



NORTHFIELD AREA FIRE AND RESCUE SERVICE
Standard Operating Guidelines

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Northfield Area Fire and Rescue Service Standard Operating Guidelines

Chapter 1: Administrative Guidelines

Chapter 1: Administrative Guidelines

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101 **Mission Statement**

The mission of the Northfield Area Fire and Rescue Service (NAFRS) is to minimize loss of life and property in the service area described in the NAFRS Joint Powers Agreement from fires, natural disasters, and life threatening situations and to assist other emergency agencies.

102 **Vision Statement**

It is our vision to be known as an innovative and progressive fire department. We are dedicated to the delivery of effective fire suppression, rescue services and quality fire/safety education to the public. We strive to offer the best available education and training to our members. We are committed to providing an environment which fosters teamwork among members. We desire to have an atmosphere of open communication which promotes the health and welfare of individual members.

103 **Administration Policies**

A. Purpose of Policies

The purpose of these Standard Operating Guidelines (SOGs) is to establish a uniform and equitable system of administration policies for members of Northfield Area Fire and Rescue Service ("NAFRS" or "Fire Department"). These policies shall be known as the "Administration Policy" and shall be referred to in the following sections as "this policy." This policy is not intended to create, and shall not be considered, a contract between the Northfield Area Fire and Rescue Service and its members.

This policy shall apply to all members of the Northfield Area Fire and Rescue Service. A person is a member if, and only if, he or she is a firefighter.

By receiving these SOGs (this Manual) and any revisions thereto, all members acknowledge that they have entered into their relationship with NAFRS as "at will" members. Accordingly, each member understands that either he/she or NAFRS may terminate the relationship at will for any reason, with or without cause, and with or without prior discipline or notice, at any time. This is true whether or not NAFRS ever provides progressive discipline or notice or hearing to a member in any particular situation. Doing so in any particular situation will not create an obligation on the part of NAFRS to do so in any subsequent situation. The member acknowledges that this Manual is not intended to be a contract of employment nor is any part of it intended to be a promise to the member. Any understanding or agreement between NAFRS and any member or members contrary to this "at will" policy must be in writing and executed by NAFRS and the affected member or members.

B. Responsibility for Policies

The NAFRS Board (the Board) is responsible for ensuring that this Manual is kept current and that it is uniformly and consistently administered. The Board will have the final say as to any changes, deletions or additions to this Manual.

C. Revisions to Policies

Any member within the Fire Department who sees the need for an addition to, or the revision of, an existing policy in this Manual may submit the proposed change/addition in writing to the Fire Chief. The proposed change, deletion, or addition will be reviewed by the Chief and brought to the Board. If rejected, the author will receive a written reason for rejection.

D. Manual and Policy Receipt and Acknowledgment

All members of the Northfield Area Fire and Rescue Service will be issued a copy of this NAFRS Standard Operating Guidelines (SOG) Manual. Each member will sign a Receipt Acknowledgment which states that they received a copy and will comply with the policies and procedures set forth herein.

As changes or additions are made to the SOGs, each member will sign an Updated Receipt Acknowledgment stating that they received and will comply with the updated Manual.

104 Definition of the Northfield Area Fire and Rescue Service

Northfield Area Fire and Rescue Service is a joint powers entity organized under Minn. Stat. § 471.59. The parties to the Joint Powers Agreement (the JPA) are:

- City of Northfield
- Northfield Rural Fire Protection District
- City of Dundas

105 Stakeholders

We consider the following groups of people to be the customers of the Northfield Area Fire and Rescue Service:

External	<ul style="list-style-type: none"> • Homeowners • Emergency participants • State of Minnesota • Government agencies • Industries and businesses • Other fire departments
Internal	<ul style="list-style-type: none"> • Members of Fire Department (firefighters and officers) • Staff personnel

106 Emergency Responsibilities of Agencies

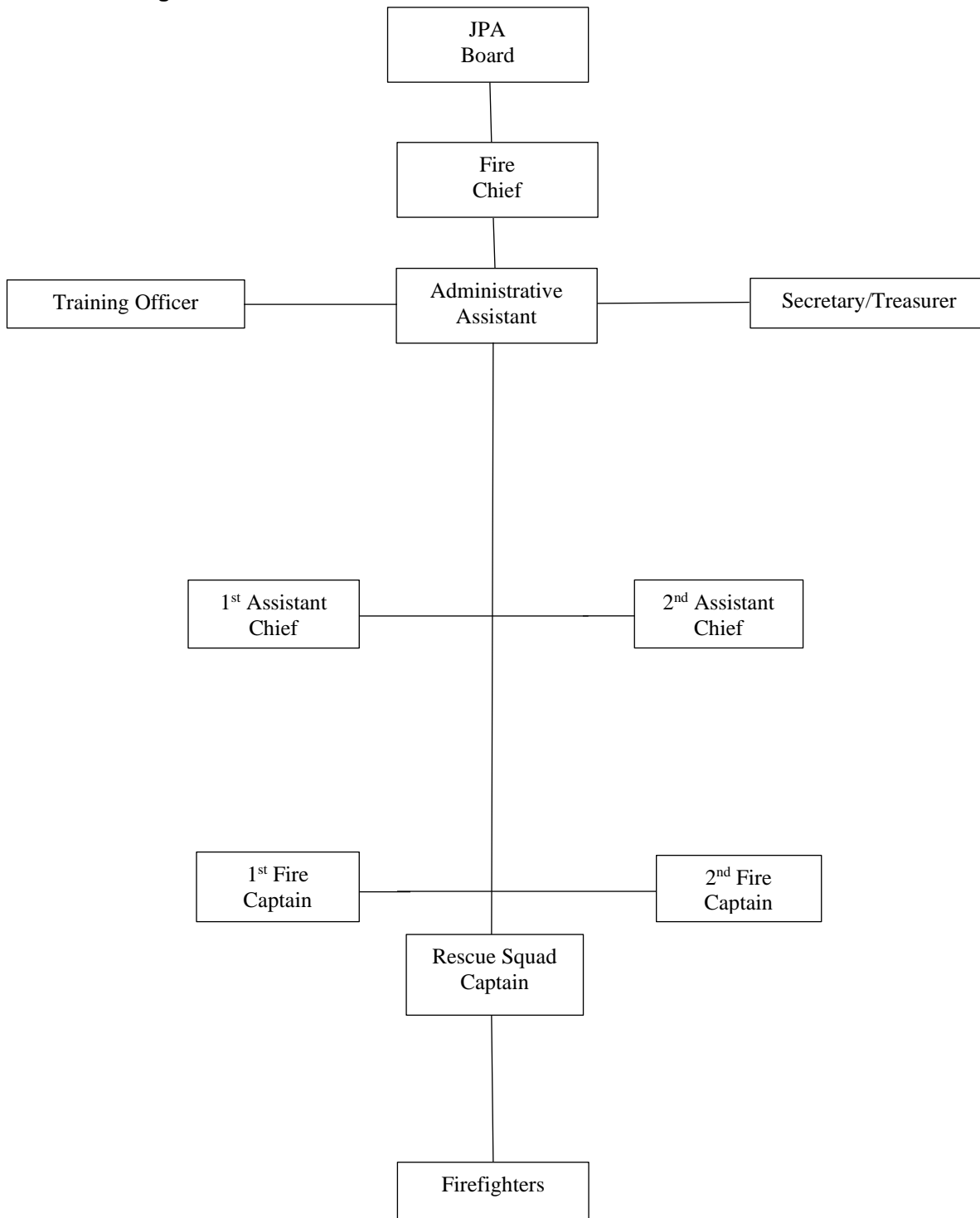
This policy describes the responsibilities of those agencies responding to emergencies in the Fire District (the service area as defined in the Joint Powers Agreement).

There are a number of agencies available in times of emergency. The coordination of these agencies is critical to the effectiveness of the overall management of an emergency.

The emergency responsibilities of these agencies are as follows:

Local Law Enforcement State Patrol	Responds to calls for assistance, along with the Northfield Area Fire and Rescue Service and the appropriate ambulance service, to emergency, fire, medical, and rescue calls.
NAFRS	Responds to calls for assistance for emergency, medical, fire and rescue calls, serving as a primary responder for such emergency calls.
Mutual Aid Agencies	Serves as a secondary agency providing support for assistance in the Fire District. These agencies include the Minnesota Department of Natural Resources, the Minnesota State Patrol, Northfield Hospital, other assisting fire agencies, and the Office of the State Fire Marshall.

107 Organization Chart



IMPORTANT NOTE: The above organizational structure is relevant for operational and administrative functions only. Please refer to Chapter 6: Communications, Safety, and Incident Command for detailed information related to incident chain of command protocol.

108 Code of Conduct

Members of the Northfield Area Fire and Rescue Service must bear in mind that their conduct and behavior are subject to criticism by the general public to a greater extent than almost any other line of work. For this reason, it is the policy of the Northfield Area Fire and Rescue Service to expect compliance of all members to all principles listed in this policy as well as any other NAFRS approved policies or procedures.

A. Definitions

1. **shall** – mandatory
2. **may** – permissive
3. **superior officer** – any officer of a higher rank
4. **should** – recommended but not mandatory
5. **bona fide charities** – those registered with the State of Minnesota and meeting the State definition of a charity
6. **Fire Department or Department** – Northfield Area Fire and Rescue Service
7. **members** – firefighters; refers to singular as well as plural
8. **Board** – refers to the NAFRS Board

B. Violations of Rules

Members shall not commit any acts, or omit any required acts, which constitute a violation of any of the rules, regulations, directives, orders or policies of the Department, whether stated in this Manual or elsewhere. Ignorance of the rules, regulations, directives, orders or policies shall not be considered as a justification for any such violations. Members shall be responsible for their own acts, and they shall not shift to others the burden of responsibility for executing or failing to execute a lawful order or duty.

C. Conformance to Laws

1. Members shall obey the laws of the United States, of this state, and of the local jurisdiction.
2. An indictment, complaint or citation filed against a member, or a conviction for the violation of any criminal law, may be cause for disciplinary action.
3. Members shall notify the Chief or Assistant Chief if they are arrested, cited, or charged with any crime. The mandatory reporting shall be done within 24 hours of the incident or charging. Members are also required to report, as described above, any suspension, revocation, cancellation, or limitation to their driver's license.

D. Insubordination

Insubordination is defined as a member's willful disregard for a supervisor's or Incident Command officer's direct orders.

Members shall not violate any lawful or official regulation or order or fail to obey any lawful direction given by a member of the Fire Command staff. Such violation or failure to obey amounts to an act of insubordination.

E. Citizen Complaints

The Department will accept any complaint made by a citizen against any member or any Department policy or procedure. Complaints will be taken seriously and will be investigated accordingly.

Members shall cooperate with an internal investigation and answer specifically directed questions concerning Department investigations. Failure to cooperate may result in disciplinary action.

F. Conduct Toward Others

In the performance of their duties, members shall not use coarse, violent, profane, or disrespectful language or gestures, and shall not express any prejudice concerning race, religion, politics, national origin, lifestyle or similar personal characteristics.

All members shall treat supervisors, subordinates and associates with respect. They shall be courteous and civil at all times in their relationships with one another. When dealing with the public, officers should be referred to by rank.

109 Fire Department Expenditures

1. An annual budget shall be the responsibility of the NAFRS Board. This annual budget shall be prepared by the Board and approved by the parties to the joint powers entity in accordance with the JPA.
2. The Fire Chief has the authority, as conferred by the NAFRS Policy on Disbursements and Financial Controls, to approve all budgeted expenditures of the Fire Department.

110 Media Relations & Public Information

The purpose of this policy is to establish departmental philosophy and provide operational direction for NAFRS members regarding media relations and public information.

1. It is the policy of NAFRS to provide information to media outlets and to the public in a prompt and appropriate manner consistent with the Minnesota Government Data Practices Act (DPA) and the right and need of the public to receive public safety information. All Fire Department members shall strive to maintain a courteous and professional demeanor when dealing with the media and the public, but shall refer requests for information to the appropriate Fire Department spokesperson as provided below.
2. All requests for information by the media and other members of the public shall be referred to the Fire Chief or to the Fire Chief's designee and information shall be protected or released in accordance with the DPA. The Fire Chief shall consult with the NAFRS Board before releasing sensitive information affecting individual privacy rights, public safety, civil or criminal investigative processes, optimal performance of Fire Department functions, or other urgent concerns.
3. Fire Department members other than the Fire Chief or Incident Commander (as defined in Chapter 6) shall not make statements to the media or other members of the public regarding any incident to which they have responded. A member who is asked to provide information shall refer the request to the Fire Chief or Incident Commander.
4. When multiple public safety agencies are present at an incident, the spokesperson shall be determined by the agency that has primary reporting and investigative responsibility.
5. Public and media access to fire scenes, crime scenes, major weather events, Haz-Mat incidents, and other major public safety incidents may be restricted by the Fire Department, police department, or other public safety agency involved.
6. Public data regarding complaints or charges against or internal investigations of Department members is strictly limited by the DPA. All requests for this type of information

shall be referred to the Fire Chief or the NAFRS Board and protected or disclosed as provided by law.

7. The following information shall not be released to the public unless required or allowed by the DPA, as determined by the Fire Chief or designee:
 - The identity of, or information that would tend to identify, any critically injured or deceased individual prior to notification of next-of-kin.
 - The results of any investigative procedures such as line-ups, chemical tests, fingerprint tests, ballistics tests or any other procedure that is part of a criminal investigation.
 - The identity of juvenile suspects, arrestees, crime victims and witnesses.
8. Questions regarding Department policy shall be referred to the NAFRS Board.
9. News releases regarding planned events of public interest shall be made proactively and kept on file by the Administrative Assistant.

111. Notification Guidelines

A. Notification of Board

Fire Command shall contact the NAFRS Board Chair for any of the following reasons, using any necessary means of contact including cell phone, home phone, personal notification at home, etc.:

1. Death of any Department personnel from any cause, on or off duty.
2. Injury of any Department personnel requiring hospital admission. This does not include Emergency Room treatment and release.
3. ANY incident that would result in high profile attention or that raises serious community concern.
4. If there are doubts about whether to call the Board, err on the side of caution and make the proper notification.

B. State Fire Marshal Notification

1. The Incident Commander shall contact the Minnesota State Duty Officer to summon the Fire Marshal anytime arson is suspected.
2. The State Fire Marshal shall be contacted when a deceased person is discovered at a fire scene.

Northfield Area Fire and Rescue Service Standard Operating Guidelines

Chapter 2: Personnel Policies

Chapter 2: Personnel Policies

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200. EMPLOYEE HANDBOOK

A. Introduction And Employment

Your Department

We are pleased you have accepted employment with NORTHFIELD AREA FIRE AND RESCUE SERVICE ("Department"). We look forward to having you join us in our mission to protect life and property for the communities we serve.

It is our vision to be known as an innovative and progressive fire department. We are dedicated to the delivery of effective fire suppression, rescue services and quality fire/safety education to the public. We strive to offer the best available education and training to our members. We are committed to providing an environment which fosters teamwork among members and we desire to have an atmosphere of open communication which promotes the health and welfare of individual members.

These guidelines are designed to help you understand some of the Department's policies and practices that may affect you as a member. These guidelines aren't supposed to address every employment situation that may arise. Please consult your Fire Chief or human resources if you have questions.

Where benefits and other specific matters are addressed in any collective bargaining agreement or written employment contract signed by Management, they are governed by the contract to the extent it applies. In all other situations, this member Standard Operating Guidelines, "SOG", supersedes and replaces any and all previously or contemporaneously stated policies or practices, oral and written representations, or statements of the Department, including but not limited to, those contained in any manuals, handbooks, correspondence, memoranda or oral discussions, which are hereby expressly revoked.

