 10	Z4 MAZONE1	Eastside & Shoreline mutual aid channel (NOR-COM)
Channel 11	Z4 MAZONE3	South King County mutual aid channel (Valley-Com)
Channel 12	Z4 MAZONE5	Seattle mutual aid channel
Channel 13	Z4 MA SNO1	Snohomish County mutual aid channel
Channel 14	Z4 MA SNO2	Snohomish County mutual aid channel
Channel 15	Z4 MA PC1	Tacoma system mutual aid channel
Channel 16	Z4 MA PC2	Tacoma system mutual aid channel

ZONE 5 CITY MUTUAL AID

Channel 1	Z5 UW TAC	University of Washington Police Department
Channel 2	Z5 ALL GOV	All 800MHz users in King County
Channel 3	Z5 S GOV	All 800MHz users in King County
Channel 4	Z5 N GOV	All 800MHz users in King County
Channel 5	Z5 IMS ALL	Area Command & Control
Channel 6	Z5 IMS N	Area Command & Control
Channel 7	Z5 IMS S	Area Command & Control
Channel 8	Z5 PSOPS N1	King County Public Safety mutual aid
Channel 9	Z5 PSOPS N2	King County Public Safety mutual aid
Channel 10	Z5 PSOPS N3	Snohomish County mutual aid
Channel 11	Z5 PSOPS N4	Snohomish County mutual aid
Channel 12	Z5 PSOPS S1	King County Public Safety mutual aid
Channel 13	Z5 PSOPS S2	King County Public Safety mutual aid
Channel 14	Z5 PSOPS S3	Tacoma system mutual aid channel
Channel 15	Z5 PSOPS S4	Tacoma system mutual aid channel
Channel 16	Z5 EMER	Emergency

ZONE 6 SPD

Channel 1	Z6 WEST	West Dispatch
Channel 2	Z6 NORTH	North Dispatch
Channel 3	Z6 SOUTH	South Dispatch
Channel 4	Z6 EAST	East Dispatch
Channel 5	Z6 DATA	Warrants/Information
Channel 6	Z6 HARBOR	Harbor Patrol
Channel 7	Z6 TAC 1	Incident Operations
Channel 8	Z6 TAC 2	Incident Operations
Channel 9	Z6 TAC 3	Incident Operations
Channel 10	Z6 MARS	King County VHF radios
Channel 11	Z6 E TAC	Tactical
Channel 12	Z6 S TAC	Tactical
Channel 13	Z6 N TAC	Tactical
Channel 14	Z6 W TAC	Tactical
Channel 15	Z6 EMER	SPD Emergency
Channel 16	Z6 ST OPS 5*	Direct

ZONE 7 EVENTS

Channel 1	Z7 S EVENT 1	Common City of Seattle
Channel 2	Z7 S EVENT 2	Common City of Seattle
Channel 3	Z7 S EVENT 3	Common City of Seattle
Channel 4	Z7 S EVENT 4	Common City of Seattle
Channel 5	Z7 S EVENT 5	Common City of Seattle
Channel 6	Z7 DPH COM	King County Public Health
Channel 7	Z7 KCMEDOPS1	Area Medical Control
Channel 8	Z7 KCMEDOPS2	Area Medical Control
Channel 9	Z7 EMER	Emergency
Channel 10	Z7 STOPS1 R*	Tactical portable repeater
Channel 11	Z7 STOPS4 R*	Tactical portable repeater
Channel 12	Z7 STOPS1*	Tactical
Channel 13	Z7 STOPS2*	Tactical
Channel 14	Z7 STOPS3*	Tactical
Channel 15	Z7 STOPS4*	Tactical
Channel 16	Z7 STOPS5*	Tactical

ZONE 8 SFD ADMINISTRATION

Channel 1	Z8 TAC 1	Primary fire (tactical)
Channel 2	Z8 TAC 2	Secondary fire (tactical)
Channel 3	Z8 TAC 3	Tertiary fire (tactical)
Channel 4	Z8 DISP 4	Dispatch
Channel 5	Z8 EMS 5	Primary EMS
Channel 6	Z8 EMS 6	Secondary EMS
Channel 7	Z8 TRDR 7	Trauma Doctor at HMC
Channel 8	Z8 M1DR 8	Medic 1 Doctor at HMC
Channel 9	Z8 AMB 9	AMR Dispatcher
Channel 10	Z8 M/P 10	Multipurpose
Channel 11	Z8 SERV	Services
Channel 12	Z8 FMO	Fire Marshal's Office
Channel 13	Z8 TRN1	Training Division
Channel 14	Z8 SFD EV14	Primary Special Events
Channel 15	Z8 SFD EV15	Secondary Special Events
Channel 16	Z8 EMER	Emergency

ZONE 9 SITE TRUNKING

Channel 1	Z9 TAC 1	Primary tactical channel for fire and rescue responses
Channel 2	Z9 TAC 2	Secondary tactical channel for fire and rescue responses
Channel 3	Z9 TAC 3	Tertiary tactical channel for fire and rescue responses
Channel 4	Z9 DISP 4	Primary channel for dispatching that units will monitor when in-service unless directed otherwise by the FAC
Channel 5	Z9 EMS 5	Primary channel for aid and medic responses
Channel 6	Z9 EMS 6	Secondary channel for aid and medic responses
Channel 7	Z9 TRDR 7	A channel used by paramedics to talk to the Trauma Doctor at HMC
Channel 8	Z9 M1DR 8	A channel used by paramedics to talk to the Medic One Doctor at HMC
Channel 9	Z9 AMB 9	AMR channel that SFD members use to contact the AMR dispatcher to request an ambulance and to assist ambulance crews with directions
Channel 10	Z9 M/P 10	Multipurpose channel used for administrative communication transmissions
Channel 11	Z9 CMD 11	Primary command channel for fire and rescue responses
Channel 12	Z9 CMD 12	Secondary command channel for fire and rescue responses
Channel 13	Z9 CMD 13	Tertiary command channel for fire and rescue responses
Channel 14	Z9 EMER	A channel reserved for the transmission of the Emergency Button signal to alert the FAC of a firefighter emergency
Channel 15	Z9 RIT 15	A channel used by the Rapid Intervention Group (RIT/RIG)
Channel 16	Z9 MTAC	Alternate tactical channel for communications during a mayday situation

ZONE 10, 12, 71, AND 72

The trunked system has zones higher than the nine we currently use. Depending upon a radio's programming, any base, mobile or portable radios may show an additional zone(s) displayed as Zone 10, 12, Zone 71 or 72. These are future inter-operability zones currently used as nationwide talk groups. These additional zones currently are not used by the SFD.

NUMBERS

A

B

C

D

E

F

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Z

POLICIES AND OPERATING GUIDELINES

VOLUME II

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Staffing

Aid Unit Staffing

Aid Units are normally staffed by detailing their respective station personnel. The member in charge usually sits in the right side seat and is responsible for final decisions regarding emergency responses and patient treatment.

Paramedics Working in the Company

A Paramedic is a member certified by the University of Washington School of Medicine's Paramedic Training Program.

In double houses Aid and Medic Units will be the responsibility of the Ladder Company Officer. Medical Services Officers are responsible for Medic 1 and Medic 10.

Field Operations

EMS Reports

A Form 20B EMS Report is required for all EMS incidents which receive an incident number, except for incidents that are cleared with a “Code Green” or”No Patient” disposition.

The following are criteria for a “No Patient” disposition:

- There was no person found at the scene after looking for a patient and/or asking any bystander to assist in identifying the patient or asking the Fire Alarm Center (FAC) for any additional information.
- No one at the scene appeared to need medical assistance.
- No one said or indicated that they needed medical assistance.

Company Officers will verify that a Form 20B is filled out as required for EMS incidents, including when medical assistance is needed but refused.

These reports are required to document the medical treatment provided by EMS responders and support our ongoing evaluation of EMS practices.

To assist with the task, a tool is available on the Department's InWeb site that will print out a list of all EMS runs for a particular Company, or all companies assigned to a Station. The information is updated by CAD each morning at 0700 hours.

REQUESTS FOR MEDICAL INFORMATION

Requests for copies of medical incident reports will be directed to the Finance Director, Seattle Fire Department, 301 Second Avenue South, Seattle, Washington 98104-2680.

The SFD recognizes that the patient and his/her privacy is our top priority. In that spirit, the following information may be released regarding patient care:

- Number of patients.
- Gender of patients.
- Condition of patients. This could include a brief, general description of injuries, e.g., burns to the hands, respiratory difficulty, etc.

Information that may not be released regarding patient care:

- Name of patient.
- Personal information about patient, e.g., home telephone number, family information, etc.
- Personal health history of patient, e.g., heart disease, other illnesses, etc.

Patient's medical records may not be released without specific, written permission from the patient.

IN-SERVICE GUIDELINES

When an Engine/Ladder Company and Aid Unit are dispatched to an incident, the Engine/Ladder Company should be the first to return to service. When relieved by the Medic Unit, Aid Units and Engine/Ladder Companies should be put in service unless their assistance is critical to the immediate care of the patient.

Medic units will be placed in service if the Paramedic in charge has determined that the patient does not require the services of a Medic Unit. During such an event, the patient will be left in the care of the Aid or Engine/Ladder Company crew at the scene.

NON-EMERGENCY OPERATIONS

Aid Units may be used when there is insufficient staffing to accomplish inspections, deliveries, or transportation. Units should keep the FAC advised when traveling out of their vicinity and of any possible delay in responding.

Medic Units need not accompany the base company on non-emergency activities and should not be used for inspections or deliveries. Medic units must stay in the area of their assigned station whenever possible.

MINORS

When a person of minor age is being treated it is not necessary to await parental consent prior to treatment or transportation. If a minor patient refuses first-aid treatment, Fire Department personnel are authorized to take whatever actions are necessary to initiate first-aid treatment and transportation.

INTOXICATED PERSONS

An **Intoxicated** person is one whose mental or physical functioning is substantially impaired because of the use of alcohol.

An **Incapacitated** person is an intoxicated person who, as a result of alcohol consumption, has impaired judgement so they are incapable of making rational decisions with respect to their needs for treatment and constitutes a danger to themselves, to others, or to property.

While public intoxication does not constitute a criminal offense in the State of Washington, the Uniform Alcoholism Act does provide that persons who appear to be incapacitated by alcohol will be taken into protective custody and taken to an approved facility for treatment.

Protective custody provisions apply only in the case of one who is incapacitated as a result of the consumption of alcohol. The Central Alcohol Agency (CAA) has been set up to coordinate the handling of intoxicated persons.

Many high mortality illnesses are frequently found in the chronic alcoholic; the patient should always be examined for any injury or acute illness. Patients should be screened for transport, dependent on the severity of their illness or injury and degree of intoxication. It must be determined whether the person is intoxicated to the point of being incapacitated as opposed to simply being intoxicated.

The treatment/transportation guidelines of the incapacitated or intoxicated persons are:

- Intoxicated, not incapacitated: A person who appears to be intoxicated in a public place may be assisted home or to an approved treatment facility with their consent. In other words, participation must be voluntary.
- Intoxicated, incapacitated, and conscious: Place in protective custody and transport via the Detoxification Van (also known as "ESP"-Emergency Service Patrol by SPD), Private Ambulance, or Seattle Police.

- Intoxicated, incapacitated, and unconscious: Transport via private ambulance or call a Medic Unit if the patient's condition warrants it.

The police should take an intoxicated person, who has threatened, attempted, or inflicted physical harm on themselves or another, into protective custody.

The response district for the Emergency Service Patrol is from South Spokane Street North to Roy Street and from the waterfront East to and including Broadway, 24 hours a day, 7 days a week.

DRUG ABUSERS

Members of this Department should not institute search for illegal or contraband materials. However, every effort should be made to determine the type of drug involved when it could alter the patient's treatment.

TRAUMA

It is important to remember that Harborview Medical Center is a Level 1 Trauma Center and the only hospital that staffs their operating rooms at all times.

Trauma patients with a *Glasgow Coma Scale* score of less than 13, hypotension, femur fracture, open or multiple fractures or a dynamic mechanism of injury will be triaged to Harborview Medical Center, including pediatric and obstetric patients.

AID UNIT AS TRANSPORTATION

Generally, an Aid Unit should not be used as an ambulance to transport patients if in the opinion of the Aid or Medic Unit crew, no emergency exists. However, at the discretion of the person in charge, the Aid or Medic Unit may transport if special circumstances exist.

Aid and Medic Units should use the telephone, whenever possible, to relay information regarding patient status and assistance required to the hospital Emergency rooms. This information should include:

- Patient description.
- Vitals status.
- Patient signs and symptoms.

Paramedic Unit personnel, if the unit is going to be delayed excessively, may make the decision whether or not the on-scene Aid Unit will transport the patient to the hospital or a rendezvous location with the Medic Unit.

AMBULANCE REQUESTS

The primary method for making ambulance requests is via radio, using Zone 1 Channel 9.

Requests can also be made via telephone by contacting AMR Ambulance (206) 444-4444 or another company at the patients request. Attempts should be made to use phones other than department cellular phones for telephone requests.

In the event, the above methods for ordering an ambulance are unsuccessful, a request for an ambulance may be made via radio on the assigned channel, through FAC.

When requesting an ambulance directly, provide the ambulance dispatcher with the following information:

- address/location of the patient.
- brief summary of the patient's condition.
- requested destination of patient.

The ambulance dispatcher should advise the requesting unit of the origin of the responding units.

TIME OF ARRIVAL INFORMATION

Requests for "estimated time of arrival" (ETA) should not be made until 15 minutes have elapsed from the initial call for an ambulance. After a total of 20 minutes have elapsed from the initial call, the on-scene Aid or Medic Unit should provide transportation. If an Aid or Medic Unit is not on scene, the officer may request an Aid Unit.

ORAL GLUCOSE ADMINISTRATION

Oral glucose is a commercially available gel that dissolves when placed in the mouth. One toothpaste type tube equals one dose. The gel acts to increase blood glucose levels and should be given to any patient with a decreased level of consciousness who has diabetes that is controlled by medication.

The only contraindications to glucose are an inability to swallow or unconsciousness since aspiration can occur.

Refer to Training Guide #14-12 for more information and Standing Orders regarding the administration of oral glucose.

EPI-PENS

Anaphylaxis may result from bites or stings, ingestion of certain foods, or from medications. True anaphylaxis produces life threatening reactions in the airway, lungs, blood vessels and heart characterized by respiratory distress and circulatory collapse that can lead to death.

The two key categories of signs and symptoms that specifically indicate anaphylaxis are respiratory compromise and shock.

Epinephrine may be administered in accordance with the current Medical Directors standing orders when true anaphylaxis is indicated.

The adult and child size auto injectors are distributed annually to Operations Division from Support Services Division. When and Epi-Pen is administered, a replacement Epi-Pen will be provided to the apparatus from the on-scene Medic Unit. If the Epi-Pen on an apparatus is past the expiration date, contact the Services Warehouse immediately at (206) 386-1531 for a replacement.

Refer to Training Guide 14-11 for Standing Orders and more information regarding Epinephrine Administration.

TOURNIQUET USE FOR CONTROL OF SEVERE HEMORRHAGE

Most bleeding can be controlled by aggressive use of:

- Direct pressure.
- Additional dressings and pressure bandages/dressings ("emergency bandages" such as the "Israeli Bandage).
- A blood pressure cuff as an improvised pressure device.
- Elevation.
- Ice or "Kold Paks."

Tourniquets may be considered when:

- Severity of the bleeding makes a tourniquet the obvious initial treatment.
- The number of patients/injuries overwhelm responder capabilities.
- Standard bleeding control strategies are not effective.

If bleeding continues after the proper application of a tourniquet, a second tourniquet may be applied.

If time allows:

- Note time of application.
- Mark patient so tourniquet is obvious.

Once applied, the tourniquet should not be removed in the field.

HELICOPTER SUPPORT

Airlift Northwest is a commercial helicopter ambulance service, operational 24 hours a day. The helicopter can be in the air in six minutes with its own medical team.

Aid and Medic units will not be put out of service to transfer patients from the Harborview Medical Center helicopter pad to the emergency room until the helicopter has been sighted. Upon visual contact of the helicopter, the Aid or Medic Unit will put themselves out of service to make the transport.

AT&T LANGUAGE LINE SERVICE

To communicate with non-English speaking citizens, Language Line Services are available to the Department for translations.

A Language Line identification card must be kept in the cab of each responding apparatus as part of the inventory. A small "how to use" card must be kept in all First Aid Kits.

The Language ID Card lists the languages most frequently encountered in North America grouped by the geographical region where they are commonly spoken.

To use the Language ID Card efficiently, locate the geographical region where you believe the non-English speaker may be from.

- Show the person the languages listed for that region. The message underneath each language says; "Point to your language. An interpreter will be called."
- Refer to your Quick Reference Guide (QRG) to access an interpreter through Language Line Services. In most cases, an interpreter is available within seconds.
- If you are unable to identify the language, a representative will help you.
- Dial the emergency number 1-800-523-1786.
- Provide to the Answer Point our Client ID# 943025 and your unit ID.
- Wait for the Answer Point to bring the Interpreter in on a conference call.
- Brief the interpreter on the purpose of the call.

Listing of languages within this card does not guarantee availability of interpreters in these languages. Language Line Services interprets from English into more than 140 languages, only the most requested languages are listed here.

A demonstration phone line is available at 1-800-821-0301 so that members may familiarize themselves in the use of this service. This number is also listed on the back of the small "how to use" card.

NO CPR GUIDELINES

In the Washington EMS-No CPR Program, emergency medical personnel honor specially designed and printed "EMS-No CPR" directives and bracelets. This program applies to persons 18 years of age or older who have decided they do not want CPR performed in the event they suffer a cardiac or respiratory arrest. The directive must be signed by the individual's doctor.

The original EMS-No CPR directive or bracelet must be seen by the EMS provider. The original directive should be located at the patient's bedside, on the back of the door to the patient's room, or on the refrigerator. If the patient is being transported, the original directive should accompany the patient.

The bracelet is a white water-resistant ID bracelet uniquely designed with the Department of Health logo imprinted on the band. This bracelet is considered an extension of the original signed directive and can be honored in the absence of the original signed directive. The bracelet should be worn on the wrist or ankle. If extremities are not suitable then a sealed and closed bracelet should be placed on a necklace or neckchain, and worn by the patient.

RESUSCITATION PROTOCOLS

Responding personnel should perform routine patient assessment and resuscitation or interventions until they confirm the EMS-No CPR status in one of the following ways:

- the bracelet is intact and not defaced.
- the original directive is located.
- begin resuscitation if, in your medical judgement, the patient has attempted suicide or is a victim of a homicide.

After confirming that the patient has a valid EMS-No CPR directive, personnel should stop all resuscitation efforts except:

- open the airway.
- use suction to clear the airway.
- provide oxygen by nasal cannula.
- control any bleeding.
- make the patient comfortable.
- provide emotional support for the family (once a death occurs, the family and relatives become your patients).

The patients wishes in regard to resuscitation should always be respected. Sometimes, however, the family may vigorously and persistently insist on CPR even if a valid EMS-No CPR directive or bracelet is located. In such circumstances attempt to convince the family to honor the patient's decision to withhold CPR. However, if the family persists, initiate resuscitation efforts and consult the Medic One doctor.

NEWBORN INFANT DROP OFFS

State law mandates that within 72 hours of birth, newborns may be dropped off at a hospital ER or a staffed fire station without risk of prosecution under the state's Child Abandonment Laws. Newborn infants will be accepted at fire stations in conjunction with state law.

Members should make every effort to protect the anonymity of the parent. The parent/s dropping off the infant should be encouraged to provide an anonymous medical history of the parent/newborn, date and time of birth, if tobacco, drugs or alcohol were used during pregnancy, and if there was exposure to other diseases. Members may not detain the parent transferring the infant in an attempt to gain information.

WHEN AN INFANT IS DROPPED OFF

- Request a medic response for evaluation of the infant and mother.
- Obtain as much information as the parent is willing to give.
- Transport to the hospital, preferably Children's Hospital. Transport should be done via SFD medic or aid unit to ensure proper transfer of information at the hospital.
- Notify Child Protective Services (CPS).
- Request that the FAC notify the Shift Commander and the PIO.

TRANSPORTATION AND TREATMENT OF SUSPECTED STROKE PATIENTS

All suspected stroke patients will be screened for inclusion as candidates for Thrombolysis. In order to be effective, the medication must be administered within three hours of the onset symptoms. Hospital evaluation and preparation for treatment may take up to on hour. To be a candidate for thrombolytic therapy, the patient should reach the hospital within approximately two hours.

Patients exhibiting stroke symptoms will be evaluated using the attached guideline for therapy approved by the SFD Medical Director.

FAC GUIDELINES

FAC Dispatchers will follow Dispatch protocol #33, which includes the question:

- Has the patient had CVA symptoms for less than two hours?

If the answer is yes, the Dispatcher will include the statement in the response information, which will be communicated to responding companies.

RESPONDING COMPANY GUIDELINES

Once on scene, EMT's will attempt to determine or confirm the approximate onset time of the symptoms.

If less than two hours, expedite transport to Hospital Emergency Department. This may be by Ambulance, Aid Car, or Medic Unit.

If less than two hours onset, and the patient is transported by Ambulance or Aid Car, SFD EMT's will contact the receiving Emergency Department using the phone numbers on the back of the F20B. Ask for the Charge or Triage Nurse, and notify them that you are sending a patient with "CVA Symptoms Less Than Two Hours." Give them an expected arrival time and patient information.

PATIENT EVALUATION

Evaluate patients per current EMT training to identify CVA symptoms including new:

- Facial Asymmetry.

- Speech problems including slurred speech.
- Motor and sensory abnormalities.
- Unexplained confusion or decreased level of consciousness.

Current Indications for ALS evaluation/treatment apply. These are:

- Unstable airway.
- Respiratory distress.
- Unstable vital signs including.
- New Hypertension w/BP > 200 systolic and/or 110 diastolic with other neurological signs.
- Hypotension, severe bradycardia, etc.
- Decreased level of consciousness, new onset confusion.
- Severe headache.
- Seizures.
- Deterioration.

EQUIPMENT

All Aid and Medic Units should be inventoried at the beginning of every shift. If units leave equipment with a patient transported by a Medic Unit, the Medic Unit will be contacted promptly to ensure the equipment is returned or replaced as soon as possible. However, Aid Unit personnel should be aware that the Medic One Office does not replace items left on a Medic Unit. Equipment that is not immediately returned should be noted in the Watch Desk Journal and the Form 9. The notation should include the items missing, the incident number, and the Medic Unit involved.

Each Company, Aid, and Medic Unit has been issued backboards assigned as part of their inventory. Replacement boards will come from the on-scene Aid or Medic Unit, if possible. If none are available, replacement boards can be obtained from hospital emergency rooms, or requisitioned from Medic One.

DOUBLE-WIDE BACKBOARDS

A double-wide backboard is located in each fire station housing a ladder company. The backboards are 32" X 72" and resemble the wood backboards currently in service throughout the Department. Company Captains are responsible for the proper storage of the backboard within their respective stations. When the need for a double-wide backboard arises, on-scene personnel must prompt FAC to dispatch an Operations company with one of the backboards. Each board has an approximate weight limit of 700 pounds. The eleven backboards comprise the Department's current inventory, and arrangements must be made to recover them, as soon as possible, after each use.

DEPARTMENT AUTHORIZED DIGITAL CAMERAS

All Medic Units and Medic 44 carry a digital camera in the controlled drug safe. These cameras may be utilized by Department personnel to record the mechanism of injury for trauma patients.

These photographs will only be shown to appropriate hospital emergency department staff to clearly explain the severity of injury and then will be promptly deleted from the camera's internal memory.

The utilization of the digital camera will not infringe on the quality of patient care provided on an emergency response.

OTHER IMAGE RECORDING DEVICES

In accordance with OG 3004.7 *Image Recording Devices* section, members responding to an incident may not use helmet mounted cameras, video cameras, personal cell phones, personal cameras, or any other recording device while on an emergency response.

The use of personal devices to take still or digital photographs, video or audio recordings by Operations personnel at emergency scenes for personal use or Department training purposes is not authorized.

LP 500 DOWNLOAD INSTRUCTIONS

Instructions for downloading patient summaries from the LifePac 500 are posted near the station computer. The instruction sheet is entitled “Instructions for Downloading LP500 Resuscitations”. In the even that the sheet is lost, the information is also available on the “O” drive at O:/ Dept/LP500.

Additional assistance can be obtained by contacting the EMS Coordinator or the on-duty MSO.

SUBJECT:	AIRCRAFT OPERATIONS
REVISED:	10/21/14
SEE ALSO:	WAC-296-305, Safety Standards for Firefighters; SFD P-5002 Aircraft Deployment
PAGE(S):	6

GENERAL INFORMATION

Both fixed wing and rotary aircraft are generally available to SFD if needed. These resources have many capabilities, such as, but not limited to, the following:

- Aerial observation and reconnaissance.
- High efficiency area lighting (Night Sun).
- Video downlinks to portable, mobile, and fixed receiver sites.
- Patient transport.
- Search and rescue operations.
- High rise insertion/extraction of firefighters/victims.
- Marine insertion/extraction of firefighters/victims.
- Movement of Technical Teams to isolated locations.
- Movement of equipment to difficult locations.
- Water bucket firefighting operations.

The following agencies have regionally available air-technical assets:

Fixed Wing –

- WSP.
- PCSD.

Helicopters –

- KCSO.
- SCSO.
- US Coast Guard (USCG) at Port Angeles and Astoria, Oregon.
- US Navy (USN) at Whidbey Island NAS.
- Customs and Border Protection (CBP) in Blaine, WA.
- Washington Army National Guard (WAANG) at Camp Murray.
- Airlift Northwest at Boeing Field.

Technical Assets –

- SFD (Air Branch Directors, Aviation Special Operations Team).
- Central Pierce Fire & Rescue (Swift Water, Fuel Support).

DEFINITIONS

Aviation Team: Members who maintain SFD approved technical level training have technical skill sets for working in an around aircraft and performing technical aviation rescue operations.

Aviation Coordinator: SFD Aviation Team Member who is assigned to assist the USCG Rescue Coordination Center (RCC) with region-wide aviation requests and coordination during a major event or disaster.

Aviation Team Supervisor: SFD Aviation Team Member who is responsible for managing the Aviation Team and establishing an Air Branch, when required.

Aviation Team Leader: SFD Aviation Team Member who is responsible for training and deployment requests for Regional Aviation Assets by SFD.

Air Branch Director: Aviation Team member who is responsible for coordinating all aspects of Regional Air Asset request and Aviation Team deployment. Reports to the Operations Section Chief.

Aerial Observer: SFD member assigned to an aircraft for aerial observation and reconnaissance duties.

Aircrew: Assigned aircraft personnel which may include a Pilot-In-Charge (PIC), Pilot, Systems Operator (SO), Safety Officer, and Rescue Specialist (RS).

AIRTEP (Airborne Tactical Extraction Platform): A specialized device that is designed to carry emergency response personnel and equipment to difficult to access locations. This device is short hauled underneath rotary wing aircraft on an approved rope and operated by Aviation Team Members. The device has the capability of transporting up to 10 rescuers or victims, depending upon the aircraft used. The SFD AirTEP is marine capable having an integral flotation device.

Downlink Receiver: A portable handheld receiver that displays live video received from FLIR Capable Aircraft. The BMS Carry-Viewer III is carried and operated by Staff 10 at the Command Post to support Incident Operations.

Fixed Wing Aircraft: Aircraft that have Forward Looking Infrared (FLIR) camera, Aero-Mapping system, Video Recorder, and Video Downlink capabilities. Used primarily for Search and Rescue (SAR), Aerial Observation, and Video Downlink support.

Rotary Wing Aircraft: Helicopters which are aircraft capable of vertical take-off, landing, and hovering operations. Used primarily for aerial observation, personnel transport, equipment transport, patient transport, and technical rescue operations.

Forward Looking Infrared Camera (FLIR): Aircraft mounted camera capable of transmitting live video or infrared images to portable ground receivers, mobile ground receivers, or fixed Emergency Operations Centers (RMC, SPOC, EOC, etc.). FLIR Mode is capable of detecting and displaying heat signature differentials of the area that it is trained on under certain conditions.

Helispot: Usually a small secured landing zone area where a single rotary wing aircraft may safely land and take-off. This area is generally set up and managed by an Aviation Team Member assigned to Air Branch.

Helibase: Usually a large secured landing zone area where multiple rotary wing aircraft may safely land and take-off. This includes aircraft support, such as refueling and maintenance. This area is generally set up and managed by an Aviation Team Member assigned to the Air Branch.

Hoist: An electric winch type device mounted on a rotary wing aircraft which has the capability of raising and lowering rescuers, victims, or equipment to or from a hovering aircraft. Regional hoists have 250′ of 3/16″ cable which is rated to safely lift up to 600 lbs.

Pilot-In-Charge (PIC): Chief Pilot who has ultimate responsibility for all aspects of aircraft operation. This includes risk assessments, mission acceptance, aircrew assignments, and safety.

NW Regional Aviation: Combined All-HAzards Regional Aviation group which provides coordinated aircraft support to the greater Puget Sound Region.

Primary supporting agencies include:

- Washington State Department of Transportation (WSDOT).
- Washington State Patrol (WSP).
- King County Sheriff's Office (KCSO).
- Snohomish County Sheriff's Office (SCSO).
- Pierce County Sheriff's Department (PCSD).
- Seattle Fire Department (SFD).
- Seattle Police Department (SPD).

Central Pierce Fire & Rescue (CPFR).

OPERATIONS

INCIDENT COMMANDER (IC)

The IC must request "Aviation Support" through the Fire Alarm Center (FAC). This should be done as early as possible within the first operational period. **Regional Aviation Assets can be requested for "Stand-by" in preparation of a specific deployment request.** Aviation support requests should be mission specific and not be agency specific. Be aware that certain aviation mission requests may take up to an hour for mobilization due to base location, staffing, and weather conditions.

FIRE ALARM CENTER

FAC will contact the on-duty Operations Deputy Chief for authorization prior to contacting the SFD Aviation Team.

Once authorized, the FAC will contact a SFD Aviation Team Supervisor/ Leader with instructions to contact the IC by phone or radio. This member will assume the role and responsibilities of Air Operations Branch Director (AOBD) and will make recommendations and coordinate all aviation requests by the IC.

AIR OPERATIONS BRANCH DIRECTOR

The Air Operations Branch Director reports directly to the IC/OSC and is responsible to coordinate all aspects of Regional Air Asset requests and Aviation Team Member deployment.

This may include but is not limited to the following:

- Coordinate the needs of the IC.
- Interface with the FAC, RMC, EOC, and other agencies as needed.
- Approve Regional Aviation Support Requests.
- Establish an Air Operations Group, when required.
- Coordinate Air Support Operations (Helispot, Refueling, etc.).
- Work with Planning Section to develop an Air Operations Plan (ICS 200).

AIR OPERATIONS GROUP SUPERVISOR

The Aviation Team Leader will manage all aspects of the use of Regional Aviation Assets by SFD.

This may include but is not limited to the following:

- Contact the appropriate available supporting agency.
- Establish an Air Operations Plan for approval by the AOBD.
- Develop Risk Assessments in conjunction with the PIC.
- Receive approval from Air Operations Branch Director or IC.
- Activate Aviation Team Members for deployment, as directed.
- Manage Helispot Operations.
- Supervise Mission Operations.

REGIONAL MUTUAL AID REQUESTS

All Mutual Aid requests for SFD Aviation Special Operations Team Support will be forwarded by the FAC to the on-duty Operations Deputy Chief for approval, after consultation with the Aviation Team Supervisor/ Leader.

HELISPOT MANAGER CHECKLIST

Helispot Selection –

- Medium helicopters require 75′ X 75′ by day or 100′ X 100′ by night.
- WAANG CH-47 Chinook requires 100′ X 100′ by day or night.
- Airlift Northwest requires 100′ X 100′ by day or night.
- Clear of obstruction/overhead trees, wires, debris, and unsecured materials.
- Less than 10 degrees slope.
- Secured roadway, school, parking lot or field.

Helispot Operations –

- Maintain 200′ security for bystanders.
- SFD personnel maintain 100′ with PPE, hearing, and eye protection.
- Use Red Strobe LZ Kit, no white strobe lights.
- Red apparatus lights assist in noting location.
- All white lights (headlights) OFF during takeoff and landing.

Helispot Communications –

- Identify radio frequency (800 MHz, VHF, Marine).
- Helispot Manager should be the single communication point with the aircraft.
- Contact the pilot with Helispot location, wind conditions, identified hazards, and confirm that the Helispot is secure.
- Vector aircraft using the nose of the aircraft as 12 o'clock, e.g. "we are at YOUR 11 o'clock approx. 2 miles out."
- Be prepared to call off the landing if Helispot or approach becomes unsafe.

Helicopter Arrival –

- Do not approach the helicopter until the rotor blades have completely stopped, unless directed by the pilot or crew.
- Watch for people attempting to approach the aircraft, especially in a Hot Load situation.
- Approach the helicopter only from the side and from a downhill slope.
- Always stay clear of the Tail Rotor DANGER area.
- Airlift Northwest does not allow Hot Loading due to the size of their aircraft and height of their rotors. Do not approach until the aircraft is shutdown and rotors have completely stopped.

Helicopter Departure –

- Clear all ground personnel prior to engine start.
- No one may approach the helicopter after the engine is started.
- Re-establish radio contact with the pilot and confirm that the Helispot is secure.
- Notify the pilot immediately if an unsafe situations develops.

SUBJECT:	BULK FOAM
REVISED:	5/25/09
SEE ALSO:	P-5003 Firefighting Foam; IFSTA Fire Streams; NFPA 1145 Guide for the Use of Class A Foams in Manual Structural Fire Fighting; NFPA 18 Standard on Wetting Agents; SFD Training Guide 1-1 Foam Operations, Equipment, and Apparatus.
PAGE(S):	4

GENERAL INFORMATION

The SFD has selected NovaCool UEF (Universal Extinguishing Foam) as its standard fire fighting foam. NovaCool UEF has been U.L. certified to NFPA 18 standards for fire extinguishing capabilities and environmental effects.

When added to water in proper quantities, NovaCool UEF reduces the surface tension of water, increasing its penetrating and spreading abilities. It also provides emulsification and foaming characteristics that extend the efficiency of water in protection against fire exposure and the extinguishment of Class A, B, D, and K fires.

NovaCool provides rapid cooling beyond the standard effects of water application. This rapid heat absorption allows its use on Class D metal fires. Additionally, it is rated to extinguish three-dimensional (cascading/boiling/pressurized) fires.

- Use at 0.4% for Class A/B/D/K fires.
- Use at 0.5% for polar solvents.
- Use at 0.1% for overhaul.

Per the manufacturer, 1% is the MAXIXMUM proportioning rate for NovaCool. Above this percentage, the extinguishing capabilities of the foam solution diminish. Reasons for applying NovaCool above 0.5% include: to enrich the foam blanket during heavy rain, to enrich the foam for extreme fire conditions. for structural coating during wildland ops, etc.

Engines with Foampro systems have the ability to proportion NovaCool at various percentage rates. When using foam eductors, NovaCool will be applied at 0.5%, the eductor's lowest proportioning setting.

While NovaCool is rated for use on three-dimensional gas fires, extreme caution should be used due to the danger of continued gas flow and the possibility of explosive reignition.

NovaCool UEF is non toxic, contains no reportable hazardous substances, is non-corrosive, and can be used with fresh, salt, or brackish water.

NOVACOOL STORAGE AND MAINTENANCE

NovaCool UEF concentrate freezes at 30° F (-1° C). If frozen, it can be thawed and used without restriction. The manufacturer rates the storage life of the product as "unlimited" when stored out of sunlight and in sealed containers that prevent evaporation or contamination.

If NovaCool is "batch-mixed" in storage (pre mixed with water- as in a pressurized pump can), the effectiveness of the mixture expires in one month due to its rapid biodegradability. For this reason, Zep R3, or another department approved wetting agent should be used in pressurized pump cans. A NovaCool stabilizer is available for special long-term, batch-mixed storage requirements such as the Air Qwik extinguisher system on the special events Gator.

CONTAINERS For inventory rotation purposes, each container should be marked on the top indicating the date (month/year) that the product was received.

APPARATUS STORAGE TANKS Apparatus monthly checks should include checking the gasket on the concentrate tank's fill port. The tanks' lids are designed to equalize pressure with the atmosphere, but the lid gasket should be intact and provide a seal when closed, preventing evaporation and minimizing moisture exchange with air outside the tank.

BULK NOVACOOL Per the NFPA, all bulk storage tanks, such as those on the Hose Wagons and Fireboats, should have their product tested annually for quality control purposes. Bulk foam sample testing should be arranged through Services Division.

FOAM REQUISITION Replacement containers of foam should be ordered from Services via the SFD InWeb requisition process.

FOAM RESOURCES

The Services Warehouse maintains an inventory of NovaCool and accessory equipment. During large incidents, when additional firefighting foam is required from the warehouse, Services should be paged and a unit should be dispatched to retrieve one of the flatbed trucks. The Hose Wagons and the Fireboat Leschi also have the capability to refill foam containers during emergencies.Incident Commanders can obtain additional firefighting foam supplies by utilizing both SFD and Mutual Aid resources.

TRAINING WITH FOAM EQUIPMENT

Flowing firefighting foam for training purposes should be limited to the JTF, in the designated foam & vehicle extrication area near the overpass prop. For more information on foam apparatus, foam equipment, and fire fighting operations with NovaCool, refer to the appropriate sections of the SFD Training Guide.

SUBJECT:	CARBON MONOXIDE ALARMS
REVISED:	10/21/14
SEE ALSO:	P-5004 Carbon Monoxide
PAGE(S):	6

GENERAL INFORMATION

The SFD is seeing an increase in alarms due to the use of carbon monoxide (CO) detectors. Several companies manufacture CO detectors. They are available in hard-wired, plug in, and battery powered models.

Carbon monoxide is odorless, colorless gas that is slightly lighter than air. Because of these characteristics, it is often difficult to determine whether alarm activation is due to the actual presence of CO or a malfunctioning detector.

The Fire Department must take reasonable precautions to ensure life safety on incidents involving Carbon Monoxide (CO) detectors.

This Guideline addresses incidents where the only hazard is the presence or suspected presence of CO in a structure or space designed for continuous occupancy. This policy does not apply to confined spaces.

The following guidelines are intended to assist firefighters when encountered with a CO alarm and ensure the safe reoccupation of a structure.

TERMS

Air Monitor: A device which samples the air and measures the concentration of CO in Parts Per Million (PPM).

Carbon Monoxide (CO): An odorless, colorless and tasteless gas. It is slightly lighter than air.

Investigating Team: A team of two or more members whose primary mission is to search for potential sources of CO.

Search Team: A team of two or more members whose primary mission is to search for potential victims of CO poisoning.

RESPONSE TO CARBON MONOXIDE ALARMS

DISPATCHING

When possible, the Fire Alarm Center (FAC) determines the severity of a situation involving a *Carbon Monoxide* (*CO*) detector alarm. They also try to determine if the occupants exhibit symptoms of CO poisoning, if occupants are unaccounted for, or if other conditions exist that would indicate possible high levels of CO.

If the FAC determines the only condition reported is an activated CO alarm, a Unit will be dispatched Code Yellow. The occupants will be advised to evacuate the premises by the FAC.

FIRST ARRIVING UNITS

THE FIRST ARRIVING UNIT SHOULD

- Give a short report.
- Implement ICS.
- Determine if there are possible victims.
- Request additional resources, if needed.

INCIDENT REQUIREMENTS

- Search facilities.
- Evaluate occupants.
- Determine cause(s) for alarm.
- Secure cause(s) and facility.
- As Carbon Monoxide is a potentially explosive gas, ignition sources should be secured and personnel cautioned about the danger.
- In addition, a RIT team will be in place as soon as possible based upon 2 in 2 out protocols.
- Notify occupant(s) of potential hazards via verbal and written means.

SEARCH AND RESCUE PHASE

Search Team(s) must conduct a Primary and, if warranted, Secondary search of affected facilities.

SFD personnel will wear full PPE with SCBA until air monitoring has determined the safety of the building.

Occupants must be interviewed/evaluated for signs of CO poisoning. If any occupants exhibit signs of CO poisoning, a medic unit will be requested to evaluate the patient.

Special care should be taken in evaluating High-Risk Groups, as low amounts of CO may cause distress in these individuals:

- Pregnant women, the unborn absorbs CO at a higher rate than it's mother.
- The very young and elderly.
- People with pre-existing cardiopulmonary problems.
- People at high levels of physical exertion.

INVESTIGATION PHASE

Once search and rescue phase is complete, the Investigating Team will:

- Ventilate the premises.
- Check the disposition of all smoke and CO detectors.
- Inspect normally accessible areas of the premises for obvious sources of CO.
- Secure any sources located.

If an air monitor is available, the Investigating Team monitors potentially contaminated spaces for CO levels.

The Investigating Team may include the same personnel as the Search Team.

RE-OCCUPANCY PHASE

Facilities will not be reoccupied unless:

- Cause for CO alarm has been determined and secured.
- Facility has been ventilated as necessary to bring CO levels below 10 Parts Per Million (PPM) or CO detector resets, and appears to be working correctly.
- Occupants have been notified verbally and in writing via the Form 414 of CO hazards.

Note	A CO level of 10 ppm still may not be safe for High-Risk individuals.

A responsible party should be notified of their obligation to insure that the CO detector is working prior to re-occupancy and that all facility users are aware of the dangers of CO poisoning.

Provide the occupant(s) with the *"Carbon Monoxide Alarm Citizen Information Sheet",* Form 414*.*

If there is any reason to doubt the reliability of the CO detector, the responsible party should be instructed to contact a *certified technician.* A certified technician is an individual who meets the accepted certification standards for this trade. In the scope of this type of incident we apply it to the service person who repairs the fuel burning appliances that cause a CO alarm condition and also to an individual who is certified to sample the air for CO and declare a premises fit for occupancy.

SUPPLEMENTAL OPERATIONS

Supplemental or secondary actions on the part of the Fire Department should be limited to directing the occupants to contact the appropriate agencies to correct any deficiencies.

Fire Department personnel do not service heating and cooling equipment, ventilation system or appliances except to secure them to eliminate them as a source of CO or other toxic products.

PERFORM THE FOLLOWING FUNCTIONS

Give an appropriate radio report and size-up on arrival.

Investigate exposures as potential sources of CO.

Determine if all occupants are accounted for and the need for immediate search and rescue operations.

Interview and assess the occupants for symptoms of CO poisoning.

Begin emergency care for acute CO patients; request additional resources as required.

IF A CO MONITOR IS AVAILABLE

If there is no immediate life hazard, take CO levels prior to ventilating or securing potential sources. Note the areas of the highest concentration.

Ventilate the premises.

Monitor CO levels during ventilation to determine when the levels reach an acceptable level.

Look for obvious potential sources of CO and secure them.

IF CO MONITOR IS NOT AVAILABLE

The structure may be reoccupied if:

- None of the occupants are exhibiting signs of CO poisoning.
- The alarm in the structure's CO detector resets and appears to be operating correctly.
- The premises has been inspected for potential sources of CO, the sources identified, secured and the premises ventilated.
- A responsible party has been contacted and advised of the hazards of CO exposure and notified of the agencies that can be contacted should they need assistance.

SIGNS AND SYMPTOMS OF CO EXPOSURE

MILD EXPOSURE	MEDIUM EXPOSURE	EXTREME EXPOSURE
Flu Like Symptoms	Severe Headache	Unconsciousness
Slight Headache	Drowsiness	Convulsions
Fatigue	Confusion	Death
Nausea	Fast Heart Rate	
Vomiting		

ACTION LEVELS FOR CO CONCENTRATIONS

10 ppm or less Considered acceptable levels for healthy individuals. May still cause distress in members of high risk groups.

Greater than 10 ppm but less than 35 ppm Within acceptable levels for 8 hours a day exposure in the work place. Unacceptable for long term residential occupation. Use of SCBA by Fire Department personnel is at the discretion of the Incident Commander (IC).

Greater than 35 ppm Exceeds acceptable levels for continued exposure. Premises may not be occupied and Fire Department personnel must wear SCBA.

POTENTIAL SOURCES OF CO IN THE HOME

Faulty furnace or hot water tank operation.

Using stove for heating, faulty or dirty oven.

Woodstove, fireplace or chimney.

Auto or gas powered equipment operated in adjacent garage.

Use of barbecue or charcoal in or around structure.

Faulty flue or chimney connections/ flue backdraft.

Unique weather situations or thermal inversion.

OTHER POSSIBLE SOURCES OF CO

Automobiles, or other Gas powered equipment running in an adjacent space.

Poorly maintained and/or malfunctioning heating system.

Poorly maintained and/or malfunctioning cooling system.

Barbecue used in or near the structure.

Other LPG, petroleum, or natural gas appliance used in or near the structure.

Any of these conditions in an adjoining structure.

ADDITIONAL HELP

SOURCES FOR HELP WITH CARBON MONOXIDE PROBLEMS	
Puget Sound Energy Company	1 (800) 999-4964 Or 464-1999
Environmental Protection Agency	553-2589
Oil Heat Institute	548-1500
Local Heating Distributors	See the Yellow Pages

SUBJECT:	CIVIL DISTURBANCES
REVISED:	10/21/14
SEE ALSO:	SFD: Policy 5005 Civil Disturbance, Operating Guideline 4003 Communications, Washington State Safety Standards for Firefighters, WAC 296-305.
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GENERAL INFORMATION

A Civil Disturbance is any action related to acts of arson, violence, riot, rebellions, insurrection or other unlawful action by organized or unorganized groups.

It is essential for Fire Department personnel to act responsibly using good judgment, tolerance and tact so as not to precipitate a violent reaction. During periods of civil disturbance, individual members may be subjected to unusually stressful verbal abuse. Self-control and restraint are of the utmost importance for preventing escalation of a marginal incident into a destructive long-term action.

Fire Department personnel, equipment or apparatus are not to be used in activities related to quelling crowd action unless the Chief of the Fire Department specifically authorizes such action. The Fire Chief determines the degree of Fire Department participation during a significant civil disturbance.

Company Officers are responsible to institute necessary measures to ensure station security. However, Battalion Chiefs are responsible for coordinating security of affected Fire stations, as needed, to prevent vandalism and injury to personnel and equipment.

Companies in areas not affected by civil disturbance activities will continue with their normal activities.

RESPONSE OPERATIONS

The initial response into a known civil disturbance area should consist of one Engine Company and one Battalion Chief. During Civil Disturbance situations, responses into or out of the area should be Code Yellow. Companies should not engage in any activity that will aggravate the situation or put personnel in serious danger of injury.

A Civil Disturbance report by the first-arriving unit will signal subsequent arriving units to stand by in a designated base area, unless ordered otherwise. Be advised, due to possible false radio reports by activists, personal identification of sender may be required.

Rescue and extinguishment should be the prime objectives of the Commanding Officer. Overhaul should be limited to ensure extinguishment. Following an incident, companies should be returned to quarters as quickly as possible.

Responding officers should be alert to transmit information regarding hostile acts against apparatus and personnel to the Fire Alarm Center (FAC). In the event of crowd activity at the emergency scene, it may be necessary to withdraw and delay extinguishment operations until security forces clear the area. Protection for apparatus, tools, equipment, hydrants, hose lines and other operating facilities should be provided by Police or other enforcing personnel.

EMS responses into civil disturbance areas will be dispatched with minimum of one Engine/Ladder company and one Aid Car. This should provide adequate personnel to monitor the surrounding situation and allow for rapid packaging and transport of the patient by the Aid Car.

Safety and Precautions

Equipment carried exposed on the sides of apparatus are to be placed in compartments, top storage areas, or in crew cabs. Equipment in crew cabs should be covered and secured.

Engine Companies

Hose bed covers should be in position with the rear flap secured down. Apparatus without hose bed covers should have a tarp over the hose bed and top basket to protect equipment. Also, whenever possible, hand lines should be taken directly off of hydrants. Apparatus will be hooked to a hydrant as a last resort.

Ladder Companies

Potential weapons like belt axes, should be carried concealed on the apparatus but readily available.

Aid/Medic Units

Rear doors should be locked from the inside to prevent unauthorized entry with the remaining doors kept locked when leaving the apparatus.

Fire Stations

Stations within or adjacent to the areas of Civil Disturbance should keep doors and windows locked and all available outside illumination should be on. Activities outside the station should be minimized to what is necessary to provide emergency response.

To prevent possible vandalism to private vehicles, it may be necessary to hold roll call in fire stations out of the disturbance area and exchange crews via Fire Department transport.

WIRELESS EMERGENCY ALERT (WEA)

There are three different alerts issued through the Wireless Emergency Alert (WEA) System:

- Presidential Alerts - issued by the President or his designee during a national emergency.
- Imminent Threat Alerts - issued for localized, severe man-made or natural disasters, including extreme weather, where an imminent threat to life or property exists, as determined by local public safety officials.
- Amber Alerts.

Members issued or utilizing Department wireless devices (cell phones, tablets, etc.) shall not "opt out" of the Wireless Emergency Alert System.

NATIONAL TERRORISM ADVISORY SYSTEM (NTAS)

The National Terrorism Advisory System (NTAS) is a two-level threat advisory scale used to provide timely and detailed information to the public, government agencies and first responders.

Under the NTAS, alerts will be issued only when credible information is available. These alerts will include a clear statement that there is an imminent threat or elevated threat.

- Imminent Threat Alert: Warns of a credible, specific and impending terrorist threat against the United States.
- Elevated Threat Alert: Warns of a credible terrorist threat against the United States.

The NTAS Alerts will be based on the nature of the threat and may be sent directly to law enforcement or affected areas of the private sector, while in others, alerts will be issued more broadly to the American people through both official and media channels.

NTAS Alerts contain a sunset provision indicating a specific date when the alert expires. If threat information changes for an alert, the Secretary of Homeland Security may announce an updated NTAS Alert.

PROCEDURES FOR NTAS ALERTS

ELEVATED THREAT ALERT

When an "Elevated Alert" is issued members should conduct station security assessments to ensure that:

- Doors and windows operate properly and lock securely.
- Station lighting is adequate to properly illuminate the exterior of the building.
- Stations are less vulnerable by trimming hedges and shrubs.

- A "special notice" will be issued with specific instructions.

IMMINENT THREAT ALERT

Fire Department procedures for an "Imminent Threat Alert" while in the station are the following:

- All Stations should be maintained with their doors and windows locked.
- Keep apparatus doors closed when not in use. Under no circumstances should apparatus bay doors be left open when no personnel are on the apparatus floor.
- Visitors entering the station must be signed in.
- Members should escort visitors at all times while in the station.
- A "special notice" will be issued with specific instructions.

Contractors entering the stations should be checked and asked for identification and a valid work order outlining the work to be performed.

Note	Suspicious persons, activities, or packages should be immediately reported to Seattle Police by calling 9-1-1.

Fire Department procedures for an "Imminent Alert" while out of the station are the following:

- One member will be left on the apparatus for security while out of quarters on both emergency and non-emergency operations.
- Company Officers will leave one member with the apparatus. For example, during EMS alarms, additional personnel may need to be requested because of insufficient staffing to handle the emergency and maintain personnel on the apparatus.
- If necessary, SFD members may request the Police, who will respond if available.

BOMB THREATS

In the event of a potential or actual explosive device(s), The Seattle Police Department is the lead agency at and must be informed immediately via the most appropriate method available.

SECURITY

Security of incident information becomes a high priority in these types of events. To insure incident security and maximize the safety of the public, incident communication methods will be prioritized as follows:

- Land line phone and face to face communication.
- Cell phones / pagers.
- Fire Department Radios.

REPORT OF BOMB THREAT

Receipt of a bomb threat at a Fire Station – In the unlikely event that a bomb threat is phoned directly (or in person) to a fire station, members receiving the information should be alert to get as much information as possible. Write down exactly what the individual is saying on you. Do not interrupt the caller, but if possible ask the following questions:

- Where is the bomb?
- What will make it go off?
- What does it look like?
- How big is the bomb?
- Why did you plant the bomb?
- Who are you?

Listen for details such as voice type, background noises or other audible details that may help indicate the source of the call. When possible, record all statements by the caller word for word.

If the report is delivered in person, try to remember/ document as much descriptive information as possible. Do not attempt to forcibly detain the individual.

Immediately relay this information directly to FAC by using land line telephone or if land line is not available, use cell phone, DO NOT USE THE RADIO TO RELAY THIS INFORMATION.

If the Fire Station is the target of the threat, evacuate all personnel in a quick and orderly fashion to a safe location. Perform a Personnel Accountability Report (PAR) to determine if all members are present. Avoid using radios, cell phones or remote door openers as signals from these devices may trigger the detonator.

If the FAC is the target of the threat, proper security measures must be taken in accordance with the FAC Division procedures. The FAC will be evacuated to the backup FAC at the SPD West Precinct.

RESPONDING TO SUSPECTED EXPLOSIVE DEVICE

Fire department units may be dispatched in support of police operations at a report of an explosive device. A Battalion Chief will always be dispatched when Fire Department units are dispatched to a reported explosive device.

Responding units must be aware that the FAC will ask the first arriving company or Battalion Chief to use the cell phone to relay sensitive information regarding the incident. Units should be aware they may be asked to respond code yellow or to secure lights and siren a few blocks away.

Arriving units should not drive directly into the scene. Until the location of the device has been determined responding units should stage no closer than one block away and be positioned as to quickly drive away from the area should the exclusion area need to be expanded.

Warning –	SFD personnel shall not approach, handle, manipulate or in any way disturb a suspected device or the immediate area around a suspected device.

Radios, cell phones and other devices that transmit RF energy should not be used in the immediate vicinity of suspected devices.

Fire apparatus should generally not be used to block streets or impede access.

Water supplies should be identified in the event there is a detonation, however avoid tying apparatus to hydrants or impeding street access with charged hose lines in the event immediate relocation is required.

Once the device has been located, coordinate with SPD to establish an exclusion area based on the size of the device, and the nature of the surroundings.

All members will be alert to the possibility of additional devices in the vicinity of staging areas and to take appropriate action. Trash cans, mailboxes, dumpsters, newspaper vending machines, unattended packages and parked vehicles have all been used in the past as locations for explosive devices.

Members should be aware of the channeling effect as blast waves from the device travel down the streets and between buildings and position themselves accordingly. Even smaller explosions can shatter glass several stories up several blocks away.

Members must be alert for suspicious persons and vehicles that may be of interest to law enforcement.

Any requests for information regarding the incident should be directed to the Incident Commander.

EVACUATIONS

A safe and orderly evacuation of the public from areas that may be exposed to the effects of a potential or confirmed device is the responsibility of the law enforcement agency in charge. SFD personnel may, with the approval of the ranking SFD officer, assist in the evacuation.

Every effort will be made to limit panic on the part of the public while still conveying the appropriate sense of urgency to leave the area. Informing the public that there is an emergency in the vicinity that required their evacuation is generally sufficient to get the public to comply. Judicious use of police to remove uncooperative persons and to secure the occupancy from re-entry may be required.

The evacuation area for the public will be selected based on the ability to provide protection from the effects of a blast based on information available on the location, size and type of device. The possibility of secondary devices must also be considered when selecting the evacuation area and route of travel. Protection in place must be considered as an alternative to evacuation as indicated by the available information.

Evacuation routes should be selected based on limiting the public to exposure from the effects of a potential detonation of primary and secondary devices as well as contaminating areas that may be significant to the investigation phase of the incident.

THE POST BLAST ENVIRONMENT

Units must not to drive directly into the scene of a reported explosion without sizing up the area as they approach. Any explosion, regardless of source has the possibility of structural collapse of the primary building and/or exposure buildings. Intentional events always carry the additional risk of secondary devices or other unexploded ordinance. Apparatus should be positioned as to maximize their effectiveness at the scene while minimizing the risks posed by a secondary device, structural collapse and incidental missile hazards such as falling masonry or glass.

The First Arriving Unit – Give a size up / radio report which should include:

- Unit ID.
- Location or Corrected Location.
- Structure Description (by construction and occupancy if possible).
- Cause of the explosion (if known, if unknown say so).
- Description of incident including.
- Damage to the structure.
- Fires from structures, vehicles and debris.
- Approximate number of visible victims / patients.
- Damage to exposure buildings.
- Wind Direction.
- Initial actions, including status of water supply.
- Direction for incoming units regarding route of travel and access to other sides of the incident.
- Staging and Base locations.
- Call for additional resources.

Events involving explosives can be spread over a large geographic area, often with areas inaccessible from a single access point. Units will be aware to establish separate divisions early in the operation and direct additional units to appropriate sides of the incident as necessary.

MCI

Regardless of the source, any explosion in an occupied building or area is likely to generate a large number of casualties. First arriving units must be alert to call for an MCI response immediately if there are victims present. Laying-out a staging area and route of travel for ambulances and busses to transport victims should be established as early as possible.

INTENTIONAL EXPLOSIONS

Any intentional or suspicious explosion will include response of the Hazardous Materials Team.

Any explosion of undetermined origin in occupancies with a high index of suspicion will be handled as an intentional event unless there is credible information to indicate otherwise.

Such occupancies include high profile or government buildings such as federal buildings, post offices, corporation headquarters, municipal and government buildings as well as assembly buildings with high occupant loads and other structures with historical or political significance.

Intentional or presumed intentional explosions bring the additional risks of secondary devices and potential intentional contaminants. These hazards are in addition to the more typical risks associated with structural collapse.

The presence of casualties may dictate conducting operations in the hot zone at an incident before unseen hazards can be ruled out. Because of the significant risks presented by operations in this environment, the following safeguards will be implemented until these intentional hazards can be ruled out:

- Actions in the hot zone will be limited to those necessary to save lives.
- When possible approach from upwind and uphill.
- Stage resources and victim holding areas in locations upwind and with a low risk of secondary devices.
- When possible, use public address systems to direct victims in the hot zone in self rescue efforts.
- Full PPE, including SCBA should be used while conducting operations in the hot zone.
- Minimize time in the hot zone and expose the minimum number of personnel.
- Contain victims and control cross contamination, consider establishing an area of refuge.
- Establish a decontamination corridor for victims and responders.

SUBJECT:	MULTIPLE ALARM RESPONSE PLAN
REVISED:	10/21/14
SEE ALSO:	SFD Multiple Alarm Response Plan.
PAGE(S):	10

GENERAL INFORMATION

The purpose of the SFD Multiple Alarm Response Plan is to support, integrate, and optimize Department operations during multiple alarms.

Designated personnel will respond to the Resource Management Center (RMC) and will work proactively to forecast resources by conducting an ongoing gaps analysis with the Incident Commander and FAC.

If the City EOC is activated for a Multiple Alarm Response, the RMC will be the central point of coordination and information exchange with Fire Department EOC responders.

The RMC Manager has the authority of the Fire Chief to hire off-shift personnel and order needed resources, through the Support Services Division, in accordance with the Multiple Alarm Response Plan.

The Multiple Alarm Response Plan includes:

- 2-11.
- 3-11.
- 4-11 or greater.

DEMOBILIZATION PLAN

Demobilization will be coordinated with the Incident Commander. Upon demobilization, RMC personnel are to prepare a summary of actions to be submitted with the Activity Log (ICS F-214) to Deputy 1 and Deputy 2.

F-155 Emergency Staffing Mobilization Report should be returned to the Operations Division.

Any reserve units that will remain in-service will be informed of their demobilization plan.

MULTIPLE ALARM RESPONSE PLAN FOR 2-11, 3-11, 4-11 OR GREATER:

The following check off sheets will be used during a Multiple Alarm Response to document the action taken by the RMC during a 2-11, 3-11, or 4-11 or greater Multiple Alarm Response.

2-11

RESPONSIBILITY:	2-11 ACTION TO BE TAKEN:	
PRIMARY	2-11 (Actions # 1 - 4)	COMPLETED
FAC	Action #1 Available in-service Battalion Chief moved up to the RMC out-of-service.	☐
FAC	Action #2 Call the following RMC personnel: • Deputy 2 (RMC Manager). • Services Captain. • Staffing Lieutenant. • (1) Operations Administrative Support.	 ☐ ☐ ☐ ☐
FAC	Action #3 FAC pages alarm upgrade. NOTE: Leadership Team will receive notification by both page and phone. • Fire Chief. • Assistant Chief of Operations. • Assistant Chief of Resource Management. • Fire Marshal. • Executive Director of Administration. • Public Information Officer.	 ☐ ☐ ☐ ☐ ☐ ☐
RMC Personnel	Action #4 • Hire one additional Staff 10 to report to RMC as needed. Members trained as Staff 10 are listed in the telephone register under E-10 and L-1. Telephone register is located in the cabinet under TV #1. • If Deputy 2 is not available to respond, hire one off-shift Deputy 1. If Deputy 1 is not available hire one off-shift Battalion Chief. • Determine reserve apparatus status. (Reserve Apparatus Report and Garage Report are located on the south wall of the Staff 10 office, at the bottom of the dry erase board.) • Identify logistical requirements. • Assess incident fuel situation. • Complete Activity Log (ICS F-214) for the RMC. NOTE: The arriving off-duty RMC Manager will relieve the on-duty Chief Officer. The Chief Officer will go back in-service but remain at Station 10 as a move-up location until released by the RMC Manager.	☐ ☐ ☐ ☐ ☐ ☐

3-11

RESPONSIBILITY:	3-11 ACTION TO BE TAKEN:		
PRIMARY	3-11 (Actions # 1 - 5)	COMPLETED	
FAC	Action #1		
	Available in-service Battalion Chief moved up to the RMC out-of-service.	2-11	☐
FAC	Action #2		
	Call the following RMC personnel:	2-11	
	• Deputy 2 (RMC Manager).		☐
	• Services Captain.		☐
	• Staffing Lieutenant.		☐
	• (1) Operations Administrative Support.		☐
FAC	Action #3		
	FAC pages alarm upgrade.	2-11	
	NOTE: Leadership Team will contact the RMC to confirm their response status.		
	• Fire Chief.		☐
	• Assistant Chief of Operations.		☐
	• Assistant Chief of Resource Management.		☐
	• Fire Marshal.		☐
	• Executive Director of Administration.		☐
	• Public Information Officer.		☐
RMC Personnel	Action #4		
	• Hire one additional Staff 10 to report to RMC as needed. Members trained as Staff 10 are listed in the telephone register under E-10 and L-1. Telephone register is located in the cabinet under TV #1.	2-11	☐
	• If Deputy 2 is not available to respond, hire one off-shift Deputy 1. If Deputy 1 is not available hire one off-shift Battalion Chief.		☐
	• Determine reserve apparatus status. (Reserve Apparatus Report and Garage Report are located on the south wall of the Staff 10 office, at the bottom of the dry erase board)		☐
	• Identify logistical requirements.		
	• Assess incident fuel situation.		☐
	• Complete Activity Log (ICS F-214) for RMC.		☐
	NOTE: The arriving off-duty RMC Manager will relieve the on-duty Chief Officer. The Chief Officer will go back in-service but remain at Station 10 as a move-up location until released by the RMC Manager.		☐

RESPONSIBILITY:	3-11 ACTION TO BE TAKEN:	
RMC Personnel	Action #5	
	Hire the following:	
	• (1) off-shift Deputy 1 (Deputy 11).	☐
	• Services Captain (RMC).	☐
	• Services Administrative Support (RMC).	☐
	• (1) off-shift Battalion Chief (Operations Backfill).	☐
	• (1) off-shift Safety Officer (Safety 22).	☐
	• Emergency Preparedness Officer (RMC).	☐
	• Tunnel Rescue Manager (RMC).	☐
	• Fleet 1 (RMC).	☐
	• If not hired during 2-11, staff crews (1-3) for 2 reserve apparatus (if available) and put in-service as needed in consultation with the FAC.	☐

4-11 OR GREATER

RESPONSIBILITY:	4-11 OR > ACTION TO BE TAKEN:	
PRIMARY	4-11 OR > (Actions # 1 - 6)	COMPLETED
FAC	**Action #1** Available in-service Battalion Chief moved up to the RMC out-of-service.	2-11 ☐
FAC	**Action #2** Call the following personnel to respond to the RMC: • Deputy 2 (RMC Manager). • Services Captain. • Staffing Lieutenant. • (1) Operations Administrative Support.	2-11 ☐ ☐ ☐ ☐
FAC	**Action #3** FAC pages alarm upgrade. NOTE: Leadership Team will contact the RMC to confirm their response status. • Fire Chief. • Assistant Chief of Operations. • Assistant Chief of Resource Management. • Fire Marshal. • Executive Director of Administration. • Public Information Officer.	2-11 ☐ ☐ ☐ ☐ ☐ ☐
RMC Personnel	**Action #4** • Hire one additional Staff 10 to report to RMC as needed. Members trained as Staff 10 are listed in the telephone register under E-10 and L-1. Telephone register is located in the cabinet under TV #1. • If Deputy 2 is not available to respond hire one off-shift Deputy 1. If Deputy 1 is not available hire one off-shift Battalion Chief. • Determine reserve apparatus status. (Reserve Apparatus Report and Garage Report are located on the south wall of the Staff 10 office, at the bottom of the dry erase board.) • Identify logistical requirements. • Assess incident fuel situation. • Complete ICS Activity Log (F-214) for RMC. NOTE: The arriving off-duty RMC Manager will relieve the on-duty Chief Officer. The Chief Officer will go back in-service but remain at Station 10 as a move-up location until released by the RMC Manager.	2-11 ☐ ☐ ☐ ☐ ☐ ☐

RESPONSIBILITY:	4-11 OR > ACTION TO BE TAKEN:	
RMC Personnel	Action #5	
	Hire the following:	3-11
	• (1) off-shift Deputy 1 (Deputy 11).	☐
	• Services Captain (RMC).	☐
	• Services Administrative Support (RMC).	☐
	• (1) off-shift Battalion Chief (Operations Backfill).	☐
	• (1) off-shift Safety Officer (Safety 22).	☐
	• Emergency Preparedness Officer (RMC).	☐
	• Tunnel Rescue Manager (RMC).	☐
	• Fleet 1 (RMC).	☐
	• If not hired during 2-11, staff crews (1-3) for 2 reserve apparatus (if available) and put in-service as needed in consultation with the FAC.	☐
RMC Personnel	Action #6	
	• Based on incident requirements and citywide coverage call off-shift personnel.	☐
	• Call in an additional Staff 10 (Staff 11).	☐
	• Evaluate next shifts staffing to discover potential gaps.	☐

DECONTAMINATION TEAM

The implementation of the Decontamination Team plan may be in conjunction with any of the other calling plans or on its own.

For any incident involving the Decontamination Team that is projected to last more than two hours, the Incident Commander should consult with the Decontamination Team Leader to determine off-shift hiring for backfill and the decision to place a reserve unit in-service.

AT THE DIRECTION OF DEPUTY 1 OR RMC MANAGER	ACTION TO BE TAKEN
Primary	Action #1
Staff 10 or RMC Personnel	As necessary, recall off-shift personnel assigned to the Decontamination Team.

HAZARDOUS MATERIALS TEAM

The implementation of the Hazardous Materials Team plan may be in conjunction with any of the other calling plans or on its own.

For any incident involving the Hazardous Materials Team that is projected to last more than two hours, the Incident Commander should consult with the Hazardous Materials Team Leader to determine off-shift hiring for backfill and the decision to place a reserve unit in-service.

AT THE DIRECTION OF DEPUTY 1 OR RMC MANAGER	ACTION TO BE TAKEN
Primary	Action #1
Staff 10 or RMC Personnel	As necessary, recall off-shift personnel assigned to the Hazardous Materials Team.

MARINE EMERGENCY RESPONSE TEAM

The implementation of the Marine Emergency Response Team plan may be in conjunction with any of the other calling plans or on its own. For any incident involving the Marine Emergency Response Team that is projected to last more than two hours, the Incident Commander should consult with the Marine Emergency Response Team Leader to determine off-shift hiring for backfill and the decision to place a reserve unit in-service (Also, see "Tunnel Rescue Team" calling plan).

AT THE DIRECTION OF DEPUTY 1 OR RMC MANAGER	ACTION TO BE TAKEN
Primary	Action #1
Staff 10 or RMC Personnel	As necessary, recall off-shift personnel assigned to the Marine Emergency Response Team.

TECHNICAL RESCUE TEAM

The implementation of the Technical Rescue Team plan may be in conjunction with any of the other calling plans or on its own.

For any incident involving the Technical Rescue Team that is projected to last more than two hours, the Incident Commander should consult with the Rescue Team Leader to determine off-shift hiring for backfill and the decision to place a reserve unit in-service (Also, see "Tunnel Rescue Team" calling plan).

In the event a diver exceeds a D designation per the Doppler dive table overlay, the Dive Supervisor will report this to the Incident Commander and the member shall be placed in an administrative status (no firefighting duties) until the required surface interval is achieved to return to a D designation. Backfill will be provided for the diver in order to maintain minimum staffing.

AT THE DIRECTION OF DEPUTY 1 OR RMC MANAGER	ACTION TO BE TAKEN
Primary	Action #1
Staff 10 or RMC Personnel	As necessary, recall off-shift personnel assigned to the Technical Rescue Team.

TUNNEL RESCUE TEAM

The implementation of the Tunnel Rescue Team plan may be in conjunction with any of the other calling plans or on its own.

When members of the Tunnel Rescue Team (Engine 5, Engine 36, and Ladder 7) are projected to be out-of-service for an emergency for more than one hour while engaged in their technical specialty, and cannot be filled for by another operational company, Staff 10, RMC (if staffed), or designated Company will begin off-shift hiring to backfill and place a reserve unit in-service.

Minimum hiring requirements are ten Tunnel Rescue Technicians:

- Six tunnel rescue technicians from Engine 5, Engine 36 or Ladder 7.
- Four certified divers (Modern Tunnel Boring Machines (TBM's) utilize compressed air systems to pressurize the earth surrounding the TBM during tunneling operations. Any rescue that takes place in this compressed atmosphere, hyperbaric area requires deploying Compressed Air Workers. SFD dive team members are qualified as Compressed Air Workers to perform rescues in hyperbaric atmospheres).

WAC 296-155-730 (10) Underground Construction, Rescue Teams requires two tunnel rescue teams of five members each:

- The first five member team must be readily available within 30 minutes.
- The second five member team must be readily available within 120 minutes (2 hours).

AT THE DIRECTION OF DEPUTY 1 OR RMC MANAGER	ACTION TO BE TAKEN
Primary	Action #1
Staff 10 or RMC Personnel	As necessary, recall off-shift personnel assigned to the Tunnel Rescue Team.

NOTE: This procedure will remain in place and utilized whenever the Department is contracted to provide tunnel rescue services to a project.

SUBJECT:	**DISASTER MANAGEMENT**
REVISED:	10/30/14
SEE ALSO:	OG 5006 Multiple Alarm Response Plan. Chempack Response Plan. Orange Book.
PAGE(S):	16

GENERAL INFORMATION

Disaster Management is the body of policies, administrative decisions, and operational activities necessary to prepare for, respond to, and recover from natural or man-made disasters. In an all-hazards approach to preplanning, the SFD maintains constant readiness to respond to high life-hazard incidents consistent with the Department's mission.

Emergency responses on land and water may include:

- Fire suppression.
- Emergency Medical Services.
- Hazardous materials mitigation.
- Technical rescue.
- Mass casualties.
- Search and rescue.

Significant incidents may result from natural disasters or man-made events such as acts of terrorism. Regardless of cause, single-site incidents or those with regional impact can significantly tax the Department's on-duty resources. Standard and customary response service levels will likely not be sustainable in these situations. Under certain conditions, additional processes must be implemented to support and coordinate ongoing field operations. Significant special events may also require the implementation of special processes.

These processes may include:

- Calling off-duty personnel to duty.
- Activating the Department's operating center (Resource Management Center RMC) in accordance with the appropriate Disaster Implementation Level.
- Activating the RMC in accordance with the Multiple Alarm Response Plan notebook and OG 5006.
- Providing staff support to the City of Seattle Emergency Operations Center (EOC).

These processes, singularly or in combination, may be necessary to provide adequate logistical, planning, and coordination support to operations personnel in the field.

During a significant incident, the Chief of the Fire Department or his designee has the authority to cancel all leaves, to call off-duty personnel back to duty, and to require continuous duty of all members. This authority is necessary to provide adequate support for ongoing operations and to relieve on-duty members when necessary. Members should, in advance, institute home disaster safety preparedness measures to provide for their safety and the safety of their family.

Following a citywide disaster, off-duty personnel must listen for recall information by monitoring Emergency Alert System (EAS) reports on AM KIRO 710 or KOMO 1000, or FM - KIRO 97.3. Television channels 4, 5, 7, or 13, may also provide information. Only members notified by the RMC or EAS recall notices are to report to duty as directed. Members should continue to monitor radio and television for additional EAS updates or directives.

Field Orange Books will be carried on every apparatus and staff vehicle in the Department.

ADDITIONAL REFERENCES

Supporting information and detailed response guidelines can be found in the SFD Disaster Management Plan, referred to as the Orange Book. The SFD Orange Book has four variations: Field, Station, Battalion, and RMC / Leadership. Each Orange Book contains a copy of this Operating Guideline (Og-5007) plus additional Disaster Management Annexes and Operational Guidelines. Station, Battalion, and RMC versions include complete copies of supporting Plans.

ORANGE BOOK ANNEXES

A – Personnel Reporting Responsibilities

B – City, State, and Federal Incident Coordination and Response

C – Communications

D – Emergency Support Functions

E – Earthquake

ORANGE BOOK PLANS AND PROGRAM GUIDELINES

- Chempack
- Pandemic / Infectious Disease
- Continuity of Operations
- Emergency Water Supply Locations
- Emergency Fueling Locations
- Citywide Earthquake Life-Safety Damage Assessment Routes (and Forms)

PURPOSE

The Disaster Management Guidelines are designed to provide direction for:

- Operations personnel in the field.
- Dispatchers at the Fire Alarm Center (FAC).
- Support personnel at the Resource Management Center (RMC).
- SFD personnel reporting to the City of Seattle's Emergency Operations Center (EOC).

IMPLEMENTATION PROCEDURES

The implementation of these guidelines is subdivided into five sections presenting progressively greater levels of logistical support and coordination. The Implementation Levels are consistent with the National Incident Management System (NIMS) and Incident Command System (ICS) and provide for resource conservation via adjusted dispatching protocols as demand for resources increases.

The FAC will be responsible for initial implementation during an emergency incident. Once activated, the RMC will be the focal point for increased Implementation Levels and decisions impacting the logistical support and coordination of field operations. Personnel in the RMC and EOC do not have tactical or directive authority over field units. In coordination with the FAC, the RMC when acting as an Area Command has the authority to prioritize and assign/reassign resources to ongoing incidents.

Procedures for the activation of the RMC, i.e., activating audio-visual tools, obtaining key reports, and documenting activities, are delineated in the Multiple Response Plan notebook and OG 5006.

Support and coordination relationships are further explained in Orange Book, Annex B (City, State, and Federal Incident Coordination and Response).

Note:	The following Implementation Levels reflect an all-hazards approach and do not correspond to multiple alarms levels.

IMPLEMENTATION LEVELS

LEVEL V

This is the day to day operations level where incidents can be handled with minimal resources and the number of concurrent incidents is manageable. Command and general staff positions are typically handled by the Incident Commander, written Incident Action Plans (IAPs) are not implemented, and incidents are contained within the first few hours. The Resource Management Center would typically not be activated at this level. Note that the RMC may be activated at Level V during planned events such as Seafair. Event Action Plans (EAPs) will be generated and multiple operational periods are possible.

LEVEL IV

FAC will implement this level when minor impacts to citywide coverage occur due to planned events such as New Year's Eve or Fourth of July, during two or three-alarm situations, or when multiple separate incidents deplete available resources. Multiple-alarm incidents may require activating some Command or General Staff functions, but a written IAP would not generally be required and the control phase of the incident would usually be resolved in a single operational period.

At this level, the RMC may be activated and staffed as indicated in the RMC Activation Procedures and Orange Book, Annex A (Personnel Reporting Procedures). Dispatch Level 4 reduces Automatic Fire Alarms (AFAs) to a single unit, and Aid Units are left off certain fire responses to enhance EMS coverage. Limited call-back of off-duty personnel may occur in accordance with the Multiple Alarm Response Plan notebook and OG 5006.

LEVEL III

This level is implemented when citywide coverage and response capacity is severely limited, such as during four or five-alarm fires, simultaneous multiple-alarm incidents, earthquakes, or other situations with citywide impacts, such as wind/snow storms and power outages. Most fire responses will be reduced in size and Code Yellow responses will be at the discretion of the FAC. Requests for additional alarms may provide less than normal resource levels. For specific RMC activation procedures for these multiple alarm levels, refer to the Multiple Alarm Response Plan notebook and OG 5006.

Most Command and General Staff positions will be activated and mutual aid will be requested, if available. Incidents may extend into multiple operational periods requiring written IAPs. The RMC will be activated and will fill the role of Area Command for the Fire Department when needed. The City EOC may be activated. If so, it will be staffed in accordance with Orange Book, Annex A (Personnel Reporting Procedures). Call-back of off-duty personnel will occur in accordance with the Multiple Alarm Response Plan notebook and OG 5006.

LEVEL II

This level is implemented when Department resources are catastrophically diminished but the FAC is still functional, such as during an earthquake or pandemic response. Most or all responses will be single units at the discretion of the FAC. Mutual aid resources will be requested if available, up to and including State and Federal assets. In a regional situation, such as an earthquake, mutual aid resources are unlikely and SFD personnel and resources may be on their own for 24-72 hours.

Most or all Command and General Staff positions will be filled on incidents that are not citywide in nature, i.e. a plane crash into a building or multiple IED attacks, versus an earthquake or pandemic emergency. Multiple operational periods will be necessary accompanied by written

IAPs. The RMC will be activated and will fill the role of Area Command for the Fire Department when needed. It will be staffed as indicated in the RMC Activation Procedures. The City EOC will be activated and will be staffed in accordance with Orange Book, Annex A (Personnel Reporting Procedures). Call-back of off-duty personnel will occur in accordance with the Multiple Alarm Response Plan notebook and OG 5006.

LEVEL I

This level is implemented when the conditions of Level II are experienced and the FAC is out-of-service due to damage or loss of communications. This will result in decentralized Battalion Dispatching with the RMC coordinating citywide priorities and coverage.

At Levels III, II, and I, certain response assets may be unavailable, such as battalion chiefs, medic units, and specialty units. Personnel must maintain situational awareness and continuously reassess priorities. Highest priority should be given to immediate life-safety actions and defensive operations to contain growing incidents.

IMPLEMENTATION AUTHORITY

For emergency incidents, the FAC will be responsible for initial implementation (Level IV). The FAC will confirm implementation of Level III or II with Deputy 1, the Assistant Chief of Resource Management, the Assistant Chief of Operations, the Fire Chief and/or the Staff Duty Officer. Level I activation will be automatic anytime the Fire Department discovers that the FAC is not operational.

IMPLEMENTATION GUIDELINES

COMPANY LEVEL

Level V – Normal day to day activities.

Level IV – In the event of a multiple alarm fire or at the discretion of the FAC Officer or the direction of Deputy 1, drills, inspections, etc. will cease and companies will return to quarters and maintain radio watch.

Level III – Same as Level IV, plus companies will place additional resources on apparatus as appropriate for the situation, i.e. hard suctions with strainers, water, emergency rations, spare batteries, additional first aid supplies, additional hose, etc. (Note: refer to Orange Book, Annex E - Earthquake, if applicable).

Level II – Same as Level III.

Level I – Same as Level II, plus companies will monitor their battalion-specific disaster channel as outlined in Orange Book, Annex C (Communications).

BATTALION LEVEL

Level V – Normal day to day activities.

Level IV – In the event of a multiple alarm fire or at the discretion of the FAC Officer or the direction of Deputy 1, drills, inspections, etc. will cease and companies will return to quarters and maintain radio watch. Confirmation will be made that the FAC has directed an available battalion chief to the RMC.

Level III – Same as Level IV. (Note: refer to Orange Book, Annex E - Earthquake, if applicable).

Level II – Same as Level III.

Level I – Same as Level II with the exception of confirmation with the FAC. Decentralized dispatching will be in effect. Battalion Chiefs will utilize battalion-specific disaster channels as outlined in Orange Book, Annex C (Communications), plus monitor the EOC/RMC Channel. Accountability of assigned units and tracking of significant incidents will be maintained. (Note: refer to Orange, Book Annex E - Earthquake, if applicable).

FIRE ALARM CENTER

Level V – Normal day to day activities.

Level IV – During multiple alarms or at the discretion of the FAC Officer or the direction of Deputy 1, in-service companies will be returned to quarters and directed to maintain radio watch, an available battalion chief (and engine company if deemed appropriate by the FAC Officer) will be dispatched to the RMC, and citywide coverage including positioning of reserve apparatus (once staffed), and assignment of mutual aid resources will be coordinated with the RMC Manager. Dispatch Level 4 will reduce Automatic Fire Alarms (AFAs) to a single unit, and Aid Units will be left off certain fire responses to enhance EMS coverage.

Level III – Same as Level IV, plus most fire responses will be reduced in size and Code Yellow responses will be at the discretion of the FAC Officer. Requests for additional alarms may provide less than normal resource levels. (Note: refer to Orange Book, Annex E - Earthquake, if applicable).

Level II – Same as Level III, plus most or all responses will be single units at the discretion of the FAC Officer.

Level I – The FAC is out-of-service and unable to receive 9-1-1 calls and/or unable to transmit alarms. Decentralized dispatching will be in effect. The RMC and FAC will establish communications per Orange Book, Annex C (Communications). (Note: refer to Orange Book, Annex E - Earthquake, if applicable).

RESOURCE MANAGEMENT CENTER

Level V – The RMC is setup, but is not staffed. During large planned events, the RMC may be minimally staffed.

Level IV – The RMC may be staffed per RMC Activation Procedures, Chart 1, and will be responsible for coordination and logistical support of significant incidents or complex planned events, staffing and deployment of reserve apparatus in coordination with the FAC, coordination with the FAC for deployment of mutual aid resources, and long-range planning in support of ongoing incidents.

Level III – Same as Level IV. If the RMC is operating as an Area Command, it will coordinate with the FAC for prioritization and assignment / reassignment of resources. It will coordinate with SFD representatives in the EOC (if activated) for resource requests beyond those available through the FAC. (Note: refer to Orange Book, Annex E - Earthquake, if applicable).

Level II – Same as Level III.

Level I – Same as Level II. Decentralized dispatching will be in effect. Battalion Chiefs will utilize battalion-specific disaster channels as outlined in Orange Book, Annex C (Communications), plus monitor the RMC/EOC Channel. Accountability of assigned units and tracking of significant incidents will be maintained by Battalion Chiefs. The RMC will coordinate citywide Fire Department resource requests and inform the EOC of needed assistance. The RMC, FAC, and EOC will establish communications per Orange Book, Annex C (Communications). (Note: refer to Orange Book, Annex E - Earthquake, if applicable).

ADMINISTRATION AND STAFF

Level V – Normal day to day activities.

Level IV – The RMC may be activated and staffed per RMC Activation Procedures, Chart 1. Some administrative personnel have RMC reporting responsibilities. The Fire Chief, Assistant Chief of Operations, and Staff Duty Officer (if after hours) will be notified of the activation by the FAC.

Level III – Same as Level IV. If the City EOC is activated, personnel reporting requirements are identified in Orange Book, Annex A (Personnel Reporting Responsibilities).

Level II – Same as Level III. Additional administrative personnel will report as determined by their Division Head.

Level I – Same as Level II.

Specific reporting responsibilities are identified in Orange Book, Annex A (Personnel Reporting Responsibilities).

RMC PURPOSE, ACTIVATION, AND STRUCTURE

The purpose of SFD Resource Management Center (RMC) is to support, integrate, and optimize Department operations during both routine and extraordinary events through the following general activities:

- Centralize citywide command and support of large-scale, single or multiple simultaneous events, including strategic prioritization of resources.
- Provide a single Department point of contact for assisting and supporting agencies, and outside entities, for whom contact is necessary or desirable.
- Conduct information gathering, including monitoring, acquiring, compiling, analyzing, and disseminating citywide and incident-specific situation and resource status, projection of future needs, and management of specialized information (including traffic, weather conditions, law enforcement and confidential data).
- Coordinate acquisition of assets whose nature, quantity or availability exceeds those assets which are ordinarily available through day-to-day operational processes as well as mutual aid responses both into and out of the City.
- Shorten lines of communication within the Department during a crisis, by assembling policy-level representatives from each affected Division to be physically present as conditions warrant to lead and optimize the Department's strategic operations, and to provide reach-back capability to field incident commanders for any type of needed support.
- Initiate and control recall activities.
- Ensure continuity of operations in the event of catastrophic loss of command and control in the field by maintaining an off-site backup command and control capability.
- Operate using ICS principles, which in effect replicate key aspects of the field emergency response organization, to optimize integration between field incident commanders and Headquarters.
- Provide a base of operations for Incident Management Teams (IMT) if activated.
- Conduct long range planning, and coordinating with field Incident Commander(s), the Seattle EOC, and the FAC.

ACTIVATION AND INITIAL STAFFING

The RMC is located at Station 10 and is maintained in a state of readiness. The on-duty FAC Lieutenant Dispatcher will make the decision to activate to Level IV based on city coverage, call volume, anticipation of escalating incidents, or other factors. If the RMC is unusable, alternate locations will be considered such as the Joint Training Facility or the old RMC at Headquarters.

The FAC will activate the RMC to Level IV or III by dispatching an on-duty Battalion Chief (out-of-service) to the RMC. The Battalion Chief will be the RMC Manager until relieved. On a Level I or II activation, Deputy 1 will be the initial RMC Manager. If an additional on-duty Battalion Chief is available, the FAC will direct them to centrally locate at the RMC (in-service) to assist the RMC Manager.

The RMC Manager will be alert to forecast escalating situations and increase the activation level as appropriate. Additional RMC staffing will be called in per Chart 1. The RMC Manager may add Assistants and Deputies as needed.

When activated, on a 2-11 or greater alarm, or by order of the Fire Chief, Assistant Chief of Operations, or Staff Duty Officer, the RMC Manager may change the activation level at their discretion or as so directed by the Fire Chief or Staff Duty Officer.

CHART 1: MINIMUM RMC STAFFING LEVELS

LEVEL	I	II	III	IV	V
RMC Manager (plus Deputy Mgr)	2	2	2	1	*
Administrative Support Officer (plus Assistants)	3	3	2	1	*
Communications Unit Leader (plus Assistants)	5	2	1	0	*
Planning Section Chief (plus Deputy PSC)	2	2	1	0	*
Situation Unit Leader	2	2	1	0	*
Resources Unit Leader (Staff 10)	2	2	1	1	*
Technical Specialist (MIS Support Tech)	2	2	1	0	*
Logistics Section Chief (plus Deputy LSC)	2	2	1	0	*
Public Information Officer	1	1	0	0	*
Liaison Officer	1	1	0	0	*
Engine Company	0	0	1	0	*

* Set up, but not staffed except for special events

RMC POSITION AND RESPONSIBILITIES

RMC MANAGER

Once activated, the RMC Manager is responsible to coordinate staffing of reserve apparatus via the callback of off shift personnel. The RMC Manager is also responsible to coordinate with the FAC for the utilization of incoming mutual aid assets. If the City EOC is activated, the RMC will be the central point of coordination and information exchange with Fire Department EOC responders. SFD EOC responders can be contacted at (206) 233-7056. The intent is to minimize call volume and possible duplication of effort with FAC personnel who are presumably overwhelmed. The RMC's responsibilities increase with each level of activation.

ADMINISTRATIVE SUPPORT OFFICER

The Administrative Support Officer (ASO) will be filled by an Administrative Specialist from Operations. Outside of regular business hours they will be called in at the discretion of the RMC Manager. The ASO will provide documentation assistance, i.e., a running log of events, resource movement, and other duties as directed by the RMC Manager.

COMMUNICATION UNIT LEADER

The Communications Unit Leader (COML) is responsible to assess the current status of all available department communications resources, i.e., radio systems, cellular phones, Nextel Direct Connect, satellite phones, pagers, e-mail, etc. and report the status to the RMC Manager. He is also responsible to assist with coordination of communications with field units, EOC representatives, and the FAC, as directed by the RMC Manager. During a Level I activation, multiple COML Assistants will be activated to coordinate each Battalion Disaster Channel on the 800mHz system.

PUBLIC INFORMATION OFFICER

The Public Information Officer (PIO) is responsible to gather timely and accurate information from the RMC Manager or Situation Unit Leader and coordinate with the SFD representative at the Joint Information Center located at the Seattle EOC.

LIAISON OFFICER

The Liaison Officer (LNO) is responsible for coordinating with other Department Operating Centers (DOCs) and SFD representatives at the FAC and Seattle EOC when activated. Assistant Liaison Officers may be implemented and dedicated to specific DOCs as appropriate.

PLANNING SECTIONS CHIEF

The Planning Section Chief (PSC) is responsible for coordinating with the RMC Manager and developing citywide long range planning based on the current and forecasted situation. He is also responsible for maintaining accountability and status of resources citywide in coordination with the FAC and EOC if activated. The PSC must collect and analyze available information in order to 1) understand the current situation, 2) predict the probable course of events, and 3) prepare alternative strategies and recommendations.

The PSC is responsible for collecting information from incident management organizations in order to assess and evaluate potential conflicts in establishing incident objectives, strategies, and the priority use of critical resources. The PSC is responsible for developing an overall citywide Fire

Department IAP for use by the RMC and SFD EOC representatives. The PSC will be alert to acquire and deploy personnel as necessary as Field Observers (FOBS) to facilitate coordination with incident management structures. Field Observers will report to the Situation Unit Leader.

SITUATION UNIT LEADER

The Situation Unit Leader (SITL) is responsible for assisting the PSC with the collection and evaluation of available information in order to maintain a current situation status. The SITL may also prepare future projections of incident growth, maps, and intelligence information. The SITL will oversee and collect information from deployed Field Observers (FOBS).

LOGISTICS SECTION CHIEF

The Logistics Chief (LSC) is responsible for providing personnel, services, and materials in support of field operations and for ensuring effective use of critical resources and supplies among the incident management organizations. This may include coordination with the FAC and EOC for ordering assets such as mutual aid strike teams or private vendor heavy equipment, fuel for apparatus and station tanks, or first aid supplies for station resupply.

RESOURCES UNIT LEADER

When the RMC is activated, an off-duty Staff 10 member will be called to fill the role of the Resources Unit Leader (RESL). The RESL is responsible for maintaining the status of all Department resources (primary and support). This is achieved by maintaining a status-keeping system indicating current location and status of all resources including out-of-service units indicated on the Fire Garage Report, and maintenance of a master list of all resources, e.g., key supervisory personnel, primary and support resources, etc. The RESL will report to the Planning Section Chief.

CRITICAL RESOURCES UNIT LEADER

When the RMC fills the role of Area Command, an off-duty Staff 10 member will be called to fill the role of the Critical Resources Unit Leader (CRESL). The CRESL tracks and maintains the status and availability of critical resources assigned to each incident under Area Command.