At Will Employment

"DEPARTMENT" AS IT IS REFERRED TO IN THIS HANDBOOK, REFERS TO NORTHFIELD AREA FIRE AND RESCUE SERVICE. EMPLOYMENT AT THE DEPARTMENT IS EMPLOYMENT "AT WILL", MEANING THAT EITHER YOU OR THE DEPARTMENT CAN END THE RELATIONSHIP AT ANY TIME-WITH OR WITHOUT CAUSE AND WITH OR WITHOUT PRIOR NOTICE. THIS HANDBOOK IS INTENDED AS AN INFORMATIONAL GUIDE ONLY PROVIDING A GENERAL OVERVIEW OF DEPARTMENT EMPLOYMENT POLICIES AND PRACTICES. IT IS NOT INTENDED TO BE NOR SHOULD IT BE CONSTRUED AS A CONTRACT.

NO MANAGER, FIRE CHIEF, OR REPRESENTATIVE OF THE DEPARTMENT, REFERRED TO AS "MANAGEMENT", OTHER THAN ITS JOINT POWERS BOARD HAS AUTHORITY TO ENTER INTO ANY AGREEMENT TO THE CONTRARY. NO SUCH AGREEMENT MAY BE MADE, NOR IS VALID UNLESS IN WRITING AND APPROVED BY THE JOINT POWERS BOARD. THIS HANDBOOK DOES NOT MODIFY OR LIMIT THE EMPLOYMENT-AT-WILL RELATIONSHIP.

The Department reserves the sole right to add, change, withdraw or revoke any or all policies or practices at any time for any reason, with or without advance notice. Any such modification will not alter the employment-at-will relationship.

Any deviation from the policies and/or practices stated in this handbook is within the sole discretion of the Department and shall not be construed to constitute precedent that would affect, limit or restrict any future action, nor shall any such deviation alter the employment-at-will relationship. Should any applicable local, state or federal law or judicial decision render any of the Department's policies or practices invalid or inoperative, it shall not invalidate any other of the Department's personnel policies or practices. The policies and practices described

in this handbook are designed to be in compliance with applicable law. If any such policy or practice is not in compliance, then it is the policy of the Department to comply with applicable law.

Equal Employment Opportunity

It is the policy of the Department to comply with all applicable equal employment opportunity laws and regulations. Therefore, decisions about recruiting, hiring, training, promotions, compensation, benefits, and all similar employment decisions must be made without regard to race, creed, color, religion, sex, national origin, age, marital status, familial status, sexual orientation, disability, status with regard to public assistance, membership or activity in a local commission, genetic information or any other protected class status defined by local, state or federal laws.

If a member believes there has been a violation of this policy, he or she should immediately report the violation by following the Reporting Procedure contained in the Harassment Prevention Policy.

The Department does not tolerate any retaliation directed towards anyone who reports a suspected violation of this policy or participates in the investigation of such a report. Reports of retaliation should be made using the Reporting Procedure described in the Harassment Prevention Policy.

Employment Classifications

For purposes of determining the applicability of various policies, practices and benefits, members are classified by the nature of the position to which they are primarily assigned and by their regular work schedule. Accordingly, the Department classifies members as follows:

Regular 3/4- Time Employees: Regular 3/4-time employees are those who have completed their orientation period and who are regularly scheduled to work 30 or more hours per week on an ongoing basis.

Regular Part-Time Members: Regular part-time members are those who have completed their initial reserve employment period, who are employed on an ongoing basis, and are considered paid on-call.

Reserve Members: Reserve members are those who have been offered temporary short-term employment with clearly defined beginning and end dates. Reserve members' employment will end upon completion of their agreed upon employment period unless a formal offer for Regular Part-Time employment is made.

The Fire Department also has employees who are not firefighters. This handbook applies to such employees the same as it does to firefighters, whether the handbook refers to personnel as employees or as members.

Members who are subject to state or federal minimum wage and overtime laws are referred to as non-exempt members; those not subject to such regulation are referred to as exempt members. Although "regular" members typically work on an ongoing basis, there is no guarantee that any job will continue. Any position may be eliminated at any time at the discretion of the Department. Further, as previously described in this handbook, all members are at-will members who may be terminated for any or no reason.

Regular part-time and Reserve members are entitled to all benefits provided by law such as social security, unemployment, worker's compensation and overtime pay.

Member Personnel Record

It is very important that members keep all information provided to the Department at the time of their hire up-to-date. This information is essential for many purposes, including benefit administration, mailing information to the member's home and contacting friends or family in case of emergency. The Department should be promptly notified of any changes in:

- (1) Address and telephone number;
- (2) Marital status (including legal separation);
- (3) Legal change in member's name;
- (4) Dependents;
- (5) Changes in beneficiaries; and
- (6) Person to notify in case of emergency.

Notice Of Member Rights With Regard To Personnel Record

Any current member has a right to request to review his or her personnel record once every six months. Requests to review a member's personnel record must be made by the member, in writing. Upon receipt of a written request to review a personnel record, the Department will make the record available to the member within seven working days of receipt of the written request. For current members, the personnel record or an accurate copy will be made available at the Human Resources offices between 8:00 a.m. and 5:00 p.m. The Department may require that you review the personnel record in the presence and under the supervision of a Human Resources representative. After review of the personnel record, if you wish to receive a copy, you must submit a written request and a copy will be provided at no cost to you.

Any former member of the Department has the right to review a copy of his or her personnel record once per year for so long as the personnel record is maintained by the Department. Requests for a copy of a former member's personnel record must be made by the former member, in writing. Upon receipt of a written request for a copy of a personnel record by a former member, the Department will provide the former member with a copy of his or her personnel record within seven working days of receipt of the written request at no cost to the former member.

The Department reserves the right to deny any current or former member's request to review or copy their personnel record if the Department determines that the request is not made in good faith.

If a member disputes specific information contained in the member's personnel record, the Department and the member may agree to remove or revise the disputed information; and if an agreement is not reached, the member may submit a written statement specifically identifying the disputed information and explaining the member's position. The member's position statement may not exceed five written pages. The position statement will be included along with the disputed information for as long as that information is maintained in the member's personnel record. A copy of the position statement will also be provided to any other person who receives a copy of the disputed information from the Department after the position statement is submitted.

B. Compensation

Pay

Individual compensation is based upon annual board approved paid on-call rates, monthly officer pay, and hourly administrative pay rates. Levels of pay and any adjustments in pay are at the discretion of the Joint Powers Board and do not alter the employment-at-will status. Members generally are not permitted to borrow against their future earnings, and are

responsible for promptly notifying their Fire Chief or Human Resources of any errors in their paychecks.

Payroll

The Department operates with twenty four (24) semi monthly pay periods per year as follows:

- Firefighter pay dates fall on the 15th of each month and include pay for the preceding calendar month.
- Regular $\frac{3}{4}$ Time Employee pay dates fall on the 15th and the last day of the month.
- If a pay day falls on a holiday or a weekend, members will usually receive their checks on the preceding week day.

Payroll Deductions

Various deductions are made from members' wages and reflected on the stubs of their paychecks. Federal law requires deductions from pay for income tax, Social Security and Medicare. Other deductions may include state and/or local taxes, child support withholding and wage garnishments. Members are responsible for promptly notifying their Fire Chief or Human Resources of any changes to or errors in their deductions. Any necessary adjustments are usually made and reflected in the member's next paycheck.

NOTICE OF RIGHTS AND REMEDIES REGARDING WAGE INFORMATION

Nothing requires a member to disclose information about their wages to anyone. However, members may voluntarily discuss their own wages or another member's wages which have been disclosed to that member voluntarily. The Department will not take any adverse employment action or retaliate against the member as a result of such disclosure.

If a member believes there has been a violation of this policy, he or she should immediately report the violation by following the Reporting Procedure contained in the Harassment Prevention policy in this handbook. If a member is retaliated against or had adverse action taken against them under this section, the member may have legal rights under Minnesota Statutes.

C. Performance And Conduct

Disciplinary Guidelines

For the benefit of members and to protect the efficiency and productivity of the Department, certain guidelines must be observed by all members. Management retains discretion to take disciplinary action appropriate to the particular circumstances. Violations of standard operating guidelines or policies may result in disciplinary measures that may, depending upon the circumstances and at the discretion of the Department, include oral or written warnings, suspension (with or without pay), or immediate discharge.

These disciplinary measures do not constitute an exclusive list of possible disciplinary actions. Disciplinary actions may be taken in any order. The disciplinary measures listed are intended merely as a guide to the member and are not intended to create a contract or modify the employment-at-will relationship.

The Department retains the sole discretion to determine in each circumstance the form of discipline appropriate, including whether immediate termination is appropriate.

D. Member Relations

Fitness For Work

We expect every member to be fit for duty when reporting to Department functions. Fitness is defined as being physically and mentally alert and in a state of health sufficient to allow safe and satisfactory performance on the job.

If the member's Fire Chief or superior officer determines that a member is unfit for duty, the member may be asked to leave the premises and/or receive appropriate medical assistance.

Reasonable Accommodation

The Department will provide reasonable accommodations to known physical and mental limitations of an otherwise qualified disabled member or applicant. Reasonable accommodation may be, depending on all the circumstances, modifications or adjustments to a job, the work environment, or the way things are usually done that enables a member with a disability to perform the essential functions of a job, and to enjoy equal benefits and privileges of employment. Please recognize, however, that we cannot promise to make any and all accommodations. We must consider each accommodation on a case-by-case basis to determine whether it would cause an undue hardship to our organization. Certain accommodations can or may also be made for pregnant members. If you are pregnant and need an accommodation, please follow the request procedure below.

The Department will also provide reasonable accommodation for members' religious observances and requirements when members bring such matters to the Department's attention and a reasonable accommodation can be identified. A reasonable accommodation is one that eliminates the conflict between a member's religious beliefs or practices and the member's job requirements, without causing undue hardship to the Department or coworkers. The Department has developed a process to assist members, management and human resources. Through this process, the Department has established a system of open communication between members and the Department to specifically discuss and take action to reasonably accommodate members' needs. The intent of this process is to ensure a consistent approach when addressing all requests for accommodation. Any member who perceives a conflict between job requirements and religious belief or practice should follow the accommodation request process, below.

Request for reasonable accommodation must be made in writing and forwarded to Human Resources. The Department will review requests for accommodation on a case by case basis. The Department may require information to support the need for the accommodation. Such information may include a request or requirement for authorization to obtain information from or speak with the member's treating physician. The Department also reserves the right to request a second opinion from a Department-chosen physician on any request for accommodation.

Harassment Prevention Policy

The Department expects that members will treat one another with courtesy and respect. In addition, the Department recognizes that harassment in the work place, because of an individual's race, color, creed, religion, national origin, sex, marital status, familial status, disability, status with regard to public assistance, sexual orientation, and age is prohibited by the Minnesota Human Rights Act and Title VII of the Civil Rights Act.

It is the policy of the Department to maintain a work environment free of any form of harassment as defined by local, state and federal laws.

The Department will not tolerate any member or representative of the Department who engages in the following:

(1) Harassment on the basis of race, color, creed, religion, national origin, sex, marital status, familial status, disability, status with regard to public assistance, sexual orientation, veteran status, age or any other protected class status as defined by local, state or federal laws.

(2) Who permits members under his/her supervision to engage in such harassment.

(3) Who retaliates or permits retaliation against an member, Department representative or member of the public seeking services or public accommodations who reports such harassment.

An member found to be in violation of this policy shall be subject to disciplinary action up to and including discharge. This policy also applies to all business travel and work-related social functions. It shall be the responsibility of all supervisors and management personnel to ensure implementation of this policy.

Sexual Harassment

Sexual harassment occurs whenever unwelcome conduct on the basis of gender exists. Unwelcome conduct occurs when the recipient did not initiate it and regards it as offensive. The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

(1) Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment.

(2) Submission to, or rejection of such conduct by an individual is used as a factor in any employment decision affecting an individual; or

(3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment can be *physical, verbal, visual, or written*.

There are two types of sexual harassment: those involving tangible employment actions and those relating to a hostile work environment. Tangible employment action involves some type of significant changes in workload or work assignment or monetary loss for the member. This type of harassment requires that the threat of job detriment or promise of job benefit actually results in some sort of employment related action such as termination, promotion, demotion, or reassignment to a considerable different job or duties. A hostile work environment occurs when actions or words of another person create an adverse or hostile working condition for an member, or interferes with the member's work performance through severe or pervasive words or deeds because of the member's gender.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex.
- The harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or a non-member.

- The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.
- The harasser's conduct must be unwelcome; therefore it is helpful for the victim to inform the harasser directly that the conduct is unwelcome and must stop.

Below are examples of behavior contributing to sexual harassment. This is not an exclusive list.

- (1) Discussing or pressuring for sexual activities.
- (2) Verbal remarks, jokes, or innuendoes of a sexual nature or based upon gender.
- (3) Any sexually-motivated or unnecessary touching.
- (4) Commenting on physical attributes.
- (5) Distribution or display of written materials, pictures, or other graphics of a sexual or gender-biased nature.
- (6) Using demeaning or inappropriate terms, such as "babe."
- (7) Using indecent gestures.
- (8) Sabotaging the victim's work.
- (9) Engaging in hostile physical conduct.
- (10) Granting job favors to those who participate in consensual sexual activity.
- (11) Using profane and offensive language.
- (12) Other behavior or words directed at an individual because of gender.

Other Forms of Harassment

Other forms of harassment can be, but are not limited to, those behaviors listed above, but when they are based upon the following:

- Race
- Color
- Creed
- Religion
- National origin
- Marital status
- Familial Status
- Disability
- Status with regard to public assistance
- Sexual orientation
- Veteran status
- Age
- Other protected class as defined by local, state or federal law

Addressing Harassment

While not required, whenever possible, an member feeling subject to harassing behavior is strongly encouraged to discuss the situation with the individual engaged in the perceived harassing behavior. The perceived harasser should be told the conduct is unwelcome and must stop. If the situation is not resolved, a complaint should be initiated by using the reporting procedures.

Reporting a Complaint

To maintain a harassment free work environment, it is essential that all instances of harassment be reported. Any person who believes they have been the victim of harassment by an member or representative or any person with knowledge or belief of conduct which may constitute such harassment or bias toward an member or representative **MUST** report the alleged conduct immediately.

Harassment should be reported immediately to Human Resources or to any other supervisor or manager that the member is comfortable with. If an member observes suspected sexual harassment of another individual, the observer may, if he or she chooses, report the suspected harassment immediately to any of the individuals identified above, either because the observer is offended or because the observer is concerned for the alleged victim. In all cases, a supervisor or manager who receives a report shall report it immediately to the Human Resources. Failure to forward such a complaint will result in disciplinary action up to and including discharge.

A complaint to the "harasser" is not sufficient to trigger the protection this policy intends to provide. An member who does not follow this reporting procedure runs the risk that concerns about sexual harassment will not be investigated, and therefore will not be addressed effectively.

The reporting party or complainant shall clearly describe the conduct when making a report or complaint and identify the complaint as one of harassment under this policy. Members making a report should document behavior they have witnessed. Documentation should include specifics about the behavior, direct quotes, if possible, patterns of abuse, names of witnesses, time, and place of incidents. The Department encourages the reporting party or complainant to use the report form available from the Department Personnel Office or available from the department head of any Department department, but verbal reports will also be considered complaints.

Investigating a Complaint

An investigation of a reported protected class harassment complaint will be conducted by Department officials or by a third party designated by the Department.

The Department may take immediate steps, at its discretion, to protect the complainant and other members or members of the public pending completion of the investigation.

The Department cannot guarantee that reports of protected class harassment will be kept completely confidential. However, such reports will be kept as confidential as reasonably possible in the Department's sole judgment, under the circumstances of the investigation and considering the results of the investigation.

Department Action

The alleged victim and the alleged harasser will be informed of the results of the investigation. The Department will take such action as it deems appropriate based on the results of the investigation. In the event the investigation establishes that a violation of this policy has occurred, disciplinary action may be taken. Immediate discharge may result.

Retaliation

The Department does not tolerate any retaliation against anyone who makes a good faith complaint of protected class harassment or towards anyone who is requested by the Department to participate in an investigation of a protected class harassment complaint.

The policy applies to each and every person associated with the Department, including but not limited to contractors, managers, executives, and full-time, part-time and reserve members.

Workplace Threats And Violence

Every member has a responsibility for maintaining the safety and security of the workplace. Threats, threatening behavior, or acts of violence against members, visitors, guests, or other individuals by anyone on or off Department property will not be tolerated.

Any person who verbally or physically threatens another, exhibits threatening behavior or engages in violent acts on or off the Department property may be removed from the property, at the Department's discretion, and will remain off Department property pending the outcome of an investigation. If the Department determines that violations of this policy have occurred, the Department may take appropriate disciplinary action which may include, but is not limited to reassignment of job duties, suspension and/or termination of employment, and/or legal action as appropriate.

All Department members are encouraged to notify Human Resources, their immediate Fire Chief, or another Officer if their Fire Chief is not available, of any threats or acts of violence which they have witnessed, experienced or have been told that another person has witnessed or experienced. Even without an actual threat or act of violence, members should also alert Human Resources or their Fire Chief of any behavior they have witnessed or experienced, which they regard as threatening or violent, when that behavior is job-related or might be carried out on a Department-controlled site or is connected to Department employment. Anyone who receives the information should report it to the Fire Chief or other superior officer.

All members who apply for or obtain a protective or restraining order which lists any Department location as being protected areas must provide Human Resources or their Fire Chief with a copy of the petition or application, affidavits and other documents used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent. Members must also provide the Department with copies of any subsequent orders which modify or change a prior order. Anyone who receives such information should forward it to Fire Chief or other superior officer.

E. Benefits

Pension

All regular and reserve members meeting their annual minimum attendance requirements are eligible for an annual pension contribution. Members completing five (5) years of service will be considered partially vested and members completing twenty (20) years of service will be considered fully vested.

Please contact Human Resources or the Northfield Area Fire and Rescue Services Fire Relief Association for more information.

Workers' Compensation

The Department provides a comprehensive workers' compensation insurance program at no cost to members. This program covers any injury or illness sustained in the course of employment that requires medical, surgical or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits under a short waiting period or, if the member is hospitalized, immediately. In appropriate instances, workers' compensation covers certain medical expenses and lost earnings.

To preserve a member's right to possible worker's compensation coverage, the member must immediately report to Human Resources or to his/her superior officer any accident, injury, or illness that occurs in the course of performing job duties-even if the injury or illness does not seem serious. Injury is to include any blood borne or airborne pathogen exposures.

F. Other Benefits (Time Away From Work)

Military Duty

Members who are members of the uniformed services of the United States (including the National Guard or other reserve unit) are granted unpaid leaves of absence in accordance with state and federal law to perform duty on a voluntary or involuntary basis under competent authority, including active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, and a period for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any such duty. Any member performing such duties should request a leave of absence from their Fire Chief within a reasonable time before the leave is to begin, if possible. The Department may require proof of military service. In accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), returning service-members will be reemployed in the job that they would have attained had they not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Reasonable efforts (such as training or retraining) will be made to enable returning service members to refresh or upgrade their skills to help them qualify for reemployment. While an individual is performing military service, he or she is deemed to be on a furlough or leave of absence and is entitled to the non-seniority rights accorded other individuals on non-military leaves of absence. Member pension plans are protected during approved military leaves of absence.

Military Service-Related Leave

A member whose parent, child, grandparent, sibling, or spouse has been injured or killed while engaged in active service as a member of the United States armed forces will be granted a leave of absence of up to ten working days, without pay. Any member requesting such leave must give the Department as much advance notice of the need for leave as possible. Failure to provide advance notice of the need for leave may result in the delay or denial of leave.

The Department will grant a member unpaid leave, not to exceed two consecutive days or six total days in a calendar year for the purpose of attending events related to the military service of the member's spouse, parent or child and to which the member is invited or otherwise called upon to attend by proper military authorities. The member must provide reasonable notice to the Department when requesting time off. The events for which leave are available are:

- departure or return ceremonies for deploying or returning military personnel or units;

- family training or readiness events sponsored or conducted by the military; and
- events held as part of official military reintegration programs.

The Department will grant a member an unpaid leave of up to one day per calendar year for the purpose of attending military send-off or homecoming ceremonies for the member's grandparent or sibling who is a member of the United States armed forces and has been ordered into active service in support of a war or other national emergency. The Department reserves the right to request information concerning the length of leave necessary and to limit the amount of leave to the actual time necessary for the member to attend a send-off or homecoming ceremony for the mobilized service member.

Civil Air Patrol Leave

A member will be granted an unpaid leave of absence for time spent rendering service as a member of the civil air patrol on the request and under the authority of the state or any of its political subdivisions. The Department reserves the right to request proof of the need for leave and to deny the leave if it would unduly disrupt the operations of the Department.

Unpaid Leaves Of Absence

Unpaid personal or medical leave may be granted where a member's medical condition or personal circumstances require a leave of duty that would likely result in the member failing to meet required minimum attendance requirements.

Upon written request, the Fire Chief may grant such leave in their sole discretion and in accordance with applicable law. The Department will review requests for unpaid personal or medical leave on a case by case basis and the Department may require information to support the need for the leave.

Upon return from an approved leave of absence, members may be required to pass a fitness for duty test and training re-certification prior to active reinstatement

If a member, in good attendance standing, has received pre-approval for personal or medical leave they may still be eligible for partial annual pension benefits.

See the Chapter 2: Section 201 – 203 for eligibility and attendance requirement details.

G. General Policies

Reimbursement For Expenses

Reimbursement to members for eligible and legitimate Department expenses, including training and conferences, mileage, etc., will be made via a Department check. Please submit the corresponding receipts to your Fire Chief along with the completed Department expense report to receive reimbursement on a timely basis. Reimbursement documentation must be submitted within 30 days after expense was incurred.

Authority To Work In The United States

Pursuant to the Immigration Reform and Control Act of 1986, all members must provide the Department with proof of their identity and authorization to work in the United States within three (3) days of beginning their employment. Re-verification may be necessary as required by law.

H. Leaving Employment

Employment At Will

This Department maintains an employment at will relationship with all of its members. Employment at will means members may quit for any or no reason or the Department may terminate members for any or no reason.

Voluntary Termination

The Department requests a two-week written notice from a member who has decided to voluntarily terminate employment.

All Department equipment, keys, radio/pagers, or other Department property must be turned in to your Fire Chief before receiving your final check.

Involuntary Termination

Members of the Department are members at will. Accordingly, members may be terminated at any time for any reason. Members may be terminated, with or without cause or with or without warning.

Any member that is a veteran within the definition of Minnesota Statutes section 197.447 may be entitled to additional rights upon involuntary termination. Please contact Human Resources for more information.

Separation From Employment

Any member who fails to comply with any condition of a leave of absence or who fails to report to duty on or before the expiration of an approved leave of absence, will be deemed to have resigned, as consistent with applicable law.

A member who resigns or is terminated is regarded as separated from employment with the Department. A separated member who is re-employed later will be treated as a new member. The date of eligibility for benefits will be determined as of the re-employment date.

Members who are able and prepared to return to work at the expiration of a leave of absence, but for whom no position is available, and members who are unable to return to work at the expiration of a leave because of continuing disability, may be released from their employment by the Department, consistent with applicable law.

References

All requests for references should be directed to the Human Resources Department. Unless you provide a release, authorizing the Department to provide additional information regarding your employment, references will include only your dates of employment, positions and pay history.

The Human Resources Department is permitted to furnish the name, employment status, department, starting date, termination date and position held when requested via the telephone. Requests for all other data must be in writing, with a signed authorization from the former member.

201 Membership Eligibility

All applicants for membership and all on-going members in the Northfield Area Fire and Rescue Service shall meet the following requirements. The requirements with an asterisk (*) are continuing requirements and shall apply as long as the person is a member in any capacity of the Northfield Area Fire and Rescue Service.

Membership Eligibility Requirement	Probationary Member	On-going Member
Age Be over 18 years of age.	Yes	Yes
Education Be a high school graduate or equivalent.	Yes	Yes
Training Complete training requirements established by the Chief and/or Board and/or training officer. (Whenever practical, these requirements will meet or exceed NFPA 1500 standards.)	N/A	Yes
Certification/ Examination/ License* Hold a valid State of Minnesota driver's license to maintain active membership.	Yes	Yes
Notify the Chief immediately upon revocation, suspension, or cancellation of a valid Minnesota driver's license.	Yes	Yes
No member shall drive any Fire Department apparatus upon revocation, suspension or cancellation of their driver's license.	Yes	Yes
Hold a valid Firefighter I certificate.	No	Yes
Hold a current up-to-date First Responder certificate.	No	Yes

Membership Eligibility Requirement	Probationary Member	On-going Member
<p>Physical Appearance* Be clean-shaven (no beards) with short sideburns. Mustaches of reasonable proportions will be allowed provided a SCBA fit test can be passed.</p> <p>Hair shall not protrude below the standard extended ear flaps on the helmet.</p>	Yes	Yes
<p>Residency/ Availability* Must be able to respond to the station by motor vehicle from their residence within fifteen (15) minutes. The measured time and distance shall be by the most direct route to the station obeying all traffic control signs, devices, and laws.</p> <p>A timely response is required for pay/credit on all calls. A timely response is defined as prior to the responding apparatus returning to the station after the call or fifteen (15) minutes, whichever is greater.</p>	Yes	Yes
<p>Interpersonal Skills Be able to carry out his/her responsibilities and provide good communications in a calm, positive, and professional manner under emergency conditions.</p>	Yes	Yes
<p>Background Check on Application Information Must successfully pass a thorough background check prior to being accepted as a Northfield firefighter.</p>	Yes	N/A
<p>Physical Fitness/ Agility After conditional job offer, must successfully pass a pre-membership physical examination and pulmonary function test established by the Northfield Area Fire and Rescue Service and conducted by a physician designated by the Northfield Area Fire and Rescue Service and a physical agility test.</p> <p>Must successfully pass a yearly fit for duty test. Failure to pass this test will require said member to retest until passing. Such failure may require medical leave, limited light duty status and/or termination. The member will have 1 year to comply with the Department standards.</p>	<p>Yes</p> <p>No</p>	<p>No</p> <p>Yes</p>

Membership Eligibility Requirement	Probationary Member	On-going Member
<p>Probationary Period Complete a probationary period of a minimum of 12 months under direct supervision and may require an additional extension up to six months. The member must complete the Firefighter I requirements prior to the end of their probationary period and be enrolled in a Fire Department approved first responder or EMT Course.</p> <p>If the probationary firefighter's performance indicates that he/she is unfit, unable or unwilling to satisfactorily perform the duties of a firefighter, he/she may be dismissed.</p> <p>A firefighter may be dismissed from probationary membership by the Board for any reason.</p>	Yes	N/A
<p>Department Call and Meeting Attendance Percentages Requirements must be adhered to (<i>See Section 202 -203.</i>) and all final attendance and eligibility decisions will be the responsibility of the Fire Chief.</p>	Yes	Yes

202 Call Response Percentage Requirements

The Fire Department is responsible for providing adequate staffing to respond to emergency situations in a timely fashion. This policy specifies the minimum required percentages for response attendance.

Attendance Percentage

Members must meet 30% of all fire calls per calendar year.

203 Meetings and Meeting Attendance Requirements

Fire Department meetings are as follows:

- 1st Monday of the month – Fire Command, regular Department business meeting, training drill
- 3rd Monday of the month – Field Drills/Training

Attendance Percentage

A member must attend a minimum of 17 out of 24 regular trainings/drills each calendar year

No exceptions to the attendance requirements will be allowed except for an authorized unpaid leave of absence.

204 Compensation

Members are compensated monthly for all fire calls. The Northfield Area Fire and Rescue Service Board will set compensation amounts annually. Refer to Section 200 of this Manual and updates to this Manual, for pay related issues such as reimbursement for training, conferences, etc.

205 Professional Memberships and Licenses

The Fire Chief may require members to obtain and maintain job required licenses and/or memberships in professional organizations, which may be paid for by the Department.

206 Safety and Health

The Northfield Area Fire and Rescue Service is committed to providing a safe and healthy work environment for all its members. Fire Department members are required to comply with all safety policies and procedures.

207 Injury Reporting Line-of-Duty

All firefighters shall immediately report to an officer any accident, sickness or injury occurring to themselves while on duty, no matter how trivial. Said officer shall ensure that the member completes all appropriate forms pertaining to the injury and notifies the HR Department and Fire Chief. Injury shall include any blood borne or airborne pathogen exposures.

208 Property Damage Reporting

All damage to Fire Department equipment and/or apparatus must be reported to a Fire Command officer in a timely manner. A written report may be requested.

Any crash involving Fire Department apparatus shall be investigated by a police agency and the Fire Chief. The NAFRS Board shall be notified in a timely manner. A written report is required.

209 Ride-Alongs

No ride-alongs shall be allowed during emergency operation of any apparatus unless approved by the Chief.

210 Employee Safety Concerns and Violations

Any member who has concerns regarding possible violations or situations which might pose a safety threat to themselves or fellow firefighters shall bring these concerns to the attention of the Fire Chief or any Department officer immediately for corrective action.

211 Member Assistance/ Critical Incident Stress

A critical incident stress debriefing group session led by a team of specially trained mental health professionals and peer counselors shall be provided to Fire Department members when needed after a stressful incident call. The Fire Chief will determine the need for and authorize such a session.

212 Death/ Funeral

The Fire Department shall assist with funeral arrangements for active and retired firefighters, upon the request of the firefighter's family.

213 Resignation

Any member wishing to leave the Northfield Area Fire and Rescue Service in good standing shall provide the Chief with a written resignation stating the last date of work. The last active day of

membership will be observed as the termination date.

214 Retirement

The Northfield Area Fire and Rescue Service will comply with all federal and state laws regarding retirement.

215 Donations to Department

The Fire Department may receive voluntary contributions of donations with approval of the Board. This may include, but is not limited to: fund raising events, gifts and/or donations from businesses or organizations, etc.

The Board shall ensure that the Department's Secretary/Treasurer records all donations and that a record of subsequent expenditures is maintained if the use of the donation is restricted by the donor.

216 Use of Department Equipment/Storage

Members shall utilize Department equipment only for its intended purpose, in accordance with established departmental procedures, and shall not abuse, damage, or tamper with Department equipment. All Department equipment issued to members, including manuals, shall be maintained in proper order and available for inspection upon Department request. Members shall be accountable for the loss or damage to such property and shall report the loss, damage or unserviceable condition of this equipment immediately to a supervisor or Fire Command.

- No Department member shall use Northfield Area Fire and Rescue Service equipment, vehicles, facilities or materials for private use, unless approved by the Fire Chief.
- No Department member shall use Northfield Area Fire and Rescue Service facilities or grounds for storage of personal property unless allowed by this Manual or by the Fire Chief.

217 Use of Tobacco

The use of any tobacco product is prohibited in all Department facilities, offices and vehicles. Tobacco products are prohibited in and on all Fire Department apparatus, at emergency scenes, and training.

A location for smoking, out of public view, may be allowed as determined by Fire Command at the scene.

218 Alcohol and Drugs

It is the policy of the Fire Department that:

- A. No member shall respond to any call, training or drive any Fire Department vehicle while under the influence of alcohol, marijuana, controlled substances, or other drugs which affect alertness, coordination, reaction, response, judgment, decision-making, or safety.

The definition of "under the influence" in this case shall be defined as; detectable behavior or physical signs of impairment that are normally associated with alcohol or drug consumption.

Examples of signs of being under the influence are slurred speech, bloodshot-watery eyes, strong odor of alcoholic beverage, unsteady balance, etc.

- B. No alcohol or other drugs shall be consumed by a firefighter while on duty.
- C. It shall be the responsibility of all members of the Fire Department to report violations of this policy to the Fire Command.