They will report to the Assistant Area Commander - Logistics, and will assist with overall personnel accountability and tracking of available resources including apparatus at the shop and Training Division. They will also coordinate with the Administrative Support Officer to ensure accurate documentation of resource movement.

TECHNICAL SPECIALIST

Certain incidents or events may require the use of a Technical Specialist (THSP) or a Geographical Information System Specialist (GISS) who have specialized knowledge and expertise. The GISS is responsible for spatial information collection, display, analysis, and dissemination, i.e., maps including GIS layered technical data such as utilities, building footprints, etc. The THSP or GISS may function within the Planning Section, or be assigned wherever their services are required.

COMMAND STATUS TERMINAL

The RMC maintains a CAD Command Status Terminal to assist with the tracking of resources citywide. The Critical Resources Unit Leader will activate this terminal and utilize it for this purpose.

AREA COMMAND

The RMC will serve as the SFD's Area Command when multiple and geographically separate incidents occur simultaneously or when incidents occur with widespread impacts, such as earthquakes, significant storms, etc.

Area Command is an expansion of the incident command function primarily designed to manage a complex or large incident/event or an area that has multiple incident management organizations assigned. An Area Command may be established at any time that incidents are close enough that oversight is required among incident management organizations to ensure conflicts do not arise.

The function of Area Command is to develop broad objectives for the impacted area and coordinate the development of individual incident objectives and strategies. Additionally, the Area Command will set priorities for the use of critical resources allocated to the incidents assigned.

The organization is normally small with personnel assigned to Command, Planning, and Logistics functions. Depending on the complexity of the interface between the incidents, specialists in other areas such as hazardous materials, structural engineering, the environment, and finance may also be assigned to Area Command.

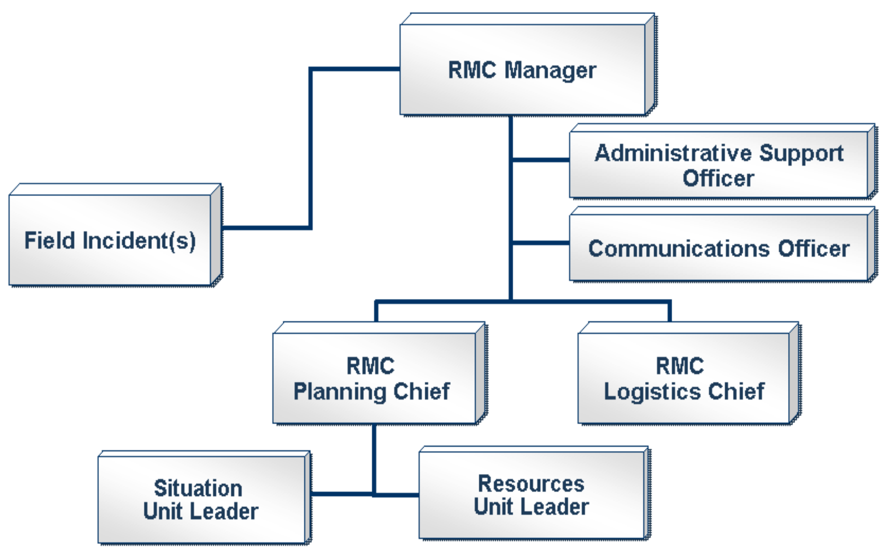

Figure 1 – RMC Structure - Basic

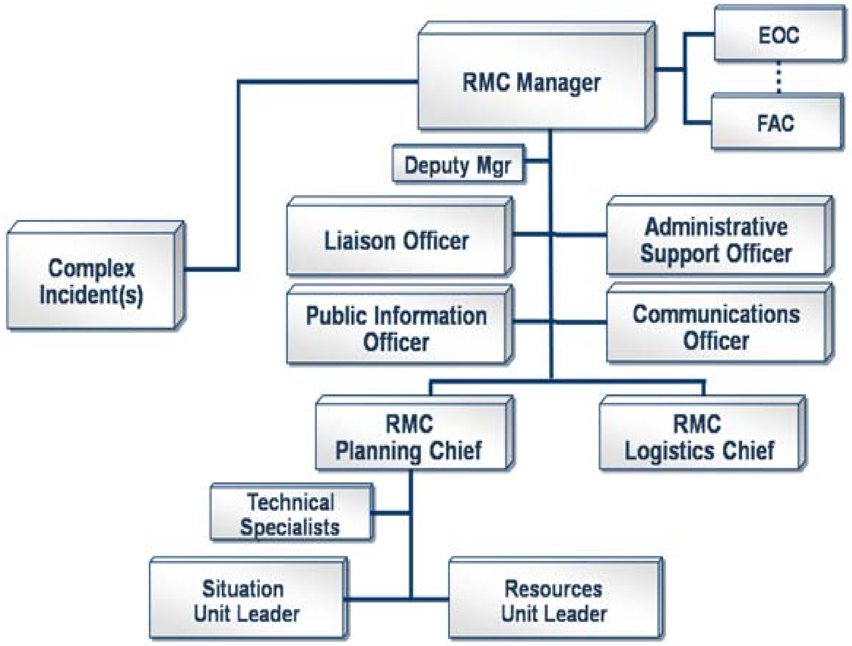

Figure 2 – RMC Structure - More Complex Incidents)

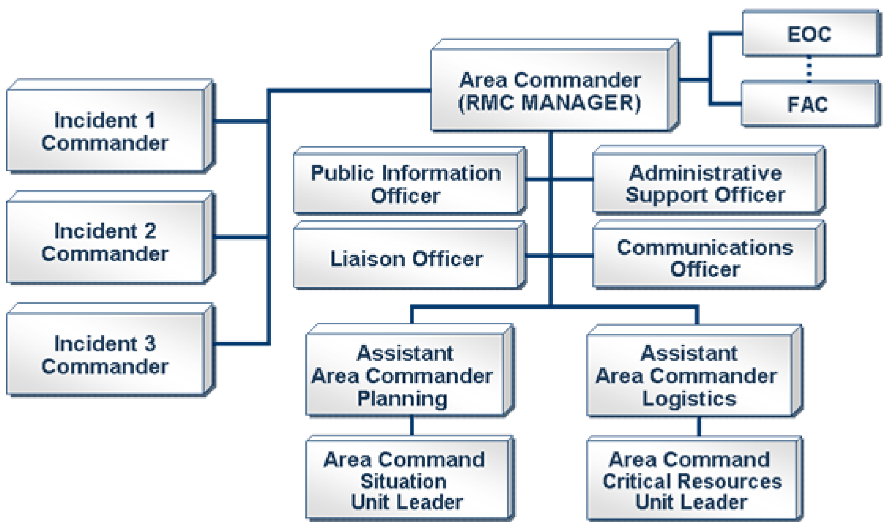

Figure 3 – RMC Structure - Area Command for Multiple Incidents

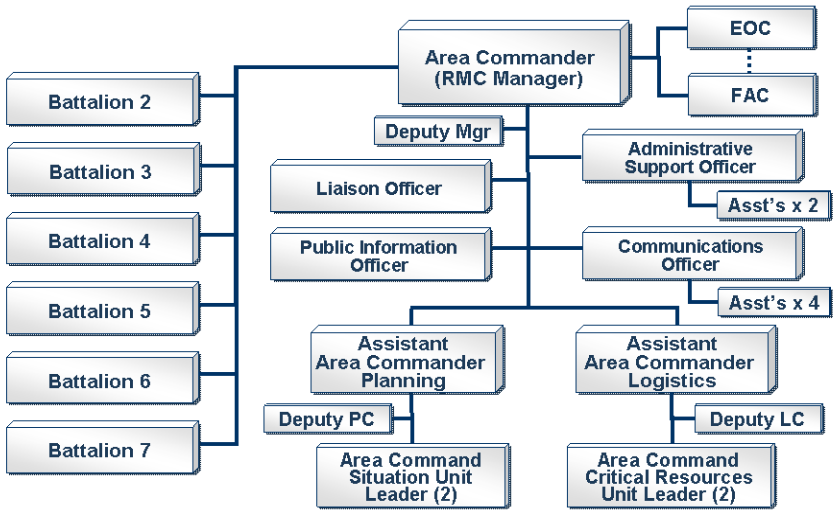

Figure 4 – RMC Structure - Level 1 Activation

EMS EMERGENCY CACHE

An emergency cache of EMS supplies is stored at designated fire stations for use during catastrophic events when additional EMS supplies are needed and can't be procured in the normal manner.

The EMS caches are sealed and are not to be used to resupply EMS supplies during normal operations.

Stations in proximity of the designated EMS cache stations will use those stations for EMS supplies during a catastrophic event.

EMS EMERGENCY CACHE STATIONS

The EMS Emergency Cache stations and the stations that will resupply from them are:

Station 10:	Stations 5 and 14
Station 2:	Stations 41, 20, and 8
Station 25:	Stations 22, 34, and 6
Station 35:	Stations 18, 21, 9, and 24
Station 30:	Stations 13, 28, 33, and 27
Station 37:	Stations 26, 11, 32, 36, and 29
Station 17:	Stations 39, 40, 38, 16, and 31

Services Division will inventory and rotate the BLS supplies. The majority of the BLS supplies will be rotated once a year in January. The items without a shelf life will be rotated every 10 years.

ALS DEPOT SITES

In addition, three ALS depot sites are established and will serve the following medic units:

Station 28:	Medic 28

Station 17:	Medic 16, 18 and 31
Station 32:	Medic 32

Battalion 3 will inventory and rotate the ALS inventories during the Daylight Savings time change, or as required.

Questions regarding the EMS Emergency Caches can be directed to the Lieutenant of Support Services, at (206) 386-1479.

CHEMPACK CACHE

Chempack is a program established by the Centers for Disease Control (CDC). The program strategically places nerve agent antidote kits throughout the United States where they can be made rapidly available to State and local emergency responders in a time of need.

There are two types of Chempack caches:

- An emergency medical services (EMS) Chempack cache has the capability to treat up to 454 patients (contents are primarily single dose injectable);
- A hospital cache can treat up to a 1,000 patients (contents are primarily multi-dose vials).

The Seattle Fire Department maintains two separate storage locations for Chempack. One storage location is located in the northern portion of the city and the other in the south.

RESPONSIBILITIES

Six SFD engine companies have been designated as "Chempack Engine Companies". These six companies have been trained in access procedures for the storage locations and the deployment of the Chempacks. The six companies are Engine 13, Engine 30, and Engine 34 in the south end. Engine 38, Engine 39, and Engine 40 are the North end companies.

Two Chempack companies will be dispatched as part of any multiple casualty incident involving hazardous materials (HazMat MCI). One company will be dispatched to the north storage location and one to the south. Companies will strictly adhere to the deployment procedures outlined in the Chempack Response Notebook carried on all Chempack Engine Companies.

STORAGE

Chempacks are stored in secure temperature controlled rooms that are monitored by the CDC. In the event of an alarm, the CDC will notify the FAC. The FAC will dispatch a Chempack company to investigate temperature and communication alarms. Security related alarms will be investigated by the Seattle Police Department with a Battalion Chief and Chempack Company standing by to assist as needed.

SUBJECT:	HAZARDOUS MATERIALS OPERATIONS
REVISED:	1/28/05
SEE ALSO:	P-5012 Incident Operations, OG 5012 Incident Operations, P-5014 Multiple Casualty Incidents, OG-5014 Multiple Casualty Incidents, P-5015 Mutual Aid, OG-5015 Mutual Aid.
PAGE(S):	10

GENERAL INFORMATION

The SFD is responsible for the stabilization of all hazardous materials incidents involving a hazardous materials spill, leak, explosion, or injury with immediate threat or potential threat to life, the environment, or to property.

Examples of situations which may present an immediate threat to life, the environment, or property warranting a hazardous materials (HazMat) response include, but are not limited to:

- Transportation incidents involving the release or potential release of an identifiable hazardous material.
- Clandestine drug lab operations, when requested by law enforcement officials.
- Incidents at “fixed” sites that have been identified as containing known hazards.
- Incidents with multiple, incapacitated victims of unknown etiology.
- A spill or release with obvious, visible environmental impact.

The Hazardous Materials Response Team (Unit 77) responds to incidents inside the city limits of Seattle and jurisdictions or organizations where current mutual aid agreements exist with the City of Seattle.

TERMS

Hazardous Material: Any substance or material in any form or quantity that poses an unreasonable risk to safety, health, and property.

Hazardous Materials Incident: The release, or potential release, of a hazardous material from its container into the environment.

First Responder Operations Level: Individuals who respond to releases or potential releases of hazardous materials as part of the initial response to the site for the purpose of protecting persons, property, or the environment from the effects of the release. They are trained to respond in a defensive manner without actually trying to stop the release. Their function is to contain the release from a safe distance, keep it from spreading, and protect exposures. This category includes all members of the Operations Division.

Hazardous Materials Technician: Individuals who respond to releases, or potential releases, of hazardous materials to mitigate the dispersal and minimize the danger to public safety, the environment, and property. They assume a more aggressive role than Operations Level First Responders by utilizing offensive tactics to control a release, which may necessitate direct contact with the hazardous material.

In addition to industrial materials, Technicians are also trained to respond to Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) and Weapons of Mass Destruction (WMD) incidents, whether accidental or intentional. This category includes only those members who are trained, certified members of the Hazardous Materials Response Team.

Hazardous Materials Response Team: A group of units that includes Engine 10, Ladder 1, Aid 5, Staff 10, and HazMat 1, whose members have been trained to the Technician Level and have been certified as members of Unit 77. The companies' duties should be restricted to those responsibilities necessary to the function of the Hazardous Materials Response Team and they should not be assigned tasks as individual units.

Hazardous Materials Group Supervisor: Battalion Chief identified and assigned by the IC for the response.

Hazardous Materials Team Leader: The Officer assigned to the Hazardous Materials Response Team who will coordinate the activities of the Team under the supervision of the HMGS and/or Incident Commander (IC).

Isolation Perimeter: The designated crowd control line surrounding the hazard control zones (incident scene) that is set up to maintain the safety and security of the general public and emergency responders and other support staff. The isolation perimeter is the line separating the general public and the cold zone.

Hazard Control Zones: The designation of areas at hazardous materials incidents based upon safety and the degree of hazard. These zones are defined as the Hot, Warm, and Cold Zones.

Hot Zone: The area immediately surrounding a hazardous materials incident, which extends far enough to prevent adverse effects from a hazardous materials release to personnel outside of the zone. This area is usually immediately Dangerous to Life and Health (DLH) or contains physical hazards.

Area of Refuge: The area within the Hot Zone where exposed or contaminated personnel are protected from further contact and/or exposure. This is a "holding area" where personnel are controlled until they can be safely decontaminated or treated.

Warm Zone: The area where personnel and equipment decontamination and Hot Zone support takes place. It includes control points for the access corridor and assists in reducing the spread of contamination.

Cold Zone: The area that contains the Command Post and other support functions necessary to control the incident.

Public Protective Action (PPA): This is the strategy used by the IC to protect the public from the hazardous material by protecting-in-place, evacuation, or a combination of both.

Entry/Exit Point: The access control point that all personnel and equipment must pass through when entering or exiting the Hot Zone.

Confinement: Those procedures taken to keep a material in a defined or local area.

Entry Team(s): A team of at least two Technician level Hazardous Materials Response Team members.

Contaminant: A hazardous material that physically remains on or in people, animals, the environment, or equipment, thereby creating a continuing risk of direct injury or a risk of exposure outside of the Hot Zone.

Decontamination: The physical or chemical process of reducing and preventing the spread of contamination from persons and equipment used during a hazardous materials incident.

Emergency Decontamination: The physical process of immediately reducing contamination of individuals in potentially life threatening situations without the formal establishment of a Decontamination Area.

Secondary Contamination: The process by which a contaminant is carried out of the Hot Zone and contaminates people, the environment, or equipment.

Incident Termination: The portion of incident management in which personnel are involved in documenting safety procedures, site operations, hazards faced and lessons learned from the incident. Termination is divided into three phases: debriefing the incident, post-incident analysis, and critique of the incident.

INITIAL COMPANY OPERATIONS

The primary goal of any release or potential release of a hazardous material is to protect persons, property, or the environment from the effects of the release. The initial company operations should be defensive in nature and strive to recognize the hazard, contain the release from a safe distance, and protect the public and exposures. These steps generally can be organized into three elements: identify, isolate, and evacuate.

RESPONDING

A safe approach and positioning by the initial company is critical to how an overall incident will be managed. Some general guidelines include the following:

- Attempt to determine the wind direction and topography at the incident scene.
- Approach from uphill and upwind if possible.
- Look for physical hazmat clues, e.g., vapor clouds, spilled material, WMD indicators.
- Relay pertinent information to responding units.
- Stop at least 300 feet away to assess the scene.
- Park heading away from the incident to allow for prompt withdrawal in the event the incident escalates.

Be alert to consider using available detection equipment, e.g., radiation detector and air monitoring equipment, to assist in detecting the presence of hazardous materials while approaching the emergency scene and/or establishing a safe command post location.

Note	When required to activate the radiation detection device based upon the response situation, the initial stopping distance may be greater than 300 feet if radiation is detected above identified alarm thresholds.

ON ARRIVAL

Upon arrival the first arriving unit should:

- Give an initial radio report.
- Establish the appropriate ICS functions.

Note	It is imperative that the IC announce a base location as soon as possible. This is necessary to keep a large work area clear, and to maintain the ability to perform an orderly evacuation of personnel and apparatus if necessary. When appropriate, make separate base locations for the Hazardous Materials Response Team and other Operations companies.

- Utilize detection equipment proactively.
- Obtain a water supply, e.g., emergency decon line.
- Locate a responsible party.

IDENTIFY

The identification process begins with a survey of the incident site and surrounding conditions. This process should be done from a safe distance and is built on the following basic elements:

Recognition – Recognize the presence of hazardous materials. Basic recognition clues include:

- Occupancy and location.
- Container shapes.
- Markings and colors.
- Placards and labels.
- Shipping and facility documents, e.g., Material Safety Data Sheets (MSDS).
- Monitoring and detection instruments.
- Senses, e.g., visible indicators.

Identification – Identify the hazardous materials involved and the nature of the problem. Primary hazmat identification clues include markings and colors, shipping and facility documents, and monitoring and detection instruments.

Regardless of the method of recognition or identification, always verify the information obtained.

Classification – Determine the general hazard class or chemical family of the hazardous materials involved. Basic classification clues include occupancy and location, container shapes, placards and labels, monitoring and detection instruments, and senses.

Information gathering in the initial stages of any HazMat incident is important. At incidents where a potential crime may be involved, e.g., "White Powder Response," the information that first arriving companies gather will be critical to the Threat Assessment performed by the Hazardous Materials Response Team and responding Law Enforcement agencies. Any indication that the incident may involve a Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) material or a Weapons of Mass Destruction (WMD) must be immediately communicated to the Fire Alarm Center (FAC), and to all on-scene and responding resources.

ISOLATE

It is necessary to isolate and deny entry early in the incident. This will serve to stabilize the number of victims and prevent secondary contamination as well as create a separation between the public and emergency operations. We accomplish this by establishing an Isolation Perimeter. The Perimeter should be maintained and controlled by law enforcement personnel, if available.

The Isolation Perimeter will be designated as the initial stopping distance of 300 feet. Using information obtained during the identification process, refer to the Emergency Response Guidebook (ERG) and make adjustments to the Isolation Perimeter based upon identified protective action distances.

The Isolation Distance at incidents involving spills/releases inside of a building should still be a radius of 300 feet (one block) outside the building for responding personnel. However, we should also isolate the interior portion of the building to include the affected floor, plus one floor above and below the spill/release. These are minimum distances; be sure to refer to the ERG regarding distances for specific products.

In situations where the response type and/or information require the activation of the company's radiation detection device, the Isolation Perimeter may be larger than 300 feet based upon dose rate readings. The responding unit should stop at the point of the dose rate low alarm level. This alarm will indicate the presence of a radiation field and identify where the Isolation Perimeter should start.

It is better to over-estimate the Isolation Perimeter than to underestimate it, as it is easier to reduce the perimeter rather than increase it after operations have been set up.

Initially, anyone within the Isolation Perimeter may be considered potentially contaminated depending upon the hazard identified. Controlling a large number of potentially contaminated civilians will be a very difficult task (see Hazmat/MCI).

HAZARD CONTROL ZONES

The Hazard Control Zones are three distinctly different zones, beginning at the hazmat problem or release, and working outward toward the perimeter. They are designated from the most hazardous to least hazardous as Hot, Warm, and Cold.

The primary purpose of establishing three different Hazard Control Zones within the Isolation Perimeter is to provide the highest possible level of control and personnel accountability for all responders working at the emergency scene. These defined zones help ensure responders don't inadvertently cross into a contaminated area or place themselves in a dangerous location.

The **Hot Zone** will ultimately be identified by the Hazardous Materials Response Team based upon a number of factors. This can include IDLH values in relation to toxicity, flammability ranges, or radioactivity levels, to name a few. Only HazMat Technician Level members should enter and work in this zone.

Within the Hot Zone may be established an **Area of Refuge** where exposed or contaminated personnel are held and protected from further contact and/or exposure until they can be safely decontaminated or treated.

The **Warm Zone** includes entry and exit control points as well as contains the decontamination area. Again, normally only HazMat Technician Level members should work within this zone.

Lastly, the **Cold Zone** is the area that contains the Command Post and other support functions necessary to control the incident. This area should be large enough to allow for SFD personnel and apparatus to operate without civilian interference.

It is essential that all of the above-mentioned zones be enforced around the full circumference of the incident site. In many cases, the zones will be elliptical in shape extending longer in a downwind direction.

PUBLIC PROTECTIVE ACTION (PPA)

This strategy is usually implemented after the IC has established an isolation perimeter and defined the hazard control zones for emergency responders.

There are three methods for protecting the public from hazardous materials:

- Protecting-in-place (keeping the public in their buildings).
- Evacuating.
- A combination of both.

The decision between protection-in-place or evacuation is NOT an either/or choice. At some incidents it may be most effective to evacuate one portion of the threatened facility or community while protecting-in-place other portions of the same incident. There are no clear benchmarks available for this decision making process.

The decision will be based on a combination of factors, including:

- Size and nature of the release.
- Hazards of the materials involved.
- Weather conditions.
- Type of facility.
- Availability of "air tight" structures.

RESCUE

When deciding whether to perform a rescue it is imperative to evaluate the risks to response personnel.

- If the risk is known and acceptable, initiate measures to rescue victims.
- If the risk is unknown, or if structural firefighting protective clothing and SCBA are not adequate protection based on the Emergency Response Guidebook, wait for the Hazardous Materials Response Team before attempting any rescues.

HAZARDOUS MATERIALS OPERATIONS

EMERGENCY DECONTAMINATION

Contaminated civilians and/or responders who are exhibiting signs or symptoms of exposure must be treated as patients. Due to the risk of secondary contamination, all patients will undergo emergency decontamination at the scene before being evaluated by medical personnel or being transported to the emergency room.

Members performing emergency decontamination procedures must wear, at a minimum, structural firefighting protective clothing and SCBA. They must also avoid splashes and over-spray as much as possible.

Decontamination personnel will also undergo self-decontamination procedures when they have finished decontaminating the patient(s).

The emergency decontamination process consists of:

- Removing the clothing from all affected body parts of the exposed person.
- Flushing exposed body parts with copious quantities of water from a garden hose or low pressure 1-3/4″ handline to remove gross contamination.
- Patients should be flushed for up to 15 minutes, depending on the material involved.

Containment of runoff from emergency patient decontamination is not required. Ideally the decontamination process will be done uphill from the contaminated area so that runoff will flow back into the area and not increase the size of the problem. Some form of privacy screen, such as tarps, should be erected to protect the privacy of those being decontaminated.

Those people that have potentially been contaminated, but are asymptomatic should be held within the Area of Refuge until it can be determined that there is no risk to them or to others via secondary contamination.

OPERATIONS LEVEL TACTICS

Operations level personnel may implement defensive tactics from a safe distance in order to prevent a situation from getting worse.

Defensive tactics – may include, but not be limited to:

- Utilization of detection equipment to help identify safe areas of operation.
- Placement of hose streams or unmanned monitors for cooling exposures, dispersing vapors or extinguishment of fire.
- Confinement procedures to limit the spread of the material into the environment.

- Application of fire fighting foam to extinguish fires and to reduce flammable vapor generation.
- Ventilation of structures using positive pressure ventilation.

Use of water – must be weighed against:

- The potential for spreading spilled material.
- Increased damage to the environment.
- Increased cleanup costs.

CLEAN UP

Fire Department personnel do not directly contact clean up/disposal agencies. The responsible party is financially liable, and should be directed to contact a hazardous waste clean up contractor. When it is not possible to determine the responsible party, or if a responsible party cannot be contacted, the Hazardous Materials Team Leader will make arrangements for clean up/disposal according to their current policy.

HAZMAT/MCI

When the release of a hazardous material results in the potential contamination of a large number of people, the dispatcher and/or the initial arriving unit should request a HazMat/MCI response. The potential for a large number of victims will create a number of special considerations for the first arriving units.

PATIENT CONTROL

Gaining control of potential patients is one of the most essential tasks to successfully mitigate this type of incident. These people may be leaving the scene. The first arriving companies must:

- Attempt to gain control of the potential patients.
- Move the potential patients to a holding area until an emergency decontamination line can be established.
- Minimize contamination of fire department personnel.

This may require the use of barrier tape, the PA system on the apparatus or any other means to get victims to stay in one area. This task will be the responsibility of the Operations level units; in most cases the Hazardous Materials Response Team will not assist with patient rescue or emergency decontamination.

Mass Emergency Decontamination

Mass emergency decontamination is, initially, the responsibility of Operations level personnel. This is considered a "hands-off" approach. An area must be set-up for gross decontamination and should be operated remotely, e.g. hose streams with a fog spray. Firefighters should not risk cross-contamination by touching patients.

Patient Triage and Evaluation

Once patients have been decontaminated, the exit point from the decontamination area leads directly to the Triage Team Leader. At this point the incident will take on the characteristics of a regular MCI (See OG 5016).

SUBJECT:	HIGH RISE OPERATIONS
REVISED:	10/21/14
SEE ALSO:	P–5012 Incident Operations; OG–5012 Incident Operations; WAC 296-305; SBC Chapter 30; IFSTA Fire Service Ventilation
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GENERAL INFORMATION

A high-rise is a structure, designed for human occupancy, having floors located more than 75 feet above the lowest level of fire department vehicle access. In other words, a building that is beyond the reach of an aerial ladder is considered high rise.

HIGH RISE BUNDLE

Designated high rise Companies are E2, E5, E6, E8, E9, E10, E13, E17, E25 & E34. These companies carry a high-rise hose bundle that consists of:

- 2 - 100' sections of 1¾″ hose with attached nozzles.
- 2 - Dual pressure Task Force tips, attached to 1¾″ hose.
- 1 1/2″ Gated wye.
- Ten foot section 2 ½″ hose with 2 ½″ wye attached (for attachment to the standpipe outlet).

COMPANY ASSIGNMENTS

Except for the first two arriving engines and ladder company, unassigned units should stand by two blocks away or at base if established.

The first company to reach the fire floor should give a radio report describing:

- Fire and smoke conditions.
- Actions being taken.
- Additional assistance required.

FIRST ARRIVING ENGINE COMPANY RESPONSIBILITIES

Give an initial radio report.

Establish Command.

Charge the standpipe using 4″ hose.

Initiate lobby control, which includes:

- Directing incoming companies.
- Capture of elevator(s) and assignment of elevator operators.
- Provide incoming companies with firefighter phones and access keys.
- Verify alarm location at annunciator panel. This will normally be the first arriving officer. The officer should remain at this location to communicate with the Incident Commander (IC).
- Provide the IC with a progress report.

SECOND ARRIVING ENGINE COMPANY RESPONSIBILITIES

On an initial response, the second arriving Engine Company should take hose lines and SCBA, to the fire floor, or do as directed by the IC. If necessary, they should establish command.

FIRST ARRIVING LADDER COMPANY RESPONSIBILITIES

The first arriving Ladder Company, on an initial response, should respond to the fire floor with forcible entry equipment, ventilation equipment, SCBA, room fire equipment, etc., and/or establish command, if necessary.

FIRST ARRIVING BATTALION CHIEF RESPONSIBILITIES

Set up command post and initiate steps as outlined in the Incident Commander's high rise checklist.

COMMAND POST LOCATION

When designating the Command Post Location, the street next to the fire building should not be used, except in the initial stages while investigating an alarm. Once it is determined that an actual emergency exists, use interior, or distant, locations which will provide protection from falling glass.

Due to the complexity and resources required, a multiple alarm should be considered early at a working fire.

TACTICAL OPERATIONS

High rise operations can complicate some normal tactical operations. The following are recommended procedures for tactical operations.

STANDPIPE CHARGING PROCEDURES

Tri-gated wyes should be eliminated from hose lays when pressures above relief valve settings are required (usually building 20 stories or more).

On buildings equipped with fire pumps, the hose lines should be charged with hydrant pressure. Pump operators should be alert to provide pressure and volume to the standpipe in the event the building fire pump becomes inadequate. When pumping into a standpipe equipped with pressure reducing valves, pump operators will normally pump roof top pressures.

Pumpers should attempt to utilize hydrants that are protected from falling glass.

Some buildings have two (2) standpipe pumper connections on opposite sides of the building. Both connections can be charged using separate pumpers and separate hydrants. This redundancy will lessen the possibility of loss of water supply due to falling glass cutting hose lines.

It may be necessary to pump in tandem to achieve adequate pressures.

EVACUATION

Consider evacuation plans in the building's Emergency Operations Manual when making evacuation decisions.

Use the building's public address system, when so equipped, to keep tenants informed.

Realize that evacuation operations may extend well past fire extinguishment due to the continued presence of smoke.

Operations Commanders may wish to assign rescue and evacuation responsibilities to a Branch Director or Group Supervisor.

Evacuees will require close supervision as they leave the building, so they will not be injured by falling glass and will not disrupt ground level Fire Department operations.

Identify the fire fighting and evacuation stairway.

Use building floor wardens as much as possible for assistance in evacuation.

Evacuate the fire floor, floor above, and two floors below the fire to make room for Fire Department operations.

If you find stairways clogged with occupants, they may be detoured to a safe refuge (floor area) to clear the stairway for fire fighting activity.

FLOOR SEARCHES

Indicate that floors are being actively searched by marking with a 12" strip of medical tape placed like a back-slash (/) on the stairway side of the stairway door next to the doorknob. Indicate that the floor has been searched and evacuated, by placing a second 12" strip of medical tape across the first to form the letter "X."

Locked doors should have the lock bolts taped back in the unlocked position for re-entry as needed.

EXPOSURE PROTECTION

Vertical extension of fire can be expected to occur to the floor or floors above the initial fire floor due to:

- Lapping from floor to floor via the exterior windows.
- Extension through floors via “poke-throughs” (holes placed in floors for passage of wires and pipes).
- Extension through the space between the floor and attached exterior wall.

The IC should assign companies to the floor or floors above the fire floor for exposure protection as required.

VENTILATION

The basic methods of smoke control are:

- Dilution.
- Exhaust.
- Confinement, or a combination of these methods.

Incident Commanders should consult emergency operations plans, Building Engineers, and Building Fire Safety Directors for information regarding smoke removal systems.

High-rise buildings that are built under the most recent codes are equipped with stairwell and elevator pressurization systems that minimize the amount of smoke entering vertical shafts. Every effort should be made to maintain the integrity of these systems. In order to maintain pressurization of shafts, keep unnecessary stairway and elevator doors closed.

HORIZONTAL VENTILATION

Conventional horizontal ventilation methods (window removal) may change smoke travel patterns in the building. This may be due to wind direction and changes in the building's Neutral Pressure Plane (See IFSTA Fire Service Ventilation, Chapter 6).

Many buildings are equipped with tempered glass windows for smoke control. The openings are in line vertically one floor above the other. These windows are identified with a 2″ white dot on the glass.

If removal of windows is directed by the IC:

- Panes-takers should be used to remove windows in the fire area from the floor above.
- Hose lines should be in place on the floors above fire floor for exposure protection before window removal commences.
- Move all portable combustibles away from the windows.

- Street level areas should be cleared (Police Assistance should be requested).
- Fire floor extinguishment efforts should be adjusted so that hose teams will be protected from possible backdraft or flashover due to the sudden introduction of oxygen onto the fire floor.

ELEVATOR OPERATIONS

Each member should be aware that there is an extremely high life-safety risk factor when using elevators. Elevators should not be used when the fire alarm panel indicates that the area in alarm is the elevator machine room. Banks of elevators may be used if the machine room in alarm does not house the elevator bank being used, but rather a separate bank of elevators.

When a fire company captures an elevator, a member must be assigned as an operator. This member is accountable for operation of the elevator during the emergency incident. When only one elevator is in operation, elevator operators should return to the ground floor to move additional personnel and equipment.

USE OF TWO ELEVATORS

During initial fire suppression activities, use both elevators as "up" elevators to get companies and equipment to the staging floor as rapidly as possible. After resources are accumulated on the staging floor, Elevator No. 1 will be used to take personnel and equipment "up." This elevator should then return to the first floor lobby for assignment. Elevator No. 2 will be used to take personnel and equipment "down." Elevator No. 2 should return to the staging floor for assignment.

The elevator operator should use the elevator phone or the building's "Red Phone" to establish communications with the Central Control Center, when elevators are so equipped.

TRANSMISSION OF PORTABLE RADIOS

Radio messages inside elevators may interfere with elevator electrical controls or cause elevators to malfunction. Some modern elevators with computerized controls can be rendered inoperative due to high frequency radio waves.

Elevator Equipment Each elevator operator should be equipped with:

- SCBA.
- Portable extinguisher.
- Irons (set of Halligan and flat head axe).
- Portable light.
- Portable radio.

EMERGENCY SERVICE

Elevators should be placed in "emergency service" prior to use. When placed in "emergency service," elevators should be checked for proper emergency operation as follows:

- Stop the car on a desired floor well below the fire floor.

- Car door opens when the "open" button on the control panel is continuously pressed. Car doors will close if the "open" button is released prior to the fully open position.
- Once the car doors are fully open, they will not close until the "close" button or a floor button is pressed in the car.
- The car does not respond to floor calls.
- The door electric eye is rendered inoperative.

As a firefighter, observe the location of stairways. If the elevator were to stop on a floor heavily charged with smoke, the firefighter would know stairway locations.

Elevators found to be working improperly should be turned off at the ground floor.

Smoke levels in the shaft may be checked by directing a portable light into the shaft.

All "up" passengers should be masked up in standby position.

Elevator operators should be alert to limit the number of firefighters allowed in an elevator at one time.

Every effort should be made to keep water out of hoistways.

All firefighters and equipment must be delivered two floors below the fire floor.

Elevators not in use by the Fire Department should be called to the ground floor lobby and shut down.

Primary consideration should be placed in using elevators that do not travel above the fire floor and do not have hoistway openings on the fire floor.

AUTOMATIC RECALL

Elevators equipped with automatic recall (which recalls the elevator to the ground floor lobby when the building goes into fire mode), should have the "elevator recall" switch (located on the Elevator Recall floor or in Fire Control Room) placed in the "on" position.

At any significant incident involving high-rise buildings, elevator repair personnel should be called to the scene as soon as possible.

Companies capturing elevators should notify the IC by radio that they have "elevator control" thereby alerting the entire response.

The elevator operator should brief "up-going" companies concerning stairwell locations, staging floor layout, and where to report upon arrival at the staging floor.

COMMUNICATIONS

Fire Department Radios - Members should monitor the assigned channel. Company Officers must use initiative in establishing other communication methods. Radios have a tendency to "bonk" when below grade in high-rise buildings. The Operations Commander should consider using direct channels, in Zone 2 (e.g., Z2-Ch. 1).

EMERGENCY TELEPHONES

The building emergency telephone system (e.g. red phones), if possible, will be used to establish communications between the Command Post and the fire floors, staging floor, etc. Do not plug the phone into jack until you wish to communicate with Fire Alarm Control Room.

DOMESTIC PHONE

Domestic telephones should be considered a primary communication system. Elevator operators should distribute phone numbers on critical floors. Once the phone lines are established between critical floors and the Command Post, every attempt should be made to keep these lines open.

PUBLIC ADDRESS SYSTEMS

Public address systems should normally be used to direct evacuation procedures.

Elevator operators should be used as messengers, for transmitting messages from floor to floor, staging floor to lobby, etc.

STAGING

In high-rise buildings, the staging area will normally be located two floors below the fire fighting floor. The location may be adjusted as smoke conditions dictate. Incident or Division Commanders should consider a second staging area in the loading dock area, if the building is so designed.

Staging commences upon the arrival of the first companies on the staging floor. Entering companies should bring extra equipment, such as air bottles, to the staging floor to establish an equipment supply.

STAGING MANAGER

The Staging Manager should be an Officer and eventually a Battalion Chief in a multiple alarm fire. The Staging Manager is responsible for initiating operations on the staging floor as personnel are available, coordinating activities on the staging floor and requesting needed equipment and/or personnel from the IC. The Staging Manager should maintain a minimum of one company in standby for each company committed in a contaminated atmosphere.

The staging area should be cleared of furniture as needed. Air, equipment, and other areas should be identified.

ELEVATOR FAILURE

In case of elevator failure, a Stairwell Support Group should be established to transport equipment from the lobby to the staging floor via the stairwell. Members will be assigned specific floors: one firefighter for every two (2) floors, or, personnel permitting, one firefighter for every floor. Members will normally transport equipment on their assigned floors only, in relay fashion. In case of standpipe failure, the Stairwell Support Task Force should establish a secondary water supply system.

Members separated from their units should report to the staging floor for reassignment if in the building, and to base, if operating outside the building.

EMERGENCY MEDICAL SERVICES

A first aid station should be established on the staging floor using the first arriving medic unit. Paramedics should be equipped with SCBA, full protective clothing and helmets.

A triage center will be established as required, in a location designated by the IC in conference with the Medical Group Supervisor. When establishing a triage location consider:

- Access for transportation vehicles.
- Where fire operations will not be hindered.
- Activation of the paramedic off-shift calling plan.

SAFETY PRECAUTIONS

In order to minimize the effects of falling glass, the following precautions should be taken:

- Clear the area around the building a minimum of 200 feet in all directions. Use police assistance when necessary.
- Personnel required to enter the 200 foot zone will be wearing full protective clothing.
- Ventilation of upper floors by breaking windows will be coordinated with the IC to assure that ground-level areas have been cleared.
- Utilize underground access, if building is so designed, such as Metro Tunnel, etc., for evacuation, personnel, and equipment, if possible.

HELICOPTER OPERATIONS

The IC should assign a Roof Top Division during any significant high-rise fire.

Considerations for companies assigned to Roof Top include:

- Provide stairway roof access to building occupants as required.
- Provide security and crowd control.
- Coordinate helicopter activity as directed by the IC.

- Remove roof top obstructions to provide a helicopter-landing zone. This is to be done only by order of the IC. When obstructions are cut down, they must be removed from the roof, as the helicopter rotor down wash will blow any loose gear off the roof.

ROOF TOP

Companies assigned to Roof Top should take the following equipment to the roof and ensure it is all secured to prevent any of it from being blown off of the roof by the helicopter rotor down wash:

- Rescue saw.
- Irons (Halligan and flat head axe).
- Rope.
- First aid kit.
- Extra SCBA cylinders.

INCIDENT COMMANDER (IC) HIGH-RISE CHECKLIST

	Designate Command Post location
	Request multiple alarm
	Notify dispatcher of base area location
	Establish a Rapid Intervention Team(s)
	Request air-charging support
	Assign companies to:
	Lobby Control
	Roof Top Control
	Staging Floor (announce floor location on assigned radio channel)
	Provide exposure protection to floor/s above the fire floor.
	Initiate salvage operations on floor below the fire floor (keep water out of elevator hoistways)
	Designate the primary fire-fighting stairway
	Designate the primary evacuation stairway
	Initiate search and rescue as required
	Consult with the Building Fire Safety Director
	Review evacuation procedures as published in the building's Emergency Operations Manual
	Consult with the Building Engineer
	Stockpile the staging floor

	Send a medic unit to the staging floor.
	Establish a triage location
	Clear area around the building for 200 feet using Seattle Police
	Call for knowledgeable FMO Inspector
	Obtain building floor plans for the Command Post
	Monitor building fire pump for proper operation
	Call elevator Service Company to the scene

SUBJECT:	INCIDENT ACCOUNTABILITY
REVISED:	10/21/14
SEE ALSO:	P-5010 Incident Accountability; P-5012 Incident Operations, OG-5012 Incident Operations
PAGE(S):	8

GENERAL INFORMATION

The Seattle Fire Department (SFD) uses accountability systems, that include a Computer Aided Dispatch (CAD) System, a Passport Accountability System™, and a Personnel Accountability Report (PAR), to increase accountability and firefighter safety.

With the Computer Aided Dispatch (CAD) System, members sign on to CAD at the beginning of shift, including when working special events.

The Passport Accountability System™ provides hardware that allows supervisors to track, verify location and function, and account for the assignments of members and units.

Personnel Accountability Reports are utilized when firefighters are missing at an emergency scene, or to account for all personnel after a significant change in tactical operations, such as abandon/withdraw from a building, or changing from an offensive to defensive attack.

COMPUTER AIDED DISPATCH (CAD) SIGN-ON

Members are required to sign-on to CAD at the beginning of shift, to replace members on CAD. The CAD Sign-On procedures require that a member is replaced.

Any radio used in the field at an emergency or special event must be signed on to an apparatus and position, whether the position has a person in it or not.

The CAD Sign-On application allows members to sign a radio onto an apparatus and position without a person. This will allow Battalion Chiefs to sign on the second radio they typically carry.

Follow these procedures when signing on to CAD:

- Enter the radio number into the Sign-On program that matches the radio you have in your hand.

- If you cannot sign on because you are responding to an incident or your terminal is down at change of shift or for other reasons you must call a company or your Battalion Chief to sign on your company.
- If a company is responding to an incident and has not returned to the station at change-of-shift the company coming on duty must wait until responding company returns to station before signing on to CAD.

RE-SIGN ONTO CAD AFTER 24 HOURS

When members work any time-frame beyond 24 hours they are required to re-sign on to CAD. To re-sign on to CAD for a second shift, members must first sign-in using the Inj/Ill # 0000 - a moment later log-on using own Inj/Ill #.

Call the Help Desk at (206) 386-9770 for questions or problems using the application.

Note –	Review the CAD Sign-On User Guide on the SFD InWeb; on the InWeb menu select the Training tab.

SPECIAL EVENT CAD SIGN-ON

All individuals or companies working at a special event will sign on to CAD before the event begins.

Larger special events will have an Event Action Plan (EAP) associated with it. The EAP will be developed by Deputy 1 or Battalion 3, depending on who has the lead role for the event. EAPs for weekend events will be available the Friday before the event and will be available on the Medic One SharePoint site.

Every special event will have a designated person (lead) responsible for the sign-on of radios and personnel to CAD. This role may be filled by a Firefighter/Paramedic, Company Officer, Chief Officer, or a designated person from the FMO.

If a Company Officer and crew pick up a reserve apparatus at a fire station to take to a special event, the Company Officer will sign the crew onto CAD at the fire station before leaving for the event. Every firefighter and radio will be logged onto CAD for the duration of the event.

All members at a special event will be signed on to CAD using the Event Designator. Some venues have been pre-designated in CAD as Events 1 to 5 as follows:

Safeco	Event 1
Qwest	Event 2
Key Arena	Event 3
Husky Stadium	Event 4
Seattle Center	Event 5

The Event designator for events that are at other venues will be listed in the EAP and Staffing Memo.

When a reserve apparatus is staffed for an event, the apparatus will be signed onto CAD using the reserve apparatus designator, i.e., E81, Aid 87, and Medic 80.

Once the Officer or lead Medic/FF signs onto CAD the Fire Alarm Center (FAC) will be notified. The FAC will create an event incident and will assign logged on "Events" and any reserve apparatus to the incident. At the completion of the event the FAC will be notified and they will close the event.

Questions may be directed to the Battalion 3 office at (206) 386-1483.

THE PASSPORT ACCOUNTABILITY SYSTEM

The Passport Accountability System consists of unit designators, unit Passports, individual name tags, and status boards. The use of each element must be consistently applied for the system to be reliable; however, supervisors are still responsible for maintaining an awareness of the members under their direct span of control.

UNIT DESIGNATORS

A set of unit designators consists of three velcro backed tags, one for the front and two for the sides.

Each unit will have one (1) set of reflective unit designators for each assigned Team member on duty.

Operations companies will maintain one extra set of Firefighter and Officer unit designators.

Operations Battalion Chiefs vehicles will also maintain a Field Incident Technician designator.

Spare unit designators are carried in the cab of the apparatus in an obvious location.

At the beginning of each work shift, members are to ensure their unit designators correctly reflect their shift assignment.

Unit designators must be in place on helmets before members are allowed to participate as Team members.

PASSPORTS

Passports are a three-part board.

- The top portion lists the Company designator (Bat., Eng., Lad.), and the Mutual Aid designator as required by the King County Resource Plan. For Seattle the designator is “50”, Company #, and Team Designator “Team A/B.”

- The middle Velcro portion holds Team members' name tags.
- The blank bottom portion is used to record times or other notes with a grease pencil.

Passports are color-coded for primary and back-up passports.

WHITE (PRIMARY) Primary Passports are kept with the Officer until used as a passport for entrance into an Emergency Incident Perimeter. Chief Officers may elect to place their primary passports on their Status Boards.

RED (BACK-UP) The Backup Passport is a duplicate of the Primary Passport and is used when the Primary Passport is unavailable.

Backup Passports are kept:

- On the inside of the door or roof, or on the dashboard of Engines and Ladder Trucks.
- On the dashboards of all other apparatus.

GREEN (RESERVE) Flexible green Passports are kept on the watch desk console and used to:

- Replace a lost Primary or Backup Passport.
- When reporting to an emergency incident at a change of shift or when called in off shift for response to a multiple alarm.

GREEN (FILL-IN) Blank green Passports are carried in Battalion Make-Up kits for:

- Temporary replacement of company designated green flexible Passport placed in service.
- Additional make-up and mutual aid companies.

BLUE (PARAMEDIC STUDENTS) Whenever Paramedic students are riding on SFD medic units, they will use a blue-colored passport.

To increase the accountability of the students at an emergency scene, the blue color will signify that these personnel cannot be used in a hazardous area.

The students' blue passport will be attached to the passport of the medic unit with which they are riding. Both passports will be given to the Incident Commander (IC) or appropriate ICS supervisor. If the medic personnel must enter a hazardous area, the passports will be separated. The passport of the medic personnel will be given to the appropriate ICS supervisor. The Paramedic students will remain in base or staging away from the hazard area.

NAME TAGS

Each uniformed member of the Fire Department is to maintain a minimum of six (6) passport name tags.

- Two (2) name tags are kept on the member's assigned company apparatus door, the overhead inside the cab or on the visor of Chief's vehicles.

- Four (4) name tags shall be maintained on the underside of the rear brim of the member's helmet for use as details out and off-shift assignments and multiple alarm make-up teams.

If tags are lost they must be replaced immediately by requisition.

At the beginning of the work shift, members are to place a name tag on both the company's primary and back-up passports.

If a member is removed either temporarily or permanently from a company or unit during a work shift, the member is responsible for moving their name tags to the appropriate Passports.

COMMAND BOARD

Command boards are boards with a series of Velcro strips. These boards are used as collection points for Incident and Division Commanders at an emergency scene.

Passports should be placed on the Command Board of the member who has first level supervision over unit leaders, (e.g. Division or group Supervisor).

LOCATION OF PASSPORT COMPONENTS

Company Captains determine the location of the Passport System components on their apparatus. Examples for Engine and Ladder Companies include the inside of the Officer or driver's door or inside roof of the cab of all Engines and Ladder Trucks. These locations are good working locations for the Passport System.

On the inside of the door or roof, or on the dashboard, place the following:

- Four (4) 8" X 1" black adhesive Velcro strips, one for each platoon A, B, C, D, for the storage of two (2) of the off-duty members' Name Tags.
- Velcro pad for each Backup Passport.
- Velcro pad for each spare unit designator.
- Place a Velcro pad on the inside back of each portable radio case.
- Place Velcro pads in the watch office for reserve passports.

Other Units:

- Place a Velcro pad on the back of the unit's portable radio for the primary passport.
- Place a Velcro pad on the dashboard for the back-up passport.
- Place the name tags of Chief Officers on the visor above the passenger seat of the chief's apparatus.

Designate a storage area for the Make-Up kit for reserve Chief vehicles.

INCIDENT ACCOUNTABILITY

USING THE SYSTEM

Prior to the start of a shift, or as members are detailed, members must ensure they are either logged on or off of a particular unit using CAD. This includes not only updating unit rosters and assigning radios, but also updating the Passports on the apparatus. As a method of identification, members must use the appropriate helmet shield and place their name tags on the appropriate Passport prior to responding with a unit.

ON SCENE

The components of the system will generally be implemented:

- When more than three (3) units respond to a Fire incident.
- When more than five (5) units respond to an EMS incident.
- During any HazMat, Marine or Technical Rescue response.
- Anytime the IC feels the use of the system would be advantageous.
- Any training exercise that would meet the above stated criteria.

ORDERING PASSPORT SYSTEM COMPONENTS

Station Captains shall order materials to maintain the Passport System as follows:

- One (1) engraved WHITE Passport for each possible team of two (2) or more persons from a Company, Chief's vehicle, specialty unit or reserve apparatus.
- One (1) engraved RED Passport for each possible team of two (2) or more persons from a Company, Chief's vehicle, and specialty unit or reserve apparatus.
- One (1) set of unit designators for each On-Duty Officer and Firefighter assigned to the apparatus plus one spare Firefighter and Officer's unit designator for reserve. This includes spare apparatus and Chiefs' vehicles.
- One (1) Green engraved soft Passport for each assigned apparatus.
- Velcro in various dimensions for helmet radios, watch desks, and apparatus assigned to stations.
- One (1) Command Board for each Engine, Ladder Truck, and Battalion Chief vehicle.
- Passport System "Make-Up" Kit for each Battalion Chief vehicle.

PASSPORT "MAKE-UP KIT" INVENTORY

Two (2) Command Boards in the Make-Up Kits for Bat. 2, 4, 5, 6, 7, 22, 44, 55, 66, & 77.

Twelve (12) blank green Passports: for Battalions 2, 3, 4, 5, 6, 7, 22, 44, 55, 66, and 77.

Two (2) feet, of white Velcro for making Name Tags and temporary unit designators, one pair of scissors, two (2) permanent marking pens, four (4) extra grease pens, and two (2) rolls of 2" wide medical tape.

PERSONNEL ACCOUNTABILITY REPORT (PAR)

A Personnel Accountability Report is a systematic method to account for all personnel at an emergency incident. It is based on the format of the Incident Command System and can be accomplished via face to face communications, radios, and other accountability systems used to track personnel at emergency incidents.

The Incident Commander (IC) and/or Operations Section Chief (OSC) have the authority to initiate and/or terminate a Personnel Accountability Report.

INITIATE PAR The IC will request that the Fire Alarm Center (FAC) make a Personnel Accountability Report notification via the "select channels." In the notification the FAC will announce the Command designator and channel for the Personnel Accountability Report (Example: "All units at 5 Ave Command prepare for a Personnel Accountability Report on Channel 1"). This notice will clear the Tactical and Command Channels being used for that incident, and be considered "Emergency Traffic."

CONDUCT PAR The IC/OSC will then conduct the Personnel Accountability Report on the assigned radio channel for that particular incident. In addition, the IC/OSC will be responsible to make the Personnel Accountability Report notification and conduct a Personnel Accountability Report over any direct channels and any 450 Mhz radio channels that may be in use at the incident.

PREPARE FOR PAR When a Personnel Accountability Report is announced, Division and/or Group Supervisors, Base and/or Staging Managers and individual Company Officers, will prepare to give an immediate accounting of their assigned personnel. This accounting can be done face to face or by radio.

PRIORITIZE CALLS The IC/OSC will prioritize calling individual companies, divisions, and groups to account for all personnel at an emergency incident.

REPORT RESULTS The IC/OSC will report the results of the Personnel Accountability Report to the FAC on the primary assigned radio channel for their specific incident.

MEMBERS NOT ACCOUNTED FOR

If members are not accounted for they must be identified by unit designators and names. The IC/OSC will maintain a list of missing firefighters and will notify the FAC of the members not accounted for. The FAC will conduct the Personal Accountability Report for all unaccounted members on all channels.

TERMINATE PAR

A Personnel Accountability Report will be terminated by the IC/OSC when all members have been accounted for, and the reason for the Personnel Accountability Report has been resolved. The Personnel Accountability Report will be terminated by stating on the radio "Personnel Accountability Report complete, all clear, resume normal radio traffic."

EMERGENCY TRAFFIC

If the IC/OSC receives additional "Emergency Traffic" during the Personnel Accountability Report, the Personnel Accountability Report may have to be suspended until the current emergency traffic and situation has been resolved. Once the situation has been resolved, the Personnel Accountability Report will be continued until complete.

CHECK ON MEMBERS

The IC/OSC will assign accounted for rescue resource(s) as quickly as possible to check on the welfare of members not accounted for.

SUBJECT:	INCIDENT MANAGEMENT SYSTEM
REVISED:	10/21/14
SEE ALSO:	Model Procedures Guide
PAGE(S):	30

PURPOSE

The SFD responds to a wide range of emergency incidents. In order to effectively manage personnel and resources and to provide for the safety and welfare of personnel, we will operate within the National Incident Management System (NIMS) at incidents. This guideline identifies the procedures to be employed in establishing command and the components of the incident command system.

The incident command system is designed to:

- Fix the responsibility for Command on a specific individual through a standard identification system, depending on the arrival sequence of units, companies, and Chiefs.
- Ensure that a strong, direct, and visible command will be established from the onset of the incident.
- Establish an effective incident organization by defining the activities and responsibilities assigned to the Incident Commander (IC) and the other individuals operating within the incident command system.
- Provide effective communication to support incident management, planning, and decision-making.
- Provide a system for the orderly transfer of command to subsequent arriving officers.

TERMS

For ease of reference and understanding, personnel assigned to manage at each level will carry a distinctive title:

Command – Refers to the IC.

Officer – Title that refers to a member of the General Staff (Information Officer, Safety Officer, Liaison Officer).

Section Chiefs – Title that refers to a member of the General Staff (Planning Section Chief, Operations Section Chief, Finance/Administration Section Chief, Logistics Section Chief).

Directors – Title that refers to the positions of Branch Director, which is in the Operations Section, or Logistics Section between the divisions/groups and Operations Section Chiefs.

Supervisors – Title that refers to the positions of division/group, which is in the Operations Section and lies between the Branch Director and Strike Team/Task Force Leader.

Managers – The title that refers to the lowest level of supervision within the Logistic Section: Equipment Manager, Base Manager, Camp Manager. The only exception to this is the Staging Area Manager who reports directly to the Operations Section Chief.

INCIDENT COMMAND SYSTEM

The incident command system is used to facilitate the completion of the tactical objectives. The IC is the person who drives the command system towards that end. The IC is responsible for building a command structure that matches the organizational needs of the incident to achieve the completion of the tactical objectives for the incident. The "Functions of Command" define standard activities that are performed by the IC to achieve the tactical objectives.

The IC is responsible for the completion of the incident priorities. The tactical objectives (listed in order of priority) are:

Safety – Provide for the safety, accountability, and welfare of personnel. This priority is ongoing throughout the incident.

Life Safety – Remove endangered occupants and treat the injured.

Incident Stabilization – Stabilize the incident and provide for life safety.

Property Conservation – Conserve property.

Environmental – To protect our air, water, and land.

COMMAND STRUCTURE

It is the responsibility of the IC to develop an organizational structure using standard operating procedures to effectively manage the incident scene. The development of the organizational structure should begin with deployment of the first arriving Fire Department resource, and continue through a number of phases, depending on the size and complexity of the incident. The command organization must develop at a pace which stays ahead of the tactical deployment of personnel and resources.

In order for the IC to manage the incident, he/she must first be able to direct, control, and track the position and function of all operating Companies. Building a command organization is the best support mechanism the IC can use to achieve the harmonious balance between managing personnel and incident needs. Simply put, this means:

Large scale and complex incidents = Large command organization.

Small scale and "simple" incidents = Small command organization.

The basic configuration of command includes three levels:

- Strategic level - Overall direction of the incident.
- Tactical level - Objectives assigned to Division/groups.
- Task level - Task objectives assigned to Companies/Units.

STRATEGIC LEVEL

The strategic level involves the overall command of the incident. The command team is responsible for the strategic level of the command structure. The strategic plan defines where and when resources will be assigned to the incident and control the situation. This plan is the basis for developing a command organization, assigning all resources and establishing tactical objectives by priority.

The strategic level responsibilities include:

- Determining the appropriate strategy - Offensive or Defensive.
- Establishing a strategic plan for the incident.
- Setting priorities.
- Establish a plan of action.
- Obtaining and allocating resources.
- Predicting outcomes and planning.
- Assigning specific objectives to tactical level units.

TACTICAL LEVEL

The tactical level directs activities toward specific objectives. Tactical level Officers include division/group Supervisors, who are in charge of grouped resources. Tactical level Officers (division/group Supervisors) are responsible for specific geographic areas or functions, and supervising personnel assigned to the division/group. A division/group assignment comes with the authority to make decisions and assignments, within the boundaries of the overall plan and safety conditions. The accumulated achievements of tactical objectives should accomplish the strategic level goals.

TASK LEVEL

The Task Level refers to those activities normally accomplished by individual companies or specific personnel. The task level is where the work is actually done. Task level activities are routinely supervised by Company Officers. The accumulated achievements of Task Level activities should accomplish tactical objectives.

BASIC ORGANIZATION

The basic command structure combines all three levels of the command structure. The Company Officer on a single engine response to a dumpster fire determines the strategy, tactics, and supervises the crew doing the task.

The basic structure for a "routine" incident, involving a small number of Companies, requires only two levels of the command structure. The role of command combines the strategic and tactical levels. Companies report directly to Command and operate at the Task Level.

DIVISIONS AND GROUPS

Complex emergency situations often exceed the capability of one Officer to effectively manage the entire operation. The IC should group companies to work in divisions/groups. Division/groups reduce the span of control to more manageable smaller sized units. Division/groups allow the IC to communicate principally with division/group Supervisors, rather than multiple, individual Company Officers, thus providing an effective command structure and incident scene organization.

Note	Generally, division/group responsibilities should be assigned early in the incident, typically to the first Company assigned to a geographic area (Division) or function (Group). This early establishment of divisions/groups provides an effective incident command organization framework on which the operation can be built and expanded.

As division/groups are implemented, Command continues to operate at the strategic level, determining the overall strategy to deal with the incident; while divisions/groups operate at the tactical level.

OPERATIONAL GUIDELINES

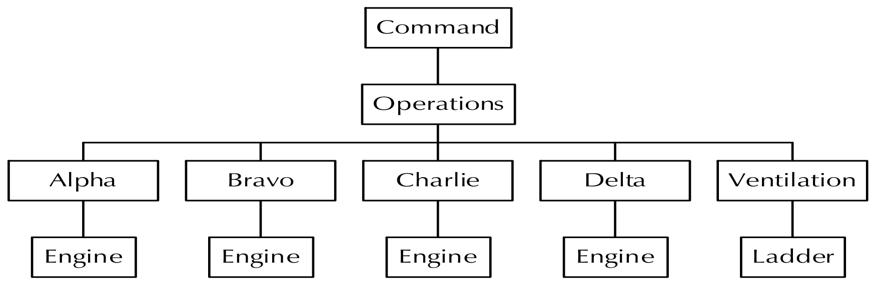
Normally, a company officer can effectively assume division/group responsibilities and supervise his/her own crew while directing and coordinating the efforts of one or two additional companies assigned to his/her division/group.

Each division/group supervisor must maintain communication with assigned companies to control both their location and function.

As incidents expand in complexity and size, and as additional Chief Officers become available, the IC should assign them to relieve company officers and assume division/group Supervisor responsibilities. Chief Officers bring a higher level of expertise to the position and may allow the Company Officer to return to supervising his/her crew or another assignment. The transfer of command process should be used as part of the transfer of supervisory responsibilities.

The use of divisions/groups in the command organization provides a standard system to divide the incident scene into smaller subordinate command units or areas.

The number of divisions/groups that can be effectively managed by the IC varies. In fast moving complex operations, a span of control of no more than five divisions/groups is indicated. In slower moving or less complex operations, the IC may effectively manage more divisions/ groups.



Division/group procedures also provide an array of major functions which may be selectively implemented according to the needs of a particular situation. This places responsibility for the details and execution of each particular function on a division/group Supervisor.

When effective division/groups have been established, the IC can concentrate on overall strategy and resource allocation, allowing the division/group Supervisor to manage their assigned units. The IC determines strategic goals and assigns tactical objectives and resources to the divisions/groups. Each division/group Supervisor is responsible for the tactical deployment of the resources at his/her disposal in order to complete the tactical objectives assigned by the IC. Division/group Supervisors are also responsible for communicating resource needs and progress to Command. They should also return unneeded resources.

Divisions/groups reduce the overall amount of radio communications. Most routine communications within a division/group should be conducted in a face-to-face manner between Company Officers and their division/group Supervisor. This process reduces unnecessary radio traffic and increases the ability to transmit critical radio communications.

The safety of fire fighting personnel represents the major reason for establishing division/groups. Each division/group Supervisor must maintain communication with assigned Companies to control both their position and function. The division/group Supervisor must constantly monitor all hazardous situations and risks to personnel. The division/ group Supervisor must take appropriate action to ensure that companies are operating in a safe and effective manner.

Where the number of divisions/groups exceed the span of control that the IC can effectively manage, the Incident Organization should be divided to Branches. Each Branch is responsible for several divisions/ groups.

ASSIGNING DIVISIONS AND GROUPS

Command should begin to assign divisions/groups based on the following factors:

- Situations which will eventually involve a number of Companies or functions, beyond the capability of Command to directly control. Command should initially assign division/group responsibilities to the first Companies assigned to a geographic area or function until Chief Officers are available.
- When Command can no longer effectively manage the number of Companies currently involved in the operation.
- When companies are involved in complex operations (Large interior or geographic area, hazardous materials, technical rescues, etc.)
- When companies are operating from tactical positions which Command has little or no direct control over (i.e. out of sight).
- When the situation presents specials hazards and close control is required over operating companies (i.e., unstable structural conditions, hazardous materials, heavy fire load, marginal offensive situations, etc.).

When establishing a division/group, the IC will assign each division/group Supervisor:

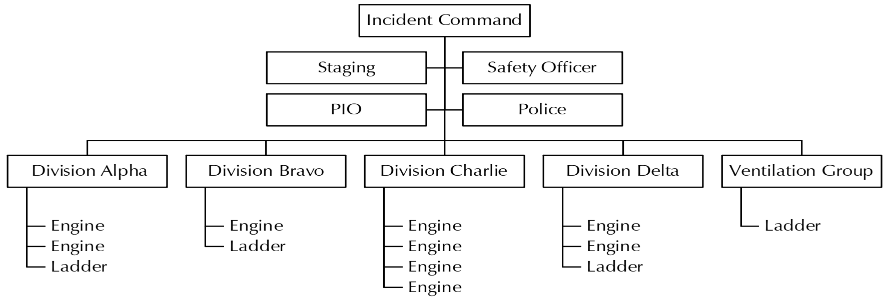
- Tactical objectives.
- A radio designation (Ventilation Group, Division 2, etc.).
- The identity of resources assigned to the division/group.

It is the ongoing responsibility of Command to assign divisions/groups as required for effective emergency operations; this assignment will relate to both geographic and functional divisions/groups.

Command should advise each division/group Supervisor of specific tactical objectives. The overall strategy and plan should also be provided (time permitting), so the division/group Supervisor has some idea of what's going on and how his assignment fits in.

SPAN OF CONTROL

The number of Companies assigned to a division/group will depend upon conditions within that division/group. Command needs to be aware of the number of Companies operating within a division/group and the capability of that division/group Supervisor to effectively direct operations. If a division/group Supervisor cannot control the resources within the division/group, he/she should notify the IC so that division/group responsibilities can be split or other corrective action taken. In most cases five (5) Companies represents the maximum span of control for a division/group Supervisor.



Groups will be identified by the function (Salvage Group, Safety Group, Ventilation Group, etc.).

Divisions assigned to specific exterior operating areas will be designated by the specific side of the building to which they are assigned. Side Alpha will be the address side of the building and the remaining sides are given a radio designation of Bravo, Charlie, Delta in a clockwise manner. In multi-story occupancies, interior divisions will usually be indicated by floor numbers (Division 15 indicates floor 15). For large areas, such as a high-rise with multiple stairwell approaches, the divisions may be divided, e.g. Division 40 - Alpha, Division 40 - Charlie, depending upon the geographic access.

Note	For clarity during radio communications, the phonetic alphabet will be used. For example, "Division Delta from Command"

Division/group Supervisors will use the division/group designation in radio communications (i.e. “Command from Division 1").

Divisions/groups will be commanded by a division/group Supervisor. Division/group supervisors can be Chief Officers, Company Officers, or any other Fire Department member designated by Command.

Regular transfer of command procedures will be followed in transferring division/group responsibility.

In some cases, a division/group Supervisor may be assigned to an area/ function initially to evaluate and report conditions. They will advise Command of needed tasks and resources. The assigned Supervisor will proceed to the division/group, evaluate and report conditions to the IC, and assume responsibility for directing resources and operations within his/her assigned area of responsibility.

The division/group Supervisor must be in a position to directly supervise and monitor operations. This will require the division/group Supervisor to be equipped with the appropriate protective clothing and equipment for his/her area of responsibility. Division/group Supervisors assigned to operate within the hazard zone **must be** accompanied by a partner.

SUPERVISORS RESPONSIBILITIES

Supervisors will be responsible for and in control of all assigned functions within their division/group. This requires each division/group Supervisor to:

- Complete objectives assigned by Command.
- Account for all assigned personnel.
- Ensure that operations are conducted safely.
- Monitor work progress.
- Redirect activities as necessary.
- Coordinate actions with related activities, and adjacent division/groups.
- Monitor welfare of division/group personnel.
- Request additional resources as needed.
- Provide Command with essential and frequent progress reports.
- Re-allocate resources within the division/group.
- Return unneeded resources to staging via the IC/Operations.

The division/group Supervisor should be readily identifiable and maintain a visible position as much as possible.

Company Officers – The primary function of a Company Officer is to direct the operations of their individual crew in performing assigned tasks. Company Officers will advise their division/group Supervisor of work progress, preferably face-to-face.

All requests for additional resources or assistance within a division/group must be directed to the division/group Supervisor. Division/group Supervisors will communicate with “Command” or “Operations” if established.

STAGING AND BASE

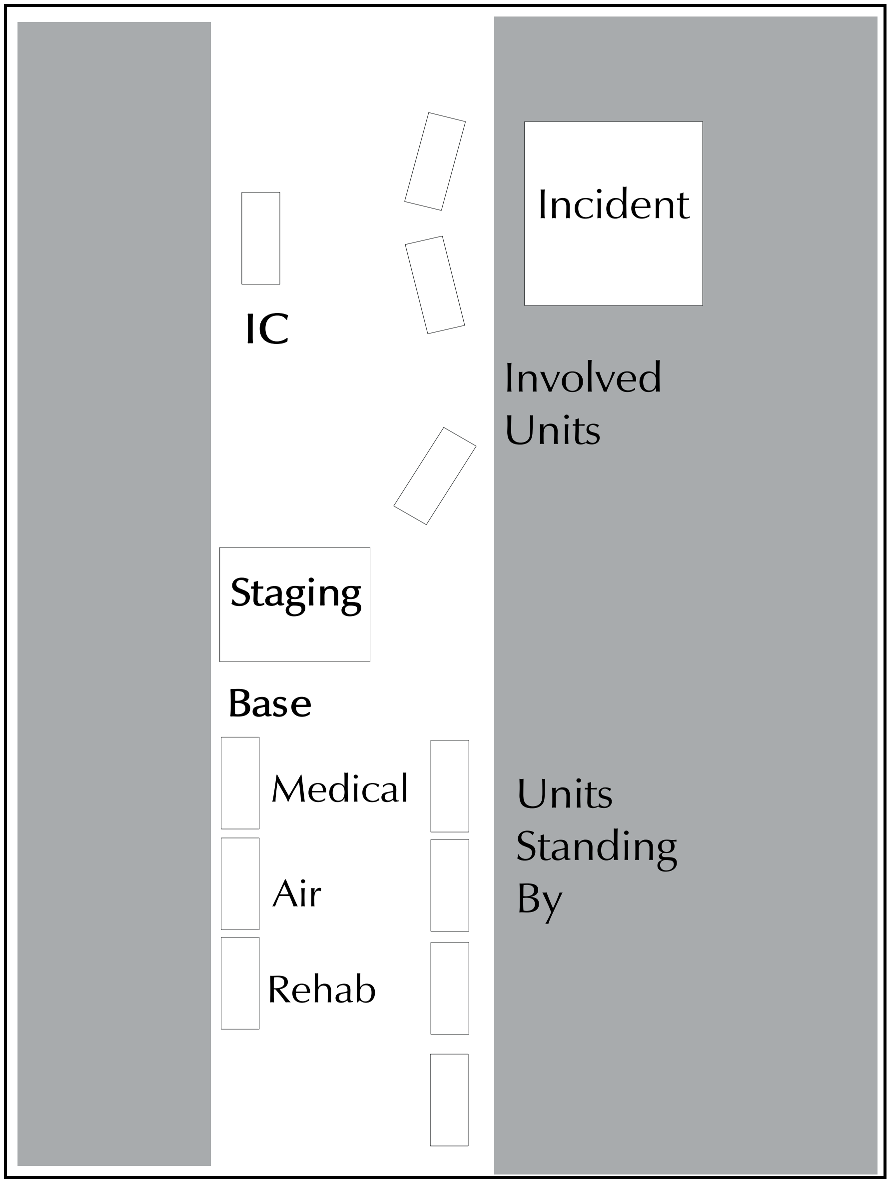


Figure 1 – Command, Staging and Base layout for a small incident., e.g. house fire.

STAGING AREA

Staging is implemented when the IC or Operations determines the need to have additional resources in close proximity to the emergency. Staging is reserved for available resources that are ready for assignment.

The Staging Area Manager will set up the Staging Area to include the following functions:

- Available resources.
- Relevant In-service Equipment.

• Air exchange (after a member uses two bottles they must go to Base for Rehabilitation).

COMMAND, STAGING AND BASE

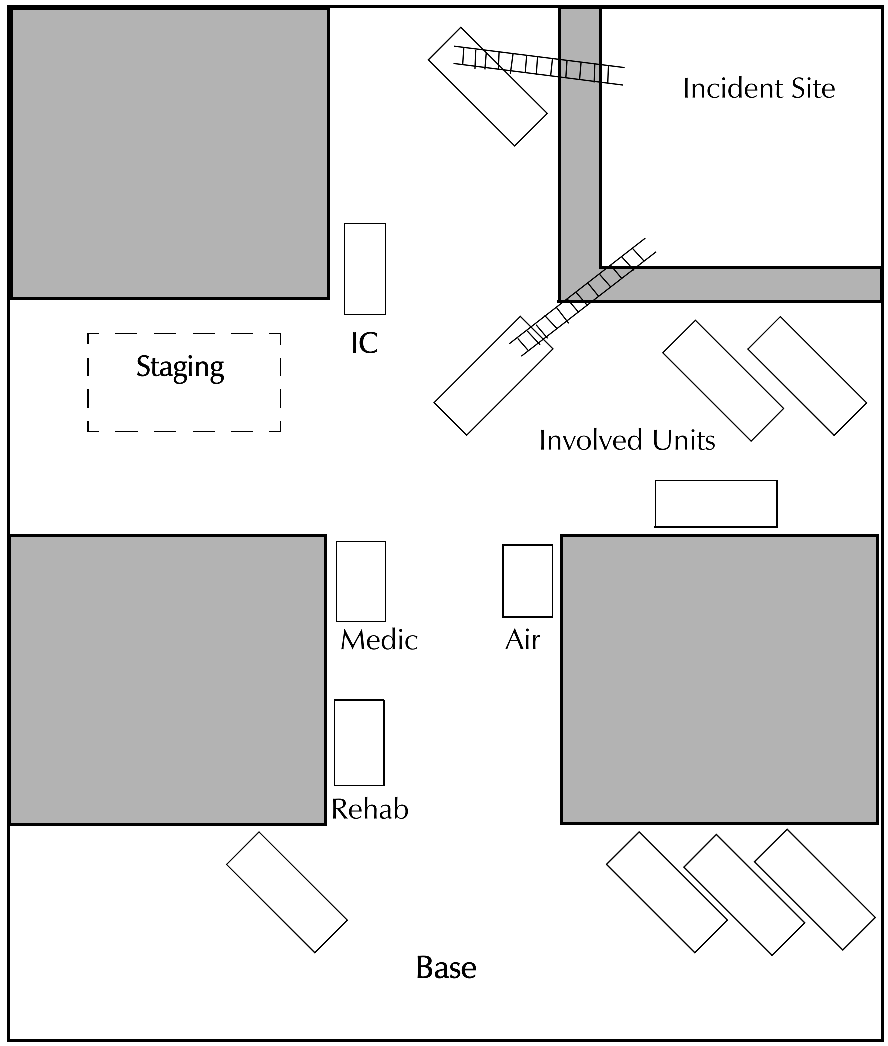


Figure 2 – Command, Staging and Base layout for large incident, e.g. apartment.

BASE AREA

The Base area is reserved for resources that are part of an incident but are unavailable for assignment for mechanical or personnel reasons. The Base Area needs to be far enough away from the Command Post, and the emergency incident, so that it does not interfere with the tactical operations, yet close enough to the Staging Area, or the incident, that it does not cause a delay or fatigue when reporting with equipment.

THE BASE AREA MANAGER

Some of the considerations of the Base Area Manager are:

• Should be filled by a Company Officer or Chief Officer.

- Designate Parking Lot (area for apparatus so that they may be tactically deployed or demobilized as needed).
- Request the needed help to assist with the set up and running of the Base area.
- Rehabilitation (Medic Unit).
- Fluid and Food replacement (Fire Buffs, Red Cross, Water Jugs).
- Rest & Ventilation (rest area and misting fans or shelter as appropriate).
- Air bottle exchange.

The Base Area Manager will designate one of the Paramedics as Medical Unit Leader to implement the rehabilitation function.

On larger incidents, the Base Area Manager will designate a resource unit leader to track resources. This person will record the time an individual/company enters Rehab and time when they are sent to Staging as an available resource or assigned as requested by the IC.

REHABILITATION (REHAB)

PREVENTION

Prevention is a key component of an effective rehabilitation program. It is the responsibility of the SFD to provide adequate levels of education, equipment, monitoring, and time frames for exercise, in order for the members to be adequately prepared for their assignments.

It is also incumbent upon each individual member to pursue and maintain a realistic level of fitness that will allow that member to fulfill his/her obligation. This obligation extends to not only the individual, but to fellow employees, the Department and to the citizens of this community.

Officers must be alert to monitor the weather for adverse conditions, both warm and cold, that will impact the membership's effectiveness at training and at the emergency scene. It is recognized that in some situations involving scheduled Training Division and Operations training, the cancellation of training is not without a major impact on other programs. However, the fundamental factor in making a practical decision to cancel or to alter training conditions will be the health and safety of the members.

When practical, training should be scheduled to avoid outside training during adverse weather conditions. Warm weather procedures are in effect when the temperature reaches 80 F. Cold weather procedures are in effect when the temperature drops to 35 F. See the Adverse Weather procedures for a comprehensive review of heat, high humidity, and wind chill index charts and complete procedures.

Pre-hydration, proper rest, avoidance of caffeine and other factors have a direct effect on a member's ability to perform his/her duties.

Hydration is critical during both warm and cold weather conditions. Increasing hydration with water before during and after exercise is necessary for good health and to safely maximize performance.

REHABILITATION ESTABLISHMENT

When Base is established, rehab will be an area within Base. The rehab area will be staffed initially by the unit designated by the IC. The Medical Services Officer (MSO) and the Medical Services Administrator (MSA) may relieve the Rehab officer of this function, as staffing is available.

The IC should consider rehabilitation during the initial planning stages of an emergency response. However, the climatic or environmental conditions of the emergency scene should not be the sole justification for establishing a rehab area. Any activity/incident, including training, that is large in size, long in duration and/or labor-intensive will rapidly deplete the energy and strength of personnel and therefore merits consideration for rehabilitation.

Rehabilitation shall commence when emergency operations and/or training exercises pose fatigue to Department members. All personnel attending or working at the incident scene or training exercise are required to rehab during events where it is established and functioning.

A formal rehab area will be established at all emergencies of a significant physical nature in which the IC may reasonably expect that the work interval will last longer than 15 minutes. Rehab will also be established at training exercises outdoors that last more than 15 minutes and at times when physical exertion can reasonably be expected to impact the members.

HYDRATION

A critical factor in the prevention of heat related health injuries is the maintenance of water and electrolytes. Water must be replaced during exercise periods and at emergency incidents, the member should consume at least one quart of water per hour. The rehydration solution should be a 50/50 mixture of water and a commercially prepared sports drink and administered at about 40 F.

Rehydration is important even during cold weather operations. Despite the outside temperature, heat stress may occur during firefighting or other strenuous activity when protective equipment is worn. Alcoholic and caffeinated beverages should be avoided because both interfere with the body's water conservation mechanisms. Carbonated beverages should also be avoided.

NOURISHMENT

The department shall provide nutrition at the scene of an extended incident when units are engaged for three or more hours. Foods such as apples, oranges and bananas provide supplemental forms of energy replacement. Fatty and/or salty foods should be avoided. The Fire Buffs are an excellent resource.

REST

Personnel operating in SCBA are required to report to the Staging area after the following conditions occur:

- Operating through two 45 minute cylinders provided you exit the hazard area before the low-pressure warning bell rings. Note: Company

Officers/Team Leaders should encourage each member of the crew drink at least 8 oz. of fluid while exchanging cylinders.

- Operating through one 45 minute cylinder if you do not exit the hazard area before your low-pressure bell rings.
- Operating through one 45 minute cylinder if you have already been through the rehab area, or operated through two 45 minute cylinders, during this incident.
- Operating through one 60 minute cylinder in any capacity.
- 45 minutes of work time in Full PPE without SCBA.
- Whenever directed by the IC or Unit Leader.

In all cases, the objective evaluation of a member's fatigue level shall establish the criteria for rehab time. Rest will not be less than 15 minutes and may exceed that as determined by the Rehab Unit Leader. Fresh crews, or crews released by the Rehab Unit Leader to be available in Staging must be transferred by Rehab to the Staging area as needed. The Staging Area manager will coordinate with the IC, or Operations Section Chief, to ensure that adequate resources are available on the incident scene. Ensure that fatigued members are not required to return to duty before they are rested, evaluated, and after consultation with the medical staff assigned, or released by the Rehab unit leader.

RECOVERY

Members in the Rehab area should maintain a high level of hydration. Members should not be moved from a hot environment directly into an air-conditioned area. The body's cooling system could shut down in response to abrupt external cooling. An air-conditioned environment is acceptable after a cool-down period at ambient temperature with sufficient air movement.

Certain drugs impair the body's ability to sweat and extreme caution must be exercised if the member has taken antihistamines, such as Actifed or Benadryl, or has taken diuretics or stimulants.

MEDICAL EVALUATION

If Rehab is established the IC will assign a medic unit. The firefighter/paramedics will examine members, evaluate vital signs and make decisions on members' care. The firefighter/paramedics have the authority to hold a member in rehab for continued monitoring, medically treat, transport to medical facilities, or return intact crews back to staging for reassignment.

Firefighters/paramedics may be required to manage the Rehabilitation area at smaller incidents and/or drills. However, at larger incidents, this responsibility may be reassigned to a company or Chief Officer, MSO, or MSA. All personnel must be assertive in an effort to recognize medical problems early.

Documentation –

All medical evaluations will be recorded on the standardized rehab tracking form, which includes member name, assignment, injury/illness number, complaint, and time in and out of the rehab area. The form will be signed, dated and stored by the rehab officer or his/her designee. See the appendix 1 for the current form used. These forms are available on all apparatus.

ACCOUNTABILITY

The Rehabilitation Unit will be treated like any other Incident Management System function. Members assigned to the Rehabilitation Unit shall enter and exit the rehab area as a crew. The crew designation, number of crew members, and the times of entry to and exit from the rehab area will be documented on unit command boards by the rehab officer or his/her designated recorder.

Members will check in/out with the rehab unit leader by providing their unit's Accountability Passport and unit staffing (e.g., Engine 40 with four members).

The Rehab Unit leader/recorder will maintain a log of the following information on their unit Command Board:

- Unit Designator (E40).
- Time In (2345 hours).
- Time Out (0015 hours).
- Passport.

This process includes proper documentation of physical findings, retrieval of Accountability Passports and new assignment given.

Units will NOT leave the rehab area until properly authorized by the Rehab unit leader.

When fully recovered and leaving the rehab area, units should expect to receive one of the following assignments:

- Assigned to staging.
- Assigned directly to a task on scene.
- Placed “in service and returning” from the incident.

AIR 9

Air 9 will be the designated vehicle for the transportation of rehab equipment to the emergency scene or training site. This apparatus carries a misting fan, oxygen manifold and cones to designate a rehab area.

Air 9 personnel will attend to air management issues and will NOT have primary responsibility for setting up rehab. This duty falls to the unit assigned this function by the IC.

REHAB PROCEDURES

- The IC may evaluate the practicality of requesting Decon 1 to assist with rehabilitation as needed.
- All personnel are expected to pre-hydrate themselves and re-hydrate throughout the incident/training exercise.
- Members will report to rehab as required.
- Active cooling should be applied at long duration incidents where temperatures, conditions, and/or workload create the potential for heat stress.

- Personnel in rehab are to rest for a minimum of 15 minutes prior to being reassigned or released.
- Medical personnel will determine which individuals must be transported to a medical facility and by what method.

Members should drink a minimum of one quart of water per hour during rehab. After the first hour, a sports drink containing electrolytes (e.g., Gatorade) should be provided. Caffeinated and carbonated beverages should be avoided. Nutritional snacks (e.g., power bars) or meals should be provided during longer-duration incidents as required.

The Rehab unit leader will ensure that personnel in rehab; dress down by removing their turnout coats helmet and hoods, and open or remove their turnout pants to promote cooling. Also, the Rehab unit leader will time personnel to ensure they receive a minimum of 15 minutes of rest, ensure that personnel re-hydrate and receive a medical evaluation, and ensure that members turn in their passports as they report to rehab. Members will be documented when entering or leaving the rehab area.

Personnel in the Rehab area will be actively cooled when required. Inform the Operations Section Chief or IC if any member requires transportation and/or treatment at a medical facility.

REHAB SITE LOCATION

The IC early on in the incident will normally designate the location for the rehab area. There may be circumstances in which a building lobby, warehouse or other structure may be more appropriate and practical than the open environment. If a specific location has not been designated, the rehab officer will select an appropriate location based on the site characteristics and designations as listed below:

REHAB SITE CHARACTERISTICS

- It should be in a location that will provide physical rest by allowing the body to recuperate from the demands and hazards of the emergency operation or training evolution.
- It should be far enough away from the scene that members may safely remove their turnout gear and the SCBA and be afforded rest from the stress and pressure of the emergency operation or training evolution.
- It should provide suitable protection from the prevailing environmental conditions. During hot weather, it should be in a cool, shaded area. During cold weather, it should be in a warm dry area.
- It should enable members to be free of exhaust fumes from apparatus, vehicles or equipment (including those involved in the Rehabilitation Unit).
- It should be large enough to accommodate multiple crews based on the size of the incident.
- It should be easily accessible by medic units and ambulances.

- It should allow prompt re-entry back into the training or incident site upon complete recuperation.
- Should be located in a site that is convenient to the area designated for the exchange of air cylinders and close to staging for reassignment of rehabilitated crews.

RESOURCES

The Rehab unit leader will request and secure all necessary resources required to adequately staff and supply the rehab area. The supplies should include the items listed below:

- Fluids - drinking water, activity beverage, oral electrolyte solutions and sports drinks for long duration incidents and ice.
- Nutrition where required - soup, broth or stew in hot/cold cups and means to clean face and hands before eating.
- Medical - blood pressure cuffs, stethoscopes, first aid kits misting fans.
- Portable toilets, where required.
- Chairs.
- Other equipment such as floodlights, blankets and towels, traffic cones and fireline tape to identify the entrance and exit of the rehab area.
- Water for misting fans and "Kooler style" rehab chairs.
- Tents where needed.
- Metro buses as needed.

Removal of turnout gear is required in order to allow the body's temperature regulating mechanism to function properly. The duration of the ventilation process will depend upon the work load, body core temperature, and air temperature and is determined by Rehab as needed.

FLUID AND FOOD REPLACEMENT

Fluid replacement is necessary in order to maintain the high metabolic demand placed on firefighters during emergency operations.

It is highly recommended members drink one quart of water or more per hour in order to replace fluids lost due to dehydration. After one hour, electrolyte additives should be added to the water source.

Caffeinated beverages should be avoided during the emergency incident due to their diuretic effect.

UNIT LEADERS UPON INITIAL ARRIVAL AT BASE

Unit leaders should ensure that they park their apparatus in a position that does not block traffic and allows for the subsequent movement of apparatus including their own.

Report the Unit designator and strength to the Base Manager or as directed by the IC (e.g. 2nd alarm companies instructed to park at Base and then report to Staging with available SCBA bottles).

Note	The above functions will be Included. Their exact location will be determined by the scene topography.

Once crews have gone through the Rehab stations, Company Officers must report to Staging for a new assignment.

FUNCTIONS OF COMMAND

The Functions of Command include:

- Establish and announce Command and establish an effective operating position (Command Post).
- Rapidly evaluate the situation (size up).
- Initiate, maintain, and control the communications process.
- Identify the overall strategy, develop an incident action plan, and assign companies and personnel consistent with plans and standard operating procedures.
- Initiate an appropriate ventilation plan.
- Develop an effective incident command organization.
- Provide tactical objectives.
- Review, evaluate, and revise (as needed) the Incident Management plan.
- Provide for the continuity, transfer, and termination of Command.

The IC is responsible for these functions. As command is transferred, so is the responsibility for these functions. The first five (5) functions must be addressed immediately from the initial assumption of command.

ESTABLISHING COMMAND

The first Fire Department member or unit to arrive at the scene of a multiple unit response **will** establish command of the incident. The initial IC will remain in command until command is transferred or the incident is stabilized and command is terminated.

COMMUNICATION ORDER MODEL

In order for the IC (or any message sender) to obtain confirmation that his radio message/ order was received, understood, and the receiver is taking correct action, the radio message must be repeated. This repeat does not need to be a word-for-word repeat of the original message, but should be a brief and concise summary of the intent of the message or order from the sender. The format of the repeat should assure the IC (or other sender) that the message was received by the intended receiver, was correctly understood, and the receiver is taking correct action.

In high stress, fast moving situations, the communication order model should be applied to face-to-face communications.

The benefit of the communications order model is best illustrated when the receiver misunderstood the message and is taking incorrect action. This inappropriate action could be life threatening to firefighters. During the repeat back, the IC has the opportunity to detect the error and make corrections before inappropriate actions are taken.

INITIAL RADIO REPORT

The first arriving Fire Department unit initiates the command process by giving an initial radio report.

The initial radio report includes:

- Unit signature and location or corrected location
- A brief description of the incident situation, size up (type/degree, location, building size, construction, occupancy, exposure, etc.)
- Obvious conditions: working fire, multiple patients, etc.
- Brief description of actions to be taken, e.g. "laying an 1-3/4" preconnect," or "1-3/4" manifold, through the back door," etc.
- Declaration of strategy - Offensive attack is assumed, but defensive strategy must be declared.
- Any obvious safety concerns, and/or hazard areas, e.g. down wires, LPG tank on NW corner of structure, etc.
- Establishment and identification of command
- Command post location
- Request additional resources as needed

For a single company fire response or an EMS response not involving a Chief Officer, formal declaration of command is not necessary.

Examples include:

STRUCTURE FIRE

"Engine 25 is at 1234 Boylston Avenue. We have flames visible from floor two of a 500′ x 300,′ two story, wood frame, school. Engine 25 is laying a preconnect to floor two, we're on the hydrant. E25 is establishing Boylston Command."

DEFENSIVE FIRE

"Engine 11 is at 1234 Cloverdale Avenue Southwest. We have a fully involved wood frame warehouse, 300 x 200,' with exposures on the Bravo side. Engine 11 is laying forward and attacking the fire with a deck gun. We're also laying a 2 ½" to the exposure. This is a defensive fire. Engine 11 establishing Delridge Command, the command post is in front of the building on Cloverdale."

EMS INCIDENT

"Engine 29 is at 1234 California Ave SW. We have a multi-vehicle accident. Give me a rescue response. Engine 29 establishing California Avenue Command."

RADIO DESIGNATION

The radio designation "Command" will be used along with the geographical location of the incident (i.e. "7 Avenue Command", "Seattle Center Command"). This designation will not change throughout the duration of the incident. The designation of "Command" will remain with the officer currently in command of the incident throughout the event.

Units receiving tactical orders must confirm the message.

TRANSFER OF COMMAND

Command is transferred to improve the quality of the Command organization. When Command is transferred it should trigger upgrades in the Command structure. The process for establishment and transfer of command is:

- The first Fire Department member arriving on the scene will establish Command. This will normally be a Company Officer, but could be any Fire Department member up to and including the Fire Chief.
- The first arriving Company Officer will assume Command after the Transfer of Command procedures have been completed (assuming an equal or higher ranking officer has not already assumed Command).
- The first arriving Command Officer should assume Command of the incident following transfer of command procedures.
- The second arriving Command Officer will report to the Command Post, to assume the Support Officer position or be assigned to a Division.
- The first arriving Shift Commander will report to the Command Post and assume Command.
- Assumption of Command is discretionary for Assistant Chiefs and the Fire Chief.

TRANSFER OF COMMAND BRIEFING

To transfer command, the Officer assuming Command will communicate with the person being relieved by radio or face-to-face. Face-to-face is the preferred method to transfer Command and should be applied to Chief to Chief transfers of command.

The person being relieved will brief the Officer assuming Command indicating at the least:

- Incident conditions (fire location and extent, Hazmat spill or release, number of patients, etc.)
- Incident action plan
- Tactical objectives completed
- Safety considerations/ location of hazard area(s)
- Deployment and assignments of operating companies and personnel
- Appraisals of need for additional resources

The person being relieved of Command should review the command board tactical worksheet with the Officer assuming Command. This sheet provides the most effective framework for Command transfer as it outlines the location and status of personnel and resources in a standard form that should be well known to all members.