219 Unacceptable Performance

Members shall maintain sufficient competency to properly perform their duties and assume the responsibilities of their positions. Members shall perform their duties in a manner which will tend to establish and maintain the highest standards of efficiency in carrying out the functions and objectives of the Department.

Unacceptable performance may be demonstrated by:

- An unwillingness or inability to perform assigned tasks;
- The failure to conform to work standards established for the member's rank or position;
- The unnecessary absence from an assigned responsibility;
- Repeated poor evaluations;
- A written record of repeated infractions of the rules, regulations, manuals or directives.

220 Guidelines for Live In Personnel

A. Purpose

This standard establishes guidelines for the proper management and responsibilities of live in personnel.

- The Chief has the authority to permit or terminate the live in status of any member for any violation of the policies.
- Live in status is not an entitlement and the live in firefighter(s) must meet and maintain all requirements to maintain their eligibility status.
- Live in firefighters shall perform the tasks and duties as assigned by the Chief.

B. Qualifications Required for Live In Status

- Shall be a minimum of 18 years of age.
- Shall be successfully trained at the Firefighter I level within twelve (12) months of move in
- Shall obtain the following within Two (2) years:
 - Emergency Medical Responder
 - Emergency Vehicle Operators Course (CEVO)
 - Driver/Operator of all Department apparatus through Department training
- The preceding training objectives are to be kept current in order to maintain live in privileges.
- Shall maintain the minimum requirements for active member status of the Department.

C. Bunkroom

- The bunkroom shall be regarded as a private space for the live in member only,

however, the Department reserves the right to conduct a search of a bunkroom in the event of a reasonable suspicion of inappropriate or illegal activity or property.

- Live In personnel are expected to be courteous to other residents related to visitors and guests. Overnight and/or romantic visitors are not allowed in bunkrooms.
- The bunkroom shall be considered a quiet space at any time there is a member sleeping in the bunkroom.

D. General

- All personnel are required to clean up after themselves and to assist other members in keeping the station clean. This includes (but is not limited to) throwing away trash, washing dishes, cleaning the kitchen and bathrooms.
- Members are not to leave personal belongings lying around the station for extended periods of time. Personal items belonging to live in members should generally be limited to their sleeping area.
- Personal property and/or vehicles kept in and around the fire station must be approved and recorded by the Chief.

Northfield Area Fire and Rescue Service Standard Operating Guidelines

Chapter 3: Uniforms, Equipment, & Apparatus Usage

Chapter 3: Uniforms, Equipment & Apparatus Usage

- 301 General Usage**
- 302 Turn-Out Gear Dress Code**
- 303 Damage to Uniforms and Turnout Gear**
- 304 Seat Belt Usage**
- 305 Fire Department Equipment Usage**
- 306 Department Apparatus Usage**
 - A. Official Use**
 - B. General Rules**
 - C. Equipment Testing and Maintenance**

301 General Usage

All turnout gear is owned by the Northfield Area Fire and Rescue Service. All turnout gear received by the firefighters from the Department shall have proper care. Upon leaving the Fire Department, all turnout gear shall be returned.

Turnout Gear Dress Code

1. Each firefighter shall wear the complete turnout gear issued by the Fire Department when engaged in any emergency necessitating its use. Officers may give permission to alter or downgrade turnout gear use at any time as conditions may dictate.
2. Fire Department issued turnout gear shall include:
 1. Turnout Coat
 2. Turnout Pants
 3. Boots
 4. Nomax Hood
 5. Gloves
 6. Helmet
3. All Fire Department issued turnout gear shall be maintained in first class condition. This shall include cleaning and general maintenance.
4. All Fire Department issued turnout gear shall be for authorized Fire Department use only.

303 Damage to Uniforms and Turnout Gear

All members shall notify Fire Chief or an Assistant Chief of any damage to turnout gear.

1. Replacement of turnout gear that is damaged within reasonable use and/or conditions of use shall be replaced at Department expense.
2. All replacements must be approved by the Fire Chief or an Assistant Chief.

304 Seat Belt Usage

All Northfield Area Fire and Rescue Service members are required to wear their seat belt when responding in their personal vehicles to or from a call out and when riding in any Northfield Area Fire and Rescue Service apparatus, as required by State law.

305 Fire Department Equipment Usage

No member shall remove any equipment for personal use from the Department without authorization from the Fire Chief or an Assistant Chief. Any unauthorized use shall result in disciplinary action.

306 Department Apparatus Usage

Official Use

Use of the apparatus for other than emergency use and training shall be approved by the Chief, or Assistant Chief. Personal use of any Fire Department apparatus is prohibited.

All Fire Department apparatus shall be available for official use by *qualified* Fire Department members. Qualified means having been trained and approved in apparatus use.

Official use includes, but shall not be limited to:

- All emergency responses and activities.
- Transportation to schools and training, Fire Department functions and details.
- Equipment repair and demonstrations.
- Demonstration rides.
- Public relations functions.

B. General Rules

1. All drivers shall be qualified and responsible for the apparatus and related functions.
2. Drivers shall not move the apparatus until the crew is seated, seat belts are fastened and all cab doors are shut. The apparatus shall not be moved until it is determined that all personnel are clear of the apparatus.
3. The driver shall operate apparatus in a safe and efficient manner.
4. At no time shall more members or equipment approach the emergency scene than is absolutely necessary for existing conditions. It shall be the Incident Commander's duty to cancel and excuse all unneeded or unnecessary personnel and equipment in a timely and prudent fashion.
5. All firefighters shall stay with their apparatus unless ordered to assist at the scene.
6. All firefighters must return to the station after each call, unless excused, to prepare all equipment for the next emergency.
7. No personnel shall be released until such apparatus and/or equipment is cleaned, replaced and in proper working order unless approved by Fire Command.
8. The driver shall be responsible for putting the apparatus back in proper working order.

C. Equipment Testing and Maintenance

Responsibility

The Fire Chief shall have the overall responsibility for the proper and timely testing of equipment and maintenance of all Department vehicles and equipment. The Fire Chief shall ensure that all test and maintenance records are maintained according to OSHA and NFPA standards.

Apparatus Maintenance

All apparatus maintenance shall be the responsibility of the Fire Chief. All records, testing and inspections shall be maintained by the Fire Chief.

Apparatus Pump Testing and Maintenance

All apparatus pump testing and maintenance shall be the responsibility of the Fire Chief. All records, testing and safety inspections shall be maintained by the Fire Chief.

Fire Hose and Ladder Testing and Maintenance

All fire hose and ladder testing and maintenance shall be the responsibility of the Fire Chief. All records, testing and inspections shall be maintained and conducted by the Fire Chief. Any fire hose or ladders that cannot be repaired shall be removed from service.

SCBA and Compressor Testing, Maintenance and Air Quality

All SCBA and compressor testing and maintenance shall be the responsibility of the SCBA Coordinator. All records, testing and inspections shall be maintained and conducted by the SCBA Coordinator. The air quality of the compressor shall be tested as required.

Northfield Area Fire and Rescue Service Standard Operating Guidelines

Chapter 4: Self Contained Breathing Apparatus (SCBA)

Chapter 4: SCBA

- 401 Policy**
- 402 Selection of Apparatus**
- 403 Training**
- 404 Usage**
- 405 Maintenance: Cleaning**
- 406 Maintenance: Repair**
- 407 Maintenance: Repair Personnel**
- 408 Storage**
- 409 Respiratory Protection Program**
- 410 Low Air Alarm**
- 411 Point of No Return**
- 412 SCBA and Compressor Testing, Maintenance and Air Quality**

401 Policy

This policy shall constitute the operational guidelines governing the selection, care, use, and maintenance of self-contained breathing apparatus (SCBA) for the Fire Department (per CFR 29, 1910.134). Said procedures may be changed or amended by the Fire Department as deemed necessary to improve efficiency and/or safety.

402 Selection of Apparatus

The self-contained breathing apparatus selected by the Northfield Area Fire and Rescue Service shall comply with or exceed standards established by N.I.O.S.H. and M.S.H.A. (Mine Safety and Health Association).

403 Training

All personnel shall be trained in the proper use and limitations of the self-contained breathing apparatus. Said training shall be conducted during initial firefighter training and annually after that. Records will be maintained by the Department.

Training shall include, but not be limited to, donning of equipment, proper use, limitations, cleaning, and inspection.

404 Usage

1. Physical ability to use SCBAs will be determined through an annual screening provided by an external evaluation firm. Testing shall include, but not be limited to, pulmonary function tests, physical exams, and health interviews.
2. Personnel shall utilize self-contained breathing apparatus at all times while respiratory protection is required or when the Incident Commander and/or Safety Officer (as defined in Chapter 6) deems it necessary.
3. SCBA shall be worn by all firefighters who enter a hazardous breathing atmosphere. A hazardous breathing atmosphere shall include, but not be limited to, a smoke room, a hot drill, a car fire, an LP or natural gas fire, an electrical fire, a petroleum fire or any environment considered hazardous by the Incident Commander.

Note: All members shall wear the mask size-tested during fit test.

4. Personnel who can use SCBA are:
 - Only those who have been trained in the proper use and limitations of the SCBA.
 - Only those who feel themselves physically fit to perform firefighting duties while wearing SCBA.
 - Only those determined to be physically fit by an external evaluation firm.
 - Only those who have passed a quantitative fit test with any SCBA eyewear used in normal firefighting operations.

5. Personnel who cannot wear SCBA are anyone with a
 - beard,
 - long hair,
 - bangs or other facial hair or unapproved glasses that pass between the face, the sealing surface of face piece and the self-contained breathing apparatus, as determined by the Command Staff.

6. The following restriction applies for the use of SCBA:

The user of the SCBA shall be monitored for workload, exposure, stress, etc. and where appropriate, discontinue work and rest prior to continuing with their duties.

7. Approved Fire Department glasses can be worn with the SCBA mask. Contact lenses are also permitted.

8. An officer may give permission to alter or downgrade SCBA use anytime as conditions may dictate. Command will have ultimate authority in SCBA use.

9. During salvage and overhaul, and after Incident Command has determined the atmosphere is safe, SCBA use shall be optional but is recommended.

405 Maintenance: Cleaning

1. Respirators (face piece) shall be cleaned and disinfected at least monthly or after each use, whichever occurs first.
2. Self-contained breathing apparatus shall be inspected during cleaning and checked to be in proper working order.
3. Said inspection shall be made monthly or after each use, whichever occurs first.
4. Compressed air cylinders shall be hydrostatically tested in accordance with D.O.T. methods and procedures specific to the cylinder under test.
5. After use, inspection shall be conducted and recorded only by personnel deemed qualified.

406 Maintenance: Repair

1. Defective self-contained breathing apparatus shall be repaired by qualified personnel before use.
2. Qualified personnel are individuals deemed to be qualified by the Chief.
3. All repairs to defective self-contained breathing apparatus shall be recorded.
4. All repairs shall follow the exact procedures stated in Owner's Manual for Operation and Maintenance of the Air-Pack.
5. All repair parts used shall be authorized manufacturer's replacement parts.

407 Maintenance: Repair Personnel

All maintenance and repairs shall be done by qualified personnel trained to the manufacturer's standards.

408 Storage

Self-contained breathing apparatus shall be stored in appropriate manner on fire apparatus. Face pieces shall be kept in protective bags and stored with SCBA.

409 Respiratory Protection Program

1. The Respiratory Protection Program shall be evaluated yearly.
2. SCBA procedures may be changed or amended as deemed necessary to improve efficiency and/or safety.

410 Low Air Alarm

When firefighters are in a hazardous breathing atmosphere area and their low air alarm sounds, they shall notify their team members of the low air alarm.

The firefighters and team members shall notify the crew leader and immediately leave the hazardous breathing atmosphere area in a safe and expeditious manner.

411 Point of No Return

All firefighters wearing SCBA and working in a hazardous breathing atmosphere shall always keep track of their location, duration they have been on SCBA air, and distance and time required to exit the hazardous breathing atmosphere area. All firefighters shall perform their duties without going past the point of no return, when they would not be able to exit the hazardous breathing atmosphere area without running out of SCBA air.

412 SCBA and Compressor Testing, Maintenance and Air Quality

All SCBA and compressor testing and maintenance shall be the responsibility of the SCBA Coordinator. All records, testing and inspections shall be maintained and conducted by the SCBA Coordinator. The air quality of the compressor shall be tested as required.

Northfield Area Fire and Rescue Service Standard Operating Guidelines

Chapter 5: Training Requirements

Chapter 5: Training Requirements

501 Medical Training

- A. First Responder or EMT
- B. CPR Requirements
- C. AED Requirements
- D. Bloodborne and Airborne Pathogen Requirements

502 Fire Training

- A. Fire Training Requirements
- B. Outside Training

503 Position Training Requirements

504 Fit for Duty Testing

501 Medical Training

A. First Responder or EMT

All Northfield Area Fire and Rescue Service members shall meet the following minimum first aid requirements:

1. A current Emergency Medical Responder certificate or EMT certificate.
2. Department members not meeting the minimum first aid requirements shall not provide patient care.
3. It shall be the responsibility of each member to keep the Fire Department updated with copies of current certificates.
4. All members shall take and successfully pass an Emergency Responder or EMT refresher course as required to stay current.

B. CPR Requirements

All members shall take a CPR refresher course as required to stay current.

C. AED Requirements

All members shall take an AED (Automatic External Defibrillator) training refresher annually.

D. Bloodborne and Airborne Pathogen Requirements

All members shall take a bloodborne and airborne pathogen training refresher annually.

502 Fire Training

A. Fire Training Requirements

1. All members must meet the minimum requirements as set forth in **Section 503 - Position Training Requirements.**
2. It shall be the responsibility of each member to turn in all certificates of courses of outside (extra) training taken to the Department training officer and NAFRS Administrative Assistant.

B. Outside Training

1. All available outside training, sectional schools, conferences, and seminars will be posted in the training room.
2. It shall be the member's responsibility to periodically review available outside training.

3. All outside (extra) training must be approved by the Fire Chief prior to taking the course.
4. Outside training expenses will be paid according to the Northfield Area Fire and Rescue Service Policy.
5. No Fire Department vehicle can be used for transportation to alcohol drinking establishments.

503 Position Training Requirements

Position Training Requirements			
Position	Required Minimum Training Requirements	Recommended Training Courses	Outside Training Hours
Firefighter	<ul style="list-style-type: none"> • Probationary Period • Firefighter I • First Responder/EMT • Drivers Training • Hazardous Materials Operational 	<ul style="list-style-type: none"> • Firefighter II • Pump Operation • Tactics • Incident Command • Building Construction • Auto Extrication 	12 hours every 2 years
Captain	<ul style="list-style-type: none"> • 4 years on Department • Fire Cause Determination • Leadership • Safety 	<ul style="list-style-type: none"> • Administration • Arson 	12 hours every 2 years
Assistant Chief Chief	<ul style="list-style-type: none"> • Captain qualifications • 6 years on Department • Administration • Disaster Management • Hazardous Materials Technician 	<ul style="list-style-type: none"> • Arson • Leadership 	12 hours every 2 years
Fire Training Officer	<ul style="list-style-type: none"> • Safety • Instructor 	<ul style="list-style-type: none"> • Leadership • Disaster Management • Administration • EMT 	12 hours every 2 years

504 Fit for Duty

The purpose of the annual Fit for Duty testing is to assure the ability of personnel to safely perform the activities required of a firefighter. The objective of the testing is to assess the ability of the firefighter to meet the physical demands and working conditions of firefighters. All members must successfully complete this testing on an annual basis to remain in good standing.

The Fit for Duty testing will be administered by an outside vendor approved by the Chief.

Northfield Area Fire and Rescue Service Standard Operating Guidelines

Chapter 6: Communications, Safety,
and Incident Command

Chapter 6: Communications, Safety, and Incident Command

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600 General Communications

Proper radio etiquette shall be used on all radio communications at all times. No profanity shall be used at any time.

601 Mutual Aid Communications

When requesting mutual aid, the officer in charge shall state the following to the appropriate dispatch:

1. Specific equipment and personnel being requested.
2. The staging area to which incoming apparatus are to report.

The officer in charge should be aware of and monitor all channels. Incident Command could receive calls from one or all channels and should assign personnel to monitor the required radio channels.

602 Incident Command System (ICS)

A . Purpose of Incident Command System

The Northfield Area Fire and Rescue Service responds to a wide range of emergency incidents. In order to manage effectively our personnel, resources and provide for the safety and welfare of the public and ourselves, the Northfield Area Fire and Rescue Service will always operate within the Incident Command System (ICS).

At all Fire Department call outs, it shall be clearly understood who the Incident Commander will be. This individual may delegate his/her responsibility at any time to a alternate person.

B. Responsibilities of Incident Commander

The Incident Commander (IC) shall be responsible for the following at any incident:

1. **Assess incident priorities.**
Incident priorities provide a framework for command and include:
 - a. Life safety.
 - b. Incident stabilization.
 - c. Property conservation.
2. **Perform size-up.**
Size-up is not static and must be continued throughout the duration of the incident.
 - a. What have we got? (situation)
 - b. Where is it going? (potential)
 - c. What do we need to control it? (resources)
3. **Select the strategic mode.**
Operations may be conducted in either an offensive or defensive mode. This decision is based upon the answers to the following two questions:
 - a. Is it safe to conduct offensive operations?
 - b. Is resource capability (present and projected) adequate for offensive operations to control the incident?

4. ***Define the strategic goals.***

Strategic goals define the overall plan that will be used to control the incident and include:

- a. Protection or removal of exposed persons.
- b. Confinement and extinguishment of the fire or control of the hazard.
- c. Minimal loss to involved or exposed property.

5. ***Establish tactical objectives.***

Tactical objectives are the specific operations that must be accomplished to achieve strategic goals and include:

- a. Assignment of resources.
- b. Nature of the tactical activity.
- c. Location in which the tactical activity must be performed.
- d. If the tactical action must be performed in sequence or coordinated with any other tactical action.

6. ***Implement the incident action plan.***

Implementation of the incident action plan requires that the IC establish an appropriate organizational structure to manage the required resources and communicate the tactical objectives.

C. Establishing Incident Command

The first Fire Department officer or senior firefighter to arrive at a scene shall assume command. The initial officer or firefighter shall remain in command until command is transferred.

Incident Command includes assuming the role of and responsibility for accountability and the role of Safety Officer unless and until another Safety Officer is designated by the IC.

The first arriving officer or senior firefighter initiates the command process by giving an initial radio report which includes:

1. Officer taking command (e.g. 2nd Fire Captain).
2. A brief description of the incident situation.
3. Obvious conditions.
4. A brief description of the action being taken.
5. Any obvious safety concerns.

One or two apparatus responses, that are not going to escalate beyond the commitment of these apparatus, **do not require a formal activation** of the Incident Command System. However, the first on-scene officer/senior firefighter shall remain responsible.

If the situation has not stabilized and/or the Department officer must withdraw to the exterior, the officer shall establish formal command and identification of command location/command post.

D. Organization for Larger Incidents

The Incident Command structure should be based on the management needs of the

incident and should be developed on a proactive basis. Incident resource and management needs must be projected adequately ahead to allow for the **reaction** of responding resources.

The IC and other supervisory personnel should anticipate span-of-control and work load. This may necessitate requesting additional command officers to fill these overhead positions.

Whenever planning, logistical, or finance functional responsibilities become a significant work load for the IC, the appropriate sections should be staffed. This will prevent overextension of the IC's span-of- control.

E. Transfer of Command

When command is transferred, it should trigger an upgrade in the command structure. The officer assuming command will conduct communications with the person being relieved via radio, or preferably person to person.

The person being relieved will brief the officer assuming command, indicating the following:

- General situation status.
- Incident conditions.
- Tactical priorities/objectives.
- Safety considerations.
- Assignment of operating companies and personnel.
- Appraisal of need for additional resources.

Command cannot be transferred to any officer that is not on the scene. The arrival of a ranking officer on the incident scene **does not automatically mean that command will be transferred.** The officer receiving command must acknowledge receipt and announce that command has been transferred.

Other Fire Command arriving on the scene shall report to the command post. They shall assume duties to assist the Incident Commander.

If command has been established by a firefighter, command shall be transferred to the first arriving officer. Command shall be transferred to the first arriving Chief at that Chief's discretion. When a Chief or Assistant Chief allows a lower ranking officer to retain command this does not remove the responsibility for the incident from the higher ranking individual.

F. Communications

All unnecessary radio communications shall be minimized. All communications channels shall be established by Incident Command. All communication to the Rice/Steele dispatch center shall be on appropriate talk group. All other communications shall be assigned per county talk group protocol.

If resources outside of Rice County are requested, Incident Command shall operate as per Rice County ARMER plan. If mutual aid is requested from non-Rice County departments or agencies, communications shall be switched to all or in part to statewide mutual aid channels or such agencies must be provided with compatible portable radios.

G. Staging

All incoming apparatus shall report to the staging area. When the IC has not defined an assignment for on-scene or responding resources, staging shall be established automatically by incoming apparatus.

Incident Command shall establish staging by defining its location and communicating this information to the dispatch center. The dispatcher or IC shall inform all responding resources of the location of staging.

If responsibility is not specifically assigned the officer of the first apparatus to arrive in staging shall assume the function of the staging officer. The staging officer shall keep the Incident Command advised of resource availability in staging.

Incident Command shall request on-scene resources through the staging officer and shall specify where and to whom these resources shall report, as the complexity of the incident mandates.

H. Sectoring

Sectoring may be mandated and IC should anticipate this need and assign sectors as indicated.

Note: Sectors should include but are not limited to:

-safety	-water supply
-interior	-logistics
-roof	-finance
-exterior	-planning
-directional areas	-ventilation
-staging	-accountability, etc
-relief	

603 Emergency Evacuation

A. Emergency Evacuation Signal

A **three blast sequence of an airhorn(s)** shall be the signal for all firefighters and/or other personnel to evacuate the hazardous area or structure ***immediately***.

B. Notification for Emergency Evacuation

A safety officer, a sector officer and/or a firefighter shall notify the Incident Commander instantly of any emergency situation requiring the immediate evacuation of an area and/or structure.

C. Communication of Emergency Evacuation

When there is an emergency evacuation required of the hazardous area and/or structure, the Incident Commander must do the following:

1. Immediately transmit the following on all radio channels: “**Evacuate Immediately.**”
2. Order that all available apparatus sound their airhorns in a **three blast sequence** emergency evacuation signal.

This shall be repeated as necessary. An accountability roll call shall be taken.

604 Safety Officer

A. Purpose of Safety Officer

All Fire Department operations shall have a Safety Officer.

It shall be the responsibility of the Safety Officer to ensure that all Department operations are conducted safely. These operations include, but are not limited to, emergency operations and training.

B. Position of Safety Officer

The position of Safety Officer shall be assumed automatically by the Incident Commander or Training Officer at any emergency operations or training. A Safety Officer should be appointed by Incident Command or the Training Officer when and where resources permit.

C. Responsibilities of Safety Officer

The responsibilities of the Safety Officer are:

1. Maintain contact with Incident Command and/or the Training Officer.
2. Wear appropriate identification.
3. Identify hazardous areas of operations.
4. Assess apparatus placement.
5. Identify, assess and make appropriate changes and/or stop any unsafe actions.
6. Maintain a continuous assessment of the condition of the structure and any potential for collapse.
7. Maintain a continuous assessment of the total area of operations to make sure that it is a safe scene.
8. Assess all firefighters' physical and mental ability to perform their duties.
9. Assume responsibility for accountability if no Accountability Officer is assigned.

605 Accountability System

A. Purpose of Accountability System

The Fire Department shall have an accountability system designed to provide the Fire Department with an accounting for each firefighter en route to, during, and following all Department operations.

B. Responsibility for Accountability

The Incident Commander shall assume the responsibility for accountability automatically. An Accountability Officer should be appointed when and where resources permit at any emergency

operations or training, or when the incident may dictate. This person shall assist with or take responsibility for accountability.

C. Accountability System Components

The Accountability System consists of the following components:

1. All members will be supplied with two (2) name tags to be attached to their helmet or turnout gear.
2. All engines, aerial and heavy rescue will have one (1) entry board.
3. Each apparatus will have a crew board.
4. All SCBAs will have a Personal Alarm Safety System (PASS) attached.
5. Portable radios will be utilized by all crews operating in a hazardous area.

D. Firefighter Responsibility

It shall be the responsibility of all firefighters operating at emergency operations or training to participate in the Department's Accountability System.

E. Implementation of System

The Accountability System shall be implemented on all calls and training, excluding medical calls and non-hazardous training.

F. Using the Accountability System

Using the Accountability System	
In Service/ Responding to	<ul style="list-style-type: none"> ➤ All firefighters responding in each apparatus shall place and/or ensure the placement of their name tags on the apparatus crew boards. ➤ One (1) crew board shall remain in the apparatus on or adjacent to the officer's seat. ➤ The crew board's security will be the responsibility of the apparatus driver. ➤ The crew board will be utilized should a roll call of the entire scene be deemed necessary by Incident Command.
Arrival	<ul style="list-style-type: none"> ➤ Upon arrival, all firefighters shall stay with their apparatus until assigned by Incident Command or the Apparatus Officer. ➤ There shall be no freelancing by any firefighter at any time.
Entering a Structure and/or Hazardous Area	<ul style="list-style-type: none"> ➤ Prior to entering a structure and/or hazardous area, a firefighter and/or officer shall give (1) crew board to the IC or Accountability Officer. ➤ As each firefighter enters the structure and/or hazardous area, entry board, an entry board shall be utilized to track location on the fire ground. <p>Note: A structure and/or hazardous area may have more than one entry area.</p> <ul style="list-style-type: none"> ➤ Incident Command or the assigned Accountability Officer must be informed of and maintain accountability for crews and individuals on the fire ground. ➤ A hazardous area includes the close proximity to a burning or damaged structure.

Using the Accountability System

Working in a Structure And/or Hazardous Area

When working in a hazardous atmosphere or area, all firefighters shall:

- Operate as a team of two (2) or more.
- Enter, stay, work and leave as a team.
- Remain in contact with all team members through visual, audible, physical, safety ropes or by other means in order to conduct their activities.
- Maintain two-way radio contact with Incident Command.
- If radio communications are lost, the affected crew shall exit the hazardous area immediately or team up with another crew and advise Incident Command of the change.

Exiting from a Structure and/or Hazardous Area

- All teams exiting a structure and/or the hazardous area should make an effort to exit from the same point as entry was made.
- All crews shall retrieve their boards, regardless of their exit point.
- Upon exiting and retrieval of their boards, all team members shall report to the rehab area, staging area, or their apparatus as the incident may dictate. Crew boards shall be given to those sector officers for accountability. If no sector officer is assigned it is the crew officer's responsibility to maintain the crew board and accountability.

G. Roll Call

A roll call may be requested to account for and verify the safety of any or all firefighters and to ensure accountability. Any firefighter may request that a roll call be implemented. Two (2) types of roll calls may be taken:

Structure and/or Hazardous Area Roll Call	<ul style="list-style-type: none">➤ This roll call shall be called whenever there is a change from offensive to defensive attack, flashover, backdraft, collapse, wind change, trapped firefighters, fire under control, etc.➤ This will be conducted using the crew/ entry boards.
Total Fireground Roll Call	<ul style="list-style-type: none">➤ This roll call shall be called if there is a missing firefighter and/or the emergency evacuation signal is activated.➤ This will be conducted using the entry boards.

The roll call shall be conducted by the Incident Commander and/or Accountability Officer who will call off the names of each firefighter from the appropriate entry and/or crew Accountability boards. This may be done with the assistance from other officers. When a roll call is called, Incident Command will state the following over the radio a minimum of two (2) times prior to calling out the names:

“Stand by for roll call.”

Special Note: A roll call may be sector specific. All names on the entry and/or crew boards must be accounted for.

H. Termination of System

The Accountability System shall be maintained until all operations are complete. Prior to leaving the scene, each Apparatus Officer shall roll call the apparatus crew board. When each apparatus returns to the station, it shall be the responsibility of each firefighter to retrieve his/her name tag from the crew board.

I. Downgrading of System

The Accountability System may be downgraded at any time from full implementation by Incident Command as the ongoing scene operations and conditions permit and warrant.

606 Northfield Area Fire and Rescue Service Department Accountability System

Terms and Abbreviations

Personal Accountability Tag	PAT
Apparatus Crew Board	CB
Accountability Work Board	AWB
Incident Command	IC
Incident Safety Officer	ISO
Fire Motor Operator	FMO
Personal Accountability Report	PAR

Accountability Tag Color Designations

White Face	Chiefs
Red Face	Captains
Yellow Face	Firefighters
Blue Face	Apparatus Crew Board CB (in trucks)
Green Face	Accountability Work Board AWB Operations

Apparatus Crew Board Order of Tags

1. Officer/Crew Leader
2. Crew Member
3. Crew Member
4. Fire Motor Operator (put FMO PAT upside down on CB)

Location of Accountability Work Boards (AWB)

1. 8125 Rural Engine
2. 8115 City Engine
3. 8120 Heavy Rescue

607 Mayday Operations

Purpose:

The purpose of this procedure is to identify the roles and responsibilities of all the parties involved at an incident where a "Mayday" has been activated.

1. Call for Help Immediately

Firefighters who find themselves lost or trapped must immediately use "Mayday" to announce their situation while they continue to attempt to find their way out.

Firefighters should not delay notification of distress. Notifications should occur as soon as the firefighter THINKS he or she is in trouble. The longer you wait to tell somebody you are in trouble the more you jeopardize yourself and the rescuers' lives.

2. "Mayday" Radio Message

The radio message "Mayday" will be used by firefighters to report their status as being lost, trapped, or in trouble and needing rescue. Any member may use "Mayday" to report a lost firefighter. Any report of "Mayday" will receive priority radio traffic. The term "Mayday" will be reserved ONLY to report a lost, trapped, or in trouble firefighter(s). The term "emergency traffic" will be used to report all other emergencies.

3. Command Responsibilities

Command will maintain an awareness of the location of firefighters on the fire ground primarily

through assignments and the accountability system. In the event that a firefighter cannot be located through a PAR, or any other time a firefighter is missing, the captain or any member may announce a "Mayday". The term "Mayday" will indicate a lost or down firefighter. Command shall respond to a "Mayday" by implementing a rescue plan for the firefighter(s).

4. Missing Firefighter

Company officers and individual firefighters that suspect a firefighter is missing must notify the Incident Commander immediately. The Incident Commander MUST ALWAYS assume that the missing firefighter is lost in the building until the member is accounted for.

5. Change the Strategy and Plan to a High Priority Rescue Effort

The Incident Commander must restructure his/her strategy and action plan to include a firefighter rescue effort. Accurate information must be quickly obtained and acted upon.

1. Additional resources must be immediately obtained.
2. Rapid commitment of the RIT/Rescue Division must occur.
3. These resources must be organized and controlled.
4. The Command organization must expand. The plan, strategy, and objectives must be quickly communicated to Command staff and division officers.
5. The plan and rescue activities must be continually monitored and revised as necessary. Conditions and updated information cause changes in the plan and objectives.
6. The Incident Commander must communicate any changes to the Command, general staff and division officers.

6. Include a Medical Component When Requesting Additional Resources

Medical personnel will be needed to treat rescued firefighters. The Incident Commander must ensure that an adequate number of paramedics are responding as well as an adequate number of ambulances to transport injured firefighters.