ASSUMING COMMAND

The arrival of a ranking Officer on the incident scene does not mean that Command has been automatically transferred to that Officer. Command is only transferred when the Transfer of Command process has been completed and the person assuming Command has notified, via radio, the personnel assigned to the incident and the Fire Alarm Center (FAC) of the transfer. The person being relieved of Command will be assigned to the best advantage by the Officer assuming Command.

The ranking Officer will assume responsibility for the incident.

PROGRESS REPORTS

The first Officer establishing a division/group role must communicate an initial progress report to command upon arrival at their work area.

Each division/group Supervisor will keep Command informed of conditions and progress in the division/group through initial and regular progress reports.

Note	The division/group Supervisor must prioritize progress reports to essential information only.

Command must be advised immediately of significant changes, particularly those involving the ability or inability to complete an objective, hazardous conditions, accidents, structural collapse, etc.

When a company is assigned from Staging to an operating division/group, the company will be told what division/group and which division/group Supervisor they will be reporting to. The division/group Supervisor will be informed, via radio or face-to-face communication, of which particular companies or units have been assigned by the IC. Passport boards and command board tactical work sheets must accompany division supervisors.

It is then the responsibility of the division/group Supervisor to contact the assigned Company to transmit any instructions relative to the specific action requested.

Division/group Supervisors will monitor the condition of the crews operating in their division/group. Relief crews will be requested in a manner to safeguard the safety of personnel and maintain progress toward the division/group objectives. Following the use of two 45 minute SCBA bottles, or one 60 minute, crews will be relieved and rotated to Rehab.

Division/group Supervisors will insure an orderly and thorough reassignment of crews to the rehab group. Crews must report to Rehab intact to facilitate accountability.

The Accountability Passport must travel with the company and be held by the immediate supervisor on each reassignment which includes Rehab and Staging.

INCIDENT ACTION PLAN (IAP)

Incident action plans are critical to the rapid, effective control of emergency operations. An incident action plan is an organized, well-thought-out, course of events developed to address all phases of incident control within a specific time. The IAP must be completed in a time frame that allows the least amount of negative action to continue.

Written IAPs may not be necessary for short-term, routine operations. Large scale or complex incidents require the creation and maintenance of a written plan for each operational period.

Action planning starts with identifying the strategy to achieve a solution to the confronted problems. Strategy is a general overview of how to solve a problem and includes goals and objectives in the solution.

Once the strategy has been defined, the IC or the Operations Section Chief needs to select the tactics (the how, where, and when of the IAP) to achieve the strategy. Tactics are measurable in both time and performance. An IAP also provides for necessary support resources, e.g. water supply, utility control, SCBA cylinder filling, etc.

For those incidents that escalate from minor to major responses, the planning section will assume the responsibility for refining the incident action plan and developing a strategic plan for the incident.

Once the plan is established and resources are committed, it is necessary to assess its effectiveness. Information must be gathered and analyzed so that necessary modifications may be made to improve the plan, if necessary. This step is part of a continuos size-up process.

COMMAND BOARD TACTICAL WORKSHEETS

As an incident escalates from a few companies to a major operation, it will be impossible for the IC to mentally track where all of the resources are committed on the emergency scene. It is essential that the IC document the resources committed on the scene, their current location, division or group assignment, other resources available, and a sketch of the scene.

Note	Command board tactical worksheets must be started when more than one hose line is laid and when the operation exceeds the 2-1-1 incident response team.

The Command Board Tactical Worksheet is relatively self explanatory with only a few exceptions:

- The worksheet is designed to document the progression of action during an incident. Therefore, a separate worksheet must be filled out for each interval of time, e.g. First 15 minutes, 30 minutes, etc.
- The Incident Action Plan section is a brief statement of the planned course of action. It includes the initial strategic and tactical plan and addresses the how, and where the IC is taking action, e.g. Offensive, interior attack, with multiple 1-3/4" hose lines and horizontal ventilation
- The drawing section may include a multi-story representation of an incident and should indicated the Division/Group Locations
- Marking the Division/Group assignments is accomplished by: _B5_Div/Grp__C__

Note	The Command Board Tactical Worksheet must be forwarded to the shift commander by the end of the shift.

DEPLOYING RANKING OFFICERS

The arrival of additional Chief Officers on the incident scene strengthens the overall command function. As the incident escalates, the IC should use these Chiefs to fill division/group, and branch positions and other command team positions.

When the first arriving unit is a Chief, efforts should be automatically directed towards establishing a Command Post and fulfilling the Command functions. A Command Post, a vehicle equipped for this purpose, is a priority at all working incidents.

Company and Chief Officers should eliminate unnecessary radio traffic while responding, unless such communications are essential to ensure that Command functions are initiated and completed. This requires the initial IC to give a clear report from the incident scene and continue to give updated progress reports as needed.

Chief Officers and staff personnel should report directly to the Command Post to notify the IC of their availability to assume incident duties. These personnel should park at their vehicles at Base or, if Base is not yet established, in a location that does not restrict access to the scene. They must then report to the Command Post for assignment.

The IC is responsible for managing the incident. The Fire Department empowers that individual (the IC) with the authority to turn his/her decisions into actions (formulate a plan and assign companies).

Important – If a higher ranking Officer wants to order a change in the management of an incident, he/she must first be on the scene of the incident, and then assume command via the Transfer of Command procedure.

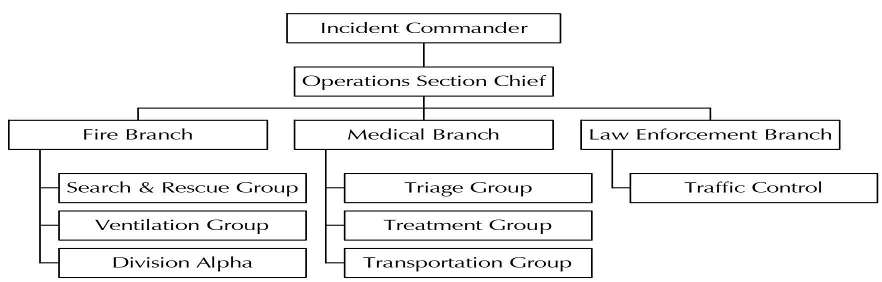
Note	Anyone can effect a change in incident management in extreme situations relating to safety by notifying Command and initiating corrective action

EXPANDING THE INCIDENT

BRANCHES

As the incident organization grows in complexity, and the span of control with division/groups is maximized, the IC, or Operations may implement an additional intermediate level within the command organization. The branch level of the organization is designed to provide coordination between the division/groups and Command. Branch directors supervise and manage a number of division/group supervisors, and report to the IC.

- Strategic level - IC.
- Coordination level - Branch directors.
- Tactical level - Division/group supervisors.
- Task level - Companies.



SPAN OF CONTROL

Branch directors should be used at incidents where the span of control with division/groups is maximized, incidents involving two or more distinctly different major management components (e.g. a large fire with a major evacuation, a large fire with a large number of patients). The IC may elect to assign branch directors as forward positions to coordinate the activities between division/groups.

TYPES OF INCIDENTS

The intent of the branch level of the command structure is to split an incident into "gap" components and reduce the span of control. Branch directors will normally be used at very large-scale incidents that involve two or more major components. The following types of incidents are examples where branch directors should be used:

- A HazMat incident that requires a major evacuation.
- A large-scale incident spread over a wide geographic area.
- An incident with mass casualties and a significant hazard (for example: fire, plane crash, floods, etc.).
- High-rise fires.
- Any incident where the number of division/groups exceed the span of control that can be effectively managed by the IC.

BRANCH DIRECTOR

Branch directors manage activities of division/group supervisors. The radio designation of branch director should reflect the function or geographic area of the branch (for example: Fire Control Branch, Medical Branch, West Branch, etc.). When Command implements branch directors, the division/group supervisors should be notified by Command of their new supervisor.

Radio communications should then be directed from the division/group supervisor to the branch director-- instead of Command. Division/group supervisors will relay this information to the Companies working in their division/group.

Branch director positions should be assigned to Chief Officers. Depending on the situation, branch directors may be located at the Command Post or at a remote location. When located at the Command Post, branch directors can communicate on a face-to-face basis with the IC and/or the Operations Section Chief. When an incident encompasses a large geographic area it may be more effective to have branch directors in forward operating positions. When branch directors are sent to forward positions, they should use a Chief's vehicle as a forward Branch Command Post (when feasible). Additional support staff should be assigned to assist branch directors as needed.

Command may occasionally be faced with a situation where he/she has very little control over operational section/group(s). This would include division/groups in conflicting positions (personnel using opposing hose streams), multiple division/groups spilling into each other, defensive fire operations in one area and offensive operations in the adjoining fire area. Command should use a branch director in these types of situations to go to a forward position and coordinate the activities of these division/groups.

Branch directors are not limited to Operations. Any of the Section Chiefs may also implement branches within their individual section as needed.

EXPANSION TO MAJOR OPERATIONS

SECTIONS

As a minor incident escalates into a major incident, additional organizational support will be required. As additional ranking Officers arrive on the scene, the Command Post organization (Team) may be expanded through the involvement of Chiefs and staff personnel to fill branch/division positions. Section Officers assist the Incident Command Staff with the overall management of the incident scene and operate at the strategic level. The IC implements sections as needed, depending on the situation, and priority of needs (one incident may only require a Logistics Section while another incident may require all the ICS Sections to be implemented.)

Where the communications system permits, Section Chiefs should operate on separate radio channels, assigned by the FAC, and use the radio designation that identifies their section (Plans, Logistics, etc.).

During the initial phases of the incident the initial IC and his/her staff normally carry out these four section functions. The Fire Department's involvement and needs at the incident scene can be divided into four sections. They are:

- Operations.
- Logistics.
- Planning.
- Administration/Finance.

OPERATIONS

The Operations section is responsible for the tactical priorities, and the safety and welfare of the personnel working in the Operations section. The Operations Section Chief communicates strategic and specific objectives to division/group and/or branch directors.

The Operations Section Chief is often the first Chief Officer who assumed command. This Officer has a good history of the incident and can provide continuity of incident operations.

The Operations position is implemented as a span-of-control mechanism. As the number of units exceeds the IC's ability to effectively manage, direct management of tactical activities is transferred to Operations. The IC may then focus on management of the entire incident rather than tactical activities.

It is important to emphasize that the implementation of an Operations Section Chief is not an automatic event based upon the arrival of the second or third Chief Officer. It may be more appropriate to assign later-arriving Chief Officers to developing divisions/groups or Branch positions first. Chief Officers in these positions enhance the command organization and improve the decision-making process.

ROLES AND RESPONSIBILITIES

- Coordinate activities with the IC.
- Implement the Incident Action Plan.
- Assign units to division/group/branches based on Tactical Objectives and priorities.
- Build an effective organizational structure through the use of Branches and division/groups.
- Provide Branches and division/groups Tactical Objectives.
- Manage Operation Section activities.
- Provide for life safety.
- Determine needs and request additional resources.
- Consult with and inform other Sections and the Incident Command Staff as needed.
- Manage staging.

It is preferred that the Operations Section Chief be located at the command post to maintain face-to-face communications with the IC and other Section Chiefs.

Implementing an “Operations” radio designation in the middle of a major incident can create some confusion with radio communications. It is absolutely essential that all personnel operating at the incident be made aware of the activation of “Operations.” All division/group and/or branch directors must then direct their communications to the “Operations” Chief.

The Operations Section Chief will communicate with the IC to request additional resources, provide progress reports, etc.

If “Operations” becomes a forward Command Post, The Operations Section Chief will need some personnel assigned to assist as staff members to help with radios, command board tactical worksheets, etc.

THE INCIDENT COMMANDER (IC)

Once the Operations Section Chief is in place and functioning, the Incident Commander's focus should be on the strategic issues, overall strategic planning and other components of the incident. This focus is to look at the “big picture” and the impact of the incident from a broad perspective. The IC should provide direction, advice and guidance to the Operations Section Chief in directing the tactical aspects of the incident.

ROLES AND RESPONSIBILITIES OF THE IC AFTER OPERATIONS IS ACTIVATED

- Review and evaluate the plan, and initiate any needed changes with planning.
- Provide on-going review of the overall incident (THE BIG PICTURE).
- Select priorities.

- Provide direction to the Operations Section Chief.
- Review the organizational structure, initiate change or expansion to meet incident needs.
- Initiate section and branch functions as required.
- Supervise Section Chiefs.
- Establish liaison with other city agencies and officials, outside agencies, property owners and/or tenants via the Liaison Officer.

In some situations, it is more prudent to implement one of the other Section Chiefs before the Operations Section Chief position is implemented. For example, the incident may require the early implementation of Plans before the span of control criteria requires an Operations Section Chief.

In order to maintain continuity and overall effectiveness, it is ideal if the IC and Operations Section Chief be at the Command Post together.

LOGISTICS

The Logistics Section is the support mechanism for the organization. Logistics provides services and support systems to all the organizational components involved in the incident. The Logistics Section Chief may establish division/groups or branches for his/her Section as needed.

ROLES AND RESPONSIBILITIES

- Manage base.
- Manage rehab.
- Provide and manage any needed supplies or equipment.
- Forecast and obtain future resource needs (coordinate with the Planning Section).
- Provide any needed communications equipment.
- Provide fuel and needed repairs for equipment.
- Obtain specialized equipment or expertise per Command.
- Provide food and associated supplies.
- Secure any needed fixed or portable facilities.
- Coordinate immediate Critical Incident Stress Debriefing.
- Provide any other logistical needs as requested by Command.
- Supervise assigned personnel.

PLANS

The Planning Section is responsible for gathering, assimilating, analyzing, and processing information needed for effective decision-making. Information management is a full-time task at large and complex incidents. The Planning Section serves as the Incident Commander's “clearing house” for information. This allows the IC to have a single person provide him/her with information instead of having to deal with dozens of information sources. Critical information should be immediately forwarded to Command (or whoever needs it). Information should also be used to make long-range plans. The Planning Section Chief's goal is to plan ahead of current events and to identify the need for resources before they are needed.

ROLES AND RESPONSIBILITIES

- Evaluate current strategy and plan with the IC.
- Refine and recommend any needed changes to plan.
- Evaluate Incident Organization and span of control.
- Forecast possible outcome(s).
- Evaluate future resource requirements.
- Use technical assistance as needed.
- Evaluate tactical priorities, specific critical factors, and safety.
- Gather, update, improve, and manage information with a standard systematic approach.
- Liaison with any needed outside agencies for planning needs.

ADMINISTRATION / FINANCE

The Administration Section evaluates and manages the risk and financial requirements for the Fire Department's involvement in the incident.

ROLES AND RESPONSIBILITIES

- Procurement of services and/or supplies from sources within and outside the Fire Department or City as requested by Command (coordinates with Logistics).
- Documenting all financial costs of the incident.
- Documenting for possible cost recovery for services and/or supplies.
- Analyzing and managing legal risk for incidents such as, a hazardous materials clean up.
- Serves as the E.O.C. representative in the Command Post and provides briefings to the E.O.C. staff.

The Administration Section is responsible for obtaining any and all needed incident documentation for potential cost recovery efforts, or litigation, including criminal charges.

COMMAND STAFF

Command staff positions are established to assume responsibility for key activities which are not part of the line organization. Additional positions may be required depending on the incident.

SAFETY OFFICER

The Safety Officer’s function at the incident is to assess hazardous and unsafe situations, and to develop measures for assuring personnel safety. The Safety Officer has emergency authority to alter, suspend or terminate unsafe acts. In a Unified Command a single Safety Officer would be designated. Assistant Safety Officers may need to be assigned to support the safety function. They may be assigned from any agency or departments making up the Command organization.

LIAISON OFFICER

The Liaison Officer's function is to be the point of contact for representatives from cooperating agencies. The Liaison Officer is not directly involved in the incident operations. In a single command structure, the representatives from assisting agencies would coordinate through the Liaison Officer. Under a Unified Command, representatives from agencies not involved in the Unified Command would coordinate through the Liaison Officer. Agency representatives assigned to the incident should have the authority to speak on all matters for their agency.

INFORMATION OFFICER

The Information Officer's function is to relay accurate and complete information regarding incident cause, size, current situation, resources committed, and other matters of general interest. The Information Officer will normally be the point of contact for the media and other govenmental agencies that desire information directly from the incident. In a Unified Command, only one Information Officer would be designated. Assistants may be assigned from other agencies or departments involved.

SUBJECT:	INCIDENT OPERATIONS
REVISED:	10/21/14
SEE ALSO:	P-5012 Incident Operations, OG-4004 Radio Communication Procedures
PAGE(S):	34

TERMS

Air Management: An ongoing assessment of air consumption by individual firefighters and/or teams who are breathing air from their Self-Contained Breathing Apparatus (SCBA).

Back-Up Line: A hose line advanced primarily to protect an initial hose team and assist with fire control.

Basic Fire Fighting Team: 2-1-1 First arriving Engine, second arriving Engine, first arriving ladder truck and first arriving Chief Officer.

Buddy Check: A safety check prior to entering a hazardous atmosphere to confirm that each team member has their full protective clothing and SCBA on and in working condition.

Command Support Personnel: Staff aide either firefighter of fire officer assigned to each supervising Chief Officer to assist with logistical, tactical, communication and accountability functions.

Hazardous Area: The immediate area where members might be exposed to a hazard. The hazard area will be considered to be the structure until clearly modified by the Incident Commander (IC).

Examples of hazardous areas are:

- Interior of a structure.
- Yard surrounding a house fire.
- Collapse zone, if collapse is an issue.
- Area around a trench.
- Rubble pile or void spaces at a collapse structure.
- Any area determined by the IC.

Hazardous Atmosphere: Any atmosphere, either immediately or not immediately dangerous to life or health, which is oxygen deficient or which contains a toxic or disease-producing contaminant, or where risk is unknown.

IDLH: Immediately Dangerous to Life and Health.

Initial Stage (Initial Action): Encompass the control efforts taken by resources which are the first to arrive at an incident requiring immediate action to prevent the loss of life or serious injury to citizenry and firefighters.

On the Hydrant: Engine Company is “On the Hydrant” when supplied by a hydrant which is not more than two sections of LDH from the hydrant to the engine.

Overhaul: Operations undertaken by fire suppression personnel to ensure complete extinguishment of a fire; including breaching of structural components of a building, access to hidden spaces of containers or vehicles, or remove of debris.

Rapid Intervention Group (RIG): A dedicated, task specific, group that is dispatched for the purpose of mitigating firefighter emergencies.

Rapid Intervention Team(s) (RIT): A Team of at least two (2) members, equipped with the appropriate PPE and available for the rescue of a member or a Team if the need arises.

Rescue Team: A team assembled to assist in the rescue of trapped firefighters. This team may require specialized equipment to aid in extrication such as air bags, reciprocating saws, etc.

The Rule of Air Management: Know how much air you have used, and manage the amount of air you have left in your bottle so that you leave the hazardous atmosphere before your SCBA low-air warning bell begins to ring.

Salvage: Operations conducted to conserve resources and property after the arrival of the Fire Department.

Structural Fire Fighting Protective Clothing: Personal protective equipment often called turnout or bunker gear, the protective clothing worn by firefighters during structural fire fighting operations. It includes a helmet, coat, pants, boots, gloves, and a hood. Structural firefighters' protective clothing provides limited protection from heat but may not provide adequate protection from the harmful gases, vapors, liquids, or dusts that are encountered during hazardous materials incidents.

INVESTIGATING THE SOURCE OF FIRE ALARMS

An effort should be made to determine the cause of each fire alarm. A physical search for the cause will be made in the areas indicated by the Fire Alarm System or as indicated by available information.

PHYSICAL SEARCH

SFD will conduct a reasonable search for the cause of every fire alarm.

Locked areas, where keys are not available, but are visible to firefighters through doors, windows or other methods of observation do not require actual entrance by firefighters.

Forcible entry should be used when smoke, fire or water flow alarm is evident and when any outward signs or other information exists indicating a fire emergency may exist. This includes investigating any fire or alarm involving the activation or Alarm Panel indication of Fire Extinguishing Systems, e.g., sprinkler water flow, halon, CO_2, dry chemical, hood and duct systems, etc. The system should be physically checked in addition to the area covered. This should include sprinkler control valves, activation devices, manifolded extinguishing agents, electrical/ electronic controlling devices, etc.

Security – If a responsible person is not available when leaving and the occupancy cannot be secured normally, contact the Fire Alarm Center (FAC) to have the Seattle Police Department provide security.

INCIDENT TERMINATION

The incident may be terminated when the following conditions are met:

No Sign of Fire and the Alarm Panel Resets – if the Fire Alarm Panel resets and does not go back into alarm for at least five (5) minutes.

IC issues a "Notice of Fire Alarm," Form 410, to the responsible building representative or leaves it at the Fire Alarm Panel.

Alarm Panel Will Not Reset or is in Trouble Mode – if a responsible building representative is present at the location, and an NOV has been issued indicating:

- The area(s) in alarm and location of specific detectors activated, if able to locate.
- Repair of system required.
- Posting of a fire watch, if required.
- IC issues a "Notice of Fire Alarm," Form 410, to the responsible building representative.

Note –	In situations when a responsible building representative is unavailable contact the area's Battalion Chief.

NOTICE OF FIRE ALARM

Form 410, Notice of Fire Alarm, is issued to notify the responsible building official and document the activation of each Fire Alarm System.

The Form 410 is carried on all Engine and Ladder companies.

The Company copy (carbon) of the Form 410 is to be filed in the occupancy data folder(s) of the station's inspection district where the alarm occurred.

A special file for those occupancies smaller than a triplex will be maintained after the last occupancy data folder.

The Alarm Notification Form 410 can be used to identify and document trends in alarm system activation for individual buildings. This can be very useful in minimizing future false alarms, especially if a particular problem with the system or detectors is evident over a period.

EXCEPTION The exact unit or wiring that set off a Fire Alarm System can sometimes be found only by an experienced technician, e.g., duct detectors, spaces between floors/ceilings, shorts in wiring, malfunction, etc. It is therefore acknowledged that it may be impossible to locate the actual detector or exact problem location that caused a fire alarm.

FIRE OPERATIONS

PRIMARY OBJECTIVES

The primary objective of SFD fire ground operations is to develop and promote a systematic, coordinated method of initial attack that will permit safe and effective use of personnel and equipment.

INCIDENT PRIORITIES

Fire response units must operate as a team using the following incident priorities as standard operating procedures including Life Safety, Incident Stabilization, Property Conservation, and Environment Preservation.

LIFE SAFETY Our primary mission is to protect lives; both firefighter and civilian. The first responsibility of any officer is the safety of the personnel under his/her direct supervision and to take reasonable risk in protecting the lives of the public they serve.

Life safety is always our first consideration and this is accomplished through the implementation of:

- A primary search is a quick thorough search of all affected areas and the verified removal and/or safety of all occupants.
- A secondary search is a thorough search of the fire area after initial fire control.
- The transmission of "primary search (designated area) complete, all clear" by units will indicate that no victims were found in their designated search area.

INCIDENT STABILIZATION

The second priority is incident stabilization. The goal of incident stabilization is to minimize the amount of damage or spread of the incident once the Fire Department intercedes. To do so, we must ensure that the actions we take properly address the problems and that the resources are used in a coordinated, safe, and effective manner.

PROPERTY CONSERVATION

The third incident priority is that of property conservation.

Property conservation can start with the initial attack line that enters a hazardous area and should continue throughout the entire operation.

ENVIRONMENTAL PRESERVATION

Where possible the environment should be considered. This is of particular concern when dealing with hazardous material, like gasoline or diesel fuel, that may run-off into storm drains, lakes, or streams. Run-off can be controlled with dikes and dams.

TACTICAL OPERATIONS

In most cases, advancing attack lines from the uninvolved area toward the involved area will enhance life safety, incident stability, and property conservation.

The effectiveness of the overall operation is determined by the actions of the first-arriving unit. Tactical operations must be implemented to accomplish (characterized by the acronym RECEO-VS):

- Rescue.
- Exposure Protection.
- Confinement.
- Extinguishment.
- Overhaul.
- Ventilation.
- Salvage.

TACTICAL BENCHMARKS

The Benchmarks for the completion of tactical operations are:

- Water Supply - “Engine __ has a supply.”
- Ventilation - “Ventilation established.”
- Rescue - “Primary search, fire room, complete, all clear.,” “Secondary search, floor two, complete, all clear.”
- Exposure Protection and Confinement - “Fire under control.”
- Extinguishment - “Tapped fire.”

Tactical benchmarks are transmitted to the Fire Alarm Center (FAC) by the IC and confirmed by FAC.

INITIAL COMPANY OPERATIONS

BASIC FIRE FIGHTING TEAM

The basic firefighting team is 2-1-1, the first arriving Engine, second arriving Engine, first arriving Ladder Truck and first arriving Chief Officer. Units of the basic firefighting team are the only units committed automatically on a fire response.

Units not part of the basic firefighting team, arriving prior to base being designated, should stand by approximately two blocks away.

Apparatus must be positioned in such a manner as to protect members from exposure to vehicular traffic.

FIRST ARRIVING COMPANY

- Establish Command.
- Size-up the location and determine the type of fire/incident.
- Determine the potential life hazard.
- Make a risk assessment.
- Communicate an "initial radio report."
- Call for additional resources if needed.
- Identify and communicate the hazard areas.
- Implement and direct appropriate tactical operations.
- Designate a command post location (situationally dependent).
- Implement appropriate portions of the ICS.

SECOND ARRIVING ENGINE COMPANY

- Confirm your tactical assignment by radio.
- Position the apparatus to support the first arriving company.
- Confirm the stability of the water supply.
- Carry out directives of the IC.
- Ensure that one of the first two engines is pumping "on the hydrant."
- Be prepared to implement appropriate portions of the ICS.

FIRST LADDER COMPANY

- Make the attack-line crew's job easier.
- Assist on-scene companies with access to the premises.
- Perform search, rescue and ventilation procedures as required.
- Begin resource and property conservation operations.
- Be prepared to implement appropriate portions of the ICS.

FIRST CHIEF OFFICER

- Implement appropriate portions of the ICS.

SUBSEQUENT ARRIVING UNITS

- The IC at the scene of an emergency must direct support actions for subsequent responding units.
- Units not a part of the basic firefighting team may not take independent actions without being directed to do so by the IC.

- When accountability necessitates, Incident Commanders must designate command support personnel, either firefighter(s) or Fire Officer(s) who will assist Chief Officers with logistical, tactical, communication and accountability functions. Command support personnel will serve until relieved by Chief Officers.

ACTIONS UPON ARRIVAL

INITIAL RADIO REPORT

The purpose of the initial radio report is to paint the picture for incoming units, giving them a situational awareness. This report should facilitate strategic planning, forecast tactical considerations, assess prioritization of tasks, reduce duplication of effort, and reinforce scene safety.

The first arriving unit should quickly size-up the situation and transmit an initial report based upon whether a fire is present or not present.

Fire Present – This report should give a quick scene analysis followed by appropriate tactical decisions. All items below should be included if appropriate; however, it is recognized that some information will be unknown until the situation is investigated. Those items may be deferred until such information is ascertained. At a minimum, the items in bold will be announced immediately upon arrival:

- Unit signature
- Address or corrected address
- Degree/type fire or incident (e.g., heavy black smoke under pressure).
- Specific location (e.g., basement, floor number three, etc.).
- Building height (e.g., 4-story, etc.).
- Type of construction (e.g., fire resistive, non-combustible, ordinary, heavy timber, and wood frame).
- Type of occupancy (e.g., hotel, apartment, restaurant, etc.).
- Building, container size or amount of area (e.g., 50' X 100’, 1/2 acre, etc.).
- Exposures, (if appropriate).
- Tactical operation to include placement of hose line and if ‘on the hydrant’ or a supply is needed (when applicable).
- Establish command.
- Command post location.

No Fire Present – If no smoke or flame is visible on arrival, the Initial Report should be reduced as follows:

- Unit signature
- Address or corrected address
- “Nothing visible, investigating.”
- Establish command (if multiple units responding).

RISK BENEFIT ANALYSIS & INCIDENT SIZE-UP

Risk Benefit Analysis and Incident Size-up are an ongoing process. The following should be considered by the initial company for the Risk Benefit Analysis and Incident Size-Up:

- Vacant or occupied: Identify if there are indicators of either a vacant or occupied structure.
- Rescues: Are the rescues visible, reported, or suspected?
- Victim viability: What are the conditions where the victim may be located - are the conditions tenable?
- Victims: Are the victims truly in danger or can they wait or shelter-in-place?
- Separate the fire from the victims: laying a line may be more appropriate than effecting rescue.
- Available resources may dictate doing the most good for the most people instead of a single rescue consuming limited resources.
- Type of fire: content fire versus structural fire.
- Fire load: Identify the type of fire load (bedroom furnishings, paint store, warehouse storage).
- Fire degradation: consider the burn time and percent of involvement.
- Construction issues: Identify suspected construction issues (balloon construction, dormers, knee-walls, cock loft, ship lap, void spaces, basement).
- Hazards: Identify known or suspected hazards (holes, collapse).
- Fire propagation indicators: Smoke - (light, heavy, under pressure, color) Flame - (none visible, self-venting, lapping).
- Burn time: Identify the burn time (incipient fire versus well entrenched fire).
- Resource requirements: Identify what resources will be needed (water, equipment, people).
- Water supply: Is the water supply adequate to support the percent of involvement?
- Equipment: Is equipment sufficient to address type of material burning?
- Personnel: Is the incident staffed with adequate personnel for the attack and to sustain the work required?

COMMUNICATE, COMMAND, COORDINATE

The first arriving unit must provide an initial radio report, a size-up report, and establish command.

Note –	If the Officer/IC remains at the Command Post, the company radio designator becomes “Team B”

The first arriving unit should also:

- Provide direction for incoming units including water supply information, immediate rescues, access considerations, and known hazards.
- Request resources based on size-up.

- Think ahead and forecast potential problems.
- Establish IC functions of Command: Command Post location, Staging, and Base as needed.
- Initial ICS structure to match what you are seeing.

Note –	If it looks big or could get big, think big! Assign Division/Group Supervisors early

- Secure utilities and announce known hazards, i.e., power lines and drop location, gas leak, etc.

TRANSFER/ ASSUMPTION OF COMMAND

A unit cannot effectively or safely transfer or assume command without specific information. A Tactical Worksheet, Command Board and grease pencil, or the equivalent should be used for the transfer of command.

A NIMS/ICS requirement for transfer of command is a briefing with Form 201 or equivalent (e.g., Command Board).

Note –	If the first IC is engaged in life-saving activity, the next-in company should assume command via radio

Information that should be communicated in a 'Transfer of Command', simply stated is:

- What do you have?
- What have you done?
- Where are our personnel?
- What needs to be done?

COMMAND BOARD BRIEFING

The Initial Company Officer should prepare a tactical worksheet or a Command Board to affect a safe and effective Transfer of Command. This worksheet or Command Board should contain a diagram with a site map or layout, the organizational structure, and the strategic/tactical actions.

The initial diagram should focus on actions of the first two engines and first ladder truck. Additional information can be completed as time permits.

The Command Board or Tactical Worksheet should have the following information:

- Site map or layout.
- Resources and assignments.
- Organizational structure (Divisions, Groups, etc.).
- Strategic/Tactical actions (Supporting Objectives: Life Safety, Incident Stabilization, Property Conservation, Crime Scene, Environmental, and other concerns).
- Resource accounting.
- Who? (is responding or assigned).

- Where? (are they assigned; Division 2, Rooftop, etc.).
- What? (are their present assignments and progress).
- What else? (might I need if I forecast where this incident will be in the next 15-30 minutes?).

GROWTH OF THE INCIDENT

What the first IC lays out will be the foundation for the next IC assuming command. Incoming and outgoing IC's should consider the following:

- What are the next two to three priority needs of the incident?
- What is needed/recommended to accomplish it?
- Should the outgoing IC stay with the incoming IC as an Aide due to incident complexity or incident knowledge?
- If the outgoing IC is returned to his/her company, how will they link up safely? Ensure that the buddy system remains intact.

FUNDAMENTALS

COMMUNICATIONS

Tasks and assignments need to be confirmed via proper use of the communications order model, i.e., handshake.

Both incident and unit progress reports should be used throughout the incident. Unit progress reports should be given in the CARA format (Conditions, Actions, Resources, Air). The progress report should include the progress being made and the conditions encountered, and should include:

- Progress being made and conditions encountered.
- You are working on your assigned task, you have completed your assigned task, or you cannot complete the assigned task.
- What you need to complete the assigned task.

Communications should be made via radio if they contain tactical issues (e.g., Engine 2 is laying a 2-1/2″ exposure line to Division Charlie). Tactical messages should be heard by everyone to ensure a current situational awareness.

Standardized phonetics should be utilized for communicating the sides of the incident:

- Alpha(front).
- Bravo (left side).
- Charlie (back side).
- Delta (right side).

Corners of the incident should be identified by standardized phonetics:

- Alpha-Bravo corner.
- Bravo-Charlie corner.
- Charlie-Delta corner.
- Alpha-Delta corner.

Incidents with multiple exposures should be identified using the following format:

- Bravo exposure 1, exposure 2, etc.

ACCOUNTABILITY

Each unit at an incident should know the following accountability to ensure safe operations:

- Who your unit is assigned to.
- Who has your unit's passport.
- Where your unit entered the hazard zone.
- Where you exited the hazard zone and what Division you exited from. If a different division, ensure that you report via radio to your assigned Supervisor that you are 'out'.

HYDRAULICS

One of the first two engines must be 'on the hydrant'.

An engine 'on the hydrant' means the engine is supplied by a hydrant that is not more than two sections of LDH from the engine.

An engine 'on the hydrant' can pump up to twice the volume of water versus an engine supplied by a forward lay.

Drivers need to communicate and coordinate the water supply, to include providing the benchmark to the IC.

HYDRAULICS DISCUSSION POINTS

The potential water flow requirements needed to match your size-up is:

(Length x Width) divided by 3 = Water Needed (gpm)

Examples:

- 1 Story House: (30' x 40')/3 = 400 gpm.
- High-Rise Floor: (100' x 150')/3 = 5,000 gpm.

Intake pressure and hose line 'rule of thumb' - With the following reductions in pressure after the initial line is flowing, you can expect to supply the indicated number of equal lines:

- 10% reduction in intake pressure = 3 more equal lines.
- 15% reduction in intake pressure = 2 more equal lines.
- 25% reduction in intake pressure = 1 more equal line.

2-IN/2-OUT CONSIDERATIONS

WAC 296-305-05001:

- The driver is considered part of the "2-out" team unless his/her location would cause an unreasonable delay in providing for rescue of the other members.
- "Exceptional Circumstances" provides an exception to 2-in, 2-out. Exceptional circumstances is where there are reasonable indications that the structure is still occupied. In these circumstances, 1-out is permitted.

VENTILATION OPTIONS

The following ventilation options are available:

- Vertical.

- Horizontal.
- Mechanical/Positive Pressure Ventilation (PPV).

CONSTRUCTION BASICS

The following are the recognized construction types:

- Type V: Wood frame.
- Type IV: Heavy Timber.
- Type III: Ordinary Construction (masonry).
- Type II: Non-combustible.
- Type I: Fire resistive.

Note –	Lightweight truss construction should be considered.

SCENE SAFETY

Members operating inside hazardous areas must:

- Be in teams of at least two (2).
- Be in full protective clothing, with SCBA.
- Be in possession of radios tuned to the designated channel, when available.

Prior to entering a hazardous atmosphere members must:

- Place their SCBA in a "cover" position and don their protective hood.
- Complete a Buddy Check.

INITIAL STAGE

During structural fire suppression, where SCBA is required, there must be at least two members outside prior to a team entering a structure. The only exception to this is in situations were there is a known or reasonably suspected life hazard within a structure.

During the "Initial Stage" of the fire where it is reasonably expected that a life hazard exists, one fully equipped firefighter must be in a standby condition, outside of the hazardous area ready to effect a rescue as needed.

The stand-by firefighter is to maintain an awareness of the status of firefighters in the hazardous area.

They must also remain in positive communication with the entry team, be in full protective clothing with SCBA donned (in the stand-by mode). Examples of positive communication include audio, physical touch, safety lead line, electronic, among others.

The stand-by firefighter may perform other duties outside the hazardous area, provided constant communications is maintained with the team in the hazardous area, e.g., Pump Operator, IC, Technician, etc.

LOSS CONTROL (SALVAGE/OVERHAUL)

Salvage operations should begin upon the arrival of Fire Suppression personnel and continue throughout the incident. Operations should include, but are not limited to hose stream management, ventilation, placement of salvage covers, and other actions as necessary to prevent property loss.

Overhaul operations at the scene of a fire incident should be limited to that necessary to ensure extinguishment of the fire and to limit property damage.

EVACUATION OF FIREFIGHTERS

The IC or Division/Group Supervisor may order the withdrawal or abandonment of certain companies or areas. Withdrawal is different from abandonment. Withdrawals are done in an orderly fashion bringing out hose lines and equipment while withdrawing, as might happen during the transition from an offensive to a defensive attack, whereas abandonment means leave the building immediately because there is an imminent threat.

Typically, there would be a Personnel Accountability Report (PAR) at the completion of either withdrawal or abandonment.

WITHDRAW FROM THE BUILDING

To initiate the orderly movement of personnel and/or equipment from an area due to safety, or other reasons, the IC will communicate an order to “withdraw”. The withdraw order must include the affected units’ signatures, the geographical area being ordered to withdraw from, and may include a destination. Equipment may be left or retracted by the withdrawing personnel at the IC’s, or Company Officer’s, discretion.

Following the “withdraw” order, an accounting of personnel must take place by the supervising officer and communicated to the IC.

Withdrawal Example:

"All units on floor four, withdraw to Division C and account for your personnel."

Requests for withdrawal will be acknowledged and repeated back by the FAC.

ABANDON THE BUILDING

An “Abandon The Building” message transmitted over the radio by the IC at an incident signals all personnel to immediately evacuate the structure.

Personnel should not delay their evacuation to retrieve equipment.

The FAC will transmit the “Abandon The Building” message and tone over ALL channels at the direction of the IC.

In addition to the tone activation, the IC will identify an appropriate on-scene unit(s) to activate their air horn using repeated short blasts for approximately ten seconds, followed by ten seconds of silence. The sequence of air horn blasts followed by a ten-second period of silence will be done three times.

An "Abandon The Building" transmission:

- Is not to be used to signal any non-emergency change of strategy within a structure.
- Is not to be used to indicate any other personnel or apparatus movement.

PERSONNEL ACCOUNTABILITY REPORT (PAR)

Supervisors must ensure an orderly and complete withdrawal of all companies under their command by conducting Personnel Accountability Report (PAR). Each Division/Group Supervisor should notify the IC when the companies under their supervision have completed their withdrawal and have accounted for all of their personnel.

RESCUE TEAMS

Rescue teams should use standard Fire Department procedures for rescue of trapped fire suppression personnel.

Ladder 7 and Rescue 14 should be dispatched to alarms as requested by the IC to serve as a heavy rescue team.

RESCUE OF LOST OR TRAPPED FIREFIGHTERS

This procedure identifies individual, company and command level activities for the search and rescue of a lost or trapped firefighter(s).

LOST OR TRAPPED FIREFIGHTERS

The rescue of trapped or lost firefighters in a burning building is especially time sensitive. There is a very narrow window of survivability for a firefighter who is out of SCBA air supply or trapped by approaching fire. Individual firefighters must not delay reporting to Command if they become lost, trapped or in need of assistance. Company officers must also not delay the reporting of lost firefighters or inability to complete accountability reports.

Command and division/group officers must always assume that the missing firefighter is lost in the building until the firefighter can be accounted for. Even at the most efficiently run incident, it takes a considerable amount of time to confirm the MAYDAY, notify the RIT/RIG, move the RIT/RIG to the best entry point, cover, search, and begin rescue. It is also imperative that Command restructure the strategy and action plan to include a high priority rescue effort.

MAYDAY RADIO MESSAGE

The radio message MAYDAY will be used for firefighters who are in a potentially life threatening situation. Any member with knowledge of such a situation may use MAYDAY to report the emergency.

The term MAYDAY typically will be used:

- By the member who is in a life threatening situation.

- By a member who witnesses or has confirmed that a firefighter is in a life threatening situation.
- By the company officer, division/group officer, or other member who cannot account for an assigned firefighter who is operating in the hazard zone. The MAYDAY would generally occur following a Personnel Accountability Report (PAR) report that fails to locate/account for the suspected lost member.

EMERGENCY BUTTON ACTIVATION

In the case of a portable radio emergency button activation, the FAC will immediately contact the member to confirm the emergency. If an emergency exists, the FAC will notify the IC of the Mayday and the member's information, e.g., who, what, and where.

COMMAND'S RESPONSE TO A MISSING FIREFIGHTER

The IC must always assume that the missing firefighter is lost or trapped in the building until the firefighter is accounted for. Rapid, concise, decisions and actions must be taken to increase survivability. The following is a list of actions to be taken by Command for a reported missing or trapped firefighter. These are guidelines and do not necessarily need to be accomplished in the order listed.

Confirm the Mayday – Immediately attempt to establish communication with the firefighter announcing the Mayday.

If possible answer the following questions:

- Who is trapped? How many are trapped?
- What was the last assignment of the members?
- What is the nature of the emergency?
- Where is the member located, or last known location?

If communication cannot be established, the status board and tactical worksheet should provide most of this information along with identity of companies that should be working close to the company in question.

The MAYDAY should be announced over the tactical and direct channel to alert all operating units on scene of a firefighter emergency.

Commit the Rapid Intervention Team/Group – Command will immediately send the Rapid Intervention Team(RIT)/Rapid Intervention Group (RIG) to the most appropriate location to initiate search and rescue efforts (typically the last reported work area). Additional available resources in staging must also be committed to create an Intervention Group for rescue efforts. In most situations the RIT/RIG will be hard pressed to search, locate the victim and then extricate them. After the victim is located a fresh Team should be sent to extricate the victim from the structure.

Change to a High Priority Rescue Effort – The IC must restructure the plan to include a high priority firefighter rescue effort. A rapid, well thought out, rescue plan must be developed and the command organization expanded. The plan and objectives must be communicated to other elements in the command structure for proper implementation.

Immediately Request Additional Alarms – At least one additional alarm should be immediately requested including additional Medic Units. Additional multiple alarms may be requested based on circumstances and potential. Early consideration should be given to heavy rescue equipment and/or Heavy Rescue assistance in structural collapses.

Conduct a Personnel Accountability Report (PAR) – A Personnel Accountability Report (PAR) must be immediately requested from all companies operating on the fire ground. This is especially important in situations of structural collapse. Command cannot develop an effective rescue plan until accurate information is available on the number of missing firefighters, their identities, their last reported work area, and which companies are affected. During a collapse, or while withdrawing or abandoning a building, Team members can get separated, therefore, the need for an accurate Personnel Accountability Report (PAR) and information on missing firefighters remains a critical priority.

Maintain Firefighting Positions and Provide Reinforcements – Abandoning fire fighting positions during the rescue effort should be avoided. Command and crews should take aggressive measures to protect trapped or missing firefighters from the effects of the fire. Efforts should be concentrated on reinforcing existing positions and keeping the fire out of the rescue area and providing appropriate ventilation and lighting. In some situations it may be appropriate to write off some areas of the building in order to relocate companies and crews to better protect the rescue effort.

Withdrawing from Affected Area(s) – In some situations, such as collapse, withdrawal may be necessary. Withdrawal, the orderly removal of personnel and equipment, is a judgment call based on circumstances at the time, information available, and resources.

Assign a Supervisor to the Intervention Group – A supervisor should be assigned to direct the Intervention Group and rescue operations. Depending on the size of the rescue area and the complexity of operations the group supervisor will assign specific areas or grids of the building to each rescue team (company) to conduct. Search efforts must be closely coordinated between division/groups and Command must be kept informed.

Expand the Command Organization – With additional resources enroute, along with the critical rescue needs, the command organization must expand ahead of the demand. The incident may eventually escalate to a branch level operation. The IC must be proactive and aggressive in developing and expanding the command organization.

Early Establishment of Treatment and Transportation Group – The IC must have treatment personnel in a position to immediately treat any rescued firefighters. A Transportation Group may also be necessary to coordinate activities with the Treatment Group Supervisor.

Open and Unlock All Doors – All doors in the immediate area should be unlocked or forced open, and at least the immediate interior area quickly searched. Where practical, the doors should be left open to provide an emergency escape route, unless doing so will have negative effects on the fire. In all cases, the doors must remain unlocked. All security grates and bars on windows and doors should be removed.

Ventilate, Maintain Tenability and Lighting – Reducing smoke conditions, through effective ventilation, improves the air quality for any victims, and will enhance search and rescue capabilities through increased visibility of the interior. Both vertical and positive pressure ventilation should be aggressively employed. Early lighting of the operation (both interior and exterior) needs to be included.

Monitor Appropriate Channels – The FAC will monitor all radio channels (i.e., Zone 1 Channels 1-16). Should a firefighter declare an emergency on a channel other than the fire ground tactical channel, the IC must immediately be directed to that channel by the FAC for direct communications. The IC must also ensure that the appropriate incident direct channel (e.g., Zone 2 Channel 1) be monitored. The FAC does not monitor direct channels for they are portable-to-portable and not trunked channels.

R.I.T. Stand-by Teams – The Intervention Group should have adequate resources to not only support the ongoing emergency but also deal with subsequent firefighter emergencies or MAYDAY's.

RAPID INTERVENTION TEAMS AND GROUPS

SFD responds to emergencies that present an unusually high risk to firefighter safety. It is recognized that when a firefighter is lost or trapped they may be unable to self-rescue. Post incident investigations indicate that they may have as little as 5 to 10 minutes to receive help before their chances of survival drop dramatically.

The singular mission of the Rapid Intervention Team (RIT) / Group (RIG) is to provide a framework by which a successful firefighter rescue may be accomplished. In order to have dedicated, prepared and positioned teams in place to execute an effective, systematic search and rescue of a lost and or trapped firefighter, the SFD deploys *Rapid Intervention Teams/Groups.*

Rapid Intervention Groups will be dispatched to:

- All Fire in Building (FIB) responses.
- At the request of the IC.

DEFINITIONS

Rapid Intervention Team (RIT) – An initial stand-by team of three or more firefighters in a standby mode at the initial stages of an incident. This dedicated crew will report to and become a component of the Rapid Intervention Group upon their arrival.

Rapid Intervention Group (RIG) – A dedicated, task specific, group that is dispatched for the purpose of mitigating firefighter emergencies.

The Rapid Intervention Groups' responsibility at the emergency scene is to prepare for a firefighter emergency, then locate and protect the firefighter until the firefighter can be brought to safety.

The "AWARE" Principle – A trapped firefighter's hope for survival depends on meeting four critical needs: **A**ir, **W**ater, **A R**adio, and **E**xtrication.

STAFFING

The IC will establish a RIT during the initial stages of an incident. In most cases this will be a unit from the first responding companies. The initial Rapid Intervention Team will be dedicated to firefighter rescue.

The IC must be alert to request a RIG to appropriate ongoing emergencies when a RIG has not already been dispatched. There are three Rapid Intervention Groups that can respond as a RIG to significant emergencies. These Companies receive additional equipment and training.

Basic RIG combinations are:

- E-6, L-3.
- E-8, L-6.
- E-17, L-9.

A Rapid Intervention Group is comprised of the above units, plus the original RIT. There may be occasions when it is necessary to send an Engine from one RIG and a Ladder Truck from a different RIG due to companies that are out of service. The FAC will notify the IC when these incidences occur.

Upon confirmation of the May Day, a Battalion Chief should be assigned as Rescue Group Supervisor and a designated Medic Unit will be dispatched to the emergency. This Medic Unit will report to the RIG staging area. This Medic Unit is dedicated to firefighter first aid, and should prepare ALS equipment for care and transport of a rescued firefighter. Depending upon the complexity and the number of firefighter patients, it is recognized that the IC or RIG Supervisor may expand the medical component.

When staffing is depleted during a firefighter emergency, it may be necessary to assign a trained Ladder Company and two (2) Engine Companies to form additional Rapid Intervention Group(s).

RIT RESPONSIBILITIES

The Rapid Intervention Team is responsible to:

- To be fully equipped with protective gear and SCBA.
- Monitor the safety of on-site members involved in the incident.
- Have adequate resources to support ongoing emergency operations.
- Must have adequate resources to support ongoing emergency operations and firefighter emergencies or MAYDAYs. The minimum equipment is a 1-3/4″ Wye bundle, and forcible entry tools appropriate to the task, and PPE.
- Is not considered to be a Rapid Intervention Group.
- The Rapid Intervention Team (RIT) should brief the Rapid Intervention Group upon their arrival.

As time allows the RIT must designate a RIG staging area and assemble the following equipment:

- 200 ft. of 1-3/4″ hose with a nozzle and separate water source.
- Thermal Imaging Camera.
- Forcible entry tools.
- Rescue Air Kit (RAK).
- Other tools as required.

Upon their arrival at the incident, the RIT should brief the Rapid Intervention Group Leader of procedures and equipment already in place. The RIT/RIG will then report directly to the Rapid Intervention Group Supervisor. The Rapid Intervention Group Supervisor will report directly to the IC/Operations.

Lead-In/Utility Rope – Each Ladder Company maintains 150′ of 1/2″ rescue rope that is past the manufacturer's recommended service life. This line is not to be used for NFPA rescue rope. The rope will be issued and maintained in a yellow rope bag marked "RIT/Utility." The ropes are marked "utility" at the ends and at the1/4 points.

RIG RESPONSIBILITIES

SUPERVISOR

The primary responsibility of the Battalion Chief assigned to the RIG is to support the rescue efforts and to coordinate such efforts with the IC.

TEAM LEADER

One member from the RIG with the responsibility for overseeing the firefighter rescue effort. The Team Leader is responsible for developing a comprehensive extrication plan. Advance planning is a key element in a successful rescue.

MONITOR

One member from the Rapid Intervention Group designated to work with the RIG Team Leader to manage the supervision and coordination of the rescue effort.

ENTRY TEAM

A search crew comprised of two (2) search members protected by a three (3) member hose team. At the direction of the RIG Team Leader the Rapid Intervention Group Entry Team is responsible for conducting a coordinated search; protecting and sustaining an injured or missing firefighter in place.

EQUIPMENT

The RIG is responsible to assemble the following **minimum** equipment away from the Command Post at a **separate** staging area:

- Thermal imager.
- Rescue Air Kit.
- 200-ft. kevlar search line.
- SCBA'S with 60-minute light weight bottles for all RIG members.
- Battle lanterns for all RIG members.
- Forcible entry equipment (hydraulic tools and irons).

RIG Companies should provide a pumper with a separate water supply, as necessary, and supply the following equipment, connected and charged, to a trigated wye:

- 2.5" hose, enough to reach to the farthest point of the building (180 degrees around the structure) or enough hose to reach all areas of their assigned zone.
- 200 feet of 1.75" hose with a wye and appropriate nozzle.
- Cellar pipe, distributor or other appliance to permit water application to a confined space.

Members should not remove this equipment from the RIG staging area for other purposes.

RAPID INTERVENTION GROUP DEPLOYMENT

Upon activation of a "Mayday" and at the direction of the IC, the Rapid Intervention Group will initiate Search and Rescue efforts. The RIG should utilize the "A.W.A.R.E." concept.

This procedure is designed to allow the Rapid Intervention Group(s) and other fire ground personnel to perform a firefighter rescue as safely and effectively as possible. The six steps are:

- Pre-Plan.
- Pre-Position Resources.
- Initiate the Rescue.
- Search and Locate the firefighter.
- Protect the firefighter in place.
- Extricate the firefighter and Rescue Crews.

The IC should anticipate a rapidly expanding rescue operation and it is important to recognize that time is a critical factor in the successful mitigation of a firefighter rescue.

Depending on the complexity and severity of the "Mayday" the IC may expand the Rescue Group to a Branch with a Branch Director.

If the order is given to abandon the building, all units, including the RIG, must immediately evacuate the building. The IC will determine, after consulting with the RIG Supervisor, if rescue efforts should be initiated or continue.

It is recognized that in some situations a Heavy Rescue response may be necessary. The IC should call for their assistance when appropriate.

When dispatched as part of the Group, the Medic Unit reports to the RIG staging area and is responsible for organizing medical equipment for possible treatment/transportation of lost or trapped firefighters.

COMMUNICATIONS

A clear channel and minimum radio traffic is critically important to the successful resolution of the "Mayday." To that end: The RIG Supervisor should communicate with the IC on the designated fire ground channel.

After a Rapid Intervention Group has arrived at an incident, Zone 2, Channel 3 should be the dedicated Rapid Intervention Group channel. **Communications within the Rapid Intervention Group should be on Zone 1, Channel 15.**

The IC has the option to monitor this branch or group channel Zone 2, Channel 3 from the Command Post.

Note –	It is important to note that the emergency button cannot be activated on a Zone 2, Channel 3. You must switch to Zone 1.

RADIO DESIGNATIONS

The IC will assign the radio designation "RIT" after the unit name and number (i.e., "Engine 2 RIT", "Ladder 4 RIT". This will prevent confusion and promote RIT accountability. The assigned RIT Company will then report directly to the IC or Division Commander on the designated Tactical Channel. The leader of the RIG is called the RIG Team Leader.

TRAINING

In order to maintain proficiency and to implement improvements in tactics RIG members will be required to participate in a minimum of one quarterly drill specific to firefighter rescue.

In addition, one of the required Annual Evaluations will involve a Rapid Intervention Group search and rescue drill.

AFTER ACTION REPORTS

Each time a Rapid Intervention Group is deployed beyond stand-by, an After Action Report must be completed by the Rapid Intervention Team Leader and placed in the OPS 2 - Post Incident Analysis (Form 55). A copy will be sent to Safety Office and faxed to all Rapid Intervention Groups. The purpose of this report will be to improve and adjust tactics. These reports will be kept on file and should be reviewed by all RIGs on all shifts.

WORK PERIODS WHEN USING SCBA

After two work periods members will report to the rehab area for fluids, rest, and medical evaluation. Company Officers should be constantly evaluating the mental status and general appearance of their crews and report to rehab for evaluation when necessary.

RULE OF AIR MANAGEMENT

Air Management is critical to the health and safety of our members. Firefighters need to continuously monitor and manage their air supply. It is no longer acceptable for firefighters to work in hazardous atmospheres until their SCBA low-air warning bell begins to ring.

Firefighters should exit the fire building or hazardous atmosphere before their low air warning bell begins ringing. By doing so, the firefighter is allowed a greater safety margin by conserving an increased volume of air in reserve. A low-air warning bell ringing at an emergency scene is an audible warning that a firefighter may be in trouble.

Air Management Standard – It is the expectation that all SFD members using Self Contained Breathing Apparatus (SCBA) will:

- Check their air levels before they enter the hazardous atmosphere. Members must have a minimum of 4050 psi in their cylinder in order to make *initial* entry into a hazardous atmosphere. This check can be done during the pre-entry buddy check.
- Follow the Rule of Air Management when operating in any hazardous atmosphere.
- When the first member of any team has their 50% Heads-Up Display (HUD) light activate (two flashing amber lights), the officer/team leader shall radio to the proper ICS functionary (Command, Division, etc.) that the team is at 50% air. This report should be in the CARA (conditions, actions, resources, and air) format. This allows the ICS functionary to pre-plan for replacing that team in the hazardous atmosphere.
- If a team member works into their reserve air and their low-air warning bell begins to ring in the hazard area, the officer/team leader shall report over the radio to the proper ICS functionary (Command, Division, etc.) their unit signature, their location, that a team member's low-air warning bell is ringing, and an estimation of how close they are to the exit.

How Air Management Works – :Air management is each firefighter's responsibility and is closely related to situational awareness. Firefighters will have a full cylinder before they initially enter the hazardous atmosphere. Once inside the hazardous atmosphere, firefighters must continuously monitor their air supply and inform their officer/team leader the status of their air situation.

The Officer/team leader should take the lead in air management. Officer's and team leaders must make the decision when to exit so that the team is out of the hazardous atmosphere before their team's low-air warning bells begin to ring. There are many factors that affect the duration of the team's air supply, such as: fire conditions, work rates, aerobic fitness of the team members, and stress.

If members hear a low-air warning bell ringing in the hazardous atmosphere, and there is not an immediate radio report from the team whose bell is ringing, that bell should be considered an emergency alarm until proven otherwise.

OVERHAUL

SAFETY SURVEY

Prior to overhaul, buildings must be surveyed for possible safety and health hazards. Identified hazards should be corrected or marked when possible. Firefighters should be informed of hazards observed during the survey.

During the overhaul phase, Officers should identify materials likely to contain asbestos and limit the breaching of such structural materials to that which is only necessary to prevent re-ignition.

After the fire has been extinguished, unknown hazards may be present in the air of the fire building after the fire has been extinguished, The percentage of Carbon Monoxide (CO) is not directly related to the amounts of carcinogens and irritants in the atmosphere. These carcinogens and irritants are not visible to the eye and may not be detectable by most air monitors. Many of these carcinogens and irritants can be inhaled and/or absorbed through the skin. Therefore, the post-fire environment should be considered a hazardous atmosphere.

Washington State Law (WAC 296-305-04001) mandates that all firefighters use Self-contained Respiratory equipment (SCBAs) any time they enter into a hazardous atmosphere.

PERSONAL PROTECTIVE EQUIPMENT

Members conducting overhaul activities will:

- Wear their full Personal Protective Equipment.
- Breathing air from their SCBAs at all times.
- FIU Investigators, however, may use their assigned air purifying respirators after the atmosphere has been checked for safe levels of oxygen, carbon monoxide flammable gases.

Members must be aware of the following hazards to their safety and health while involved in overhaul activities:

- Weakened structural members.

- Sagging, cracked, or broken beams, and/or joists;Weakened areas such as floors, or holes in floor that firefighters may fall through.
- Dangerous objects such as broken class, nails, or other sharp debris.

HAZARD ZONES

Supervisors will ensure that the post-fire safety survey includes zoning the structure with “Hot”, “Warm,” and “Cold” zones based on the hazard survey. Members entering the “Hot” zone, where unknown contaminants may exist, will wear appropriate PPE and SCBA.

CREW ROTATION

Overhaul, which is the process of final extinguishment of the fire, may be as physically demanding as fighting the fire. Supervisors will assign adequate relief resources to effect the overhaul operations and provide appropriate and timely rest and re-hydration breaks for all Operations personnel.

AIR UNIT SUPPORT

An Air Unit will be requested and remain at the scene to provide adequate air cylinder refill and/or exchange capability.

OVERHAUL PHASE OF THE INCIDENT

During the overhaul phase of the incident the IC will be responsible for:

- Ensure scene safety conditions are established and enforced throughout the entire overhaul. This shall include compliance with SCBA use, Full PPE use and proper rotation of personnel.
- Ensure that all areas of the fire have been thoroughly overhauled and that no hidden fires remain.
- Schedule post-incident inspections as necessary.
- Consider rotating crews and requesting relief crews to the scene to facilitate overhaul.
- Perform overhaul in a manner that exposes the least number of personnel to the hazardous environment as possible.
- It may be necessary to limit or delay overhaul until Fire Investigators have gathered proper evidence, especially when deaths or injuries have occurred.
- Post fire watches as necessary.

During the overhaul phase of the incident the Safety Officer will:

- With the IC, survey the incident site for possible safety and health hazards before any overhaul operations commence.
- Inform the IC and firefighters of the hazards observed during the survey, so that proper safety measures can be taken.

All Members must:

- When exchanging SCBA bottles during overhaul, members will protect the inside of face pieces and face piece supply hoses to prevent contaminates from entering.

- With a light water spray, decontaminate all exposed personnel with their SCBA face pieces still in place, so as to remove any debris from their PPE and SCBA.

Securing the Structure

Companies will take action to protect the structure and its contents from further losses after fire suppression companies leave the scene and will address:

- Roof ventilation holes and broken windows will be covered to reduce the opportunity for unauthorized entry, deter vandalism, and minimize weather damage. Plywood sheeting or rolled plastic is ideal for this use.
- For safety reasons, remaining glass shards should be removed from the framework of broken windows prior to installing covers and always prior to leaving the scene.
- Provide a means for identifying and guarding hazards that cannot be removed or stabilized.
- Depending on the hazard present, barricades and /or fire line tape are suitable methods.

Incident Termination

In-service Guide

The IC should attempt to place units in-service from an incident as soon as reasonably possible to assist the FAC in providing City-wide coverage. The following criteria should be used to determine if a unit is available to respond to another incident.

Engine Company

- A minimum of four members, each with full protective clothing and SCBA (a three person Company is considered available to respond when it has a minimum of three members, each with full protective clothing and SCBA).
- Not pumping from a hydrant supply (A unit may be pumping from its own tank supply).
- 600' 2-1/2" and/or 4" hose (in any combination) in the hose bed.
- 200' of 1-3/4" hose and nozzle in the hose bed or a deployable hose bundle (e.g. high-rise bundle).
- A first aid and ventilation kit

Ladder Company

- A minimum of four members with full protective clothing and SCBA.
- Aerial ladder is not being used for actual life safety activities.
- The apparatus has two ground extension ladders, 35' or larger.

• A first aid and ventilation kit.

Note –	Units that are drilling and are either pumping from a hydrant or have the aerial extended must notify the FAC that they will be delayed in responding.

DECONTAMINATION

UPON RETURNING TO QUARTERS

All members involved in firefighting activities and exposed to contaminants should decon at the incident while wearing PPE and then shower upon returning to quarters. If additional decontamination/cleaning of PPE is needed, refer to Og 6006 for laundering procedures.

CLEARING TRAFFIC LANES

The IC should make every effort to clear streets for normal traffic as soon as possible.

The IC should be alert to request Police for traffic control at emergency incidents when necessary.

The IC should immediately notify the FAC when transit lanes are blocked because of an emergency. An estimate of the projected duration of the emergency should be given to the FAC. The FAC should immediately notify the transit dispatcher.

INCIDENT RESOURCES

FIRE INVESTIGATION UNIT

Fires investigated by the FIU are considered crime scenes until investigators can prove otherwise. The FIU office is staffed 24-hours a day on a normal four shift schedule. FAC will page Marshal 5 on all potential fire responses. However, prior commitment to another incident may delay their response. Fires requiring the Fire Investigation Unit (FIU) involvement are incidents where:

• Multiple alarm fires.

• Confirmed fires where there was a threat to burn.

• Fires that result in death or serious injury.

• Fires with suspicious circumstances (i.e. indicating that the fire was not accidental).

• Fires where the Officer in Charge is unable to determine the cause of the fire.

- Fire with loss of $20,000 or more.
- Multiple set fires.
- All intentionally set fires (incendiary), regardless of size (i.e. dumpster, debris, etc.).
- Incidents that involve an incendiary device (whether or not it resulted in a fire).
- Fire bombings.
- Fires involving Hazardous Materials (i.e., meth labs, etc.).
- Explosions (not related to fireworks).
- Any use of fire by juveniles (persons under the age of 18).

SIMULTANEOUS REQUESTS FOR FIU

When Marshal 5 is requested at more than one incident at the same time, Marshal 5 will determine incident priorities and notify the Dispatchers of their estimated times of arrival, or that they are unable to respond. The FAC will relay this information to the requesting unit. The requesting unit must either wait for Marshal 5 to arrive, or request SPD via the FAC for scene security. In such cases, if there are suspects or witnesses present, Company officers should notify the FAC and request SPD. Marshal 5 will conduct the origin and cause investigation on all such incidents and will assist SPD with the criminal follow up when appropriate.

Note	The average response time for Marshal 5 is approximately 15 minutes.

VEHICLE IMPOUNDS

Marshal 5 is on-duty 24 hours per day; therefore, Seattle Police Department vehicle impounds may be used only after the FAC or Marshal 5 notifies the requesting Company Officer that Marshal 5 is unable to respond, or will be significantly delayed. When notified of a Marshal 5 delay or inability to respond, the Company Officer will request an SPD impound through the FAC. After a vehicle is impounded, the Fire Investigation Unit must be notified by telephone as soon as you return to your fire station. If you are unable to talk with the on-duty Marshal 5, leave the following information on the Fire Investigation Unit's answering machine (386-1350): SFD incident number, SPD incident number, and the vehicle license number.

TELEPHONE SCREENING

If you are uncertain whether a response you are currently on requires a Marshal 5 response, have the FAC page Marshal 5 to call you on your apparatus cell phone. Marshal 5 can then screen the incident by phone and advise you of the most appropriate actions to take.

ACTIVITIES AT FIRE SCENES PENDING INVESTIGATION

While at the fire scene and while waiting for FIU investigators to arrive:

OVERHAUL

Try and leave the fire scene intact as much as is practical. Limit overhaul to actions that are necessary to ensure that the fire does not immediately rekindle. Where there is no threat of immediate rekindle, prior to using foam, consult with Marshal 5.

Limit overhaul to only that which is necessary to insure that the fire does not immediately rekindle. Leave furniture and personal items in place if at all possible. This allows investigators to examine burn patterns to determine the path of fire travel. This also saves investigators the time and trouble of having to bring items back into the fire building to reconstruct the scene.

If burned walls must be opened prior to FIU arrival, try pulling the drywall on the opposite side of the wall with the burn damage. This will allow you to see if the fire has gotten into the wall while leaving any burn patterns intact.

SECURITY

At incidents that require Marshal 5, a fire watch must be posted to preserve the scene and the evidence chain of custody. An SFD Form 110 should be used to document scene security. The first-in or designated company should remain at the fire scene until Marshal 5 arrives. In cases when the FAC or Marshal 5 indicate a significant delay in Marshal 5's response, the company officer will notify the FAC to request SPD for security.

Access must be limited to only those individuals with specific task(s). Civilians, witnesses, media and the curious (civilian/SFD) should not be allowed to walk through the scene as they may alter or destroy potential criminal evidence. Personal property of residents/occupants should not be removed until investigators have completed their review.

WITNESSES

If you are made aware of a witness, occupant, victim or suspect, take them to the IC. The IC should record the first/last name, address, and phone number(s) (home and work numbers) of these individuals. If investigators will be arriving in a timely manner, the IC should detain these individuals at the scene until the FIU arrives. These individuals often leave the scene before investigators get an opportunity to speak to them.

STATEMENTS

Statements from operations personnel regarding their observations of a fire or arson incident are essential for the successful filing of charges. When a suspect is in custody, the case must be prepared and submitted to provide adequate time for case review and charging within a 72-hour period. All personnel having information about a specific incident shall provide statements as requested by a Fire Investigator.

To ensure the necessary information required in a witness statement is included, each witness will provide their name, employee number, permanent assignment, work address, work phone number, date, time, and place that the statement was made.

The statement will be in a narrative format and begin as shown in the example below:

Example –	On 2/2/91, while assigned to Engine Company 10, I responded to an alarm at 1817 second Ave. South. (The statement will continue with the facts as the writer saw or heard them).

The witness must include as much detail as possible about how the fire looked upon arrival, i.e., color of smoke, intensity of fire, where the greatest amount of fire was located, unusual odors, premises locked or unlocked, signs of unauthorized entry, lack of furniture, stock or contents, or any other unusual facts.

The statement needs to include actions taken by the firefighter such as forcible entry, location of that entry, evidence discovered, etc.

Statements are to be typed or neatly printed, and must be signed by the individual. The statement will be delivered to the Fire Investigation Unit as soon as completed.

EVIDENCE

If any evidence is found at a fire scene prior, to an Investigator's arrival, it should not be disturbed. Unnecessary handling of the evidence must be avoided. The Fire Investigator needs to be made aware of the evidence upon their arrival. Knowledge of the evidences should be made part of any written statement, and include who found the evidence, where it was found and its disposition.

Fires investigated by the Fire Investigation Unit are crime scenes until it is determined otherwise. Therefore it is necessary to restrict entry for the preservation of evidence. Yellow flagging tape printed with "Fire line do not cross" will be used to identify those portions of a building under investigation. The IC will determine the need for and placement of flagging. Only authorized persons will be permitted entry. When tape is used to restrict entry to an area it should be approximately 4 to 4 ½ feet from the floor. It can be secured by tying or with nails. Overhaul in restricted areas will be curtailed until the investigation is completed.

DOCUMENTATION OF FIRE SCENE CONTROL

At fire incidents where the Fire Investigation Unit will be delayed i.e., multiple fires, it will be necessary to post a fire watch. The following procedure will be implemented:

- Secure entry points to the fire scene. This may involve physically closing off entry or assigning enough personnel to cover all entry points.
- Initiate a Form 110 to document the control of the fire scene. This form must note all members on fire watch and shall be turned over to Fire Investigators on their arrival.

AUTO FIRES

When Fire Investigation Unit personnel are not available, incendiary or undetermined vehicle fires are handled as follows:

- Call the Seattle Police Department and request that the vehicle be impounded and held for investigation.

- Request that Police Officers or a Battalion Chief photograph the vehicle and its surroundings.
- If the vehicle is impounded, the Fire Investigation Unit must be notified by phone. If you are unable to talk with an investigator leave the following information on the Fire Investigation Units answering machine: SFD incident number, SPD incident number, and the vehicle license number.
- In the event a suspect has been identified or under other unusual circumstances company officers will request that the Dispatcher contact the Assistant Fire Marshal for assistance.

HOSE WAGONS

SFD has two "Hose Wagons" available. They are equipped with 5000 feet of 4" hose with 3.5" couplings, and are located at Station 34 and Station 18. Each apparatus is equipped with specialized in-line manifold and a wide assortment of couplings for use as an above ground, high volume water delivery system. The hose wagon system includes options for draft, relay, and tandem pump operations.

Hose 34 and Hose 18 also have:

- 275 gallon non-plumbed class "B" foam tank with an external system that delivers the foam to a monitor with a special tip.
- Nozzles.
- Foam Playpipes.
- Eductors.

The hose wagons will be dispatched with one or more of the following units: Engine 18, 25, 34 or Ladder 8, 10. These companies are familiar with hose wagon equipment and operations.

If there is not a trained company that can be in-service within a reasonable proximity to the appropriate station, then dispatchers will back-fill for these companies so they can respond with the Hose 34 or Hose 18.

POWER 25

Power 25 (P25) serves as two distinctly different and individual specialized resources. It carries a high capacity on-board generator with an assortment of fixed and portable lighting sources, and it has a bulk carbon dioxide delivery system, CO2.

In situations where there is a need for power generation, the apparatus need only to respond with two members familiar with its operation. The use of this resource requires minimal staffing and no supervision.

In the case where CO2 is needed, Power 25 will be dispatched with one or more of the following units: Engine 25, 34 or Ladder 10. These units are familiar with the specialized equipment and safety requirements specific to this unique apparatus.

Fire suppression using bulk CO2 is particularly effective for electrical and other fires in smaller enclosed and/or confined spaces such as vault fires.

If there is not a trained company that can be in-service within a reasonable proximity to Station 25, then dispatchers will back-fill for these companies so they can respond with the Power 25.

MOBILE VENTILATION UNIT

The Mobile Ventilation Unit (MVU) is a truck-mounted, mobile ventilation fan capable of providing a controlled air stream in excess of 100,000 cubic feet per minute (CFM). This is enough to ventilate underground tunnels, basketball stadium, gyms, highrise buildings, warehouses; air decon, or product control during HazMat incidents.

Moreover, with the internal misting system it can be used it can be used for fire suppression or during warm weather incidents to cool firefighters.

The MVU is housed at Station 25 and will be automatically dispatched to tunnel fires or rescue incident and may also be requested as needed.

RESPONSE PROTOCOLS

The MVU will be dispatched by the FAC on specific tunnel incident or at the request of the IC. The radio designator is MVU-1.

In order to provide sufficient personnel for a Ventilation Group, Ladder 10, and Aid 25 will be dispatched with the MVU and respond together with the MVU. The officer from Ladder Truck will be the Ventilation group leader.

The order of priority for response will be Ladder 10, then Aid 25. If neither unit is available, Engine 34 will be dispatched with Aid 25 and the MVU. The FAC will backfill for Ladder 10 if they are out of service an alarm to allow them to return to Station 25 an respond with the MVU. Aid 25 will not be filled for if out of service.

When dispatched, the two members assigned to Aid 25 will respond with the MVU. If not available, 2 members from Ladder 10 will drive the unit. By design, the use of the MVU may encompass a large area/distance between the entrance and exit points. Use of at least six (6) trained members, if available, is optimal.

Only members that have completed training on the MVU may operate the fan. Only those members that are EVAP trained on the MVU may drive the apparatus.

TACTICAL OPERATIONS

Prior to starting the fan, the ventilation group leader will assess safety concerns including, but not limited to, closely monitoring the interior conditions prior to and during all operations with the fan. Extra emphasis must be placed on dust conditions and on items that may become airborne from the wind speed. This information will be shared with the IC prior to the activation of the fan.

The ventilation group may use their anemometer, to monitor wind speed and direction. Battalion vehicles also have an anemometer in their inventory.

Incidents Involving Sewage

Members that are exposed to sewage while operating at an emergency incident should follow proper decontamination procedures.

Members will not clean up sewage.

Property owners or occupants will be referred to the yellow pages of the phone book for assistance.

Dry Standpipes

Dry standpipes should be drained after fire operations are concluded to prevent damage during freezing temperatures.

Interference With Fire Department Activity

Anyone who obstructs the operation of the Fire Department in connection with extinguishing any fire, or in the performance of other required duties, can be convicted of a misdemeanor. Assistance should be requested from Seattle Police.

Use Of Private Equipment At An Emergency

Chief Officers may secure privately owned equipment in unusual circumstances when the urgency of the situation demands that the action be taken to save lives or to prevent major destruction of property.

Pet Oxygen Masks

A set of masks designed to be used for pet resuscitation, are available in all Battalion Chief vehicles. The masks fit onto the disposable bag valve masks carried on each apparatus.

Each mask set contains small, medium, and large face piece. For small animals, the cone can be placed over the entire animal to form an oxygen tent.

Pets may be treated with oxygen using the face pieces only after all other patients have been treated. Members are not obligated to treat any animal that has been injured during a building fire.

ASSAULT WITH WEAPONS

The protection of response personnel during potentially violent situations is of paramount importance. Members must take all steps necessary to protect, reduce or eliminate their exposure to injury when operating at potentially violent situations.

FAC should dispatch a Chief Officer and ensure Police are responding to all EMS or other responses where use or potential use of weapons are involved.

FAC should maintain contact with the Police Department and keep the IC apprised of the status of the incident.

The IC should provide incident command and control functions, establish a "base" location and coordinate the arrival of the SFD unit(s) to the actual incident site. If there is a significant incident, the Seattle Police Department will establish their Command Post. The base location should be near the Police Command Post. Units should not be committed to the incident site until confirmation has been received from our FAC or Police at the scene that the scene is secured by Seattle Police Department unit(s) and the area is safe for SFD personnel to enter.

At incidents where the Police are not at the scene and there may be significant delay in their arrival, the IC will attempt to obtain additional information regarding the assault from the FAC, bystanders, etc., including an estimated time of arrival for responding Police units. If it can be determined that the assailant has left the scene and the scene is reasonably secure, the IC may allow personnel to enter the area, using extreme caution, to begin the treatment of the patient(s).

Department personnel should not enter the area if it is possible the assailant will still be in the immediate area.

SUBJECT:	MARINE OPERATIONS - SHIPS AND MARINAS
REVISED:	10/21/14
SEE ALSO:	P-5013 Marine Operations; SFD Sharepoint- Marine Team training materials.
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GENERAL INFORMATION

INCIDENT COMMAND

A major waterfront or shipboard fire may involve response teams from federal, state, and local agencies. The nature and location of the fire will be the deciding element in determining which agency assumes overall command, or lead agency in a Unified Command.

During shoreside incidents, the Incident Commander (IC) should consider establishing a marine division to ensure that the operations of the Fireboats, United States Coast Guard (USCG) Sector Puget Sound, and Harbor Patrol are coordinated with the operations of the landside units.

WATER RIT

The SFD Dive Team will be dispatched to all marine incidents where firefighters face the possibility of drowning.

The guidelines for RIT implementation are similar for both marine and land-based operations. Early consideration should be given to providing one or more rapid intervention teams commensurate with the needs of the situation.

Following incident stabilization, if the Safety Survey indicates that there is no need for a waterside RIT, then they should be placed In-Service, available to respond to other emergencies.

As a general guideline, it is not necessary to keep the Dive Team in place just because members are operating around the water. Suitable protection for members in this situation would be the use of personal flotation devices.

Initial Response to Ship Fires

FOG - Field Operating Guide

See the 'Marine' section for a summary of incident response considerations.

Shipboard Considerations

Ships are unique structures combining the features of a warehouse and material-handling facility with those of a hotel and an industrial power plant. These functions must be kept separate for functional and safety reasons, and they must be protected from the sea. Steel bulkheads and decks typically provide this separation, subdividing the ship's spaces and providing water-tight flooding and fire boundaries.

While ships may have huge cargo and tank spaces, the remaining machinery and living spaces are typically more constricted than those found in land structures. During fires, high heat conditions are common in the narrow passageways, and firefighters in full PPE may not fit through all of the doorways and hatches on a vessel.

Vessel Crews and Equipment

A ship's Master (Captain) is responsible for all activities onboard a vessel, and has full legal authority to maintain control of the ship and crew during emergencies. Their knowledge of the ship's layout and access routes can be invaluable in mounting a successful operation.

Engineered fire protection systems are often found for certain spaces onboard vessels. Their successful use usually requires that the protected area remain sealed after the system has been discharged. Check with the vessel's crew for system operation.

Fire hose stations on ships are located so that all portions of the vessel can be reached by streams from two separate hoses. The ship's Engineer can charge the system, or it can be supplied using an international ship-to-shore coupling.

SFD Operations Companies

Ship Crew

Request that all nonessential personnel are accounted for and moved off the vessel or away from the hot zone. Make sure that the Master, Mates, and all the Engineering crew remain available as an information resource for the IC.

Note	Obtain the Ships Fire Plans if Available.

RESCUE Operations in the superstructure, above the main deck, may be similar to operations in land-based structures. Inside the hull of the ship, below the main deck, search & rescue operations will generally be more difficult.

EXPOSURES Typical exposures include combustible liquid & gas tanks, open stairways & hatches, and cargo within or on the deck of the vessel. Steel construction may allow conduction and radiation to rapidly ignite combustibles in uninvolved spaces surrounding the fire compartment.

CONFINEMENT To accomplish proper containment, all closures and generally all ventilation (unless personnel are trapped inside the space) should be secured, effectively establishing a fire boundary around the space. Sealing the decks and bulkheads around a fire area is critical to controlling a fire that cannot be directly attacked.

EXTINGUISH A minimum of one full company should be dedicated to each attack line. Company Officers and Incident Commanders should rotate personnel to minimize the heat impact on members attacking the fire.

If the ship's crew has activated a fixed fire suppression system (CO2, halon, dry chem, etc.), ensure that the fire area has been secured. Give the engineered system time to work before opening the fire space.

Note	In general, if shipboard spaces are too dangerous to access, or too hot to enter, the space should be sealed and cooled from the surrounding areas.

VESSEL STABILITY The accumulation of firefighting water, especially high in the vessel, can be an extreme hazard when it is free to flow across the decks or spaces onboard.

Note	Sudden changes in vessel list, or lists of more than 10 degrees, indicate critical threats to vessel stability.

VENTILATION Generally, all ventilation on a vessel will initially be secured upon receipt of a fire alarm. Utilization of ventilation tactics to aid in extinguishment should not begin until a coordinated attack is staged.

OVERHAUL Overhaul can begin once a space is cool enough to enter, though it may take many hours until tolerable temperatures are achieved in the fire area.

WATER SUPPLY AND APPARATUS PLACEMENT

Apparatus placement should support expanding operations, allowing for aerial ladder access and exposure protection if needed. Consideration must be given to access routes, hydrant locations, dockside cranes, pier weight limits, vessel stability, and area limitations when directing the placement of resources. Pre-fire tours of terminals and vessels will assist companies in developing appropriate pre-incident plans.

When needed, a supply manifold (tri-gated wye) should be placed aboard the vessel using the most direct hose lay possible. The gangway should be dedicated to the movement of personnel. A ground ladder is preferred for supporting the LDH once a manifold is properly placed.

When ground ladders are used for access, or to support supply lines, consideration must be given to the vertical or horizontal movement of the vessel due to tides, waves, wake effect, or listing. Aerial ladders should remain available for rescue, access, and master stream operations.

MARINE TEAM FUNCTIONS - SHIP FIRES

The Marine Emergency Response Team (MERT) will be dispatched to all ship fires, in addition to initial response units.

"Marine Group" should be established in the Incident Command Structure. MERT actions will be dependent upon the nature of the incident and staffing levels available. However, operations will usually be divided between both Fireboat (waterside) and landside elements.

MERT members may utilize Marine VHF, 800 MHz Zone 2, and 450 MHz radio channels as directed by the IC in order to facilitate communications, and to avoid over-loading the tactical fire channel. All teams operating in the hazard zone will also monitor the designated fire channel.

MERT FIREBOAT OPERATIONS AT SHIP FIRES

Fireboat functions may include:

- Sizing up the incident from the waterside, providing Command with a “360”.
- Rescuing persons in the water or stranded on the vessel.
- Exposure protection for cargo, piers, and vessels, and hull cooling for the fire vessel.
- Sustained foam operations.
- Staging and support for Dive Team/Water RIT operations.
- Environmental protection - deploying of oil containment booms.

The Fireboat can assist with marine communications, coordination with other water-based resources and agencies, and planning for marine environmental influences such as tide, current, bottom conditions, weather, and vessel traffic impacts.

Fireboats can also provide a water supply for incident operations. However, using a fireboat for a supply prevents using its mobility to perform other fireground functions.

Offshore responses, to ships moored or underway, require that the Fireboat(s) provide support for the entire operation: transport of crews, rescue, access, equipment, staging, water/foam supply, command post operations, rehabilitation, and medical support.

MERT LANDSIDE OPERATIONS AT SHIP FIRES

When Engine 5 or Engine 36 arrives as part of the initial 2-1-1 response to an incident, they will perform initial attack operations. In those instances, the IC should relieve them when possible so they can perform MERT duties.

Note	Landside operations will generally focus on deploying a "Recon/Assessment Team" onto the fire vessel.

Landside functions may include:

- Scouting below the main deck to confirm the fire area, and evaluating the exposures on all six sides of the fire area.
- Reviewing vessel plans and identifying fire boundaries, fixed fire protection systems, and access/egress points.
- Marine liaison between the SFD, USCG, vessel personnel, and marine specialists - Marine Chemists, Marine Architects, tugs, salvors, etc.
- Advising the IC on fire attack and control issues.
- Identifying hazards such as dangerous cargo or stability concerns.
- Planning and implementing special support operations: dewatering, forcible entry, foam/CO^2 application, fire boundary cooling, and ventilation.

MARINA OPERATIONS - GENERAL

Marinas are facilities, generally on the waterfront, that store and service both commercial and pleasure boats in berths, on moorings, and in dry storage or dry stack storage. Like buildings, marinas can be constructed in a variety of ways, ranging from lightweight to heavy timber construction.

Standpipes will be found at most marinas however in many cases only Class II standpipes providing low flows and pressures suitable only for tenant hand-lines are installed; the class of standpipe should be identified in a pre-incident plan as should the land-side fire department connection (FDC). In many cases, marina standpipes are drained between October and April to prevent freezing during winter months and must be manually charged during that time period in the event of a fire. In every case where there is a fire in a marina with a Class I or III standpipe, the standpipe should be charged unless the fire is within easy reach of land based hand-lines.

While some covered marinas are equipped with an automatic fire sprinkler system, most are not; the presence of automatic fire sprinkler protection should be noted in a pre-incident plan. Hydrants may be located between 500 - 1,000 feet from the facility and/or may have low flows; both should also be noted in a pre-incident plan.

Pre-incident plans of marinas should include: identification of the class of standpipe serving the marina, identification of where the FDC is located on the shore, the presence of any sprinkler systems, location of hydrants, the locations of distributor nozzle openings for fighting under-pier fires, and the existence of any covered marinas. Companies with marinas in their first-in districts should review their pre-incident plans for these marinas each year.

Moored vessels present high fire load exposures, in the form of combustible hulls and superstructures, and each potentially has hundreds of gallons of fuel onboard. Unlike the rooms of a building, floating vessels can move suddenly due to environmental factors or fire scene operations. Fuel spills from the vessels have the potential to spread rapidly in all directions, are difficult to contain, and create enormous exposure problems if ignited.

Unlike a contained structure fire, a fire in a marina may spread rapidly from the vessel of origin to surrounding vessels. A well-involved marina can present extreme fire conditions, especially during high winds or underneath covered moorage. Land-based companies can be severely challenged by limited or difficult access, the close spacing of vessels, and the prevalence of combustibles found on boat decks and nearby docks.

INITIAL RESPONSE TO MARINA FIRES

FOG - FIELD OPERATING GUIDE

See the 'Marine' section for a summary of incident response considerations.

RESCUE Though some marinas have designated live-aboard tenants, other vessels in the marina may also be temporarily occupied. There is generally no way for firefighters to quickly identify which vessels are occupied and which are not. Aggressive search and rescue must be performed, but members should be wary of being overrun or cutoff by a spreading fire.

EXPOSURES Marinas can have a confusing layout of floats and finger piers, complicating the task of identifying and protecting exposures. Request adequate resources to cover all of the potential exposure docks.

When attempting to protect adjacent exposure vessels, **do not set burning vessels adrift.** If the best course of action is to remove the fire vessel from its berth, maintain control using pike poles, boat hooks, chain, etc.

Exposure vessels that are not on fire can be pushed free of the fire area. If practical, maintain control of these vessels also and coordinate their movement with the Fireboat(s), Harbor Patrol, or USCG personnel.

CONFINEMENT For a spreading fire, companies should establish defensible positions using large handlines and appliances. Because there are unlikely to be any rated enclosures containing the fire, the following elements should be utilized if available: Non-combustible boat shed walls, uncovered areas or breaks in the covered moorage, empty boat slips (fuel breaks).

For well-involved marina fires it may be difficult for land-based units to access the outward (seaward) side of the initial fire dock. Resources assigned to the exposure docks on either side may be able to direct fire streams onto the initial fire dock. The Fireboat(s) should be directed to the location where their master streams can contain the fire to the initial dock and prevent outward spread of the fire.

EXTINGUISHMENT Due to their size, design, construction materials, and common storage practices, pleasure boats and small commercial vessels often burn rapidly and are difficult to extinguish with water streams. Use foam when it is available and, as hoselines are advanced into the fire area, watch for weakened and burned-out walkways.

OVERHAUL Control water application following knockdown and avoid flooding vessels. If possible, secure the individual utilities of damaged vessels rather than the entire dock; this should allow battery chargers and bilge pumps to continue operating on as many boats as possible. Disconnect batteries, shut off fuel lines, and avoid damaging the exterior hulls of burned vessels.

A craft that sinks or becomes awash may vent fuel from its tanks. Smoldering combustibles can ignite the spreading fuel spill, causing instant exposure problems. Keep a charged hoseline and foam capability in place for safety during all overhaul procedures.

VENTILATION PPV can be utilized as needed for individual vessels.

SALVAGE Evaluate the need for dewatering, tend mooring lines so sinking vessels won't damage the dock, and arrange for boom placement to control oil/ fuel spills.

WATER SUPPLY AND APPARATUS PLACEMENT

Apparatus placement should support expanding operations, allowing for placement of an engine company at the head of each dock, if possible, and foam operations if needed. Consideration must be given to access routes, hydrant locations, standpipe connections, and dock access. Pre-fire tours of marinas will assist companies in pre-planning appropriate tactics.

Standpipes, if available, should be considered for initial attack when the fire area is beyond a rapid initial hose stretch from the head of the dock.

Direct incoming Fireboats to the most advantageous position to support incident operations.

USCG Sector Puget Sound

USCG will notify the SFD whenever they learn of a vessel fire in Seattle's area of jurisdiction. USCG Response Team personnel will be dispatched to meet with the IC in charge of operations, establishing a communications link between the USCG and the IC. If USCG dispatches a boat to the incident scene, communications will be established between the USCG boat and the Fireboat(s) on VHF channels.

An "Urgent Marine Information Broadcast" (UMIB) will be aired to advise the maritime community of the fire and the presence of firefighting units on-scene. While USCG will focus on supporting the IC, they also are responsible for the safety of the port. They may establish a safety zone and direct the maritime community to move nearby vessels based upon the degree of risk posed by the incident.

SPD Harbor Patrol

The Fire Alarm Center (FAC) will notify SPD of all marine fire incidents. Harbor Patrol Unit actions will be dependent upon the nature of the incident and the type of patrol boats & staffing levels available. If 'Command' requests to put SFD members aboard a Harbor Patrol vessel for firefighting purposes, SPD should remain in charge of the boat's operation and safety. SFD members should remain in charge of the firefighting efforts.

Marine Mutual Aid Requests

The Marine Emergency Response Team represents a regional capability that can be requested to respond outside the City of Seattle. The on-duty Deputy 1 is the focal point for evaluating marine mutual aid requests. Deputy 1 may consult with the FAC, on-duty MERT unit leaders, the USCG Joint Harbor Operations Center (JHOC), and will consult with the Staff Duty Officer prior to deciding whether or not a particular request can be accommodated.

Each request should be evaluated against the following criteria:

- Estimated time out of the City.
- Length of trip to destination.
- Estimated Time on Scene.
- How the incident will progress prior to our arrival.
- Risk Benefit Analysis (RBA) weighed against moving capability out of the City (until units can be backfilled).

SUBJECT:	MULTIPLE CASUALTY INCIDENTS
REVISED:	10/21/14
SEE ALSO:	P 5001 Aid and Medic Units, OG 5001 Aid and Medic Units, OG 5007 Disaster Management Plan, OG 5008 Hazardous Materials Operations, P 5011 Incident Management System, OG 5011 Incident Management System, Seattle MCI Plan.
PAGE(S):	16

GENERAL INFORMATION

The SFD defines a Multiple Casualty Incident (MCI) as an event resulting from man-made or natural causes which results in illness or injury to a significant number of people. An MCI Response should be implemented anytime the number of patients does not allow for the day-to-day standard of care for individual patients.

An MCI Response may be prompted by any of the following:

- Information provided to Fire Alarm Center (FAC).
- Injury or illness to a large number of people.
- Delays or changes to the standard of care.
- Initial response is overwhelmed.

An MCI can be initiated any time the Seattle FAC receives information that a possible MCI has occurred, or by an Incident Commander (IC) who determines that an MCI Response is needed.

The SFD's priority at any MCI will be streamlining efforts to facilitate patient transport to centers of definitive care; rapid transportation provides the best outcome for the largest percentage of patients.

Note	An IC should consider calling an MCI any time there are 3 red patients plus additional patients regardless of triage color (red, yellow, or green).

TERMS

Ambulance Coordinator: Person responsible for the Ambulance Staging Area. Reports to the Transportation Team Leader.

Ambulance Staging Area: Assembly area designated for transportation assets waiting to be called in to the patient loading area. This area is physically separate and distinct from Staging which is for responders who are ready to be assigned work.