7. Commit the Rapid Intervention Team (RIT)

All significant firefighting operations will have a rapid intervention team. This team shall be fully outfitted with protective clothing, SCBA, etc., and monitoring all tactical radio traffic.

Upon report of a lost, trapped, or firefighter in trouble, the Incident Commander has a crew/crews fully outfitted, available for commitment to an immediate search and rescue of the last known area of the missing firefighter(s).

1. The RIT team or any crew in or on-deck/staging may be immediately sent to the rescue area. The commitment of additional crews, however, must be controlled and organized.
2. Once the fire is declared under control: the Incident Commander has the option to release the company from RIT duties, utilize the company as a crew for relief, or to conduct overhaul if needed.

8. Withdraw Companies from the Affected Area

1. In some situations, such as collapse or explosion crew members can get separated. The only practical method, to obtain an accurate PAR of affected crews, may be to withdraw them to the exterior. In addition, withdrawal may be the only way to quickly obtain accurate information and reconnaissance on exactly where trapped members may be, routing to victims, debris locations, and the type of rescue equipment needed.
2. Crews will notify Command/IC that they "do not have PAR". Once the no PAR and reconnaissance information is quickly obtained, crews can be re-assembled into a more organized rescue effort. The attempt to get a PAR during a Mayday or firefighter lost

situation will create radio congestions and result in essential radio traffic being lost or impeded.

- a. Withdrawal is a judgment call based on circumstances at the time: information available and resources. It may not be practical or possible to do. However, the absolute need for an accurate roll call and information on missing firefighters remains a critical priority.
3. If it's determined not to withdraw, a detailed roll call must be obtained from each division for all crews operating under their direction as soon as the firefighter Mayday/rescue has been resolved.
 - a. Do not abandon firefighting positions – hold positions and prevent fire spread.
 - b. Fire companies in the immediate rescue area can assist in the rescue effort: if companies in the immediate area can assist it is important that the company officer relay this information to Command/IC so that the rescue, fire attack, and accountability plans can be adjusted.
 4. Assign a chief officer to the Mayday event; the Incident Commander is faced with a time critical crisis.

Northfield Area Fire and Rescue Service Standard Operating Guidelines
Chapter 7: Firefighter Positions

Chapter 7: Firefighter Positions

- 701 Probationary Firefighter**
- 702 Firefighter**
- 703 Captain**
- 704 Assistant Chief(s)**
- 705 Fire Chief**
- 706 Fire Training Officer**
- 707 SCBA Coordinator**

701 Probationary Firefighter

Purpose:

To provide fire suppression, first aid or other emergency assistance as qualified and under the appropriate supervision of any officer or designated firefighter.

The physical requirements of this position are demonstrated by the successful completion of an annual fit for duty exam.

Responsibilities:

A. Call Outs

1. Respond to the station for call outs. Perform tasks assigned at the discretion of Incident Command staff. **Do not fill apparatus assigned staffing until approved by the Fire Chief.**
2. Respond to the station for mutual aid call outs. Do not act as a crew member on any apparatus.
3. Respond to the station for rescue/ medical call outs.

B. Overall

1. Participate in required Fire Department training.
2. Attend work details as scheduled.
3. Maintain equipment and stations.
4. Be responsible for all property issued to him/her and any equipment utilized in the performance of his/her duties.
5. Keep secure all information that is not to be communicated outside the Department. Members shall treat the official business of the Department as confidential. Members of the Fire Department must be highly aware of the confidential nature of the activities and events that they may be asked to participate in and must agree:
 - a. Not to release any information to the news media, insurance companies, attorneys or others outside the Department regarding cases in which he/she is involved, except upon direction by the Fire Chief;
 - b. To ensure all information obtained should be held in confidence;
 - c. Not to publicly criticize the action of any Department member or Department policy or action.
6. Be familiar with and follow the NAFRS SOGs.
7. Maintain required call and training percentages.
8. Present a professional, constructive image and attitude in the performance of duties.
9. Be able to work with other members of the Department.

C. Driving

Do not drive an apparatus until Department approved driver training has been completed. In no cases shall a probationary member operate or drive a Department vehicle on any emergency using the lights and siren until driver training has been completed.

D. Firefighting

Do not enter a hazardous breathing atmosphere, fire or related incident until **completion** of Firefighter I. Until such time, all reserve members must confine their fire ground activities to exterior or overhaul duties.

Position Requirements

- Must meet requirements in the sections listed below:

Section 201 - Membership Eligibility

Section 503 - Position Training Requirements.

Reserve members are those who have been offered temporary short-term employment with clearly defined beginning and end dates. Reserve members' employment will end upon completion of their agreed upon employment period unless a formal offer for Regular Part-Time employment is made.

702 Firefighter

Purpose:

To provide fire suppression, first aid or other emergency assistance as needed and directed.

The physical requirements of this position are demonstrated by the successful completion of an annual fit for duty exam.

Responsibilities:

A. Fire Ground or Rescue Scene

1. In the absence of an officer, the most senior firefighter shall assume the responsibility of an officer and be in command of the Incident scene.
2. Operate equipment in an efficient and safe manner.
3. Perform firefighting, rescue and EMS tasks as needed using proper techniques and procedures as prescribed by operating guidelines.

B. Overall

1. Participate in required Fire Department training.
2. Attend work details as scheduled.
3. Maintain equipment and station.
4. Recommend changes that would be beneficial to the Department.
5. Present a professional, constructive image and attitude in the performance of his/her duties.
6. Serve on Fire Department committees and/or activities.
7. Be responsible for all property issued to him/her and any equipment utilized in the performance of his/her duties.
8. Maintain required call and training percentages
9. Keep secure all information that is not to be communicated outside the Department.
10. Members shall treat the official business of the Department as confidential. Members of the Fire Department must be highly aware of the confidential nature of the activities and events that they may be asked to participate in and must agree:

- a. Not to release any information to the news media, insurance companies, attorneys or others regarding cases in which he/she is involved, except upon direction by the Fire Chief;
 - b. To ensure all information obtained should be held in confidence;
 - c. Not to publicly criticize the action of any Department member or Department policy or action.
11. Be cognizant of, and adhere to Department policies and operating procedures.
12. Be able to work with other members of the Department.

Position Requirements

Must meet requirements in the sections listed below:

Section 709	Northfield Area Fire and Rescue Service Paid On Call Firefighter Job Description
Section 201	Membership Eligibility
Section 503	Position Training Requirements

- Regular part-time member
- Firefighters, including officers, continue to be at will members of the Department, as provided elsewhere in this Manual, and may be terminated at any time for any reason in the best interests of the Department.

703 Captain

Purpose:

To provide guidance and direction to assigned personnel during fire suppression, EMS or other emergency assistance activities as needed.

The leadership role of a Captain is defined as the authority to direct firefighters on the scene of a call. Personnel issues should be handled by the Fire Chief and NAFRS Board. Chain of command should be followed on and off scene.

The other responsibilities of this position are to serve as a firefighter and to provide fire suppression and emergency rescue services as needed. The physical requirements of this position are demonstrated by the successful completion of an annual fit for duty exam.

Responsibilities:

A. Fire Ground or Rescue Scene

- 1. Direct a crew in firefighting, EMS, or other emergency service. The Captain is a line officer and will lead a designated crew.
- 2. Assure that all equipment and crews are operated in a safe and efficient manner.
- 3. Assume Incident Command in the absence of Incident Command. This may be reassigned to other officers if appropriate.

B. Overall

- 1. Work with the Command staff to determine and assign work tasks and coordinate work details.
- 2. Direct maintenance and cleaning of station and equipment.
- 3. Attend required meetings and training which are over and above those

- required of a firefighter.
4. Instruct training sessions as required.
 5. Assure that all incident reports are complete and accurate.
 6. Assist members with developing and achieving individual goals.
 7. Present a positive and constructive attitude in performance of duties.
 8. Strive to improve morale within the Department and improve working relations, team building and communication with other agencies.
 9. Work with the Command staff to establish the annual Fire Department objectives.
 10. Track work details and advise Command staff of members not meeting requirements.
 11. Instruct new members on equipment operations, Department policies, and operational guidelines.
 12. Maintain required call and training percentages.
 13. May be given primary responsibility for fire apparatus equipment, cleanliness, and overall condition and organization of the fire station.

C. Special Duties

As assigned by superior Command staff.

Position Relationships

- Report to the Assistant Chief(s) on all matters related to this position.
- Accept specific responsibilities assigned by the Command staff.
 - Supervise firefighters.
 - Work closely with all officers and firefighters.
 - Assume the duties of the Chief in his/her absence.

Position Requirements

Eligible members may apply for an open Captain position, provided they meet **all** of the requirements in the sections listed below:

Section 709	Northfield Area Fire and Rescue Service Captain
	Job Description
Section 201	Membership Eligibility
Section 503	Position Training Requirements

Command positions shall be hired and selected through a competitive, merit based hiring process that will be administered by the Human Resource Department. The NAFRS Board shall have final hiring approval with input from the Fire Chief.

704 Assistant Chief(s)

Purpose:

To provide guidance and direction of administration, training activities and maintenance of station and equipment.

The leadership role as an Assistant Chief is defined as the authority to direct firefighters on the scene of a call. Personnel issues should be handled by the Chief and Human Resource Department. Chain of command should be followed on and off scene.

The other responsibilities of this position are to serve as a firefighter and to provide fire

suppression and emergency rescue services as needed. The physical requirements of this position are demonstrated by the successful completion of an annual fit for duty exam.

Responsibilities:

A. Fire Ground or Rescue Scene

1. Respond directly to all calls as deemed necessary.
2. Assure that all equipment and crews are operated in a safe and efficient manner.
3. Assume Incident Safety Officer role as deemed necessary at all incidents. This may be reassigned to other officers.
4. Assist Chief as directed.

B. Training

1. Instruct training sessions as required.
2. Coordinate attendance and registration at sectional fire schools.

C. Station/Apparatus & Equipment

1. Periodically inspect station and equipment.
2. Assure that all maintenance and cleaning of stations and equipment is completed.
3. Assign work details.

D. Overall

1. Be responsible for enforcing the rules, regulations and policies of the Department.
2. Assist with recruiting, hiring, and evaluation of members.
3. Attend the extra training and meetings as required.
4. Present a positive and constructive attitude in performance of duties.
5. Strive to maintain morale within the Department and working relations with other agencies.
6. Work with the officers in the preparation of the annual objectives for the Department.
7. Monitor all activities and the progress of Department objectives.
8. Assist with developing Department goals.
9. In the absence of a higher ranking officer, assume all responsibilities of the higher ranking Fire Command.
10. Maintain required call and training percentages.

Position Relationships

- Report to the higher ranking Fire Command on all matters related to this position.
- Accept specific responsibilities assigned by the Fire Chief.
- Assist in the supervision all officers and firefighters.
- Work closely with Fire Chief, firefighters, officers and other agencies.

Position Requirements

Eligible members may apply for an open Assistant Chief position,

provided they meet **all** of the requirements in the sections listed below:

Section 709	Northfield Area Fire and Rescue Service Assistant Chief Job Description
Section 201	Membership Eligibility
Section 503	Position Training Requirements

- E. Command positions shall be hired and selected through a competitive, merit based hiring process. The NAFRS Board shall have final hiring approval with input from the Fire Chief.

705 Fire Chief

Purpose:

To be responsible for the overall management, supervision and administration of the Northfield Area Fire and Rescue Service.

The other responsibilities of this position are to serve as a firefighter and to provide fire suppression and emergency rescue services as needed. The physical requirements of this position are demonstrated by the successful completion of an annual fit for duty exam.

Responsibilities:

A. Fire Ground or Rescue Scene

1. Respond directly to all calls as deemed necessary.
2. Assure that all equipment and crews are operated in a safe and efficient manner.
3. Assume Incident Command as deemed necessary at all incidents and/or ensure Incident Command is assumed and maintained.

B. Training

Instruct training sessions as required.

C. Station

1. Periodically inspect station and equipment.
2. Assure that all maintenance and cleaning of station and equipment is completed.
3. Assign work details.

D. Overall

1. Be responsible for enforcing the rules, regulations and policies of the Fire Department.
2. Assist the NAFRS Board with preparation of an annual budget.
3. Be responsible for recruiting, hiring, and evaluation of members.
4. Supervise the maintenance of all Fire Department records and reports as required.
5. Assure that all reports are complete and accurate.
6. Attend extra training and meetings as required.
7. Present a positive and constructive attitude in performance of duties.
8. Strive to maintain morale within the Department and working relations with other agencies.
9. Monitor all activities and the progress of Department objectives.

10. Work with the officers in the preparation of the annual objectives for the Department.
11. Assist with developing and carrying out Department goals.
12. Ensure proper testing of all Department equipment and apparatus as required. (Example: pumps, hoses, air compressor unit, ladders, air bottles, etc.)
13. Operate the Department within applicable NFPA and OSHA recommended guidelines.
14. Maintain required call and training percentages.
15. Maintain a good relationship with mutual aid departments.

Position Relationships

- Report to NAFRS Board on all matters related to this position.
- Supervise all officers and firefighters.
- Work closely with chiefs, firefighters, officers and other agencies.

Position Requirements

Eligible members may apply for an open Fire Chief position, provided they meet **all** of the requirements in the sections listed below:

- Section 709 NAFRS Fire Chief Job Description**
- Section 201 Membership Eligibility**
- Section 503 Position Training Requirements.**

E. Hiring/Selection of Fire Chief

The Fire Chief and other command positions shall be hired and selected through a competitive, merit based hiring. The NAFRS Board shall have final hiring approval with input from the outgoing Fire Chief (if possible).

706 Fire Training Officer

Purpose

To provide guidance and direction of all training.

The primary responsibilities of this position are to serve as a firefighter and to provide fire suppression and emergency rescue services as needed. The physical requirements of this position are demonstrated by the successful completion of an annual fit for duty exam.

Responsibilities:

A. Training

1. Define and develop training programs, needs, and lesson plans for the Department.
2. Schedule training sessions.
3. Prepare, maintain and keep up-to-date all course outlines and training materials.
4. Maintain training and attendance records for each firefighter.
5. Conduct training sessions as required.
6. Be responsible and provide direction for training of all members.
7. Be in charge at all training or assign a designee.
8. Develop safety requirements for training and all operations with the Fire Chief.
9. Serve as a member and chairperson of the training board.
10. Submit yearly budget requests to the NAFRS Board.
11. Coordinate and approve all outside training.

B. Overall

1. Work closely with the person who is leading any of the special response crews.
2. Attend extra training and meetings as required.
3. Prepare activity reports.
4. Present a positive and constructive attitude in performance in his/her duties.
5. Strive to maintain morale within the Department and good working relations with other agencies.
6. Possess good verbal and written communication skills.
7. Set annual goals and objectives for the training department.

Position Relationships

- Report to Fire Chief on all matters related to this position.
- Accept specific responsibilities assigned by Fire Chief.
- Work closely with Fire Command, firefighters, and other agencies.

Position Requirements

Eligible members may apply for an open Fire Training Officer position, provided they meet **all** of the requirements in the sections listed below:

Section 201 Membership Eligibility
Section 503 Position Training Requirements.

707 SCBA Coordinator Purpose

To procure, issue, repair and maintain all SCBA equipment.

The primary responsibilities of this position are to serve as a firefighter and to provide fire suppression and emergency rescue services as needed. The physical requirements of this position are demonstrated by the successful completion of an annual fit for duty exam.

Responsibilities:

A. Fire Ground or Rescue Scene

Act as firefighter and assist with SCBA related events and repairs.

B. Overall

1. Maintain all SCBA equipment, air fill system, and spare parts inventory.
2. Prepare and maintain records for SCBA equipment and air fill system.
3. Submit an annual budget request to Command staff.
4. Attend extra training and meetings as required.
5. Order SCBA supplies as necessary.
6. Maintain all personal alarm locators (PAL).
7. Be certified in SCBA repair by the SCBA manufacturer.