Cold Zone: Contains all SFD activities not involved in the hot or warm zones. This includes the Treatment Area, transportation corridor, command post, green patient area, and staging.

Disaster Medical Control Center (DMCC): Also known as Hospital Control. Hospital responsible for providing EMS with a coordinated distribution of patients to area hospitals based on patient needs and hospital's capabilities. Harborview Medical Center (HMC) is primary DMCC for King County. Overlake Hospital is backup DMCC for King County.

DMCC Coordinator: Member designated to talk with the DMCC to acquire patient destinations. Usually located at the end of the transportation corridor with the Tracking Aide. Reports to the Transportation Team Leader.

Extraction: Movement of patients from Hot Zone to Treatment Area(s).

Extrication: Disentanglement of trapped patients.

Field Incident Technician (FIT): An individual assigned to assist with logistical, tactical, and accountability functions. Typically a FIT will be assigned to a position such as Operations Section Chief, Branch Director, or Group Supervisor.

Forward Treatment Area: An area set up inside the Hot Zone for the initial stabilization of patients if removal from Hot Zone will be delayed.

Fractured Incident: Occurs when distance or a physical barrier provides limited access between geographical areas of the same incident.

Green Patient Area: An area dedicated to assessment, treatment, and care of green patients. This area is separate from the Treatment Area and may require shelter, food, and restroom facilities.

Hot Zone: The area that includes any ongoing hazards. The hot zone will be considered a higher risk area and should be restricted to personnel who have donned appropriate PPE and have an assigned task within the hot zone.

MCI Response: Resources dispatched to an incident dependent upon the nature of the incident, the number of patients, and severity of injury.

Medical Ambulance Bus (MAB-1): The Medical Ambulance Bus is a regional resource owned and maintained by the Seattle Fire Department. It is a specialty apparatus housed at Station 39 that is designed to transport multiple patients.

MSA: Medical Services Administrator.

MSO: Medical Services Officer.

Medical Control: Includes the written policies, procedures, guidelines, protocols, and online physician direction for pre-hospital emergency medical care and transportation.

MedCom Radio: The MedCom frequencies (SFD Zone 1, Channels 7 and 8) dedicated to medical information between paramedics and DMCC.

Patient Dispatch Manager: The member responsible for knowing which patients get loaded in order. Works closely with the Patient Loading Coordinator. Manages resources and personnel responsible for moving patients from Treatment Area to waiting transport vehicles. Reports to the Treatment Team Leader.

Patient Loading Coordinator: The member responsible for the coordination of loading of patients into transportation resources. Works closely with Patient Dispatch Manager. Reports to Transportation Team Leader.

Patient Tracking: A system integrated with Public Health and other healthcare providers to follow patient progression through an incident from initial contact to final disposition.

Remote Treatment Area: An additional treatment area set up in conjunction with a transportation corridor that is distant from the Hot Zone to help stage patients closer to the transportation resources.

Sick/ Not Sick: The sick/not sick approach to Triage utilizes the EMT's knowledge and experience to rapidly evaluate a patient's physiological status. The sick patient is categorized as red. The not sick patient is considered green if they are able to get up and walk on their own, and yellow if they have injuries that prevent them from moving themselves.

Striped (black/white) Patient Area: An area dedicated to the holding of any patients that expire after they have been extracted from Hot Zone.

Transport Corridor: Ingress and egress for patient transport.

Treatment Area: The designated area for the collection and treatment of red and yellow patients.

Tracking Aide: Member responsible for collecting patient barcode information, general condition (red, yellow, or green), and destination from each patient as they are transported from the scene for Patient Tracking purposes. Usually located at the end of the transportation corridor with the DMCC Coordinator. Reports to the Transportation Team Leader.

Triage: The process of rapidly categorizing a large number of patients according to their severity of injury in order to prioritize their extrication and extraction to the treatment or transport area.

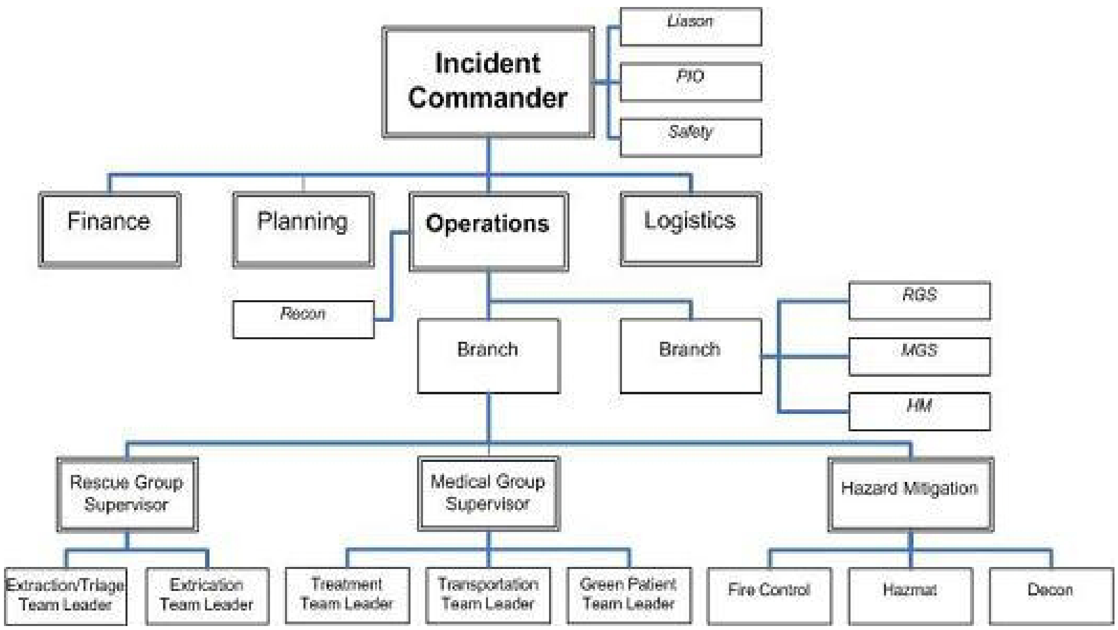
Triage Flagging Tape: A color coded identification system used to designate medical priority of patients during a Multiple Casualty Incident.

- Red Flagging (immediate patient).
- Yellow Flagging (delayed patient).
- Green Flagging (minor patient).
- Striped (black/white) Flagging (deceased patient).
- White Flagging - HazMat incidents only (decontaminated/clean patient).

Flagging will be used at all MCI’s.

Warm Zone: The transition area between the hot and cold zones during a HazMat incident where decontamination procedures will occur.

MCI ICS ORG CHART



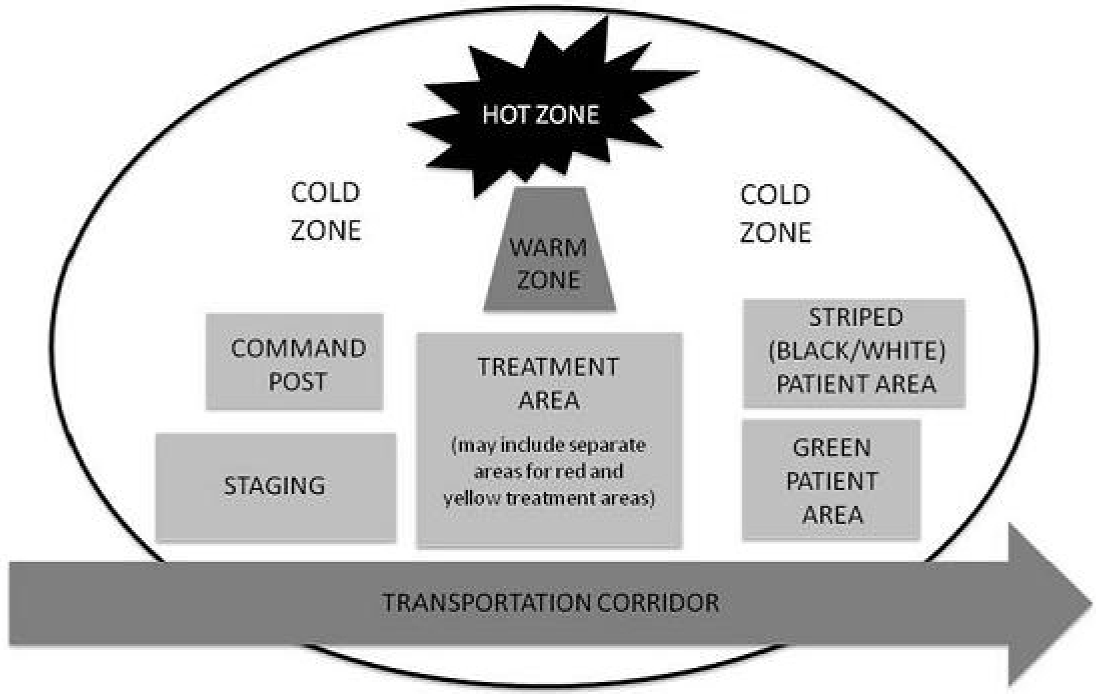
While this Org Chart represents a large scale incident, ICS allows for flexibility for all sizes of incidents. See the Incident Organization section for more information.

Branches can be either functional or geographic. If branches are geographic (as shown), positions will be repeated for each branch as necessary.

Unique identifiers such as “North,” “South,” “Alpha,” or “Bravo” will be used to differentiate clearly between similar positions.

The Extraction/Triage Team Leader will be responsible for field triage.

EXAMPLE MCI FOOTPRINT



INCIDENT ORGANIZATION

Regardless of size, an MCI will have a large number of personnel accomplishing different tasks. Utilization of the ICS structure will ensure that the span of control is maintained and the flow of information is efficient.

Note	While titles have been given to positions, such as Medical Group Supervisor, and every task is given a position, such as Treatment Team Leader and Extrication Team Leader, ICS allows for flexibility. Larger incidents may require branch level organization, such as geographical or functional branches, while smaller incidents may allow certain roles to retain tasks, such as the Medical Group Supervisor may retain the responsibilities of the Treatment Team Leader.

INCIDENT COMMANDER (IC)

The IC has overall responsibility for the incident. This position will be established by the first arriving company officer, but will be assumed by a chief officer.

Additional command structure will follow ICS (see MCI ICS Org Chart).

RECON

A rapid reconnaissance of an MCI scene (like a 360 at a fire) is essential to provide an overview of the incident. Recon should move quickly through the scene to determine the following:

- An estimated patient count and the approximate location of those patients.
- Extraction priorities.
- Any hazards.

Recon may be accomplished by a pair of SFD members in a smaller event, but larger or more complex events (such as a Fractured Incident) may require additional personnel broken into multiple teams.

Recon reports to Operations.

MEDICAL GROUP SUPERVISOR

The role of the Medical Group Supervisor will initially be filled by the senior member from the first arriving ALS unit. This role will be assumed by an MSO/MSA.

The Medical Group Supervisor is responsible for the following:

- Transportation.
- Treatment.
- DMCC notification.
- Green patient management.

Note	The Medical Group Supervisor will not be responsible for initial field triage. The Extraction/Triage Team Leader is responsible for initial field triage.

TREATMENT TEAM LEADER

The Medical Group Supervisor will designate an ALS member to be the Transportation Team Leader who will be responsible for the following:

- Receiving patients from extraction teams.
- Supervising the treatment of patients.
- Managing the Treatment Area.
- Prioritizing patients for transport.
- Coordinating with the Transportation Team Leader.
- Establishing the striped (black/ white) patient area if needed.

The level of care provided in the Treatment Area may vary according to the situation, but rapid patient stabilization will be the highest priority. The level of care will be determined by the Treatment Team Leader in accordance with standing orders and/or direction from Medical Control.

The Treatment Team Leader, with input from the Transportation Team Leader, may elect to have patients delivered directly to the transportation corridor for transport.

The Treatment Team Leader must request adequate staffing and resources to care for the expected number of patients.

TRANSPORTATION TEAM LEADER

The Medical Group Supervisor will designate an ALS member to be the Transportation Team Leader who will be responsible for the following:

- Communicating with the DMCC.
- Keeping a total patient count of all transported patients by using the Patient Tracking system.
- Coordinating with the Treatment Team Leader.
- Coordinating with the Ambulance Staging Manager.
- Ensuring every patient that is transported has an associated barcode tag.

The Transportation Team Leader will assign patients to transporting units as those resources arrive. Constant communication between the Transportation and Treatment Team Leaders is critical to ensure patients are ready for transport as units become available.

Larger incidents may require that the Transportation Team Leader delegate tasks by designating a DMCC Coordinator, a Patient Loading Coordinator, a Tracking Aide, and/or an Ambulance Staging Manager.

GREEN PATIENT TEAM LEADER

As soon as possible, a Green Patient Team Leader will be designated. Responsibilities may include:

- Ensure a green patient area has been established.
- Coordinating with law enforcement.
- Medically evaluating all patients, upgrading patients to red or yellow as needed, and moving those patients to the Treatment Area(s).
- Providing basic medical care.
- Requesting logistical support such as shelter, port-a-potties, water, blankets, etc.
- Considering the need for emotional support including the SFD chaplains, family members, or outside counseling support.
- Tracking patients (inside the green patient area).
- Documenting patients (inside the green patient area).
- Assisting other agencies, e.g., Red Cross or Seattle King County Public Health) to address victim assistance/family reunification.

The Green Patient Team Leader must request adequate staffing to handle all of the aspects involved with the green patient area.

RESCUE GROUP SUPERVISOR

The Rescue Group Supervisor should be designated early by the IC and will have the following responsibilities:

- Triage
- Extraction
- Extrication.

The SFD Technical Rescue Team may report to the Rescue Group Supervisor to serve as technical advisors, and participate in extrication as needed.

EXTRACTION/ TRIAGE TEAM LEADER

The Extraction/Triage Team Leader will be responsible for ensuring that all patients are initially triaged and removed from the Hot Zone. Initial triage duties may be assigned to subordinate personnel.

Extraction teams will be composed of two or more SFD members and will be responsible for patient removal from the Hot Zone, field triage, and delivery to the appropriate Treatment Area.

Extraction teams may use a variety of equipment to help move patients. These can include:

- Backboards.
- Mega Movers.
- Stokes Baskets.
- Gators or other motor vehicles.

Triage Flagging Tape will be used at all MCIs by Extraction/Triage teams.

Note	The Sick/Not Sick triage standard will be used to evaluate patients.

Note	Triage will not be the responsibility of a single SFD team, but will be a collective and ongoing effort to constantly re-evaluate patients at every step in the MCI process.

Note	Extraction priorities are dynamic and based on severity, access, and resources. It may be necessary or prudent to remove some yellow patients before red patients. Situations such as prolonged extraction times, encroaching hazards, patient extrication, yellow patients blocking access to red patients, physical barriers, or a shortage of staffing may necessitate altering extraction priorities.

EXTRACTION TEAM LEADER

An Extrication Team Leader may be established to oversee patient disentanglement and technical rescue. When trapped patients are found, the extrication teams will be sent to assist with the technical removal of those patients.

Extrication teams must prioritize their operations to provide the greatest good for the greatest number of patients. Patient condition, removal complexity, and estimated time of removal must be considered when deciding extrication priorities.

INCIDENT MANAGEMENT

DISPATCHING

Early recognition of a potential MCI by the FAC will allow the appropriate resources to be available at the beginning of the incident when they are most needed. Incident Commanders may also request an MCI Response or increase the MCI Response level, e.g., 211, 311, etc. ICs should request adequate resources to mitigate both the MCI and any hazards that are present.

An MCI Response is a Fire in a Building Residence (FIBRES) response complement with two additional medic units, one additional aid car, and M44:

- 4 Engines.
- 2 Ladder Trucks.
- 2 Battalion Chiefs.
- 2 Aid Cars.
- 3 Medic Units.
- M44, DEP1, SAFT2, STAFF10, Air 9.

After the arrival and initial radio report from the first in SFD unit, dispatchers will contact law enforcement to request assistance in securing the identified transportation corridor. Dispatch may prompt the IC to designate a transportation corridor if the transportation corridor is not specifically identified in the initial radio report.

MCI-1 is a specialized unit with the resources to treat up to 100 patients. MCI-1 may be added by dispatch or requested by the IC anytime there is a large patient count.

MAB-1 is a Medical Ambulance Bus capable of transporting up to 21 non-ambulatory patients, 26 ambulatory patients, or a combination of the two. MAB-1 may be requested by the IC.

Note	Neither MCI-1 or MAB-1 are automatically dispatched to an MCI. They must be requested by the IC or added by the FAC if they are needed.

MAB-1 DISPATCH RESPONSE PROTOCOLS

The MAB is not automatically dispatched by the FAC on any incident type; it must be requested by the Incident Commander. The radio designator is MAB-1.

All members from Engine 39 will respond with the MAB when dispatched. If Engine 39 is out of service on an alarm, the FAC will backfill for them to allow Engine 39 to return to the station and respond with the MAB to the incident. If Engine 39 is completely unavailable, Engine 40 will respond to Station 39 to take the MAB to the incident.

Only members that are EVIP trained on the MAB may drive the apparatus.

INITIAL INCIDENT ACTIONS

The initial IC will complete or assign the following actions:

Primary actions:

- Initial radio reports (including size up).
- Identify and secure the transportation corridor.
- Perform a risk assessment.
- Give assignments to incoming units.

Secondary actions:

- Begin hazard mitigation for the purpose of reducing the immediate danger to patients, rescuers, and the public.
- Establish Recon.
- Identify operational zones.
- Coordinate with law enforcement to secure the transportation corridor and identify operational zones.
- Designate a green patient area and have all green patients move to that location.
- Begin extraction and treatment of patients.

INITIAL RADIO REPORT

Upon arrival, the first-in company officer of an MCI Response will broadcast the initial radio report over the radio including the following information:

- Unit signature.
- The location, or corrected location.
- Initial basic impression.

As soon as possible, the officer will report the following:

- Briefly describe the scene, including known hazards and an estimated number of patients.
- Request additional resources as needed.

- Establish command.

When known, the officer will also state the following:

- Initial actions and assignments of the first-arriving companies.
- Location and direction of the transportation corridor (see Transportation Corridor section).
- Location of base and staging.
- Location of Ambulance staging.

PROGRESS REPORTS

Progress reports are required any time there is a significant change in the incident and every 10 minutes.

The progress reports may include the following:

- Additional resources needed.
- Progress of hazard mitigation.
- Number of patients transported with breakdown by triage category.
- Estimated number of patients remaining in treatment with breakdown by triage category.
- Estimated number of patients left to be extracted from Hot Zone.

Tactical Benchmarks

- All patients extracted.
- All red patients transported.
- All patients transported.
- Any tactical benchmarks appropriate for hazard mitigation.

SCENE MANAGEMENT

OPERATIONAL ZONES

The initial IC needs to clearly identify the hot, warm, and cold zones (see OG 5008). These zones should be communicated to all on scene responders. The operational zone locations should be broadcast over the main tactical channel to inform all incoming SFD units of those boundaries. Larger sites may need to be secured by law enforcement.

FRACTURED INCIDENTS

When distance or a physical barrier limits or prevents access between geographical areas, the incident is considered fractured. Fractured incidents may require branch level organization with the need for duplication of ICS positions, resources, and staff for each area.

If functional areas are duplicated (multiple transportation corridors, treatment areas, etc.), each area must have its own ICS positions.

If multiple Transportation Team Leaders are being utilized, each may contact the DMCC for patient destinations separately.

Transportation resource requests will be handled by Operations in fractured incidents.

Fractured Incidents will be staffing intensive. IC's must be aware to call for adequate staffing early.

TRANSPORTATION CORRIDOR

The transportation corridor must be established early and clearly communicated by the first arriving SFD company officer during the initial radio report. The exact street, entry point, exit point, and direction of flow must be determined and communicated. Law enforcement should be directed to clear and protect the designated corridor; all other SFD apparatus should keep this location clear. Some incidents may require law enforcement to extend the protected corridor all the way to the hospitals.

Cones, scene tape, and apparatus may be used to secure the corridor while still allowing Medic Units and transportation resources to enter and exit the corridor.

TRANSPORTATION RESOURCES

The preferred method of transportation during an MCI is by BLS ambulance or by Medical Ambulance Bus (MAB-1). Larger incidents may require the use of non-traditional assets such as buses, taxis, or Access vans.

During the initial stages of an MCI, SFD Medic and Aid Units should not be used for transport.

In most cases ambulance staff should be directed to stay with their apparatus while patients are brought to the transportation area.

MEDICAL AMBULANCE BUS (MAB-1)

The Medical Ambulance Bus (MAB-1) is a specialty apparatus housed at Station 39 that is designed to transport multiple patients. The MAB can be configured to transport up to 20 non-ambulatory patients, 29 ambulatory patients, 10 patients in wheelchairs, or some combination of the above depending upon the needs of the incident.

The MAB has the capability to climate control the interior environment with onboard heating and cooling, and oxygen can be provided to each patient via an onboard manifold system.

Due to the time it takes to load and unload patients from the MAB, it is a viable transport option only for those patients designated as stable yellow or green during triage.

In addition to the transport of patients from an emergency incident, the MAB may also be used during controlled or planned evacuations of assisted living facilities, hospitals, surgery centers, or any facility that might have multiple non-ambulatory clients.

Other potential uses for the MAB may include:

- A climate controlled collection point for stable patients awaiting transport via ambulance.
- A climate controlled place for responder rehabilitation.
- A temporary morgue.

Tactical Operations – Upon arrival at the incident, the officer on the MAB will coordinate with the IC, or Medical Group Supervisor if established to determine where to park the apparatus and how it is to be used. It is important to be aware that the MAB needs at least 55 feet of linear space to park and deploy the loading ramp.

Once a task and place to park are determined for the MAB, the crew will immediately begin to configure the interior for the designated task and setup the exterior loading ramp. The MAB officer and crew will work with the designated extraction teams to direct the proper loading sequence of patients. When the MAB is loaded, the officer will confer with the appropriate level of command to ensure that personnel are dispatched to the designated off-loading site to assist with patient unloading.

TREATMENT AREA

The patient Treatment Area will be established in conjunction with the transportation corridor. It should be adjacent to the transportation corridor to facilitate communication, tracking, and patient transfer. If the Treatment Area and transportation corridor are unable to be co-located, they should be located as close as possible with a clear path between the two and their locations broadcast over the primary tactical radio channel.

The Treatment Team Leader will be responsible for the Treatment Area.

Extracted patients will be delivered directly to the Treatment Area unless diverted to the transportation corridor by the Treatment Team Leader. Extraction teams may triage/retriage patients to the appropriate colored Treatment Area.

Large incidents may necessitate treatment areas with separate areas and staff for red and yellow patients. The Treatment Team Leader must request adequate staffing to care for the expected number of patients.

The level of treatment performed in the Treatment Area may vary according to the situation, but rapid patient stabilization will be the highest priority within the Treatment Area. The level of care will be determined by the Treatment Team Leader in accordance with standing orders and/or direction from Medical Control.

Note	A triage gate will not be utilized.

GREEN PATIENT AREA

The initial companies will direct those patients that can walk to a designated area of refuge, or green patient area. Ideally, this area would be:

- Close to the Treatment Area.
- Close to the transportation corridor.
- Easily secured.
- Sheltered from the elements.

Facilities that provide large sheltered areas, bathroom facilities, showers, or kitchens should be used for the green patient area if available and in close proximity to the incident. If such shelters of opportunity are not available, then portable facilities may be requested.

The Green Patient Team Leader will be responsible for the green patient area.

Law enforcement may need to detain people in the green patient area for questioning as witnesses or suspects.

STRIPED (BLACK/WHITE) PATIENT AREA

The Striped (Black/White) Patient Area will be the holding location for any patients that expire after they have been extracted from the Hot Zone.

The medical examiner will assume responsibility for this area upon their arrival.

Note	Patients that are identified as striped inside of the Hot Zone should not be removed from the Hot Zone unless under the direction of the Medical Examiner. Movement of these patients may be necessary to access live patients, but should be minimized.

REHAB

A rehabilitation area should be established for first responders.

The IC needs to ensure that medical resources are available to treat first responders.

COMMUNICATIONS

A single tactical radio channel may be adequate for a small MCI. Large or complex MCIs, however, may quickly overwhelm a single radio channel, hampering critical communication. The IC, with the assistance of the FAC, may designate multiple radio channels for the incident. Channels may be assigned geographically (Fractured Incident) or functionally (Tactical, Command, Rescue, and Medical channels).

DECONTAMINATION

Any MCI (natural or intentional) may include the release of hazardous materials (HazMat). Responders will need to evaluate the potential need for HazMat and decontamination (decon) procedures. If a hazardous materials release is known or suspected, a HazMat response should be requested if not already dispatched. Operations companies should follow OG 5008.

As soon as an MCI HazMat is suspected, Medical will notify the DMCC (Hospital Control) that an MCI HazMat incident has occurred and to notify area hospitals to expect contaminated patients.

Treatment and/or transport of any patient cannot occur until the patient has gone through emergency decon per OG 5008.

It may be difficult to determine in the field if a patient is completely decontaminated; therefore, patient contact should be limited to essential procedures both in the field and during transport.

Modesty garments located on Decon 1 and MCI1 will be used for patients after gross decon when their clothing has been removed.

Decon procedures will occur in the Warm Zone.

If decontamination procedures are required, the IC must ensure that a large enough footprint has been established for both gross and technical decon. In addition, rotation of staff will require additional companies.

PATIENT TRACKING

Patient Tracking will be consistent with King County EMS. Patient Tracking will be accomplished with the use of barcode bracelets as a unique number/identifier attached to each patient. All documentation will record the barcode number of the associated patient.

The Transportation Team Leader will ensure that all patients have an associated tracking barcode and record each patient's tracking number before they are transported.

The Patient Tracking barcode should be placed on the patient's wrist if possible. If wrist placement is not possible, placement should be made around the ankle. If wrist or ankle placement is not possible, every effort should be made to ensure that the tag is adhered to the patient, and that it is in a readily visible location.

Note	EMS will not sequentially number patients with indelible marker.

DOCUMENTATION

When possible, Form 20Bs should be used for all patients. As MCIs increase in size and complexity, full or even partial documentation may not be reasonable.

Documentation options are as follows:

- Form 20Bs - used under most circumstances.
- Transporting Unit's Medical Incident Report Form - used when an incident is too complex for Form 20B's. Transporting agencies will complete patient documentation using their agency form, which will then be shared with SFD after the incident.

The Medical Group Supervisor will make the determination regarding which form of documentation will be used.

Note	Documentation must never delay patient care or transport.

SUBJECT:	MUTUAL AID
REVISED:	10/21/14
SEE ALSO:	P-5015 Mutual Aid
PAGE(S):	4

REQUESTING MUTUAL AID

The Fire Alarm Center (FAC) orders mutual aid responses. The FAC will notify the Incident Commander when their request for additional units cannot be met with existing SFD resources. The FAC is responsible for ordering any additional resources and then notifying the Deputy Chief of Operations of the request.

- The FAC will notify the Incident Commander of the origin, type, and number of resources dispatched to the scene

MUTUAL AID RESPONSES INTO THE CITY

Guidelines for Mutual Aid resources coming into Seattle:

- Requests for Mutual Aid must be made by the FAC specifically requesting the number and type of units, e.g. 2 engines and 1 aerial
- If sent to the emergency scene, the responding Resource or Strike Team/Task Force (ST/TF) Leader will report to Staging or the Incident Commander for assignment
- Single units will remain under the direction of their assigned ST/TF Leader, unless agreed to otherwise by the host jurisdiction and the Mutual Aid ST/TF leader

FILL-INS AT SEATTLE FIRE STATIONS

When a ST/TF is sent to a Seattle Fire Station they will be met, if possible, by an in-service Seattle Battalion Chief, who will coordinate the arriving resources. The Battalion Chief will remain with the ST/TF until an SFD rider arrives at the station.

Task Force and Strike Teams may be split, and individual units may be used for fill-in purposes and operate independently under the following guidelines:

- Agreement between FAC and ST/TF Leader

- The Mutual Aid unit has its own direct communication with the Seattle FAC
- An SFD Rider or an in-service Seattle unit accompanies the Mutual Aid unit

SFD UNITS RESPONDING OUTSIDE OF THE CITY

Guidelines for SFD units responding outside of the City of Seattle:

- Units will be dispatched by the FAC and given an assembly point at which to meet
- The response will be code red unless otherwise notified
- The ST/TF Leader will be a Battalion Chief or higher ranking Officer
- After all responding units arrive at the assembly point, the ST/TF Leader notifies the dispatcher when the assembled units are ready to respond to the incident location
- The FAC will provide the Leader with the location and the nature of the response (e.g. fire, disaster, fill-in, etc.)

If responding within King County, prior to leaving the assembly point, all Seattle units will renumber using the King County Disaster Plan numbering system. This is accomplished by using the reverse side of apparatus identification signs (Seattle is Zone 5). For example:

FOR EXAMPLE	
Engine 6 becomes:	E 50-06,
Engine 25:	E 50-25,
Ladder 5:	L 50-05,
Aid 25:	A 50-25,
Battalion 6:	Battalion 50-06

This system is used to avoid duplicative company numbers that occur within the County (each zone uses its zone number as a prefix, i.e. zone 1 = 10, zone 2 = 20, etc.)

Team and unit Leaders will maintain a log while operating outside of the City of Seattle. The log will contain the following information:

- The amount of time outside Seattle
- All destinations
- A list of all activities performed during the deployment

RESPONSE LIMITATIONS

If in the opinion of the SFD Resource Leader, they are given an operational directive which is contrary to established SFD policy or safety procedures and places SFD Units in unnecessary jeopardy, the Unit Leader shall ensure the directive is not followed.

The SFD Unit Leader will notify the Incident Commander that the directive is in violation of SFD policy/safety procedures, and SFD resources may not be used to perform the assignment.

If the Incident Commander refuses to withdraw the directive and give an assignment which *is* in accordance with SFD policy, the SFD units should be withdrawn a safe distance from the incident. The Officer in charge should contact the FAC and request a higher-ranking SFD Officer to respond to the location (e.g. Deputy Chief, Assistant Chief, or Chief).

UNITS DISPATCHED TO A SINGLE STATION

When units are dispatched to a single station to fill in on a Mutual Aid Response, an in-service Officer of the requesting zone will meet the responding companies, and will act as a coordinator.

Task Force and Strike Team companies may be split and individual units may be used for fill-in purposes and operate independently provided:

- Agreement between the host jurisdiction's communications center and the Seattle ST/TF Leader
- The Seattle unit has its own direct communication with the host jurisdiction's communications center
- A rider or an in-service unit from the host jurisdiction accompanies the Seattle unit

DISPATCHING SPECIALTY UNITS

Seattle Specialty Units will be dispatched as if they were responding to incidents within the city. The Assistant or Deputy Chief of Operations will be consulted to determine if specialty units should be replaced by off-shift calling.

The FAC may downgrade responses in special circumstances after consultation with specialty unit supervisors.

The entire HazMat team must respond as a single unit when requested.

OUTSIDE THE CITY LIMITS

When dispatched to an incident inside the City limits, but found to be outside the City, the first arriving unit will immediately report the situation to the FAC.

- When apparatus and personnel from outside the City are at the location, Seattle units will confer with the Incident Commander and assist as required
- When apparatus and personnel from outside the City are not at the incident location, Seattle units will immediately initiate actions as though the incident were located inside the City of Seattle

KING COUNTY MUTUAL AID TERMS

Structure Fire Task Force	3 Engines, 1 Ladder Truck, and 1 Battalion Chief
Engine Company Strike Team	5 Engine Companies and 1 Battalion Chief
Ladder Company Strike Team	3 Ladder Companies and 1 Battalion Chief
Basic Life Support (BLS) Strike Team	3 Aid/Medic Units, 1 MSO or Battalion Chief
Advanced Life Support (ALS) Strike Team	1 Medic Unit and 1 MSO (if requested)
Specialty Units	The same as in Seattle (or as determined by the FAC and Assistant or Deputy Chief of Operations)

MOBILIZATIONS

Mobilization of resources for regional, state or national incidents will be in concert with the respective county, state or federal mobilization plan.

SUBJECT:	POST INCIDENT ANALYSIS (PIA) & POST INCIDENT REPORT (PIR)
REVISED:	10/21/14
SEE ALSO:	P-5016 Post Incident Procedures
PAGE(S):	4

GENERAL INFORMATION

The Department will conduct a review of selected emergency incidents in order to improve future operations, increase firefighter safety, and enhance the service to the public. The Department will implement a Post Incident Analysis (PIA) or Post Incident Report (PIR) process in order to review those selected emergency incidents.

The intent of the PIA and the PIR process is to systematically improve Department policies, procedures, training, and equipment. PIAs and PIRs will compare incident actions to Department standards. The lessons learned and the effective actions which were taken at an incident are shared within the Department to provide members the opportunity to learn from the incident experience. The lessons learned and effective actions will be incorporated into recommendations for Department policies, procedures, training, and equipment.

POST INCIDENT ANALYSIS (PIA)

Post Incident Analysis (PIA): a process that collects and analyses the lessons learned and effective actions taken at an incident. A Post Incident Analysis gathers the primary members who responded to an incident in order to share what was learned and develop improvement recommendations. In conjunction with a PIA meeting, the PIA process uses interviews and written statements of incident actions to collect incident information.

A PIA is conducted for any incident that the Fire Chief, Assistant Chief of Operations, or Operations Deputy Chiefs believe would benefit the Department by capturing lessons learned. A PIA will be conducted for 3-11 or greater incidents, significant firefighter injuries, maydays or near misses, and civilian fire fatalities. Operations Deputy Chiefs should also consider initiating a PIA for any high profile, high loss, or complex technical incidents.

The PIA Committee may request assistance from any Division of the Department to assist in the review of incident information. The PIA Committee may also request assistance from members of other City Departments or outside agencies who responded to or assisted with the incident or who may be subject matter experts on the incident being reviewed.

PIA incident information is collected by PIA Committee members who were not involved in the incident in order to ensure the objectivity regarding the lessons learned and effective actions taken.

PIA meetings are facilitated by members who did not respond to the incident. Members of the PIA Committee that responded to the incident will not participate in the PIA process for that incident, other than to be interviewed and attend the PIA meeting in the same manner as others who were at the incident.

The PIA meeting should take place as soon after the incident as practical. The PIA Committee will coordinate the attendance, location, and facilitators for the PIA meeting, in consultation with the Operations Deputy Chief.

POST INCIDENT REPORT (PIR)

Post Incident Report (PIR): a standardized method for Incident Commanders to collect lessons learned and effective actions taken at an incident without a full gathering of members who worked at the incident. The PIR process uses the Post Incident Report Form 055 to collect incident information; however, additional follow up is dictated by the nature of the incident and the potential to improve the Department's service delivery.

The Incident Commander will complete a PIR, at the direction of the Deputy Chief of Operations, using the Form 055. The Deputy Chief of Operations may require a PIR for any incident. Incident Commanders may also initiate a PIR using the Form 055, in incidents with a significant civilian injury, property loss greater than $50,000, or whenever they believe Department members would benefit from knowing the lessons learned or effective actions taken at an incident.

The PIR forms are forwarded through the chain of command to the Deputy Chief of Operations. The PIR content is reviewed for consistency with Department standards prior to being finalized for distribution within the Department.

Post Incident Debrief: an informal review of incident actions led by an Incident Commander. Incident Commanders may conduct informal post incident debriefs to review actions taken at an incident and determine unit level training opportunities.

SFD Case History: a book added to the Station library containing all hard copies of PIAs and PIRs.

The lessons learned through the PIA and PIR process will be shared with the Department. A summary of the incident actions, lessons learned, and effective actions taken are to be archived electronically and in the SFD Case History binder.

Recommendations regarding policies, procedures, training, and equipment are submitted to the Fire Chief annually by the PIA Committee by August 1st of each year.

SUBJECT:	ADMINISTRATION OF TECHNICAL TEAMS
REVISED:	10/21/14
SEE ALSO:	P 5017, P 5018, OG 5018
PAGE(S):	4

GENERAL INFORMATION

OVERVIEW OF TECHNICAL TEAMS

The Seattle Fire Department will respond to incidents that are complex in nature and require specialized training and equipment to safely resolve. These types of complex incidents are grouped under the term "technical operations."

The incidents that are considered "technical operations" are:

- Technical Rescue (including trench rescue, rope/high angle rescue, machinery/heavy rescue, confined space rescue, and dive rescue).
- Shipboard and Marine fire and emergency response.
- Tunnel Rescue.
- Hazardous Materials.
- Mass Decontamination.
- Emergencies on either fresh or salt water.

The Department has established Technical Teams that will respond to these technical emergencies. Members assigned to these Technical Teams are charged to acquire and maintain a highly specialized skill set.

The Technical Teams have also been tasked with developing and delivering training that is related to their specialty to the Operations Division.

The SFD Technical Teams are located at the following locations:

- Fire Station 5 - Marine Emergency Response and Tunnel Rescue.
- Fire Station 5 - Fireboats.
- Fire Station 10 - Hazardous Materials Response.
- Fire Station 14 - Rope/High Angle Rescue, Trench Rescue, Dive, Confined Space Rescue, Heavy Rescue, and Tunnel Rescue.
- Fire Station 27 - Mass Decontamination.
- Fire Station 36 - Marine Emergency Response, Tunnel Rescue, and Confined Space Rescue.

TECHNICAL TEAMS

Each team will have a single point of contact through the Technical Team Chain of Command. Also, each team will have a designated Team Lead. The Team Lead will be a Captain of the unit(s).

TEAM LEAD

The Team Lead will be the internal focal point for all of the platoons and units assigned to the specific Technical Team. All internal requests, plans, training, draft memos, etc. that are specific to the team, will be funneled through the Team Lead. The Team Lead will be the assigned Captains from L1, L7, FB4, E27 and E36.

TEAM SUPERVISOR

The Team Supervisor will be the Battalion Chief who is the direct supervisor of the Team Lead Captain. The Team Supervisor will report to Deputy 2 for all team related issues. This system links a single point of contact through the established Chain of Command for all technical team related issues. This will enhance consistency and clarity of reporting for all Technical Teams.

ADMINISTRATIVE OVERSIGHT

Deputy 2 will maintain administrative oversight of the Technical Teams. All documentation and record-keeping will be maintained to ensure standards are accomplished.

Deputy 2 and Deputy One will work cooperatively to develop policy and actionable items, and will forward all drafts to the Assistant Chief of Operations for final approval.

CHAIN OF COMMAND

The Chain of Command for Technical Teams has three (3) components:

STRATEGIC PLANNING, ETC.

Deputy 2 will be the focal point for issues such as long-range strategic planning, inter-agency coordination, budget, certification requirements, etc. The Technical Team Company Officers will coordinate all team related issues through the Team Lead (Captain). The Team Lead will report to the Technical Team Supervisor. The Team Supervisor will report to Deputy One. Deputy One will report the information to Deputy 2 for coordination and final action.

TECHNICAL TEAM RELATED ISSUES

For all technical team related issues, the Technical Team Company Officers will report to the Team Lead (Captain). All reports, draft memos, requests for training, scheduling of drills, etc, will be directed through the Team Lead. The Team Lead will send all technical team issues and correspondence to the Technical Team Supervisor. The Team Supervisor will report all technical team issues to Deputy One. Deputy One will coordinate and pass all information and to Deputy 2.

Following is the Chain of Command for each Technical Team:

TECHNICAL SKILL	TECHNICIANS	TECHNICAL TEAM LEAD (UNIT CPT)	TECHNICAL TEAM SUPERVISOR	OPS DEPUTY	ADMIN DEPUTY
Technical Rescue	L7, A14	L7	B5	Deputy 1	Deputy 2
MERT	FB4, E5, E36	E36	B7	Deputy 1	Deputy 2
Tunnel Rescue	E5, E36, L7, A14	L7	Tunnel Rescue Manager	Deputy 1	Deputy 2
Hazardous Materials	E10, L1,A5 Staff 10	L1	Deputy 1	Deputy 1	Deputy 2
Decontamination	E27	E27	B5	Deputy 1	Deputy 2
Fireboats (FB)	FB Crew	FB Captain	B7	Deputy 1	Deputy 2

All Department functions, that are not related to the Technical Team will be routed through the normal Department Chain of Command.

QUARTERLY MEETINGS

A meeting for each Technical Team will be held quarterly. Each meeting will include the Technical Team's Officers and Supervisor. The purpose of the meeting is to discuss the Technical Team's issues, set goals, and to recommend changes to internal policies.

STATUS REPORTS

QUARTERLY STATUS REPORT

The Technical Team leader (Captain) must file a status report summarizing the team's goals and activities by the end of each quarter. This report should be forwarded to the Technical Team Supervisor (Chief Officer) and Deputy 2.

STATUS REPORT SCHEDULE

The Status Report schedule will be as follows:

- First Quarter Report is due by March 31st.
- Second Quarter Report is due by June 30th.
- Third Quarter Report is due by September 30th.
- Fourth Quarter Report is due by December 31st.

REPORT DISCUSSIONS

Semi-annually, Deputy 2 will meet with the Technical Team Supervisors and Team Leads for discussion of status reports and any issues/challenges.

GRANT REPORTING

For projects or training that include grant funding, Deputy 2 will coordinate the budget and deliverables with the Grant Program Manager (Assistant Chief of Resource Management).

All necessary paperwork will be submitted to support the requirements of the grant. The Grant Program Manager will be kept well informed of the process and progress as the grant money is expended.

GRANT FUNDING RELATED ISSUES

The Grant Program Manager will be the focal point for all grant funding related issues. For issues pertaining to grants and outside contracts, the Grant Program Manager and staff will directly organize their efforts with the Team Lead (Captain).

Any related equipment purchases and training associated with grant funding and outside contracts will be reported through the Chain of Command to Deputy 2 for coordination with Operations. Operations will support these programs by giving direction via memos to members in the Technical Team chain of command.

MEDICAL OVERSIGHT

Resource Management will be responsible for finalizing contracts for health screening physicals for Dive and Hazardous Materials.

The Health and Safety Officer will work with Operations to schedule members for the screening physicals.

Copies of the results of these physicals (pass/fail information only) will be sent to the Technical Teams' Supervisors, Technical Team Captains, and Deputy 2.

SUBJECT:	TECHNICAL RESCUE
REVISED:	3/15/99
SEE ALSO:	P–5018 Technical Rescue, SFD Training Guide Section 10.
PAGE(S):	10

GENERAL INFORMATION

Technical Rescue is the application of special knowledge, skills, and equipment to safely resolve unique and/or complex rescue situations. For our purposes the term Technical Rescue will encompass the following:

- Rope Rescue.
- Confined Space/Tunnel Rescue.
- Structural Collapse Rescue.
- Transportation and Vehicle/Machinery Rescue.
- Trench Rescue.
- Surface and Subsurface Water Rescue (Fresh, Salt or Ice).

The primary objectives of technical rescue operations are to safely and effectively extricate persons that are trapped, injured or ill from a hazardous or potentially hazardous situation. Through the use of a risk/benefit analysis, the on-scene officer(s) or firefighters will be able to determine a course of action. It may be necessary to use the technical expertise of Technical Rescue Team members when attempting to mitigate a Technical Rescue incident.

OPERATIONAL LEVELS

AWARENESS LEVEL

The level that represents the minimum capability needed to identify technical rescue emergencies and their hazards, and recognize the need for additional resources. Members trained to this level must be competent in recognizing the need for technical rescue operations, conducting a size up, and determining needed resources and scene management. Members will be able to initiate the ICS and begin an initial risk/benefit analysis based on the hazards and availability of trained personnel and equipment. Actions taken by responders at the awareness level may place the rescuer at low risk.

OPERATIONS LEVEL

In addition to the awareness level capabilities, the operations level represents the minimum capability needed to conduct limited technical rescue operations safely and effectively. Members will be able to conduct a more in-depth risk/benefit analysis based on hazards, and availability of trained personnel and equipment. Actions taken by responders at the operations level may place the rescuer at a low to moderate risk. SFD Operations Division members will be trained to this level, and SFD Ladder Companies are generally equipped to this level.

TECHNICIAN LEVEL

In addition to the awareness and operations level capabilities, the technician level represents the ability to conduct safe and effective complex rescue operations. Operations conducted at the technician level may place the rescuer at a moderate to high risk. SFD Technical Rescue Units are trained and equipped to this level.

TECHNICAL RESCUE CATEGORIES

The SFD recognizes there are rescue situations that require unique rescue expertise and acknowledges confined space, tunnel, rope, structural collapse, trench, and water rescue to be among these.

CONFINED SPACE RESCUE

A rescue from a space, which meets the following criteria, is a confined space rescue. (Refer to Training Guide 10-2)

- A space that is large enough and so configured that an employee can bodily enter to perform assigned work.
- Has a limited means of entry and egress.
- Is not designed for continuous human habitation.

TUNNEL RESCUE

A rescue that occurs at a tunnel construction site, below grade, or inside the bore of a tunnel, is a tunnel rescue (Refer to Training Guide 10-X).

ROPE RESCUE

A rescue using rope and other associated equipment in above and below grade situations (Refer to Training Guide 10-1).

STRUCTURAL COLLAPSE RESCUE

A rescue involving structures whose structural ability to remain self-supporting has been compromised. These situations may involve all technical rescue specialties (Refer to Training Guide 10-4).

TRANSPORTATION AND VEHICLE/MACHINERY RESCUE

A rescue involving transportation equipment, vehicles, industrial machinery or other mechanical devices in which stabilization, disentanglement and extrication may require specialized tools and techniques (Refer to Training Guide 10-5).

TRENCH RESCUE

A rescue from a narrow excavation that is below the surface of the earth, where the depth is greater than the width at the bottom (no greater than 15 feet in width at the bottom) is considered a trench rescue. This includes construction forms and other structures (Refer to Training Guide 10-6).

WATER RESCUE

Rescue activities that involve locating and removing persons from moving or standing bodies of water. Water Rescue will include ice, fresh, or salt water incidents (Refer to the 'Water Rescue Operations' section at the end of this Operating Guideline and to Training Guide 10-7).

RESCUE OPERATIONS

It is critical to know if the incident involves rescuing potentially viable patients or if it is a body recovery. Such knowledge determines the speed and urgency of operations and, more importantly, determines the acceptable level of risk in the risk/benefit analysis. Recovery operations undertaken by responders to recover the remains of victims or property may only be implemented when the risk to responders has been reduced to the lowest level possible.

IDENTIFY THE HAZARDS

The first in unit should conduct an initial approach assessment to determine hazards, type of emergency, and additional resource requirements.

SIZE–UP AND ICS TASKS

After the approach assessment the first arriving company officer should:

- Transmit an initial radio report (including number of victims, their location, their physical and mental condition, and estimated time trapped).
- Implement the appropriate portions of the Incident Command System (ICS).
- Establish base and staging locations early (it may be appropriate to have a separate staging location for Technical Rescue Units).
- Request appropriate resources.
- After gathering available information, a risk/benefit analysis should be done.
- If the rescue is within the responder's level of training, a rescue attempt should be made. If not, take action to reduce risks to rescuers and stand by until additional trained rescuers arrive. The operative concept here is to be self limiting. Do not work past your comfort level or training.

RESOURCE ASSESSMENT

Any resource necessary to effectively mitigate an incident should be considered, including:

- Technical Rescue Response.
- Additional personnel.
- Mutual Aid.
- Seattle Police for traffic or crowd control.
- City Light, Water or Engineering.
- Public Information Officer (PIO).

ISOLATE

Initial company operations should include taking steps to secure the scene from unauthorized access or actions. As well as attempting to identify and secure a witness or responsible party.

OPERATIONAL ZONES

With each incident, isolation zones will need to be established to appropriately secure the scene.

- Cold Zone.
- Warm Zone.
- Hot Zone.

EVACUATE

Following the process of isolating the incident will often include evacuating people from the area of the rescue. These people will include good samaritan types, fellow workers, press and onlookers.

RISK/BENEFIT ANALYSIS

Risk/benefit analysis is the decision making process that weighs the hazards (risk) encountered by the rescuer versus the potential benefit.

- If the risk is known and acceptable, we will attempt a rescue.
- If the risk is unknown or unacceptable - DON'T GO, take measures to reduce the risk or find out more information.
- Members should provide input into the ongoing Risk/Benefit Analysis. This is a dynamic process.
- For additional information on Risk/Benefit Analysis see Training Guide Section 10.

LOCK OUT/TAG OUT

Lock out/Tag out is a system used to secure and isolate equipment from its source of energy while personnel are working on or near that equipment. While the rescue/extrication is taking place, a SFD posted guard with a radio at the energy source is an acceptable level of lock/tag out.

This guard is relieved of duty only when one of the following take place:

- Another SFD member assumes the responsibility of the lock/tagged out energy source.
- Notification of termination by face to face communication from a SFD representative with confirmation via radio or in person with the Rescue Group Safety and the Rescue Group Leader.

TERMINATION OF LOCK/TAG OUT

Upon termination of the incident, SFD will leave any energy source we controlled de-energized. Any locks or tags used will be left in place and the responsible party will be notified that the energy source is still locked out/tagged out. If locks or tags are not available, some sort of signage will be left in place such as, caution tape or medical tape on the valves and switches, or other indicators that the energy source is de-energized.

SAFETY

Each SFD member is responsible to maintain a constant awareness of basic safety rules that apply to all operations. Considerations of specific hazards associated with any technical rescue operation will dictate what personal protective equipment will be needed.

Helmets, gloves, and steel-toed boots are required at all non-water technical rescue operations. Rescuer harnesses may also be needed depending on the situation. The use of turnouts should be considered, however, keep in mind scene hazards (is flash protection needed?), the workload, and the need for harnesses. Patient condition will dictate the need for universal precautions against blood borne pathogens.

FACTORS LIMITING RESCUE OPERATIONS

Identifying and controlling hazards at a Technical Rescue scene is paramount to the successful outcome. There are a number of things to consider in any operation. The following are provided for you to consider prior to, and during any technical rescue operation.

COMPLACENCY Lack of safety checks, getting in a hurry, degradation of skills due to lack of use, and not asking questions when directions are not clear, are all common examples of limitations brought about by complacency.

PERSONAL Be self-limiting. If you don’t know how or are uncomfortable with your assigned task tell the Rescue Group Leader. Personnel should not attempt a task that is beyond their level of training.

EQUIPMENT Ensure you have the needed equipment on hand.

TRAINING Ensure you have enough trained personnel to start and complete the operation.

COMMUNICATION The lack of a pre-rescue briefing (If the plan and assignments are not clear the operation may be slowed or break down due to the lack of understanding of the objectives).

The misunderstanding of common terms can also be a limiting factor.

WATER RESCUE RESPONSES

OPERATIONS LEVEL

Operations level water rescue involves shore-based or boat-based rescue, with personnel wearing PFD's in the hot zone.

TECHNICIAN LEVEL

Technician level water rescue involves rescuers swimming in water to perform surface and subsurface rescues. Only SFD Dive Team personnel are trained and equipped to this level.

FIRST ARRIVING UNITS Attempt surface water rescue if appropriate (see Training Guide # 10-7).

- Communicate visible patient location to any responding rescue craft & dive team and maintain visual contact until the victim(s) is rescued.
- Perform appropriate ICS functions.
- For non-visible victim(s), prevent witnesses from leaving the scene, keep them separated, and interview them for victim location information.
- Begin triangulation of victim's last-seen location.
- Utilize on scene resources, such as aerials, bridges, buildings, etc., to perform a visual survey of the search area.
- Communicate with Dive Team concerning access and setup location.
- Brief Rescue Group Leader.

Note –	Use of equipment, such as wet suits, fins, or goggles, which has not been Department authorized and issued, is prohibited during surface or sub-surface water rescue responses. Department members are not authorized to place their personal swim fins or goggles, or any other swimming equipment, on any Department apparatus.

RESCUE CRAFT OPERATIONS

- Utilize appropriate personal flotation devices and thermal protection.
- Maintain communication on the assigned incident channel.
- Respond to the reported patient location and attempt a surface water rescue if appropriate.
- Mark last-seen location if patient is no longer visible.
- Start a search pattern from the last-seen location.
- Pick up Dive Team members and support Dive operations as directed.

Small Watercraft include the following:

- Station 5 Rescue Boat - 25' Safe Boat.
- Rigid Hull Inflatable Boats - at Fire Station docks; on Fireboat Leschi.
- Work Skiffs - on the Fireboats; at Parks Dept facilities (Green Lake, Lake Washington).
- Inflatable Boats - on Engine 16 and Rescue 1.

DIVE OPERATIONS

Subsurface dive and rescue operations will be conducted in compliance with current Memorandum of Understanding between the SFD and The Seattle Police Department.

TECHNICAL RESCUE

When conducting subsurface water rescues in navigable waterways (Duwamish River, Puget Sound, Lake Washington, and the Ship Canal), consider requesting a 'Safety Zone' from the United States Coast Guard (USCG); they will issue a radio broadcast to mariners in order to control vessel traffic in the search area. Law enforcement and Fire Department vessels should intercept any vessels attempting to enter the search area.

RESCUE MODE The first group of qualified rescue divers arriving on the scene (fire department or law enforcement) may initiate rescue operations, including SCUBA, if the risk/benefit analysis indicates that there is a probability of rescuing a viable patient and there is a reliable last-seen location.

Both the Fire and Police Supervisor/Commander should physically co-locate, if possible, and remain together until the incident transitions to a Recovery.

RECOVERY MODE Once the Incident Commander(s) determine that the incident has transitioned from a Rescue to a Recovery, the Police should assume control of the scene.

OBVIOUS D.O.A. When first-arriving units determine that a floating body is obviously deceased (decomposition, injuries incompatible with life, etc.), the appropriate law enforcement agency should be consulted concerning the recovery of the remains. Both Fire Department and Harbor Patrol vessels carry body bags, and either can perform the recovery depending upon the instructions from the responsible law enforcement officer on scene.

OTHER AGENCIES INVOLVED IN WATER RESCUE

USCG - 'SECTOR PUGET SOUND'

The United States Coast Guard is the lead agency for coordinating all search and rescue incidents on the navigable waterways of the United States (this includes the Ship Canal and Lake Washington). They can be contacted through the Fire Alarm Center (FAC), or via Marine VHF Channel 16 - call sign: "Sector Puget Sound." Their Search and Rescue Coordinator can monitor SFD 800 MHz and will occasionally communicate with the IC during an incident. Coast Guard vessels do not have this capability.

SPD HARBOR PATROL - 'HARBOR PATROL'

SPD Harbor Patrol units should be hailed as "Harbor Patrol" (do not use individual unit designators such as 'Patrol 4,' 'Patrol 8,' etc. without knowing exactly which units are responding, or are on scene).

While individual Harbor Patrol vessels may not be able to monitor the SFD 800 MHz radio channels, Harbor Base should answer and relay incident communications. SFD units can monitor the SPD "Harbor" channel (available on all SFD radios) for additional information during water rescue incidents. Contact can also be made on Marine VHF Channel 16.

ADDITIONAL LAW ENFORCEMENT AGENCIES

PORT OF SEATTLE

The Port of Seattle Police have a patrol boat ('Harbor 1') and a Dive Team; they intermittently perform marine patrols in their jurisdiction, near Port of Seattle properties. When present, Harbor 1 can be contacted on Marine VHF Channel 16.

LAKE WASHINGTON

Both the King County Sheriff Marine Unit and the Mercer Island Police Marine Patrol are active on Lake Washington, and they can use/monitor the SPD "Harbor" channel. Contact can also be made on Marine VHF Channel 16. Their call signs are "Marine xx."

SUBJECT:	WILDLAND/URBAN FIREFIGHTING
REVISED:	10/30/14
SEE ALSO:	Firefighter's Handbook on Wildland Firefighting, Strategy Tactics and Safety
PAGE(S):	6

GENERAL INFORMATION

The Department recognizes that there are significant differences between structural and wildland firefighting and any fire defined as a wildland/urban interface fire.

Within the City of Seattle and in neighboring jurisdictions with which the SFD has mutual aid agreements, members may be called upon to fight fire in large areas of undeveloped land. These areas have the potential of becoming wildland or wildland/urban interface fires.

This section addresses those situations.

TERMS AND DEFINITIONS

Back-burn: A technique used to eliminate fuel to a wildfire by igniting controllable fires ahead of the fire line using drip torches or fusees.

Blow-up (Wildfire): Sudden increase in fire intensity or rate of spread sufficient to preclude direct control or to upset existing control plans. Often accompanied by violent convection winds and may have other characteristics of a firestorm.

Fire Retardant: Any material used to reduce, stop or prevent flame spread.

Mop-up: The act of making a wildfire/wildland fire safe after it is controlled, such as extinguishing or removing burning materials along or near the control line, felling snags and trenching logs to prevent rolling.

Positive Communication: Visual, audible, physical, or electronic means which allows for two-way messages.

Urban Interface: The area where what is considered Wildland comes in contact with structures such as houses or commercial buildings.

Wildland fire: An unplanned and unwanted fire, burning in natural vegetation, requiring suppression action that requires an individual or crew(s) to expend more than one hour of labor to confine, control and extinguish without relief. Agencies may rotate crews to avoid the one-hour benchmark when containing and controlling Wildland fires.

SAFETY

Dehydration of members at ongoing incidents is a problem members must be aware of. To keep members from suffering the effects of dehydration, they must be provided with electrolyte drinks or potable water. A minimum of one quart of water per hour work period is required.

Officers should observe their crews for symptoms of heat-related disorders. Appropriate action must be taken in the event a crew member displays such symptoms. These symptoms include but are not limited to:

- Loss of coordination
- Flushed, dry skin
- Signs of a decreased level of consciousness

Personnel wearing full structural fire fighting clothing while engaged in fighting wildland/urban fires may not work more than one hour before rotating to rest and rehabilitation.

Unit leaders should consider designating lookouts, a clear escape route and safety zone. The escape route and safety zone should be communicated to members of the unit prior to beginning work. The position of lookout should be rotated through the crew to aid in reducing fatigue.

The lookout is responsible for identifying general safety hazards and monitoring fire conditions especially in any area that might jeopardize the safety zone or the escape route. Common hazards in any wildland area exposed to fire includes unstable standing trees, logs or rocks especially on sloped terrain. This situation is a result of the organics in the supporting soil burning away, eliminating the necessary support for a variety of objects.

ACCOUNTABILITY

Wildland firefighters must work in teams of two or more while working on or near the fire line of an active fire unless they are in visual or voice contact with an Officer.

- When a fire “blows up” or makes a run that crosses planned control lines, Officers must conduct an accounting of personnel assigned to fire suppression and report any missing personnel to the incident commander.

Equipment

Equipment carried on an apparatus must be in an enclosed compartment or otherwise securely mounted on the apparatus and guarded, so that equipment can not accidentally come in contact with individuals and injure them.

Hand tools, when not in use, must have appropriate covers and guards to prevent injury.

Personal Protective Equipment

Protective apparel and equipment must be designed to provide thermal protection for the firefighters without creating high heat stress loads.

Members working at grass and brush fires within the Seattle area must wear:

- Gloves
- Helmets (earflaps must be down)
- Turnout coats (Coat collars must be turned up. Turnout coat liners may be removed with the approval of the Incident Commander)
- Turnout pants or Nomex pants (Turnout pant liners may be removed with the approval of the Incident Commander)
- Turnout boots or 8" high lace boots (Low cut station safety shoes or boots with zippers are not approved.)

Apparatus

In a Wildland/Urban fire, an engine may provide the primary protection for a crew in the event of unexpected fire behavior or an action that places the engine crew in a position of being exposed to heat and smoke.

Because of the sheltering offered by an engine, the following minimum standards will be complied with:

- The number of individuals working/assigned as an engine crew will not exceed the number of seats with seat belts
- If an engine is moved, when not directly attacking a fire, personnel will ride in the vehicle's enclosed cabin area, in a seat-belted location, or be off the vehicle
- Personnel working on or around engines in a ground mobile attack mode or in riding positions will have visual or voice contact with the driver
- Vehicles operating in smoke or dust must have their headlights, and if so equipped, a flashing or rotating roof light illuminated
- Engines will be parked facing the direction of egress to facilitate a rapid escape if necessary

TACTICS

When at a wildland/urban interface situation, SFD personnel will be engaged primarily in life safety and structure protection activities.

Structure protection may be achieved by clearing away brush, vegetation and other combustibles from the structure, clearing a fire line around the structure, or by extinguishing the fire around the structure if an adequate source of water is present.

Because of poor access such as a long narrow driveway, large amount of trees or brush around the structure, or a large and fast moving fire, an Officer may decide that it is unreasonable and/or unsafe to attempt to protect a particular structure. The Officer, after determining that there are no life safety considerations, will document the address or location of the structure and the reasons why mitigating actions were not taken.

When working in a wildland/urban interface emergency, Officers will remember to post lookouts, keep lines of communication open, and will establish and monitor conditions along escape routes and safety zones. Members will be informed of the location of the escape route and safety zone before work is started.

AIRCRAFT OPERATIONS

Prior to the initiation of air operations, personnel operating in close proximity to an airdrop must be notified of such activity.

Personnel may not intentionally operate in an area where it can reasonably be expected that they may be hit with retardant or suppressants from fixed wing or rotary aircraft.

Radio communications must be maintained between an Aircraft/Air Attack Officer and the appropriate ground Officer.

Personnel assigned to ride in rotary wing aircraft must be briefed in the correct approach, riding and off-loading procedures for the particular type of aircraft.

WILDLAND MOBILIZATION

When a request for a Wildland Mobilization is received by the Fire Alarm Center (FAC), a long tone will be transmitted and units not engaged in emergency work will be required to return to quarters.

The Wildland Mobilization plan will be implemented after receiving the request. Copies of the Mobilization Plan are kept in the Offices of Special Operations, Staffing Coordinator, Battalion 6 and on the “O” drive.

Once mobilized, every effort will be made to keep Seattle personnel together in teams or units answering to Seattle Fire Officers. Deviation from this plan may only be with the approval of the highest-ranking Seattle Fire Officer on scene. The circumstances and reasons for the variation must be documented and forwarded to SFD Special Operations.

SUBJECT:	EMERGENCY KEY BOXES
REVISED:	10/21/14
SEE ALSO:	Seattle Fire Code
PAGE(S):	4

GENERAL INFORMATION

KNOX® RAPID ENTRY SYSTEM

The Knox Rapid Entry System is an entry system designed to improve emergency access to buildings, reduce property damage from forced entry, and save time during emergency responses. The primary component of the Knox Rapid Entry System is a secure lock box with a unique key which provides emergency responders access to buildings.

The Knox Rapid Entry System is authorized by Section 506 of the 2006 Seattle Fire Code. The Code specifies that the Fire Department may require that a key box containing access keys be installed at the entrance to structures or areas where access for the purpose of life safety or fire fighting is restricted. While the Fire Department can require that a Knox Box® is installed, in almost every instance, installation of the system will be voluntary. Any SFD required installations must be enforced via a F6, not an NOV.

There are two types of boxes approved for use in the City of Seattle:

1) The Knox model 3200 or

2) Knox model 4400 single core key box

New installations of either model are required to have a hinged face plate. Existing installations of other models of Knox Boxes are still allowed. A Knox Multi-Purpose Electrical Switch may be installed inside a box for emergency entry to electric gates. Knox keyed electrical switches outside of a Knox Box are not allowed and must be replaced if found.

Examples of structures for which a rapid entry key box may be beneficial include:

- Warehouse, industrial, commercial and other buildings where 24 hour staffing / security is not available
- Buildings constructed in a manner such that Fire Department forced entry, if required, would be unduly difficult or likely result in significant property damage

- Buildings with a high frequency of emergency response incidents and where occupants may be endangered due to delays gaining access, such as: hospitals, nursing homes, and high-rise buildings
- Hazardous materials occupancies

PROCEDURE

When emergency access is required, the arriving Fire Department member in charge removes the key from the KeySecure® device in their Fire Department vehicle and opens the Knox Box to remove the building entrance key. After use, the Fire Department member returns the entrance key to the key box and locks it. At the end of the response the member in charge is responsible for the return of Knox key to the KeySecure device inside the emergency vehicle.

Knox boxes are intended for emergency access only and should not be used for regular inspection access.

SECURITY

The need for security of this system cannot be over emphasized. At no time will the Knox key be left in the lock, nor will an open box be left unattended. During a response, once the building access keys have been removed, boxes will only be left with covers locked in place.

If a removable cover needs to be taken off for maintenance, mounting, relocation, or permanent box removal, the cover with the lock attached must be retained by SFD personnel and forwarded to the FMO. Contact the Compliance Lieutenant, or Captain of Engineering at the FMO if the lock core from a hinged box needs to be removed, or to arrange for pickup of the cover.

Company members should be alert for Knox Boxes on buildings scheduled for demolition, and forward this information to the Marshal's Office.

A Knox Box is intended to contain only the exterior access keys to the building. To maintain building security, a building-wide pass key is not recommended for placement in any access key box and keys to individual residential units will not be placed in the box.

Additionally, the elevator key box in the elevator lobby may contain keys for the:

- Machine room door.
- Secondary level door.
- Pit door, roof door.
- Fire emergency service, hoistway access.
- Mechanical hoistway access devices.
- Miscellaneous switch keys.

- Fire alarm panel room.
- Sprinkler valve control room.

Elevator boxes are not a high security system and should have only the above keys. They must not have building masters, or provide access to any but the above listed areas.

NEW INSTALLATION PROCESS

If a building owner chooses or is directed to install a Knox Box, they must perform the installation themselves or make arrangements to have the box installed.

To procure the box, a model 3200 or 4400 (single core) series box may be purchased from the Knox Company or authorized Knox retailer. Where feasible, a recessed box is recommended. Upon purchase, the Knox Box can be shipped directly from the manufacturer to the purchaser absent its locking mechanism. The lock is shipped to the Marshal's Office, and remains in SFD possession until the box installation has been inspected. The purchaser installs the empty box according to the included manufacturers guidelines. Once the box is installed, the purchaser contacts the FMO, during regular office hours at 206-386-1450, to arrange for final inspection of the installation. The building owner will then meet a SFD Inspector at the occupancy, who will approve the box location and integrity of the mounting. Upon approval, the building owner places the appropriate key for the main access entrance inside the box. The Fire Department Inspector installs the lock, closes and locks the box, and enters the keybox record into the Inspection-Prefire Database (IPD).

After the box has been inspected and the lock is installed, future access to add or remove a key from the box should be coordinated through the local fire station.

INSPECTION FEE

During the inspection the purchaser completes an Inspection Agreement which authorizes the SFD to invoice a one-time inspection fee of $133 per box. This fee offsets the costs to inspect the box to make sure the installation is secure, install the lock core, make return trips as necessary to remove or add building keys, and provide associated administrative services for handling and administering the Knox program.

RESIDENTIAL USE

While Knox Boxes are approved for residential use, the overall box and inspection cost may be a discouraging factor for that application. A combination or push button style, residential key box, is commercially available at most hardware stores and costs significantly less. The combination can be relayed with the dispatch information, and the box need not be tracked or maintained by Seattle Fire. Depending on the specific requirements, these boxes may offer a better option for many private residences.

Companies should be alert that residential buildings may be entered in the IPD solely for tracking the associated Knox Box; even though these occupancies do not require inspections they should not be deleted from the database.

OTHER KNOX BOX APPLICATIONS

HIGH-RISE BUILDINGS

A Knox Box may be installed in the fire control room of a high-rise building for the storage of pass keys to various areas of that building. The Knox Box must be readily identifiable and located in a conspicuous area of the fire control room.

HAZARDOUS MATERIAL OCCUPANCIES

A Knox document storage box may be required at selected facilities that would present a significant life safety hazard in the event of an emergency. Those buildings, which require installation of a document storage box, should install the box in close proximity (within 2 feet) to, the Knox key box.

KNOX MULTI-PURPOSE

ELECTRICAL SWITCH

The Multi-Purpose Electrical Switch can be used by emergency responders to open electrically operated doors and gates. This toggle switch is installed by the gate or electrical contractor inside a regular 3200 or 4400 series box.

SUBJECT:	ADVERSE WEATHER
REVISED:	10/21/14
SEE ALSO:	P-7008 Uniforms, OG-7008 Uniforms
PAGE(S):	6

GENERAL INFORMATION

These procedures protect members during periods of unusual cold, heat, or wind. Remember, these are guidelines and environmental factors such as wind-chill and humidity need to be considered.

Station Captains will develop guidelines to be used for their assigned station and apparatus during adverse weather. Items to consider are:

- Snow removal from ramps and sidewalks.
- Exterior pipe protection.
- Protection of apparatus and equipment.
- Wash down procedures for the apparatus.
- Water conservation measures.
- Drinking water on apparatus.
- Training activities.
- Use of aerial apparatus ladder during high winds will follow manufacture's guidelines.

IMPACT ON PERSONNEL

The purpose and intent of this Operating Guideline is to prevent injury and illness during training, emergency responses, and daily activities resulting from the effects of exposure to adverse weather conditions.

Since each individual's response to heat and cold exposure may vary, all members should watch for and recognize heat and cold stressors and signs and symptoms in themselves and others.

HEAT STRESS

Heat stress signs and symptoms include:

- Nausea.
- Dehydration.
- Flushed skin.
- Cramping.
- Headache.
- Mental confusion.

- Rapid heartbeat.
- Shortness of breath.
- Weakness or exhaustion.
- Seizures.
- Sunburn.
- Absence of sweating.

COLD STRESS

Cold stress signs and symptoms include:

- Headache.
- Mental confusion.
- Numbness.
- Waxy/pale skin.
- Dehydration.
- Low or absent blood pressure.
- Slow pupil response.
- Muscle rigidity or stiff posture.
- Blistered skin.

MEMBERS RESPONSIBILITIES

Members are responsible for the self monitoring of their health and well being in response to heat buildup or the effects of cold during emergency responses, training exercises, and routine Fire Department business. If a member is feeling the detrimental effects of heat or cold exposure, they must inform their partner and/or supervisor immediately, and take action to reverse those effects.

Members must also monitor their partner's well being and report any problems to their supervisor.

Officers will be responsible to monitor their crews for the negative effects of heat or cold stresses, and take action to reverse those effects.

Risks associated with extreme heat, cold, or wind exposure may be reduced through sufficient:

- Hydration.
- Adjustment of the work/rest interval.
- Diet.
- Limited outdoor exertion on hot days.
- Monitoring weather conditions to be aware of climatic conditions, and making appropriate adjustments to station, training and emergency response activities.

Members are encouraged to maintain their physical conditioning to minimize the detrimental effects of emergency operations and training exercises on their body, and to optimize their performance under extreme conditions.

Mandatory rest and rehabilitation periods will be put into place whenever activities put the members at risk of exceeding a safe level of physical or mental endurance. These rest and rehabilitation periods need to reflect the length and physical exertions of the training or emergency activities.

HYDRATION

Proper hydration increases physical and mental performance. Hydration with water before, during and after exercise is necessary for good health, and to safely maximize performance.

Firefighters must drink enough fluids to balance their intense, short-term fluid losses. A common way to estimate the effectiveness of hydration is to continually drink hydrating fluids until your urine is almost colorless. Dark urine is a sign of dehydration.

Hydration for firefighters should start two hours before the beginning of the shift. A target goal of between 400 to 600 ml of hydrating fluids should be consumed prior to the start of the work shift.

During the work shift continue to hydrate and with exercise increase hydration to between 500 to 1000 ml per hour. After the first hour of exercise, begin supplementing fluids with nutritional supplements (sports drinks) to replace electrolyte and energy stores.

Caffeinated, carbonated, high-fructose-content, high sugar drinks, and alcoholic beverages should be avoided within eight hours of reporting for duty.

ADVERSE WEATHER PROCEDURES

WARM AND HOT WEATHER

Deputy 1, after consulting with the on-duty Safety 2 Chief, will determine if activities should be altered or curtailed due to adverse weather conditions.

If Deputy 1 is unavailable, then Safety 2 will make the determination to curtail outside activities.

Warm Weather – When the air temperature exceeds 80° F, all Operations Division outdoor training activities requiring full turnouts will cease. Rehab will be established at training exercises that last more than 15 minutes. (See Rehab Policy for establishing a rehab area when drilling in full turnouts).

When warm weather is expected, training that would require high exertion or the wearing of full turnouts should be scheduled early in the morning, or later in the evening. When drilling during periods of warm weather, rest periods and hydration breaks will be increased. Enhanced evaporative cooling (i.e. mist fans, etc.), rest, and re-hydration are essential elements of each rest break.

Hot Weather – When the air temperature reaches 90° F or higher, all nonessential outdoor activities for the Operations Division will cease.

ADVERSE WEATHER

Company Officers and Battalion Chiefs should be alert to note the effects of air temperature and humidity on the condition of their members.

HEAT STRESS INDEX CHART

Relative Humidity (percent)	Air Temperature						
	70	72	74	76	78	80	90
	Apparent Temperature						
0	64	65	66	68	70	73	83
10	65	66	68	70	72	75	85
20	66	68	70	72	75	77	87
30	67	70	73	75	77	78	90
40	68	71	74	76	78	79	93
50	69	72	75	77	79	81	96
60	70	72	75	77	80	82	100
70	70	73	75	77	81	85	106
80	71	74	76	78	83	86	113
90	71	74	77	79	85	88	122
100	72	75	79	83	87	91	

Apparent Temperature	Danger Category	Injury Threat
Below 80	None	Little or no danger under normal circumstances.
80 – 90	Caution	Fatigue possible if exposure is prolonged and there is physical activity.
91 – 105	Extreme Caution	Heat cramps and heat exhaustion possible if exposure is prolonged and there is physical activity.
106 - 130	Danger	Heat cramps and exhaustion likely, heat stroke possible if exposure is prolonged and there is physical activity.

Note -	An additional 10 degrees F should be added to the Apparent Temperature when drilling in full protective clothing, and an additional 10 F is added if working in direct sunlight.

HIGH WIND WARNINGS

High Wind Warnings are issued when sustained winds above 40 mph are predicted for at least one hour, or gusts of wind are expected to be 58 mph or greater.

Station equipment should be secured if subject to damage from the effects of the wind. Items to consider include:

- Marine vessels.
- Exterior equipment (Department or City items).
- Station recreational items (chairs, BBQ's, etc.).
- Waste containers.

When high winds are expected, training or emergency activities that would subject members to falls, or expose them to flying debris, should be modified to protect exposed personnel.

Company Officers and Battalion Chiefs should be alert to note the possible effects of high winds on emergency incident operations:

- Wind-driven fire conditions.
- Downwind embers and spotting.
- Fallen branches, trees, and power lines.
- Unavailability of small rescue boats.
- Exposure of members working at elevation or in the marine environment.
- Use of aerial devices should follow manufacturer's recommendations.

COLD WEATHER PROCEDURES

Deputy 1, after consulting with the on duty Safety 2 Chief, will determine if activities should be altered or curtailed due to adverse weather conditions.

If Deputy 1 is unavailable, then Safety 2 will make the determination to curtail outside activities.

Whenever the air temperature drops below 35° F cold weather procedures will be in effect.

Wind Chill Chart

Wind (mph)	Temperature (°F)																	
Calm	40	35	30	25	20	15	10	5	0	-5	-10	-15	-20	-25	-30	-35	-40	-45
5	36	31	25	19	13	7	1	-5	-11	-16	-22	-28	-34	-40	-46	-52	-57	-63
10	34	27	21	15	9	3	-4	-10	-16	-22	-28	-35	-41	-47	-53	-59	-66	-72
15	32	25	19	13	6	0	-7	-13	-19	-26	-32	-39	-45	-51	-58	-64	-71	-77
20	30	24	17	11	4	-2	-9	-15	-22	-29	-35	-42	-48	-55	-61	-68	-74	-81
25	29	23	16	9	3	-4	-11	-17	-24	-31	-37	-44	-51	-58	-64	-71	-78	-84
30	28	22	15	8	1	-5	-12	-19	-26	-33	-39	-46	-53	-60	-67	-73	-80	-87
35	28	21	14	7	0	-7	-14	-21	-27	-34	-41	-48	-55	-62	-69	-76	-82	-89
40	27	20	13	6	-1	-8	-15	-22	-29	-36	-43	-50	-57	-64	-71	-78	-84	-91
45	26	19	12	5	-2	-9	-16	-23	-30	-37	-44	-51	-58	-65	-72	-79	-86	-93
50	26	19	12	4	-3	-10	-17	-24	-31	-38	-45	-52	-60	-67	-74	-81	-88	-95
55	25	18	11	4	-3	-11	-18	-25	-32	-39	-46	-54	-61	-68	-75	-82	-89	-97
60	25	17	10	3	-4	-11	-19	-26	-33	-40	-48	-55	-62	-69	-76	-84	-91	-98

Frostbite Times: 30 minutes, 10 minutes, 5 minutes

Wind Chill (°F) = $35.74 + 0.6215T - 35.75(V^{0.16}) + 0.4275T(V^{0.16})$

Where, T= Air Temperature (°F) V= Wind Speed (mph)

Effective 11/01/01

When drilling in cold weather, members should be alert to the possibility of heat stress and dehydration.

When cold weather procedures are in effect, all nonessential outdoor activities for the Operations Division will cease.

PERSONAL PROTECTION

The Department-authorized sweatshirt may be worn when these procedures are in effect. Members should avoid under garments made of fabrics that melt, drip, burn, stick to the skin and cause burns to the wearer due to poor thermal stability or poor flame resistance per WAC 296-305-02001.6.

EMERGENCY RESPONSES

Members should consider using alternate response routes during periods of heavy snow or ice. When operating at incidents during cold weather, extra precautions and considerations need to be kept in mind. Incident Commanders should be alert to utilize rotation of crews, to provide dry clothing, etc.

Apparatus should be left running while out of quarters.

Hydrants, standpipes, sprinkler systems and other water systems that have the possibility of freezing should be thoroughly checked to insure they have been properly drained. In extreme cold weather, charged lines and discharge ports on pumps should be cracked open frequently to prevent freezing. If hydrant caps are frozen on, de-icer or heat may be used to loosen the caps.

DRILLING AND INSPECTIONS

In periods of cold weather, outside activities such as drills, pre-incident surveys, inspections and training that requires movement of apparatus to another station, should be suspended.

STATIONS

Snow must be cleared from public walkways adjacent to the station, and during periods of expected freezing, ice melt should be applied to the access paths leading to the stations public doors.

APPARATUS

Aid and Medic Units are to insure that there is sufficient linen and blankets on board.

All exposed equipment subject to freezing; i.e., pump cans, etc., should be moved to inside compartments.

In addition to the weekly checks, the following is done daily:

- Drain all air tanks on apparatus that are not equipped with automatic tank dryers to help prevent moisture build up.
- Start and operate all gas powered portable equipment.
- Drain pumps daily, and after each use.
- Apply a thin coat of WD-40 to swivels and discharge ports as needed to help prevent moisture build up.

TIRE CHAINS

During business hours, Monday to Friday, 7:00 am to 4:00 pm:

- Call the Commissary at (206) 386-1531.
- Give the appropriate tire size or cable/chain code needing replacement and the quantity needed.
- Fill out the Form 22TC located at O:\dept\Forms.
- Commissary personnel will deliver the chain/cables and pick up the Form 22TC.

After hours and weekends:

- Contact the appropriate Battalion Chief and determine the best means to procure the replacement tire chains from the Battalion cache.
- Complete the Form 22TC and make a copy - keep one copy in the tire cache file and send the other copy to Services.
- Take the required chains/cables from the cache supply - do not take any extra sets.
- Services Division will arrange to have replacement tire chains delivered to the Battalion Headquarters or designated station that supplied the replacement tire chains.

Tire chains will be delivered to each Battalion Headquarters or designated Station by Support Services personnel. The Battalion caches are not to be used for routine tire chain replacements.

TIRE CHAIN AND CABLE INVENTORIES

The following inventory standards are to be maintained for each fire department vehicle:

Medic/Aid Units	3 sets of cables, 1 front, 1 back, 1 spare
BC Suburbans	2 sets of cables, 1 front, 1 back
Administrative Automobiles	1 set of cables for the drive axle
Frontline Apparatus	1 set of cables for all axles
	2 sets of chains for drive axles - primary and backup set
	1 set of chains for tiller
Spare Apparatus	1 set of cables for all axles
	1 set of chains for drive axle(s)

When chain links are worn down to 50%, they are no longer considered usable and need to be replaced.

Questions regarding tire chain procedures may be directed to the Lieutenant in the Support Services Division at (206) 386-1479.

SAND

Personnel should be aware that sand is available:

- For large amounts, e.g. street coverage, call Seattle Transportation (SeaTran) dispatchers at 206-386-1218, or via the Fire Alarm Center (FAC).
- For small amounts of sand, e.g. for under aerial jack pads, units can pick it up directly from the Charles Street Engineering Maintenance Facility. Buckets can be obtained from the Service's Warehouse.

SUBJECT:	AIR UNITS
REVISED:	10/21/14
SEE ALSO:	N/A
PAGE(S):	6

GENERAL INFORMATION

The Fire Department operates a layered system of air resupply for breathing air and oxygen. Central to the system is a mobile air compressor (Air 260), located at Station 26, and one unit that transports an inventory of bottled breathing air and oxygen (Air 9), located at Station 9. Stations are supplied on a regular schedule by Air 9. A second transport unit (Air 26), located at Station 26, is kept stocked with a supply of air and oxygen bottles, but does not have a driver assigned to the unit.

Station 9 is the North end refilling station and uses a compressor and a cascade refilling system to supply air and oxygen. The refilling system is adjacent to the station. Station 26 is the South end refilling station. The same type of oxygen cascade filling system is used at Station 26 that is used at the North end station, but the mobile air compressor, Air 260, is used to refill breathing air.

STAFFING

Air 9 is staffed daily by an individual firefighter from its base station.

Air 260 is staffed with the crew of E26. At least two members must be certified in Air 260 operations for the compressor to be in service. To provide for additional staffing, Engine 29 personnel are to be crossed trained on Air 260 operations.

Air 240 is staffed by the members of Engine 24. At least two members must be certified in Air 240 operations for the compressor to be in service. To provide for additional staffing, Engine 35 personnel are cross-trained on Air 240 operations.

DISPATCHING

AUTOMATIC RESPONSE

The Fire Alarm Center (FAC) automatically dispatches Air 9 to all Full Responses, Confined Space/Trench Rescue, Hazardous Materials, and Marine responses.

Air 260 will be dispatched on all multiple alarms.

The Incident Commander may request Air 9 or Air 260 at anytime.

AIR 9

If Air 9 is out of service at the time of a response, or at request of the Incident Commander, Air 260 will be dispatched and will respond with Engine 26.

Air 9 will not normally respond to alarms with their base company, unless specifically dispatched.

Air 9 responds code yellow to all incident locations, unless responding with its base company when it will respond code red.

AIR 260

Air 260 is dispatched to multiple alarms.

If Engine 26 is out of quarters and in service during an air request, they will return to quarters code red (or as indicated by FAC) and respond with Air 260.

If Engine 26 is out of service at the time of a request for Air 260, the FAC should dispatch Engine 29 to Station 26 code red (or as designated) to respond with Air 260.

Air 260 should respond code red (or as designated by FAC).

Air 260 will accompany Engine 26 to all classes out of their vicinity. Air 260 will then be available for multiple alarms.

When an air unit is responding with a base company, it should follow the base company.

AIR 240

This unit will be dispatched to alarms meeting the same criteria as Air 260. Air 260 and Air 240 will be selected for dispatch based on availability and location as selected by CAD.

Air 240 has the additional capability to support rehabilitation efforts with shelter and support equipment.

GENERAL RULES

Mobile air unit drivers and personnel should remain with their assigned apparatus and be responsible for the exchange or refilling of cylinders.

RETURN OF AIR UNITS

Mobile air units should be returned immediately after the incident is secured and the air requirements have been met.

Air 9 drivers are responsible for notifying the Incident Commander of the need for Air 260 when they anticipate their air supply will be reduced below 50% of their full capacity.

COMPRESSORS

Because of the hazards involved, only trained personnel may operate the mobile or stationary air compressors. Hearing protection is required while operating air compressors.

Upon completion of the air run or after an incident in which more than 10% of Air 9's supply is depleted, Air 9 will exchange empty bottles for full bottles at either Station 9 or Station 26. Personnel at the affected compressor station will then immediately refill the empty bottles and place them in their station inventory.

DELIVERY OF AIR AND OXYGEN

The driver of Air 9 will contact the depot stations, according to the air delivery schedule, by telephone prior to 0900 hours to determine how many air and oxygen cylinders will be needed.

The air delivery system will exchange full cylinders for empty or low cylinders on a cylinder for cylinder basis.

Forty-five (45) minute and one (1) hour high-pressure cylinders will be refilled or exchanged when depleted to 4,050 PSI or less.

SCBA cylinders should not be carried by the hand wheel (valve handle). Using the hand wheel to carry the SCBA cylinder can allow the valve to open, causing the cylinder to discharge its contents in an uncontrolled fashion. SCBA cylinders may be carried by grasping the neck of the cylinder under the entire valve assembly with the palm on the relief valve side, opposite the pressure gauge. Fingers should straddle the cylinder neck. Prior to lifting the cylinder, turn the wrist 180 degrees so that the palm and gauge are facing down. This positioning prevents the hand wheel from inadvertently opening during the lifting process. This method may be used with or without gloves, left or right handed.

Oxygen cylinders are to be exchanged when they are depleted below 500 PSI.

SPARE SCBA'S, FACEPIECES, AND SCBA REPAIRS

Caches of SCBA replacement backpacks will be provided at Battalion Headquarters and on Air 9, Air 240, and Air 260, in order to expedite the replacement of backpacks that are in need of repair. Once obtained, the replacement backpack will become part of the permanent inventory of the company.

The SCBA backpacks at Battalion Headquarters will be the primary source for replacement of backpacks needing repairs. The replacement backpacks on Air Units are to be used at emergency locations.

All Air Units carry repair tags (Form 15), for repair explanations whenever they provide a replacement.

The following procedures shall be used to obtain a replacement backpack:

In a non-emergency situation-

- Contact the appropriate Battalion Chief and determine the best means to procure the replacement mask.
- Obtain the backpack from the Battalion Headquarters.
- Complete the Form 15 (see attached new form) and attach it to the SCBA backpack needing repair.
- Make the appropriate changes on the F29 documenting the number on your replacement backpack. This backpack is now part of your inventory.
- Send the SCBA backpack that needs repair to Services Division via the Department mail run.

In a emergency situation-

- Exchange the backpack in need of service with the on scene Air Unit.
- Complete the Form 15 and attach it to the SCBA backpack needing repair.
- The Air Unit will determine the fastest way to get the backpack in need of repair to Services and obtain another backpack.
- Upon return to Quarters, the Company will need to update the F29 and inventory.

When a failure of an SCBA results in an injury-

- The SCBA must be removed from service, reported to the immediate supervisor, and on-duty Safety Chief notified.
- The unit should be tagged and recorded as such. Nothing should be done in the field to attempt to repair the SCBA including changing the air cylinder.
- The Safety Division who will coordinate the testing procedures will collect the complete SCBA, including air cylinder.

SCBA's that need to be repaired should be forwarded to the Services Warehouse by Department mail or Air 9 during air deliveries. SCBA's must be decontaminated at the scene before being transported to the Service's Warehouse. SCBA backpack assemblies sent in for repair are to be shipped as a complete unit.

Services Division will arrange to have a replacement backpack delivered to the Battalion Headquarters or the Air Unit that supplied the replacement backpack.

Services Division will establish and maintain records for SCBA's. Regulators are to be numbered and the numbers recorded. Testing or reconditioning performed on the regulator will be noted in a permanent record.

Anytime any SCBA is sent in for repair, a notation is to be made in the appropriate company inventory and on the Form 29.

OXYGEN CYLINDERS

When oxygen cylinders are empty, place a patch of adhesive tape, mid-cylinder, with the letter “E” clearly printed on the tape. The adhesive tape is removed when the cylinder is refilled. Adhesive tape should not be placed on the cylinder yoke.

Aid/medic units may exchange their “M” cylinders at:

- North of the ship canal can go to Station 9.
- Downtown units should go to Station 25 or Station 10.
- M28 and M32 should use the spare cylinders in their stations.

SOUTH END AIR DELIVERY SCHEDULE

MONDAY, WEDNESDAY, FRIDAY

DEPOT STATION	NUMBER OF SCBA	NUMBER OF "D" CYLINDERS	NUMBER OF "M" CYLINDERS	STATIONS SERVED
25	14	8	3	6, 22, 25, 34
14	14	6	1	13, 14, TD
28	14	10	1	28, 30, 33
32	10	8	1	29, 32, 36, 37
26	50	15	6	11, 26, 27

NORTH END DELIVERY SCHEDULE

TUESDAY, THURSDAY, SATURDAY

DEPOT STATION	NUMBER OF SCBA	NUMBER OF “D” CYLINDERS	NUMBER OF "M" CYLINDERS	STATIONS SERVED
20	10	6	0	8, 20, 41
17	10	10	3	16, 17, 38, 40
31	14	10	0	24, 31, 35, 39
9	Air 9 - 50	Air 9 - 15	6	9, 18, 21
10	14	8	3	2, 5, 10

OXYGEN CYLINDER INVENTORIES

UNIT	"D" CYLINDERS
Engine Companies not housing Aid or Medic Units	3
Engine Companies housing Aid or Medic Units	1
Aid or Medic Units, except Medic 1 & Medic 10	10
Medic 1 and Medic 10	5

TRANSPORT OF OXYGEN AND SCBA CYLINDERS

All oxygen and SCBA cylinders must be secured during transport. All apparatus shall carry oxygen and SCBA cylinders in approved side "tube" compartments or in brackets inside the side compartments of the apparatus.

SUBJECT:	COMPANY RECORDS
REVISED:	10/30/14
SEE ALSO:	
PAGE(S):	10

COMPANY RECORDS

Company records include company journals, files, and reference materials found in each station. They are to be maintained in accordance with this guideline. Company Captains have the overall responsibility for maintaining the accuracy of these records.

BATTALION

Battalion Records are the responsibility of the on-duty Battalion Chief. The Battalion Files will be maintained in each Battalion.

Inspection progress will be monitored by the Battalion Chiefs using the Inspection/Pre-Incident Plan Database (IPD) program and from on-line reports provided on the Department's InWeb site.

STATION

Station records are the responsibility of the On-Duty Officer. Captains will inspect station records for accuracy and conformity to standards.

The following should be maintained in each Station:

- Watch Desk Journal.
- SFD Disaster Management Plan (keep in Watch Office).
- Printed Telephone Register.
- Station Maintenance and Repair Journal.
- Re-inspection/Tickler File.
- Hydrant Inspection File.

The member on watch is responsible for the accurate maintenance of the Watch Desk Journal during their watch. It will be the responsibility of the Supervising Officer to see that all members maintain the Watch Desk Journal in accordance with the Operating Guidelines.

Information pertaining to building inspection records/information will be accessible from the Inspection/Pre-Incident Plan Database (IPD) program and from on-line reports provided on the Department's InWeb.

COMPANY

Company Records are the responsibility of the On-Duty officer. Each Company will maintain:

- Company Journal.
- Pre-Fire Plan Book.
- Inter-Battalion and Station Memo clipboard or binder.

COMPANY JOURNAL

The Company Journal is a primary source for information concerning personnel and station activity. The Company Journal must be maintained daily. The Instructions for Forms 84, 85, 87, 89, and 90, which comprise the Company Journal, are as follows:

- Pages for the Company Journal will be removed and filed as a permanent record of that year's activity following the last entry made on December 31st of each year.
- New pages for the Company Journal can be printed from the InWeb as needed.

TIME ROLL (FORM 84)

This section is used to account for the status of members of the company. It is also used to record members detailed in, working overtime, etc.

Company Number and Year, is entered on each page as well as date started and completed. The work number for each member follows their name.

Entries to the Form 84 are:

- The first line beneath the days of the month will be left blank. Company Captains may use this line to enter the debit number for that date.
- Members of the company will then be listed in the Members column, starting with Platoon A. List the Company Officer first followed by the rest of the company according to work number. After listing the last member of the platoon, leave several spaces for details and then list the remaining platoons in the same manner.
- The first line following the last member of a platoon listed is used to enter details to the company. This is accomplished by entering the member’s assignment and debit number.
- The same procedure will be followed for the other three platoons. The spacing between platoons is dependent upon the size of the companies. Some companies may require two pages.

Members of the company are to be accounted for in the time roll section. This is done by entering a symbol in the appropriate square of the chart to show the status of the member on that date.

Symbols that will be used are as follows:

A	Acting Officer
AD	Acting Driver
AT	Administrative Trade
D	Disability
EL	Emergency Leave
FL	Funeral Leave
LA	Leave of Absence
MO	Compensatory Time Off
ML	Military Leave
OS	Off Shift (Member working Overtime)
OT	Off per Trade
S	Suspension
V	Vacation
WT	Working per Trade

Members working their regular assignment are accounted for by entering a slash mark (/) in the appropriate square. Members working and detailed to another company are accounted for by entering the number of the company the member is detailed to in the square instead of the slash mark.

DISABILITIES (FORM 85)

Instructions for the Form 85 are located in Operating Guideline 3006.

REQUESTS (FORM 87)

This section of the Company Journal is an accurate record of requests submitted by members of the company. Examples include time off, trades, administrative leave, etc.

Date – Enter date request originated.

Chief – Enter name of the Battalion Chief receiving the request.

Member – Enter name and initial of member making request, or name of member affected if it is an administrative request.

Action – Enter information indicating request granted (G) or not granted (NG). Enter reason not granted in remarks column, e.g., staffing.

Show Type of Request by a check mark in the appropriate column and enter time and date of absence under remarks.

In the case of mutual trades at the Company level, or between Companies, enter both members' names and the dates and work numbers involved under the remarks column.

REPAIRS (FORM 88)

The Form 88 is no longer part of the Company Journal. It is now kept in the Station Maintenance and Repair Journal (See Og 7006.3).

COLLECTIONS (FORM 89)

This section records the collection of Company dues, receipts, and expenditures. Each Officer will collect dues from the individuals in their company even though the funds are later transferred to the House Captain.

The name of each company member is to be entered in ink under collections. Opposite each name the amount of dues owed is entered under the current month. The amount owed is equal to the monthly assessment plus any delinquent dues owed. When payment is made a diagonal blue or black line is drawn through the amount. When the amount owed is for more than the current month's assessment, that amount is entered in red.

If a member is transferred, or their dues assessment is canceled for some other reason, it shall be crossed out with a red “X”.

At the end of the month add up the total dues owed.

Expenditures are to be posted as they occur under the column for the current month. Transfers from a company to the House Captain must be posted as an expenditure by the company and as a receipt by the House Captain.

If more than one page is required, due to the number of members, the totals are entered only on the last page.

RECOGNITION AND ACHIEVEMENT RECORD (FORM 90)

This section contains a record of achievements and recognition received by company members.

Date – Enter the date of the recognition or achievement.

Name – Last name and initials, if an Officer, enter the rank and last name.

Platoon – Enter the platoon to which the member is assigned.

Company – Enter the company to which the member is assigned.

Reason for Recognitions or Achievement – Enter a condensed summary stating the reason for the recognition or the achievement made.

Officer – The rank and last name of the Officer giving the recognition or the member's immediate superior if an achievement is given.

EMERGENCY CONTACT NUMBERS

Company Captains will maintain an up to date list of emergency contacts for each member assigned to their company.

RECORDS FILING SYSTEM

The filing system is composed of eight (8) major topics with appropriate symbols. These topics and symbols are:

Symbol	MAJOR SUBJECT GROUP	CONTENT
A	Administration	Includes materials relevant to establish, organizing, and setting forth the policies for the operation of the Department
EM	Emergency Medical Services	Includes subjects relating to EMS
HR	Human Resources	Includes subjects relating to personnel administration.
HS	Health and Safety	Includes any issue related to health and safety
SD	Services Division	Includes information on the care and maintenance of station facilities. Includes material on design, repair, instructions, inventories, hose test, and reports of damage to equipment or apparatus.
T	Training	Includes subjects relating to training processes, tests, records, and schedules.

SUBJECT CLASSIFICATIONS AND FILE SYMBOLS

Each Major Subject Group will also have subgroups with appropriate symbols assigned.

Following is the base filing system for all divisions. Company Captains will determine additional files for Operations Division. That division's Supervisor shall determine additional files or subdivisions for specialized divisions.

File Symbol	Major Subject Group
A	**Administration –**
A-1	**Incoming Letters –** Incoming formal correspondence, e.g. letters from the Chief of the Fire Department. Discard after one year.
A-2	**Outgoing Letters –** Outgoing formal correspondence, e.g. letters to the Chief of the Fire Department, discard after one year.
A-3	**Station/Division Finance –** Form 288 and Petitions, discard after one year.
EM	**Emergency Medical Services –**
EM-1	**Form 20B's –** **Clipboard** - Place current month on a clipboard, in a location determined by the Captain. **File** - Place previous month's forms in the EM-1 File. **Archive** - The balance of the Form 20B's are placed in a station archive for the remainder of the year. Form 20B's one year or older are to be shredded.
HR	**Human Resources –**
HR-1	**Aid Car Pay –** Form 283, sub-divide by platoon, and discard after one year.
HR-2	**Probationary Reports –** Form 50, 50A, 50B, & 50C; sub-divide by individual and forward to Human Resources on completion.
HS	**Health and Safety –**
HS-1	**Disability Summary** – Annual, OSHA Form 200, discard after five years.
HS-2	**Hazardous Materials Exposure Record –** Form 407, sub-divide by platoon and forward to Human Resources/Disability Officer each January 1.
HS-6	**Uniform Inspections –** Form 13, Sub-divide by platoon, and discard each January first

HS-7	**Vehicle Accident Reports** – discard after five years.
SD	**Services** –
SD-1	**Apparatus Inventory** – (Form 9, 9A, 29 & Ladder Truck Log, maintain for life of apparatus, maintain a separate sub-file for each apparatus.
SD-2	**Apparatus Repair and Maintenance** – Maintain Form 130 for life of apparatus, and maintain a separate sub-file for each apparatus.
SD-3	**Apparatus Transfer** – discard Form 253 after five years.
SD-4	**Repair and Maintenance Journal** – discard Form130 after one year, if complete.
SD-5	**Station/Facility Safety Inspections** – Form 52, discard after 2 years.
SD-6	**Station/Apparatus Equipment Manuals** – maintain until no longer relevant.

T	**Training** –
TR-1	**Training Records** – Sub-divide by platoon. Include Form 31's for all training. Discard after 3 years.
TR-2	**Evaluations** – Sub-divide by platoon. **Company** – Form 135 Annual Company Evaluation, conducted by Battalion Chief. **Individual** – Form 135 Annual Individual Evaluation, is for those who miss the Company Evaluation. Maintain Form 135's for one year.
TR-3	**EVIP Training** – Sub-divide by platoon. Include EVIP workbooks and Form 17's which must be maintained indefinitely. If a member transfers to another station, and/or company, associated records from this file must be transferred with the member.

RETENTION AND DISPOSAL OF RECORDS

Watch Desk Journals and Company Journals are retained and filed at the Station in chronological order.

Form 20B's are shredded after the one year retention date.

COMPANY LIBRARY

A list of the library texts is to be posted in a conspicuous place near the Company Library shelving. Each library item is to be placed in a labeled space. The following is a list of library texts that must be maintained in each Company Library:

Basic Skills Manual
Buddy to Boss
Company Journal (current year)
Company Journal (previous year)
Effective Supervisory Practices (ICMA 4th Edition)
Emergency Care & Transportation of the Sick and Injured (9th Edition)
IFSTA Fire and Emergency Services Company Officer (4th Edition)
IFSTA Fire and Emergency Services Instructor (7th Edition)
IFSTA Fire Inspection and Code Enforcement (6th Edition)
IFSTA Fireground Support Operations (1st Edition)
NFPA Building Construction for the Fire Service (4th Edition) (Brannigans)
NFPA Structural Firefighting (2nd Edition)
Emergency Response Guidebook (2012)
Seattle Fire Code (current)
Seattle Fire Department Hazardous Material Response Plan
Sexual Harassment Prevention - Training Manual for Managers and Supervisors
SFD Policies and Operating Guidelines Manual
SFD Training Guides Volume 1
SFD Training Guides Volume 2
Standard Desktop Dictionary
SFD Race and Social Justice Initiative - RSJI Materials (binder)

Items not identified above need not be labeled but may be included in the Supplementary Library.

Company Officers, upon completion of the daily Company Library check, will make note in the Watch Desk Journal of accounted for or missing items. If an item is missing the Officer will conduct an investigation to locate the reference. If the Supervising Officer determines that an item has been lost, stolen, or misplaced, they will forward a letter to the Assistant Chief of Resource Management explaining circumstances surrounding the disappearance of the library item and include a Form 22 for a replacement.

Company Captains should conduct periodic inspections of the Company Library to include the following:

- Check to ensure that items are available.
- Check to ensure that references are current.
- Check to ensure that changes are current, as identified by Department Dispatch.

Additional reference items and code books not specifically identified above may be authorized by the Company Captain or as directed by Department Memorandums.

Stations will maintain a Supplementary Library which consists of books, or references the Department distributes for informational purposes that are not listed in the Company Library inventory.

REFERENCE MATERIALS ON THE SFD INWEB

The following reference materials are available on the SFD InWeb:

- Telephone Register (accessible via the Documents tab).
- W.A.C. (current) (accessible via the Safety Tab).
- M.S.D.S. (accessible via the Safety Tab).
- Public Safety Civil Service Rules (accessible via the Related Links Tab).
- IAFF Local 27 Contract (accessible via HR Division/Union Contracts).
- IAFF Local 2898 Contract (accessible via HR Division/Union Contracts).
- Seattle Building Code (current).
- Seattle Fire Code (current).

TELEPHONE REGISTER

The SFD Telephone Register is used to maintain member's home phone numbers and callback priority, and can be accessed electronically on the InWeb and the O Drive. On the InWeb under the Documents tab click on SFD Phone Registry. On the O Drive, it is at O:\dept\PHONE\telereg.

Customer Assistance Information contains current administrative phone numbers and citizen assistance phone numbers, and is available electronically on the InWeb and the O Drive. On the InWeb under the Documents tab click on SFD Tele Admin Registry. On the O Drive, it is at O:\dept\PHONE\teleadmin.

A copy of the Telephone Register and Customer Assistance Information will be maintained in each Watch Office. Each Watch Office register will be updated twice each year in January and June.

SUBJECT	FLAG CUSTOMS
REVISED	05/13/99
SEE ALSO	Military Customs, Courtesies FM-22-5.
PAGE(S)	4

GENERAL INFORMATION

Members of the SFD are to practice and observe United States Flag customs and courtesies according to this Guideline.

Companies should fly the United States Flag daily from 0800 hours until sunset, unless the flag is properly illuminated hours of darkness.

On Memorial Day, the United States Flag should be flown at half-staff until noon; then hoist it to the top of the staff.

The flag will be flown at half-staff as proclaimed by the President of the United States or as directed by the Fire Chief. The Fire Alarm Center will notify the department to fly the flag at half-staff.

When a flag needs to be replaced, use the normal requisition process. Flags to be discarded will be properly folded and returned to the Service Warehouse for proper disposal.

CUSTOMS

The United States Flag should be raised and lowered by hand. Do not raise it while it is furled. Unfurl, then hoist quickly to the top of the staff. Lower the flag slowly and with dignity.

Take every precaution to prevent the flag from becoming soiled. It should not be allowed to touch the ground, floor, or brush against other objects.

When raising or lowering the flag, members will be in class A, B, or C uniform.

When the flag is to be flown at half-staff, it must be hoisted to the peak for an instant and then be lowered to the half-staff position. Before lowering the flag for the day, it should again first be raised to the peak.

When used to cover a casket, the flag should be placed so that the union (the part of the flag with the stars on the blue field) is at the head and over the left shoulder. The flag should not be lowered into the grave or allowed to touch the ground.

It is the universal custom to display the flag only from sunrise to sunset on buildings and on stationary flagstaffs in the open. However, if a patriotic effect is desired, the flag may be displayed twenty-four hours a day if properly illuminated during the hours of darkness. The flag should be hoisted briskly and lowered ceremoniously.

During any ceremony, which involves hoisting or lowering the flag, or when the flag is passing in a parade or in review, those present in uniform should render the military salute. The pledge of allegiance to the flag should be rendered by standing at attention facing the flag with the right hand over the heart. Persons in uniform should remain silent, face the flag and render the military salute.

FOLDING THE FLAG

The flag should be folded every time it is lowered unless it needs to be dried after exposure to inclement weather. It is sometimes folded as part of funeral ceremony. The following instructions can be used to fold the flag for such a ceremony.

- Two persons, facing each other, hold the flag waist high and horizontally between them.
- They fold the lower striped section, lengthwise, over the blue field. Hold bottom to top, edges together securely.
- Then fold the flag again, lengthwise, folded edge to open edge.
- A triangle fold is started along the length of the flag, from the end to the heading, by bringing the striped corner of the folded edge to meet the open edge.
- Outer point is turned inward parallel with the open edge, forming a second triangle.
- Repeat the triangle folding until entire length of the flag is folded.

- When the Flag is completely folded only the blue triangle field should be visible.

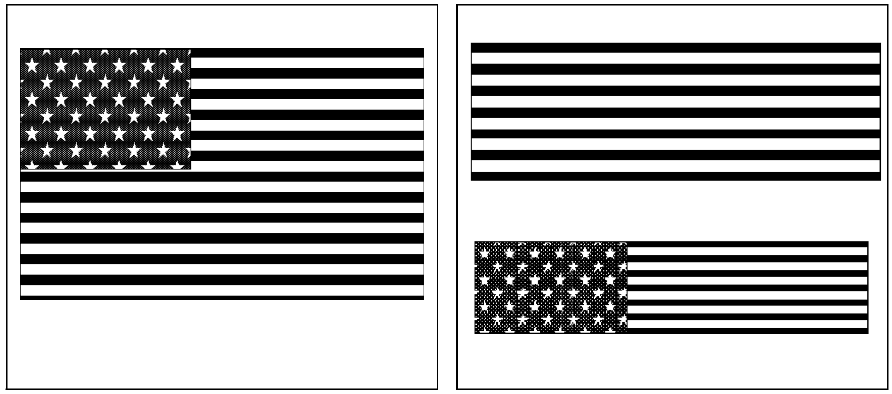


Figure 1 – Folded in half lengthwise, then in half again.

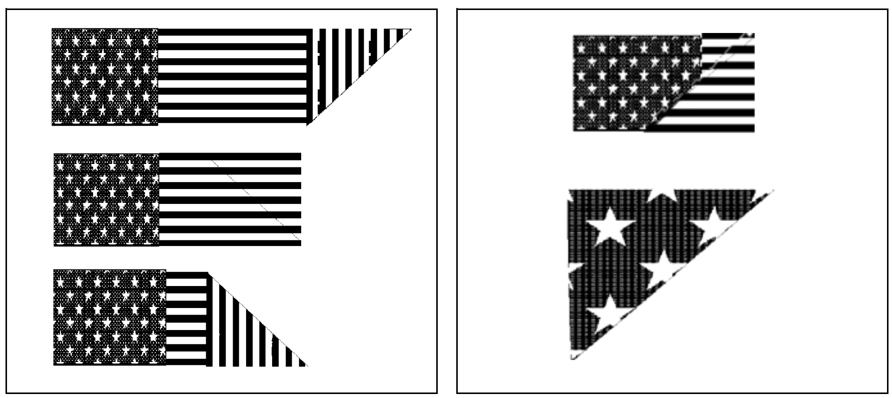


Figure 2 – Next make a series of triangular folds. The flag should end up with just the blue field showing.

SUBJECT	HOUSE DUES
REVISED	3/16/99
SEE ALSO	N/A
PAGE(S)	2

GENERAL INFORMATION

House dues are due and payable on or before the twenty-fifth (25th) day of each month. Treasurers, typically the house the Station Captain/ Division Supervisor or their designee, may not disburse money for any purpose, other than monthly bills, unless specifically authorized to do so via petition.

Treasurers must provide a receipt to member for monies paid into the House Dues Fund. Treasurers, on or before the tenth (10th) day of each month, should post a financial statement (Form 288, Cash Receipts and Disbursements) of all money due, owing, on hand, received and disbursed during the preceding month.

Members pay house dues at their assigned Station with the following exceptions:

- After two months on indefinite details, members will pay dues at their temporary assignment.
- After two months on long term disability, members are not required to pay house dues.

In the event of permanent personnel transfers from one Station to another, House Dues will be prorated on a daily basis. The amount computed must either be refunded if prepaid, or collected if due. Incoming personnel (transferees) should pay House Dues as computed above.

PETITIONS

Petitions requesting authorization for purchases from House Dues must be approved by the Treasurer and posted in a conspicuous place for a minimum of nine (9) calendar days. Members required to pay House Dues must have an opportunity to vote. Petitions shall be considered approved when the majority of members assigned to the Division or Station vote affirmative on the petition.

Disposal of equipment purchased with Company funds should be decided by petition. Dispersal of the House Dues Fund or of equipment purchased by the House Dues fund, as a result of Station closure, is decided by petition or by other method as approved by the Chief of the Fire Department.

SUBJECT:	MAIL RUN
REVISED:	10/21/14
SEE ALSO:	N/A
PAGE(S):	2

GENERAL INFORMATION

Because of the volume of inter department mail, forms and documents that are forwarded via the mail run should be divided into four types:

- Group I mail.
- Group II mail.
- Form 20B (black copies).
- FMO mail.

GROUP I

Forms or documents requiring review or signature by the Chief or Assistant Chiefs are considered Group I. Group I should be separated and placed in an envelope marked “Group I Mail.” This includes overtime forms and information related to Chief Officers’ time off.

Correspondence intended to be confidential should be sealed in an envelope and marked “Confidential.”

GROUP II

Forms and documents (except Fire Prevention Division forms and documents) which do not need to be reviewed by the Assistant Chief(s) are placed in an envelope and designated as “Group II.” Group II mail is separated and placed in the mail run box.

EMS INCIDENT REPORTS

F20B reports should be separated into blue and black copies. Black copies are placed in the appropriate envelope. Blue copies are placed in the Group II mail.

FIRE MARSHAL'S OFFICE MAIL

Forms and documents requiring review or signature by the Fire Prevention Division. Fire Marshal's Office Mail is separated and placed in an envelope marked “FMO.”

MAIL DISTRIBUTION

Mail is collected from the Battalion Headquarters Outgoing basket, placed in the mail run box and then taken to Station #10.

- Group I mail should be delivered to the Staffing Office located on the third floor.
- Group II and the F20B black copies are delivered to the Fourth Floor Receptionist.
- Fire Marshal's Office Mail should be delivered to the Receptionist at the Fire Marshal’s Office.
- Equipment should be delivered to the Equipment Room at Station 10.

Outgoing mail is picked up at Station 10's Fourth Floor Mail Room and delivered to Battalion Headquarters.

Outgoing equipment is picked up at Station 10's Equipment Room and delivered to Battalion Headquarters.

MAIL RUN SCHEDULE

A non-uniformed employee conducts the City mail run Monday through Friday.

Battalion Chiefs are responsible for their battalion mail runs.

Radio contact should be maintained at all times using the designator “Department Mail Run.”

SUBJECT:	WATCH DUTY
REVISED:	10/21/14
SEE ALSO:	P–4004 Radio Communication Procedures, OG–4004Radio Communication Procedures, P–4003 Response Guidelines, OG–4003 Response Guidelines.
PAGE(S):	12

GENERAL INFORMATION

The critical functions of watch duty staff is to receive response information and to provide customer service for the public.

The member on watch duty is the monitor of the station. It is his or her job to monitor the radio, answer the phones, track personnel and apparatus as they come and go from the station, maintain the Watch Desk Journal, notify Officers of relevant information as well as receive visitors at the front door of the station.

HOURS

While the station Captain typically defines the terms and conditions for watch duty, the job is usually divided into periods among the crew(s). An officer is on watch from 0700 to 0800 hours, or as otherwise required. Firefighters' watch duty hours are 0800 to 0700 hours.

RELIEF

The member assigned watch duty is relieved:

- During responses involving their assigned unit.
- When the next assigned member signs on watch in the Watch Desk Journal.
- When authorized by the supervising Officer.

During 2–11 or greater responses, disasters, or other emergencies, the supervising Officer should personally supervise the watch duty. The member assigned watch duty at the time of the emergency will remain on watch and make appropriate entries in the Watch Desk Journal.

RECEIVING RESPONSE INFORMATION

The member on watch shall be alert to receive an alarm in any sequence via any method available. Companies, when in quarters, may be dispatched by Computer Aided Dispatch (CAD) or over the Department radio system.

The supervising officer shall ensure that members assigned to fire station watch duty remain within listening distance of a radio (mobile, desktop, or portable) and the main phone.

The member assigned to watch duty shall be prepared to receive and acknowledge transmissions directed to the station or units at the station. In the event of a CAD or printer failure, the member on watch must be prepared to write down the response information.

When out of quarters, Unit Officers are responsible for proper receipt of responses and other information. Officers may elect to place a member on radio watch while out of quarters.

COMPUTER AIDED DISPATCH (CAD)

Personnel on watch duty or the Company Officer(s) are to retrieve the response information sheet from the CAD printer. One copy is printed for each responding apparatus.

Printed response information includes:

- Location.
- Response type.
- Other pertinent information entered by Fire Alarm Center (FAC).

Personnel on watch duty are responsible for response information. In the event CAD fails to produce a printer response sheet, the member on watch must be prepared to write down the response information.

RADIO DISPATCHING

When the Department's alerter or dispatching system is not operating, either due to maintenance or malfunction, units will be dispatched via radio only. Members must monitor the primary dispatching radio channel for alarm information and other communications.

If directed to switch to another channel, units should turn off the scanning feature. The scanning feature may also be turned off between the hours of 2200 and 0700.

The member assigned to watch duty will write down response information as it is transmitted over the radio.

Radio Dispatching will be assumed in the stations at the following times:

- At the direction of the FAC by transmitting “All stations assume radio dispatching,” over the watch office amplifier, radio or scanner.
- At the direction of a supervising Officer.
- When no response information is received following activation of the station alerting signal and/or upon receipt of a tone signal.
- When there is doubt concerning response information.
- In the event of a station power failure or main telephone failure, immediately notify FAC and the Battalion Chief by best available means.

Normal watch duty procedures should be continued when a radio dispatching is assumed in the station.

Station Alerter Test

At 0700 hours daily, FAC will test station alerters. If the 0700 alerter test is not received correctly, contact FAC by Department telephone.

Still Alarm

In the event of a Still Alarm, the member assigned watch duty will activate the in-station alerter.

The supervising Officer will contact FAC by radio or by telephone at 206-386-1498 and will relay alarm information and request the size and type of response required.

Watch Desk Journal

Watch Desk Journal entries should only be made on horizontally ruled lines.

Entries should be confined within the vertical margin lines, with the following exceptions:

- The left margin should contain the entry time of the item posted. (The twenty–four hour clock will be used; i.e., 0001 to 2400).
- The right margin should be reserved for posting the company strength at Roll Call, O.S. (out–of–service), or OK (in–service).

The following entries will be preceded by a vacant line (when they are not made at the top of a page):

- Roll Call.
- Beginning of a calendar day.

Roll Call entries will include:

- The oncoming platoon and debit number.

- Accounting of all oncoming members of the oncoming platoon. This should include present as well as absent members for each apparatus separately.
- Entries of members detailed to aid and medic units should list the member in charge first, as designated by the supervising Officer.
- A listing of watch duty assignments.
- Apparatus and station library checks.

The following entries should be made in RED:

- All responses that pertain to units assigned to the station as well as City-wide multiple alarms to include the following information: time, type of response, response units, incident number, intersection and/or address.
- Move–ups involving companies assigned to the station if the move-up is the result of an alarm.
- Units assigned to the station who are out–of–service, the "O.S." should be entered in the right margin.

Other entries in the Watch Desk Journal, including multiple alarm move–ups not involving assigned units, should be entered in black pen.

Note –	Alarms received while at a move-up station should be entered in that station's Watch Desk Journal and not in the unit's home station journal.

Messages received from, or posted in the Watch Desk Journal by Chief Officers should be followed by the name of the Chief.

Except for Chief Officers at their assigned station, or at department headquarters, units or individuals leaving the station (except for responses) should be responsible for seeing they are logged out in the Watch Desk Journal by the member assigned watch duty. The following information should be logged:

- Time out of quarters.
- Unit number or name of the individual(s).
- Reason, assignment and/or destination.

Upon returning to the station, entries should be made to indicate the following:

- Time in quarters.
- Unit number or name of the individual(s).
- A brief description of the type of alarm and equipment used when returning from an alarm (e.g., car fire; 100' 1-3/4") when applicable.
- Other pertinent information as necessary.

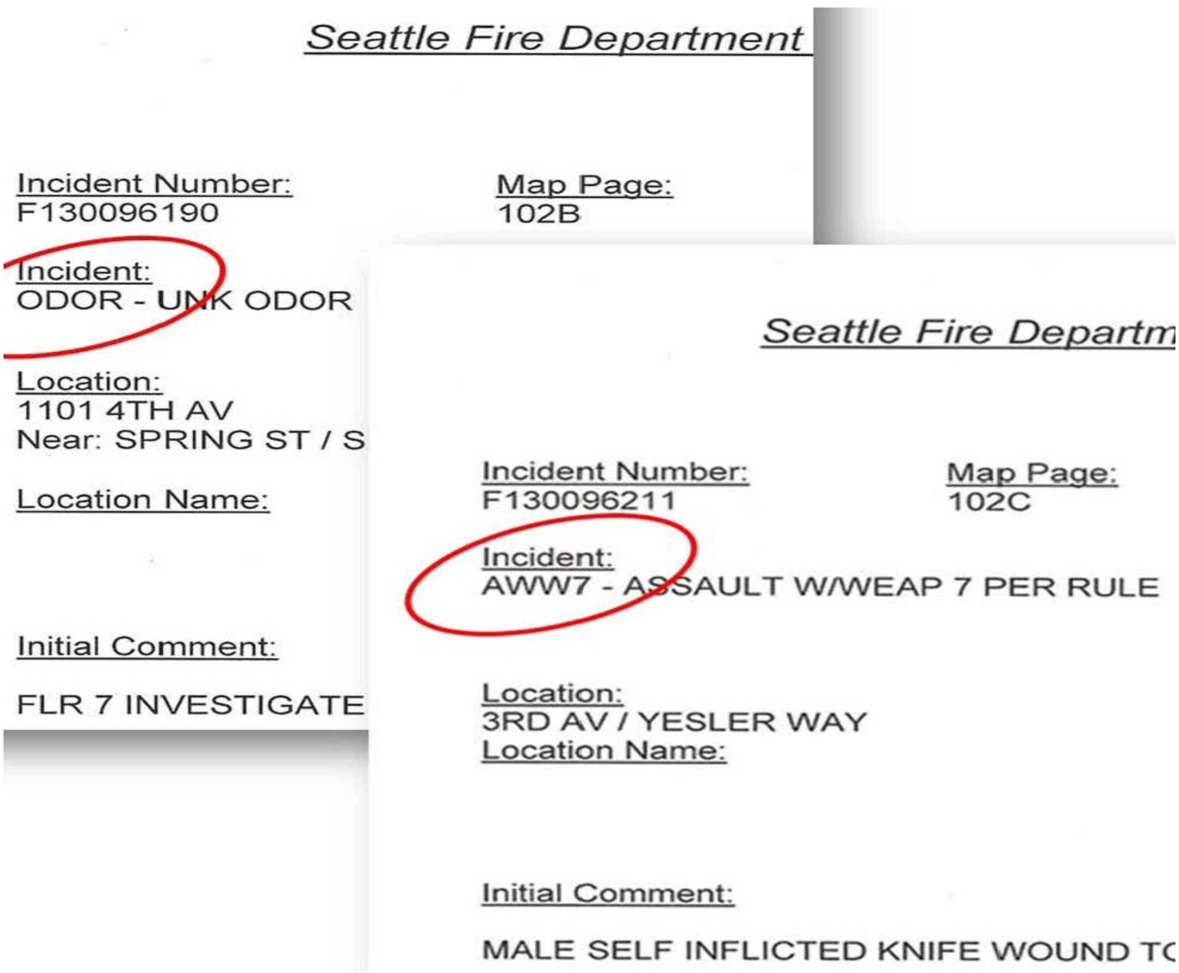
Erasures or white-out are not permitted. In the event of error, cancel the mistake by drawing a single neat line through the word or words and the initials of the member making the correction.

Only authorized standard abbreviations may be used.

Alarm amplifier messages should be monitored by the member assigned watch duty. Messages from FAC such as “Special Notices” will also be sent to station printers. Appropriate personnel should be notified of such notices and printouts which pertain to the station, personnel, or units assigned to the station will be posted and appropriate lists updated (e.g., hydrants O.S.).

RESPONSE TYPE ABBREVIATIONS

When entering response information in the Watch Desk Journal, use the response type abbreviation as indicated on the incident run sheet received via the station printer (e.g., AID, MED, FIBRES, RESHVY, etc.). See example below that indicates the location of the response type abbreviation.


Seattle Fire Department

Incident Number: F130096190
Map Page: 102B
Incident: ODOR - UNK ODOR
Location: 1101 4TH AV
Near: SPRING ST / S
Location Name:
Initial Comment:
FLR 7 INVESTIGATE

Seattle Fire Departm

Incident Number: F130096211
Map Page: 102C
Incident: AWW7 - ASSAULT W/WEAP 7 PER RULE
Location: 3RD AV / YESLER WAY
Location Name:
Initial Comment:
MALE SELF INFLICTED KNIFE WOUND TC

ABBREVIATIONS

To be used in the Watch Desk Journal at the discretion of the person making entries.

AID	Aid response
A/	Acting rank or position
AOB	Alcohol on breath
App.	Apparatus
AOT	Admin. off trade
AWT	Admin. work trade
AWW	Assault with weapons
Bldg.	Building
Blk.	Block
Blvd.	Boulevard
Capt.	Captain
CG	Code green
CO_2	Carbon dioxide
Det.	Detail
Dis.	Disability
DOA	Dead on arrival
ETA	Estimated time of arrival
FAC	Fire Alarm Center
FIB	Fire in building
FMO	Fire Marshal's office
FNIB	Fire not in building
HMC	Harborview Medical Center
HQ	Headquarters
Hr.	Hours
Hyd.	Hydrants
Insp.	Inspection
Inc.	Incident
Int.	Initial response
Lt.	Lieutenant
MO	Compensatory (Merit) time off

Occ.	Occupancy
OD	Overdose
O.S.	Out of service
O_2	Oxygen
OT	Off per trade
Pla.	Platoon
PC	Preconnect
PM.	Paramedic
Port.	Portable radio
PPC	Pump can
qtrs.	Quarters
Rel.	Relieved
SCBA	Self contained breathing apparatus
SDD	Scheduled debit day
St.	Street
Vac.	Vacation
OS	Working off shift
WT	Working per trade

SAMPLE WATCH DESK JOURNAL (SINGLE HOUSE)

FRIDAY, MAY 4, 1999			
0700	Alerter Test		OK
0700	Lt. Whitehair on Watch		
0730	Wilson Rel. Smith	E33 #3	
0730	Green Rel. Johnson	E33 #4	
0735	Capt. Angulo Rel. Lt. Whitehair	E33 #1	
0735	Quinlan rel. Brown	E33 #2	
0735	Capt. Angulo on Watch		
0800	Roll Call Pla. B Debit D8		OK
	E33: Capt. Angulo, Quinlan, Wilson, Green		1-3
	Price Dis.		
	Green E16 - Det. to Co.		
	Watches		
	Quinlan, Green, "Wilson", Capt. Stevenson		
0810	App. check: 327		OK
0810	Library check		OK
0810	Quinlan on watch		
0900	E–33 out of qtrs.- insp.		
1200	E–33 in qtrs.		
1205	Single E–33 #55405		
	Rainier Ave. S. & S. Henderson St.		
1235	E33 in qtrs. - car fire, 100' 1-3/4"		
1300	E33 out of qtrs. - drilling		
1430	E33 in qtrs.		
1430	Utility Driver, Martin, in qtrs. with App. #156		
1430	Green on watch		
1440	Utility Driver out of qtrs., Left 100' 1 1/2": (L20 S170)		
1427	2–11: E6, 5, 2, 22; L3, 4; B2 #82653		
	Summit Ave. & Cherry St.		
1429	Move–ups		
	E9 to E2, E30 to E6		
	E21 to E9, E34 to E25		
	E11 to E36		
	E36 to E10, L9 to Station 25		
	L7 to L3, B6 to B2		

SAMPLE WATCH DESK JOURNAL (DOUBLE HOUSE)

FRIDAY, MAY 4, 2001			
0700	Alerter Test		OK
0700	Lt. Simpson on watch		
0730	Schilling rel. Murray	L10#2	
0730	Bostick rel. Dorsey	E25#3	
0730	Anderson rel. Kyles	E25#4	
0730	Capt. Jacobs rel. Lt. Graves	E25#1	
0735	McMahon rel. Blaylock	E25#2	
0735	Robinson rel. Gleason	A25#2	
0735	Lt. Kimball rel. Lt. Simpson	L10#1	
0736	Richards rel. Young	L10#4	
0736	Paccagnan rel. Perkins	A25#1	
0736	Darrah rel. Wyant	L10#3	
0800	Roll Call Platoon C	Debit A13	OK
	E25 Capt. Jacobs, McMahon, Bostick, Anderson, Paccagnan		1-4
	Roulst Dis.		
	Paccagnan E34/C7 det. to co.		
	L10 Lt. Kimball, Schilling, Darrah, Richards, Robinson		1-4
	Maier Vac.		
	Stoe SDD - det. to L4		
	A25 Paccagnan, Robinson		
	Watches		
	Bostick, Schilling, Anderson, McMahon, Darrah “Richards”, Capt. Jacobs		
0815	App. check: 3764, 3748, 5404, 5318, 5337, 317, 325 at shop		OK
0815	Library check: E25, L10		OK
0815	Bostick on watch		
0820	B2 (Ch. Goss) out of qtrs.		
0830	L10 out of qtrs. - drilling		
0850	Medic A25 M1 #5602		
	23 Ave. & E. Madison St.		
0930	L10 in qtrs.		
0940	A25 in qtrs. - Assault with Weapons, DOA		
1000	E25 out of qtrs. - insp.		

RECORDING DISABILITIES

State and federal privacy laws prohibit disclosure of any employee medical information by an employer. Members are reminded that they are prohibited from recording the specific reason for a disability layoff in the Watch Desk Journal or Company Journal.

The only information to be asked and recorded is one of the following:

- Occupational injury or illness.
- Non-occupational injury or illness.
- Dependent care.

Entries in the Watch Desk Journal of the above information should be in one of the following four ways:

- Layoff - Joe Smith (1500) E20/B4 @ 1700 by B4, non-occupational illness.
- Joe Smith (1500) E20/B4, confirmed layoff.
- Return - Joe Smith (1500) E20/B4 @ 1830 by B4.
- Joe Smith (1500) E20/B4, confirmed return.

DEPT. OF LABOR & INDUSTRIES (L&I) INSPECTIONS

Department of Labor and Industries' Inspection:

L&I specifies that the Inspector be unannounced and also requires that both a management and employee representative be present during the inspection.

The member on watch duty should notify the supervising Officer that the L&I Inspector is in the station. The supervising Officer should cooperate in the program, following the procedures listed below:

- Obtain proper identification (name and ID card) and make appropriate entry in the Watch Desk Journal.
- Notify the appropriate Battalion Chief that the Department of Labor and Industries Inspector is in quarters.
- The Battalion Chief will relay the information to Safety 2 and the Deputy Chief of Operations.
- They should make every effort to meet the Inspector and witness the inspection or arrange for a management representative to be present.
- Every courtesy and consideration should be shown the Inspector pending the arrival of the management representative.

VOTER REGISTRATION

The King County Records and Elections Division supplies information and materials regarding voter registration guidelines and procedures. Fire stations are to ensure that mail-in voter registration forms are available for the public. If you need additional forms, you may obtain them by completing contacting the King County Voter Registration Assistant Coordinator at 206-296-1608. They will also answer questions on any of the voter registration forms or procedures.

SUBJECT:	RIDE-ALONGS
REVISED:	10/21/14
SEE ALSO:	P-5510 Ride-Alongs. POG 3001 Cadet Program.
PAGE(S):	2

GENERAL INFORMATION

The Fire Department will allow citizens to ride-along with SFD companies under the following conditions:

- The participant is age eighteen or older, and not involved in the hiring process.
- A written request (in either printed letter or in electronic form) is received two (2) weeks prior to the requested date by the Assistant Chief of Operations or Operations Deputy Chief.
- The request includes a business reason for requesting the ride-along.
- The participant signs a current SFD waiver form.

The Operations Division staff or the appropriate Deputy Chief will schedule the ride-along in coordination with the Battalion Chief and Company Officer. If the request comes into the Assistant Chief of Operations as a general request, rather than a request to ride with a specific company or specific SFD member, the Operations Division staff will rotate the ride-alongs throughout the department. For example, they may schedule all ride-alongs in a particular month within a designated Battalion. This will be at the discretion of the Operations Deputy Chief who will coordinate with the impacted Battalion Chief.

Requests made by current members of another fire department may be coordinated by Battalion Chiefs on a more informal basis (without written request) but the waiver is still necessary.

The Assistant Chief of Operations has the discretion to approve or disapprove any request.

The Company Officer has discretion to terminate the ride-along at any time if the participant is not following directions, appears unfit to participate, or if unforeseen circumstances occur. This should be communicated to the Battalion Chief and Deputy Chief.

Candidates who are currently on the entry level Firefighter eligible register will not be allowed to ride along. This practice could be perceived as preferential treatment.

MEDIA REQUESTS

Requests from the media (newspaper, magazines, photographers, etc.) to ride-along should be coordinated through the Public Information Officer.

PROCEDURES

In general, the hours to ride-along are between 0800 and 2200.

The Company officer will present the waiver form to the participant. The form may be found on the department's "O drive" at O:\dept\forms\ridealong. At this time, the officer will brief the participant on the rules and expectations for participation, including:

- The participant will follow all directions from SFD members immediately.
- The participant will not leave the apparatus if so instructed (e.g., an assault with weapons response).
- The participant will wear a reflective "observer" vest, blue helmet, and use the seatbelt on the apparatus. These items are available at battalion headquarters.

Waivers should be forwarded to the Finance Director after the ride-along is completed.

MINORS

The ride-along guideline is distinguished from rides that may be provided to minors during holiday celebrations, community events, etc. In these cases, the minors may ride apparatus in non-emergency, preferably out-of-service, conditions. Under no circumstance will anyone under age eighteen ride an SFD apparatus in emergency response mode. These opportunities for minors should be limited in duration and strictly controlled by the Company officer. However, no child under the age of four may ride on any SFD apparatus.

FIRE CADETS

The Cadet Program is exempted from this policy and cadets in good standing may ride fire department apparatus as detailed in cadet program protocols. See POG 3001.

SUBJECT:	CHEMICAL HAZARD COMMUNICATION
REVISED:	10/21/14
SEE ALSO:	P-6002 Chemical Hazard Communication, WAC 296-62 Part C
PAGE(S):	2

GENERAL INFORMATION

Employees must be trained on the content and interpretation of Material Safety Data Sheets (MSDS), proper use, storage and disposal of hazardous substances in their work place. Company Officers and supervisory personnel will train employees on the MSDS provided for hazardous substances used or stored at the station/facility. Such information and training will address the types of hazards to which the employees will be exposed.

EMPLOYEE TRAINING

Employee training should cover at the least:

- Methods and observations used to detect the presence or release of a hazardous chemical in the work area.
- The physical and health hazards of the chemicals in the work area including the likely physical symptoms or effects of overexposure.
- The measures employees can take to protect themselves from these hazards. This should include specific procedures the Department has implemented to protect employees from exposure to hazardous chemicals. Appropriate work practices, emergency procedures, and the use of personal protective equipment are some of these measures.
- A review of the hazard communication program developed by the Department including an explanation of the labeling system and the MSDS.
- Where employees can obtain and how to use the appropriate hazard information.

HAZARDOUS SUBSTANCE INVENTORIES

The Safety Division will initiate an annual Hazardous Substance Inventory. Each division will conduct an inventory of all hazardous substances used or stored in the work place. The station Captain usually conducts this or the Division Supervisor in areas other than Operations. Battalion Chiefs may perform random verification of the accuracy of each inventory.

SUBJECT:	PREMISE NOTES/DANGEROUS BUILDINGS
REVISED:	10/21/14
SEE ALSO:	P-6003
PAGE(S):	4

GENERAL INFORMATION

Identifying and designating a building as a Dangerous Building is crucial to the health and safety of Department members. The strategy and tactics employed at an incident may be influenced as a result of a building being designated as a Dangerous Building.

Company Officers are to review the Dangerous Building List on CAD-view at the beginning of their work shift.

Caution and information Notes provide valuable information that, similar to Dangerous Building Notes, help increase the effectiveness of Operation personnel at incident locations and should be reviewed daily.

Members must be alert to not disclose to the public that a building is listed as a "Threat to Burn."

DEFINITIONS

Structurally Deteriorated Buildings: Any building that, due to lack of maintenance, deterioration, instability, dilapidation, or damage by fire or other causes, has been rendered a special hazard.

Altered Buildings: Buildings that are a severe, special, or unusual hazard to firefighters due to modification or elimination of fire protection or detection devices, stairways, floors, banisters, fire doors, structural components, or any other alteration.

Dangerous Building: A condition or situation existing in a building or structure that presents a severe, special or unusual hazard to firefighters during emergencies.

Examples include:

- The building or structure has collapsed, partially collapsed, moved off its foundation or lacks the support of ground necessary to support it.
- Significant risk of collapse, detachment or dislodgment of any portion of the building or structure under service loads.
- An abandoned premise as defined by Seattle Fire Code (SFC) section 311.1.1 Abandoned Premises.

- An Unsafe structure or premises as defined by SFC section 110.1.1 Unsafe Conditions.

Dangerous Building List: A confidential list that can be found on the CADview screen under "Reports." Company Officers will print and review the list each Sunday at 0800 and place it on the apparatus for reference.

Caution Note: Information about people, property uses or activities and/or contents/materials that pose a hazard to firefighter or occupant safety.

Examples Include:

- Severe, special, or unusual hazard due to modification or elimination of fire protection or detection devices, stairways, floors, banisters, fire doors, structural components, or other alterations.
- Significant electrical and mechanical hazards.
- Special atmospheres such as confined spaces, inert atmospheres, ripening facilities, and special equipment for treating atmospheres.
- Arson, attempted arson, and threat of arson.
- Large quantities of hazardous materials.
- Residence with heavy fire load, limited access.
- Mentally unstable occupant with fire arms in the house.
- SPD assistance required because of violent or threatening and armed occupant.
- A vacant premise (as defined in SFC section 311.1) that is in violation of SFC 311.2 Safeguarding Vacant Premises.

Information Note: Information that will make the SFD response more effective or efficient.

Examples include:

- Long hose lay from hydrant to premise.
- Single long driveway restricts access to residence.
- Vacant premise (as defined by SFC section 311.1) that is not in violation with SFC 311.2 Safeguarding Vacant Premises.
- All units advised to use Knox box keys for entry and elevator use.
- Any response for baby at this location should be a medic response.
- Key box code 12795 located to the right of the front door.
- Responses to this address also notify ValleyCom, Boeing Fire, KC Airport.
- Resident is deaf and blind.

Premise Note: A premise note can be a Dangerous Building, Caution Note, or an Information note.

Pre-Incident Survey: A comprehensive report containing floor plans and locations of fire systems, hazards, exits, stairways, and obstacles.

Pre-incident Inspection: An inspection of a building to become familiar with its fire systems, hazards, exits, stairways, and obstacles.

PROCEDURE

DANGEROUS BUILDING

Once a building is designated as a Dangerous Building, a Dangerous Building Note will be created in the Inspection/Pre-Incident Plan Database (IPD). The Battalion Chief responsible for the Battalion where the building is located will be notified via page. The page is initiated automatically from within the IPD after the Dangerous Building Note is saved.

Upon receiving the page, the Battalion Chiefs will open the IPD and check for the following link at the bottom of the Main Menu: "Battalion Chief's Pending Occupancy Notes Approval Form." Clicking on the link opens another window where the Battalion Chiefs can either approve or reject the Dangerous Building Note. If approved, the Fire Alarm Center (FAC) is notified via page through the IPD as above.

Members initiating the Dangerous Building Note are to check CADview within 2-3 hours to see that it has been entered into CAD. If it cannot be found in CADview, contact the responsible Battalion Chief who will follow up with the FAC to ensure its entry into the CAD system.

CAUTION/ INFORMATION NOTES

Members will enter Caution and Information Notes into the IPD the same as a Dangerous Building Note, with one exception - the FAC will be paged but the Caution/Information Note will not need the Battalion Chief approval.

Review the report in CADview for Caution and Information Notes to ensure that notes have been entered into CAD. Members will contact the Battalion Chief responsible for the Battalion where the occupancy is located if notes are not displayed in CADview.

PRE-INCIDENT SURVEYS AND INSPECTIONS

Companies must familiarize themselves with buildings in their district listed on the Dangerous Building List by conducting a Pre-Incident Inspection and preparing a Pre-Incident Survey.

If a Pre-Incident Survey exists, it will be recorded in the IPD and is to be printed for updating premise information when conducting a Pre-Incident Inspection. If no Pre-Incident Survey exists in the IPD, print a blank Pre-Incident Survey form from the IPD for use in the field to record the premise information during the Inspection.

When preparing the Pre-Incident Survey for a building that has restricted access, or there is a need to maintain the identity of a confidential witness, the Deputy Chief of Operations, Safety Officer, and the

Captain of the Fire Investigation Unit will determine the most appropriate manner to secure the necessary information for a Pre-incident Survey, as well as maintain the confidentiality of the informant.

If the Officer preparing the Pre-incident Survey cannot gain access to the inside of the building, it should be noted in the Hazards section of the Pre-Incident Survey form.

The premise information from the Survey and Inspection will be entered in the IPD.

CHANGES AND CANCELLATIONS

When a correction, cancellation, or addition to a Premise Note needs to be made the edit or deletion must be done through the IPD.

FAC

Upon receipt of a Premise Note, the FAC will enter all information into CAD.

FAC will notify responding units when en route to a location that has a Premise Note.

OTHER DIVISIONS

When non-Operations divisions acquire Premise Note information they are to report it to a Battalion Chief where the premise is located.

The Battalion Chief will assign a company to follow the procedures in this guideline for entering a Premise Note in the IPD. This is to be done as soon as practical.

SUBJECT	SAFETY
REVISED:	10/21/14
SEE ALSO:	P-6004 Safety; WAC 296-305
PAGES:	4

GENERAL INFORMATION

The fire service is a profession that involves a certain degree of risk but the risks and dangers we may face can be reduced through a proactive approach to safety.

As firefighters we depend a great deal on the skills we have learned and experience we have gained to get the job done. Through quality training, with an emphasis on safety, we can reduce the number of accidents and injuries that occur.

Safety is the responsibility of the individual, each member must do their part in identifying potential hazards and communicating their concerns so the needed corrections can be made. Those who fail to identify and control a hazardous situation put themselves and others at risk of injury or worse.

THE SAFETY OFFICER

The Safety Division is the focal point of the Departments commitment to the safety and health of the members.

The role of the Safety Officer includes taking an active role in planning and coordinating safety activities and filling the position of a Health and Safety Officer (HSO). The Safety Officer also performs the duties required of the Department's Incident Safety Officer (ISO) at emergencies and specified training activities.

As a liaison with both staff and Operations personnel, the Safety Officer is in a position to recommend methods to eliminate unsafe practices and reduce hazardous conditions.

HEALTH AND SAFETY OFFICER (HSO)

The Health and Safety Officer's role is broad and encompasses all Health and Safety issues.

HSO DUTIES

The general duties of the Health and Safety Officer include:

- Resource Management for health and safety issues.
- Knowledge of laws, codes, and standards regulating occupational health and safety issues for the Fire Service.
- Assist in developing and delivering training on Fire Department safety issues.
- Safety supervisor for live fire burn training.
- Manage the Accident Prevention Program.
- Survey facilities and equipment related safety issues.
- Investigate, or cause to be investigated, occupational illnesses, injuries and exposures.
- A member of the Fire Department Joint Safety Committee (JSC).
- Ensure that Critical Incident Stress Management (CISM) processes and procedures occur.
- Act as the Department's point of contact for the City Workplace Violence complaint program.
- Participate in City Safety meetings.
- Participate in Post Incident Analysis on reviews and reports.

INCIDENT SAFETY OFFICER (ISO)

The Incident Safety Officer's role is more scene oriented than that of the Health and Safety Officer. Where the HSO is involved in identification and development of preventative measures, the ISO is more action oriented towards a specific emergency scene.

Upon arrival at the scene of an emergency any Company Officer or Battalion Chief can act as the ISO. The on-duty Safety Officer will be the Department's ISO and respond to:

- Working Structure Fires.
- Multiple Alarms.
- Technical Rescues.
- Marine Incidents.
- Hazardous Materials Incidents.
- Multiple Casualty Incidents (MCI).
- As requested by the Incident Commander (IC).

ISO DUTIES

The general duties of the Incident Safety Officer are to:

- Integrate into the on-scene Incident Command System as a member of the Command Staff.
- Monitor on-scene conditions, activities and operations to determine whether they fall within established safe practices. When the per-

ceived risk is judged to be unsafe, the on-scene ISO has the authority to alter, suspend or terminate these activities.

- Ensure the IC establishes a rehabilitation plan.
- Monitor the incident scene and report the status of conditions, hazards and risks to the IC.
- Ensure the Department's accountability system is being used at the scene.
- Provide the IC with a Risk Assessment of the incident scene operations.
- Ensure that designated safety zones, collapse zones, hot zones and other designated areas are communicated to the members on scene.
- Evaluate traffic hazards and apparatus placement actions are taken to mitigate hazards.
- Monitor radio transmissions and stay alert to transmission barriers that could result in missed, unclear or incomplete communication.
- Communicate to the IC the need for an Assistant Safety Officer when the size, complexity or duration of the incident indicates such.
- Ensure that the IC has designated a Rapid Intervention Team (RIT), when indicated, and that it is in place and ready for deployment.
- In fires involving structures, advise the IC of hazards, collapse potential, and possible fire extension into other structures or areas.
- Evaluate smoke and fire conditions and advise the IC on the potential for flashover, backdraft or other fire events that pose a threat to Operations.
- Monitor the accessibility of entry and exit points and the affect they have on the safety of members conducting interior operations.
- Ensure Department requirements related to safety are met on Emergency Medical scenes, Hazardous Materials scenes and Special Operations (Confined Space, Rope, Collapse, Trench, Water, Machinery/Transportation, etc.) are met using NFPA 472, NFPA 1581 and NFPA 1670 as guides.

RISK ASSESSMENT

At each incident it is important for all responders to conduct an independent Risk Assessment. Each person brings with them varying degrees of experience and different levels of knowledge.

Risk Assessment: to set or determine the possibility of suffering harm or loss and to what extent.

Risk/Benefit Analysis: the decision making process that weighs the hazards encountered by the rescuer (responder) versus the potential benefit.

Scene conditions, information and other factors can and will change. You should constantly re-evaluate your initial assessment and determine if it is still valid.

Risk Management: the process of identifying, assessing, and communicating risk, and accepting, avoiding, or controlling it to an acceptable level at a reasonable cost.

At significant incidents and special operations incidents, the IC, with the cooperation of the ISO, will assign qualified personnel with special authority and responsibility to evaluate hazards and provide direction with respect to the safety of operations.

Based on the type of incident there are a number of factors that should be considered as part of your Risk Assessment.

STRUCTURE FIRE ASSESSMENTS

STRUCTURAL INTEGRITY

The ISO assesses structural integrity based on:

- Type of Construction.
- Fuel Load.
- Fire Progression.
- Time of Fire Involvement.

SCENE SAFETY

The following criteria addresses scene safety:

- Proper protective clothing and equipment is being worn.
- Rapid Intervention Team (RIT) is in place and properly equipped.
- The incident is zoned Hot, Warm, Cold.
- Ensure securing utilities.
- Ensure water supply established.
- Provide and ensure on-scene hazards are marked with red/white striped barricade tape (striped tape carried on Safety 2, Battalion vehicles, and Staff 10 apparatus).

ADEQUATE EGRESS

The ISO also looks for adequate egress from:

- Structure
- Roof
- Basement

INCIDENT TASKS

Ensure that the following are done:

- Rotation/rehabilitation of personnel
- Appropriate decon is set-up and being used

Apparatus placement evaluated to ensure:

- Out of collapse zone
- No overhead wire hazard
- Egress of personnel

Team integrity and accountability maintained:

- Teams/Units/Members can identify the proper designator of the Division/Group/Team/Unit to whom they report
- Division/Group Supervisors and Team/Unit Leaders can identify which Units/Members are reporting to them

Adequate lighting during the following:

- Night Operations
- Overhaul
- Fire Watches

Communications:

- Monitor radio transmissions and stay alert to transmission barriers that could result in missed, unclear, or incomplete communications.

SIGNIFICANT AND SPECIAL OPERATIONS INCIDENTS

Significant and Special Operations Incidents are those incidents such as Marine Responses, Multiple Casualty Incidents and Rescue Responses, Hazardous Materials Incidents, Technical Rescues, and any other incident that may require special knowledge or experience. At these types of incidents the IC, with the cooperation of the ISO, will assign qualified personnel with special authority and responsibility to evaluate hazards and provide direction with respect to the safety of operations.

Subject:	**Infection Control Plan**
Revised:	10/21/14
See Also:	N/A
Page(s)	12

General Information

The SFD members will use recognized safe practices and accepted standards of care when dealing with body fluids and respiratory exposure.

Members will select personal protective equipment (PPE) appropriate to the potential exposure and attempt to limit the number of members who might be exposed to blood or other potentially infectious materials at the incident.

Other potentially infectious materials include:

- cerebrospinal fluid.
- synovial fluid.
- pleural fluid.
- pericardial fluid.
- peritoneal fluid.
- amniotic fluid.
- semen.
- vaginal secretions.
- saliva in dental procedures.
- body fluids that are visibly contaminated with blood.
- body fluids in situations where it is difficult or impossible to differentiate between body fluids.
- unfixed tissue or organ (other than intact skin) from a human (living or dead).
- HIV containing cell or tissue cultures, organ cultures.
- HIV or HBV containing culture medium or other solutions.
- blood, organs or other tissues from experimental animals infected with HIV or HBV.

PPE will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through to or reach the member’s work uniform, undergarments, skin, eyes, mouth, or mucous membranes under working field conditions. PPE must be replaced whenever it is known or suspected to be compromised.

EXPOSURE PREVENTION

Each member has been provided with an EMS fanny pack that carries the necessary PPE for exposure prevention. These should be worn on EMS incidents and procedures involving excessive amounts of blood, or other potentially infectious materials. Actions should be taken to minimize splashing, spraying, spattering, or generation of droplets of these substances. Specimens of blood or other potentially infectious materials should be placed in a container, which prevents leakage during collection, handling, processing, storage, transport, or shipping. Broken glassware, which may be contaminated, should not be picked up directly by hand. It should be cleaned up using mechanical means such as a brush and dustpan, tongs or forceps. Vacuum cleaners should not be used. Contaminated materials; e.g. 4x4s, dressings, paper towels, etc. should be contained in a red biohazard bag and disposed of with medical wastes.

DISPATCH

Dispatchers will notify responding units, when possible, if infectious symptoms or locations are present. If appropriate to the incident, Dispatchers will ask caller if cough or fever is present. If present, they will announce during shoot: "Febrile Respiratory Illness, PPE Advised." Limit the number of members in contact with the patient. The patient should be masked if possible. Members in contact with the patient should wear HEPA mask and gown.

GLOVES

Members will don Nitrile exam gloves prior to initiating any emergency patient care.

Nitrile gloves are for single use only and should be changed between patients.

Leather gloves should be worn in situations where sharp or rough edges are likely to be encountered.

FACIAL PROTECTION

Eye protection will be worn prior to initiating any emergency patient care.

Facial protection should be used in situations where splash contact with the face is anticipated.

Facial protection can be provided using both a face mask and eye protection, or a full-face shield.

Goggles on helmets should not be considered a protection for infectious disease control.

Protective medical glasses have no impact resistance and should not be used when other eye protection is required.

HEPA

When treating a patient with a known fever, cough, or airborne transmissible disease, HEPA masks and gowns will be used. Mask the patient first and then the member. Patients with a cough, should be masked with a procedure or particle mask.

Firefighters should wear a particulate respirator when entering areas occupied by individuals with suspected or confirmed TB, when performing high-risk procedures on such individuals or when transporting individuals with suspected or confirmed TB in a vehicle. If possible, the rear windows of a vehicle transporting patients with confirmed, suspected, or active tuberculosis should be kept open, and the heater or air conditioner set on a non-circulating cycle.

RESUSCITATION DEVICES

Members must use resuscitation devices to ventilate patients. Mouth-to-mouth resuscitation should only be used as a last resort.

Operations Division members will carry pocket masks with one-way valves to eliminate the need for mouth-to-mouth resuscitation.

If a disposable bag valve mask fails or is unavailable, members should use the bag valve mask face piece with an isolation valve or pocket mask to ventilate patients.

CROSS-CONTAMINATION

To prevent cross-contamination members should remove their gloves *prior* to carrying the kits away from an incident. Aid and vent kits need to be disinfected daily and when they are suspected of being contaminated.

CONTAMINATED PERSONNEL AND CLOTHING

Equipment, uniforms, and personal protective equipment that are contaminated, or thought to be contaminated, with blood or other potentially infectious materials should be washed in the station. Disposable gloves should be used when handling contaminated clothing and equipment. Contaminated clothing should be stored in red biohazard bags until it can be cleaned. To clean the contaminated clothing, a Fire Department approved germicidal detergent should be used. The disinfectant cleaner is intended to be a complete disinfecting and cleaning agent when mixed according to the manufacturer's directions. Do not add chemicals or detergents to the germicidal solution because of the potential for adverse chemical reactions. Members should maintain a clean extra uniform at the station for the replacement of a contaminated uniform and to facilitate the companies return to service.

When a 1:9 bleach solution is being used, it will only maintain its disinfecting properties for a 24-hour period. Therefore, members should mix a new solution for each use.

CONTAMINATED

Note	All-weather jackets should be spot cleaned, placed in the red biohazard bags, and cleaned at a station that has a proper decontamination room.

PERSONNEL

Wash the affected body parts as soon as possible (hand washing, face washing, eye irrigation, mouth washing, etc.) When washing is indicated, wash immediately after treating the patient. Do not smoke, eat, or touch people or objects unnecessarily until hands have been washed.

- When hand-washing facilities are not available, members should use an appropriate antiseptic hand cleaner in conjunction with clean cloth/paper towels or antiseptic towelettes.

CONTAMINATED CLOTHING

Under no circumstances may contaminated uniforms be washed at home.

Minor Contamination – Minor contamination is defined as contamination limited in size to an area equivalent to a splattering of a few half-dollar coins.

Turnout gear, uniforms, and other clothing with minor contamination should be disinfected as soon as possible upon return to quarters.

After the clothing has been disinfected, the clothing should be washed as outlined under normal use.

All-weather jackets should be treated as noted above.

Helmets, Gloves, Hoods, and Boots – Pre-clean with disinfectant cleaner and scrub contaminated areas with a soft bristled brush. Rinse with clean water.

Using fresh disinfectant cleaner, repeat the above procedure allowing the areas to remain wet for a minimum of fifteen minutes. Double rinse with clean water and air dry.

For gloves, use a third fresh water rinse, squeezing and rinsing several times.

Disinfecting solution used in these procedures should be disposed of by emptying into a sanitary sewer system (utility sink). The utility sink should be flushed with clean water. Cleaning surface areas should be disinfected with a 1:9 bleach solution after disinfecting contaminated clothing.

When the on-coming shift has to clean contaminated clothing for the off-going shift, contaminated clothing should be stored in red biohazard bags and properly sealed to prevent the spread of potential contamination. The appropriate Battalion Chief should be notified of contaminated clothing left for the oncoming shift.

Gross Contamination – Gross contamination is defined as contamination that has saturated in part or wholly an area greater than defined under minor contamination.

Members with contaminated laundry should immediately place their unit out of service and follow proper decontamination procedures. The member's safety is the first consideration, followed by the proper decontamination of equipment and clothing.

Decontamination is the use of physical or chemical means to remove, inactivate, or destroy blood-borne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal.

Turnout gear, uniforms, and other clothing grossly contaminated with blood or other potentially infectious materials should be placed in a red biohazard bag. The red biohazard bag should be sealed to prevent the spread of potential contamination. The red biohazard bag should be labeled describing the contents hazard and the member's name and assignment.

Companies should travel to a station with a proper decontamination room. Follow the procedures for minor and/or gross contamination cleaning.

POST INCIDENT CONTAMINATION

On Scene - Wipe equipment with a germicidal cleaner

Hospital - Wipe equipment with a germicidal cleaner and decontaminate as necessary with supplies available at the hospital.

Station/Office Spaces - Decontaminate potentially contaminated equipment and surfaces on return.

Office spaces and reception areas - Display waterless hand disinfectant and have masks available. Wipe keyboards, phone, surfaces ect. periodically as needed.

Germicidal wipes will be issued to each apparatus and carried in the Aid Kit Compartment. They will also be issued to each station and administration unit.

HAND WASHING

Hand washing is the single most important action to prevent transmission of infectious disease.

Members should wash their hands with soap and water or waterless instant hand antiseptic:

- After any patient contact (in addition to wearing gloves).
- Before eating, drinking or smoking.
- Before cooking or handling food.
- After using the restroom.
- After any contact with apparatus and equipment, and when entering station offices and quarters.

Waterless hand antiseptic will be provided as follows:

- Each station: three (3) 16 oz pumps with brackets.
- Each apparatus: two (2) portable 3 oz flip tops - for front and rear crew cab.
- Each Aid / Medic Unit: two (2) 16 oz pumps with brackets.
- Aid Kit or Medic Jump Kit: one (1) portable 3 oz flip top.

Waterless hand cleaner will be added to the online ordering for re-supply. Members are encouraged to carry waterless hand wipes in their fanny packs, foul weather coats and bunkers.

COUGH ETIQUETTE AND ILLNESS

Any employee with a cough should cover their cough or wear a simple procedure mask. If you are symptomatic or have a fever you should not be at work. Exposing fellow workers and patients puts our workforce and vulnerable patients at risk.

CONTAMINATED EQUIPMENT

Contaminated equipment and surfaces should be washed first with hot, soapy water and then disinfected. The universal disinfectant should be a 1:9 bleach solution for items exposed to blood or other potentially infectious materials. Members should wet contaminated surfaces for 10 minutes with disinfectant before rinsing with fresh water, and then dry with clean absorbent material. Equipment to be cleaned should include but not be limited to: backboards, laryngoscopes, stylets, and splints.

Special care should be taken for the following situations:

- Pay special attention to the steering wheel and accessories of vehicles, such as radio equipment, spotlight handles, kits, door handles, etc. (items that come into contact with the hands).
- Radios should be disinfected using a 1:9 bleach solution. The radios should be shut off, cleaned with the battery attached, then rinsed with clear water.
- If large pools of blood occur in the back of an Aid/Medic Unit, the blood should be blotted with paper towels before attempting to disinfect. Blood/body fluid spills should be cleaned with soap and water and disinfected with a fresh 1:9 bleach solution. Floors and walls do not have to be disinfected unless they have been exposed to blood or body fluids. Airing is ineffective as a disinfectant.

Operations vehicles, excluding Chiefs' vehicles, should have closable “sharps” containers, which are puncture resistant and leak proof. “Sharps” containers should be colored red, labeled as biohazard, and should be used as the situation dictates. Immediately or as soon as possible after use, contaminated reusable sharps should be placed in appropriate containers until properly reprocessed. Containers for contaminated sharps should be replaced when the container becomes ¾ full. Contaminated needles and other contaminated sharps should not be bent, recapped, or removed except through the use of a mechanical device or a one-handed technique.

DECON SUPPLIES

Station Captains should maintain an inventory of disinfecting supplies to include:

- 6 pairs of rubber gloves, mid-forearm to elbow length.
- 2 soft bristled non-porous plastic brushes.
- 1 quart of SFD issued Hal-o-san Disinfectant Cleaner.
- 1 case of large red bio-hazard bags.

- 2 spray bottles for Hal-o-san Disinfectant Cleaner. The disinfectant is to be mixed, according to manufacturer specifications, only when the decontamination of personal protective equipment is necessary.

Reportable Exposures

A Reportable Exposure Incident is a specific eye, mouth, or other mucous membrane, non-intact skin, or parenteral (piercing of mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts, or abrasions) contact with blood or other potentially infectious materials that results from the performance of an employees possessive duties.

When a member sustains or suspects they have sustained such contact with infectious material, procedures for a reportable exposure should be initiated.

Employees will initiate immediate self care based on the nature of exposure; wash wound with disinfectant, soap and hot water, flush eyes, nose, or mouth exposures with water or ringers and begin the reporting process.

The Employee will make an immediate verbal report of the exposure to the on-duty Supervisor, and initiate a Communicable Disease Exposure Report, Form 172.

The On-duty Supervisor will immediately notify their Battalion Chief that an exposure has taken place. If their Battalion Chief is unavailable, they will contact another on-duty Battalion Chief or Deputy One

The Battalion/Deputy Chief will arrange for immediate medical care of the employee by contacting the on-duty MSO and the on-duty HSO. The MSO will arrange for medical care of the employee at HMC within two hours of the exposure. The MSO (or HSO if the MSO is unavailable) will meet the member at HMC to facilitate their admission into the Emergency Department and ensure that they have the required forms. The HSO will Coordinate the MSO for the purposes of documenting the exposure incident and will initiate an HSO safety review.

The exposed member should provide the Emergency Department/ Charge Nurse with the following:

- SFD Emergency Medical services Communicable Disease Exposure Report (Form 172).
- APF (Activity Prescription Form) for LEOFF ll/City Pension members.
- Seattle Fire Fighter's Pension Board Claim Form for LEOFF l members.
- A copy of the patient's Medical Incident Report (Form 20b).

The Form 172, APF form, and a copy of the Form 20b will be forwarded through channels to the Disability Officer.

When treated, members will forward forms as required for an Occupational injury/illness (exposure) to the Disability Officer within six days of the incident per the POG section 3006. These are to include the following:

- SFD Emergency Medical Services Communicable Disease Exposure Report (Form 172).
- An Activity Prescription Form for LEOFF ll.
- A coy of the patient’s Medical Incident Report (Form 20b).
- Occupational Injury/illness Report (Form 78).
- Self-Insured Accident Report (Form SIF-2, LEOFF ll/City Pension).
- Seattle Fire Fighter Pension Board Claim Form (LEOFF l, Send to the Pension Office).

Follow-up treatment should be per LEOFF I or LEOFF II requirements

The MSO will ensure that the HMC Attending Physician calls the receiving hospital where the involved source patient was taken. The HMC Attending Physician will be requested to talk with the (receiving) Emergency Services Department's Attending Physician or Charge/Triage Nurse for the following:

- Inform them that an exposure has occurred.
- Provide them the Incident number.
- Request that they test the patient for blood borne pathogens.
- Request that they provide the results of the patient's blood screening test to the HMC Attending Physician who, in turn, will communicate these results to the affected employee.

If the patient refuses blood testing, the HMC Attending Physician will contact the Health Department Director (Duty Officer) who may facilitate the request of a court order for testing within seven days of the exposure.

The HMC Attending Physician will notify the on-duty MSO when the results of the patient's blood test are available. Tests may take seven days or more. Once notified, the MSO shall contact the employee and inform him/her of the test results availability. The member is responsible to follow up with the Attending Physician for the results and any recommended treatment.

Due to privacy laws, once the employee is under the care of Emergency Department staff, discussion or questions related to the potential exposure or recommended treatment must occur between the employee and the ED staff (Charge Nurse / Attending Physician). The MSO is not allowed by law to conduct these discussions or seek answers related to exposure and treatment.

The following are not considered reportable exposures:

- Blood or body fluids on intact skin.
- Blood or body fluids on clothing or equipment.
- Being present in the same room as the infected person.

- Touching the infected person.
- Talking to an infected person.

HOSPITAL REPORTABLE EXPOSURE

A *hospital reportable or unsuspected exposure* occurs if EMS employees treat or transport a patient who is later diagnosed as having a serious communicable disease that could have been transmitted by a respiratory route. Hospital reportable diseases include tuberculosis and meningococcal meningitis.

Hospitals will notify the Fire Alarm Center (FAC) of a hospital reportable exposure. The FAC shall immediately notify the on-duty MSO and HSO. If the hospital recommends immediate care of the employee, the MSO and HSO shall coordinate with each other and arrange for immediate care of the employee. The HSO shall initiate an HSO safety review.

Upon notification of a hospital reportable exposure, the on-duty MSO and HSO shall coordinate to ensure that the following have taken place:

- Notification of the employee.
- Notification of the Medical Services Administrator (MSA).
- Notification of the Disability Officer.
- Documentation in the MSO's files of the Reportable Exposure.
- Initiation of a safety review by the HSO.
- Documentation in the MSO's and HSO's files of when the employee was notified and by what means (in person, phone call, e-mail with return confirmation, etc.).
- Documentation in the MSO's and HSO's files of their actions taken to arrange for the employee's admission to HMC or other appropriate initiation of care.

When treated, members should forward forms as required for an Occupational injury/illness (exposure) to the Disability Officer within 6 days of notification per the POG Section 3006. These are to include the following:

- SFD Emergency Medical Services Communicable Disease Exposure Report (Form 172).
- Return to Work / Time Loss Form (LEOFF II / City Pension).
- A copy of the patient's Medical Incident Report (Form 20b).
- Occupational Injury / Illness Report (Form 78).
- Self-Insured Accident Report (Form SIF-2, LEOFF II / City Pension).
- Seattle Fire Fighter's Pension Board Claim Form (LEOFF I, send to the Pension Office).

INFECTIOUS DISEASE MONITORING PROGRAM

SITUATION FOUND PROGRAM

The Situation Found (SitFound) Program is used to record and monitor infectious disease symptoms in patients seen by our members. The Program allows members to record symptoms for one or more patients at an EMS Incident.

The SitFound Program provides:

- Early detection of a infectious disease outbreak, whether it is a pandemic flu, unusually high number of flu cases, or other infectious illness.
- A record of firefighter exposures to patients with infectious disease symptoms, which helps to determine if exposure to patients with an infectious disease results in work-related illness.
- Information that will help to evaluate and improve PPE practices to reduce the number of exposures to members and improve firefighter safety.

SITFOUND GUIDELINES

Guidelines for collecting infectious disease exposure information using SitFound:

- The first arriving unit on scene is responsible for entering information in the SitFound Program, whether on the MDC or on the station PC; the MDC provides early warning notification for PPE purposes.
- The first arriving unit is responsible for contacting other units at an incident to get the total number of patients so that all patients treated by all units are entered in SitFound.
- Additional patients may be added within 24 hours after data from an incident is recorded in SitFound; make sure patients are not duplicated in SitFound.
- Clear the incident from SitFound with the "No Symptoms" button if no infectious disease symptoms are found.
- Complete the incident in the Program on a regular daily basis as soon as possible so that the database application functions properly.

SITFOUND TRAINING

Detailed instructions are on the Department's InWeb under Training / Guides and Workbooks, including the *SitFound Quick Start Guide*, *Sit Found User Guide (PowerPoint(),* and *Frequently Asked Questions.*

Company Officers shall ensure that all members are trained in the Situation Found Program and enter the training session in TIMS on the normal drill site.

INFECTIOUS DISEASE PLAN

The use of the SitFound Program for all EMS patients with infectious disease symptoms is mandatory. All members are required to use the Program in a timely manner. The SitFound Program assists in tracking trends and detecting increases of infectious disease symptoms in Seattle. The tracking and alerting is part of the Department's Infectious Disease Plan. SitFound data will be shared with King County Public Health and other agencies to help guide response efforts.

Additional information and statistics on the flu monitoring program can be found at http://www.seattle.gov/fire/statistics/sitfound/.

Call the Help Desk at (206) 386-1212 if there is a problem with the Sit-Found Program.

Immunizations And History

Members should receive and maintain the following immunizations or document immunity/exposure:

Hepatitis B – The first in a series of three HBV (Hepatitis B Virus) shots should be given during the last week of Recruit Firefighter Training.

Members may refuse to be vaccinated as long as they fill out the appropriate form.

Tetanus-Diphtheria – Inoculation required every ten years.

If puncture wound occurs, a booster is required if it has been seven years or more since your last inoculation.

Measles, Mumps, Rubella – Immunization not recommended if you were born before 1957.

Not recommended if you are pregnant or anticipate becoming pregnant within three months.

Influenza – Influenza vaccine is available from October through February annually.

The influenza virus changes from year to year so the vaccine must be changed accordingly.

Influenza inoculations are recommended annually.

Tuberculosis – Emergency-response personnel should be routinely screened for tuberculosis at regular intervals. The tuberculin skin test is the only method currently available that demonstrates infection with Mycobacterium tuberculosis (M. tuberculosis) in the absence of active tuberculosis.

On an annual basis during the month of January, an updated Form 173 must be forwarded to the Disability Officer for filing in the member's medical file in instances where either a communicable disease exposure has occurred in the previous calendar year or there has been a change in the member's immunization history. If there has been no change in the member's exposure/immunization history, a Form 173 is not required to be forwarded.

TUBERCULOSIS OVERVIEW

Tuberculosis (TB) is a bacterial infection of the lungs usually spread by coughing or sneezing of a patient with active TB. While long term exposure to a contagious patient carries a high risk of transmission, the risk to EMS personnel is generally considered to be low. If the patient is currently undergoing treatment the risk is remote.

The distinction between those infected with TB and those with active disease should be understood: someone infected with TB, but without symptoms is not considered contagious. An EMS worker exposed to a patient with active TB will not pass on the disease to family or co-workers until symptoms of the disease develop. Most people infected with TB never develop active disease. If active TB does develop, it may occur two to three months after infection or years later.

Follow-up screening, under the care of a physician, will normally take place one to two months later. People infected with TB should be evaluated for preventive therapy, which includes taking medication for 9 months. The exact preventive therapy plan must be determined by a physician. People with active TB must complete a course of curative therapy.

SUBJECT:	PERSONAL PROTECTIVE EQUIPMENT (PPE)
REVISED:	10/21/14
SEE ALSO:	WAC 296-305-2001, WAC 296-62-09015
PAGE(S):	10

GENERAL INFORMATION

Structural firefighter's protective clothing provides limited protection from heat, but may not provide adequate protection from the harmful gases, vapors, liquids, or dusts encountered during hazardous materials incidents.

To provide maximum protection, turnout coats and pants must be worn with the provided liners for firefighting operations. Removal or substitution of liners negates the level of protection. Coat collars must be turned up and fastened to protect the neck and throat. Openings in the coat front and trouser flys should be securely fastened with the closure system provided.

Only Department provided or approved Personal Protective Equipment shall be used.

Note	**Heat Stress -** Incident Commanders should be aware personnel may become overheated and exhausted during emergency operations or training activities. This will require a frequent rotation of crews. Adjusting work and rest intervals to allow for rest and rehabilitation can maximize productivity on the fire ground. Incident Commanders should give permission for personnel to remove turnout gear during rest periods. Turnouts inhibit the bodies natural ability to cool.

RESPONSE SAFETY EQUIPMENT

While responding to or at an incident scene the use of Personal Protective Equipment that will enhance the safety of responders shall be worn.

At a minimum, the following Personal Protective Equipment shall be worn as follows:

EMS RESPONSES:

Emergency medical gloves and eye protection shall be donned prior to any patient contact. (WAC 296-305-02501).

All weather jackets may be worn while responding on Aid and Medic Responses.

FIRE AND HAZARDOUS MATERIAL RESPONSES:

Officer:	Turnout pants, boots, coat
Driver/Tiller:	Turnout pants, boots
Crew Cab:	Turnout pants, boots, coat

Aid Car personnel and Paramedics dispatched on fire, hazardous materials, or rescue responses will have Personal Protective Equipment readily available.

At an incident other than Fire, Haz-Mat, or EMS, the Incident Commander or the Officer in charge may direct the use of additional Personal Protective Equipment as appropriate for the hazards encountered.

TECHNICAL RESCUE RESPONSES:

At a minimum, helmet, gloves, and steel toed boots are required. Department issued Rescue Helmets may be used in lieu of Firefighter helmets.

Personal Protective Equipment will be commensurate with the hazards expected and/or encountered.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

WORK GLOVES

The Department issues hazard specific gloves to all members. Appropriate hand protection that is appropriate for the hazard shall be worn.

- EMS Gloves will be worn on all EMS related responses and must be donned prior to any patient contact. When warranted, members shall wear EMS gloves under other issued gloves when the potential for infectious disease contamination exists.
- Rescue Gloves are NOT approved for firefighting operations or at incidents with risk of cuts or punctures, such as auto extrications.
- Structural Firefighting Gloves.
- Hazardous Materials Gloves.

HAND PROTECTION

Firefighters gloves are not designed to provide protection to all environments, however, they may provide protection from certain common chemicals, and from blood borne pathogens as well as extreme temperatures. Gloves provide protection to the wrist area when worn with turnout clothing. Where wristlet protection is not provided, Firefighters' gloves must be closed at the top.

Members are to use task appropriate gloves when their use could prevent injury. This may include manipulative training sessions.

HELMETS

Helmets must be adjusted closely to fit the head of the wearer. The chin strap adjusted to hold the helmet firmly in place and used when the helmet is worn. Modifications may not be made without prior written approval from the manufacturer. Helmet accessories may not interfere with the function of the helmet or its component parts and must not degrade the helmet's performance.

Helmets can be adjusted at the Commissary by Support Services personnel for a proper fit.

Members are to wear their helmets when their use could prevent injury.

HELMET MOUNTED FLASHLIGHTS

Helmet mounted flashlights are provided by the Department.

Members have the option of wearing the helmet mounted flashlight. If worn, the flashlight must be mounted above the brim of the helmet on either the right of left side of the helmet.

RESCUE HELMETS

The rescue helmets are not authorized for use during any component of fire suppression, overhaul, or other activity requiring fire suppression actions.

The use of rescue helmets will be limited to rescue incidents under the direction and authorization of the Incident Commander.

NOMEX HOODS

Put hood on prior to donning coat, adjust helmet for fit and check to be sure no skin is showing.

EYE AND FACE PROTECTION

Face and eye protection shall be provided for and used by firefighters engaged in fire suppression and other operations involving hazards to the eye and face at all times when the face is not protected by the full facepiece of the SCBA.

The use of Department provided or approved Safety Goggles and/or spectacles must be appropriate for the hazards and may not provide adequate protection against flying particles, splashes, gases and vapors.

The full face piece of the SCBA meets the requirements of adequate protection against hazards to the eyes and face.

Members whose vision requires the use of corrective lenses in spectacles, and who are required by this standard to wear eye protection, may wear goggles or spectacles of one of the following types.

- Spectacles with protective lenses that provide optical correction. Spectacles must meet, at a minimum, the requirements set forth in WAC 296-305-02004.

- Goggles that can be worn over corrective spectacles without disturbing the adjustment of the spectacles.
- Goggles that incorporate corrective lenses mounted behind the protective lens.

Department issued or approved Safety Goggles and Safety/EMS glasses shall meet the requirements set forth in WAC 296-305-02004.

HEARING PROTECTION

Hearing protection must be worn when exposed to noise in excess of 90db from power tools, engine warm-ups, drafting or other such activities, except in situations where the use of such protective equipment would create an additional hazard to the users such as in fire suppression.

When responding, apparatus windows should be closed, radios set to a comfortable listening level. Protective muffs are recommended for firefighters, due to the difficulties of proper fit and insertion of earplugs.

Members should have their hearing tested annually by a licensed/certified audiologist. During this testing the annual training on the proper fit and use of hearing protection devices is conducted.

TURNOUT BOOTS

Leather turnout boots are a more durable option to the rubber turnout boots. They are designed to be worn five to ten years. The leather turnout boots can be repaired when worn or damaged, by retoeing, resoling, or refurbishing. The leather turnout boots come with a one year manufacturer warranty against defects. Normal wear and tear is not covered by the warranty.

There are three methods of repair through the CHIT process:

- The HAIX boots can be returned to Kroesen's for retoeing, resoling, or refurbishment. The average repair time is two weeks or less.
- The GLOBE boots can be returned to LN Curtis and Sons for retoeing and resoling. The average repair time is one to two weeks.
- All boots can be retoed or resoled at Dave the Cobbler. The average repair time is four to six days depending on workload.

Leather turnout boots that need to be replaced prior to their five year service life will need to be inspected by a Battalion Chief. The Battalion Chief must send an e-mail to the Lieutenant of Support Services and explain the need for replacement. Then the member must submit a CHIT. The member also has the option of going to the Commissary and have a Services member inspect the boots. A CHIT can be processed at that time.

Call Support Services at 206-386-1479 or 206-386-1531 with questions.

EMS FANNY PACK

Each member is provided an EMS fanny pack that should contain the following:

- Protective gown.
- Glasses.
- HEPA mask.
- Nitrile gloves.
- Pocket mask.

This fanny pack should be readily available when a member is in a uniform identifying the members as a Seattle Firefighter. These packs may be carried while off-duty at the member's discretion. However, members will be held responsible for damage or loss of fanny packs or contents for non-EMS reasons.

MISC. REQUIRED EQUIPMENT

Members are required to carry the following Department issued equipment in their turnout gear.

- Working flashlight.
- Utility strap.
- Roll of 1″ tape.
- Spanner.
- Sprinkler wedge.

PERSONAL PROTECTIVE EQUIPMENT IDENTIFICATION

Members and supervisors will ensure compliance with PPE identification standards.

EQUIPMENT CARRY BAG

Equipment carry bags must be stenciled in black ink with the member's last name first, followed by initials using a Department-provided 1″ stencil. Location of the name is to be centered on the front of the bag.

FACEPIECE BAG

Facepiece bags must be stenciled in black with the member's last name first, followed by initials using a Department-provided 1″ stencil. Location of the name is to be centered on the front of the bag. All other PPE must be marked with the member's injury/illness number using a black indelible marker. Department stencils can be ordered through the Services Division.

HELMETS

Firefighters' helmets are identified by their Injury/Illness number displayed on the helmet shield.

Helmet Shields – Members likely to be called to an emergency scene must equip their helmet with an appropriate Velcro backed unit identification shield. Shields may be ordered from the Services Division.

Members are to affix the shield of the company they are working with upon relieving the off going member. Wearing any other shield will not be allowed.

Acting Officers wear a white shield designating the position they are filling, i.e., a firefighter would wear white "E11" unit designation shields on their black helmet, a Captain would wear white "B7" Battalion Chief's unit designator shields on their orange helmet, etc.

Attachment of unauthorized stickers, decals, images or other items to helmets is prohibited.

Rescue Helmets - Unit accountability placards will be worn on the helmets at all times when in use.

HELMET IDENTIFICATION

HELMET COLORS	
Chiefs	White
Captains	Orange
Fireboat Engineers and Pilots	Yellow
Lieutenants	Red
Firefighters	Black
Designated Civilian Personnel	Blue

TURNOUTS

Turnout coat, pants and suspenders are provided by the Department.

Turnout Coat Identification - Turnout coats have the member's last name in block letters sewn on a detachable nametag that is attached to the back bottom part of the coat.

Turnout Pants Identification Instructions - The member's employee number will be written on the interior surface of the pants using an indelible marker.

TURNOUT BOOTS

Provided by the Department.

Identification Instructions - The member's employee number will be written on the exterior surface of the boot, above the ankle line, or inside the boot using an indelible marker.

WORK GLOVES

Provided by the Department.

Identification Instructions - The member's employee number will be written on the interior surface of the gauntlet using an indelible marker.

INSPECTION

PPE must be inspected twice a year in February and August. Battalion Chiefs will perform the February inspection. Station Captains will perform the August inspection. All inspections must be completed by the end of the month.

Using the evaluation criteria on Form 13, questionable PPE must be cleaned, tagged with Form 14, and forwarded to the Services Warehouse via the Department mail for evaluation. Services Warehouse representatives will assess the PPE in question and will repair or replace as required.

Per OG 7008-32, member's Driver License and EMT cards must also be checked during semi-annual uniform inspections. Driver Licenses are to be validated using the Department of Licensing website: http://www.dol.wa.gov/.

REPAIRS

Turnout gear, which is damaged, may not be used until the Services' Warehouse has completed the repairs. Only qualified individuals, approved by the manufacturer, may repair turnout gear. Repairs must be made using materials and methods in accordance with the applicable standards under which the article was produced. Repairs include alterations, modifications, additions, deletions or other changes made to the turnout gear. Contact Services when repairs and extensive cleaning is needed.

SERVICE AND MAINTENANCE RECORDS

Maintenance work and washing performed on turnout gear must be documented. A maintenance log is kept by Support Services' Division. Each time the turnout gear is washed, a log entry must be made for that item. Members are to send an e-mail notice to Support Services at sfd.supplies@seattle.gov; include name, injury/illness number, barcode from turnout gear, along with the date and type of maintenance.

CLEANING

Hydrocarbons may become embedded in the fabric of the outer shell of the turnouts and may pose a threat to the firefighter. Heavy deposits of hydrocarbon can absorb as much as 30% more radiant heat as clean turnouts.

Turnout gear contaminated with products of combustion and/or fire debris must receive a general spray down at the incident scene before returning to quarters. Upon return to quarters a more thorough cleaning will be performed.

Manufacturers of turnout gear require it be machine washed at least twice a year. Members are responsible to ensure their turnout gear has been machine washed semi-annually at a minimum.

Turnout gear that has been washed must be documented in the maintenance log that is kept by Support Services Division.

MACHINE WASHING INSTRUCTIONS

Separate the outer shell from the liners. Do not machine wash or soak liners and outer shells together.

Protective clothing must be washed separately from other garments.

Turnout coats and pants are to be turned inside out with all buckles closed and velcro fastened. This will prevent damage to garment and to the inside of the washing machines.

LINERS

Separate liners from outer shells.

Set the Washer/Extractor for 15 minute wash cycle, cycle number 3.

Add 1/2 oz. of Winsol Speciality Fabric Cleaner.

When wash cycle is complete, remove liners from washer and hang on hangers to air dry. Machine drying is prohibited.

SHELLS

Put outer shells in laundry bags, bags are obtained from Services.

If outer shells are heavily soiled, place in soaking bucket and soak while the liners are being washed.

Remove outer shells from soaking bucket and load into washer/extractor.

Set washer/extractor for a 30 minute wash cycle - cycle number 9.

Add 1 oz. Winsol Versitol SR71 Multi Purpose Cleaner.

When cycle is complete, remove shells from washer and hang on hangers to air dry. Machine drying is prohibited.

SOAKING BUCKET

For heavily soiled turnout gear, start with a clean empty 20 gallon plastic bucket, add 1 cup of Winsol Versitol SR71 Multi Purpose Cleaner, fill bucket 1/2 full with warm water, not to exceed 105 degrees, and soak garment.

For disinfecting blood borne pathogens, add 2 ounces of Hal-o-san to 10 gallons of warm water (no more than 105 degrees) and let garments soak for 15 minutes before washing with the appropriate cleaner using procedures listed above.

The use of all other cleaners or soaps for cleaning soiled turnout gear outer shells is prohibited. Other cleaning agents may destroy the ability of the turnout fabrics to perform satisfactorily.

Do not use chlorine bleach (sodium hypochlorite) as this will adversely affect the tear strength of your protective clothing and lessen its life.

Washing is not to be performed in residential style machines found in many of the stations (e.g. Whirlpool, Maytag, Kenmore, etc.). Turnout gear may be washed only in commercial front loading extractor style washing machines.

Load the machine with any one of the following combinations - do not overload.

- One protective coat and one pair of trousers.
- Two protective coats.
- Two pair of protective trousers.

Note -	Failure to rinse the garment will increase the garment's flammability.

After the garments have been removed, run the laundry machine empty or with a dummy (rag) load with detergent at least once, but preferably twice, to purge the machine of residue.

Inspect the reflective trim and evaluate its effectiveness under daytime and nighttime conditions. It is important that high visibility be maintained.

STORAGE

It is extremely important that turnout gear be stored in an area protected from UV light. Turnout gear must be stored dry in their red storage gear bag when not on the apparatus.

SUBJECT:	RESPIRATORY PROTECTION PROGRAM
REVISED:	05/13/99
See Also:	SFD Basic Skills Manual, Chapter 7; WAC 296–305–04001, Respiratory Protection Equipment; WAC 296-62-071, Respiratory Protection; WAC 296-62 Part I-1, Asbestos, Tremolite, Anthophyllite and Actinolite; NFPA 1404 (1989); NFPA 1500 - Fire Department Occupational Safety and Health Program; NFPA 1981 - Standard on Open Circuit SCBA for the Fire Service (1987); ANSI Z88.2 - American National Standard for Respiratory Protection; ANSI Z88.5 - Practices for Respiratory Protection for the Fire Service.
PAGE(S):	8

GENERAL INFORMATION

The SFD is required to have a respiratory protection program in accordance with WAC 296-305 and 296-62. This program includes training; respiratory types, uses, and maintenance; and respirator user requirements.

This section provides information and guidelines for the training, use, maintenance, and testing for all respirators used in the SFD.

TERMS

Qualitative Face Piece Fit Test: The exposure to an irritant smoke, odorous vapor or other suitable agent to a person wearing a respirator. If the respirator wearer is unable to detect penetration of the test agent into the respirator, the respirator wearer has achieved a satisfactory fit with the respirator.

Quantitative Face Piece Fit Test: The measurement of the effectiveness of a respirator seal in excluding the ambient atmosphere.