Position Relationships

- Reports to Fire Chief on all matters related to this position.
- Accepts specific responsibilities assigned by Fire Chief.
- Works closely with all Department members.

Position Requirements

Eligible members may apply for an open SCBA Coordinator position, provided they meet **all** of the requirements in the sections listed below:

Section 201 Membership Eligibility
Section 503 Position Training Requirements.

Northfield Area Fire and Rescue Service Standard Operating Guidelines

Chapter 8: Response Guidelines

Chapter 8: Response Guidelines

- 801 Responding to Callouts
- 802 Mutual Aid Requests: Scene Callouts
- 803 Mutual Aid Requests: Standby at Station Callouts
- 804 Requesting Mutual Aid Assistance
- 805 Incident Completion
- 806 Response Protocols En Route to Scene
- 807 Initial Response Protocols at Scene
- 808 Rescue Squad Standard Protocols
- 809 Rapid Intervention Team
- 810 Residential Dwelling Structure Fire and Chimney Fires
- 811 Commercial and Residential Fire Alarms
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- 816 Natural Gas Leaks, Outdoors
- 817 Natural Gas Leaks, Indoors
- 818 Search and Rescue
- 819 Mutual Aid to Standby at Neighboring Station
- 820 Mutual Aid to Scene of Requesting Fire Department

801 Responding to Callouts

All members responding to Northfield Area Fire and Rescue Service call outs shall drive with caution and obey all traffic rules and regulations of the State of Minnesota.

All members shall report directly to the station unless the incident is in the direct line to the station. Members responding directly to the scene/incident is to be avoided when practical, and as such, is discouraged by these policies.

802 Mutual Aid Requests: Scene Callouts

Northfield Area Fire and Rescue Service may respond to requests for mutual aid. If an officer is not present, the senior officer or person with most seniority will be in charge.

803 Mutual Aid Requests: Standby at Station Callouts

Requests for a crew to standby at a neighboring city will be by a *routine response only*, unless directed otherwise.

804 Requesting Mutual Aid Assistance

Mutual aid requests from other communities should be called if, in the judgment of the officer or senior firefighter in charge, the apparatus, equipment and/or personnel available are inadequate to handle the situation.

805 Incident Completion

If the matter is a criminal or police incident, the Fire Department officer in charge shall request permission to clear the scene when Fire Department activities appear to be complete.

806 Response Protocols En Route to Scene

The response protocols for each driver, officer and firefighter while enroute to the scene of an emergency are listed below:

Response Protocols Enroute to Scene			
Step	Driver	Officer	Firefighter
1	Know truck operations	Senior officer to occupy officer's seat if available	Dress completely
2	Know general destination	Take general command of apparatus	Don air packs, if applicable
3	Drive with caution	Know destination and route. Use map book as required	If confirmed fire, put on face mask

4	Be prepared to yield and stop at all times	Establish jobs to be done on arrival	One jump seat shall take appropriate tools
5	Command all vehicle functions enroute. Utilize lights, siren, air horn. Driver shall assign duties as required.	Handle all enroute communications	
6		Assist with warning devices	
7		Give initial direction to crew enroute	
8		Pick hydrant or be aware of nearest water supply	
9		Review building layout and insure crew accountability is in place	

807 Initial Response Protocols at Scene

The initial response protocols for each driver, officer and firefighter at the scene of an emergency are listed below:

Initial Response Protocols at Scene			
Step	Driver	Officer	Firefighter
1	Position vehicle at officer's direction	If first in, give size-up	Advance appropriate line
2	Chock rear wheel if required	Carry radio	Assist in hydrant hookup, if appropriate
3	Engage pump if needed	If first in, take command	Call for charge when line set

4	Engage generator if needed	Give initial directions to crew	Initiate attack on officers' command
5	Take over apparatus radio control	Direct/assist crew in initial attack	Gain entry – a flashlight and radio shall accompany all advances

808 Rescue Squad Standard Protocols

The rescue squad shall operate following the "Rescue Squad Standard Protocols" as defined by the Department's Medical Director.

809 2 In 2 Out/ Rapid Intervention Policy

1. **Purpose.** To provide procedure for Fire Department personnel operating during the initial stages of a fire incident to comply with the current edition of Title 29, Code of Federal Regulations, Section 1910.134 (29 CFR 1910.134): Respiratory Protection.
2. **Policy.** All members of the Fire Department shall comply with applicable state and federal regulations and operate safely at all fire scenes. Failure to comply will result in disciplinary action.
3. **Responsibility.** It is the responsibility of the Incident Commanders to assure compliance with this policy and all applicable state and federal regulations while conducting fire ground operations. It is the responsibility of all personnel operating at the scene of a structure fire to comply with this policy and to wear all personal protective equipment and self-contained breathing apparatus and to be prepared to perform interior firefighting operations and rescue.
4. **Definitions.**
 - 4.1 *Incident Management System.* A system used to provide structure and coordination to the management of emergency incident operations in order that all objectives are accomplished, and provide for the safety of citizens and Department personnel.
 - 4.2 *Immediately Dangerous to Life and Health (IDLH) Atmospheres.* Any atmosphere that poses immediate hazard to life or produces immediate irreversible debilitating effects on health.
 - 4.3 *Incipient Stage Fire.* A fire that is in its initial stage and that can be extinguished by portable extinguishers, class II standpipe or small hose streams without the need for personal protective equipment (PPE) or self-contained breathing apparatus.
 - 4.4 *Incident Commander (IC).* The fire officer in overall command of an emergency incident, equipped with personal protective equipment and portable radio.
 - 4.5 *Attack Team.* A minimum of two fire personnel wearing PPE and using SCBA and equipped with a hoseline and portable radio that are assigned interior firefighting duties.
 - 4.6 *Stand-By Team.* A minimum of two fire personnel wearing PPE and SCBA and equipped with a hoseline and portable radio who are assigned to remain in reserve performing no other duties. The sole purpose of the Stand-By Team is rescue of the Attack Team(s).

4.7 *Rapid Intervention Team (RIT)*. Minimum of two fire personnel wearing PPE and SCBA and equipped with rescue and forcible entry equipment assigned as a safety team for the firefighters in the hot zone. The RIT is for emergency use only.

4.8 *Hot Zone*. The area in which the firefighters are working/mitigating the incident.

5. **Incident Management System**. At the scene of all incidents attended by the Fire Department, an Incident Management System (IMS) shall be employed.

6. **Actions of the First Arriving Company**. The following procedure shall be used by the first arriving company at the scenes of all structure fires that are beyond the incipient stage.

6.1 *Command*. The officer of the first arriving apparatus shall assume the role of initial Incident Commander and shall remain so until relieved by a higher-ranking officer and command has been properly passed. The initial IC may pass command to the officer of the second apparatus and become part of the attack team or retain command and assign the second apparatus crew the attack role. The IC shall be responsible for assuring constant readiness to intervene in a rescue situation. The IC, or delegated ISO [Insurance Service Organization], is also responsible for tracking those Department members who have entered the structure.

6.2 *Size-Up*. The IC shall conduct a size-up of the incident. The IC shall determine whether immediate rescue is necessary.

6.3 *Company Tasks*. The first arriving company shall lay a hoseline for the attack team. The first arriving company shall perform other tasks the initial company can accomplish.

6.4 *Suppression Effort*. No interior firefighting operations shall take place until all entry personnel have all PPE on.

6.5 *Interior Fire Attack*. Upon the arrival of a second company, the backup line crew aids in suppression efforts. The following assignments shall be filled prior to interior operations: IC, Attack Team.

7. **Fireground/Rescue Operations**. Rescue operations shall be conducted as follows:

7.1 *Rescue Personnel*. Rescue personnel, including Stand-By personnel, shall always operate in teams of at least two. At all times rescue personnel shall be equipped and operate the same as Attack Teams stated above.

7.2 *Rescue Notification*. No rescue effort may be made for either civilians or fire personnel without notification and acknowledgement of the IC.

7.3 *Initiation of Rescue*. Nothing in this section is meant to preclude firefighters from performing emergency rescue activities before an entire team has assembled. IC must be notified prior to entry of a structure for emergency rescue.

8. **Rapid Intervention Team (RIT)**. Once a RIT has been established and they have secured their equipment in the RIT staging area. The stand-by personnel can be relieved of their duties and assigned to work in the hot zone. The RIT can be filled by the Department members OR a mutual aid department qualified to meet the RIT requirements. With large multi-sector operations (i.e. large industrial buildings and apartment buildings) multiple RIT may be assigned.

9. **Control of Fire**. Once the fire has been extinguished and the IDLH [is this defined somewhere?]

atmosphere in the fire structure has been removed or interior operations have ceased, the RIT is no longer required.

10. Suggested Equipment for RIT Sector:

- Tarp
- Halligan tool
- Axe
- 6' pike pole
- Flashlights
- 1 portable radio for each team of two (2)
- Ladder(s)
- Stokes basket
- 100' rescue rope
- Additional SCBA - RIT Bag
- Positive pressure fan
- Thermal Imaging Camera

813 Residential Dwelling Structure Fire and Chimney Fires

Definition: Any one and two family dwelling used as a residence.

Residential Dwelling Structure Fire and Chimney Fires: Response Order	
City	Rural
First Engine 2 nd Engine Aerial 1 Heavy Rescue 2 nd Aerial <i>Sequence may change as per IC</i> (Additional apparatus as needed)	First Engine Tanker 1 Tanker 2 Heavy Rescue Grass Rig <i>Sequence may change as per IC</i> (Additional apparatus as needed)

Residential Dwelling Structure Fire and Chimney Fires: General Procedures	
Incident Command	The Incident Commander shall: <ul style="list-style-type: none"> ➤ Assume incident command and designate a staging area as required. ➤ Radio a brief description of the conditions encountered upon arrival and determine the need for rescue, ventilation and fire suppression. ➤ Confirm the alarm location, alarm panel, utility shut-offs, and hydrants.
First Engine	The first arriving engine shall: <ul style="list-style-type: none"> ➤ Pull past the structure leaving room for the aerial to position. This engine's primary responsibilities shall be forcible entry, rescue and suppression. The booster tank on this engine shall be its primary water source. All equipment should be used from this engine until it is exhausted. The driver/pump operator shall immediately notify Incident Command and/or the next arriving apparatus of the need for additional water and supply line status.
Second Engine or Quint	Lay supply to initial engine. Assume tasks as assigned by IC.

814 Commercial/Residential Fire Alarms

Commercial/Residential Fire Alarms: Response Order	
City	Rural
First Engine 1 Second Engine Aerial <i>Sequence may change as per IC</i> (Additional apparatus as needed)	Engine Tanker 1 Tanker 2 Heavy Rescue Grass Rig <i>Sequence may change as per IC</i> (Additional apparatus as needed)

Commercial/Residential Fire Alarms: General Procedures	
Incident Command	The Incident Commander shall: <ul style="list-style-type: none"> ➤ Assume incident command, review building layout, and designate a staging area. ➤ Radio a brief description of the conditions encountered upon arrival and determine the need for rescue, ventilation and fire suppression or cancel. Limit additional response based on needs. ➤ Confirm the alarm location, alarm panel, utility shut-offs, Fire Department connections and hydrants have been located.
First Engine	The first arriving engine shall: <ul style="list-style-type: none"> ➤ Proceed to the main entrance or the entrance that allows the best access to the affected area. ➤ Wait for assignment from Incident Command.
Second Engine	The second arriving engine shall: <ul style="list-style-type: none"> ➤ Lay supply line to initial engine. ➤ Assume tasks as assigned by IC.
Aerial	The arriving aerial shall: <ul style="list-style-type: none"> ➤ Stage and wait for assignment from Incident Command.

Grass and Brush Fires: Response Order	
City	Rural
Engine 1 Grass Rig Engine 2 Heavy Rescue <i>Sequence may change as per IC</i> (Additional apparatus as needed)	Engine 1 Grass Rig Tanker 1 Tanker 2 Heavy Rescue <i>Sequence may change as per IC</i> (Additional apparatus as needed)

Grass and Brush Fires: General Procedures	
Incident Command	The Incident Commander shall: <ul style="list-style-type: none"> ➤ Assume incident command and designate a staging area as required. ➤ Radio a brief description of the conditions encountered upon arrival.
Grass Rig	The arriving grass rig shall: <ul style="list-style-type: none"> ➤ Perform fire suppression and extinguishment.
Engine	The arriving engine shall: <ul style="list-style-type: none"> ➤ Provide water, equipment, fire suppression and exposure control.
Tanker(s)	The arriving tanker(s) shall: <ul style="list-style-type: none"> ➤ Provide additional water supply and assist in suppression.
Heavy Rescue	The arriving heavy rescue shall: <ul style="list-style-type: none"> ➤ Provide additional personnel.

817 Carbon Monoxide Alarms

Carbon Monoxide Alarms: Response Order	
City	Rural
Engine (Additional apparatus as needed)	Engine (Additional apparatus as needed)

Carbon Monoxide Alarms: General Procedures	
Incident Command	The Incident Commander shall: <ul style="list-style-type: none"> ➤ Assume Incident Command. ➤ Determine the need for medical evaluation, and ventilation.
Engine	The arriving engine shall: <ul style="list-style-type: none"> ➤ Pull in front of the structure. ➤ Be prepared to perform air monitoring of the residence upon assignment from Incident Command.

Medical Emergencies: Response Order	
City	Rural
Rescue (Additional apparatus as needed)	Rescue (Additional apparatus as needed)

Medical Emergencies: General Procedures	
Incident Command	<ul style="list-style-type: none"> ➤ Rescue, prior to arrival at the scene, shall designate an Incident Commander. ➤ Secure the scene, determine and perform appropriate treatment, obtain appropriate medical information, fill out EMS report form and assist the paramedics.
Rescue Personnel	The arriving rescue personnel shall: <ul style="list-style-type: none"> ➤ Follow the Department's Rescue Squad Standard Protocols on all medical emergency calls. ➤ When appropriate, take over scene control from the deputy sheriff and upon arrival, should turn over scene control to the paramedics. ➤ Communicate patient information to the responding paramedics prior to their arrival.

819 Personal Injury Accident

Personal Injury Accident: Response Order	
City	Rural
Heavy Rescue Engine (Additional apparatus as needed)	Heavy Rescue Engine (Additional apparatus as needed)

Personal Injury Accident: General Procedures	
Incident Command	<ul style="list-style-type: none"> ➤ Rescue, prior to arrival at the scene, shall designate an Incident Commander. ➤ Upon arrival, position apparatus to protect the scene and radio a brief description of the conditions encountered upon arrival. ➤ Secure the scene; locate and identify all persons injured and/or involved; prioritize and determine treatment; and gain access and extrication.
Heavy Rescue	The arriving rescue personnel shall: <ul style="list-style-type: none"> ➤ Follow the Department's Rescue Squad Standard Protocols on all personal injury accident calls. ➤ Notify the appropriate law enforcement prior to clearing the scene.
Engine	The arriving engine shall: <ul style="list-style-type: none"> ➤ Upon arrival, position apparatus to protect the scene and/or following instructions of Incident Command. ➤ The primary responsibilities shall be for additional rescue personnel, fire protection and suppression, and traffic control.

Natural Gas Leaks, Outdoors: Response Order	
City	Rural
Engine 2 nd Engine Heavy Rescue <i>Sequence may change as per IC</i> (Additional apparatus as needed)	Engine Tanker Tanker 2 Heavy Rescue Grass Rig <i>Sequence may change as per IC</i> (Additional apparatus as needed)

Natural Gas Leaks, Outdoors: General Procedures	
Incident Command	The Incident Commander shall: <ul style="list-style-type: none"> ➤ Assume Incident Command and designate a staging area. ➤ Request in route from dispatch current weather conditions (wind direction and velocity) and upon arrival radio a brief description of the conditions encountered. ➤ Determine the source of the leak, exposures, traffic control, and evacuation. Isolate and deny entry.
Engine	The first arriving engine shall: <ul style="list-style-type: none"> ➤ Stage and wait for assignment from Incident Command. ➤ Begin air monitoring.
Tanker	The arriving tanker shall: <ul style="list-style-type: none"> ➤ Stage and wait for assignment from Incident Command.
Heavy Rescue	The arriving heavy rescue shall: <ul style="list-style-type: none"> ➤ Stage and wait for assignment from Incident Command.