Respiratory Equipment: Self-contained breathing apparatus designed to provide the wearer with a supply of respirable atmosphere carried in or generated by the breathing apparatus. When in use, this breathing apparatus is a closed-system that requires no intake of air or oxygen from the outside atmosphere.

Respiratory Protection: Equipment designed to protect the wearer from the inhalation of contaminants. Respiratory protection is divided into three types:

- Positive pressure self-contained breathing apparatus (SCBA).
- Positive pressure supplied airline respirators (SAR).

- Negative pressure air purifying respirators (APR).

TRAINING OVERVIEW

The SFD will provide training, during annual fit testing to all respirator users on the contents of the Department's Respiratory Protection Program, their responsibilities under it, and on the WISHA respiratory protection standard. This training will be conducted annually. The training will be documented on a Form 31 and sent to the Training Division.

Employees will be trained prior to using a respirator in the workplace. Training programs will ensure that all employees maximize the effectiveness of the respirators they use. As a result of this training, the employee will be able to understand the operation of the respirator and demonstrate the ability to properly use the respirator.

Employee training must include a discussion of why the use of the respirator is necessary. Such training will address the identification of the hazards involved, the extent of employee exposures to those hazards, and the potential health effects of such exposures.

Employee training is an important part of the respiratory protection program and is essential for correct respirator use. The WISHA respiratory protection standard requires employers to provide training before the employee uses a respirator in the workplace.

Members, who use a SCBA, are required to receive a minimum of eight hours of initial SCBA training, which includes testing, for each type and manufacturer of respiratory equipment available for their use.

RESPIRATORY PROTECTION TRAINING INCLUDES

- Information regarding the consequences of improper fit, Usage, or maintenance on respirator effectiveness proper fit, usage, and maintenance of respirators.
- Employees will be provided an explanation of the limitations and capabilities of the respirator selected for employee use. Training will include limitations on the use of the equipment such as prohibitions against using an air-purifying respirator in IDLH atmospheres and an explanation of why such a respirator must not be used in these situations.
- Employees will be provided an explanation to understand how to use the respirator effectively in all situations including those in which the respirator malfunctions. Comprehensive training will be provided where respirators are used in IDLH situations including oxygen-deficient atmospheres.
- Procedures for inspecting the respirator, donning and removing it, checking the fit and respirator seal, and actually wearing the respirator. The training will include the steps employees are to follow if they

discover any problems during inspection. Problems are to be reported to services for repair or replacement as necessary.

- Instructions will be given to respirator users and their supervisors regarding the proper procedures for selection, use, maintenance, and storage of respirators. Employees utilizing respiratory protection will be provided descriptive materials and manufacturer provided instructions or handouts.
- During the annual medical monitoring program employees will be provided with medical information by a physician or licensed health care professional (PLHCP). The goal is to enable employees to recognize the signs and symptoms of medical conditions (e.g., shortness of breath, dizziness) that may limit or prevent the effective use of respirators.
- The discussion of the general requirements of the WISHA respiratory protection standard will inform employees that employers are obligated to develop a written program, properly select respirators, evaluate respirator use and correct deficiencies in use, conduct medical evaluations, provide for the maintenance, storage, and cleaning of respirators, and retain and provide access to specific records.
- Employees will be aware of the importance of identifying Potentially IDLH atmospheres.
- Employees must review Department Training Guide 7-2 and Basic Skills-SCBA.

All personnel expected to wear a respirator will practice and train with the type and manufacture of Respirator they use at least quarterly.

The training will include:

- Step-by-step procedures for donning and doffing to meet the current timed requirements.
- Putting the mask into operation.
- Demonstrations of proficiency in operating the quick fill (transfill).
- Step-by-step daily and weekly maintenance checks.

Note	The annual Department wide training will be considered as one of required quarterly training sessions.

Members will be evaluated annually on:

- Knowledge of respiratory protection equipment operation.
- Operational safety.
- Departmental Policies and Operating Guidelines.
- Use of the rescue fill assembly.
- Donning and doffing to the Department's standards.

Each firefighter must practice with the type and manufacture of respirator they use at least quarterly. The SCBA proficiency test will include:

- Donning and doffing to meet the current timed requirements;
- Putting the mask into operation.
- Demonstrations of proficiency in operating the quick fill (transfill) hoses.
- Rescue drills with the rescue fill assembly.

Note	The annual evaluation may be considered as one of the required quarterly training sessions.

INSPECTION OF SCBA

DAILY CHECKS

These checks are to be made at the change of shift and immediately after each use as outlined in the SFD Basic Skills Manual, Masks section and Training Guide Section 7-2 for daily inspections.

SCBA components perform satisfactorily with only fingertip pressure in the opening, closing, and manipulation of all connections and valves, as they are machined to close tolerance. Damage to SCBA's will result if excessive pressure is used to close valves when making equipment inspections. The practice of overtightening the bypass valve to remove all audible sounds of leaking air can result in a serious maintenance problem.

Particular attention should be given to all rubber, silicone, and Nomex components of the SCBA. Inspect for cracks due to aging, exposure, abuse, and deformity due to heat or chemicals.

WEEKLY INSPECTION OF SCBA'S

Company Captains and Division Supervisors will establish a weekly inspection schedule for all SCBA’s assigned to their company/division as outlined in the SFD Basic Skills Manual and Training Guide Section 7-2.

FORM 29

WAC296-842 and fire fighting standards require the Form 29. It is a daily inspection record and records the condition of each SCBA on an apparatus or where otherwise stored.

The only entries in the check–off space should be either an:

- OK (indicating the SCBA is in safe operating condition).
- R (to indicate the SCBA is in need of repair).

When an R is entered an explanation should be made on the back of the Form 29.

At the end of each month, Company Captains will review the forms to note any trends that may be developing. Services Division should be notified of any problems. Completed Form 29's are filed in the SD-1 file and are retained for one year and then discarded.

SCBA UNIT IDENTIFICATION TAGS

The backpack assembly is to have the Company number on the cylinder band using the Velcro Company identifier. This will allow Company identification when the SCBA is laid on the ground with the cylinder gauge facing up and while the SCBA is in use.

MAINTENANCE AND REPAIRS

MAINTENANCE SCBA's are to be maintained according to SFD Basic Skills Manual Section 7. Special considerations must be made during hazardous materials incidents. The Haz–Mat Unit Officers may provide necessary information on HazMat exceptions.

REPAIRS Procedures for the replacement of SCBA's in a non-emergency situation, emergency situation, and when a failure of a SCBA results in an injury, are referenced in Og5502.4-5 of the Operating Guidelines. Instructions regarding the repair process are referenced in Og5502.5 of the Operating Guidelines.

Anytime any SCBA is replaced and sent in for repair, a notation is to be made in the appropriate company journals and on the Form 29.

MSA ORION MULTI GAS DETECTORS

A calibration check of the MSA Orion Multi-Gas Detectors will be made daily, and a full calibration of the detectors will be conducted weekly on each Saturday. A full calibration is also required when the portable gas detector fails a daily calibration check.

For proper procedures in conducting a daily calibration check and weekly calibration are provided in the MSA Orion Multi-Gas Detector User Manual, and the Training Guide.

Completed Form 029B, "4 Gas Air Monitor Daily Check Sheet," is to be filed in the SD-1 File and retained for one year. After one year the Form 029B can be discarded.

RESCUE AIR FILL HOSE ASSEMBLY

The Rescue Fill hose assembly consists of a three foot high-pressure hose with a knurled MSA bottle connection on one end and the MSA Quick Fill connection on the other. The assembly is connected to a 60–minute (88 cubic foot) cylinder and carried with the rescuer by use of the body loop or other device. When emergency supply is needed, the Quick Fill connector is attached to the regulator of the recipient and the 60 minute bottle opened. Equalization will then take place between the two bottles in less than a minute. The Quick Fill may then be disconnected, or the recipient can use the entire one-hour bottle.

Note	Do not disconnect the knurled MSA bottle connector from the spare cylinder if the Quick Fill is still attached to the regulator of the recipient. The high-pressure line may be pressurized from the recipient's bottle and could release air under high pressure and whip around.

RESCUE AIR KITS (RAK)

The unit consists of a Stealth 60-minute 4500 PSI Composite Cylinder connected to a Quick Fill Emergency Breathing system. This system provides both a three-foot high-pressure hose with a MSA Quick Fill connection and a Fire Hawk Face piece with an attached Mask Mounted regulator.

Each Ladder Company carries a Rescue Air Kit.

Each Ladder Company carries one Rescue Fill hose assembly used to provide air to a firefighter in a rescue situation.

Rescue Teams may use a spare 60-minute (88 cubic foot) cylinder with the Rescue Fill assembly attached when searching for a missing or trapped firefighter and as an emergency back–up for rescue in tunnels, large buildings, and ships.

It is not to be used for supplying working firefighters at a fire scene to avoid mandatory rehabilitation. The assembly is for emergency supply only.

SCBA FACEPIECE FIT TESTING

The Fire Department is required by law to conduct an annual fit test on the user of an SCBA face piece in accordance to WAC 296-305-04001. This test will be a quantitative and/or qualitative fit test and will meet the requirements for a safe and acceptable fit.

The purpose of fit testing is to identify the specific make, model, style, and size of respirator best suited for each employee. The fit test also provides an opportunity to check on problems with respirator wear, and to reinforce respirator training. Employees are to review the proper methods of donning and wearing the respirator.

Fit testing will be required for all respirators with a tight-fitting face piece. Fit testing will be performed:

- After an employee has completed their medical evaluation and prior to being allowed to wear any respirator with a tight fitting face piece in the work environment.
- Whenever a different respirator face piece is issued.
- At least annually thereafter.
- When there are changes in the employee's physical condition that could affect respiratory fit (e.g., obvious change in body weight, facial scarring, etc.).
- Employees will be fit tested with the make, model, and size of respirator that they will actually wear.

RESPIRATORS IN USE

The Most Common respirators are:

HEPA mask: The filter mask carried in the EMS fanny pack. It should be used when an employee suspects the presence of aerosolized infectant.

MSA 4500 II Air Mask with Ultra Elite face-piece: Positive pressure self-contained breathing apparatus used in the hazardous atmosphere during fire fighting and overhaul.

TECHNICAL TEAMS

The SFD uses additional types of Respiratory Protection for Technical Team applications. For a complete description of all SFD respiration protection equipment see SFD Respiratory Protection Training Guide.

RESPIRATOR USER CERTIFICATE

A respiratory medical exam is an annual requirement to be completed on all Fire Department members who use the SCBA. This exam will be done in accordance with WAC 296-62, Part E & I.

Employees assigned to tasks where respirators are utilized must be physically able to perform the work while using the respirator. Accordingly, the Fire Department has the responsibility of ensuring that employees are medically fit and able to tolerate the physical and psychological stress imposed by respirator use, as well as the physical stress originating from job and workplace conditions. Employees will not be allowed to wear respirators until a physician or other licensed health care professional (PLHCP) has determined that they are medically able to do so.

The purpose of a medical evaluation program is to determine if an employee can tolerate the physiological burden associated with respirator use, including:

- The cardiopulmonary or other burdens imposed by the respirator itself (e.g., its weight, breathing resistance during both normal operation and under conditions of filter, canister, or cartridge overload and increased carbon dioxide levels inside the respirator facepiece due to re-breathing of expired air).
- Musculoskeletal stress (i.e., when the respirator to be worn is a SCBA).
- Limitations on auditory, visual, and olfactory sensations.
- Isolation from the workplace environment.

SUBJECT:	FACILITY SAFETY INSPECTION
REVISED:	October 30, 2014
See Also:	P 6008; Form 52
PAGE(S):	8

GENERAL INFORMATION

All fire department facilities will be inspected as follows to ensure that they remain free of safety and health hazards.

FACILITY SAFETY INSPECTION

PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment will not be stored in direct sunlight or under continuously on fluorescent lights.

Personal protective equipment will not be stored in and around personal clothing or in sleeping areas.

Personal foul weather jackets will not be stored with protective equipment.

SCBA's and Pass devices are maintained and checked daily and the F-29 is properly completed and up to date.

All PASS devices pass a sensitivity test

All Operations Division personnel have an EMS fanny pack available that contains:

- Laerdal pocket mask.
- HEPA mask.
- Safety glasses.
- Paper gown, paper mask, and nitrile gloves.

Each member who responds to emergencies has a minimum of six (6) Passport™ names tags.

Safety goggles are provided for use when operating powered lawn maintenance equipment.

Safety goggles are provided for use when grinding.

At least two types of hearing protection are provided for use while operating noise generating tools, equipment, or machinery, and while responding.

Each member's PPE properly identified.

FACILITY SAFETY INSPECTION

HAZARD COMMUNICATIONS	Hazardous chemicals or materials are properly labeled and stored.
FURNISHINGS	Lockers, file cabinets (more than two-drawer) and book cases are secured to the wall or floor to prevent tipping. Broken or unstable furniture is repaired or discarded. Linens are cleaned annually and a record kept of the cleaning dates. A (non-safety) bulletin board is available for other required notices.
DOORS	Required fire doors are maintained in a closed position when not in use. Required exit doors are properly marked.
POLE HOLES	Appropriate pole hole signage is visible and adhered to the door. Pole holes are guarded to prevent employees from walking directly into the pole hole opening. Rubber mats at the base of sliding poles are in place and in good condition. Nothing is stored within three (3) feet of the bottom of each sliding pole.
BATHROOMS	Hand soap and paper towels are provided in each lavatory. Shower floors are equipped with rubber mats or other non-skid material.
STAIRWAYS	Stairways are adequately illuminated. Stairways are equipped with handrails. Stairway treads have non-skid surfaces.
ELECTRICAL	Electrical panel fuses or circuit breakers are identified. Electrical outlets have appropriate covers. Electrical extension cords are in compliance with the Seattle Fire Code. Areas around electrical panels are kept free of obstructions. Electrical machinery and appliances are properly grounded.
PHYSICAL FITNESS EQUIPMENT & AREAS	Exercise equipment is in safe condition and properly stored when not in use. All non-safety glass windows in sports and recreational areas are properly guarded while members are participating in these activities.
FLAMMABLE LIQUID STORAGE	Flammable liquids are properly kept in an appropriate cabinet under permit. Class I or II flammable liquids are not used for cleaning purposes. Flammable liquids are stored in approved flammable liquid safety cans. All facility fuel storage areas and/or rooms are posted “No Smoking.” Adequate ventilation of paint fumes is provided whenever touch-up painting of apparatus or equipment is done. Oily rags are stored in a covered metal container.

A durable sign, visible from the fuel pump, is posted indicating the location of the emergency fuel shutoff switch.

All Fire Department permits are posted.

SAFETY SYSTEMS

Fire and life safety systems confidence tested per the SFC.

Facility fire extinguishers are properly mounted, are in operable condition and are checked monthly.

Fire alarm system has had annual confidence testing.

Smoke detectors are tested monthly.

APPARATUS BAY

Lines are placed on the apparatus floor from the rear wheel to the edge of the sidewalk to assist drivers in positioning apparatus.

Apparatus floors are kept free of grease, oil, water, and all tripping hazards.

A minimum of 3 feet of clearance is maintained free of any storage or obstructions around apparatus.

Apparatus floors have slip resistant surfaces where personnel normally mount or dismount apparatus.

When available, all apparatus parked on a fire station apparatus floor will be connected to the Nederman exhaust extraction system.

Battery chargers should be connected whenever apparatus are in quarters.

A visual inspection of the station exhaust system completed (Nederman system).

APPARATUS BAY DOORS

The height of each apparatus door is properly marked.

One-inch wide yellow numerals are used to identify actual clearance of each station's apparatus threshold when doors are open.

Stations with swinging doors have the actual clearance height numerals stenciled 6" above the center of the opening on the exterior of the building.

Stations with roll-up doors have the actual clearance height stenciled on the center of the bottom inside edge of the door.

Apparatus door emergency stops (i.e. electric eyes and/or pressure sensors) are tested monthly. A record of the monthly tests is retained.

HOSE TOWER

Hose tower ladder climbing safety devices are checked annually for wear and damage.

Hose tower block and tackle are inspected annually for wear and damage.

Ropes used to hoist hose in the hose tower are in good condition with no signs of fraying or deterioration.

A sign is posted that states “Helmets shall be worn by all persons in the hose tower whenever hose handling/hanging operations are taking place.”

STATION DECON AREA

An area is provided and identified for the cleaning and disinfecting of protective clothing, protective equipment, portable equipment, and other clothing.

An inventory of disinfecting supplies is available to include:

- 6 pairs - rubber gloves - mid-forearm to elbow in length
- 2 each - soft bristled non-porus plastic brushes
- 1 quart - SFD issued germicidal cleaning solution
- 1 case - red bio-hazard bags
- 2 each - spray bottles for germicidal solution

The Department's disinfecting procedures are in a readily visible location within the cleaning area.

A biohazards waste disposal container is provided and properly used.

The following is maintained together available for use in each station to facilitate cleaning soiled turnout gear:

- 4 oz. (1/2 cup) measuring cup
- 1 gallon Winsol
- 1 gallon Versitol
- 1 stiff bristle scrub brush
- 20 gallon soaking container

RAPPELLING ANCHOR

Where provided, rappelling anchors are in good condition and labeled “Rappelling Anchor.”

A copy of the rappelling anchor certification is available in station files.

STATION SECURITY

Station Security Inspection:

Inspect –

- All windows and doors to ensure that all hinges, latches, locks, and closers are in good repair and operating properly.
- All apparatus bay doors to ensure that they operate properly and that all remote door openers are operating properly.
- All outside lighting to ensure that it is in good repair and operating properly. This includes any automatic devices such as motion detectors, light sensors, and timers.
- Landscaping to see that it is maintained in a condition so as not to provide concealment next to windows and doors of the station and that parked cars are visible.

Ensure –

- All of the entrances to the station are properly lit at night.
- All station parking areas are properly lit at night.
- All personal property is locked in a secure area.
- All money collected in the station, such as house dues, dinner clutches, etc., is stored in the station safe.

- That lists and/or phone books containing members' names, addresses, and phone numbers are not maintained in areas accessible to the public.

MISCELLANEOUS

Overhead storage is secured in a safe manner and kept to a minimum.

Facility hallways and aisles are maintained free of obstructions.

Cracked or broken windows have been reported.

Radiators and steam pipes are guarded or insulated to prevent burns.

Outside of facility is maintained free of obvious safety hazards.

Light fixtures in storage closets are at least 18" from combustible materials.

A facility first aid kit is provided and located in an obvious location.

All abrasive wheels and grinders have appropriate guards.

Work rests on bench mounted grinders are provided, with a sign stating "Adjustment of the work rest is not made while the wheel is turning."

There is proper drainage to prevent standing water.

APPARATUS

Apparatus Movement and Apparatus Door Closure Policy (per M193-04 and D18-06).

All apparatus have seat belts in good condition for all seated positions.

Each apparatus is equipped with a current DOT "North American Emergency Response Guidebook."

The height of any apparatus over 7 feet or equipped with emergency lighting, is clearly labeled in a location viewable from the driver's position.

The transmission shifting pattern of the apparatus is clearly labeled and posted so that it can be read by the driver while operating the apparatus.

Apparatus with an obstructed view to the rear have a reverse signal alarm.

A current accident report kit is carried on each apparatus.

A first aid kit is available on all apparatus.

Daily/Weekly/Monthly apparatus checks are current. The Form 9 is complete and up to date, including repairs section.

Ladders stowed on the sides of apparatus, which protrude past the jailbird, have guards over the protruding ends.

Equipment carried on the outside of apparatus is properly secured, with sharp points and edges covered, to prevent injury.

All apparatus in excess of 10,000 pounds have the weight of the vehicle clearly labeled in a place where it can be easily seen by the driver.

Aerial ladders have nonskid protection on the rungs.

Turntable controls and valves for rotating, extending, or elevating the aerial ladder are clearly and distinctly marked as to function.

Electrical signal or voice communication is located in the tractor of tillered aerial for communication signals between the tillerman and driver.

EQUIPMENT

Gasoline powered equipment doesn't leak fuel.

Electrical powered equipment is in good condition and properly grounded.

The load capacity is stenciled on each portable jack.

The instruction plate on portable jacks is maintained in a legible condition.

Chainsaw cutting teeth are covered.

Guards on smoke ejectors are secure and in place.

Flammable gas cylinders are properly handled, stored, and utilized.

Abrasive blades for Rescue saws are protected from contact with water, liquids, petroleum products and their fumes.

All ladders are inspected after each use, weekly, and annually per Department POG. The ladder log is complete and up to date.

All axes worn by employees are provided with a scabbard.

Life safety belts are inspected after each use and not less than semi-annually in accordance with manufacturer's instructions.

Fiber rope that has been exposed to injurious chemicals or excessive heat is not used for load carrying purposes.

All cones carried on the apparatus have a reflective band.

PORTABLE ELECTRICAL EQUIPMENT

All lighting equipment is provided with heavy duty flexible cords.

All lighting equipment are used with heavy duty flexible extension cords with 12-3 conductors.

Electrical cords have weather tight bodies and caps, 20 amp rated.

Temporary lights have 120 VAC single-phase 15 and/or 20 amp in-line resetable ground fault circuit interrupters.

Temporary lights are not suspended by their electrical cords unless cords and lights are designed and labeled for this means of suspension.

Temporary lights are protected by guards of a nonconductive or insulated material to prevent accidental contact with the bulb.

120 volt cord reels are approved for use in damp or hazardous locations.

Bodies and caps of cord reels are weather tight, 20 amp rated.

Cord reels that are not permanently mounted on a vehicle are insulated from the ground when in use.

Hand lamps are equipped with a handle and a substantial guard over the bulb and attached to the lamp holder.

Ground Fault Circuit Interrupters are tested monthly as part of safety inspection.

RECORDS

A record of safety inspections for the previous 12 months is retained.

A record of rescue rope inspections is kept in the apparatus blue binder.

A record of ladder inspections and repairs is kept in the company files.

A record of hose tower ladder climbing safety device inspections is kept in the company files.

A record of hose tower block and tackle inspections is retained.

A bulletin board used exclusively for the following "Safety items" is provided –

- A copy of any L & I variance granted affecting the facility.
- Joint Safety Committee Meeting Minutes.

A bulletin board for required workplace posters is provided –

An up to date list of federal and state required workplace posters is located on Sharepoint; on the SFD Sharepoint site, select Human Resources on the Work Unit Sites menu, then select HR FAQ and Required Workplace Posters, to view the list of current required postings.

Posters are mailed out via Department Mail by HR when updates are required. You may contact HR to send you the federal and state postings. Contact HR at (206) 386-1471 to request an up to date set of posters.

The list of required posters may also be viewed at this URL: http://sfd-sharepoint/HR/Shared%20Documents/HR-FAQ.aspx#poster.

OTHER

CAD roster for members on duty is correct, including the radio number assigned to each individual and the correct name tags are on the passports.

SUBJECT:	REHABILITATION
REVISED:	10/21/14
SEE ALSO:	Model Procedures Guide for Structural Firefighting, United States Fie Administration "Emergency Incident Rehabilitation", NFPA 1500, 1561, 1584; SFD Operating Guidelines: Og 5011 Incident Management System, Og 5016 Post Incident Procedures, Og 5501 Adverse Weather, Og 6004 Health and Safety and P 6009 Rehabilitation.
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GENERAL INFORMATION

PREVENTION

Prevention is a key component of an effective rehabilitation program. It is the responsibility of the SFD to provide adequate levels of education, equipment, monitoring and time frames for exercise, in order for the members to be adequately prepared for their assignments.

It is also incumbent upon each individual member to pursue and maintain a realistic level of fitness that will allow that member to fulfill his/her obligation. This obligation extends to not only the individual, but to fellow employees, the Department and to the citizens of this community.

Officers must be alert to monitor the weather for adverse conditions, both warm and cold, that will impact the membership's effectiveness at training and at the emergency scene. It is recognized that in some situations involving scheduled Training Division and Operations training, the cancellation of training is not without major impact on other programs. However, the fundamental factor in making a practical decision to cancel or to alter training conditions will be the health and safety of the members involved. When practical training should be altered to avoid training outside during adverse weather conditions. Warm weather procedures are in effect when the temperature reaches 80 F. Cold weather procedures are in effect when the temperature drops to 35 F. See the Adverse Weather procedures for a comprehensive review of heat, high humidity, and wind chill index charts and complete procedures.

Pre-hydration, proper rest, avoidance of caffeine and other factors have a direct effect on a member's ability to perform his/her duties. Refer to the Wellness/fitness Policy for a comprehensive review of this subject.

Hydration is critical during both warm and cold weather conditions. Increasing hydration with water before during and after exercise is necessary for good health and to safely maximize performance.

ESTABLISHMENT OF "REHAB"

When base is established, rehab will be an area within Base. The rehab area will be staffed initially by the unit designated by the Incident Commander (IC). The MSO and the MSA may relieve the Rehab officer of this function, as staffing is available.

The IC should consider rehabilitation during the initial planning stages of an emergency response. However, the climatic or environmental conditions of the emergency scene should not be the sole justification for establishing a rehab area. Any activity/incident including training that is large in size, long in duration and/or labor-intensive will rapidly deplete the energy and strength of personnel and therefore merits consideration for rehabilitation.

Rehabilitation must commence when emergency operations and/or training exercises pose fatigue to department members. All personnel attending or working at the incident scene or training exercise are required to rehab during events where it is established and functioning.

A formal rehab area will be established at all emergencies of a significant physical nature in which the IC may reasonably expect that the work interval will last longer than 15 minutes. Rehab must also be established at training exercises outside that last more than 15 minutes and at times when physical exertion can reasonably be expected to impact our members.

THE REHAB AREA

A formal rehabilitation area must address the following elements:

Hydration – A critical factor in the prevention of heat related health injuries is the maintenance of water and electrolytes. Water must be replaced during exercise periods and at emergency incidents. During heat stress, the member should consume at least one quart of water per hour. The rehydration solution should be a 50/50 mixture of water and a commercially prepared activity beverage and administered at about 40 degrees F. Rehydration is important even during cold weather operations where, despite the outside temperature, heat stress may occur. Rehydration is critical during firefighting or other strenuous activity when protective equipment is worn. Alcohol and caffeine beverages should be avoided because both interfere with the body's water conservation mechanisms. Carbonated beverages should also be avoided.

Nourishment – The Department must provide nutrition at the scene of an extended incident when units are engaged for three or more hours. A cup of soup, broth or stew is highly recommended because it is digested much faster than sandwiches and fast food products. In addition, foods such as apples, oranges and bananas provide supplemental forms of energy replacement. Fatty and/or salty foods should be avoided. The Fire Buffs are an excellent resource.

Rest – Personnel operating in SCBA are required to report to the Base area after the following conditions occur:

- Operating through two 45-minute cylinders provided you exit the hazard area before the low-pressure warning bell rings.

Note –	Company Officers/Team Leaders should encourage each member of the crew drink at least 8 oz. of fluid while exchanging cylinders.

- Operating through one 45-minute cylinder if you do not exit the hazard area before your low-pressure bell rings.
- Operating through one 45-minute cylinder if you have already been through the rehab area, or operated through two 1800-liter cylinders, during this incident.
- Operating through one 60-minute cylinder in any capacity.
- 45 minutes of work time in Full PPE without SCBA.
- Whenever directed by the IC or Unit Leader.

In all cases, the objective evaluation of a member's fatigue level will establish the criteria for rehab time. Rest must not be less than 15 minutes and may exceed an hour as determined by the Rehab Unit Leader. Fresh crews, or crews released by the Rehab Unit Leader to be available in Base will be transferred by Base to the Staging area as needed. The Base and Staging Area managers must coordinate with the IC to ensure that adequate resources are available on the incident scene. Ensure that fatigued members are not required to return to duty before they are rested, evaluated, and after consultation with the medical staff assigned, or released by the Rehab officer.

Recovery – Members in the Rehab area should maintain a high level of hydration. Members should not be moved from a hot environment directly into an air-conditioned area. The body's cooling system could shut down in response to abrupt external cooling. An air-conditioned environment is acceptable after a cool-down period at ambient temperature with sufficient air movement. Certain drugs impair the body's ability to sweat and extreme caution must be exercised if the member has taken antihistamines, such as Actifed or Benadryl, or has taken diuretics or stimulants.

Medical Evaluation – If Rehab is established the IC must assign a medic unit as needed. The Firefighters/Paramedics will examine members, evaluate vital signs and make decisions on members' care. The Firefighters/Paramedics have the authority to hold a member in rehab for continued monitoring, medically treat, transport to medical facilities, or return intact crews back to staging for reassignment. Firefighters/Paramedics may be required to manage the Rehabilitation area at smaller incidents and/or drills. However, at larger incidents, this responsibility may be reassigned to a company or Chief Officer. All personnel must be assertive in an effort to recognize medical problems early.

Documentation – Medical evaluations will be recorded on the standardized rehab tracking form, which includes member name, assignment, injury/illness number, complaint, and time in and out of the rehab area. The form must be signed, dated and stored by the rehab officer or his/her designee. These forms are available on all apparatus.

ICS ACCOUNTABILITY

The Rehabilitation Unit is treated like any other Incident Management System function. Members assigned to the Rehabilitation Unit will enter and exit the rehab area as a crew. The crew designation, number of crew members, and the times of entry to and exit from the rehab area will be documented on unit command boards by the rehab officer or his/her designated recorder.

Members must check in/out with the rehab unit leader by providing their unit's Accountability Passport and unit staffing (e.g., Engine 40 with four members).

The Rehab Unit leader/recorder will maintain a log of the following information on their unit Command Board:

- Unit Designator (E40)
- Time In (2345 hrs.)
- Time Out (0015 hrs.)
- Passport

This process includes proper documentation of physical findings, retrieval of Accountability Passports and new assignment given.

Units may NOT leave the rehab area until properly authorized by the Rehab Officer.

When fully recovered and leaving the rehab area, units should expect to receive one of the following assignments:

- Assigned to staging
- Assigned directly to a task on scene
- Placed “in service and returning” from the incident

AIR 9

Air 9 is the designated vehicle for the transportation of rehab equipment to the emergency scene or training site. This apparatus carries a misting fan, oxygen manifold and cones to designate a rehab area.

Air 9 personnel will attend to air management issues and will NOT have primary responsibility for setting up rehab. This duty falls to the unit assigned this function by the IC.

REHAB PROCEDURES

Rehab should be located in a site that is convenient to the area designated for the exchange of air cylinders and close to staging for reassignment of rehabilitated crews.

The IC may evaluate the practicality of requesting Decon 1 to assist with rehabilitation as needed.

All personnel are expected to pre-hydrate themselves and re-hydrate throughout the incident/training exercise.

Members must report to rehab as required.

All members must be sent to rehab following the use of two 1800 - liter cylinders or one 45- minute work interval. Shorter times may be considered during extreme physical exertion or adverse weather conditions.

Active cooling should be applied at long duration incidents where temperatures, conditions, and/or workload create the potential for heat stress.

Personnel in rehab are to rest for a minimum of 15 minutes prior to being reassigned or released.

Firefighters/Paramedics are to provide medical monitoring.

Medical personnel will determine which individuals need to be transported to a medical facility and by what method.

Members should drink a minimum of 8 to 10 oz. of water during rehab. After the first hour, a sports drink containing electrolytes (e.g., Gatorade) should be provided. Caffeinated and carbonated beverages should be avoided. Members should consume 16 oz. (500 ml) of water during the final rehab period. Nutritional snacks (e.g., power bars) or meals should be provided during longer-duration incidents as required.

REHAB SITE LOCATION

The IC early on in the incident will normally designate the location for the rehab area. If a specific location has not been designated, the rehab officer will select an appropriate location based on the site characteristics and designations as listed below:

SITE CHARACTERISTICS

It should be in a location that will provide physical rest by allowing the body to recuperate from the demands and hazards of the emergency operation or training evolution.

It should be far enough away from the scene that members may safely remove their turnout gear and the SCBA and be afforded rest from the stress and pressure of the emergency operation or training evolution.

It should provide suitable protection from the prevailing environmental conditions. During hot weather, it should be in a cool, shaded area. During cold weather, it should be in a warm dry area.

It should enable members to be free of exhaust fumes from apparatus, vehicles or equipment (including those involved in the Rehabilitation Unit).

It should be large enough to accommodate multiple crews based on the size of the incident.

It should be easily accessible by medic units and ambulances.

It should allow prompt re-entry back into the training or incident site upon complete recuperation.

The IC should consider other options, including:

- Decon 1
- Metro buses
- Other department apparatus

Circumstances in which a building lobby, warehouse or other structure may be more appropriate and practical than the open environment.

RESOURCES

The Rehab unit leader must request and secure all necessary resources required to adequately staff and supply the rehab area. The supplies should include the items listed below:

- Fluids - drinking water, activity beverage, oral electrolyte solutions and sports drinks for long duration incidents and ice.
- Nutrition where required - soup, broth or stew in hot/cold cups and means to clean face and hands before eating.
- Medical - blood pressure cuffs, stethoscopes, first aid kits.
- Misting fans
- Portable toilets, where required
- Chairs
- Other equipment such as floodlights, blankets and towels, traffic cones and fireline tape to identify the entrance and exit of the rehab area.
- Water for misting fans and “Koolerooler style” rehab chairs
- Tents where needed

SUBJECT:	VEHICLE COLLISION PREVENTION
REVISED:	10/21/14
SEE ALSO:	WAC 296-305-04503 to 4507, RCW 46.61.035, RCW 49.17.010, Emergency Vehicle Incident Prevention (EVIP) Program, Training Guide #8-1, Vehicle Collision Investigation and Preventability Checklist, Training Guide #8-5.
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GENERAL INFORMATION

Anyone operating a vehicle with a gross weight in excess of 26,000 pounds must be EVIP certified.

The Emergency Vehicle Incident Prevention (EVIP) curriculum will be taught to new employees (Recruit Firefighters) and members whose certification has lapsed. The Training Division Driving Instructor will initiate training.

If a member has not been properly trained to drive an apparatus, the Officer may place the unit out-of-service, notify the appropriate Battalion Chief, and begin the necessary drilling to familiarize the driver with the apparatus. The Company should remain out of service until the driver demonstrates proficiency operating the apparatus or a qualified driver is assigned to the unit. The Battalion Chief may detail a qualified driver to the Company at their discretion.

Non-department members riding on Fire Department apparatus as observers or participants must read and complete the Waiver of Liability, Form 36. The Form 36 is then forwarded to the Finance Director.

DRIVER TRAINING

Employees who have maintained their EVIP certification, will receive annual training using WAC 296-305-04503 through 04507, the training guide, self study workbook, and an annual driving course located in the member's response district.

At the Company level, apparatus specific training is performed by the most qualified person on the crew, such as the assigned driver. Training will be supervised by the Company Officer.

The Training Division Driving Instructor must monitor collision reports and will work with the Safety Office and the Fleet Manager to identify areas of concern regarding apparatus safety.

TRAINING GUIDE

Training Guide # 8-1, Emergency Vehicle Incident Prevention is a document that can be used by Company Officers for training purposes to meet Washington State requirements.

EVIP SELF STUDY WORKBOOK

Captains, Lieutenants and firefighters in the Operations Division will complete the EVIP self study workbook every four years.

Each member must personally complete their own workbook. However, this may be accomplished as part of one or more company drills. The member and the Company Officer will sign the cover page after reviewing incomplete and incorrect answers.

The EVIP Workbook is to be retained in the Company Training Files and its completion recorded in TIMS. When a member is given a new assignment, the completed workbook should be transferred with the member.

DRIVING COURSE AND RODEO COURSE

Each firefighter will drive their assigned apparatus along the driving course established for their company. This will be done each year.

The driving course should be established by the Company Captain, documented, marked on a map and forwarded to Training Division for review by the Training Division Driving Instructor. The driving course will include the following elements.

4	Left turns
4	Right turns
4	Straight sections of urban business street
3	Through intersections
1	Railroad crossing (actual or simulated)
2	Curves to the left
2	Curves to the right
1	Entry and exit on/off a freeway (actual or simulated)
2	Lane changes
2	Passing maneuvers
1	Downgrade drive
1	Upgrade drive
1	Underpass or low clearance area (actual or simulated)
2	Backing maneuvers, 1 straight, 1 angled

Changes or updates in the driving course should be documented and forwarded to the Training Division.

Each firefighter is also required to drive their assigned apparatus through the rodeo course once annually. The rodeo course layout is shown in Appendix A of Training Guide #8-1. An ample supply of traffic cones is available at each battalion headquarters for the rodeo course.

The Company Officer will review the performance of each member, with the assistance of the trainer, and complete the Driver Training/Evaluation Form for each member. The Company Officer will discuss the evaluation of the driving course or rodeo with the member and have them sign the evaluation form. The form will be kept in the Company Training File.

The completion of the driving course and rodeo will be entered into TIMS, and a Form 31 will be forwarded to the Training Division. The Form 31 must include what training, rodeo and/or road, which apparatus, who conducted the training and for how long. A Form 17 should also be completed and place in the individual's station training file.

Training Division will issue an EVIP Card that expires in four years.

APPARATUS DRIVING TRAINING

This training is designed for crews who are receiving a new or re-assigned apparatus. This training will include rodeo driving drills at the JTF as well as on-street driving provided by and under the supervision of the Driver Training Officer or their designee.

Apparatus Driving Training is beyond the minimum requirements of EVIP Training. Not all members will receive this training for every model of Apparatus the Department operates. Lack of this training (for reasons including but not limited to scheduling, mechanical and Operations restrictions) will not prevent members from driving or operating any reserve apparatus assigned to their Company.

TRACTOR DRAWN APPARATUS (TDA) DRIVER TRAINING

When a member becomes permanently assigned to a TDA they will be required to successfully go through TDA driver training. The company captain will contact the Training Division to coordinate scheduling this training.

This training is an introduction to the principles, concepts, and dynamics of driving and tiller operations of a Tractor-Drawn Aerial (TDA). This training is designed for persons not yet qualified to drive/tiller a tractor drawn aerial.

When possible the SFD will provide this training using the specific apparatus that the member is assigned to. This addresses NFPA requirements to familiarize the member with the apparatus they will be operating and provides them with challenges and issues (e.g. blind spots, etc.) particular to that apparatus.

To become qualified to drive or tiller a TDA, members will need to successfully go through the Training Division's TDA driver course or have been previously assigned to a TDA prior to this course.

There are three phases to TDA driver training:

- Phase I: 10 hours of training to include both classroom instructions and rodeo course driving skills at the JTF.
- Phase II: 10 hours of training on the Road. Five hours in the tractor and five hours in the tiller cab. Road Training will be conducted on the street under the supervision of the Driver Training Officer or their designee in the Company's district.
- Phase III: Additional road driving practice. This training will only take place for ladder companies currently in straight frame aerials who are being reassigned to a TDA. Members must have been qualified to drive and tiller a TDA through Phase I and II prior to participating in Phase III Road Driver training.

This training is designed to give the newly qualified Driver/Tiller operator the time to practice driving their newly assigned TDA in non-emergency mode. Two members will follow the straight frame aerial in the TDA during the course of their daily activities. If the ladder company receives an emergency call while they are out driving, both apparatus will pull over and the two members on the TDA will park, secure their rig and get on the straight frame aerial to respond. The TDA will be left as you would leave any apparatus when conducting inspections. During this training period the TDA should not have any equipment on it.

Phase III requires that all assigned TDA members both drive and tiller the apparatus. Daily staffing will dictate the need for crew members to be proficient at both driving and tillering.

APPARATUS FAMILIARIZATION TRAINING

This training will be given when a company receives a new or re-assigned apparatus. The training is designed to familiarize members of the company with how to operate all the on-board systems (pump, foam system, aerial, generator, etc.) on the new or re-assigned apparatus.

On new apparatus this training is presented by a Manufacturer's Rep. On reassigned apparatus it will be taught by the Driver Training Officer or their designee.

PARAMEDICS AND CHIEF OFFICERS

Paramedics and Chief Officers are not bound to meet the driving requirements that the State law expects for operating a large fire apparatus. However, Paramedics and Battalion Chiefs should read Training Guide # 8-1 and complete the EVIP Workbook. The Training Division Driving Instructor will evaluate Paramedics and Chief Officers at least once every four years on their practical driving skills of Medic Units and Chief's vehicles respectively.

APPARATUS OPERATIONS

USE OF GUIDES AND SIGNALS

When backing an apparatus, all members except the driver will exit the apparatus to assist in apparatus movement prior to backing up. Drivers backing without a guide must exit the vehicle to ensure the vehicle has clearance on all sides. If other units are on scene, they will be required to assist with backing Aid and Medic units.

Members assisting the driver in backing the apparatus must be alert to:

- Proper apparatus clearance on all six sides (front, back, right, left, top, and bottom).
- Presence of pedestrians.
- Vehicular traffic.
- Other SFD personnel in the vicinity of the apparatus.

The guide will be positioned at the left rear or right rear of the apparatus, as conditions dictate. If communication between the driver and the guide is lost, the driver will bring the apparatus to an IMMEDIATE halt and remain stopped until communication is restored. If it is impossible to obtain a guide, the driver should get out of the apparatus and check the area prior to backing. Backing will be done slowly.

A good rule to follow: Only the driver should remain in the vehicle during any backing operation.

To help prevent accidents, a standard set of buzzer and horn code signals to provide communication between the cab and tailboard or tiller will be used.

Code signals will be as follows:

Stop – One long continuous signal.

Go Ahead – Two signals, each of approximately one-second duration.

Backup – Three signals, each of approximately one-second duration.

On tillered apparatus, the apparatus should not be moved until a signal is acknowledged by the tiller operator.

PARKING VEHICLES ON THE STREET

When parking an apparatus the parking brake will be set, the transmission in neutral or the park position if so equipped and the wheel blocks set.

Apparatus over 20,000 pounds (gross vehicle weight) will use wheel blocks when parked at an emergency scene or, any other time the driver is out of the cab (except when parked in the station). When parking on the level, place one block forward and one block at the rear of the outside dual tire. On the upgrade, turn the front wheels away from the curb. On a downgrade, turn the front wheels to the curb. On any grade, place both blocks on the downhill side of both dual tires.

At night when an apparatus is not legally parked at an emergency location emergency lights must remain on.

Drivers should be alert to place traffic cones in the lanes of traffic to divert traffic around apparatus and equipment. Placing a flare approximately one foot from the rear traffic cone will increase nighttime visibility.

Members should wear assigned highway safety vests or PPE with reflective striping for improved visibility to traffic.

Aid and Medic Units operate at the maximum capacity of their electrical generating systems. When parked at an emergency scene, their motors should be left running with the (kill) switch in the ON position.

PARKING VEHICLES IN THE STATION

Apparatus floors should be illuminated anytime parking guidelines cannot be seen when backing the apparatus in.

PARKING BRAKE

Whenever any vehicle is parked in the fire station, the parking brake will be set. Vehicles equipped with air or spring brakes will have them set.

Prior to any vehicle being started, the driver will be in the driver's seat, the parking brake set, and the transmission in neutral, or park.

Never use the parking brake to decelerate the vehicle unless an emergency exists.

Apparatus equipped with a drive line brake for pump disengaging will not use these brakes as an emergency brake for stopping the vehicle.

RESPONDING CODE RED

Apparatus are not to respond until the driver receives a signal that members are seated and have their seat belts on ready to respond.

Red lights and siren will be used when responding “Code Red.” Fire Department vehicles will not use red lights without using the siren when responding, except when on limited access roadways, where sirens are only used to clear traffic.

Fire Department vehicles responding Code Red to emergency calls may exceed the maximum speed limit provided the driver does not endanger life or property. Headlights should be on while responding.

When approaching an intersection, whether controlled or uncontrolled, the apparatus is to slow down to a speed that is necessary for safe operation. When entering an intersection with multiple lanes, the apparatus should slow as necessary to gain control of each lane before accelerating through the intersection.

SCHOOL BUSES

Responding units meeting a school bus which has stopped for the purpose of loading or unloading school children, and which is displaying its visual warning signals, will not proceed past the bus until the visual warning signals are deactivated, or the bus driver signals the unit to proceed. Exercise extreme caution when proceeding past any school bus that is stopped.

Multiple Units Responding

When multiple units are responding out of double houses, engine companies have the right-of-way. Normally, Fire Department vehicles responding from the same location or station should take the same route. Responding units should use main arterials whenever possible. Units are not to pass one another while responding.

SUBJECT:	VEHICLE COLLISION REPORTING
REVISED:	10/21/14
SEE ALSO:	Collision Report Kit. Collision Reports. Form 294. Form 294a. Form 295. City of Seattle Report of Collision. State of Washington Vehicle Collision Report. Witness Cards. Notice of Vehicle Collision. Form 130.
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GENERAL INFORMATION

REPORTABLE VEHICLE COLLISION

A reportable vehicle collision is defined as when a Department vehicle, apparatus, or vessel strikes or makes contact with, or is struck or contacted by another vehicle, pedestrian, domestic animal, or any other object. This will include any contact with another vehicle or private property, even if no damage is perceived.

Exceptions to the above definition include:

- Contact with tree branches is not considered a reportable collision unless damage is sustained to the apparatus or vehicle.
- Damage to the windshield due to loose road debris is not considered a reportable collision.
- Damage caused by vandalism is not considered a reportable collision.

COLLISION INVESTIGATION

The Department will investigate each vehicle collision involving a Department vehicle, apparatus, or vessel. The investigation will determine the cause, preventability, and mitigating circumstances of the collision. The emphasis of the investigation will be to identify the cause of the collision in order to implement corrective actions in an effort to prevent similar collisions from re-occurring.

The Collision Prevention Investigation Committee (CPIC) reviews all collisions on a quarterly basis. The CPIC Committee compiles collision statistics, examines trends, and reports findings and recommendations to the Joint Safety Committee (JSC).

MEMBERS INVOLVED IN A COLLISION

In the event of a collision, the Driver and Company Officer should adhere to the following procedures:

- Notify the Fire Alarm Center (FAC):
  - – Place unit out-of-service.
  - – Report collision information, e.g., location, type of collision, and any injuries.

  - Request necessary medical assistance.
  - Request an Investigating Officer.
- Request SPD when needed (see below).
- Provide medical assistance for any injuries.
- Do not move vehicles or vessels involved in the collision, unless necessary to clear traffic.
  - If serious injury or fatality the apparatus/vehicle will not be moved prior to the appropriate investigation.
- Obtain necessary information for accurate completion of required reports, e.g., diagram of intersection, witness names, information on private property damaged, etc.
- Obtain witness names and contact information. Distribute witness information cards for witness statements (located in the Collision Report Kit). Witness statements are optional.
- Refrain from discussing details involving the accident except with authorized investigators.
- Refrain from the admission of liability, assumption of responsibility, or estimating a dollar loss until full investigation is completed.
- Complete collision reports.
- Arrange for the apparatus or vessel to be repaired and complete a Form 130.

Guidelines for Requesting SPD (Vehicles)

SPD should be requested under the following conditions:

- Any reported injures.
- Fatalities.
- Extensive damage (damage over $5,000).
- Non-preventable collisions (e.g., private vehicle caused the collision).
- At the discretion of the Company Officer/Supervisor.

Guidelines for Requesting Coast Guard (Vessels)

The Coast Guard should be requested under the following conditions:

- Fatalities.
- Extensive damage to another vessel (over $25,000).

INVESTIGATING OFFICER

FAC will dispatch the appropriate Investigating Officer to the collision, and notify Safety 2 and Deputy 1 via page. The FAC will dispatch Medic 44 if a Medic Unit is involved. The following table will be utilized to select the appropriate Investigating Officer.

APPARATUS/VEHICLE INVOLVED	INVESTIGATING OFFICER
Engine/Ladder Truck/Aid Car/ Specialty Unit/Vessels	Assigned Battalion Chief of the unit involved. • If the assigned Battalion Chief is unavailable, then the closest Battalion Chief will be designated as the Investigating Officer by the FAC. • For Battalion 2 units, the closest available Battalion Chief will be designated as the Investigating Officer by the FAC.
Medic Unit	Battalion Chief closest to the collision will be designated as the Investigating Officer by the FAC. • MSO will be assigned to respond as the Company Officer.
Administration/Civilian	Battalion Chief closest to the collision will be designated as the Investigating Officer by the FAC.
Safety 2	Deputy 1 will be designated as the Investigating Officer.
All Chief Officers	Safety 2 will be designated as the Investigating Officer.
Significant Collisions: • Any reported injuries. • Fatality. • Damage over $5,000.	Safety 2 will be designated as the Investigating Officer. • The assigned Battalion Chief will respond in-service to assist Safety 2 and the assigned members.

If the collision occurs outside of the City of Seattle limits a SFD Investigating Officer will not be dispatched to the collision location. In these collisions the member will notify their supervisor and request the local Police Department to respond. The member will request a SFD Investigating Officer after returning to the City of Seattle.

INVESTIGATING OFFICER'S RESPONSIBILITIES

The Investigating Officer should complete the following:

- Request the FAC to dispatch SPD and Safety 2 if there are serious/disabling injuries, fatalities, and/or extensive vehicle damage (over $5,000), or at the discretion of the Investigating Officer. SPD should also be requested for non-preventable collisions.
- Identify the cause of the collision.
- Identify contributing and mitigating factors of the collision.
- Determine preventability of the collision:
  - –The Vehicle Collision Investigation and Preventability Training Guide will be used to determine preventability.
- Photograph all vehicles involved in the collision and e-mail the photos to the unit's Supervisor, Chief Officer, and the on-duty Safety Officer.
- Evaluate the driver (see below).
- Determine the disposition of the vehicle or apparatus (see below).
- After the investigation is complete, place the involved unit in 'Special Contact' until the required reports have been completed, if possible:
  - –Contact the FAC to determine if city-wide coverage allows unit to be placed in Special Contact.

DRIVER EVALUATION

For significant collisions, it may be appropriate to relieve the Driver of driving duties following the collision. The Investigating Officer, Company Officer, and the Driver will discuss and determine if the Driver will continue driving for the remainder of the shift. If any of these members feel it may be unsafe for the Driver to continue to drive, the Driver will be relieved from driver duties for the remainder of the shift.

DISPOSITION OF APPARATUS

The Company Officer and Investigating Officer will determine the disposition of the apparatus involved in the collision. Depending on the extent of damage, the apparatus may be:

- Left in-service.
- Placed out-of-service at the Fire Station.
- Placed out-of-service and transferred to the Fire Garage for repair.

For Operations Division, Staff 10 will be contacted if a replacement apparatus is needed. For Administrative Divisions, Fleet 1 will be contacted if a replacement vehicle is needed.

An estimate of damage will be completed at the Body Shop. When the collision is not the fault of the SFD Driver (non-preventable) and the apparatus or vehicle is not transferred to the Fire Garage for repair, arrangements will be made to transport the vehicle to the Body Shop. In the Operations Division, arrangements will be coordinated through Deputy 1. In Administrative Divisions, arrangements will be made through Fleet 1. The Body Shop is located next to the Fire Garage, and the hours of operation are 0730 to 1600 hours.

CORRECTIVE ACTIONS

Following a vehicle collision and investigation, supervisors will implement corrective actions when appropriate, in order to help prevent this type of collision from re-occurring.

Corrective Actions available are:

- Training.
- Counseling.
- Discipline.
- Personal Improvement Plan (PIP).

Emphasis should be placed on identifying and implementing targeted training appropriate to the driver and the cause of the collision.

When determining the recommended corrective actions following a vehicle collision, the Supervisor should consider the cause of the collision, the driver's level of experience, the driver's previous driver training, and the driver's history of collisions, as well as the weather conditions and any other mitigating factors.

TRAINING

Training following a vehicle collision can be accomplished at the following levels:

- Company/Unit Level Training.
- Battalion/Division Level Training.
- Training Division Level Training.

Company/Unit Level Training – Company/Unit Level Training uses the Company Officer or Supervisor of the assigned Driver as the instructor. The Company Officer or Supervisor may contact the Driver Training Officer at Training Division for help designing the targeted training.

Battalion/Division Level Training – Battalion/Division level Training utilizes an established Driver Instructor. The Driver Training Officer at Training Division will be contacted to determine which Driver Instructor would be appropriate to assist with instruction.

- For Operations Division collisions, excluding Medic Units, the unit's Battalion Chief will make this request through Deputy 1. Deputy 1 will contact the Driver Training Officer at Training Division and coordinate the scheduling of the training.
- For Medic Unit collisions the MSO Captain will contact the Driver Training Officer at Training Division and coordinate the scheduling of the training.
- For Administration Division collisions the Division's Director will contact the Driver Training Officer at Training Division and coordinate the scheduling of the training.

Training Division Level Training – Training Division Level Training consists of the established EVIP course, or other targeted training as determined by the Chief of Training, in conjunction with the Driver Training Officer. This training would typically be conducted at the Joint Training Facility.

- For Operations Division collisions, excluding Medic Units, this request is made from Deputy 1.
- For Medic Unit collisions this request is made from the MSA (Battalion 3 Deputy Chief).
- For Administration collisions this request is made from the Division's Assistant Chief or the Executive Director of Administration (for Human Resources).

The Chief of Training will determine if Training Division Level Training is appropriate.

FORMAL COUNSELING, DISCIPLINE, OR PERSONAL IMPROVEMENT PLAN (PIP)

Formal Counseling, Discipline, or implementation of a Personal Improvement Plan (PIP) should utilize the principals and procedures outlined in the Discipline section of the POG (POG 3011).

Add CPI number, and make copies for Safety 2 files. The original, completed vehicle collision package will then be forwarded to the Operations Administrative Assistants.

If Formal Counseling is initiated, the Form 250 should be forwarded with the Collision Reports and letter. If Discipline is initiated, the Form 25 may be delivered after the disciplinary investigation occurs.

COLLISION REPORTS

The following Vehicle Collision forms are to be completed following a vehicle collision:

VEHICLE COLLISION FORM	COMPLETED FOR:	COMPLETED BY:
Vehicle Collision Letter (Form 294)	All collisions	Driver and Tiller Operator
SFD's Supervisory Review of Vehicle Collision (Form 295)	All collisions	Company Officer or Supervisor • Medic 44 for Medic Units
City of Seattle Vehicle Collision Report	All collisions	Driver (fax to Safety at 233-5098)
State of Washington Vehicle Collision Report	Damage of $700 or more, unless collision is on SFD property (not required for vessels)	Driver

VEHICLE COLLISION FORM	COMPLETED FOR:	COMPLETED BY:
Investigating Officer's Statement (Form 294a)	Any collision when Investigating Officer is not the unit's Battalion Chief	Investigating Officer (Battalion Chief)
Request for Apparatus Repair (Form 130)	Any collision where damage is sustained to the Department vehicle	Company Officer or Supervisor
Formal Counseling (Form 250)	Any collision where Formal Counseling is given	Company Officer or Supervisor
Statement of Formal Charges (Form 25)	Any collision where progressive discipline is initiated	Company Officer or Supervisor

REVIEW OF COLLISION REPORTS

Each level in the member's chain of command should review the recommended actions, and identify and implement additional corrective actions as needed in order to prevent similar collisions from re-occurring. The emphasis of the review should be to:

- Identify the cause of the collision.
- Identify if the collision was preventable.
- Ensure appropriate corrective actions are in place to help prevent the collision from re-occurring.

The vehicle collision forms are to be forwarded through the chain of command as a complete package. The vehicle collision form package will contain original forms with signatures.

Safety 2 will be the collection point for the completed vehicle collision package. Safety 2 will review and ensure that all reports are received and completed, attach pictures from the investigating officer, assign a CPI number, and make copies for Safety 2 files. The original, completed vehicle collision package will then be forwarded to the Operations Administrative Assistants.

OPERATIONS DIVISION (EXCLUDING MEDIC UNITS)

The Collision Reports will be reviewed and completed by the on-duty chain of command.

- The Company Officer will fax the City of Seattle Vehicle Collision Report to Safety 2.
- The Company Officer will review reports, complete Forms 294 and 295, and deliver all reports to the unit's Battalion Chief, or Deputy 1 for Battalion 2, by the end of the shift.
- A copy of the Vehicle Collision Letter (Form 294) will be forwarded to the Company Captain if he/she is not working.

- In the event the Investigating Officer is not the unit's on-duty Battalion Chief, the Investigating Officer's Statement (Form 294a) will be attached to the Vehicle Collision Letter (Form 294).
- The on-duty Battalion Chief will review reports, and complete Forms 294 and 295. The completed package will be delivered to Safety 2, prior to the end of the shift.
- Safety 2 will review and ensure that all reports are received and completed. The original, complete package will be forwarded to the Operations Administrative Assistants.

  -Safety 2 will work with Deputy One to address any missing or incomplete forms involving Operations Division.
- The Operations Administrative Assistants will log the complete package and deliver to Deputy One for final review.
- The decision to extend the above time frame, or the authorization for the member to extend their shift in order to complete the forms, will be made by Deputy One.

MEDIC UNITS

The Collision Reports will be reviewed and completed by Battalion 3's chain of command.

- Medic 44 will be dispatched to collisions involving Medic Units and will be the Supervising Officer.
- Medic 44 will fax the City of Seattle Vehicle Collision Report to Safety 2.
- The Investigating Officer will deliver the Investigating Officer's Statement (Form 294a) to Medic 44 by the end of the shift.
- Medic 44 will review reports, complete Forms 294 and 295, and deliver the complete package to Safety 2, by the end of the shift.
- Safety 2 will review and ensure that all reports are received and completed. The original, complete package will be forwarded to the Operations Administrative Assistants.

  -Safety 2 will work with the Medic 44 to address any missing or incomplete forms involving Medic Units.
- The Operations Administrative Assistants will log the complete package and deliver to the MSO Captain for review.
- The MSO Captain will review reports, complete Forms 294 and 295, and deliver the complete package to the MSA (Battalion 3 Deputy Chief) by the end of the business day.
- The decision to extend the above time frame, or the authorization for the member to extend their shift in order to complete the forms, will be made by the Medic 44.

ADMINISTRATIVE VEHICLES

The Collision Reports will be completed and delivered to the Driver's Supervisor by the end of the business day.

- The Driver will fax the City of Seattle Vehicle Collision Report to Safety 2.

- The Investigating Officer will deliver the Investigating Officer's Statement (Form 294a) to the Driver's Supervisor and Administrative Director or Chief Officer by the end of the business day.
- The Driver's Supervisor will review reports, complete Forms 294 and 295, and deliver the complete package to Safety 2, by the end of the business day.
- Safety 2 will review and ensure that all reports are received and completed. The original, complete package will be forwarded to the Operations Administrative Assistants.

  -Safety 2 will work with the Driver's Supervisor to address any missing or incomplete forms involving administrative vehicles.
- The Operations Administrative Assistants will log the complete package and deliver to the driver's Chief Officer, or Administrative Director, for review.
- The decision to extend the above time frame, or the authorization for the member to extend their shift in order to complete the forms, will be made by the member’s supervisor or Chief Officer.

VESSELS

The Collision Reports will be completed and delivered to the Operations Supervisor by the end of the business day.

- The operator will fax the City of Seattle Vehicle Collision Report to Safety 2 by the end of the business day.
- The Investigating Officer will deliver the Investigation Officer’s Statement (Form 294A) to the Operations Supervisor and the Administrative Director or Chief Officer by the end of the business day.
- The Operations Supervisor will review records, complete Forms 294 and 295, and deliver the entire package to Safety 2 by the end of the business day.
- Safety 2 will review and ensure that all reports are received and completed. The original complete package will be forwarded to the Operations Administrative Assistant.
- The Operations Administrative Assistant will log the complete package and deliver to the Operations Chief Officer or Administrative Director for review.

The decision to extend the above time-frame or the authorization for the member to extend their shift in order to complete the forms will be made by the member’s Supervisor or Chief Officer.

VEHICLE COLLISION LETTER - FORM 294

A Vehicle Collision Letter (Form 294) will be completed whenever a SFD vehicle is involved in a reportable vehicle collision. The Vehicle Collision Letter will be initiated by the Driver. For collisions involving a tillered apparatus, the Driver and the Tiller Operator will each write a separate Vehicle Collision Letter.

The Driver should give a detailed description of events and circumstances surrounding the vehicle collision. The letter will be written in the first person, narrative format.

The Driver should address the following in the Vehicle Collision Letter:

- Description of collision:
  - –How the collision occurred.
  - –Describe the direction of travel and all steps that occurred immediately prior to the collision and during the collision.
  - –How fast each vehicle was traveling.
  - –If the apparatus or vehicle was responding code-red at the time of collision.
  - –Was the unit backing at the time of collision?
  - –Was the unit driving in diminishing clearance conditions at the time of collision?
  - –Were guides being utilized at the time of the collision?
  - –Communication between guides and Driver.
  - –What the apparatus or vehicle struck.
  - –Contributing and/or mitigating factors that led to the collision.
- Damages:
  - –Describe the damage to the SFD apparatus or vehicle.
  - –Describe the damage to any privately owned vehicle or property involved.
  - –Estimate of dollar damage to SFD apparatus or vehicle if it can be obtained from the Body Shop before the end of the shift or business day.
  - –Estimate of dollar damage to the other vehicle or property involved.
  - –Form 130 number and disposition of apparatus or vehicle (e.g. in-service, out-of-service, transported to Fire Garage, etc.).
- Prevention:
  - –Describe how the collision could have been prevented.
  - –Describe what, if any, additional driver training would help prevent this type of collision from re-occurring.

Each level of review should address:

- The cause of the collision.
- Contributing and/or mitigating factors of the collision.
- Preventability of the collision.
    - –Use the 'Vehicle Collision Investigation Preventability Checklist' Training Guide.
- Actions being taken to prevent this type of collision from re-occurring.

INVESTIGATING OFFICER'S STATEMENT - FORM 294A

The "Investigating Officer's Statement," Form 294a, will be completed by the Investigating Officer. The Investigating Officer's Statement will include:

- Description of the collision.
- Identify the cause of the collision.
- Identify any contributing or mitigating factors of the collision.
- Determine if the collision was preventable.
    - –Use the 'Vehicle Collision Investigation Preventability Checklist' Training Guide when determining preventability.

When the Investigating Officer is the unit's Battalion Chief the 'Investigating Officer's Statement' will be included on the Vehicle Collision Letter (Form 294) and a separate Form 294a is not necessary. When the Investigating Officer is not the unit's Battalion Chief (e.g., collisions involving Medic Units, Battalion 2 units, or Administration vehicles) the Investigating Officer's Statement will be completed on a Form 294a. The Form 294a will be forwarded to the Driver's Supervisor and Chief Officer, and attached to the Form 294 letter.

SUPERVISORY REVIEW OF VEHICLE COLLISION - FORM 295)

A SFD Supervisory Review of Vehicle Collision (Form 295) will be completed whenever a SFD vehicle is involved in a reportable vehicle collision. The Form 295 will be initiated by the Company Officer or Driver's Supervisor.

The objective of this review is to:

- Collect information in order to identify the cause of the collision.
- Determine whether or not the Department's Driver did everything reasonable to prevent the collision in spite of adverse conditions and/ or the incorrect actions of others.
- Establish appropriate corrective actions in order to prevent this collision from re-occurring.

Determining Cause and Preventability:

- All vehicle collisions will be investigated to determine collision cause and preventability.

- Supervisors will utilize the 'Vehicle Collision Investigation and Preventability Checklist' Training Guide when determining the cause of the collision and if the collision was preventable.

Determining Corrective Actions:

- All vehicle collisions should be reviewed to determine what corrective actions could help prevent this type of collision from re-occurring.
- Training, counseling, progressive discipline, and a Personal Improvement Plan (PIP) are the corrective actions which may help to prevent collisions of this type from occurring in the future.

OPERATIONS DIVISION (EXCLUDING MEDIC UNITS)

The Company Officer will initiate the Form 295. The unit's on-duty Battalion Chief will complete the Second Level Supervisor section. The on-duty Deputy 1 will complete the Third Level Supervisor section.

For Battalion 2 collisions, the on-duty Deputy 1 will complete both the Second Level and Third Level Supervisor sections.

The Chief of Training, when Training Division Level training is recommended, will complete the "Training Division" section.

MEDIC UNITS

Medic 44 will be dispatched to the collision and will initiate the Form 295. The MSO Captain will complete the Second Level Supervisor section. The MSA (Battalion 3 Deputy Chief) will complete the Third Level Supervisor section.

The Chief of Training, when Training Division Level training is recommended, will complete the "Training Division" section.

ADMINISTRATION DIVISIONS

The Driver's Supervisor will initiate the Form 295. The next level Supervisor will complete the Second Level Supervisor section. The Deputy or Assistant Chief, depending on the Division's structure, will complete the Third Level Supervisor section.

The Chief of Training, when Training Division Level training is recommended, will complete the "Training Division" section.

CITY OF SEATTLE REPORT OF COLLISION

A City of Seattle Report of Collision will be completed whenever a SFD vehicle is involved in a collision. The City of Seattle Report of Collision will be completed by the Driver and faxed to Safety 2 (206-233-5098).

STATE OF WASHINGTON VEHICLE COLLISION REPORT

A State of Washington Vehicle Collision Report will be completed whenever a vehicle collision results in injury or death to an individual, or damage in the amount of $700 or more. This form is not required when the collision occurs on Department property and damage is limited to Department apparatus and/or facilities. The State of Washington Vehicle Collision Report will be completed by the Driver.

- The City of Seattle's self-insurer policy number of "S.I.7" is to be entered in the 'Liability Insurance Information' section in the middle of the form.
- At the bottom of the form, enter a check in the box next to 'Commercial Vehicle' to indicate that the vehicle or apparatus was being operated for the SFD.
- This form is not required for vessels.

Witness Cards

Witness Information Cards, if appropriate, will be completed. Witness statements are optional.

Notice of Vehicle Collision

A "Notice of Vehicle Collision," Form 23B, will be completed for collisions with a private vehicle. This notice will be left with the representative of the vehicle, or left with the vehicle if the representative is not present.

Form 130

A "Repair Request," Form 130, will be completed for any damage sustained to SFD apparatus or property as a result of the vehicle collision. The Form 130 Repair number will be indicated on the letter and Form 295.

Reports Required for Vandalism

A police report, a letter to the appropriate Assistant Chief, and a Request for Maintenance (Form 130) are the only forms required for vehicle damage resulting from vandalism. Witness information cards, if appropriate should also be completed.

The FAC will assign an Investigating Officer to any apparatus or vehicle that has been vandalized.

SUBJECT:	SECURITY PROTOCOL FOR HEADQUARTERS
REVISED:	10/21/14
SEE ALSO:	
PAGE(S):	2

GENERAL INFORMATION

The Department has established the following protocol and procedures for admitting visitors and vendors to SFD Headquarters, for the purpose of ensuring security and employee safety.

PUBLIC ACCESS TO SEATTLE FIRE DEPARTMENT HEADQUARTERS

The main entrance to the Headquarters building is on Second Avenue South; access by non-employees is gained by dialing any Headquarters' employee's extension or the Reception desk at (206) 386-1400.

If a visitor or vendor dials an employee's extension and is not recognized, the call should be transferred to 6-1400 at the Reception desk where there is video surveillance.

Visitors without a previously scheduled appointment, or legitimate business reason for accessing the building, will be denied access to the Headquarters building.

Legitimate business includes vendor pickups and deliveries, and records requests from the Public Disclosure Officer. Requests for blood pressure checks should also be transferred to 6-1400.

Employees should only release the door to admit vendors or visitors who they know have previously scheduled appointments or legitimate business with the Department.

The Reception desk will:

- Verify name of visitor or vendor.
- Ask visitor the name of the employee they are visiting and time of their appointment.
- Check with the employee to verify that it is okay to grant access.
- Have non-employee visitors sign in and out.

Note	Employees who are expecting visitors at Headquarters may give advance notice to the Reception desk staff prior to the appointment to expedite visitor approval.

All SFD employees must take the following steps prior to allowing a visitor access to Headquarters:

If you receive a call from a visitor or vendor on your extension requesting access you may grant them access only if you can verify that you know the person and they have a legitimate reason to visit. If not, you must transfer them to extension 6-1400.

Do not go downstairs to seek information from visitors who do not have an appointment or legitimate reason as to why they are requesting access to the building. The rationale for their visit should be handled by telephone.

Do not allow visitors to follow you through the front door unless you know them by recognition and name as an employee or person who should be given access to the building.

If you grant access to a person who is not an employee, you are responsible for escorting the visitor to and from the building.

A uniformed Officer or Director may be called to approve visitors:

If visitors do not have a previously arranged appointment, or legitimate business reason to have access, they will not be given access until approval is granted from a uniformed Officer or a Director who is stationed at Headquarters.

If a uniformed Officer or Director determines that the person has a legitimate business reason for access, the visitor will be escorted upstairs by the person granting access.

SUBJECT:	EQUIPMENT
REVISED:	10/21/14
SEE ALSO:	NFPA 1904 - Aerial Ladder and Elevated Platform Fire Apparatus, NFPA 1914 - Testing Fire Department Aerial apparatus; WAC 296-305-04503 - Automotive Fire Apparatus Equipment; SIMON LTI - Fire Apparatus Operators Handbook, IFSTA – Fire Department Aerial Apparatus; SFD Training Guide. WAC 296-305-06003, Testing Fire Service Equipment; NFPA 1962 - Testing Fire Hose; NFPA 1931, Ground Ladders
PAGE(S):	12

GENERAL INFORMATION

This Section covers the inspection, maintenance and servicing of some of the equipment used in the SFD. Typically, items that are unique or complex may be addressed here. In addition, if the procedure is specific to this Department it will be included in here too. For general information, see the user's or owner's manual from the manufacturer. Information on additional equipment may be found in SFD Training Guide-section 6.

KEYSECURE DEVICES

KeySecure devices are installed on all of the SFD's first line and reserve apparatus not including specialty units. Each KeySecure device will have one key assigned to the specific apparatus for the life of that apparatus. The apparatus number will be stamped into the key. This key will stay with the apparatus regardless of its assignment. Keys will not be transferred from one apparatus to another.

KeySecure devices and their keys will be inspected daily and the results of that inspection shall be recorded on the Form 9 and Form 9-A. After each use the key will be immediately returned to the KeySecure. Broken or damaged keys will be hand delivered to the Captain of Support Services for replacement. Keys will not be placed in the Department's mail system.

Missing keys will be reported immediately to the Captain of Support Services followed by a letter through the chain of command. An immediate investigation is required.

MAPBOOKS

The SFD map book is available online on the Fire Departments inweb, http://inweb/fire/sfdDocs/mapbook/SFDmapbook.htm. The website can be used to print the entire mapbook. However, members who intend to print map pages should limit printing to pages specific to the general area of their own stations. Maps are in color, however do not print mapbooks on SFD color printers.

ENGINE PUMP TEST

All Engines will be pump tested annually. The Support Services Division will arrange the schedule for testing. All apparatus assigned to the Operations Division will be tested, including reserve apparatus. Operations Deputy Chiefs will coordinate the fill-ins and apparatus replacement as required. Apparatus will be brought to Joint Training Facility (JTF), at the time assigned, fully staffed and out of service, except for multiple alarms. Reserve apparatus and apparatus coming from the Fire Garage will be accompanied by an Engine Company to provide the necessary equipment and staffing to accomplish the test.

The pump test procedure takes approximately three hours, allowing for travel to and from the JTF. Drivers will check apparatus fluid levels (motor oil, water, prime pump reservoir, and fuel) while the motor is cold before leaving quarters. Hard suction hose, along with the other equipment required for the test, is available in the storage container on the drill court at JTF. Members will be knowledgeable in preparing the apparatus for draft and the hard suction evolution. Each member of the company will have the opportunity to obtain the correct pressure setting at least once during the three phases of the test. Members assigned to apparatus equipped with manual prime will test the manual prime during the service test.

Only approved hosebed covers or apparatus designators may be attached to Department apparatus.

AERIALS

The Department operates both tillered and non-tillered aerial apparatus from various manufacturers. This guideline is intended to help members in the use and maintenance of aerial apparatus. Aerial ladder checks and maintenance procedures are performed in accordance with the manufacturer's recommendations, NFPA guidelines and applicable SFD Service bulletins or Fleets and Facilities Notices. The Fleet Manager schedules maintenance, testing and certification.

INSPECTIONS

NFPA and the WAC are the standards that govern the use and care of aerial and ground ladders. Inspections are required:

- daily
- monthly
- after each use

DAILY INSPECTION

A visual inspection of the aerial ladder is conducted daily with the aerial bedded and includes a check of the following:

- Equipment attached to the aerial ladder is properly secured
- Spotlights are in place and secure
- Accessory items have been removed from the ladder
- Aerial Hour Meter - Check and note the reading on the Form 9. Aerial fly maintenance is required at 10 hours
- Beams - Check alignment as viewed from the top and ends
- Rungs - check for bent or deformed rungs when viewed from top and ends
- Welds - check for cracks and defects
- Cables - check for fraying

POST USE INSPECTION

Following each use, a visual inspection must be made of the aerial ladder before it is retracted or bedded. The following items should be noted:

- Equipment mounted on the aerial has been properly secured
- Loose equipment that might have been placed on or adjacent to the aerial ladder has been removed prior to movement
- No obstacles are situated in such a way as to inhibit or damage the aerial ladder during retraction
- A visual inspection is made of surfaces of the ladder that comes into contact with a building or obstruction prior to retracting
- When the aerial tip is used to break out windows, the tip must be examined for visible damage prior to being put back in service
- When the aerial ladder is subject to direct flame contact, the affected area must be examined for discoloration, deformity blistering, heat sensors (when provided) and the deformation of the rung's sleeves
- Alignment should be checked and drift noted
- Cables should be checked for excessive slack
- Ladder locks, if provided, must be checked for proper operation and alignment

MONTHLY INSPECTIONS

Each month, the ladders are to be inspected and documented. Items found to be in good working order are to be marked as OK on the Form 9A.

Items that require repair or adjustments are to be marked on the Form9A with an "R" and a brief explanation in the remark section. A Form 130 (Request for Repair), is then completed and forwarded to Services Division.

The following items should be noted during the Monthly inspection:

- Power Take Off (PTO) - check for proper shifting and operation
- Automatic Transmission - check fluid levels and controls for leakage
- Hydraulic System - check fluid level, valve lines, fittings and cylinders for leakage
- Slides/Rollers - Check for breakage and proper operation
- Emergency Operation- (E.P.U.) - check for proper operation
- Safety Locks (if equipped) – check for proper operation
- Load Chart and Level Indicators – check legibility and proper operation
- Intercom – check controls, operation and condition
- Fast Idle Speed – check and record RPM
- Jacks / Outriggers - check operation and condition of pads, locks, pins and plates
- Cables – check for even tension among pairs and signs of rust or corrosion
- Function tests – check for proper operation of lights, controls, indicators, hydraulic operations and ensure attached equipment is secure
- Rungs – check condition and condition of the rung cover
- Turntable and Ladder Sections – check for signs of heat damage, physical deformities or other damage
- Lubrication- wipe aerial beams clean and apply new coat of aerial ladder grease in accordance with the aerial ladder manufacturer's recommendation. Refer to Operator's Manual. This service is required every two weeks on aluminum aerial devices.

SCHEDULED MAINTENANCE

Maintenance of apparatus will be in accordance with *NFPA 1911 Standard for the Inspection, Maintenance, Testing, and Retirement of In-Service Automotive Fire Apparatus* 2012 Edition, and the manufacturer's recommendations.

The Department of Finance and Administrative Services is responsible for tracking and scheduling required preventative maintenance and servicing of the apparatus.

AERIAL TESTING

Aerial testing is done in accordance with *NFPA 1911 Standard for the Inspection, Maintenance, Testing, and Retirement of In-Service Automotive Fire Apparatus* 2012 Edition, and the manufacturer's recommendations.

STRUCTURAL DAMAGE

If the aerial ladder incurs structural damage:

- The apparatus will immediately be placed out of service. Notify the fleet manager via ESO.
- Arrange for a replacement apparatus
- Follow up with a Form 130
- The damaged aerial must not be placed back in service until the damage has been repaired and the aerial re-certified

Rungs or rails that have been subjected to unusual impact must be tested before usage.

EXTINGUISHERS

First line apparatus carry three types of fire extinguishers: dry chemical, 2.5 gallon pressurized pump can, and CO2.

DAILY INSPECTION

The daily inspection is a quick check of extinguishers and is noted on the Form 9. Check for:

- Extinguishers properly secured
- The seal has not been broken and the extinguisher actuated
- Damage and that the nozzle is not clogged
- Pressurized water extinguishers are full and operable. The pressurized water extinguishers will not be tagged. The pressure gauge should be checked. The safety pin and chain should be in place.

MONTHLY INSPECTION

Each month, fire extinguishers mounted in areas of fire stations and those carried on fire apparatus and vehicles must be inspected. The inspection should include:

- Items of the daily checklist

- Nozzles are clear of obstructions. The nozzle valve on dry chemical extinguishers should be opened and closed several times to ensure they operate fully.
- Components checked for corrosion and leaks
- Examine lock pins and seals to see that they are properly placed and not accidentally broken or misplaced
- Examine the hose and couplings for tightness, cracks, dry rot, and corrosion
- Examine horns for cracks and accumulation of dirt
- Examine the tag for the last date of service
- Enter the inspector's name on the tag in the appropriate space
- Enter the date of inspection and initials in the appropriate space on Form 9, indicate extinguishers on the apparatus have been inspected. Station extinguisher inspections are done as part of the monthly Safety Inspection and noted on the Form 52.
- Dry chemical extinguishers carried on fire apparatus and vehicles should be inverted and vigorously shaken to loosen and aerate the powder

EXTINGUISHER SERVICE

Portable fire extinguishers should be reported to the Support Services Division for repair when:

- The seal has been broken
- The tag is missing
- There is physical evidence to cause doubt as to the reliability of the operation of the extinguisher
- The date of the last service and recharge is over one year
- After use, the remaining CO_2 should be completely purged from a dry chemical extinguisher cylinder and discharge hose to prevent compacting powder in the hose and nozzle

Portable extinguishers assigned to an apparatus must be tagged with a Form 14 and sent in for repair. Extinguishers mounted in the station are serviced by Department of Finance and Administrative Services (FAS) annually and do not require a Form 130 to obtain service.

PRESSURIZED WATER EXTINGUISHERS ON APPARATUS

Filling Instructions:

- Be sure the pressure is drained off
- Fill with water until water level reaches bottom of plastic insert. Add 3 ounces or 1/3 cup of wet water chemical
- Reinstall top

Note	Knurled nut is tightened to the point where a slight additional twist of the handle will allow discharge hose to line up with the nozzle holder (Do not over tighten.)

- Connect Air Chuck to extinguisher air stem. Allow air to flow into extinguisher until pressure reaches 100 psi. (Check extinguisher gauge)
- The air hose should be carried on the apparatus. The extinguisher may be recharged at the fire location, with or without the Wet Water chemical

To relieve the pressure in a partially used extinguisher, turn extinguisher upside down and operate control level to release air pressure only.

To avoid excessive overflow foaming, pour Wet Water chemical into extinguisher after it is full of water.

Wet Water chemical is non-toxic and non-corrosive. When added to water in extremely low concentrations, it decreases the surface tension of the water and increases the ability of the water to wet a larger area and penetrate deeper into burning materials with immediate absorbing and smothering results. It is extremely advantageous when used on bed, upholstery and auto seat fires, due to the great penetrating ability of the chemical.

NOZZLE MAINTENANCE

A visual inspection of the general condition of the nozzle should be done during the daily apparatus checks. A thorough check of the following items should be done on a monthly basis:

- Screws securing the pistol grip and shutoff bale are tight and in place
- Screws securing the aerator and other interior parts are tight
- Set screws securing rotating, adjusting or other parts are tight
- Smooth operation of moving parts that adjust the stream pattern and shutoff
- Lubrication; using only Break Free CLP lubricant, other lubricants may damage the rubber seals

Lubrication of the shutoff mechanism and rotating parts is very important to reduce wear, prevent leaks, and provide ease of adjustment. Monthly lubrication should include 1 or 2 seconds of spraying the area between the pattern adjusting barrel and the body of the tip. Spraying the interior parts of the shutoff mechanism through the back portion is also very important to extend the service life.

The Task Force Tip requires a higher degree of care and should be maintained according to the manufacturer's lubrication procedure.

EQUIPMENT

HOSE

The Support Services Division has the responsibility of supervising the Fire Department Hose Program.

- Fire Hose distribution, annual order development, requisition submittal, and NFPA required testing is under the supervision of the Support Services Division Lieutenant.
- The Department's hose records pertaining to the location, annual testing, and repair of hose should be coordinated by the Support Services Division. The Assistant Chief of Resource Management is responsible to insure that all Department fire hose is tested annually.

The Services' Warehouse is responsible for repairing and the condemnation of Fire Hose.

INVENTORY

To be in service, first line companies are required to maintain a minimum inventory. This section addresses these minimums for Engine, Aerials and Reserve apparatus.

ENGINE COMPANIES

Engine Companies have the following hose assigned to them.

- 1000 feet of 1¾″ hose
- 1,400 feet of 2½″ hose
- 1,000 feet of 4" hose
- 2 Soft suctions a minimum of 20 feet in length
- Two 10′ sections of 2 1/2″ hose sections

High rise companies may have up to 1200′ of 1-3/4″ hose due to a second pre-connect slot and a high-rise hose bundle (see Og 5010 high rise Operations).

MINIMUM HOSE COMPLEMENT

The minimum amount that may be carried by an engine company.

- 200' of 1¾″ hose loaded as the wyed slot load.
- 200' of 1¾″ hose loaded as a pre-connect (some companies have two pre-connect slots)
- 900' of 2½″ hose which is to be loaded as follows:
  - 500′ reverse bed
  - 200′ of 2 1/2″ preconnect
  - 200′ of 2 1/2″ skid load
- 800' of 4" hose

RESERVE ENGINE APPARATUS

The hose inventory complement should be the same as first line apparatus.

AERIAL APPARATUS

The standard hose complement for aerial apparatus:

- 200' of 3" ladder pipe hose (100′ on apparatus)

• 100' of 3" ladder pipe hose carried on Reserve Aerial Apparatus

GENERAL MAINTENANCE

Hose should be cleaned and changed when it becomes soiled. A mild soap or detergent may be used for hose that has been in contact with oils, tars and non-hazardous contaminants.

Hose carried on apparatus should be rotated quarterly when not used to prevent chaffing and wear.

Hose couplings and swivels should be lubricated using the proper lubricant provided by Services Division.

Hose that has been used to pump salt water, including hard suctions, should be thoroughly washed and flushed with fresh water before drying. Before flushing, couplings should have the gaskets removed to allow for complete flushing.

HOSE MARKING

Hose lengths of 100 feet should have the midpoint marked with a 1" wide black band to facilitate handling.

For identification purposes, hose markings should be 2' from each end of the hose. An additional designator should be placed 6" from the center-marking stripe of the hose, on the male side of the stripe.

Charcoal latex will be used for backgrounds. Backgrounds for 2½”, 3½” and 4" hose should be 4"x 4" for single company numbers and 4"x 6½” for double numbers. Backgrounds for 1¾” hose should be 2½” x 5".

Yellow latex will be used for numbers. Numbers should be 2" high for 1¾” hose and 2½” high for 2½”, 3", 3½” and 4" hose.

Designators – First-Line hose should be marked with company number. Reserve and hose wagon hose should be marked with the reserve company number. Hose assigned to Training Division should be marked “TRNG.”

HOSE/EQUIPMENT SERVICE TESTING

Safety Warning	Service testing of hose is undertaken to confirm its fitness for continued use. Because there is a potential for catastrophic failure during these tests, it is vital that safety precautions be followed.

Fire hose must be tested, except those sections used only for prosser pumps and washing down ramps.

Fire hose must be service tested annually and after being damaged, frozen, driven over, repaired, upon new issue and following installation of new or used couplings.

The annual fire hose test should commence as directed by the Support Services Division.

HOSE INSPECTION

Each length of hose should be inspected prior to loading it on the apparatus. The physical inspection should determine the hose, couplings, and any nozzle are free of debris; and that there is no evidence of mildew, rot, or damage by chemicals, burns, cuts, abrasions, etc.

Couplings should be lubricated and visually inspected for the following.

- Damaged threads
- Corrosion
- Slippage on the hose
- Out-of-round
- Swivel not rotating freely
- Missing lugs
- Loose external collar
- Internal gasket for presence, tight fit, deterioration, or protrusion into the waterway
- Other defects that impair operation

Hose that fails the physical inspection, bursts, leaks, or has couplings that fail because of slippage or leakage; should be removed from service, dried, tagged with a Form 14, and sent to the Services' Warehouse for repair or condemnation. The location of hose jacket defect should be described on the Form 14 with the distance (in feet) from the female coupling to the defect. The hose should have the specific area of the defect marked with a black marking pen and a strip of cloth should be firmly tied around the hose at the site of the defect. Hose should be triple tied prior to sending it to the Services' Warehouse.

After use, the hose should be thoroughly cleaned, drained, and dried before being placed in service or storage.

INSPECTION AND TESTING OF FIRE HOSE CONNECTED APPLIANCES

All Fire Hose connected appliances shall be used, inspected, and tested in accordance with the 2008 Edition, NFPA 1962, Chapter 8, which is "Use, Inspection, and Testing of Fire Hose Connected Appliances." Fire Hose connected appliances include nozzles, wyes, siamese, monitors, manifolds, and hydrant gates.

INSPECTION OF APPLIANCES

All appliances will be visually inspected at least quarterly to verify the following:

- All valves open and close smoothly and fully
- The waterway is clear of obstructions

- There is no damage to any thread or other type connection
- The pressure setting of the relief valve, if any, is set correctly
- All locks and hold-down devices work properly
- Internal gaskets fit tight with no deterioration
- There is no damage to the appliance, e.g.- dents, cracks, or other defects that impair operation
- All swiveling connections rotate freely
- There are no missing parts (components)
- There is no corrosion on any surface
- The marking for maximum operating pressure is visible
- There are no missing, broken, or worn lugs on couplings

If the appliance fails an inspection for any reason, the appliance will be removed from service, tagged with a form 14, and forwarded to the Support Services Warehouse for repair. It will be service tested by the Services Division before it is placed back in service.

HARD SUCTION HOSE

Each station should maintain a minimum of two (2) lengths of hard suction fire hose, a strainer, and two (2) 6″ spanners. Some stations may have a larger inventory dependent on need. Hard suction fire hose with the strainer and spanners should be stored on brackets, in a dry, well-ventilated location.

During the annual pump test hard suctions should be visually inspected for:

- Deterioration of the outer plastic shell
- Separation of the inner liner from the outer shell
- Cracks in the outer plastic shell
- Condition of the couplings, gaskets, and strainer
- Verification that two (2) 6" spanners are attached to them

Hard suction fire hoses must be physically tested at the annual pump test.

DAMAGED HOSE

If a hose is driven over, and a visual inspection reveals that hose has been damaged; e.g., torn outer jacket, bent couplings, etc., the hose should be placed out of service, tagged with a Form 14 and sent to the Services’ Warehouse for repair.

Even if the hose appears to have no physical damage, it must be tested by the Support Services Division.

If the hose is sent to the Services’ Warehouse for repair, indicate on the Form 14, “Hose run over by vehicle.”

EQUIPMENT

GROUND FAULT CIRCUIT INTERRUPTERS

Equipment requiring electrical cords when being used at an emergency scene should be connected to a Ground Fault Circuit Interrupter (GFCI). The GFCI will be connected to the wall outlet first or as close as practical to the energy source. Generator sets that have GFCI protection for supplied outlets do not need further protection. Appliances such as water vacuums with intergral GFCI's do not need further protection unless they are connected to an extension cord that is not protected by a GFCI.

BATTERY OPERATED EQUIPMENT

Batteries used in Battery Operated Equipment are to be recycled, when possible, using the following battery recycling program.

RECYCLABLE BATTERIES

The following batteries can be recycled when depleted:

- Alkaline batteries.
- Carbon-zinc batteries.
- NiCad batteries.
- NiMH batteries.
- Silver oxide batteries.
- Mercury batteries.

Batteries that are unacceptable for recycling are lithium, lithium icon, and lead acid.

RECYCLING BUCKET

A white recycling bucket provided to each station is to be used for recycling depleted batteries. Stations will keep their white recycling buckets after delivering and emptying batteries in a Battalion recycling tote.

RECYCLING SCHEDULE

Each station will take their battery recycling bucket to their Battalion headquarters twice a year within one week after the Daylight Savings Time change and empty the batteries into the Battalion battery recycling tote. Downtown stations will have the option to take their recycled batteries to Station 25 or Headquarters.

The batteries for the following safety equipment will be replaced twice a year when Daylight Savings Time starts and ends in the Spring and Fall: PASS device, Clear Command, and Heads Up Display. Station smoke detectors will also be replaced at this time. The batteries in flashlights and pagers will be replaced as needed.

Support Services Division will coordinate the recycling of batteries from the designated Battalion collection points.

Questions regarding the battery recycling program can be directed to the Captain of Support Services, at (206) 386-1462

SUBJECT:	FUEL
REVISED:	10/30/14
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GENERAL INFORMATION

The Fleets Services Division of the Department of Finance and Administrative Services (DoFAS) owns and is responsible for maintaining and refilling all fueling and heating oil tanks on City property. The apparatus fueling sites at fire stations are on an automatic refill schedule that takes into account average fuel usage; all sites are monitored by the City Fuel Desk. If there is higher than average use, the fueling site may run out before the next scheduled delivery. In the event that this occurs, contact the City Fuel Desk at 206-386-1159 and request a fuel delivery.

Members should be alert to the red flashing warning lights on the station Veeder-Root fuel level monitor. If these lights are flashing, the fuel may be low. The paper recording tape from the monitor will print a readout as to the nature of the warning indicating "low product alarm". The City Fuel Desk (386-1159) should be called when this occurs. After business hours, the City Fuel Desk should be notified for appropriate follow up. Any questions, comments, or concerns about these tanks should be directed to the Captain of the Support Services Division.

FUEL DELIVERY

The following is the protocol used to acquire fuel from the Fleet Services Division:

- The Fuel Truck is available for multiple alarms or emergency responses by requesting the Fire Alarm Center (FAC) to contact the DoFAS Service Station Supervisor, at 206-386-1162 or 206-255-8357 (cell).
- A white band, one-inch wide, will be painted on all engine tanks and gas cans that use straight gasoline. Stations requiring re-filling of straight gasoline containers can do so at approved fueling sites. Companies are to ensure that fuel stabilizer is added to fuel containers at each re-filling (stabilizer is available through the ordering process at the Services Warehouse). Use fleet code number 91101 in lieu of entering an apparatus number.

- The Services Warehouse provides mixed gas to the Department and can be requisitioned via F-14. The Warehouse staff adds fuel stabilizer to all mixed gasoline containers.

A yellow band, one-inch wide, will be painted on all two-cycle engines and gas cans to indicate mixed gasoline.

HEATING OIL FUEL TANKS

Stations with single burner furnaces have heating fuel delivered automatically. There is no need for SFD members to check these fuel tank levels.

FUEL PUMPING PROCEDURES

Fuel may be obtained from a number of Fire Stations, other city facilities, and some private vendors throughout the City.