Natural Gas Leaks, Indoors: Response Order	
City	Rural
Engine 2 nd Engine Heavy Rescue <i>Sequence may change as per IC</i> (Additional apparatus as needed)	Engine Tanker 1 Tanker 2 Heavy Rescue Grass Rig <i>Sequence may change as per IC</i> (Additional apparatus as needed)

Natural Gas Leaks, Indoors: General Procedures	
Incident Command	The Incident Commander shall: <ul style="list-style-type: none"> ➤ Assume Incident Command and designate a staging area. ➤ Request in route from dispatch current weather conditions (wind direction and velocity) and upon arrival radio a brief description of the conditions encountered. ➤ Determine the source of the leak, exposures, traffic control, and evacuation. Isolate and deny entry.
Engine	The arriving engine shall: <ul style="list-style-type: none"> ➤ Be positioned 150 to 200 feet from the structure, uphill and up wind when possible. ➤ Full protective gear and SCBA is required. ➤ Monitor air; will not enter > 10% LEL. If source is mitigated, entry above 10% LEL will be at the discretion of the IC. ➤ Wait for assignment from Incident Command.
Tanker	The arriving tanker shall: <ul style="list-style-type: none"> ➤ Stage and wait for assignment from Incident Command.
Heavy Rescue	The arriving heavy rescue shall: <ul style="list-style-type: none"> ➤ Stage and wait for assignment from Incident Command.

822 Search and Rescue

Definition: May include lost children and assisting police/sheriff's departments.

Search and Rescue: Response Order	
City	Rural
Heavy Rescue (Additional apparatus as needed)	Heavy Rescue (Additional apparatus as needed)

Search and Rescue: General Procedures	
Incident Command	<p>The Incident Commander shall:</p> <ul style="list-style-type: none"> ➤ Contact the law enforcement agency in charge upon arrival for instructions. ➤ If the Fire Department arrives prior to the police or deputy sheriff: <ul style="list-style-type: none"> • Assume Incident Command. • Determine the nature of the incident. • Determine search and rescue objectives, additional resources needed and start appropriate actions. ➤ Keep the law enforcement department continuously advised of the situation.
Rescue	<p>The arriving rescue shall:</p> <ul style="list-style-type: none"> ➤ Stage and wait for assignment from Incident Command.
Heavy Rescue	<p>The arriving heavy rescue shall:</p> <ul style="list-style-type: none"> ➤ Stage and wait for assignment from Incident Command.

Mutual Aid to Standby at Neighboring Station

Mutual Aid to Standby at Neighboring Station: Response Order	
City	Rural
Required Apparatus (Additional apparatus as needed)	Required Apparatus (Additional apparatus as needed)

Mutual Aid to Standby at Neighboring Station:	
Required Apparatus	<p>The required apparatus shall:</p> <ul style="list-style-type: none"> ➤ Respond to the appropriate mutual aid fire station for standby If the Fire Department arrives prior to the police or deputy sheriff ➤ The apparatus officer shall contact the appropriate personnel for instructions.

824 Mutual Aid to Scene of Requesting Fire Department

Mutual Aid to Scene of Requesting Fire Department: Response Order	
City	Rural
Required Apparatus (Additional apparatus as needed)	Required Apparatus (Additional apparatus as needed)

Mutual Aid to Scene of Requesting Fire Department: General Procedures	
Required Apparatus	<p>The required apparatus shall:</p> <ul style="list-style-type: none"> ➤ Respond to the scene and follow the instructions of the requesting mutual aid fire department ➤ The apparatus officer shall contact the Incident Command or the staging officer upon arrival for instructions.

Northfield Area Fire and Rescue Service Standard Operating Guidelines

Chapter 9: Special Fires, Incidents
and Operations

Chapter 9: Special Fires, Incidents and Operations

- 901 **Basement Fires**
- 902 **Transformer, Electrical Fires**
- 903 **Confined Space and Trench Rescue**
- 904 **High Level Rescue and Repelling**
- 905 **Ventilation Operations**
- 906 **Use of Ground Ladders**
- 907 **Gas Leaks**
 - A. **Exterior Leaks**
 - B. **Interior Leaks**
 - C. **Special Considerations**
- 908 **Hazardous Materials Incident**
 - A. **Definition and Primary Responsibility**
 - B. **General Information**
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 - D. **Required Incident Notification**
 - E. **Identification of Responsible Parties**
 - F. **Identification of Substance**

901 Basement Fires

A fire in a basement area can be particularly hazardous due to limited access, weakened structural members, little or no ventilation, and high fuel loads.

1. Prior to entering a basement, open an avenue of ventilation away from the entrance point.
2. Place a back-up line and crew along with a light at the entrance to guide the basement crew out.

902 Transformer, Electrical Fires

A transformer, electrical fire can be particularly hazardous due to the conductivity of water.

1. Use dry chemical or carbon dioxide type extinguishers first when applicable.
2. Extinguish this type of fire with water under the advice of a power company official and agreement of Incident Commander and then only with a 30-degree fog stream or greater.

903 Confined Space and Trench Rescue

A confined space and/or trench rescue can be particularly hazardous due to danger of oxygen deficiency, hazardous gases, collapse, and/or limited access.

1. No member shall perform a confined space rescue who has not been trained in confined space and trench rescue.
2. Establish a perimeter and keep all unnecessary personnel out of the confined space.
3. Monitor air quality and, if compromised, SCBA should be used.
4. Determine length of time victim(s) have been trapped, exact location, oxygen and hazardous gases levels.
5. All crews should be alert to determine if shoring is needed, length/width of trench and if addition expertise is required.
6. All apparatus should be kept at least 200 feet away and all unnecessary motors turned off.

904 High Level Rescue and Repelling

High level rescue and/or repelling operations shall only be performed by trained personnel and be limited to the level of training acquired. An aerial truck should respond to all calls and be utilized whenever possible.

905 Ventilation Operations

Ventilation operations are often necessary to provide a rapid and safe conclusion to fire suppression. Proper ventilation contributes to fire control, rescue, and protection of exposures, advancement of hose lines and the general performance of the firefighters on the scene. Ventilation operations will be coordinated with the fire attack.

1. First-in or subsequent arriving apparatus will start positive pressure ventilation at

- the suppression entry point, on all structural fires involving an interior attack.
2. The following ventilation practices will be accomplished when requested by Incident Command.
 - a. Use **horizontal ventilation** or cross ventilation when natural pressurization will achieve the desired result using existing structural openings.
 - b. Use **vertical ventilation** when there is extensive fire, backdraft conditions, or an attic fire.
 - Sound for structural integrity and safe travel is required whenever personnel are present on a roof.
 - Use existing roof opening when possible.
 - Cut a ventilation opening if necessary. The minimum size hole for ventilation is 16 square feet (4 ft. x 4 ft.). **Note:** Care must be taken not to cut any structural support members such as rafters.
 - Use extreme caution on all interior or confined area fires. Smoke conditions should be examined carefully and the danger of backdraft always considered. Dead spaces during overhaul present an ever present danger and should be approached only after effective ventilation of trapped carbon monoxide or other dangerous gases.
 3. If positive pressure is used to push heat and gases away from advancing firefighters a backup line must be in place to assist the interior crew should the blower fail.
 4. Firefighters will avoid working on truss or arch roofs when possible. Horizontal ventilation or the aerial truck shall be utilized in such conditions when possible.

906 Use of Ground Ladders

Prior to raising any ground ladder, the presence and location of overhead electrical wires or other hazards shall be determined.

1. All ladders to roofs or other elevations shall be extended so that three (3) to five (5) rungs extend over the working surface when possible.
2. All hose and nozzle operations from a ladder shall require that the firefighter be "locked in" using a leg lock or other means to prevent being knocked off.
3. All roof activities should make use of roof ladders as work platforms. Special caution should be given to truss or arch roof type construction.
4. All ground ladders shall have a firefighter at the base performing stabilization when the ladder is being used.

907 Gas Leaks

1. Propane gas (LPG) is heavier than air.
2. Natural gas is lighter than air.
3. Natural gas may hug the ground in high humidity or if strong winds are present.
4. The odor of natural gas may not be present in underground leaks. In all cases, notify the utility company.
5. Determine the "hot zone" using appropriate gas meters at 10% Lower Explosive Limit (LEL).
6. A formal HazMat response may be necessary if evacuation or a danger zone

- needs to be established.
7. Response action will depend on the following factors:
 - a. Size of leak and/or broken line.
 - b. Time of day and/or season.
 - c. Exposures.
 - d. Weather conditions, humidity, wind direction/velocity.
 - e. Location of line/break/leak.
 - f. Type and condition of leak.
 8. Service lines are 5/8 inch.
 9. Service lines that are damaged or broken may be bent or crimped off if line is visible and easily reached. **Note:** Use non-sparking tools when possible.
 10. Static build-up may be present in leaking gas lines.
 11. If line is longer than a residential service, full turnout gear with SCBA shall be worn and a charged line available if bending or crimping a line to stop a leak.

A. Exterior Leaks

DANGERS include:

- a. Minor explosion, depending on size and density of gas cloud
- b. Radiant heat upon ignition
- c. Impingement on exposures upon ignition.
- d. Suffocation (oxygen deficiency)

B. Interior Leaks

DANGERS include:

- a. Catastrophic explosion
- b. Fire
- c. Suffocation (oxygen deficiency)
- d. Exposures and life safety

C. Special Considerations

1. Attempt to shut off gas at the meter.
2. Ventilate the structure.
3. Shut off all utilities (telephone, electricity).
4. Evacuate the surrounding area and/or houses/buildings if shelter in place is not an option.

908 Hazardous Materials Incident

A. Definition and Primary Responsibility

1. A hazardous materials incident is defined as an incident involving the release of potentially hazardous substances to the environment or a material which has escaped from its container and has the potential to harm people, property and/or the environment.
2. The initial response to all incidents is at an Operational Level Response Team.
3. The Department is responsible for isolating the hazardous area and confining the release and material identification if within training parameters.

B. General Information

1. All responses follow standard operating procedures which include, but are not limited to: Respiratory Protection, Protective Clothing, Incident Command, and Response Guidelines.
2. Mutual Aid is especially important during all incidents.
3. All personnel and apparatus responding to the incident must not approach the scene, but maintain a safety perimeter upwind and uphill so that any release does not create the potential for injury, death, or unnecessary damage. Only when the hazard has been identified and the potential for danger has been defined shall the Incident Commander initiate the proper approach. ***The Incident Commander applies this rule to all police, fire, ambulance and other responders.***
4. A command post is established at all incidents.
5. A Safety Officer is designated who is knowledgeable in hazardous substance handling procedures. The Safety Officer identifies and evaluates hazards and maintains the safety of operations.
6. Incident Command establishes safety zones for all response activities. Interior safety zones are established for various levels of activity as determined by the type of safety equipment required to operate in that zone.
7. Initial identification is made from the most remote position available using driver information, binoculars and/or container markings. Upon identifying the material, the DOT Emergency Response Guide Book shall be used in the initial response.
8. The incident site security and control is accomplished by law enforcement.
9. At all incidents, an evacuation plan is established with priority zones. Evacuation routes are determined and the predicted sequence of events established.
10. The number of personnel in the hazardous zones is limited to those actively performing emergency operations. Operations in the hazardous zones are performed using the accountability system. (See **Section 605 -Accountability System.**)
11. Incident Command reviews all known information with the personnel assigned to the hazard zones. This information consists of all chemical, physical and toxicological properties of the materials in concern.
12. Emergency medical personnel (paramedic ambulance) is present during all Hazardous Materials Incidents.
13. A determination of all governmental agencies which must and/or need to be notified is made.
14. All personnel and equipment in contact with the hazardous material are decontaminated according to the procedures specifically for the material and the incident.
15. All response personnel critique all incidents as soon as practical after the conclusion of each incident.
16. Training is given to all Department members for response to hazardous materials incident.

C. Immediate Actions for Incidents

1. Determine wind direction and weather conditions.
2. Approach cautiously, upwind.
3. Consider the best approach to the scene.
4. Establish Incident Command.
5. Identify the product and any immediate hazards.
6. Secure the scene.

7. Establish hot, warm and cold zones.
8. Establish a staging area.
9. Consider life safety concerns such as fire, explosion, toxicity, reactivity, etc.
10. Perform air monitoring.
11. Decide site entry points to cold, warm and hot zones.

D. Required Incident Notification

Local Notification	<ol style="list-style-type: none"> a. Northfield Police Department. b. Northfield Public Works Department. c. Hospitals/Clinics. d. Rice, Dakota, Scott or Goodhue County Sheriff e. Rice, Dakota, Scott or Goodhue County Emergency Management Coordinator. f. Dispatch.
State Notification	<ol style="list-style-type: none"> a. State Duty Officer. Note: The State Duty Officer must be notified as soon as possible of each and every reportable spill, regardless of its size. Failure to notify is a violation of state law. Note: The State Duty Officer normally handles contacting the agencies below. b. Minnesota Pollution Control Agency (MPCA). c. Department of Natural Resources (DNR) d. Department of Agriculture. Note: The Agronomy Services Division must be notified whenever the substance released is a pesticide, herbicide, rodenticide, insecticide or fungicide (or a mixture of substances, such as a fertilizer formulation, which contains a pesticide). e. Department of Public Safety.
Federal Notification	Any Federal notifications will be handled by the State Duty Officer.

E. Identification of Responsible Parties

1. Obtain information on the party or person causing the release: name, title, address, phone number, fax number, method of identification, etc.
2. Obtain information on the establishment or company responsible: name, address, contact person, phone number, fax number, insurance information, etc.

3. Obtain vehicle identification: make, model, license plate number, VIN number, description, color, etc.

F. Identification of Substance

1. Obtain container information: labels, documents, placards, etc.
2. Obtain statements from persons familiar with the substance released.
3. Review Material Safety Data Sheets (MSDS).
4. Call Chemtrec, Infotrec and/or the emergency number listed on the shipping papers to aid in identification.

NORTHFIELD AREA FIRE AND RESCUE SERVICE STANDARD OPERATING GUIDELINES ACKNOWLEDGMENT FORM

I have received a copy of the Standard Operating Guidelines (the guidelines) of NORTHFIELD AREA FIRE AND RESCUE SERVICE (the Organization). I acknowledge my obligation to read and understand its contents, and further acknowledge and agree that:

- The guidelines are only intended to provide a general overview of the Organization's personnel policies and practices and do not necessarily represent all such policies or practices at any particular time.
- These guidelines supersede and replace any previously or contemporaneously stated written or unwritten policies or practices covering the same or similar subjects or matters, including but not limited to, those contained in any manuals, handbooks, correspondence, memoranda or oral discussions.
- Nothing in these guidelines, or any other written or unwritten policy or practice of the Organization, create or are intended to create an express or implied contract, covenant, promise, or representation between the Organization and me.
- **My engagement with the Organization is at-will and may be terminated at any time, with or without cause or notice by either the Organization or by me. I understand that I am free to resign at any time.**
- I also understand that the Organization reserves discretion to add, change or rescind any policy or practice with or without notice at any time.
- No representative of the Organization other than the Board of the Organization has authority to enter into any written employment agreement for any specified period of time, or to make any other binding agreement, and no such agreements have been made with me.
- I understand that these guidelines contain clear meeting and call attendance requirements and that no exceptions to these requirements will be made except for an authorized unpaid leave of absence (SOG section 200).
- I understand that my signature below indicates that I have read and understand the guidelines and the above statements and have received a copy of the guidelines dated 07/28/2021.

Member Signature: _____

Date: _____

Printed Name: _____