FIRE STATION AND OTHER CITY FUELING LOCATIONS

To obtain fuel at Fire Stations (Phoenix sites):

The pump display will prompt for the following information:

- Apparatus number or auto number (Enter assigned apparatus number).
- Employee number (Enter your eight digit City Employee ID number).
- Odometer mileage (Must be accurate or system will lock you out).
- Pump number (for Fire Stations with only one pump - enter "1").

To obtain fuel at other City Fueling Locations such as Charles Street, South Services Center (City Light), or Haller Lake (Fuel Focus sites):

Follow the prompts from the reader at the fuel island and provide:

- Pump number.
- City ID (SFD access card) or your eight digit City Employee ID number (not your I/I number), This may consist of only the card reader or your City Employee number or both.
- Apparatus/auto number.
- Odometer reading. Be sure to enter the CORRECT odometer reading or the system will lock you out and no fuel will be accessed.

In both cases, the system will recognize whether your vehicle uses diesel or gasoline. If you are driving a diesel-fueled vehicle and try to enter a pump that dispenses gasoline, the system will indicate it as an unauthorized function. Re-enter the proper pump number and proceed to the selected pump when prompted.

If you are having difficulties, follow the instructions on the side of the pump. If after following these instructions you are still experiencing difficulties, use the emergency phone to get more specific instructions by picking up the receiver and following their instructions.

PRIVATE FUEL VENDORS

In order to access fuel at non-City fueling sites, DoFAS utilizes the Voyager fuel card program. Department members are required to use the Voyager fuel card at any gas station that accepts the Voyager card system.

Department personnel who need to fuel a City vehicle at non-City sites may request a Voyager fuel card by sending an e-mail stating the business reason for the card to the Captain of Support Services.

If a fuel card is lost or stolen report it immediately to:

- Voyager @ 1-800-987-6591
- The Fuel Desk @ 206-386-1159

FUEL

CITY FUELING SITES

Name	Location	Diesel	Unleaded
Automated Fueling Locations			
Charles Street/Ken Station	1030 – 7th Avenue S	x	x
Haller Lake	12550 Stone Avenue N	x	x
Horticulture	1600 S Dakota Street	x	x
East Precinct	1628 - 12th Avenue		x
North Precinct	10049 College Way N		x
South Precinct	3001 S Myrtle Street		x
West Precinct	870 Virginia Street		x
South West Precinct	2300 SW Webster Street		x
Harbor Patrol	1717 N Northlake Way	x	x
South Service Center	225 S Spokane Street	x	x
Cedar Falls	19901 Cedar Falls Road, Northbend	x	x
Lake Youngs	18015 Lake Youngs Road, Renton	x	x
Tolt	13510 Carnation Road, Duvall		x
Tolt River	12910 NE Kelly Road, Duvall	x	
North Transfer	1350 N 34th Street	x	
South Transfer	8100 Second Avenue S	x	
Joint Training Facility	9401 Myers Way S	x	
Non-Automated Fueling Locations			
Jackson Golf	13550 - 10th Avenue NE	x	x
Jefferson Golf	4101 Beacon Avenue S	x	x
West Seattle Golf	35th SW & SW Snoqualmie	x	x
Interbay Golf	2501 - 15th West	x	x

Station	Diesel	Unleaded
2	X	
8	X	
9	X	
11	X	

17	X	
18	X	x
25	X	
28	X	
29	X	
31	X	
33	X	
34	X	
36	X	
39	X	
41	X	

Note	You may access the most recently updated list of all approved City Fuel Sites on the DoFAS InWeb site located at http://inweb/fleetsfacilities/FSfuellocations.htm.

EMERGENCY GENERATOR FUEL

Station emergency generator fuel is not monitored and is on an automatic fill schedule. Support Services, in cooperation with the (DoFAS) Fuel Desk, has implemented an automatic fuel delivery program with a private vendor. Generator fuel tanks will be re-filled on a monthly basis. Generator fuel levels should be monitored by the station and, if needed, ordered through Nelsen Distributing, 1-800-562-9882. The Support Services Division is to be notified of the re-fueling request and all invoices are to be forwarded to Support Services.

FUEL RECYCLING

The Support Services Warehouse staff will facilitate the fuel recycling process.

Companies or units that are required to store gasoline for an extended period of time, and are required to recycle the fuel on a set schedule, are to contact the Services Warehouse at 206-386-1531 for fuel recycling.

Note	The Warehouse can only recycle up to 50 gallons at a single event.

FUEL

CONTAMINATED FUEL RECYCLING

For those companies or units that encounter contaminated fuel and will require proper disposal of the fuel, the following process shall be followed. Contact the Captain of Support Services, at 206-386-1462, and request a Purchase Order number for the approved vendor and provide an estimate of the amount of fuel to be recycled. Next, contact the approved vendor and request their service and provide an estimate of the quantity of fuel.

The approved vendor is:

Emerald Services, Inc.

9010 East Marginal Way South

Seattle, WA 98108

Phone: 206-832-3000

Vendor #: 0000041794

SUBJECT:	INVENTORIES FOR APPARATUS
REVISED:	10/21/14
SEE ALSO:	P-7008 Transfer of Apparatus and Equipment, OG-7008 Transfer of Apparatus and Equipment
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GENERAL INFORMATION

This section addresses the general principals of apparatus inventories, the minimums, adding equipment, who is responsible for maintaining the inventories, and what to do when items need to be replaced.

First-line and reserve apparatus will be maintained fully loaded with equipment according to the criteria established by the Minimum Inventory Lists.

An inventory will be performed daily and during each apparatus transfer to insure all equipment is accounted for. Missing equipment must be located, retrieved or replaced as soon as practical.

APPARATUS COMPARTMENT INVENTORY

Company Captains must maintain a current inventory of equipment by location on the apparatus compartment inventory for all first-line and reserve apparatus, including equipment stored in the station. This is to provide a reference when performing the daily inventory.

The apparatus compartment inventory is kept in the apparatus organizer binder on the apparatus and a copy is maintained in the company files.

MISSING EQUIPMENT

When equipment is discovered missing an investigation will be initiated immediately and will be resolved by the end of the shift.

Any equipment discrepancies found will be reported immediately to the Company Officer.

Any missing equipment will require a letter of explanation to the Assistant Chief of Operations, through the chain of command. The letter will address the situation, and actions taken to locate the missing equipment, and will be completed, and submitted, by the end of the shift.

See the Apparatus Transfer Operating Guideline 7007 Transfer of Apparatus and Equipment for comprehensive replacement procedures with transferred apparatus.

MINIMUM INVENTORY

First-line and reserve apparatus must maintain a minimum inventory of equipment. Minimum Inventories for Engines, ladder trucks, EMS Units, Battalion Chief apparatus and reserves rigs are developed and maintained by the Support Services Division and approved by the Assistant Chief of Operations. Captains of Technical Teams will establish minimum inventories for their units (e.g. Air Units, Hose Tenders, Comm Van, etc.).

If adequate compartment space is not available, first line ladder companies may maintain discretionary equipment in the station. Such discretionary equipment is noted on the minimum inventory list from the Services Division. Discretionary equipment stored in the station should be noted on the apparatus compartment inventory. Only equipment identified as discretionary equipment on the minimum inventory may be stored in the station.

Company Captains may request authorization to add or remove equipment from the company apparatus inventory. Services Division will evaluate such requests, along with requests for new equipment, and make recommendations to the Assistant Chief of Operations. If approved, and if there is funding available in the appropriate budget account, the Services Division will purchase and distribute the equipment, and the Services Division will update the minimum inventory list.

Equipment in addition to, or less than, the minimum inventory may not be added or removed from an apparatus without the approval of the Assistant Chief of Operations.

EMS UNITS INVENTORY

The inventory on first line and spare EMS Units is the same as the inventory on first line Medic Units.

This standard enables the Department to put additional medic/aid units in service quickly, and reduce the out of service time while switching into a spare vehicle. The inventory on spare EMS vehicles will be maintained up to first line status at all times.

Company Captains of stations housing EMS vehicles will ensure that changes are made in the inventory and placement of supplies. Any additional supplies or equipment will be ordered in the normal manner.

However, EMS vehicles will maintain half of the allotted drug inventory in the "Middle Shelf Plexiglas" area. Drugs that go behind the Plexiglas can be ordered though Battalion 3.

Company Captains do not need to order these items that are marked as "Medic Unit Only." These items will be maintained by Battalion 3 personnel.

The inventory and compartment configuration for EMS Units will comply with this section. Company Captains who are responsible for EMS Units may add additional equipment (axes, command boards, etc.) to supplement the inventory as needed.

EMT's will only use equipment and supplies that are in the scope of their certification.

EMS Vehicle Items	Min. Qty.	Unit	Medic Only
NAAK Kit	1	Each	
No. 1 Cab			
Portable radio with case	2	Each	
Apparatus unit designators	2	Each	
Passports	2	Each	
AMAG/Security three button remote	1	Each	
Apparatus Door Remote	1	Each	
Battle Lantern (under pass. seat)	2	Each	
Isolation Gowns (under seats)	2	Each	
Form 20B's	10	Each	
Map Book	1	Each	
Field Orange Book - Disaster Management Plan	1	Each	
Clipboard	2	Each	
Gloves	2	Box	
Cellular Phone with charger	1	Each	
Trash Can	1	Each	
Antimicrobial wipes	10	Each	
Orange safety vests	2	Each	
Inventory Notebook with appropriate forms included	1	Each	
Station Keys	1	Each	
No. 2 Top Shelf Front (driver's side)			
Sterile Sheets	3	Each	
Isolation Gowns (blue, white &/or yellow)	3	Each	

INVENTORIES FOR APPARATUS

EMS VEHICLE ITEMS	MIN. QTY.	UNIT	MEDIC ONLY
Rehabilitation Tracking Forms	10	Each	
DOT Guidebook	1	Each	
Haz-Mat Manual	1	Each	
Poisoning Book	1	Each	
Paramedic Manual	1	Each	
Medical NBC Battle book	1	Each	
No. 3 Top Shelf Rear (driver's side)			
Stuffed Animals	4	Each	
Cervical Collars			
No Neck/Extra Short	2	Each	
Short	2	Each	
Regular	2	Each	
Tall	1	Each	
Pediatric	2	Each	
Suction Canisters w/ Lids	2	Each	
Towels	10	Each	
No. 4 Middle Shelf Front (driver's side)			
Stylets	4	Each	
ETT 5.0/6.0/6.5/7.0/7.5/8.0/8.5/9.0	4	Each	
Isolation Masks with Shields	10	Each	
Particle Masks	10	Each	
Teri Towels	1	Pack	
O2 Connecting Tubing	5	Each	
Whistle Tip Catheters - 10 &14 French	2	Each	
Sterile Gloves - Size 7 & 8	2	Each	
Yankauer Suction Sets	3	Each	
Large yankauer tip	6	Each	
Retrograde Set	1	Each	
Spare 20b's, Accident Report Kit, NOV and Dis. Forms	1	Each	
Where to turn too book	1	Each	
No. 5 Drawer "A"			
Tape, Adhesive 1	6	Rolls	
Tape, Adhesive 2	6	Rolls	

EMS VEHICLE ITEMS	MIN. QTY.	UNIT	MEDIC ONLY
Tape, Durapore	6	Rolls	
4 X 4's	25	Each	
Vaseline Gauze	5	Each	
Eye Patches	5	Each	
No. 6 Drawer "B"			
Bandages, Kling	12	Each	
Bandages, Kerlix	6	Each	
Facepieces			
Adult	5	Each	
Small Adult/Child	2	Each	
Toddler	2	Each	
Infant	2	Each	
No. 7 Drawer "C"			
LP 12 EKG Patches	6	pkg	
LIFEPAK Recording Paper	3	rolls	
Pediatric EKG electrodes	1	pkg	
Derma Gel	1	Bttl.	
LIFEPAK 12 lead and 4 lead cables	1	set ea.	
Black Marking Pen	1	Each	
Quick-Combo patches/ Peds & Adult	2	Each	
ETT Capnography Sensors	2	Each	
Nasal Prongs Capnography Sensors	2	Each	
O2 Sensors	6	Each	
O2 Sensors			
No. 8 Drawer "D"			
Surgilube	10	Each	
Flutter Valves	4	Each	
ET Tube Holders	4	Each	
CO2 Detectors	4	Each	
EID Tube Check	4	Each	
Oral Airways			
60 mm	3	Each	
80 mm	3	Each	
100 mm	3	Each	

EMS VEHICLE ITEMS	MIN. QTY.	UNIT	MEDIC ONLY
No. 9 Drawer "E"			
Tourniquet	2	Each	
Non-Rebreathers	5	Each	
Nasal Cannulas	10	Each	
Blue w/facepiece	2	Each	
Orange w/facepiece	2	Each	
Blue w/o facepiece	2	Each	
Clear For ETT	2	Each	
No. 10 Drawer "F"			
Scalpels - Size 10, 11	2	Each	
Tongue Blades	10	Each	
Safety Razors	3	Each	
Trauma Shears	1	Each	
Laryngoscope Bulbs	2	Each	
Rubber Bands	1	Box	
Trash Bags - Brown & Red	10	Each	
Batteries			
3 volt for Thermoscan	2	Each	
"AA"	10	Each	
"C"	2	Each	
Protective eye wear	2	Each	
Spare bite blocks	2	Each	
Thermoscan Coverlets	1	Box	
AAA for Accu Check	2	Each	
Suction canister 90 degree adapters	4	Each	
Accu Check Strips	1	Bttl.	
No. 11 Floor Compartment (driver's side)			
Aid Kit Pelican Case	1	Each	
Vent Kit Soft Side Case	1	Each	
Suction Unit w/Yankauer	1	Each	
Spinal Care Kit with:	1	each	
No-neck, ped, shorts, arm boards, tape			
Triage Belt			
***ABC Kit			Medic Only
***Spare Monitor/Defib			Medic Only

EMS VEHICLE ITEMS	MIN. QTY.	UNIT	MEDIC ONLY
No. 12 Under Rear Seat (driver's side)			
Sharps Box	1	Each	
Pickhead Ax	1	Each	
Service Axe with Scabbard	2	each	
Jack	1	Each	
Jumper Cables	1	Set	
Urinal	1	Each	
MCI Kit	1	Each	
Tool Kit			
Ball Peen Hammer	1	Each	
Wire Cutters	1	Each	
Screw Drivers - Phillips, Slotted	1	Each	
Channel Lock Pliers	1	Each	
Crescent wrench	1	Each	
Escape Hood Fanny Pack	2	Each	
Life Vests	2	Each	
Flares (In Tool Bag)	6	Each	
Bolt Cutters			
Rope Throw Bag			
No. 13 Rear Wall (driver's side)			
Biohazard Trash Can	1	Each	
Automatic BP Cuff	1	Each	
Trauma Shears (hanging)	1	Each	
Basket with BP Cuff and Stethoscope	1	Each	
No. 14 Top Shelf Front (passenger's side)			
Large Arm Boards	10	Each	
Small Arm Boards	10	Each	
***Cyanide Kit	1		Medic Only
***Trach/Jet Insufflation Kit	1		Medic Only
No. 15 Top Shelf Rear (passenger's side)			
Sheets	6	Each	
OB Kit	2	Each	

EMS Vehicle Items	Min. Qty.	Unit	Medic Only
Baby Blanket	1	Each	
Porta-Warmer	2	Each	
Patient Property Bags	5	Each	
No. 16 Middle Shelf Front (passenger's side)			
Bicarbonate Bottles with adapters	4	Each	
LP 500 Kits with Questionnaire	3	Each	
LP 500 Kits Red & Yellow	2	Each	
Lidocaine 0.8% - 250cc pre-mixed	4		
Blood Study kits	4	Each	
Vented Spike Adapters	3	Each	
Protective Needle Locks	5	Each	
Small Sharps Container	1	Each	
Emesis Basins	5	Each	
Teri Towels	1		
Gloves	1	Box	
Convience bags	5	Each	
Buretrol	1	Each	
***Accu Check Sugar Test Kit	1		Medic Only
***Study Drug	1	Box	Medic Only
No. 17 Drawer "G"			
Bio-Occlusive Film ("Op-Site")	1	Box	
Penrose Tubing	10	Each	
Tempa Dots	10	Each	
EZ Scrub (Povidine-Iodine)	2	Each	
Alco Wipes	1	Box	
Iodine Swabs	1	Box	
AntiMicrobial wipes	40	Each	
Band - Aids	1	Box	
Antibiotic Ointment	24	pkg.	
Glass Thermometer - Oral, Rectal	1	Each	
XL Band-Aids	1	Box	
Lancets	10	Each	
No. 18 Drawer "H"			
Critikon 14 gauge	20	Each	
Critikon 16 gauge	20	Each	

EMS Vehicle Items	Min. Qty.	Unit	Medic Only
Critikon 18 gauge	20	Each	
Critikon 20 gauge	20	Each	
Critikon 22 gauge	5	Each	
Critikon 24 gauge	5	Each	
Abbocath - 14, 16, 18, 20,22,24 gauge	5	Each	
Intracath - 14 & 17 gauge	5	Each	
Spinal Needle	5	Each	
Butterfly- 21 & 25 Gauge	2	Each	
No. 19 Drawer "I"			
Blood tubes-lavender	10	Each	
Blood tubes-green	10	Each	
Blood tubes-dark purple	10	Each	
Blood tubes-blue	15	Each	
Blood tubes-red	10	Each	
Vacutainer Holders	6	Each	
Vacutainer Needle Adapters	6	Each	
Blood Run Bands	10	Each	
Syringes - 30 cc	6	Each	
Syringes - 10 cc	10	Each	
Syringes - 3 cc	10	Each	
Syringes - 1 cc	10	Each	
Needles - 19 gauge	20	Each	
Sub-Q Needles - 26 gauge	20	Each	
Trauma Bands	10	Each	
Blood Run Bags	10	Each	
Protective needles locks	6	Each	
Pediatric Blood Tubes	2	Each	
Gator Aid and Cups			
Triage Tape		Set	
*No. 20 Drawer "J"			
***Drug Disposition Record and Morphine card	1	Each	Medic Only
***Tubex Holder - two types	2	Each	Medic Only
***Chemstrips	1	Bttl.	Medic Only
***Alcaine eyewash	1	Bttl.	Medic Only
***Aminophylline (250mg/10ml)if in vials)	4	Each	Medic Only

EMS VEHICLE ITEMS	MIN. QTY.	UNIT	MEDIC ONLY
***Anectine (200mg/10ml) - dated for 15 days	2	Each	Medic Only
***Aspirin (1.25gr./trablet)- Children's Chewable	1	Bttl.	Medic Only
***Benadryl (50mg/1ml)	5	Each	Medic Only
***Bretylium (500mg/10ml)	2	Each	Medic Only
***Digoxin (0.5mg/2ml)	1	Each	Medic Only
***Epinephrine 1:1000 (1mg/1ml)	5	Each	Medic Only
***Furosemide with tubex holder (40mg/4ml)	10	Each	Medic Only
***Inderal (1mg/1ml)	5	Each	Medic Only
***Ipecac (30ml bottle)	2	Each	Medic Only
***Isuprel (1mg/5ml)	5	Each	Medic Only
***Levophed (4mg/4ml)	5	Each	Medic Only
***Morphine Sulfate (10mg/1ml)	13	Each	Medic Only
***Narcan (.4mg/1ml)	10	Each	Medic Only
***Neosynephrine (10mg/1ml)	5	Each	Medic Only
***Nitroglycerine (.4mg/tablet)	1	Bttl.	Medic Only
***Phenobarbital (130mg/1ml) 2 min./ 6 max. including Kit	2	Each	Medic Only
***Pitocin (10u/1ml)	5	Each	Medic Only
***Procainamide (1000mg/10cc)	2	Each	Medic Only
***Valium (10mg/2ml) 2 min./6 max. including Kit	2	Each	Medic Only
***Albuterol (17gms/200doses)	2	Unit	Medic Only
***Adenocard Adenosine (6mg/2ml)	6	Each	Medic Only
***Lancets	10	Each	Medic Only
***Pavulon Pancuronium (10mg/10ml)dated for 15 days	1	Each	Medic Only
***Magnesium (1gm/2ml)	4	Each	Medic Only
No. 21 Drawer "K"			
D5W	14	Each	
No. 22 Drawer "L"			
Lactated Ringer's rotate thru warmer	7	Each	
No. 23 Floor Compartment Front (passenger's side)			
LIFEPAK 500 AED	1	Each	

EMS VEHICLE ITEMS	MIN. QTY.	UNIT	MEDIC ONLY
Head Beds with C-Collar	1		
***Drug Kit	1	Each	Medic Only
***MAST Pants	1	Each	Medic Only
***Epinephrine Pak	1	Box	Medic Only
***Pediatric Kit	1	Each	Medic Only
No. 24 Under Rear Seat (passenger's side)			
Vac Splints - Small, Medium, Large & Pump	1	Each	
Sharps Box	1	Each	
No. 25 Middle Shelf Rear (passenger's side)			
Teri Towels	1	Pack age	
6" Bias Stockinet	2	Each	
Windlass	2	Each	
Restraints	4	Set	
BP Cuff Thigh, Adult and Pediatric	1	Each	
Stethoscope	1	Each	
***Doppler w/ultrasonic gel	1	Each	Medic Only
Chemical Antidote Kit	1	Each	
No. 26 Lower Shelf Rear (passenger's side)			
Lactated Ringer's - warm, unopened	4	Each	
Lactated Ringer's - warm/dated 30 days/in infusers	2	Each	
Blankets - warm	10	Each	
Pressure Infusers	5	Each	
Emergency Blankets	4	Each	
No. 27 Rear Wall (passenger's side)			
***LP12 Batteries - spare	6	Each	Medic Only
Gloves - X-Large & Large	1	Box	
Antimicrobial wipes	20	Each	
O2 “D” Bottle w/25 L flow regulator & key	1	Each	
O2 “D” Bottle - spare	1	Each	
Blood Run Bags	5	Each	

EMS VEHICLE ITEMS	MIN. QTY.	UNIT	MEDIC ONLY
Pt. clothing bag	5	Each	
Disinfectant	1	Bttl.	
No. 28 Center of Floor			
Stretcher	1	Each	
Sheet and towel	1	Each	
Blanket	2	Each	
O2 Bottle with Regulator	1	Each	
Pressurized Pump Can	1	Each	
No. 29 Middle Shelf Plexiglas (behind cab)			
Calcium Chloride (1000mg/10ml)	4	Each	
Furosemide or in drug drawer (40mg/4ml)	1	Box	
Atropine (1mg/10ml)	4	Each	
Lidocaine 2% (100mg/5ml)	10	Each	
Epinephrine 1:10,000 (1mg/10ml)	8	Each	
Sodium Bicarbonate 8.4% 50ml	5	Each	
Dextrose (D50w/25gms/50cc)	5	Each	
Small Administration Sets	7	Each	
Large Administration Sets	7	Each	
No. 30 Outside Vertical Comp. Forward (pass. Side)			
Back Boards, long	2	Each	
Kendrick Traction Device	1	Each	
Cardboard Splints - large & small		Each	
Mini Adjustable C-Collar	3		
Adjustable C-Collar	3	Each	
2 inch roll of tape attached to board	1	Each	
No. 31 Outside Compartment Lower forward (passenger's side, below kits)			
Spare O2 Bottles	3	Each	
No. 32 Outside Middle Rear Compartment (passenger's side)			

EMS VEHICLE ITEMS	MIN. QTY.	UNIT	MEDIC ONLY
***Turnout Gear		Sets	
Pump Can	1	Each	
No. 33 Outside Rear Compartment (passenger side)			
O2 “M” Bottle w/high pressure regulator	1	Each	
12" Crescent Wrench	1	Each	
Chains (Oct. - Mar.)	1	Set	
Rescue Helmets w/ lights & unit identifiers	2	Each	
Haligan Bar	1	Each	
No. 34 Outside Rear Compartment (driver's side)			
Stair Chair	1	Each	
MSA w/PASS Device	2	Each	
Dry Chemical Extinguisher	1	Each	

ENGINE INVENTORY

ENGINE ITEM	MIN. QTY.
Appliances	
2 ½″ X 2 ½″ Siamese, excluding Standpipe Bag	1
2 ½″ X 2 ½″ Gated Wye	1
2 ½″ X 1 ½″ Gated Wye (one per designated attack line, plus one spare)	2
Hydrant Gates, excluding Hydrant Bag	2
Intake Valve Assemblies	2
1 ¾″ Handline Nozzles (one per designated attack line, plus one spare)	3
Fog Applicator	1
15/16″ Smooth Bore Nozzle Tip	1
Tri-Gated Wye (3 ½″ to tri-2 ½″)	1
Variable Pressure, In-Line, Foam Eductor	1
Low Expansion Foam Applicator, with 2 ½ to 1 ½ Reducer attached	1
2 ½″ Handline Nozzles (one per designated attack line, plus one spare)	2
Bresnan Distributor	1
Portable Ground Monitor with tips: 1 3/8″, 1 1/2″, 1 3/4″, 2	1
3 ½″ X 2 ½″ Gated Wye	1
Couplings/ Caps	
Caps for each Male discharge port	4
Plugs for each Female discharge port	3
Redhead 2-1/2″ In-Line Pressure Gauge	1
2-1/2″ 45 degree Elbow	1
2 ½″ Double Females, excluding Hydrant Bag	2
3 ½″ Double Females	2
2 ½″ to 3 ½″ Brother Coupling, excluding Standpipe Bag	1
2 ½″ to ¾″ Reducer	1
2 ½″ to 1 ½″ Reducers	3
3 ½″ to 2 ½″ Reducers	2
4" to 3 ½″ Reducer, excluding Standpipe Bag	1
2 ½″ Double Males	2
3 ½″ Double Male	1
2 ½″ to 3 ½″ Sister Couplings, one per side of apparatus, plus one spare	3

ENGINE ITEM	MIN. QTY.
2 ½″ to 3 ½″ Increasers, excluding Hydrant Bag	2
2 ½″ to 4" Increaser	1
3 ½″ to 4" Increaser	1
4" Storz to 3 ½″ Adapter	1
5" Storz to 3 ½″ Adapter	1
Extinguishers	
Pressurized Pump Cans	2
Pressurized Pump Can Harnesses	2
Dry Chemical	1
CO2	1
Hand Tools	
Cordless Reciprocating Saw with Spare Blades	1
Chainsaw	1
Chainsaw Kit with:	1
• Chainsaw Tools	
• Spare Chain	
Spark Plug	
Gallon Sized Gasoline Can	1
Funnel	1
Bar Oil	1
Heavy Bar	1
Wrecking Bar	1
Haligan Tool	1
Bolt Cutter	1
Folding Shovels	2
6' Pike Pole	1
New York Roof Hook	1
2 ½″ Spanners, excluding Hydrant & Standpipe Bags	6
Sprinkler Wedges	2
6" Spanners	2
Galvin Wrenches	2
Cory Wrenches	2
Heavy Duty Pick-Head Axe	1
Heavy Duty Flat-Head Axes, one to match with Haligan	2
Battle Lanterns	4
Corn Broom	1

ENGINE ITEM	MIN. QTY.
Scoop Shovel	1
Construction Shovel	1
Long, T-Handled Gas Shut-Off Wrench	1
Long, Water Shut-Off Wrench	1
Combination Water Shut Off Wrench	1
Wooden Plugs	2
Rubber Mallet	1
Library	
SFDOA Mapbook	1
DOT Emergency Guide Book	1
Thomas Guide Mapbook	1
Jane's Chem-Bio Book	1
Medical NBC Battle Book	1
Orange Field Book	1
Terrorism Guide Book	1
Hybrid Response Guidebook	
Pre-Fire Book	1
Permit Inspection Binder	1
F-20B	
Clipboard	
NOV Pad (Form 313)	1
Blue Apparatus Binder with:	
Apparatus Inventory	1
F-29 (Mask Check Off)	1
Cell Phone Number List	1
F-253 (Apparatus Transfer Sheet)	1
F-130 (Apparatus Repair Requests)	1
Portfolio Binder with:	
Field Operation Guide (FOG)	1
Accident Report Kit	1
Reportable Exposure Kit	1
F-410 Pad (Notice Of Alarm)	1
Toxic Warning Signs	4
After the Fire Pamphlet	4
F-413 (Carbon Monoxide Alarm)	1
Laminated Trench Rescue Guide	1

ENGINE ITEM	MIN. QTY.
Laminated Confined Space Rescue Guide	1
Laminated Haz-Mat Guide	1
Laminated FEMA Building Marking Guide	1
Laminated Limited Access Road Guide	1
Laminated MCI Guide	1
Laminated Sub-Surface Water Rescue Guide	1
Laminated Vehicle Extrication Guide	1
Laminated Water Rescue Guide	1
Laminated Hydrant Identification Chart	1
Laminated Fire Ground Hydraulics Chart	1
Laminated Radio Channel Chart	1
Laminated Citizen Tow Request Info Sheet	1
Field Operations Guide (FOG)	1
Personal Safety	
Rescue Helmets	5
Goggles	4
SCBA's with Transfill Pouch/ Hose, Drop Bags, Spare SCBA Bottles	4
Traffic Vests	4
Portable Radios with Barrel Keys & Medeco Keys	4
Pager -	1
Passport™ Accountability System as listed in SFD Operating Guidelines	1
Disposable Ear Plugs	4
Ear Muff Type Hearing Protectors	4
Personal Flotation Devices	4
Package, Disposable Light Sticks	1
Chem-Bio Kit with:	1
Pairs of Nitrile Gloves	4
Other Items	
Hydrant out-of-service White Ring - large	3
Hydrant out-of-service White Ring - small	1
Thermal Imaging Camera	1
Life Ring	1
Nail Bag with assorted nails	1
Bag of “Kitty Litter	1
Plug-n-Dike	1

ENGINE ITEM	MIN. QTY.
Pro-Pak with (carried on engines not equipped with Foam-Pro systems):	1
Carry Strap (attached)	1
1 ½" to 1" Reducer (attached)	1
Small Tip	1
Medium Tip	1
Large Tip	1
3' Red Hose	1
25' Red Hose	1
Road Flares	6
150' RIT, Kernmantle Rope with Stuff Bag (or 300')	1
Roll of Yellow, Scene Tape	1
Smoke Detectors, each with a battery, release form and safety handout	5
Hard-Wired, Hand-Held Spot Light	1
Canvas Tarps	2
20' Roll of Visqueen	1
Spray Bottle of Deodorizer	1
De-Icer	1
AMAG/Security three button remote	1
Apparatus Door Remote	1
Package of Disposable Drinking Cups	1
Roll of Duct Tape	1
Extension Cord with GFCI Protection	1
Air Hose	1
AM/FM Radio with batteries	1
Binoculars with Case & Carry Strap	1
Body Straps	4
Cab Jack as Required	
Cellular Telephone	1
Clipboard	1
Ladder Wedges	2
Electrolyte Replacement Powder Drink Mix	1
Spray Bottle of SCBA Facepiece Cleaner	1
5 Gallon Containers of Novacool Universal Extinguishing Foam	6
Roll of Disposable Garbage Bags	1
Hose Gaskets for each size of hose carried	2

ENGINE ITEM	MIN. QTY.
Waterless, Hand Cleaner	1
Hose, per SFD Operating Guidelines	1
Hose Bed Cover	1
Hose Clamps	2
Tire Chains, as required per SFD Operating Guidelines	
Set Pewags for each drive axle	1
Set of cables for all axles	1
Tire Pressure Gauge	1
Traffic Cones	8
Trouble Light	1
Waste Basket	1
Water Jug	1
75' Water Rescue Throw Rope with Stuff Bag	1
Wet Water	1
Set of Wheel Blocks	1
Spray Cans of Orange Marking Paint (for Disaster Preparedness) -	2
Carpenter's Yellow Crayons (for Disaster Preparedness)	4
Hydrant Bag with:	1
OCD Wrench	1
2 ½″ Double Female	1
Hydrant Gate with 2 ½″ to 3 ½″ Increaser attached	1
4" to 3 ½″ Reducer	1
Spanners	2
Body Loop	1
Standpipe, Exterior / FDC Bag with:	1
2 ½″ to 3 ½″ Brother Coupling	1
2 ½″ Double Female	1
2 ½″ Spanners	2
2 ½″ X 2 ½″ Siamese	1
Body Loops	4
Standpipe, Interior Bag with:	1
2 ½″ In-Line Pressure Gauge (Red Head, Brass - Style 155)	1
2 ½″ X 2 ½″, 45 Degree Elbow (Red Head, Brass - Style E)	1

ENGINE ITEM	MIN. QTY.
2 ½″ Double Female	1
16" Pipe Wrench	1
Door Wedges	2
2 ½″ Spanners	2
Body Loops	4
Hydraulic Jack with handle(s)	1
Jiffy Hose with nozzle and pressure reducer	1
Key	1
Ladders, 1 - Extension, 1 - Roof, 1 - Baby (size as designated per engine)	1
Ladder Anchor	
Tool Box Inventory	
Tool Box with:	1
Electrical Tape	1
Electrical Tester	1
Screwdriver, Small Blade Flat	1
Screwdriver, Medium Blade Flat	1
Screwdriver, Large Blade Flat	1
Screwdriver, Small Phillips	1
Screwdriver, Medium Phillips	1
Screwdriver, Large Phillips	1
Screwdriver, Folding Set	1
Tape Measure, 25	1
Window Punch	1
Wrench, Adjustable 12	1
Wrench, Adjustable 8	1
Wrench, Allen Set	1
Wrench, Battery Cable Puller	1
Wrench, Gas Shut-off (Curb)	1
Wrenches, Pipe 12	2
File, Flat	1
File, Triangle	1
Reciprocating Saw with spare blades	1
Hacksaw with Extra Blade	1
Hammer, Claw	1
Hammer, Ball Peen	1
Pliers, Battery	1
Pliers, Channel Lock	1

Engine Item	Min. Qty.
Pliers, Diagonal	1
Pliers, Slip Joint	1
Pliers, Vise Grip	1
Pliers, Needle Nose	1
Cold Chisel	1
High-Rise Bundle	
100' Sections of 1 ¾″ Hose with Attached Nozzles	2
Task Force Mid-Matic (Low Pressure) Nozzles with Integrated 15/16″ Smooth Bore Tips attached to 1 ¾″ Hose	2
1 ½″ Gated Wye	1
10' Section of 2 ½″ Hose (for attachment of LDH to a hydrant or standpipe)	2
2 ½″ X 2 ½″ Gated Wye (for attachment to standpipe outlet)	1
EMS Supplies	
Tourniquet	1
NAAK Kit	1
First Aid Kit Inventory:	
Yellow Pelican Case Aid Kit	1
4X4 Gauze Sponges	10
Tourniquets	3
Teri Towels	4
Antimicrobial Hand Wipes	10
Disposable Tweezers	1
Tongue Depressors	10
Kerlix	4
Language Card	1
Adult, Large, and Child BP Cuff	1
1"and 2" Wetproof Tape	1
1" Durapore	1
Epi-Pens: Adult and Junior	1
Isolation Masks	4
Bandaids: Assorted	5
Garbage Bags	2
Pair Exam Gloves: S, M, L, XL	1
Flashlight	1
Stethoscope	1
Triangular Bandages	3
Lactated Ringers	1

ENGINE ITEM	MIN. QTY.
Penlight	1
Tempidots	5
Ice Packs	2
Vasoline Gauze	2
Alcohol Pads	5
Antibiotic Ointment	10
Mini Sharps	1
Conform Bandages	8
Large Admin Set	1
Eye Pads	3
Oral Glucose	3
Ring Cutter	1
Red Bio Hazard Bag	2
F-20B	1
Trauma Shears	1
Spit Socks	2
Restraints	2
Vent Kit Inventory:	
Soft Ventilation Carrying Case	1
Regulator	1
Face Piece: Large Adult, Child, Infant	2
Disposable Bag Valve Mask	1
"D" Oxygen Bottle	1
Non-Rebreathers	3
Nasal Canulas	5
Oral Airways: Assorted Sizes	2
Spinal Care Kit Inventory:	
Yellow Soft Carrying Case	1
Adjustable C- Collar	3
Mini-Adjustable C-Collar	3
Towel Roll	1
2" Wetproof Tape	2
Disposable Head-Bed	1
Disposable Blanket	1
Air Splint Kit Inventory:	
Blue Soft Carrying Case	1

ENGINE ITEM	MIN. QTY.
Air Suction Pump	1
Splints: Small, Medium, Large	1
Red Trauma Bag Inventory:	
Red Soft Carrying Case	1
Adjustable C-Collar	1
1" Tape	2
12" Cardboard Splint	2
Kerlix	5
8" Trauma Dressing	5
6" Trauma Dressing	15
Tourniquet	2
Triage Kit Inventory:	
Black Triage Belt with Pouch	1
2" Wetproof Tape	1
Black Marking Pen	1
Red Flagging Tape	1
Yellow Flagging Tape	1
Black/White Striped Flagging Tape	1
Green Flagging Tape	1
White Flagging Tape	1
LIFEPAK 500 AED	1
Spare "D" Oxygen Bottle	1
Cardboard Splints: 2 Sizes	2
Backboards	2
Extra Large Backboard	1
OB Kit	1
Box Exam Gloves: Assorted Sizes	1
Sharps Container	1
Burn Sheet	2
Multi-Trauma Dressing	2
Megamover	1
Padded Arm Splints: 2 Sizes	2
Disposable Blankets	2
Kendrick Traction Device	1

LADDER TRUCK INVENTORY

AERIAL ITEMS	MIN. QTY.	UNIT
Hand Tools		
Pressurized Pump Cans	2	
Pump Can Harness	2	
Dry Chemical Extinguisher	1	
CO2 Extinguisher (15lb)	1	
Bolt Cutters 36"	1	
Bar, Long/Heavy	4	
Burke Bar	1	
REX Tool	1	
K-Tool	1	
Irons (set of Halligan and flat head axe)	2	
Rabbit Hydraulic Tool	1	*
12 lb. Sledge Hammer	2	
FDNY 5' hook	1	
FDNY 6' hook	1	
FDNY 8' hook	1	
FDNY 10' hook	1	
Reciprocating Saw Bag	1	
Diagonal Cutters	1	
Window Punch	2	
18" Pipe Wrench	1	
Elevator keys, set	1	
Vinyl Tarps, misc	4	
Plastic Tarps, pre-cut, bag	1	
Utility Knife	1	
Slim Jim	1	
Roof Hook, aerial -Not on all ladder trucks	1	
Shoring Tool Bag	1	
Framing Hammer	4	
Speed Square	2	
25' Tape Measure	2	
Nail Apron	4	
Mini Bar	2	
Cats Paw (nail pullers)	2	
Mallet	2	
Cordless Drill (w/ spare battery)	1	
Garden Rake	1	

AERIAL ITEMS	MIN. QTY.	UNIT
Wood Natural Gas Plug	5	
Battle lantern	5	
Light Sticks (red, yellow, green)	12	
Orange Marking Spray Paint	4	
Marking Crayons (carpenter)	12	
Pick Head Axes, heavy duty (6 lb)	2	
Flat head Axes, heavy duty (8 lb)	2	
Service Axes w/ scabbards	5	
Galvin Wrench	1	
Cory Wrench	1	
Water Shut Off Wrench	1	
Combination Water Shut Off Wrench	1	
Gas Shut Off Wrench	1	
Pike Poles, D handle, 4'	2	
Pike poles, D handle, 6'	2	
Pike poles, straight handle, 12'	1	
Pike poles, straight handle, 16'	1	
Roof Hook	4	
Construction Shovel	2	
Scoop Shovel	2	
Roof Shovel	2	
Folding Shovel	2	
Wall Scrapper	1	
TIC w/spare battery	1	*
Mini Grinder	1	
Push Broom	2	
Dust Pan	1	
Water Vac w/wands	2	
Prosser Pump	2	
50’ Hose (Prosser Pump)	2	
Squeegee w/handles	4	
Canvas Tarps 12'x20'	6	
Roll of Visqueen	1	
Hall Runners, tarp	4	
Deodorizing spray, can	1	
Drinking Cups	1	pckg.
Roll of Scene Tape	2	
Tire Pressure Gauge	1	
Sprinkler Wedges, assorted	4	

Aerial Items	Min. Qty.	Unit
Sprinkler Tool Kit	1	
Sprinkler Plug:		
6″ Plug	6	
1″ Plug	6	
Teflon Tape	2	
Bundle of Lath	1	
Jiffy hose w/nozzle	1	
1 ½ reducer for jiffy hose	1	
Plug and Dike, jug	1	
Duct Tape	2	
Road Fusees (Flares)	6	
De-Icer Spray	1	
Water Jug (cooler)	1	
Air hose, 25' w/chuck	1	
Traffic Cones w/reflective sleeve	12	
Garbage Can	2	
Tool Box	1	
Flat File	1	
Hacksaw with extra blades	1	
Framing Hammer	1	
25' Tape Measure	1	
12" Adjustable wrench	1	
8" Adjustable wrench	1	
Allen Wrench set	1	
Battery Cable, Cut-Off Pliers	1	
14" Pipe wrench	1	
Small Flat Screwdriver	1	
Medium Flat Screwdriver	1	
Large Flat Screwdriver	1	
Small Phillips Screwdriver	1	
Medium Phillips Screwdriver	1	
Large Phillips Screwdriver	1	
Combi Screwdriver	1	
Channel-Lock Pliers	1	
Slip-Joint Pliers	1	
Vise-Grip Pliers	1	
Needle-Nose Pliers	1	
Battery Pliers	1	

Aerial Items	Min. Qty.	Unit
Rescue		
(RESCUE) Vehicle/Transportation		
Hydraulic power unit	1	
Hydraulic spreaders	1	
Hydraulic shears	1	
Hydraulic Mini Ram	1	
Hydraulic ram	1	
Hydraulic mini spreaders	1	
Hydraulic hoses, 25'	4	
Hand Held Holmatro	1	
Amkus Oil	1 gallon	
Patient Cover Tarp	1	
O'Connel Rescue Plate (with shackle)	1	
Cribbing Step Chocks	1	
20T Hydraulic Bottle Jacks with handles	2	
4X4 and 2X4 24" wedge and block set (cribbing)	2	
(RESCUE) Heavy Lifting		
Airbag carrying bag	1	
Airbag, large	2	
Airbag, small	1	
Airbag regulator	1	
Airbag dead-man controller	1	
Airbag 32' yellow hose	1	
Airbag 16’ yellow hose	1	
Airbag 16' red hose	1	
Airbag 16' black hose	1	
Plywood, 24" square	2	
Plywood 12" square	1	
Air cylinder, 60 minute	1	
(RESCUE) Fires in Buildings		
Ladders (Ground, Roof & Attic) approp. for app.	1	set
Ladder Stability Wedge	2	
Ladder Anchors	4	
Rescue Air Kit (RAK) with face-piece	1	
75' Utility Rope	2	
150' Lead-In Search Line	1	

AERIAL ITEMS	MIN. QTY.	UNIT
(RESCUE) Rope		
300' Rope with Bag	2	
150' Rope with Bag	1	
Belay Pack	1	
Main line Pack	1	
Support Pack	1	
Victim Harness	1	
Class III Harnesses	4	
Anchor Plate	1	
PMP's	7	
Carabiners	25	
Green Webbing (5′)	5	
Blue Webbing (10′)	5	
Yellow Webbing (15′)	5	
Orange Webbing (20′)	5	
Purple or Red Webbing (25′)	5	
Edge Protector		
540 Belay Device	1	
Litter Straps	4	
Brake Rack	1	
8mm Accessory Cord for LRH	1	
Pick-off Strap	1	
Prussik Sets	8	
Anchor Straps	4	
Wheeled Litter Cart - kept in station	1	*
Dry Bag with:	1	
Black Rescue Helmet	3	
Red Rescue Helmet	1	
Orange Rescue Helmet	1	
Rescue Lights	5	
Unit Identifiers	5 sets	
Water Rescue Throw Ring	1	
75' Water Throw Rope w/ bag	1	
SKED Stretcher	1	
LSP Half-Back	1	
Miller Spine Board	1	
Litter Stretcher	1	
Litter Bridle	1	

Aerial Items	Min. Qty.	Unit
Power Tools		
Reciprocating Saw (120 volt)	1	
Reciprocating Saw, cordless	1	
Reciprocating Saw, spare blades	2 boxes	
Rotary Rescue Saw (Carbide Blade)	1	
Spare Carbide Rescue Saw Blade	2	
Rotary Rescue Saw (Metal Cutting Blade)	1	
Spare Metal Cutting Saw Blade	10	
7 ¼" Circular Framing Saw	1	
Chainsaw	2	
Chainsaw (TRNG spares)	2	*
Chainsaw Tool Kit (Wrench, Torx drive)	1	
Spark Plug (Chainsaw & Rotary)	2	
Chainsaw Bar Oil	1 gallon	
Spare Chainsaw Chains:		
First Line	6	
Training	2	*
Unleaded Fuel Can (White Stripe)	1	
Mixed Fuel Can (Yellow Stripe)	1	
PPV fan (Gasoline Powered)	2	
Electrical		
Light, 500 watt halogen	2	
Extension cord, 50'	3	
GFCI	5	
Adapters, electrical, marine	4	
Circuit tester, electrical	1	
Cellular Phone	1	
String Lights	2	
Bull Horn	1	
Electrical Ram Fan (with ducting tube)	1	
AM/FM Radio (apparatus without rig radio)	1	
Apparatus Door Remote	1	
AMAG/Security three button remote	1	
Smoke Detectors with waiver sheets	3	
Electrical tester	1	
Electrical tape	1	
Generator (gas powered)	1	
Spot Light (In-Cab) with apparatus equipped	1	

AERIAL ITEMS	MIN. QTY.	UNIT
Cord-reel	1	
120V PPV Fan	1	
Multi-Gas Air Monitor	1	
Ultra-radiac	1	*
Library		
SFDOA Mapbook	1	
DOT Emergency Guide Book	1	
Thomas Guide Mapbook	1	
Janes Chem-Bio Book	1	
Medical NBC Battle Book	1	
Orange Field Book	1	
Terrorism Guide Book	1	
Hybrid Response Guidebook	1	
Pre-fire Book	1	*
Apparatus Aerial Operators Manual	1	
Permit Inspection Binder	1	
F-20B	10	
Clipboard	1	
NOV Pad (F-313)	1	
Blue Apparatus Binder with:		
Apparatus Inventory	1	
F-29B (Air Monitor Check Off)	1	
F-29 (Mask Check Off)	1	
Cell Phone Number List	1	
F-9A (Aerial Ladder Use and Maintenance)	1	
Ladder Inspection Log	1	
F-253 (Apparatus Transfer Sheet)	1	
F-130 (Apparatus Repair Requests)	1	
Rope/Harness Log	1	
Portfolio Binder with:		
Field Operation Guide (FOG)	1	
Accident Report Kit	1	
Reportable Exposure Kit	1	
F-410 Pad (Notice Of Alarm)	1	
Toxic Warning Signs	4	
After the Fire Pamphlet	4	

AERIAL ITEMS	MIN. QTY.	UNIT
F-413 (Carbon Monoxide Alarm)	1	
Laminated Trench Rescue Guide	1	
Laminated Confined Space Rescue Guide	1	
Laminated Haz-Mat Guide	1	
Laminated FEMA Building Marking Guide	1	
Laminated Limited Access Road Guide	1	
Laminated MCI Guide	1	
Laminated Sub-Surface Water Rescue Guide	1	
Laminated Vehicle Extrication Guide	1	
Laminated Water Rescue Guide	1	
Laminated Hydrant Identification Chart	1	
Laminated Fire Ground Hydraulics Chart	1	
Laminated Radio Channel Chart	1	
Laminated Citizen Tow Request Info Sheet	1	
Field Operations Guide	1	
Personal Protective Equipment (PPE)		
Portable Radios with batteries	5	
Goggles	5	
LAR Safety Vests	5	
Class 3 USCG Personal Flotation Device	5	
Knee Pads	5	
SCBA (MASKS)	5	
MASK Drop Bags with rope and 2 karabiners	5	
Spare SCBA Bottles (45 min)	5	
Spare SCBA Bottles (1 hr) RIG TRUCKS ONLY	4	
Passports (Team A and B) Red and White	2	
Box of earplugs	1	
Ear Muffs	5	
Ladder Life Belts	2	
App. Helmet Unit Designators White/Black (1 front, 2 side)	5	
App. Helmet Unit Designator Red/White (1 front, 2 side)	1	
Body Loops	5	
Aerials W/O Plumbed Waterways		
Ladder Pipe Appliance (w/o pre-plumb)	1	
1 ½" Nozzle Tip (w/o pre-plumb)	1	

AERIAL ITEMS	MIN. QTY.	UNIT
1 ¾" Nozzle Tip (w/o pre-plumb)	1	
2" Nozzle Tip (w/o pre-plumb)	1	
2 ½" Variable Fog Nozzle Tip (w/o pre-plumb)	1	
Ladder Pipe Halyard	2	
Body Loop	4	
Miscellaneous		
Hydrant out-of-service White Ring - large	3	ea.
Hydrant out-of-service White Ring - small	1	ea.
Binoculars	1	
Wheel Blocks	2	sets
Package of Electrolyte Powder Mix	1	
Knox Key	1	
Aerial Ladder Decontamination Corridor Bag	1	
4" to 4" Gate Valve (LDH to Ladder Pipe)	1	
P-Wag Chains - all Drive Axles (Oct - April)	1	
P-Wag Chains - all Steer Wheels (Oct - April)	1	
P-Wag Chains - all Drive Axles SPARE SET(Oct - April)	1	*
Cable Chains - all Drive Axles (Oct - April)	1	
Screws, Square Drive (2 to 2 ½")	1	lb.
CO detector	2	
16d Nails	1	lb.
Grounding Wire/Cord	1	
EMS Supplies		
Tourniquet	1	ea.
NAAK Kit	1	ea.
First Aid Kit Inventory:		
Yellow Pelican Case Aid Kit	1	
4X4 Gauze Sponges	10	
Tourniquets	3	
Teri Towels	4	
Antimicrobial Hand Wipes	10	
Disposable Tweezers	1	
Tongue Depressors	10	
Kerlix	4	
Language Card	1	
Adult, Large, and Child BP Cuff	1	ea.

Aerial Items	Min. Qty.	Unit
1"and 2" Wetproof Tape	1	roll
1" Durapore	1	roll
Epi-Pens: Adult and Junior	1	ea.
Isolation Masks	4	
Bandaids: Assorted	5	ea.
Garbage Bags	2	
Pair Exam Gloves: S, M, L, XL	1	ea.
Flashlight	1	
Stethascope	1	
Triangular Bandages	3	
Lactated Ringers	1	
Penlight	1	
Tempidots	5	
Ice Packs	2	
Vasoline Gauze	2	
Alcohol Pads	5	
Antibiotic Ointment	10	
Mini Sharps	1	
Conform Bandages	8	
Large Admin Set	1	
Eye Pads	3	
Oral Glucose	3	
Ring Cutter	1	
Red Bio Hazard Bag	2	
F-20B	1	
Trauma Shears	1	
Spit Socks	2	
Restraints	2	pair
Vent Kit Inventory:		
Soft Ventilation Carrying Case	1	
Regulator	1	
Face Piece: Large Adult, Child, Infant	2	ea.
Disposable Bag Valve Mask	1	
"D" Oxygen Bottle	1	
Non-Rebreathers	3	
Nasal Canulas	5	
Oral Airways: Assorted Sizes	2	ea.

AERIAL ITEMS	MIN. QTY.	UNIT
Spinal Care Kit Inventory:		
Yellow Soft Carrying Case	1	
Adjustable C- Collar	3	
Mini-Adjustable C-Collar	3	
Towel Roll	1	
2" Wetproof Tape	2	roll
Disposable Head-Bed	1	
Disposable Blanket	1	
Air Splint Kit Inventory:		
Blue Soft Carrying Case	1	
Air Suction Pump	1	
Splints: Small, Medium, Large	1	ea.
Red Trauma Bag Inventory:		
Red Soft Carrying Case	1	
Adjustable C-Collar	1	
1" Tape	2	roll
12" Cardboard Splint	2	
Kerlix	5	
8" Trauma Dressing	5	
6" Trauma Dressing	15	
Tourniquet	2	
Triage Kit Inventory:		
Black Triage Belt with Pouch	1	
2" Wetproof Tape	1	roll
Black Marking Pen	1	
Red Flagging Tape	1	roll
Yellow Flagging Tape	1	roll
Black/White Striped Flagging Tape	1	roll
Green Flagging Tape	1	roll
White Flagging Tape	1	roll
LIFEPAK 500 AED	1	
Spare "D" Oxygen Bottle	1	
Cardboard Splints: 2 Sizes	2	ea.
Backboards	2	
Extra Large Backboard	1	*

Aerial Items	Min. Qty.	Unit
OB Kit	1	
Box Exam Gloves: Assorted Sizes	1	ea.
Sharps Container	1	
Burn Sheet	2	
Multi-Trauma Dressing	2	
Megamover	1	
Padded Arm Splints: 2 Sizes	2	ea.
Disposable Blankets	2	
Kendrick Traction Device	1	

* Items with an asterisk are not part of the spare ladder truck inventory. These items will have to be moved upon a rig transfer.

BATTALION APPARATUS ITEMS	MIN QTY.	UNIT
Front Seat Area		
Garage Door Opener	1	Ea.
Passports (Secondary, Reserve)	3	Ea.
Name-tags		
Portable Radio	1	Ea.
Cell Phone	1	Ea.
Cell Phone charger	1	Ea.
Jabra Hands Free Device (on visor)	1	Ea.
Kroll Big Map Book	1	Ea.
SFD Yellow Map Book	1	Ea.
450 MHz Saber Radio (Driver Door)	1	Ea.
Garmin Nuvi GPS	1	Ea.
Ceiling Mounted Firecom Headset	1	Ea.
Emergency Response Guidebook (center console)	1	Ea.
Binoculars (center console)	1	Ea.
Apparatus Blue Book (passenger door)	1	Ea.
Owners Manual (glove box)	1	Ea.
Rear Seat Area		
Battle Lantern	1	Ea.
Incident Command Vest	1	Ea.
Spare Incident Command Vest	1	Ea.
Portable Radio (in IC vest on Z2, Ch1)	1	Ea.
Rescue Helmet	1	Ea.
Triage Bag	1	Ea.
Throw Rope Bag	1	Ea.
Trailer Hitch w/ 2" Ball	1	Ea.
Aid Kit with BVM	1	Ea.
SCBA	1	Ea.
Jumper Cables	1	Ea.
Portable Radio Battery Charger & spare batteries	1	Ea.
Tactical Workbook (with Primary Passport)	1	Ea.
Helmet Shields (1 front, 2 side)	5	Sets
Thermal Imaging Camera	1	Ea.
Mega Phone	1	Ea.
NAAK Kit	1	Ea.
Dry Chem Extinguisher	1	Ea.

Battalion Apparatus Items	Min Qty.	Unit
Traffic Cones	6	Ea.
Water Cooler (in Warm Weather)	1	Ea.
Emergency Blanket	2	Ea.
Clip Board	1	Ea.
Command Satchel (next to turnout jacket, helmet, vest radio)		
Contents of Command Satchel:		
Blue/White FIT Helmet Front	1	Ea.
Blue/White FIT Helmet Side Identifiers	2	Ea.
Tactics Sheets Notebook	1	Ea.
Command Board	1	Ea.
Division Board	1	Ea.
Interior Division Board	1	Ea.
Rag	1	Ea.
Grease Pencils	1	Box
Rear Compartment #1		
Road Flares	6	Ea.
Various Hi-lighters, Pens, Grease Pencils	2	Ea.
Masking Tape, Medical Tape	1	Ea.
Spare 800 MHz Radio Mics	1	Ea.
Spare Radio	1	Ea.
Misc 4X4's and Kerlix Rolls	-	-
Roll of FF Incident Hazard Tape (red/white)	1	Ea.
Roll of Caution Tape (yellow)	1	Ea.
Green Makeup Passports/Velcro	-	-
Rear Compartment #2		
Misc. Batteries	2	Ea.
Stop Watch	1	Ea.
Kestrel Pocket Weather Tracker	1	Ea.
Digital Camera	1	Ea.
Duct Tape	1	Ea.
Tactics Sheets Notebook	1	Ea.
Grease Pencils	1	Box
Rear Compartment #3		
Gloves, Minimum Inventory		
Nomex Hoods	4	Ea.

BATTALION APPARATUS ITEMS	MIN QTY.	UNIT
Helmet Flashlights	2	Ea.
Helmet Goggles	2	Ea.
Safety Glasses	2	Ea.
Utility Straps	2	Ea.
Glove/Flashlight Issuance Forms	10	Ea.
Turnout Coat Flashlights	2	Ea.
Flashlight Replacement Bulbs	2	Ea.
Pet O2 Masks	2	Ea.
Rear Compartment #4		
Accident Report Kits	1	Ea.
Where To Turn Directory	1	Ea.
Reportable Exposure Packet	1	Ea.
Duty Protocols for Chief Officers	1	Ea.
Pre-Fires (blue binder)	1	Ea.
Field Orange Book	1	Ea.
Spare Tactical Workbook	1	Ea.
Spare Tactical Worksheet Clipboard	1	Ea.
SFD After Incident Referral Cards	2	Ea.
After the Fire is Out	4	Ea.
Aluminum Staging Binder with Velcro Units	1	Ea.
Rear - Right Side of Drawers		
EZ Up Tent	1	Ea.
IC Command Vest Bag w/ position indicators	1	Ea.
Trailer Hitch	1	Ea.
Spare Firecom Headset	1	Ea.
Personal Flotation Device	1	Ea.
Water Dept/Systems Map Book	1	Ea.

SUBJECT:	PURCHASING AND REQUISITIONS
REVISED:	10/21/14
SEE ALSO:	N/A
PAGE(S):	8

GENERAL INFORMATION

The Department of Finance and Administrative Services (FAS) Purchasing Section is responsible for establishing and maintaining the purchasing guidelines for City Departments. The Support Services Division of the Fire Department is responsible for ensuring that the City's purchasing guidelines are followed within the Department. Each division has a line item budget to support division specific goals, and each Division Director is responsible to stay within budget for the calendar year.

A purchase request, Form 22 Requisition, must be submitted to Support Services Division prior to a purchase. Each purchase request must be signed and authorized by the appropriate authority in the chain of command prior to being submitted to Services Division for approval. When approved, Services Division will issue a number for each purchase.

TERMS

Purchase Request: A request for purchase authority made by Department Divisions and Technical Team Captains to Support Services Division for each purchase. Purchase Requests must be made on the Form 22 - Requisition Form on line via the SFD InWeb intranet website.

Purchase Order (PO) Number: A number assigned by Support Services Division or the City Purchasing Section prior to a departmental purchase. The types of PO numbers are:

- Direct Voucher numbers
- Blanket Contract numbers
- Petty Cash numbers (Form 40)
- Numbers assigned by the City Purchasing Section

Blanket Contract: A contract established by the City Purchasing Section between the City and a vendor. Blanket Contracts are the result of a bidding process and specifies prices for specific items that are purchased on a routine basis (e.g., office supplies, janitorial supplies, EMS supplies, furniture, turnout gear, etc.). Blanket contracts must be used whenever possible. PO numbers for blanket contract items consist of the blanket contract number, followed by a hyphenated number assigned by Services Division (e.g., B50051-143).

Direct Voucher: A purchase order number used for purchases up to $6,000 that are not covered under a Blanket Contract. Purchases over $6,000, and not covered on a current Blanket Contract, are submitted to the City Purchasing Section for bid. Direct Voucher PO numbers are assigned by Services Division (e.g., DV 7008)

Petty Cash: A process of making purchases with a total value less that $50.00 including tax, for minor logistical needs. Petty cash purchases are subject to the same requirements as other purchases.

REQUISITIONING SUPPLIES

Station Captains and Division Supervisors must maintain "minimum/ maximum" inventory levels for supplies. Periodic adjustments should be made to prevent over-stocking, and may be reviewed and/or altered by the Support Services Division.

MONTHLY SUPPLY ORDERING PROCEDURE

Station Supplies are requisitioned online via the SFD InWeb by the Station Supply Officer directly from the vendor. Access to the ordering system is obtained through the Services tab on the left side of the InWeb Home page.

Orders must be completed by the 10th of each month.

Important -	Due to the number of different log-in protocols, log-in (customer numbers, etc.) and passwords must be printed and stored in the Station SD-8 Supply/ Equipment Requisition file.

EMS SUPPLIES

Basic medical supplies are ordered from the SFD InWeb; select Services on the InWeb menu to order EMS supplies from Life-Assist and fill in the needed fields on the order form page.

EPI Pens – The adult and child size auto injectors will be replaced by Support Services Division annually.

If an Epi-Pen is used at an EMS incident, a replacement can be obtained from the on-scene Medic Unit, or by contacting the Services Division at 206-386-1479 and 206-386-1531.

Epi-Pens cannot be ordered directly from Life-Assist by Operations personnel.

EMS Form 20B – The EMS Form 20B is obtained from the Services' Warehouse and is ordered by the box, see "Services' Supplies".

JANITORIAL SUPPLIES

Order janitorial supplies from Coastwide, again via the SFD InWeb Services tab. Questions on ordering, or non-receipt of orders, should be directed to the Services' Warehouse at 206-386-1479 or 206-386-1531.

OFFICE SUPPLIES

Complete Office is the vendor for Department office supplies. Access is via the SFD InWeb.

Questions or problems: call Services at 206-386-1461.

SERVICES SUPPLIES

The Services Division tab on the InWeb ordering system is your source for stamped envelopes, printer paper, NCR forms (single page forms are printed from the InWeb site SFD Documents/SFD Forms). Forms not on the InWeb can be obtained here via special order.

On-line Ordering – Launch the application from the Department's InWeb home page. From the "Services" menu button, select the "Order Services Supplies" menu item.

- Log in to the application using your Injury/Illness number and the same password you use for CADview and the OT Tracking application.
- Select a category from the Products Listing page (see Figure 1, Page 2) and click on its link. A page will be displayed listing all the items available from Services that fall under the selected category.
- To add an item to your order, enter the number of items desired into the Quantity Box displayed to the right of the item. Once the desired quantity has been entered, click on the "Add Items to Order" button (See Figure 2, Page 2). Items will not be added to your order unless you click the button!
- Continue ordering items by following steps 2 and 3 above until all desired items have been added to the current order. Proceed to Checkout by clicking on the "Checkout" link.
- After clicking on "Checkout," a Confirm Order page will appear that displays all items and their quantities that are part of the current order. You have the opportunity to change quantities and/or delete order items at this point before continuing on in the checkout process.
- After confirming order items, click on the "Checkout" button and proceed to the Order Information page Enter the contact information, i.e., name, station to send order to, comments, etc.
- After completing the Order Information form, click on the "Continue Checkout" button and a page will be displayed that shows a complete summary of your order including order information and order items. If the order is as it should be, then click the "SUBMIT ORDER" button or if changes need to be made, select the "Make Changes to Order" button.
- Once the order is submitted, you will receive an e-mail notification at the e-mail address entered on the Order Information page. The e-mail notification contains a link which, when clicked on, displays a

copy of the submitted order. The copy can be printed out for station records and viewed online at any time.

- Items not listed as an on-hand Services' Warehouse item may be special ordered using the online Form 22 under "Special Order". Refer to the Help System within the application for detailed instructions on how to place special orders.
- For detailed instructions on ordering, modifying and deleting order items, see the Help System built into the application. The Help System contains a searchable index to aid in finding answers quickly.
- For order inquiries, contact the Services' Warehouse at 386-1531. Be sure to have the Order ID number available when inquiring about an order. The Order ID number is printed on the hard copy of the order.
- A comprehensive, printable User Guide for this application is available on the Department's O:Drive at O:\Dept\Form22CommissaryManual\Form22UserGuide.doc

If you are unable to resolve a problem with an outside vendor after calling their customer service representatives directly, contact the personnel at the Services' Warehouse, 206-386-1531.

Firefighting Foam – Novacool foam is obtained on-line via the SFD InWeb Commissary Supply Request process.

Foam is a special order request. Using an on-line Form 22, fill out the special request with the number of 5-gallon containers of Novacool foam desired and forward the request to Services. Empty containers should be rinsed with water and returned to the Support Services Warehouse. Partially filled containers should be retained at the station and used for drilling purposes.

DELIVERY OF SUPPLIES

Those items that are ordered from an outside vendor will be delivered directly within five (5) days of the order being received.

Members accepting deliveries from a vendor should:

- Inventory the item(s).
- Forward the packing slip and a Receipt of Shipment, Form 24, to Support Services at SFD Headquarters or fax to 206-233-2755.
- Document the delivery in the Watch Office Journal.

Supplies will be delivered by United Parcel Service (UPS). If a station has missed an attempted delivery twice, the station should call UPS and set up a time and date for delivery. The affected shift will be informed of the pending delivery by the company officer whose shift set up the delivery.

SPECIAL REQUISITIONS

The Speciality Companies and Division Supervisors may use the Form 22 process for Special Requisitions.

Indicate "SPECIAL" in bold print in the "C-1"cell of the Form 22. A memo of explanation, from the Captain to the Support Services Division, must accompany special Requisitions.

FORM 22 REQUISITION

Special Requisitions are accessed from the SFD inweb site under the Services' tab. Each Form 22 must have a different station/facility number for tracking purposes. The numbers should be consecutive, starting with the number 1 on January 1st of each year.

FORM 22 DISTRIBUTION

One copy is forwarded to Services Division with all reference information and approval signatures.

One copy is retained in the SD-8 file.

PURCHASE REQUESTS

Purchase Requests are to be submitted on a Requisition Form, Form 22. The Form 22 must include the following:

- Vendor Name.
- Item Description.
- Price for each item, shipping and total price (before and after tax).
- Low Org and Account number, from budget line-item account coding (e.g., F3101/730240).
- Approval signature of Supervisor or designated member in the chain of command.

Support Services reviews the purchase request, and either assigns a Purchase Order (PO) number or submits the purchase request to the City Purchasing Section for bid. PO numbers assigned by Services Division will either be a Direct Voucher (DV#) or a Blanket Contract Number (B#).

If Support Services assigns a DV# or a B#, a copy of the Form 22 will be returned to the requester with the PO number assigned. At this point the requester may purchase the item or service.

Purchases over the direct voucher limit of $6,000, and not covered by a blanket contract, will go through the bid process. FAS's Purchasing Section will manage the bid process and will purchase the item or service.

MAKING A PURCHASE

When purchasing an item or a service with a PO number assigned by Services Division (DV# or B#) the following guidelines apply:

- Give PO number to vendor. Ensure that the vendor includes this PO number on the invoice.
- Inform the vendor to mail the invoice to: The SFD, Support Services Division, 301 2nd Ave South, Seattle, WA 98104.

- When the order is received, submit the packing slip and the Receipt of Shipment Form, Form 24, to Services Division. Both are required before the invoice is approved for payment and hence is required.

Support Services will then approve the invoice for payment and forward the invoice with attached forms to Finance Division for payment. The invoice and attached forms are then filed in the Services voucher file.

PETTY CASH

Petty Cash reimbursement for up to $50 (including tax) is available for unusual and emergency situations. Department members may expend Department funds for logistical needs only with the prior approval from Support Services Division. Prior to the purchase, Services Division will approve petty cash expenditure and a Petty Cash number will be assigned. Petty cash reimbursement requests that do not comply with this guideline will be denied and will become the responsibility of the person who expended the funds. Petty cash is not to be used for items that can be obtained through the normal requisition process.

PETTY CASH PURCHASES

Obtain approval from Support Services. This approval can be received by contacting Support Services by phone, e-mail, or in person.

- Purchase must be under $50, including tax.
- Submit a Form 40, Petty Cash Form, (O:\dept\forms\form040) with the original receipt to Support Services.
- Petty Cash reimbursement will be made by payroll.
- Petty Cash reimbursement will not be made without prior approval from Services Division.

MISSING OR DAMAGED STATION ITEMS

When non-disposable items are requisitioned as a result of equipment being lost, stolen or damaged, the supervising officers must forward a letter to the appropriate Assistant Chief in their chain of command describing the circumstances and the result of their investigation with a Form 22. If the replacement is of an emergency nature, the Form 22 may be faxed to Services and the company officer should call to arrange for the replacement at 206-386-1531.

REQUESTS FOR ADDITIONAL INVENTORY

A Form 22 requesting new or additional company inventory, requires a Letter to the Assistant Chief of Operations. The letter must be forwarded through the chain of command for signatures and comments.

MILEAGE CLAIMS

When requested to use their private automobiles on Department business, employees are compensated at the rate of 51 cents per mile; as specified by City of Seattle Ordinance No. SMC 4.70.025.

Transportation to and from work is not covered and may not be claimed.

If members are detailed to another station after reporting to their scheduled assignment, they may be directed to use their private automobile to effect the detail, if Department transportation is not provided. If members are directed to use their private automobiles for the detail they should be compensated as stated above.

The Claim For Private Automobile Mileage form is Form 60 which is available on the department's "O" drive at O:\DEPT\Forms. Employees using their private automobiles on Department business should forward an original Claim for Private Automobile Mileage form through channels at the end of the month. Mileage should be rounded to the nearest mile. Each trip is listed on the form with one trip on each line along with the points of origin, distance, and the reason for the trip.

Completed forms are processed via the chain of command.

SUBJECT:	REPAIRS AND MAINTENANCE
REVISED:	10/30/14
SEE ALSO:	P-7006 Repairs and Maintenance
PAGE(S):	16

GENERAL INFORMATION

Equipment, apparatus and facilities will be maintained to support the Department's response capability and the health and safety of our membership. The Services' Warehouse will be open Monday through Friday from 0800 to 1600 hours.

In an effort to provide better customer service, Services Division requests that visits to the Services' Warehouse, either on or off duty, be pre-arranged with the personnel at the Shop. Appointments may be scheduled by contacting Services' personnel via phone (206-386-1531) or e-mail.

Fire equipment is owned by the Department. Repairs are coordinated by Support Services Division and paid for from the Department's budget. Fire apparatus and facilities are owned by the Department of Finance and Administrative Services (FAS) and leased by the Fire Department.

Maintenance of apparatus and facilities is paid for out of the lease rate, and repair for damage, caused by the Department, is paid for from the Department's budget. Computer and Communication equipment is either owned by the Department or leased from FAS, depending on the specific equipment.

SERVICE AND REPAIR COORDINATION

The Support Services Division will coordinate the repair and maintenance of apparatus, facilities, fire equipment and miscellaneous equipment (e.g. furniture and exercise equipment).

Technical Teams will coordinate with Support Services Division for the repair of Specialty Equipment.

The Fire Alarm Center (FAC) will coordinate the repair and maintenance of all Communication Equipment.

If damage to property or equipment is the result of vandalism or a criminal act, a police report must be filed.

STATION MAINTENANCE & REPAIR JOURNAL

RECORD REQUESTS IN JOURNAL

Station Captains are responsible for maintaining the records for all maintenance/repair requests submitted for all companies within their station in the Station Maintenance and Repair Journal.

The Station Maintenance and Repair Journal provides a single, central location for all City employees and private vendors to record and review maintenance and repair issues regarding each facility. The Station Maintenance and Repair Journal is to be in a blue colored binder and will be maintained clearly visible on the Watch Desk at all times.

REPAIRS (FORM 88)

This section will contain a completed record of requests submitted for repairs as follows:

- Date - Enter date.
- Reporting Officer - Enter the name and rank of member submitting the report.
- Reported To - Enter the division or individual it was reported to
- Article or Item to Repair - Enter name of item and any identifying number.
- Repairs Necessary - The description of repair should be as complete as possible.
- Form Sent - The Form 130s and Form 14s should be issued using consecutive number assigned by the company and entered in the appropriate column, with the first Form14 or Form 130 of the year being number one, e.g., Form 14, 6-88, Form 130, 7-88, Form 14, 8-88, etc. Record the Service Repair number (S/R #) assigned for all Facility repair/maintenance requests.
- Action Taken - Enter the date the repair was completed and the final disposition, e.g repair or replaced.

REPAIRS AND MAINTENANCE OF FACILITIES

GENERAL REPAIRS

Facility requests for service or repairs are completed online via the SFD Repairs application and documented in the Station Maintenance and Repair Journal (record the service request number generated by Unifier).

FAS Facility Maintenance shops are divided into different disciplines; therefore, each request will require a separate Maintenance/Repair Request.

EMERGENCY SERVICE ORDER (ESO)

FACILITY ESO

During Business Hours – Business hours are considered 0700 - 1700 hours. A call is to be made to the FAS Maintenance line (684-5422). The Service Request number (S/R #) and a description are required.

After Hours and Weekends – If a station repair requires immediate attention, the appropriate Battalion Chief will be notified.

- The Battalion Chief will call FAS after-hours maintenance line, 206-684-5422, and a message will be left.
- The after-hours maintenance line pages the on-call FAS staff who will return the Battalion Chief's call within 30 minutes and schedule the repair.
- If FAS does not contact the Battalion Chief within 30 minutes, the Captain of Support Services, SERV2, will be notified via page.
- After hour repairs are most often out-of-service furnaces and apparatus doors, but are not limited to these.

Automatic ESO – Items in a facility that receive an automatic ESO are:

- Electrical problems.
- Out-of-service appliances.
- Out-of-service apparatus doors, be sure to include the apparatus door serial number from the lower panel of the door, e.g. 110-03-F.
- Out-of-service furnace.
- Plumbing leaks and clogged drains.
- Broken windows.

STATION FUEL PUMP/EQUIPMENT

For Station fuel pump/equipment issues, call the Fuel Desk at 206-386-1159.

APPARATUS BAY DOOR REMOTES

Repairs to apparatus door opener transmitters are handled by a phone call and an e-mail to the Captain of Support Services. Apparatus door opener transmitters should be left in the Watch Office. Services Division will arrange for private vendors to make the repair at the station.

STATION SECURITY SYSTEMS

Station security system issues are handled by a phone call and an e-mail to the Captain of Support Services.

FACILITY CAPITAL IMPROVEMENT PROGRAM (CIP)

Requests for modifications to existing facilities should also be made by the Station Captain via the SFD Repairs web application (Request for Station Improvement link. This will generate an e-mail of the request to the Captain of Support Services for review and approval.

Modifications to facilities are generally accomplished through the Capital Improvement Program (CIP). CIP projects are funded separately and are requested on a biannual basis to the FAS and the City Budget Office (CBO). If the project is approved through the Support Services prioritization process, Support Services Division will submit the proposed CIP project.

Remodels, bathroom additions, vehicle exhaust extraction systems, and emergency generators are examples of CIP projects.

REPAIRS OF COMMUNICATION EQUIPMENT

COMMUNICATION EQUIPMENT

The Help Desk (386-9770) will coordinate the maintenance and repair of –

- Locution Station Alerting (includes bells, chimes, lights, etc.).
- Alerter Printers.
- PA's/Intercoms.
- MDC's.
- Traffic Pre-emption/Control

FAC will coordinate the maintenance and repair of –

- Radio Battery Chargers.
- Base Station Radios.
- Portable Radios.
- Fire Communication Headsets.
- Apparatus electronic sirens.
- Pagers.
- Fax phone line problems.
- Reprogramming "Main" phones.
- Phones, including landlines.
- SmartPhones:

New SmartPhone Requests – Submit a Service Desk request after receiving approval from the appropriate Division Head.

SmartPhone Services or Changes – Contact cell service provider for service problems:

> To contact AT&T, call 1-800-331-0500, Monday to Friday, 7:00 a.m. to 10:00 p.m., Saturday to Sunday, 9:00 a.m. to 7:00 p.m.
>
> To contact Verizon, call 1-800-922-0204, 24/7.

If Verizon or AT&T cannot resolve the problem, submit a Service Desk request.

Good Technologies problems – Submit a Service Desk request.

Changing current services or devices – Requires approval by the appropriate Division Head. After approval submit a Service Desk request.

Station and/or apparatus communications equipment requiring immediate repair should be reported via telephone to the FAC Communications Equipment Officer/Alarm 3 at 386-1491.

COMMUNICATION EQUIPMENT ESO

During FAC Business Hours- FAC business hours are 0730 – 1600 hours. Call the FAC Communications Equipment Officer/Alarm 3 (not the dispatcher) at 386-1491. A repair number and description are required.

After Hours and Weekends- Call the Dispatcher at 386-1496 for immediate replacement of pagers and portable radios or for loaner cell phones. For other communication equipment issues, call the FAC Communications Equipment Officer/Alarm 3 at 386-1491 and leave a voice message. A repair number and description are required.

ONLINE REPAIR REQUESTS (FORMERLY F130)

Communications Equipment Repairs –

The Request for Maintenance and Repair Service, Form 130, is used to affect repairs on communication equipment.

Form 130's must be submitted via the SFD Repairs web application.

Copies of Form 130's – A copy is submitted electronically via the SFD InWeb. Station members must maintain a copy in their Station Maintenance and Repair Journal as a pending work order.

- When the work has been completed satisfactorily, the copy of the F130 will be placed in the completed section of the Station Maintenance and Repair Journal.
- Copies of completed requests may be discarded after one year from the date of origin.

PORTABLE COMMUNICATION EQUIPMENT (FORM 14)

Portable communication equipment (pagers, cellular phones, and portable radios, etc.) should be tagged with a Form 14 and delivered to FAC in the most expedient manner available in order to minimize down time.

When sending communications equipment to the FAC for repair or replacement the following procedures will be used:

- Remove all ancillary equipment (microphone/antenna/battery) from radios prior to sending in for repair or replacement.
- Send all communications equipment in clean condition, including removal of products of combustion.
- Use Scotch or Blue Painter's masking tape for packaging and temporary labels for transit etc.
- Other forms of attachment, to attach F14's or other identifying paperwork, can be items such as string, twine, or rubber bands (nothing that will leave a sticky residue).
- Send portable equipment to the FAC with a completed Form 14 that has company level information at the top and only "Job No. & Return to" information at the bottom.
- When sending equipment for repair or replacement, accompany it with a note stating the unit and station of origin, condition, and what is wrong with it.

In addition, the following will also be adhered to concerning the proper care of radios:

- Do not use any type of medical tape or regular masking tape as the residue is extremely difficult to remove.
- Do not paint or engrave unit names or numbers on any communications equipment as it is often reissued to other units.
- Use label maker type labels only for equipment identification.
- Portable communication equipment suspected of internal fresh water contamination should be delivered to the FAC immediately. The radio covers will not be removed.
- Portable communication equipment suspected of having salt water or chemical contamination should be rinsed under warm running water then delivered to the FAC. The covers should not be removed.

Portable communication equipment should be cleaned using a cloth dampened with water and mild dishwasher detergent or isopropyl alcohol.

REPAIRS OF COMPUTERS, PRINTERS, AND RELATED EQUIPMENT

COMPUTERS, PRINTERS AND RELATED EQUIPMENT

Repair and maintenance of computers, printers, software, the network, and related equipment should be called into the Computer Help Desk at 386-9770 or enter a MIS Work Request on the InWeb.

The Computer Help Desk will create a tracking number and forward the repair request to Management Information Systems (MIS) Division. This repair request and assigned tracking number will be entered into the repair section of the Station Maintenance and Repair Journal.

Requests for modifications to computers and related equipment should be made by the Station Captain via the electronic Form 130 on the SFD Repairs web application and forwarded with a memo to MIS Division. The MIS Division will evaluate these requests for feasibility, and will follow-up with the Station Captain.

COMPUTER EQUIPMENT REPAIR

During Business Hours – Business hours for computer equipment repair are considered 0730 – 1600 hours. Computer equipment repair orders should be made by calling the Computer Help Desk at 386-9770.

A tracking number will be assigned which will be recorded in the Station Maintenance and Repair Journal.

After Hours – Generally, computer equipment is repaired during normal business hours.

- After hours ESO should be called into the Computer Help Desk on the next workday.
- If a repair is necessary after hours or on weekends, the Battalion Chief will be called.

- If the Battalion Chief determines that MIS needs to be called after hours to arrange for a repair, they will call the FAC and request this.
- The FAC will arrange for necessary repairs by contacting the Director of MIS.
- The Director of MIS will determine whether computers will be repaired after hours or the first business day.

FAX MACHINES

For fax machine service and repair, contact the FAC Communications Equipment Officer/Alarm 3 at 386-1491.

COPY MACHINES

The current copy machine vendor is Ricoh. Repairs are accomplished by calling Ricoh's customer service at 425-458-1111 or 800-652-2515. You will be asked for the copier's model number and five digit serial number. The serial number is usually located on a Ricoh label near the power switch.

TONER

Printer and Fax toner can be ordered online via the office supply vendor.

However, toner for Ricoh fax machines and copiers is ordered by calling Woodburn Company at 1-888-222-4987.

Note	Any paperwork e.g. invoices, receipts, packing slips, etc. should be immediately faxed to Support Services @ 233-2755.

REPAIRS OF FIRE DEPARTMENT OWNED EQUIPMENT

GENERAL

Equipment to be repaired by the Services' Warehouse will be tagged with a Form 14, documented in the Station Maintenance and Repair Journal, and forwarded to 3601 2nd Avenue South, during normal business hours. Contact Services's Warehouse personnel for transportation assistance.

LADDERS

Defective ladders will be tagged with a Form 14, recorded in the Station Maintenance and Repair Journal, and coordinated with the Services' Warehouse personnel for transportation and replacement.

STATION EXERCISE EQUIPMENT

For Station exercise equipment issues, submit a request for maintenance or repair via the Repairs link on the SFD InWeb and follow up with an e-mail to the Captain of Support Services.

APPARATUS BAY DOOR REMOTES

Repairs to apparatus door opener transmitters are handled by a phone call and an e-mail to the Captain of Support Services. Apparatus door opener transmitters should be left in the Watch Office. Services Division will arrange for private vendors to make the repair at the station.

STATION SECURITY SYSTEMS

Station security system issues are handled by a phone call and an e-mail to the Captain of Support Services.

REPAIR AND MAINTENANCE OF APPARATUS

APPARATUS ESO 24/7 EMERGENCY SERVICE ORDER

Monday through Friday 0000 - 2400: File an online Form 130, click on the "ESO" button. When you push the "Submit" button the reporting system automatically pages the Fleet Manager and/or his designate.

EXCEPTION: Weekends do not have standby personnel unless prearranged by the Fleet Manager and the Assistant Chief of Resource Management. Most Holiday Weekends will have a standby person. Provide a voice mail on the Fleet Manager's Office phone to assure follow up.

If the apparatus is out of quarters and access to the electronic reporting system is not directly available, notify the FAC immediately. The FAC will make the appropriate notification for assistance.

During Fleet Manager Office Hours – Fleet Manager's normal office hours are 0700-1530 hours. If you are away from quarters and the electronic reporting system notify the FAC you are out of service then use the apparatus cell phone to call the Fleet Manager's Office with the repair description, the address/location of the apparatus, and whether or not the location is blocking traffic. Submit an ESO after the fact as a follow up as soon as possible.

Weekends – If the repair requires immediate attention, the Battalion Chief will report to Deputy One who will assist Staff 10 as necessary to make the arrangements for a reserve unit. Deputy One has the authority to contact the Fleet Manager if necessary for additional assistance.

EMERGENCY TIRE REPAIR SERVICE

DURING BUSINESS HOURS

Refer to the 24/7 ESO process, above.

The Fleet Manager should dispatch tire repairs throughout the normal workday, 0700-1530 Monday through Friday.

AFTER HOURS AND WEEKENDS

Battalion Chiefs will coordinate tire repairs after-hours and on weekends. Service can be attained by calling 206-386-1162. Weekend FAS standby Servicers will have a cell phone that is forwarded from the regular hours' phone number.

Towing – Precautions should be taken to assure that a tow vehicle is absolutely necessary. The FAC will arrange for towing as necessary upon request of the appropriate Battalion Chief or above. Towing receipts or invoices will be forwarded to Services Division for processing and appropriate billing.

Note	Apparatus will be towed to the Fire Garage at 815 South Dearborn Street.

OUT-OF-SERVICE CRITERIA

General – It will be the responsibility of the Officer in charge of the Company to take the apparatus or the defective portion of the apparatus out of service if any of the deficiencies defined in this chapter are encountered.

Where a Technician conducts an evaluation of the apparatus to determine if the apparatus or a component should be taken out of service, the Technician will report the findings to the Company Officer, the Fleet Manager, either directly or via the Fire Garage Supervisor, verbally and/or in writing, with one of the following recommendations:

- The apparatus should be taken out of service.
- The apparatus may be retained in service with specified limitations.
- The apparatus should be retained in service without limitations.

In addition to the defects defined in this chapter, the Technician will include out of service criteria based on state and local regulations; specific manufacturer's recommendations; and requirements established by the Fire Department.

The apparatus will be returned to service only after the defects and deficiencies that caused the apparatus to be taken out of service have been corrected and the defective components retested to the component manufacturer's specification.

The Company Officer and/or the Technician will establish a means to immediately identify that the apparatus is out of service for any operator who might have reason to use the apparatus. In any case, out of service criteria will be reported via Emergency Service Order (ESO) to the Fleet Manager's Office using the guide set forth in the "Apparatus ESO" section above.

Out of service apparatus will be identified by one of the following means:

- Sign on the outside of the driver's door near the door handle.
- Special bag that covers the steering wheel.
- Large sign on the driver's window.
- Highly visible mechanism at the driver's position on the fire apparatus that all members of the fire department recognize as an out of service indicator.

Any Technician working on a fire apparatus will identify that a vehicle is out of service or that the apparatus is being serviced using one of the means specified above.

If a component or system on the fire apparatus is out of service (i.e., a "City service only" aerial), but the apparatus is still in service, a means will be provided on the fire apparatus by the Company Officer to immediately identify for the driver/operator which component or system is out of service.

Out of service components will be identified using both of the following:

- Distinctive color sign located on the inside of the driver's door identifying which component is out of service.
- Highly visible device provided at the component control(s) indicating that the device is out of service.

Note	Any out of service component will be noted on the Form 9 check sheet including the number from the ESO or the F130.

Driving and Crew Areas, Apparatus Body, and Compartments – The following deficiencies of the driving and crew areas, the apparatus body, and the compartments will cause the apparatus to be reported as an ESO:

- Cracked or broken windshield that obstructs the driver's/operator's view.
- Missing or broken rearview mirrors that obstruct the driver's/operator's view.
- Missing or broken windshield wipers.
- Missing or broken door latches.
- Missing or broken foot throttle.
- Broken/malfunctioning gearshift or transmission stuck in a gear.
- Loss of oil pressure in the engine.

If a seat belt is torn or has melted webbing, missing or broken buckles, or loose mountings, the following will apply:

- If it is a seat other than the driver's seat, that seat will be taken out of service.
- If it is at the driver's seat, the entire apparatus will be taken out of service.

If there are deficiencies with the following system or components, the Company Officer will report it on a F130 except those that are of an extreme nature:

- Body mounting
- Cab mounting
- Steering wheel
- Required cab instrumentation
- Defrosters

Chassis, Axles, Steering and Suspension Systems, Driveline, Wheels, and Tires – The following deficiencies of the chassis, axles, steering and suspension systems, driveline, wheels, and tires will cause the apparatus to be immediately reported as an ESO:

- When weighed in accordance with Section 16.2, the weight on the front axle, the weight on the rear axle, or the total gross weight of the fire apparatus exceeds the values shown on the vehicle weight rating label.

- Accident damage pertinent to wheels, tires, or steering.
- Tires have cuts in the sidewall that penetrate to the cord.
- Tires have a tread depth of less than 4/32 in (3.2 mm) on any steering axel or 2/32 in. (1.6 mm) on any non-steering axle at any two adjacent major tread grooves anywhere on the tire.
- Suspension components are loose, broken, or missing.
- Wheels or rims have the following deficiencies:
- Bent, broken, cracked, improperly seated, sprung, or mismatched lock or side ring(s);
- Cracked, broken, or elongated bolt holes
- Axle flanges have oil leakage.
- An axle has significant leakage from the housing.
- A steering component has leakage.

Tire emergencies –

- Punctures
- Flat or losing air
- Cuts to the cord
- Bulges, other than bumps or repairs; repair bulges greater than 3/8 in (10 mm), or bulges or knots associated with tread
- Sidewall separation

Engine Systems – The following defects and deficiencies of the engine system will cause the apparatus to be immediately reported as an Emergency Service Order:

- Engine that won't crank or start
- Engine system that has a significant leakage of oil
- Engine that is overheating
- Oil that looks to contain coolant
- Oil that is looks or smells to be diluted with fuel
- Fuel system component that has a significant leakage of fuel
- Stop-engine light that fails to turn off after engine is started
- Air filter restriction
- Fuel tank, mountings, or straps

Engine Cooling System – The following deficiencies of the engine cooling system will cause an Emergency Service Order:

- Cooling system component that has significant leakage
- Coolant that appears to contain oil
- Cooling system that exceeds maximum operating temperature
- Water pump bearing
- Cooling fan
- Coolant system components that are leaking

REPAIRS AND MAINTENANCE

Transmission and Clutch – The following defects and deficiencies of the transmission and clutch will cause the apparatus to reported as an ESO:

- Automatic transmission that overheats in any range
- Automatic transmission that has a "do not shift" light staying on
- Transmission components that have a significant leakage of transmission oil

If there are deficiencies of the following systems or components, a Form 130 will be generated:

- Clutch components
- Transmission components
- Shift linkages

Low Voltage and Line Voltage Electrical Systems – The following defects and deficiencies of the low voltage electrical system and the line voltage electrical system will cause the Officer in charge to generate an ESO:

- Ignition system that is not operational (will not start).
- Charging system that is not operating within 13.5-14.2 volts on the gauge.
- Any failure of the warning light system that creates any position around the apparatus from which no warning light is visible.
- Inoperative siren when only one siren is installed.
- Headlight(s), specifically low beam, inoperative.
- Tripping of circuit breakers (ground fault circuit interrupter [GFCI], if applicable).
- Damaged receptacles (i.e., ladder truck systems) or observed electrical shock hazard.

Note	MDC problems are to be reported to the DoIT Help Desk.

Note	Knox Key Secure failures are not an ESO and should be reported to the Captain of Services.

BRAKING SYSTEMS

Air Brake Systems – The following deficiencies of the air brake system will cause the Officer to initiate an ESO:

- Service brakes that have an air pressure drop of more than 2 psi in 1 minute for straight chassis or more than 3 psi in 1 minute for combination chassis, with the engine stopped and the service brakes released.
- Leak-down rate (time) of the applied side of the air brake that is more than 3 psi in 1 minute for straight chassis or more than 4 psi in 1 minute for combination chassis, with the engine stopped and the service brakes applied.

- Brakes that are out of adjustment.
- Braking system components that are not operational.
- Parking (spring) brake operation that does not meet parking brake tests or standards.
- Air compressor that fails to build air pressure from 85 psi to 100 psi in 45 seconds, with engine at full RPM.
- Air compressor that fails to maintain 80 psi to 90 psi pressure in the system, with the service brakes applied and the engine at idle, or air compressor that fails to fill the air system to the air compressor governor cutout pressure with the service and parking brakes released.
- Air gauge or audio low-air warning device that has failed.

If the anti-lock braking system (ABS) warning indicator indicates a problem, the Officer will generate a F130.

Hydraulic Brake Systems – The following deficiencies of the hydraulic brake system will cause the apparatus to be taken out of service:

- Brake system components that has noticeable leakage of brake fluid
- Braking system components that are not operational
- Parking (service) brake operation that does not meet parking brake tests or standards
- Brake warning light that is activated or brake pedal that falls away or drifts toward the floor when brake pressure is applied

If the ABS warning indicator indicates a problem, the Officer will report it on a F130.

Air-Over-Hydraulic Brake Systems – The requirements of the Air Brake Systems and Hydraulic Brake Systems will apply to the applicable portion of an air-over-hydraulic brake system.

Fire Pump System – The following deficiencies of the fire pump system will cause the pumping system to be taken out of service mechanical and generate an ESO:

- Pump that will not engage.
- Pump shift indicators in cab and on operator's panel that do not function properly.
- Pressure control system that is not operational.
- Pump transmission components that have significant leakage of fluid.
- Pump operator's panel throttle that is not operational.

If there are deficiencies of the following systems or components the Officer will report it on a F130:

- Pump transmission lubricant.
- Valves.
- Valve controls.
- Pump piping.
- Pressure-indicating devices.

- Water tank.
- Water level indicator.

Aerial Device Systems – The following deficiencies of the aerial device and its systems will cause the aerial device to be taken out of service and the Officer will generate an ESO:

- Power takeoff (PTO) that will not engage.
- Stabilizer system that is not operational.
- Aerial device that is not operational.
- Hydraulic system components that are not operational or have significant leakage.
- Cables that are frayed.
- Aerial device that is structurally deformed.

If there are deficiencies of the following systems or components the Officer will report them on a F130:

- Hydraulic relief valve.
- Hydraulic system components.
- Emergency hydraulic system.
- Visual and audible alarm systems.
- Aerial lighting system.
- Aerial intercom system.
- Labels or warning signs.
- Aerial water delivery system.

Non immediate repair items will be repaired during regular scheduled maintenance and should be noted on the Form 9 and submitted as a Form F130.

APPARATUS SERVICE

GENERAL INFORMATION

Requests for modifications to apparatus should be made by the Station Captain on a Form 130 and forwarded with a letter through the chain of command. The Support Services Division will evaluate these requests for feasibility. Requests made that pertain to a complete segment of the fleet (i.e., general hose bed change department wide) have to be submitted to the Logistics Committee.

All service requiring the calling of FAS shop personnel outside of regular working hours on an overtime basis will be authorized by the Fleet Manager, and then only to keep an apparatus in service that cannot be replaced by adequate reserve apparatus.

Apparatus transferred to the Fire Garage for servicing will be parked inside whenever possible. In all cases every attempt must be made to plug apparatus into shore power to keep the electrical systems in operational condition unless there is a significant electrical problem that precludes doing so. If vehicles must be left outside, they should be locked with anti-theft devices activated, if so equipped. Keys should be left in the Fire Garage Supervisor's Office.

PUSHING DISABLED VEHICLES

Fire Department vehicles including, but not limited to, engines, ladder trucks, aid/medic units, Battalion Chiefs autos, etc, with the exception of imminent personnel danger, will not be used to push or tow any vehicles.

FOLLOW UP ON REQUESTS

REPAIR STATUS (FLEETS/COMMUNICATIONS)

Members may view the status of Form 130's via the SFD Repairs web application by clicking on the Repairs tab and then the link (View Fleets and Communications Repair Requests).

REPAIR STATUS (FACILITIES)

Members may view the status of all Facilities Maintenance and Repair requests via the SFD Repairs web application by clicking on the Repairs tab and then the link (Facility Repair Requests).

Once logged into Unifier, click on the Service Requests tab (located under the Menu tab).

UNSATISFACTORY WORK

Requested work that was completed unsatisfactorily or that has not started within a reasonable time will be reported to Services Division on a memorandum.

The memorandum should include the Station repair number or Unifier S/R #, the request date, a description of the requested work, and a copy of the electronic Form 130.

CLOSURE OF A REQUEST

A work request will be closed upon performance of the following:

- Completion of the requested work.
- Cancellation of the requested work order by Support Services Division.
- Incorporation of the repair request into another service order by Support Services Division.

On a monthly basis, Station Captains will review all pending repair and/or service requests for Fleets or Communications via the link located on the SFD Repairs web application. If work is complete and satisfactory, update the Station Maintenance and Repair Journal to reflect the status of request.

SUBJECT:	TRANSFER OF APPARATUS
REVISED:	10/21/14
SEE ALSO:	N/A
PAGE(S):	4

GENERAL INFORMATION

Battalion Chiefs will coordinate the transfer of reserve apparatus via the Staffing Coordinator's Office, Staff 10.

Reserve apparatus equipment and hose will be maintained on the apparatus and used during the temporary replacement of first line apparatus.

MAJOR OVERHAUL

The Fleet Manager schedules maintenance for the Department's Fleet. Apparatus will be transferred to the shop fully loaded, unless the Fleet Manager specifies what equipment needs to be removed for a scheduled repair. The specified equipment must be removed before the apparatus is delivered to the fire garage. Removed equipment will be inventoried and kept at the base station.

The apparatus must be returned to the Base Company station to be re-equipped following a major overhaul prior to being placed in service.

TEMPORARY TRANSFER OF APPARATUS

The Form 253 - Apparatus Transfer Form will be completed each time the responsibility for an apparatus changes.

This includes transfers from:

- Unit to Unit,
- Unit to Shop,
- Shop to Unit, and
- When placed into service during multiple alarms, special events, etc.

All transfers will also be recorded in the Watch Desk Journal and includes the time, Company, and name of responsible party.

The receiving company should transfer only necessary equipment from their regular apparatus to the reserve apparatus.

The company number placards attached to the apparatus are to be transferred to the replacement apparatus.

TRANSFERRING COMPANY

The Transferring Company is required to:

- Inventory the Apparatus
- Assure that required forms, e.g. F-9, F-29, and F-130's are completed and up to date
- Complete the appropriate sections of the Form 253 for the transferring company
- Record equipment missing from the inventory on the Form 253, or attach a list to the form
- Sign the Form 253
- Fax a copy of Form 253 to the base company, Staff 10, and the base company's Battalion Chief
- The Base company keeps a copy of the Form 253 until the apparatus is returned and all equipment is accounted for

RECEIVING COMPANY

The Receiving Company is required to:

- Immediately Inventory Apparatus
- Assure that required forms, e.g. F-9, F-29, and F-130's are completed and up to date
- Complete appropriate sections for the receiving company on the Form 253 Apparatus Transfer
- Record and report any discrepancies with the transferring Company's inventory
- Sign the form accepting responsibility for the transfer and accuracy of the Form 253

If there are discrepancies the discovering Company will:

- Fax the completed form indicating the inaccuracies to 1) the transferring company; the 2) transferring company's Battalion Chief/MSO

The original completed Form 253 stays with the apparatus in the Apparatus Organizer binder until returning to the base company where it is placed in the SD-4 file when complete

RETURNING APPARATUS TO BASE STATION

The transferring Company is required to assure the apparatus is:

- Washed
- Fueled
- Forms Completed

If the apparatus is not fueled, washed, and forms completed the apparatus may be rejected until these items are completed.

MISSING EQUIPMENT

The transferring company is responsible for the inventory and will resolve the discrepancies of missing equipment by the end of the shift. Any equipment discrepancies found by the receiving company will be reported immediately to the transferring company.

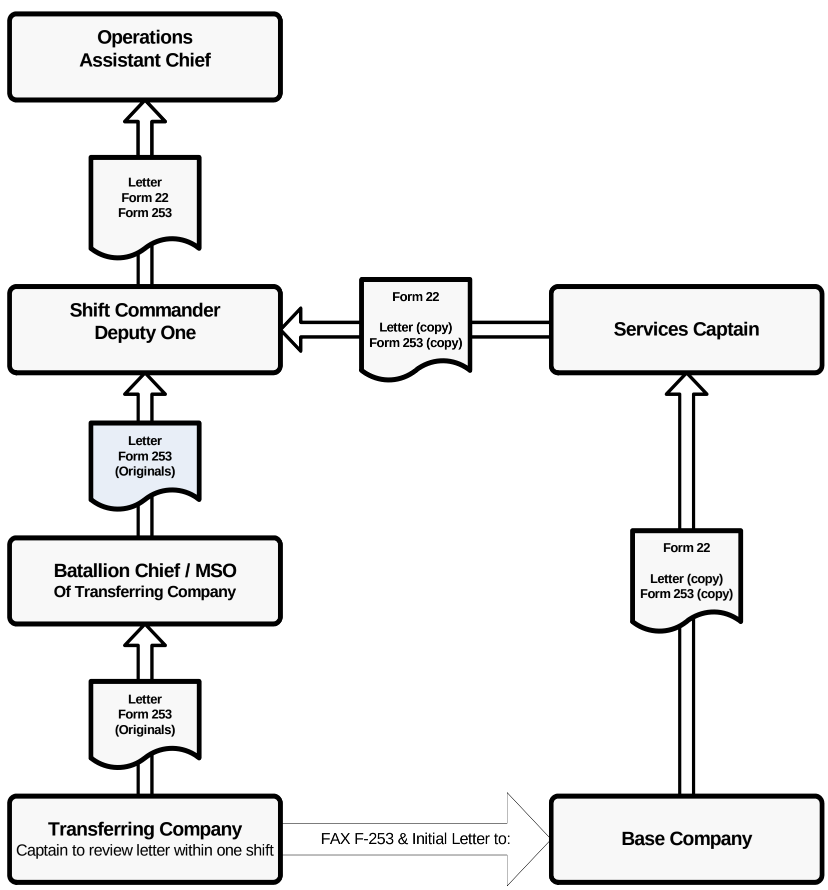
Any missing equipment will require a letter of explanation to the Assistant Chief of Operations through the chain of command.

The letter will address the situation and actions taken to locate the missing equipment and will be completed by the end of the shift. A copy of the letter will also be Faxed to the apparatus' Base Company for inclusion with the equipment replacement request.

REPLACING MISSING EQUIPMENT

If equipment is missing following a transfer, the Base Station Company Officer will complete a Form 22 Requisition and forward it to Services with a copy of Form 253 and a copy of the discrepancy letter (letter to the Chief), showing the reason for the special request. The Base Company will also fax a copy of the Form 22 Requisition and the Form 253 to the responsible Company's Battalion Chief or MSO.

PROCEDURE FOR MANAGING MISSING EQUIPMENT



SHOP TRANSFERS

Mechanics occasionally need to remove equipment from a compartment to work on the apparatus. If there are inventory discrepancies following a transfer to the shop, contact the Fleet Manager. If the Fleet Manager is unavailable, notify the fire garage supervisor.

SUBJECT:	UNIFORMS
REVISED:	10/21/14
SEE ALSO:	P-7008 Uniforms
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GENERAL INFORMATION

Articles provided by the Fire Department are the property of the Fire Department and must be returned to the Services Division upon separation.

In the case of promotion, helmets of the previously held rank may be purchased for $50.00 or must be returned to Support Services within two weeks.

Except when worn going to or returning from a tour of duty, uniforms may not be worn when off-duty, unless authorized by the Fire Chief. This includes the Class "C" uniform. Battalion Chiefs may authorize members to wear the Department uniform for specific off duty activities.

Uniform items must be approved for wear in the SFD. Services Division maintains detailed specifications for uniforms and protective clothing.

OPERATIONS PERSONNEL

Operations personnel are required to obtain and maintain two classes of uniforms: Class A, Class B, plus emergency response equipment. The Class C uniform is optional. This section outlines the particulars of each class of uniform, what equipment members must acquire, and what equipment the Department provides.

Company Officers must ensure that members of their assigned unit are similarly dressed when out of quarters.

Members will report for duty in Class "B" uniform at 0800 hours.

REQUIRED UNIFORMS AND SAFETY EQUIPMENT

Uniformed members of the Department will have the following.

REQUIRED UNIFORMS	
Dress Uniform Coat (Recruits should wait to purchase the dress uniform coat until the completion of their one year probation)	1
Uniform Cap	1
Class B Uniform Shirts	2
White Shirt	1
Black Socks	2 pair
Black Belt	1
Black Tie	1

PROVIDED SAFETY EQUIPMENT	
Protective Shoes	1 pair
Turnout Boots	1 pair
Turnout Trousers w/suspenders	1 pair
Turnout Coat	1
Class B/C Trousers	2 pair
Helmet	1
Work Gloves	1 pair
Flashlight	1
Fire resistive protective hood	1
SCBA face piece	1
Approved fire resistive jumpsuit (HazMat/Decon, FMO, FIU, Marine and Technical Rescue only).	1

FIREFIGHTER, LIEUTENANT, CAPTAIN

CLASS A UNIFORM

Class A uniforms are worn anytime a member represents the Department in a formal business/professional setting, where a formal appearance is indicated, e.g. graduation and promotional ceremonies, funerals, parades, etc. In addition, the Fire Chief may authorize and/or designate specific occasions when the Class A uniform may be worn.

Class A uniform for Firefighter, Lieutenant and Captains include dress uniform cap, black dress uniform coat, Figure 1, black dress uniform trousers, black tie, black belt, black socks, black shoes, a white non-oxford shirt, name tag and badge.

Figure 1 – Class A coat for Firefighters, Lieutenants and Captains.

CLASS A COAT

The jacket is a “navy blue”, Naval Officer, double-breasted style coat, Figure 1. The dress uniform coat must be buttoned when worn. Plain black dress shoes may be worn for formal occasions. However, Department provided protective work shoes are required at all other times.

Fabric Description –

- Material - 386/16 Metcalf serge or 8250-561 Raeford
- Weight - 16 oz. per square yard
- Finish - serge
- Blend - 100% wool
- Color - Navy blue 3346
- Shrinkage - not to exceed 1%

Coat Construction –

- Basic material to conform to Type 1, Class 2 or 3 of Mil-C-823.

- The coat must bear a label indicating the genuineness of the material and theme of the retailer.
- Coat measurements will comply approximately with Mil-C- 29106A (except for weight of material will be as specified in Fabric Description section.

Coat style –

- Naval Officer
- Double breasted
- Three buttons to button
- Left front buttons to have eyelets for buttons
- Right front buttons to be sewn on

Pockets –

- One (1) outside breast pocket, sewn down
- Two (2) shirt pockets, welt style, sewn down
- One (1) inside right breast pocket

Note	Members are allowed the option of having a maximum of two (2) darts on the back of the uniform coat.

Striping And Service Cross Placement

Figure 2 – Officers' sleeve striping will be the best quality gold or silver wire thread lace; or nylon thread lace. Firefighters striping will be Rices #024 Copen Blue.

Striping – Firefighters stripes will be Copen Blue, Lieutenant and Captain's will be the best quality silver wire thread lace or nylon thread lace.

The lower edge of stripe will start two-and--three- quarter-inches (2-3/4″) from bottom of sleeve, and the distance between stripes will be one-quarter-inch (1/4″) except wherever a single stripe is worn it will be three-and-one-half inches (3-1/2″) from bottom of sleeve, Figure 2.

Sleeves will not be creased in order to prevent damage to the fabric of the stripes.

Service Crosses – One cross will be added for each increment of 5–years of service with the SFD. A service cross, matching the material and color of the stripe, will be arranged on the right sleeve as follows:

- Service crosses will be placed one-half inch (1/2”) above the uppermost stripe, centered horizontally, a one-inch (1") high silver threaded anchor will be placed on the left sleeve
- Rows of crosses will be spaced one-half-inch (1/2”) apart, vertically.
- Crosses will be arranged three-sixteenth inch (3/16”) apart, horizontally
- There will be a maximum of five (5) crosses in one row. Additional crosses are to be centered above the lower row

Note –	Chaplains will not wear Service Crosses.

CLASS A TROUSERS

The trousers are “mil-spec” Naval dress style.

Fabric description –

- Material - 55% Dacron 45% Wool Gabardine
- Color - Black

Construction –

- L8800X Mil-spec trouser

WHITE SHIRT

A white, smooth finish, dress shirt in either long or short sleeve. No button-down collars, collar insignias, or shoulder patches may be worn.

Fabric Description – Shirts are to be made of quality white cotton broadcloth or similar opaque material. The use of lightweight, semi-transparent material will not be permitted.

Long Sleeve Shirts – Long sleeve shirts will have one or two breast pockets without flaps. Cuffs will be plain barrel or convertible type. These shirts will carry no collar insignia or shoulder patches.

- No button down collars are allowed.
- When the shirt is worn outside of the station, the dress uniform coat will be worn

Short Sleeve Shirts – Shirts will have one or two plain unpleated breast pockets without flaps. Shirts will be tailored so the sleeve extends approximately to the inside bend of the elbow. These shirts will carry no collar insignia or shoulder patches.

- No button down collars will be allowed. When the shirt is worn outside of the station, the dress uniform coat will be worn
- The choice between long or short sleeved white shirts is discretionary with the individual

Figure 3 – Class A Cap for Firefighters, Lieutenants and Captains.l

DRESS CAPS

Dress caps will be in a Naval Officer style with detachable top in navy blue with adjustable double straps one half-inch (1/2″) in width on the headband, Figure 3.

- Firefighters wear a black patent leather strap;
- Lieutenants, Captains, Fireboat Engineers and Fireboat Pilots wear silver straps.
- The double straps will be attached with brass eyelets at each end and two keepers held by two silver buttons.
- Protective cap covers must match the material in the dress uniform coat as close as possible. When worn, cap covers may not conceal the cap badge. Clear plastic covers are not allowed.

BELTS

Black, smooth-finished leather, or basket weave style, not to exceed one and three-fourth inch (1-3/4″) nor be less than one and one/fourth inch (1- 1/4″) in width.

BUCKLES

Buckles are of a size in proportion to the belt, plain in style (except as noted below) unless approved by the Chief of the Department.

The Medic I style buckle presented to paramedics.

The 1-7/8″ X 2-1/2″ buckles available from Kroesen's.

The 1-7/8″ x 2-1/2″ buckle available from Local #27.

TIE

Ties must be black, self-tying or four-in-hand, silk or other suitable material, not more than four inches (4") at widest point, and approximately 47" or more in length.

WORK SHOES

Work shoes are provided by the Department and are worn on formal occasions with the Class "A", e.g. funerals, court appearances, public speaking engagements, etc. A regular plain toed black dress shoe may be worn with Class "A". Fancy or unusual styles are not approved.

Members donning full protective clothing gear for emergency responses will place their Department-issued safety shoes aboard the apparatus before responding.

SOCKS

Black or navy blue socks. White socks may be worn with station shoes that is greater than 5″ tall.

CLASS B UNIFORM

Figure 4 – Class B Shirt

The Class B uniform, Figure 4, is the station work uniform and will be worn 0800 hours to 2200 hours except when doing “hands-on” type drilling or working out.

The Class B uniform includes a navy blue Class B shirt, navy blue Nomex trousers, black uniform belt, black or navy blue socks, and safety shoes.

CLASS B SHIRT

Firefighters, Lieutenants, and Captains will have permanent military creases front and back, epaulets, and a maximum of 2 darts on the back. They must have shoulder patches placed 3/4″ below the seam on both shoulders, and cloth name tags 1/2″ above/centered over the right chest pocket.

Officers will wear collar insignia and badges. Collar insignia are placed on both collars 1/4″ from the leading edge and centered top and bottom and may be metal or embroidered in style

Badge holders are centered 1″ above the left chest pocket.

Badges for Firefighters are optional.

Class C “T” shirts may be worn under Class B uniform shirts.

Fabric Description –

- Weight - 4.78 oz. per square yard

- Weave - Oxford
- Finish - Pre-crude permanent press
- Blend - 65% polyester/35% cotton
- Color - Navy Blue
- Shrinkage - not to exceed 3%
- Color Fastness per American Association of Textile Chemists and Colorists: Light (AATCC 16E-1978) and will meet 40 AFU Step 4. Laundering: AATCC 61-1975 with rating of 3, crocking AATCC 8-1977 with rating of 3.

Construction –

- Collar: Dress Convertible 3-1/2″ Points
- Shoulders: Yoke and shoulder seam stitched and turned
- Sleeves: Short Sleeve (Set-in)
- Cuffs: Hemmed
- Front: Seven Button Front, no covered buttons, two breast pockets
- Back: One or two piece yoke style. Extra long tail
- Buttons & Zippers: Buttons-Dress, Color-Smoke, or matching, unbreakable
- Pattern: Slight taper at waist for slim appearance
- Seams & Stitching: Single needle-sew and serge safety stitch
- Thread: Spun Dee 100% Polyester or Polycore 70/2
- Bar Tacks: At all points of strain
- S.F.D. Patches

Note	Members are allowed the option of having a maximum of two (2) darts on the back of the uniform shirt.

CLOTH NAME TAG

A cloth name tag will be permanently stitched on the jacket, centered 1/2″ above the left breast flap. The tags will be five and one-half inches (5-1/2″) in length with one-half inch (1/2″) capital block letters. The name will be last name only with no initials. Officers will have their rank abbreviated preceding their last name in letters of the same size (Lt., Capt., Engr., Pilot, Batt. Ch., Dep. Chief., Asst. Ch. or Ch.)

Fabric – Cotton Blend Twill material, and the same background color as the shirt or jacket fabric.

Letters – White shiny-finished Rayon thread for members holding the rank of Captain or below.

Gold shiny-finished Rayon thread for Chief Officers.

Threaded Border – White shiny-finished Rayon thread for members holding the rank of Captain or below.

Gold shiny-finished Rayon thread for Chief Officers.

Backing – White Rayon felt backing for members holding the rank of Captain or lower.Here is the text....

Figure 5 – Collar Insignia

COLLAR INSIGNIA

Captains will wear two (2) metal bars, miniature military type, chrome or rhodium plated, each bar three-fourths inch (3/4″) long and one fourth inch (1/4″) wide, curved with beveled edges, Figure 5. Fastener to be clutch-pin type.

Fireboat Engineers will wear ships' propellers, chrome or rhodium plated, seven-eight inch (7/8″) in diameter, with clutch-pin fastener. The propellers will be centered on the collar one-inch (1") from the tip of the collar.

Fireboat Pilots will wear ships' wheels, chrome or rhodium plated, seven-eight inch (7/8″) in diameter, with clutch-pin fastener. The wheels will be centered on the collar one inch (1") from the tip of the collar.

Lieutenants will wear one (1) metal bar, miniature military type, chrome or rhodium plated, three-fourths inch (3/4″) long and one-fourth inch (1/4″) wide, curved with beveled edges. Fastener will be clutch-pin type.

Paramedics will wear Service Medic Caduceus, metal chrome- plated (silver filled) one-inch (1") in height and one-and-one- fourth inches (1-1/4″) wide, with clutch-pin fastener. The caduceus will be centered on the collar with the bottom of the caduceus pin located three-fourths inch (3/4″) from the tip of the collar.

Dispatchers will wear sparks chrome or rhodium clutch-pin fastener.

Collar insignia will be located on the collar as shown in the illustration, Figure 5.

SHOULDER PATCHES

Shoulder patches will be standard Fire Department patches. Patches will be centrally located on both sleeves of the dress uniform coat, black uniform shirt, Chief's Class B short sleeve uniform shirt, Class “C” uniform shirt, coveralls, and the all weather jackets. The top of the patches will be three-fourth inch (3/4″) below shoulder seams. Patches will be attached to garments with invisible stitching using black thread.

Firefighter, Lieutenant, Captain, Fireboat Engineers, and Fireboat Pilot shoulder patches will have silver thread lettering and insignia.

Battalion Chief, Deputy Chief, Fire Marshal, Assistant Chief, Fire Chief, and Chaplain shoulder patches will have gold thread lettering. No other patches are authorized to be worn on the Class B uniform shirt.

NAMEPLATES

Plastic nameplate, three inches (3") by three-quarter inch (3/4″), black with one-quarter inch (1/4″) white letters and clutch back will be standard Department issue. Members first two initials and last name will be engraved on the nameplate. Nameplate will be secured to garment as shown in the illustrations in Appendix 6.1 a., 6.1 b., and 6.2.

Officers will have their rank displayed on their nameplate. The letters will be one-half (1/2) the size of the letters used in the name and will be centered below the name (Rank will be spelled in full.)

- Members of the Department who have been certified as Paramedics are authorized to have the words, FIREFIGHTER/PARAMEDIC added to their nameplate if they desire. The letters in the words, FIREFIGHTER /PARAMEDIC will be one-half (1/2) the size of the letters used in the name, and the words will be centered below the name.

Members of the Department are authorized to have the letters EMT added to their nameplate if they desire. The letters, EMT, will be one-half (1/2) the size of the letters used in the name and will be centered below the name.

TROUSERS

Made of Nomex, considered safety equipment, and are provided by the Department. Nomex pants are on a two year replacement cycle. If replacement is needed within that time-frame, a Battalion Chief or higher needs to inspect the item and send an e-mail to the Services Lieutenant describing the need for replacement for that member. The member then needs to submit a CHIT. The member can also bring the item to the Commissary and have it inspected by Services personnel for replacement.

BELT

Black, smooth-finished leather, or basket weave style, not to exceed one and three-fourth inch (1-3/4″) nor be less than one and one/fourth inch (1- 1/4″) in width.

BUCKLE

Size to be in proportion to the belt, plain in style (except as noted below) unless approved by the Chief of the Department.

- The Medic I style buckle presented to paramedics
- The 1-7/8″ X 2-1/2″ buckles available from Kroesen’s
- The 1-7/8″ x 2-1/2″ buckle available from Local #27

SOCKS

Black or navy blue socks. White socks may be worn with foot wear that is greater than 5″ tall.

SAFETY SHOES Work shoes are provided by the Department. Station shoes are on a two year replacement cycle. If replacement is needed within that time-frame, a Battalion Chief or higher needs to inspect the item and send an e-mail to the Services Lieutenant describing the need for replacement for that member. The member then needs to submit a CHIT. The member can also bring the item to the Commissary and have it inspected by Services personnel for replacement.

CLASS C UNIFORM

The Class C uniform consists of an approved T-shirt, Figure 6, Navy blue Nomex trousers, black belt, black or navy blue socks and black safety shoes. White socks may be worn with foot wear that is greater than 5″ tall.

The Class C uniform may be worn between 2200 hours and 0800 hours, while drilling, performing maintenance, or working out.

Figure 6 – Three inch left chest logo with rank and name on the right for optional Class C uniform shirt.

CLASS C SHIRT Station/Company Special Unit Logo T-shirt Specifications:

(Optional Purchase)

T-shirts will equal or approximate specifications:

- Crew neck type t-shirt.
- Navy blue in color.
- Cotton or cotton/polyester blend.
- A 3-inch Maltese cross over the left breast with APPROVED inscription
- The name of the member must be embroidered on the right chest with 3/8″ letters, in all capital san serif style. The name will use white type for Firefighters, Lieutenants and Captains. Rank for Officers must precede the member's name using the Lt., Capt., Eng., Pilot, Batt. Ch., Dep. Ch., Asst. Ch. or Chief rank abbreviations.

Class C and Sweatshirt Back.

Figure 7 – Class C and Sweatshirt require Seattle Fire Dept.placard.

- The t-shirt will have SEATTLE FIRE DEPT. on the back, Figure 7. The printing will be of white contrasting letters. The lettering will be in Centurion bold font capital letters. SEATTLE uses 1½ inch letters and FIRE DEPT. uses 1 inch letters. SEATTLE will be position in an arc above FIRE DEPT.

Members wishing to submit Station/Company Special Unit t-shirts for approval should submit a sample shirt with specifications and information on cost and availability to the Assistant Chief of Resource Management. Final approval of all proposed t-shirts will be by the Chief of the Fire Department.

SWEATSHIRT

(OPTIONAL PURCHASE)

The sweatshirt, Figure 8, may be worn in the Station between 0800 hours and 2200 hours. It may be worn out of the Station between 2200 hours and 0800 hours.

Figure 8 – Optional Sweatshirt with 3″ unit logo on left and member name with rank on the right.

Fabric Description –

- Weight - 17 oz. per square yard for body, 11 1/4 oz. per square yard for collar.
- 90% cotton and 10% acrylic (fleece side only) for body. FR-7A cotton denim or v-collar and 11 1/4 oz. per square yard
- Color - navy blue
- Shrinkage - not to exceed 6%
- Color Fastness - Per American Association of Textile Chemists and Colorists: Laundering AATCC 61-1975 with a rating of 3. Light (AATCC 16E-1978) and will meet 40 AFU Step 4. Crocking (AATCC 8-1977) with a rating of 3

Construction –

- Rib knit will be 4" long on both sleeves and at the waist.
- Zipper to be No. 5 brass, safety tape, and double cam lock.
- Shirt emblem must be durably affixed to the sweat-shirt as required (see Appendix 6.11).
- Emblems must be urethane-backed.
- Emblems must be heat-set and stitched to the sweatshirt to allow for knit characteristics.
- Stitching must be Federal Stitch #512 and seam type Ssa-2

Figure 9 – Mock Turtleneck, Navy for Firefighters, Lieutenants and Captains; white for Medics and Chiefs.

MOCK TURTLENECK

May be worn under Class B shirt or sweatshirt, Figure 9.

Fabric Description

- Material -100% combed cotton interlock or 60% cotton 40% polyester blend
- Finish - Rib knit neck and cuffs
- Color - Navy

Construction –

- No pockets
- "SFD" logo embroidered on collar, ½" white thread.

COMMANDO SWEATER

(OPTIONAL PURCHASE)

Sweaters may be worn by members of the Department with the Class B uniform.

Sweaters must be maintained clean, free from the need of repair and presentable at all times.

Sweaters will have Department shoulder patches and rank emblems affixed.

Sweaters may be worn on Company or individual inspection tours with the class B.

Sweaters may be worn by individuals involved in apparatus transfers, mail runs, or other related duties.

The Commando sweater will not be worn as a replacement for the dress uniform coat in those situations requiring a more formal uniform appearance (court, funerals, public speaking engagements, etc.).

Fabric Description –

- Material - washable wool/polyester blend.
- Finish - rib knit.
- Color - black.
- Inner liner - optional.

Construction –

"V" neck.

- No pockets.
- Epaulets, with "SFD" logo buttons affixing the free end to the garment.
- Patches at the elbow and collar yoke, black in color and made of oxford finish fabric.
- Badge tab, required for Officers and optional for Firefighters, will be made of the same fabric as the elbow patches and epaulets. The badge tab will be affixed on the left breast, at pocket level.

SFD shoulder patches on each sleeve centrally located. Top of the patches will be sewn ¾" below shoulder seam. Patches will be attached to garment with invisible stitching.

BASEBALL CAP

(OPTIONAL PURCHASE)

Figure 10 – Baseball Cap.

Fabric Description –

- Blend - 50% polyester/50% cotton bounded with a polyfoam.

- Style - #60001200 K-Products adjustable foam bonded cap or equivalent (mesh-type caps not allowed).

Construction –

- Cap emblems for Chiefs will have gold thread and lettering and Fire Department insignia.
- Cap emblem for Captain and below will have silver thread lettering and insignia

WATCH CAP

(OPTIONAL PURCHASE)

May be worn during Cold Weather Procedures, Figure 11.

Figure 11 – Cold Weather Watch Cap with 3 ½″ Department Patch.

Fabric Description –

- Blend - 100% Acrylic
- Style - Wigwam F4703, 2 ply thermal knit cap with 3 dimensional knit pattern
- Color - Navy

Construction –

- Cap emblems for Chiefs will be 3 ½″ and have gold thread and lettering and Fire Department insignia.
- Cap emblem for Captain and below will be 3½″ and have silver thread lettering and insignia

COVERALLS

(OPTIONAL PURCHASE)

Coveralls will not be worn on fire responses, whether under full protective clothing or otherwise, unless constructed of certified flame retardant material; i.e., Nomex, etc. Coveralls are on a two year replacement cycle. If replacement is needed within that time-frame, a Battalion Chief or higher needs to inspect the item and send an e-mail to the Services Lieutenant describing the need for replacement for that member. The member then needs to submit a CHIT. The member can also bring the item to the Commissary and have it inspected by Services personnel for replacement.

Fabric Description –

- Weight - 8 oz. per square yard.
- Weave - twill.
- Finish - pre-cure with a means for imparting a permanent crease.
- Blend - 65% polyester/35% cotton, 100% pre-shrunk certified flame retardant cotton or Nomex III.
- Color - navy blue.
- Color Fastness - Per America Association of Textile Chemists and Colorists: Laundering (AATCC 61-1975) with a rating of 3. Light (AATCC 16E-1978) and will meet 40 AFU Step 4. Crocking (AATCC 8-1977) with a rating of 3.

Construction –

- Collar: Coat style notched lapel.
- Sleeves: Raglan, long.
- Cuffs: Shirt style, bell sleeve-double snaps.
- Front: Fly front with protective fly.
- Back: Plain.
- Pockets: Double reinforced w/snaps 6" wide - 7" deep or self- material pocketing.
- Buttons & Zippers: Snap at waist and neck, two-way zipper front.
- Pattern: Uniform style, moderate trim legs.

Seams & Stitching: Subject to Fire Department approval.

ALL WEATHER JACKET

(OPTIONAL PURCHASE)

Figure 12 – The All Weather Jacket.

Jackets approved for use prior to February 7, 1992, will be allowed to continue to be worn until they are in need of replacement.

Fabric Description –

- Material - Nylon duck 100% nylon, 66x40 pick, 200x430 Denier, waterproof, Tapable, 1 oz. Urethane coated, Stain proof, H.T. Teflon Coating.
- Lining - 100% 160x90 nylon with zip-in liner of 100% 160x90 nylon face to face.
- Insulation - 100% Dacron Polyester at 10.7 oz. per square yard quilted with a 3x3" Diamond Quilting.
- Color - navy blue.
- Weather Proofing - Waterproof, Stain proof for 20 washings with all seams sealed.

Construction –

- Collar will be of same fabric as outer shell.
- Width of collar will be approximately 4". Hood zips into the collar with two snaps at collar front to hold near the face, with draw-cord to cinch at face with rain-guard brim to keep rain away.
- Exterior shell - with cape sewn to cool maximum mesh. Cuffs with gussets and Velcro, two exterior storm-files and an inner fly for protection from the zipper. Waist tunnel to cinch in for protection.
- Edges and seams are double-stitched or surged. Top-stitching is needed for added durability. All seams are sealed, all emblems are seam-sealed.

Liner has one inner pocket at the chest and storm belt of nylon elastic and snap closure. Liner is completely bound of self fabric and zips.

- Thread: Spun Dee 100% Polyester or polycore thread equal in weight to 50/3.
- Pencil Compartments: Left shoulder - double compartment.
- Linings: One-half inside back patch style pockets.
- Bar Tacks: All points of strain.
- Waistband: Sewn-in elastic for trim fit.
- Belt: N/A.
- Crotch: Smooth serged reinforced.
- Legs: Hemmed Bottom. No cuff.
- Watch Pocket: None.
- Department shoulder patches.
- A snap tab will be provided at the back of the neck and at the cuff to hold the liner in the jacket.
- Pockets, two zippered chest pockets, one on right shell and one in left chest lining. Two lower cargo rain protector pockets with flap sewn as part of the pocket so that when folded down, water cannot enter. These pockets have pocket warmers with side entries with heavy fleece inside for warmth.

Reflective Striping –

- To be one inch (1") Scotchlite brand F.E.A. 86-30 silver, permanently stitched to the jacket.
- Reflective striping on Chief Officers' coats is optional.
- Personnel requiring the wearing of a coat badge will have a metal badge holder or metal eyelets installed on the left breast pocket.

Shoulder patches will be standard Fire Department patches. Patches must be centrally located on both sleeves of the foul weather coat. The top of the patches will be sewn three-forth(3/4″) of an inch below shoulder seams. Patches must be attached to garments with invisible stitching using black thread.

SURVIVAL COAT

(OPTIONAL PURCHASE)

For the MERT, the Survival Coat is an optional purchase. The U-VIC Thermofloat Cold Water Survival Coat (Style #1661), manufactured by Mustang Sportswear Inc., is approved for use by personnel assigned to the MERT.

- The coat must be navy blue in color.
- Reflective striping to be one inch (1") Scotchlite brand F.E.A. 86-30 silver, permanently stitched to the jacket.
- A cloth name tag will be permanently stitched on the jacket, centered 1/2″ above the left breast flap.

- Approved Department shoulder patches will be attached.
- Personnel requiring the wearing of a coat badge, must have a metal badge holder installed over the left breast pocket.
- Use of the flotation coat is the same as for the all weather jacket.

RAINCOAT

(OPTIONAL PURCHASE)

Raincoats are a optional purchase and will be general dress style coat with no belt or shoulder straps.

Material –

- All cotton, Dacron, nylon or other synthetic or a combination of cotton and synthetic. Material in coat must be dull or medium sheen black finish. Sleeves to be set-in or raglan style. Fly or button front. Notched or plain collar. Unusual styles and coats made of high sheen materials, plain or transparent plastic or rubber are not acceptable.
- Fire Investigation Unit Plain Clothes Identification Coat Specifications/ STYLE #H150 CLASSIC HIDDEN AGENDA ID Jacket.

Fabric description and specifications of materials –

- The shell fabric material is polyester/combined cotton poplin. Teflon water and stain repellent finish with an original spray.
- The lining material is 2-ply nylon or (160x90) single-ply nylon with a water repellent finish.
- The exterior shell will be black in color.
- Jacket cleaning can be accomplished by washing or dry cleaning.

Construction –

- The fronts, collar and pocket facings are interfaced with a non-woven material.
- The front zipper will be a #5, 2-way heavy duty Delrin separating zipper.
- There will be two large slash handwarmer exterior pockets that are constructed from the shell material.
- The sleeves will be finished with knit wristlets of stretch nylon. Oversized shoulder pads are provided to give the jacket a neat and well constructed appearance.
- The jacket will have three hidden ID panels. A left breast panel, a right breast panel and a panel across the back. When concealed from public view, all pull down panels will be folded up into the jacket and held in place by velcro sets. The right breast ID pull down panel measures approximately 7.5" wide x 4" long. The left breast ID pull down panel measures approximately 4" wide x 6" long. The back pull down flap measures approximately 16" long x 5" wide. The right and back ID panels will be affixed to the coat with #3 YKK interchangeable zippers so they can be removed for easy cleaning. The front and rear of

the jacket will have rain shed yokes with a 2" turn up design so to conceal the hidden panels when they are not being displayed.

Panel displays –

- The left front pull down will have a SFD baseball hat patch sewn onto it. The right front panel will have FIRE centered in print above INVESTIGATOR. The back panel will have MARSHAL printed onto it. All lettering will be white and professionally printed in Roman Block styling. The spacing, centering and size of the lettering will be adjusted by the manufacturer in order to effectively utilize the available space and offer a professional appearance.

ACCESSORIES

BELTS Black, smooth-finished leather, or basket weave style, not to exceed one and three-fourth inch (1-3/4″) nor be less than one and one/fourth inch (1- 1/4″) in width.

BUCKLES Buckles are of a size in proportion to the belt, plain in style (except as noted below) unless approved by the Chief of the Department.

The Medic I style buckle presented to paramedics.

The 1-7/8″ X 2-1/2″ buckles available from Kroesen's

The 1-7/8″ x 2-1/2″ buckle available from Local #27.

TIE Ties must be black, self-tying or four-in-hand, silk or other suitable material, not more than four inches (4") at widest point, and approximately 47" or more in length.

WORK SHOES Work shoes are provided by the Department.

Members donning full protective clothing gear for emergency responses will place their Department-issued safety shoes aboard the apparatus before responding.

SOCKS Black or navy blue. White socks may be worn with footwear that is greater than 5″ tall.

BADGES

Members will wear badges with Class B shirts. Badges are required on the following uniforms for all ranks except Firefighter: Class A jacket, foul weather jacket when badge holder is available, and commando sweater.

Administrative, FIU, and FMO personnel will be allowed to wear their badges on a belt badge holder.

Badges may be worn on the Class C uniform shirt.

A letter of explanation regarding missing badges with a requisition for replacement must be forwarded to Human Resources.

ANTIQUE BADGES

Antique badges are to be returned upon promotion, resignation, or retirement, so that the badges can be restored and displayed by the Department.

The following are images of antique badges:

CENTENNIAL/MILLENNIAL BADGES

Fire Department personnel who purchased Centennial or Millennial badges, year 1989, will be allowed to wear them for the remainder of their career, or until they are promoted. As members are promoted, they will retire their Centennial badges and be issued a standard Fire Department badge for their new rank. Centennial Badges that are lost will not be replaced by the Department.

Centennial badges are personalized with the member's Injury/Illness number. Only that member may wear that badge.

RETIREMENT PATCHES

Retirement patches may be purchased from Kroesen’s, and worn with Class A Uniform.

The following are images of retirement patches:

CHIEF OFFICERS

CLASS A UNIFORM

Class A uniforms are worn anytime a member represents the Department in a formal business/professional setting, where a formal appearance is indicated (e.g. graduation and promotional ceremonies, funerals, parades, etc.). In addition, the Fire Chief may authorize and/or designate specific occasions when the Class A uniform may be worn.

Dress uniform cap, black dress uniform coat, black dress uniform trousers, black tie, black belt, black socks, and black shoes.

Chief Officers have patches with gold lettering and design.

Figure 13 – Class A Jacket for Chief Officers and Chaplains

JACKET

The jacket is a black, Naval Officer, double-breasted style coat. A maximum of 2 darts are allowed on the back. The Dress Uniform Coat must be buttoned when worn. Plain black dress shoes may be worn for formal occasions, Department provided protective work shoes are required at all other times.

- Jacket Adornment - The SFD patches and nameplate for the jacket are applied as shown in Figure 1. Figures 2 and 3 illustrate sleeve-ranking stripes and Service crosses.
- Chief Officers wear metal insignias on lapel of jacket in addition to the uniform described above.
- Battalion Chiefs and above will have brass name-plates, three inches (3") by three-quarter inch (3/4″) with black letters and clutch plate. Top line will have rank spelled out in full. Second line will have first two initials and last name. All letters will be one-quarter inch (1/4″) high.

CHIEF OFFICERS

- Shoulder Patches - The approved shoulder patch are centered on sleeves ¾″ below shoulder seam. Chief Officers have patches with gold lettering and design. All others use white lettering and design.

LAPEL INSIGNIA

Chief of the Department will wear 5 crossed bugles as issued by the Department.

Assistant Chief and Fire Marshal will wear 4 crossed bugles as issued by the Department.

Deputy Chiefs will wear 3 crossed bugles as issued by the Department.

Battalion Chiefs will wear 2 crossed bugles as issued by the Department

SERVICE CROSSES

One cross will be added for each increment of 5–years of service with the SFD. The crosses must match the material and color of the stripe, and be arranged on the right sleeve. The maximum of five (5) crosses in one row populate one row. Additional crosses are centered above the row below ½″ apart vertically. The first row of crosses are located ½ inch above the sleeve braid, spaced 3/16″ inches

SLEEVE STRIPES

GOLD	
Chief of Department	One 1″ & three ½″
Asst. Chief	One 1″ & two ½″
Deputy Chief	Two ½″ & one ¼″
Battalion Chief	Two ½″

WHITE SHIRT

A white, smooth finish, dress shirt in either long or short sleeve. No button-down collars, collar insignias, or shoulder patches may be worn.

Fabric Description – Shirts are to be made of quality white cotton broadcloth or similar opaque material. The use of lightweight, semi-transparent material will not be permitted.

Long Sleeve Shirts – Long sleeve shirts will have one or two breast pockets without flaps. Cuffs will be plain barrel or convertible type. These shirts will carry no collar insignia or shoulder patches.

- No button down collars are allowed.
- When the shirt is worn outside of the station, the dress uniform coat will be worn

Short Sleeve Shirts – Shirts will have one or two plain unpleated breast pockets without flaps. Shirts will be tailored so the sleeve extends approximately to the inside bend of the elbow. These shirts will carry no collar insignia or shoulder patches.

No button down collars will be allowed. When the shirt is worn outside of the station, the dress uniform coat will be worn

TROUSERS

Black Wool or Black Nomex, as provided by the Department.

BELTS Black, smooth-finished leather, or basket weave style, not to exceed one and three-fourth inch (1-3/4”) nor be less than one and one/fourth inch (1- 1/4”) in width.

BUCKLES Buckles are of a size in proportion to the belt, plain in style (except as noted below) unless approved by the Chief of the Department.

The 1-7/8” x 2-1/2” buckle available from Kroesen’s.

TIE Ties must be black, self-tying or four-in-hand, silk or other suitable material, not more than four inches (4") at widest point, and approximately 47" or more in length.

WORK SHOES Work shoes are provided by the Department and are worn on formal occasions with the Class “A”, e.g. funerals, court appearances, public speaking engagements, etc. A regular plain toed black dress shoe may be worn with Class “A”. Fancy or unusual styles are not approved.

SOCKS Black or navy blue. White socks may be worn with footwear that is greater than 5” tall.

DRESS CAPS Chief Officers caps are white with black bill. The head band strap and buttons are gold. They will be attached with brass eyelets at each end and two keepers held by two silver buttons.

Protective cap covers must match the material in the dress uniform coat as close as possible. When worn, cap covers may not conceal the cap badge. Clear plastic covers are not allowed.

CLASS B UNIFORM

Figure 14 – Class B shirt for Chief Officers.

The Class B uniform for Chief Officers will be worn 0800 hours to 2200.

CHIEF OFFICERS

Acting Battalion Chief's must wear approved Chief Officer's Class B uniform.

The Class B uniform includes a white non-oxford shirt, Figure 14; black Nomex or wool trousers, black uniform belt, black socks, and black safety shoes. White socks may be worn with foot wear that is greater than 5" tall. Dress uniform cap is optional.

WHITE SHIRT White, non-oxford, smooth finish uniform shirt with two pleated breast pockets with flaps that button or velcro close, shoulder epaulets, shoulder patches, collar insignias, nameplate and badge.

SHORT SLEEVED, CHIEFS' CLASS B: The light weight "Flying Cross" DURO POPLIN (65% Dacron Polyester; 35% cotton) shirt.

The name plate, collar insignias and badge will be of metal. The collar insignias will be red in color and the name plate brass in color.

COLLAR INSIGNIA Chief of the Department will wear 5 crossed bugles as issued by the Department.

Assistant Chief and Fire Marshal will wear 4 crossed bugles as issued by the Department.

Deputy Chiefs will wear 3 crossed bugles as issued by the Department.

Battalion Chiefs will wear 2 crossed bugles as issued by the Department.

TROUSERS Black wool or Nomex® trousers, as provided by the Department.

BELTS Black, smooth-finished leather, or basket weave style, not to exceed one and three-fourth inch (1-3/4") nor be less than one and one/fourth inch (1- 1/4") in width.

BUCKLES Buckles are of a size in proportion to the belt, plain in style (except as noted below) unless approved by the Chief of the Department.

The 1-7/8" x 2-1/2" buckle available from Local #27.

TIE Ties must be black, self-tying or four-in-hand, silk or other suitable material, not more than four inches (4") at widest point, and approximately 47" or more in length.

Black tie will be worn anytime a member represents the Fire Department at meetings or events where there are people who are not Fire Department members.

The tie will be optional at any other time.

WORK SHOES Work shoes are provided by the Department.

SOCKS Black or navy blue. White socks may be worn with footwear that is greater than 5" tall.

CLASS C UNIFORM

The Class C uniform consists of an approved T-shirt, black wool or nomex trousers, black socks, and black safety shoes and may be worn between 2200 hours and 0800 hours.

SHIRT It must be classic navy blue, cotton or cotton/polyester. The left chest emblem must an approved 3″ maltese logo.

- The name of the member must be embroidered on the right chest with 3/8″ letters, in all capital style. The name must use gold type for Chief Officers. Rank for Officers must precede the member's name using the Batt. Ch., Dep. Ch., Asst. Ch. or Chief rank abbreviations.
- The printing on the back of the T-shirt or sweatshirt, starts 5″ below the collar seam. Letters must be Centurion bold font; in all capital letters. SEATTLE uses 2 inch letters in an arc on top; FIRE DEPT. is printed horizontally using 1-inch letters. No other artwork is approved or may be used.

TROUSERS Black wool or Nomex® trousers, as provided by the Department.

BELTS Black, smooth-finished leather, or basket weave style, not to exceed one and three-fourth inch (1-3/4″) nor be less than one and one/fourth inch (1- 1/4″) in width.

BUCKLES Buckles are of a size in proportion to the belt, plain in style (except as noted below) unless approved by the Chief of the Department.

The 1-7/8″ x 2-1/2″ buckle available from Kroesen's.

WORK SHOES Work shoes are provided by the Department.

SOCKS Black or navy blue. White socks may be worn with footwear that is greater than 5″ tall.

CHAPLAIN

CLASS A UNIFORM

Class A uniforms are worn anytime a member represents the Department in a formal business/professional setting, where a formal appearance is indicated (e.g. graduation and promotional ceremonies, funerals, parades, etc.). In addition, the Fire Chief may authorize and/or designate specific occasions when the Class A uniform may be worn.

Dress uniform cap, black dress uniform coat, black dress uniform trousers, black tie, black belt, black socks, and black shoes.

JACKET

The jacket is a black, Naval Officer, double-breasted style coat. A maximum of 2 darts are allowed on the back. The Dress Uniform Coat must be buttoned when worn. Plain black dress shoes may be worn for formal occasions, Department provided protective work shoes are required at all other times.

- Jacket Adornment - The SFD patches and nameplate for the jacket are applied as shown in Figure 1. Figures 2 and 3 illustrate sleeve-ranking stripes and Service crosses.
- Chaplain will wear metal insignias on lapel of jacket in addition to the uniform described above
- The Chaplain's nameplate will be brass three inches (3") by three-quarter inch (3/4") with black letters and clutch back. Top line will read "Chaplain," second line to have last name only. All letters will be one-quarter inch (1/4") high.
- Shoulder Patches - The approved shoulder patch are centered on sleeves ¾" below shoulder seam. Chaplain will have patches with gold lettering and design. All others use white lettering and design.

SERVICE CROSSES

Chaplains will wear a one–inch (1") high gold threaded Chaplain's cross on both sleeves in lieu of service crosses.

SLEEVE STRIPES

GOLD	
Chaplain	One ½", one ¼", one ½"

WHITE SHIRT

A white, smooth finish, dress shirt in either long or short sleeve. No button-down collars, collar insignias, or shoulder patches may be worn.

TROUSERS

Black Wool or Black Nomex, as provided by the Department.

BELTS

Black, smooth-finished leather, or basket weave style, not to exceed one and three-fourth inch (1-3/4") nor be less than one and one/fourth inch (1- 1/4") in width.

BUCKLES

Buckles are of a size in proportion to the belt, plain in style (except as noted below) unless approved by the Chief of the Department.

The 1-7/8" x 2-1/2" buckle available from Kroesen's.

TIE

Ties must be black, self-tying or four-in-hand, silk or other suitable material, not more than four inches (4") at widest point, and approximately 47" or more in length.

WORK SHOES

Work shoes are provided by the Department and are worn on formal occasions with the Class "A", e.g. funerals, court appearances, public speaking engagements, etc. A regular plain toed black dress shoe may be worn with Class "A". Fancy or unusual styles are not approved.

DRESS CAPS

Chaplain's caps are white with black bill. The head band strap and buttons are gold. They will be attached with brass eyelets at each end and two keepers held by two silver buttons.

Protective cap covers must match the material in the dress uniform coat as close as possible. When worn, cap covers may not conceal the cap badge. Clear plastic covers are not allowed.

ADMINISTRATIVE PERSONNEL

Consists of Training Division, the Fire Alarm Center (FAC), the FMO, Medic I, Human Resources and Services.

Administrative Personnel are to wear a Class B uniform with a white shirt and tie. If authorized by supervising Officer personnel can wear civilian attire.

Administrative personnel may wear the optional white shirts meeting these specifications:

- Shirt will have two pleated breast pockets with flaps that button closed.
- will have shoulder epaulets.
- will have shoulder patches.
- Collar insignia.
- Name plate.
- Badge
- Maternity Apparel for Administrative Personnel should conform to the color and adornment requirements specified for the division in which the member is working.

FIRE INVESTIGATORS

The uniform for Fire Investigation Unit personnel is civilian attire that is clean, in good repair, neatly pressed and will be of size and fit to give a business-like, professional appearance.

In situations where deviations of attire are required by the nature of the assignment, with approval of the Fire Marshal, the Captain of FIU may authorize such changes if, in his/her opinion, such variance will result in a more effective investigation.

FIU PLAIN CLOTHES IDENTIFICATION JACKET

FIU Plain Clothes Identification Jacket (Hidden Agenda ID Jacket) may be worn only by assigned FIU personnel who have completed the Washington State Basic Law Enforcement Academy and are currently commissioned law enforcement officers.

The FIU jacket can be worn by FIU personnel with their daily dress attire as is appropriate.

The FIU ID jacket will not be worn in the following situations:

- In lieu of coveralls or any other mandatory safety equipment required by the SFD when conducting a fire scene investigation or assisting in emergency operations.

RECRUIT FIREFIGHTERS

The Chief of Training determines the uniform for Recruit Firefighters, while attending Recruit School.

PARAMEDICS

The uniform for Paramedics when assigned to a Medic Unit are: Class C trousers, Class B white short sleeve, shoulder patches, nameplate as issued by Medic I, or white smock; black belt, black or navy blue socks, and black safety shoes.

DISPATCHERS

The uniform for Dispatchers is a Class B White short sleeve shirt, with shoulder patches, and nameplate. Trousers will be of the same style and color as the Class "C" trouser, but Nomex material is not required. Fabric will be 65% polyester 35% cotton twill weave and medium weight.

Shoes, black "uniform Oxford," "Service Shoe," or "Wellington" style. No safety features required; i.e., steel toe, etc.

UNIFORM INSPECTIONS

RESPONSIBILITY

Battalion Chiefs are responsible for the administration of uniform and Personal Protective Equipment (PPE) inspections by the end of February of each year, and for adherence to uniform requirements, in their assigned Battalions. Captains will perform a uniform and PPE inspection of the members under their supervision by the end of August of each year.

All members assigned to Operations should do a routine inspection of their turnout gear at the beginning of their work shift.

THE UNIFORM/ PROTECTIVE EQUIPMENT INSPECTION RECORD

The Uniform/Protective Equipment Inspection Record, Form 13, will be completed for each member at each semi-annual uniform and PPE inspection. Time allowed for corrections may not exceed 15 days. Active Form 13's will be held in company files until finalized, while all completed Form 13's can be discarded January 1st of each year.

TURNOUT GEAR

Inspect to ensure that the stitching is in good repair, no holes or tears in the fabric, the fabric is in good order and has not deteriorated as a result of being subject to heat or light, the reflective striping is not torn and the stitching is in good repair. The rivets securing the D ring latch and D ring are intact, and the garments are clean.

If a repair item is noted on the F-13, the garment needs to be sent into the Services Warehouse for repair.

The following items require immediate repair:

- Any hole you can see your finger through.
- Any Velcro of D-ring latch that will not allow the garment to close properly.
- Worn out wristlets.
- Loose stitching greater than 2".
- Damaging effects from light or heat.

Modifications are not to be made to the turnout coat or pants. Items such as extra or modified pockets, belt loops, and mike tabs etc. require the turnout gear to be immediately placed out of service and returned to the Services Warehouse.

HELMETS

Helmets are Department issued, all helmets will have the protective edge trim, 6 trapezoids of reflective material, 2 velcro latch patches for side unit identifiers, and the Department issued front helmet shield. The head band and chin strap will be in good repair. Modifications of any type are not allowed such as the addition of flip down eye protection.

Helmets will be repaired or replaced for the following:

- Any breakage in the bowl of the outer shell.
- Broken eagle.
- Broken D-ring.
- Broken ratchet.

GLOVES

Department issued firefighting gloves will not be repaired. Gloves will be replaced for the following:

- Any hole that completely penetrates the glove material.
- Stitching which allows the liner to pull loose from the outer glove.

HOODS

Hoods will be replaced if a hole completely penetrates the material providing protection to the head and neck area. A hood with a hole(s) in one layer of material does not need replacement.

LEATHER TURNOUT BOOTS

These boots are designed to have a useful life of 8 years.

Boots shall be repaired or replaced for the following:

- Toe cap worn to the metal.
- Soles worn smooth or cracked.
- Holes causing water leakage.
- Broken pull on straps.

Repairs shall be made through an approved vendor or the manufacturer via the CHIT process.

RUBBER TURNOUT BOOTS

Boots shall be replaced for the following:

- Toe cap worn to the metal.
- Soles worn smooth or cracked.
- Holes causing water leakage.
- Broken pull on straps.

STATION BOOTS

Station boots shall be repaired or replaced for the following:

- Toe cap worn to the metal
- Soles worn smooth or cracked
- Broken zipper

ACCESSORY EQUIPMENT

Accessory equipment will also be inspected during these semi-annual inspections to ensure that each member has a minimum of one each:

- Working flashlight
- Sprinkler wedge
- Spanner wrench
- Utility strap
- Roll of 1" tape

SCBA FACEPIECES

SCBA facepieces will be checked for general condition and maintenance.

This visual inspection of the SCBA face piece is a control check for general maintenance and cleanliness, and does not replace the annual fit test as required by the WAC vertical standards.

EMS FANNY PACKS

EMS fanny packs will be checked for condition and maintenance and to ensure they have the following items:

- Protective gown
- Glasses
- HEPA mask
- Nitrile gloves
- Pocket mask

DRIVER LICENSES/ EMT CARDS

Member’s Driver License and EMT cards must be checked during semi-annual uniform inspections. The inspecting officer or acting officer will have all members log on to the Department of Licensing website at http://www.dol.wa.gov/, to ensure all driver licenses are valid. Members must promptly notify the Department, through the chain of command, of changes to Driver License Status.

Individuals not having a valid driver's license will be immediately removed from all driving duties.

Company Officers and Battalion Chiefs will conduct an immediate investigation for resolution and will notify the Assistant Chief of Operations via the chain of command.

EVIP TRAINING

Company Training (TR) files will be reviewed by the inspecting Officer or acting Officer to ensure that all members are up to date with required Emergency Vehicle Incident Prevention Training. Specifically, each member must have a completed EVIP workbook (completed every four years) and each member, with the exception of Officers, must have completed the company driving course and rodeo course annually and the corresponding Form 17's must be complete.

SUBJECT:	TRAINING AND TRAVEL
REVISED:	10/21/14
SEE ALSO:	N/A
PAGES:	4

GENERAL INFORMATION

In addition to Department training, members are encouraged to attend classes, courses, conferences and training sessions offered by organizations other than the SFD, that would be beneficial to the member's overall personal and professional development.

There are two types of training: ones that costs the department and those that do not.

TRAINING AT NO EXPENSE

When members obtain training on their own, i.e. arrange personal time off and pay the costs of the training, the Department will maintain records of the training in the member's training file. Members should submit documentation to the Training Division so their files are kept current.

TRAINING INVOLVING AN EXPENSE

This training should not be confused with classes taken by a member as part of a recognized college degree program (education reimbursement via the Form 59).

When Department members wish to attend a class, a Form 58, Request to Attend Class, Conference, Convention, Seminar or Workshop form, must be filled out and submitted through the chain of command. The request will go to the appropriate Assistant Chief. All course material and registration forms describing the course must accompany the Form 58.

The Form 58 may be found on the "O: drive" in the "Training-Travel" folder. To obtain meal/lodging costs, employees must access the City's InWeb.

Form 58s for Operations Division are approved through the Assistant Chief of Operations and are processed by Operations Division administrative support staff. Form 58s for the remaining divisions are approved through the appropriate Assistant Chief and are processed through the designated administrative support staff.

Approval must be granted before the member attends the event. If prior approval is not obtained, the Department will not reimburse members for expenses.

Once the appropriate Assistant Chief has approved a Form 58, members will receive specific instructions outlining the City's and Department's policies and procedures for travel/training.

Members must allow ample time to process their requests since approximately 30 working days are required to process a check to pay registration and other fees.

The Claim for Expenses form, with the appropriate receipts, is to be forwarded to the administrative support staff indicated in the travel/training packet sent to the member.

CITY TRAINING WORKSHOPS

To attend City of Seattle workshops and seminars offered by the City, members must complete the Form 58, and forward it through the chain of command to the appropriate Assistant Chief, along with the City's Performance Resource Group Application for Training form.

Battalion Chiefs are responsible for screening the forms to ensure that the paperwork is correct and processed on time. When the Form 58 is approved, members will be notified by e-mail or memorandum.

Training Workshop nominees will be selected using the following criteria:

- Does the member need this particular training?
- Does the nominated member want to attend?

The original forms will be mailed to City Personnel by the administrative support staff.

- Acceptance/Rejection notices are sent from City Personnel directly to the member. Members are responsible for notifying their supervisors of acceptance/rejection to a class. When a member is accepted for a workshop but cannot attend, they should contact their Assistant Chief as soon as possible so the Department can designate an alternate member. The member is approved only after receiving copies of the confirmation paperwork from City Personnel.

Questions concerning this process are directed to the appropriate administrative support staff. Members are not to contact City Personnel.

STATE FIRE TRAINING CLASSES

A Form 58 is not needed prior to a class when there is no cost to the Department. A Fire Service Training form, however, should be filled out.

- Members attending State Fire Protection classes should make arrangements for time off via trades, compensatory time off, etc. When staffing permits, Battalion Chiefs may allow members to attend training on shift.

Deputy and Battalion Chiefs are encouraged to accommodate members' requests for time off for training and education.

Members who attend state training courses on their own or as a representative of another department are asked to provide the Training Division with a copy of their Certificate of Completion so their training file can be updated.

If a member is certified as a state Instructor, it is the member's responsibility to attend classes to remain certified in accordance with State Fire Protection Policy Board Standards.

CONFERENCES AND SEMINARS

Specific training that requires a registration fee, travel, lodging accommodations and reimbursement. This type of training is usually of short duration, i.e., one day or one week. Attendance requires approval via the Form 58.

NATIONAL FIRE ACADEMY CLASSES

Classes are offered at the National Fire Academy in Emmitsburg, Maryland. Attendance requires prior approval via the Form 58. The National Fire Academy has established a two-month open enrollment period for each semester. One semester is from October to March; the second is from April to September. Members must complete a Form 58, the Fire Academy's application form, and forward them through the chain of command.

- The Chief of Training must receive applications no later than May 1 for the semester beginning October 1, and by November 1 for the semester beginning April 1
- Copies of the Form 58 will be returned to the member by the Training Division
- The Fire Academy application will be mailed by the Training Division directly to the Fire Academy
- Members who meet the requirements for Fire Academy Classes may apply. All applications will be forwarded to the Fire Academy. However, there is a high cost associated with backfill for members attending the Fire Academy. Therefore, when members are accepted, the Department will determine if there are sufficient funds for backfill. If there are not, members may be asked to arrange their own time off.

CONFIRMATION PACKET

Notification from the Fire Academy is sent directly to the member. Once received, members must contact the appropriate administrative support staff.

Members are to forward the entire packet to the appropriate administrative support staff for processing. The administrative support staff will order the airline ticket and meal ticket.

The packet will be returned to the member. When the airline ticket and meal ticket have arrived, the member will be instructed to pick them up at Fire Department Headquarters. Tickets will not be sent through the mail system.

The Assistant Chief of Operations will notify the Battalion Chief by memo, indicating the dates the member will be attending the Fire Academy.

TRAINING AND TRAVEL INFORMATION

The following can be found on the Department's O:Drive:

O:Dept/Training-Travel

- City Travel Policy Document
- SFD Disclaimer Memo
- SFD Procedures
- Form 58 - Page 1
- Form 58 - Page 2
- Runzheimer Cost Index
- SFD Memo 4-00, Training/Travel Procedures

MEMBER TRAINING FILES

Individuals must provide Training Division with the necessary records to maintain their training file. After a Department-funded course, members must forward a critique, Form 58-A, to the Chief of Training. Members failing to forward a critique may not be considered for future classes.

SUBJECT:	MEDICAL TRAINING
REVISED:	09/30/98
SEE ALSO:	P-8003 Medical Training
PAGE(S):	4

GENERAL INFORMATION

Upon successful completion of an Emergency Medical Technician Course, the Department of Social and Health Services certifies eligible candidates.

The certification is valid for three years and terminates, on the last day of the month, on the third anniversary of the completion of the course.

EMT RECERTIFICATION

Washington State EMT re-certification of currently-certified EMT's must be accomplished by:

- Completing 30 hours of continuing education and successfully passing a written and practical exam.
- Completing a formal course of instruction prior to the expiration date of a current certificate and successfully passing a written and practical exam.
- Combination of continuing education and formal instruction and successfully passing a written and practical examination.

Personnel failing to successfully pass the Washington State EMT Re-certification Test after the initial test and one (1) re-test opportunity will not be eligible for State re-certification and will enter into the SFD Ongoing Emergency Medical Training Program.

PARAMEDIC CLASS SELECTION

A yearly time frame has been formulated for the purpose of selecting Paramedic students and starting new classes. Letters requesting acceptance into the program may be written at any time.

October 1st is the target date to start Paramedic classes.

By June 1 each year, a decision will be made whether or not a class is needed. If a class is necessary, a Memorandum will be sent asking interested members to forward a resume to the Fire Chief by July 1st. The resume should include information on:

- Years of service.
- Aid car experience.
- Education.
- Other pertinent information.

If a letter requesting Paramedic training is not forwarded before June 1st, one will need to be included with the resume.

If no class is needed, a Memorandum to that effect will be sent to the Department on June 1st of that year.

This will allow individuals the opportunity to plan their activities around the established date.

PARAMEDIC PROGRAM REQUIREMENTS

- Washington State Certified EMT.
- Three and a half (3.5) years experience in the SFD prior to the start of the class.
- Two (2) years aid car experience, preferably in downtown aid cars.

Note	Previous Fire Department and/or aid car experience may reduce the time in the Department and aid car criteria by up to one (1) year. Prior Paramedic certification or medical equivalency may reduce the time in Department criteria by two (2) years and the time on aid cars by one (1) year. These decisions will be at the discretion of the selection committee.

Paramedic selection will be made on the following: experience, knowledge, communication skills, input from their Battalion Chief and Company Officer as well as field observations by the Medical Service Officers.

Firefighter/Paramedic applicants should be willing to commit for a minimum of five (5) years.

PARAMEDIC CERTIFICATION

Upon successful completion of the SFD/University of Washington Paramedic course, those recommended by the Physician Coordinator will be certified by the University of Washington as a Mobile Intensive Coronary Care Unit Paramedic (per WAC 248-15-080).

The Certification is valid for two years.

Paramedics are automatically recertified as Washington State Emergency Medical Technicians upon successful re-certification of their program.

SUBJECT:	TRAINING REQUIREMENTS AND RECORDS
REVISED:	10/21/14
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GENERAL INFORMATION

Ongoing training is essential to ensure that members remain competent and safe. Well-executed training evolutions translate to textbook responses in the field, improving the public's positive perception of the Fire Department.

While individuals are responsible to maintain their skills, Battalion Chiefs should ensure that members of different work units work as a team by cross training members at every opportunity.

Company Officers should train their crews in basic firefighting and EMS functions as well as related skills, including engine, ladder truck, rescue, marine, hazardous materials and paramedic functions where applicable.

Individual members are responsible to maintain their basic skills, including any additional specialty skills possessed by their work unit.

Additionally, proper documentation of training ensures accountability and is required by State law.

TRAINING APPROVAL FORM (FORM 501)

The Form 501 is required for manipulative training off-site of Fire Department property, and also for on-site training that will require special permissions and/or Safety Division review. This does not include Company level drilling at previously approved locations for drills.

The Form 501 "Training Approval Form" shall be completed and approved by the Deputy Chief of the Training Division for the following training:

- Training in acquired structures.
- Manipulative training off-site of Fire Department facilities.
- On-site training that will require special permissions and/or Safety Division review.

Any other unusual or hazardous training either on or off of Fire Department facilities, such as rubble pile rescue training at the Joint

Training Facility (JTF), Dive Team training sites, training that utilizes cranes, etc.

FORM 501 APPROVAL PROCEDURES

When a Form 501 is required for proposed training, first contact the Assistant Training and Education Coordinator at 386-1776 to explain the training proposed. If unavailable, contact the In-Service Training Coordinator at 386-1772. These members will give assistance on how to move forward, and help reserve a JTF prop if needed. Once training on the specific site has been authorized, a new Form 501 is not needed for subsequent training at that same site unless circumstances have changed.

For all training that requires a Form 501:

- As soon as possible, provide the Training Division with all of the details, i.e. time, date, place, and type of training proposed.
- Develop a brief written Training Plan. A simple example for destructive training on an acquired structure is as follows: Practice standard SFD procedures for roof top ventilation, search and rescue, hose lays, breaching doors, walls, and ceilings.
- Contact the Safety Division and request a Safety Inspection of the site by a Health and Safety Officer (HSO) qualified Chief. The requesting member should plan to meet them at the site to explain the proposed drill.
- The inspecting Safety Chief will initiate a Form 501, complete the safety remarks, and forward it to the In-Service Training Coordinator.

NON-LIVE FIRE TRAINING IN ACQUIRED STRUCTURES OR PROPERTY

Additional requirements for non-live fire training in Acquired Structures or property per SFD policy and Washington Administrative Code 296-305-05502:

- The property must be inside the Seattle City Limits.
- As soon as possible, provide the owner/agent contact information to the Training Division so that a permission letter and hold harmless packet can be prepared and delivered. Official requests to train on another person's property can only be made by the Training Division.
- All acquired structures used for training must have a professional asbestos/hazardous substance survey completed. All asbestos greater that 1% must be abated before any drills that would disturb those materials can be conducted. Proof of abatement must be provided by the owner.
- If the training activity will not disturb the hazardous substance, the area where the material is located must be clearly marked and all participants will be specifically directed to avoid disturbing it.
- Asbestos in an amount less that 1% does not need to be removed prior to training, but must also be marked. All participants must be informed of the location of the asbestos before training begins. If this asbestos will be disturbed during training, the Fire Department will provide written notice to the owner/agent prior to the training that asbestos may be disturbed and remain on site.

- For structures built before 1978, you must assume that painted surfaces are likely to contain lead and inform workers of this presumption. Lead containing paints are not required to be removed prior to training activities.
- Acquired structures must be surveyed for the following hazards and those hazards abated prior to training activities:
  - Structural integrity of floors, walls, stairs, railings and other components are capable of withstanding the weight of contents, participants, and accumulated water, or those areas are made inaccessible.
  - Chimney instability.
  - Hazardous materials and conditions.
  - Debris hindering the access or egress of firefighters or creating or contributing to unsafe conditions.
- Full PPE with SCBA will be used at all training that will disturb any part of an acquired structure. Wet decon will be established for the members and equipment used. The decon process will be accomplished prior to removal of the face piece and disconnecting from the air connection.
- ICS will be used for all multiple company drills and a member will be assigned as the drill site Safety Officer.

LIVE FIRE TRAINING

Additional requirements for Live Fire Training:

- All applicable aspects of the most current version of NFPA 1403 *Standard on Live Fire Training Evolutions* will be followed.
- In structures used for Live Fire Training where asbestos in amounts less that 1% have been noted, the Fire Department will provide written notice to the owner/agent before training begins that asbestos will be disrupted and remain on site.
- Live Fire Training will be coordinated and approved only by the Training Division.

FORM 501 DOCUMENTATION

Once the Form 501process has been completed and approved by the Chief of Training, all associated documents will be compiled.

- If the training will be a one day event, completed by one platoon only, then a copy of the approved documentation will be forwarded to the requesting member's Battalion Chief to coordinate the training.
- If the training venue will be available for more than one platoon, a copy of the approved documentation will be forwarded to the assistant Chief of Operations for distribution to the appropriate Operations Deputy Chiefs to coordinate the training availability amongst their platoon.

All original documentation will be filed at the Training Division for archiving.

TRAINING PROCEDURES

Officers coordinate company level and individual training, regardless of days off, details, and vacations.

Daily training information will be entered in TIMS (Training Information Management System on computer terminals). TIMS is a guideline for the type and the number of training sessions to be held within the semi-annual period.

TIMS is the official record of training for members of the SFD, with the exception of those members in Administration. Course instructors, and/or Company Officers authorized by the training division, will also enter training course information into TIMS. The Form #44A, Code of Operations/Subjects and Operations, is a reference for drill titles and specifics.

Individual drills are recorded in the Drills section of TIMS and training which is noted on a Training Session Attendance Report (Form #31) is recorded in the Training section of TIMS.

The TIMS software restricts training sessions and drills to one general code category (Example: Hose - Wet, all evolutions will be wet). Therefore, if a drill or training session includes more than one task, it should be divided up to accurately reflect each task performed. For example, when the purpose of a session is "Rescue a Victim from a Roof" and a stretcher, ladder, line, and first aid equipment are used, then a Ladder, Rescue, and First Aid drill should all be entered as independent drills.

The software limits entering drill data for only eight (8) previous calendar days. The owner (creator) of a drill is the only person who can change or delete that drill. If others need it changed, then the member who originated the drill should be contacted or a request may be submitted to the Training Division who can also make the change.

Drills are not limited to the categories listed in TIMS. Officers are encouraged to conduct training they deem necessary to maintain and upgrade the skills and knowledge required of the firefighter to function as a professional in both individual and team functions. This training must always supplement and not replace the required training. It is important that sessions not only review standard evolutions, but also emphasize critical, yet less often performed operations.

The administrative category of the Form #44/Section B indicates the required drills for uniformed personnel assigned to divisions other than Operations. The Form #44 will be used for reference only. All records are kept in TIMS.

PROBLEMS WITH TIMS

System problems (as opposed to challenges using TIMS) are reported to the MIS Division. This can be done through the Data Processing Help Line at 386-9770.

In the event a system failure prevents entry of TIMS data, members should record the information manually (pen and paper), and be prepared to record the data in TIMS on their next opportunity.

SUBJECT:	TUITION REIMBURSEMENT PROGRAM
REVISED:	10/21/14
SEE ALSO:	Local 27 Contract
PAGE(S):	4

GENERAL INFORMATION

The Fire Department actively encourages all Fire Department members to participate in continuing education classes which have direct relevance to the fire service or to the advancement of the employee in the fire service.

Members will be reimbursed as outlined in the appropriate contract for continuing education courses; provided the program or class meets the following constraints:

- The course or degree program must receive prior approval by the Chief or designee.
- The course must be offered by a local, accredited college or university. The Fire Command and Administration courses offered by out-of-state educational institutions will be approved on a case-by-case basis. The course offered by Western Oregon State University will continue to be considered as an approved course.
- A grade of "C" or higher must be achieved, or in cases of a "pass/fail" designation, the employee must pass the course.
- The course must have direct relevance to the fire service or to the advancement of the employee in the fire service.
- The course is part of a pre-determined, pre-approved degree program (e.g., an Associate of Applied Science degree in Fire Command and Administration); four year or accredited graduate degree program. Individual courses in an approved degree program need not be directly job-related.

A three-person Tuition Reimbursement Review Board will be authorized by the Fire Chief to make final determinations for approval of contested determinations of relevance to the fire service or job advancement.

Whenever there is a contested tuition request pending, the Chief of Training will chair and schedule a Tuition Reimbursement Review Board meeting during the first two weeks of each quarter starting in January.

The Tuition Reimbursement Review Board will review all contested tuition reimbursements of the previous quarter. The Review Board will make final determinations for job relevance or employee advancement in contested cases and forward results to the Chief.

Expenditures will not exceed the budgeted amount. Once a course is approved, the cost should be met from that year's budget, although it may be paid in the next year, if time lines overlap.

Up to $4,000 in unused funds, during any calendar year, may be carried over and added to the next year's budgeted amount of $12,000. The carryover will be accumulated from year to year and will be available for expenditure, in addition to that year's budgeted amount of $12,000. The total amount of funds budgeted and accumulated may not exceed $25,000. For each thousand dollars in the carryover reserve, the per class maximum will be increased by $25 in that new year.

The Training Division's Training and Education Coordinator will document Fire Department member's participation in continuing education classes, and will evaluate course content for direct relevance to the fire service or to the advancement of an employee in the fire service.

Individuals will be responsible to provide the Training Division's Training and Education Coordinator with the necessary records to maintain the member's file in the Training Division Office; any course or class description or other information that would assist in determining relevance to the job. Some examples are as follows:

- Letters from a professor or others explaining job relevance.
- Letter from the Public Safety Civil Service Secretary allowing time in grade allowance for completed degree program.

The Training and Education Coordinator will forward the necessary information to Personnel to maintain the member's file.

PROCEDURE

In order to qualify for tuition reimbursement, all requests to attend continuing education classes shall be forwarded to the Chief of Training for approval via a Form 59, “Prior Approval for Tuition Reimbursement,” prior to the start of the course or class. Course or class description from the institution must be attached to the F-59. The Fire Chief will make the final determination on approval.

The Form 59 is be used to request pre-approval for course content in a complete degree program; however, the member making the request must submit a separate Form 59 at the time of the class to ensure allocation of funds for reimbursement. The allocation of funds can be transferred to another pre-approved class when the requested class is unavailable.

Copies of all requests that are approved by the Fire Chief, and copies of reimbursable expenses, should be forwarded to the Training Division for documentation.

The funds for tuition reimbursement are budgeted by the Finance Director, and will be allocated on a first come, first served basis.

Claims for tuition reimbursement must be submitted to the Training Division's Training and Education Coordinator via the “Claim for Expenses” form, and supported by the following:

- Claims must be submitted no later than three (3) months following completion of the course.
- The “Claim for Expenses” form must be completed and signed by the member. The start date and the completion date for courses taken must be indicated on the Claim for Expenses form.
- A copy of the grade report showing a grade of “C” or higher or in cases of “pass/fail” designation, satisfactory completion for the course
- The original receipt for the class registration fees. (Lab fees, books, travel, lodging, etc. will not be reimbursed.)
- The Training and Education Coordinator will review the Claim for Expenses paperwork to assure that the criteria listed in a., b., c., and d. have been met.
- The Training and Education Coordinator will forward the completed Claim for Expenses paperwork to the Office of the Fire Chief for payment.

SUBJECT:	**TRAINING FOR SLIDING SFD POLES**
REVISED:	10/21/14
SEE ALSO:	P 8008
PAGE(S):	2

GENERAL INFORMATION

All members must be trained in the proper techniques for sliding poles. Poles shall be utilized by SFD uniformed members only. There are different techniques available when sliding poles, and members are encouraged to utilize the specific technique which is safest for that member; however, all members will utilize the principles described below when sliding SFD poles.

PROPER TECHNIQUES FOR SLIDING POLES

APPROACH POLE

Approach the pole deliberately, and maintain awareness of the potential danger of falling through the hole:

- Open the door to the pole.
- Step to edge of pole hole.

MOUNT POLE

Mount the pole securely, getting control of the pole prior to beginning your slide:

- Grab the pole with your non-dominant hand at chest level to steady yourself.
- Grab the pole with your dominant hand at head level with a firm grip.
- Lean your chest into the pole; make contact with the pole with your chest and dominant shoulder, and use your dominant arm or hand to lock onto the pole.
- Whichever is your dominant side, swing the opposite leg forward and around the pole (If your dominant side is right, you would swing your left leg forward and around the pole in a clockwise direction).
- Brace yourself and apply squeezing tension to your dominant hand or arm.
- Transfer all your weight to the pole and bring your other leg in from the landing to the pole.
- Make sure the other leg touches the pole before descending so it doesn't hang up on the landing.
- You now have control of the pole with your hands, arms, and legs.

SLIDE POLE

Slide the pole with a controlled descent, after evaluating the landing pad is free of obstructions:

- Keep your eyes on the apparatus floor.
- Ensure landing pad is clear of objects.
- Slowly slide down the pole onto the landing pad, using a controlled descent.
- Control the rate of descent by adjusting the pressure of your hands, arms, and legs around the pole.

LANDING

Land on the landing pad after braking, and step off taking care not to twist your ankle:

- Prepare to land on the landing pad.
- Squeeze your hands and arms tighter to brake.
- Softly drop your feet onto the landing pad.
- Stop firmly on the landing pad.
- Step off of the landing pad in a forward motion.
- Move away from the pole because there may be another firefighter waiting to descend behind you.

An instruction video can be found on the InWeb (Training-Videos) or on the station computer (D:\Training\Video\poleslide.mpg).

SUBJECT:	SPILL RESPONSE AND REPORTING
REVISED:	10/21/14
SEE ALSO:	P 9001
PAGE(S):	2

GENERAL INFORMATION

The Washington State Department of Ecology requires that the City report and properly handle non-stormwater discharges and spills, per the National Pollutant Discharge Elimination System (NPDES) Permit.

Seattle Public Utilities implements the NPDES Permit and the City's Stormwater Management Plan.

REPORTING SPILLS, LEAKS, OR CONTAMINATION

PROCEDURES

The Company Officer or Incident Commander will report spills, leaks, or contamination entering private or public drains, ditches, culverts, streams, water bodies, or any sewer to the Fire Alarm Center (FAC).

FAC will notify Seattle Public Utilities as soon as possible.

EXAMPLES OF REPORTABLE INCIDENTS

Examples of reportable incidents are:

- Motor vehicle accidents where automotive fluids have entered the drains.

Note	If material has spilled from a vehicle but has not contaminated the drains take actions to prevent contamination and notify Seattle Department of Transportation of material on the roadway by calling (206) 386-1218.

- Inspections where activities that have or could cause stormwater contamination are discovered.
- Haz-Mat Incidents that affect the stormwater system.

Note	Seattle Public Utilities can act as a technical resource during Haz-Mat incidents that affect both the stormwater system and surface waters.

- Any incident that causes contamination of the stormwater system.

Note	Routine emergency firefighting actions where runoff is entering the stormwater system does not require a report unless there is excessive contamination, e.g. a commercial vehicle, petroleum, chemical fire or any other fire that produces excessive contamination.

SUBJECT:	FIRE APPARATUS WASHING
REVISED:	10/21/14
SEE ALSO:	P 9002
PAGE(S):	2

GENERAL INFORMATION

The City of Seattle's National Pollutant Discharge Elimination System (NPDES) Permit with the Washington State Department of Ecology prohibits any discharge of chlorinated water to storm drains in areas of the City where storm drains flow directly to local bodies of water.

PROCEDURES FOR WASHING APPARATUS

Fire stations that discharge to the storm drain system or that have not yet undergone wash water retrofits will follow the following procedures when washing apparatus:

Stations 11, 18, 31, 33, 36, and 40- The wash water valve system must be operated to assure that wash water is discharged to the sanitary sewer.

Stations 25 and 27- The apparatus must be washed in the back of the Station, where the wash pad is plumbed to the sanitary sewer.

Stations 2, 10, 17, 21, 28, 30, 35, 37, 38, 39, and the JTF- Apparatus must be washed inside the apparatus bays.

Station 5- The apparatus may be washed indoors where wash water drains to the sewer as long as the water drains to the floor drains inside the building.

Station 3- Boat washing may be done with a wet mop so long as there is no discharge to water.

Stations 6- Until station retrofits are completed, apparatus must be washed at other approved stations.

All fire stations not listed above may continue their current apparatus washing practices.

SUBJECT:	WET HOSE DRILL LOCATIONS
REVISED:	10/21/14
SEE ALSO:	P9003
PAGE(S):	4

GENERAL INFORMATION

Companies are required to conduct wet hose drills at locations approved by Seattle Public Utilities, for compliance with the City's National Pollutant Discharge Elimination System (NPDES) Permit with the Washington State Department of Ecology.

APPROVED WET HOSE DRILL LOCATIONS

STATION	ADDRESS/LOCATION	AUTHORIZED SITE
2	2nd Avenue North and Galer Street	School Playfield/ Street
2	1300 East Pine Street	Station 25 Drill Court
5	3224 - 4th Avenue South	Station 14 Drill Court
5	1300 East Pine Street	Station 25 Drill Court
6	1300 East Pine Street	Station 25 Drill Court
8	2nd Avenue North and Galer Street	School Playfield/ Street
9	4219 Wallingford Avenue North	Playfield
9	Interlake Avenue North and North 44th Street	Street
10	3224 - 4th Avenue South	Station 14 Drill Court
11	9401 Myers Way South	Joint Training Facility
11	6700 - 7100 block of 12th Avenue SW	Riverview Playfield (use grassy area to north if all water remains on grass)

STATION	ADDRESS/LOCATION	AUTHORIZED SITE
13	3224 - 4th Avenue South	Station 14 Drill Court
14	3224 - 4th Avenue South	Station 14 Drill Court
16	844 NE 78th Street	Fairview School
16	5849 - 15th Avenue NE	Cowen Park
16	7300 block of 12th Avenue NE	
17	30th Avenue NE and NE 75th Street	Eckstein School
17	844 NE 78th Street	Fairview School
17	1050 NE 50th Street	Station 17 Drill Court
18	15th Avenue NW and NW 90th Street	Street
20	14th Avenue West and West Dravus Street	Parking lot
21	NW 67th Street between Dayton Avenue North and Phinney Avenue North	Phinney Community Center Parking Lot
22	18th Avenue East and East Calhoun Street	Street
24	12718 - 1st Avenue NE	Northacres Park
25	1300 East Pine Street	Station 25 Drill Court
26	South Rose Street between 7th Avenue South and 8th Avenue South	Street
27	6430 Corson Avenue South	Oxbow Park
28	5968 Rainier Avenue South	Grass area behind Station
28	43rd Avenue South and Lake Washington Blvd. South	Stan Sayrs Pit (drafting site)
29	Harbor Avenue SW, across from Salty's	Duwamish Head Greenbelt
29	South of SW Donald Street and East of Palm Avenue SW	Hamilton Viewpoint Park
30	42nd Avenue South and South Oregon Street	Street
31	12718 - 1st Avenue NE	Northacres Park
32	3517 SW Alaska Street	Station 32 Drill Court
33	45th Avenue South and South Shell Street	Street

STATION	ADDRESS/LOCATION	AUTHORIZED SITE
34	32nd Avenue East between Lake Washington Blvd South and East Madison Street	Street
35	15th Avenue NW and NW 90th Street	Street
36	3224 - 4th Avenue South	Station 14 Drill Court
36	Harbor Avenue SW, across from Salty's	Duwamish Head Greenbelt
37	29th Avenue SW and SW Trenton Street	Above the Ball Field
37	30th Avenue SW and SW Holden Street	Holden Park
38	30th Avenue NE and NE 75th Street	Eckstein Middle School
39	12718 - 1st Avenue NE	Northacres Park
39	25th Avenue NE and NE 80th	Dahl Playfield
40	25th Avenue NE and NE 80th	Dahl Playfield
41	On Texas Way West; north parking lot	Discovery Park
41	36th Avenue West and West Government Way	Fort Lawton; north parking lot
41	Oregon Avenue between Utah and Iowa	Discovery Park Parade Grounds
41	South of Iowa Street, adjacent to the Chapel	Discovery Park

Companies may drill at locations approved for other companies with permission of their Battalion Chief.

Note	All companies can conduct wet hose drills at the JTF.

Contact the Captain of Support Services regarding information about new drill sites at 6-1462.

SUBJECT:	STATION RECYCLING
REVISED:	10/21/14
SEE ALSO:	P9004
PAGE(S):	2

GENERAL INFORMATION

The SFD is required to recycle food waste, batteries, and all other recyclable materials at all fire stations, per City Ordinance.

RECYCLING PROCEDURES

FOOD WASTE RECYCLING

The Support Services Division will provide the approved kitchen food waste totes to all stations. Each station is required to keep this tote in the beanery. The tote will be emptied into the large yard waste recycling totes. A poster will also be supplied to each station that shows the items that are required to be recycled.

MATERIAL RECYCLING

Paper, glass, plastic, and aluminum items eligible for recycling will be placed in the designated recycling container located in the beanery or appropriate office space. Small recycling containers will be emptied as necessary into the large recycling containers that are collected curbside on a weekly or bi-weekly basis.

BATTERY RECYCLING

Batteries for the following safety items will be replaced twice a year, when Daylight Savings Time starts and ends in the spring and fall:

- PASS device.
- Clear Command.
- Heads Up Display.
- Station smoke detectors will also be replaced at this time.

Batteries in flashlights and pagers will be replaced as needed and not on a given schedule.

All used alkaline, carbon-zinc, NiCad, NiMH, silver oxide, and mercury batteries will be kept at the station for recycling in the white recycling buckets at each station.

Batteries unacceptable for recycling include lithium, lithium ion, and lead acid batteries.

Stations will empty their battery recycling buckets at Battalion headquarters in the designated white tote within one week after the Daylight Savings time change. Each station will keep their white recycling buckets. Downtown stations will have the option to recycle at Station 25 or Headquarters.

Support Services will coordinate the recycling of alkaline batteries from the collection points.

SUBJECT:	ENERGY CONSERVATION
REVISED:	05/28/99
SEE ALSO:	P9005. WAC Chapter 296-305, Safety Standards for Fire Fighters.
PAGE(S):	2

GENERAL INFORMATION

Members are to make every effort to conserve water, heating fuels, and electricity in all Department Facilities. Accordingly, lights and water need to be turned off when not in use. Thermostats need to be adjusted so heat is not wasted in lesser-used areas. Energy consuming problems within stations must be promptly addressed and reported to Support Services Division for repair.

ELECTRICAL POWER

Electrical appliances should be used sparingly. Station Captains should maintain adequate station lighting for safety during times of use in accordance with WAC 296-305 Safety Standards for Firefighters.

WATER

Station Captains should survey station water fixtures for drips. If repairs are needed, request them through Support Services. Temperature adjustments to hot water heaters should be made by the Department of Finance and Administrative Services (FAS). If an adjustment is needed, place a request through Support Services. Hot water should not be used to rinse apparatus.

HEATING, VENTILATION, AND AIR CONDITIONING

Every effort should be made to close doors to apparatus bays, storage areas, and other unused rooms to conserve energy. Bunk room heat should be reduced except for a minimum time prior to use. Station Captains should have access to thermostat adjustments.

FAS arranges maintenance, servicing, cleaning, and adjustments on all Heating, Ventilation, and Air Conditioning (HVAC) Systems in SFD facilities. In the event a station loses heat during normal business hours, Support Services Division should be notified by an ESO. In the event a station loses heat after hours, the appropriate Battalion Chief should be notified and ensure that an ESO will be called into Support Services. The Battalion Chief will utilize the FAS after-hours line as specified in the Battalion Chief's procedural guidelines.

FAS performs maintenance, servicing, cleaning, and adjustments on furnaces in SFD facilities. Stations with dual burner capabilities (natural gas and oil) will occasionally be switched to the alternate fuel source; the Puget Sound Energy (PSE) Dispatcher will contact FAS and inform them of the need to do so.

Sometimes the PSE Dispatcher will contact individual stations. If this occurs the SFD Company Officer should contact Support Services during normal business hours and their Battalion Chief after hours, to inform them of the switch over request. SFD members should not perform the switch over; this must be performed by FAS.

NUMBERS

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