

POINT PLEASANT BEACH FIRE DEPARTMENT

Mission Statement

The Mission of the Fire Department is to protect the lives and property of the residents and visitors of Point Pleasant Beach by providing a quick and efficient response to all fires, emergency calls, natural disasters, hazardous materials incidents, terrorist acts or whenever the Department is called to duty.

We will accomplish our mission through advanced training and education for all active members, fire prevention and public education, member retention and recruiting.

Revised Borough of Point Pleasant Beach General Ordinances

CHAPTER II ADMINISTRATION*

2-13 Department of Fire.

2-13.1 Fire Department.

Within the department of fire there shall be a fire department of the Borough of Point Pleasant Beach.

- a. Fire Companies. The fire department shall consist of all duly enrolled members of the following volunteer fire companies, as shown on the enrollment books of the companies on the date of final passage of this revision, and such other members as may be thereafter elected by the individual companies and duly approved and qualified under the provisions of this revision:
 1. Ocean Fire Company No. 1, Inc.
 2. Point Pleasant Beach Fire Company No. 2, Inc.

- b. Volunteer Company Members. No company shall have less than ten active members nor more than 60 active members. It shall be the duty of the secretary of each fire company to report in writing the exact membership of that company and furnish a complete roll of the membership, whether active, exempt, past active, trainee or honorary member, giving the full names and residences of the members of each class to the borough clerk on the first day of November in each year. The captain of each individual company shall certify the membership roll. It shall be the duty of the department chief of the fire department, or the next highest ranking officer in the event of his incapacity, to see that these reports are delivered to the borough clerk in each year by the time as previously stated, and the borough clerk shall keep an accurate muster roll of all members of the department. Each company may have a maximum of ten fire police members.

- c. Officers. The hierarchy of Point Pleasant Beach Fire Officers:
 - Departmental Officers:
 - Department Chief
 - Assistant Chief
 - 1st Deputy Chief
 - 2nd Deputy Chief
 - Company Officers:
 - 1st Captain
 - 2nd Captain
 - 1st First Lieutenant
 - 2nd First Lieutenant
 - 1st Second Lieutenant
 - 2nd Second Lieutenant

The department officers shall consist of a department chief, an assistant chief, and two deputy chiefs, to be known as first and second deputy chiefs. They shall be elected for a term of one year, commencing on the first day of January of each and every year and holding office until their respective successors are elected, by a majority vote of the members of the fire department present and voting as hereinafter provided. No department chief and assistant chief shall serve from the same company at the same time. Each company shall nominate one deputy chief each year for election and no two deputy chiefs shall be elected from any one company in any year. No assistant chief and first deputy chief shall serve from the same company at the same time.

- d. Election of Officers. The annual election for department chief and assistant chief shall be held on the second Tuesday of December in each year. Ocean Fire Company #1 will host the election in odd numbered years and Point Pleasant Beach Fire Co. #2 will host the election in even numbered years. The polls, during the election, shall be open between the hours of 7:00 p.m. and 9:00 p.m., prevailing time, of the date fixed for holding the election. The president of each company shall appoint a judge, clerk, and teller of the election prior to the opening of the polls and each company secretary shall certify the results of the election to the mayor and council at the next regular meeting of the council for approval of the election results by a majority of the council present at the meeting. It shall be the duty of each company to nominate and elect from their membership a deputy chief, captain, and two lieutenants to hold office for a term of one year commencing on the first day of January of each and every year. Said elections will be held at the regularly scheduled December meeting of each company. No person who has not been a member for a period of at least six years and who has not served at least one year as captain, first lieutenant and second lieutenant of the companies shall be eligible for the office of deputy chief. To be eligible for the office of assistant or department chief, he must have served at least one year as deputy chief.
- e. Board of Fire Officers. The board of fire officers shall:
 1. Consist of the department fire chief, who shall be presiding officer thereto, the assistant chief, the deputy chiefs, the outgoing fire chief of the preceding year (in an advisory capacity only), and the captain, first lieutenant and second lieutenant of each of the companies.
 2. Voting members of the board of fire officers will consist of the two second lieutenants, two first lieutenants, two captains, and the two deputy chiefs. In the event of a tie, the assistant chief and department chief will share one vote to break the tie. In the event that the assistant chief and department chief split their vote, the motion is considered to have not passed and will not be acted upon.
 3. Two voting members from each company, not to include the department chief and assistant chief, shall constitute a quorum.

4. The board shall be under the supervision of the chairman of the fire committee of the borough council, and its acts shall be approved by the chairman, except as provided for appeal on suspension of a member under the provisions of paragraph k. hereafter. The board shall organize on the second Thursday of January in each year at 8:00 p.m. and shall meet at least once each month for the transaction of department business. All decisions of the board of fire officers shall be by a majority vote of its members.
- f. Duties of Departmental Officers. The board of fire officers shall be the advisory board of the department charged with its supervision, and as duly elected officials of the two fire companies they are to have entire control over the management of the department subject to the approval or veto power of the mayor and council over its acts. The board shall also consider, hear and, on notice, decide any written grievance with respect to any ruling, order or penalty imposed by any officer of the department. Grievance procedures are spelled out in paragraph f,1 hereafter. The board of fire officers shall submit written reports on the first days of January and July in each year to the mayor and council of the conditions of the various pieces of apparatus and equipment and condition of fire hydrants, the number, date, cause, loss and location of all fires, the number of members in each company, and the number of active members in the department, resignations and expulsions, if any, and new members elected, and shall include in their final or annual report comparative data for previous years and recommendations of the department.
1. Grievance procedures for the Department of Fire. A procedure for the resolution of grievances shall be instituted through this section and shall be utilized to consider any ruling, order, or penalty imposed by any officer or group of officers within the department. The purpose of the grievance procedure shall be to secure, at the lowest administrative level possible, equitable solutions to problems that may arise, affecting the members of the fire department within the scope of their firefighting duties.
 - a. Level I: The aggrieved member shall initiate his or her complaint personally with the captain of his or her company. In the absence of the captain, he or she will seek the next company officer in the chain of command, as per the hierarchy of Point Pleasant Beach fire officers paragraph c. The aggrieved member may invite one of the chair officers from their company to accompany them to said meeting. If no satisfactory resolution is reached through this informal discussion of the complaint, the member may go to Level II for his or her appeal. Level I must be implemented within 20 days of the event that led to the grievance.
 - b. Level II: The aggrieved member shall initiate his or her complaint in writing with the department chief. This letter shall include a full description of the complaint by the aggrieved member and shall include the signature of at least one other member who concurs

- with the grievance. The department chief will then respond to the grievance in writing with his or her decision or solution to the grievance. If no satisfactory resolution is reached through Level II of the grievance procedure, the aggrieved member may appeal to Level III. Failure by a member to implement Level II of the grievance procedure within 14 days of the meeting with the company captain, or lower ranking officer in the captain's absence, will constitute acceptance of the Level I decision.
- c. Level III: The aggrieved member shall initiate his complaint in writing with the board of fire officers at their next regularly scheduled meeting. This letter shall describe the grievance in full and shall be signed by at least three other members who concur with the grievance and include a solution to the mentioned grievance. The board of fire officers will then meet with the aggrieved member and any parties of interest in an effort to resolve the grievance. If no satisfactory resolution is reached through Level III, the aggrieved member may appeal to Level IV. Failure by a member to implement Level III of the grievance procedure within 14 days of receiving a response from the department chief' will constitute acceptance of the decision of the department chief.
 - d. Level IV: The aggrieved member shall initiate his complaint in writing with the presidents of both fire companies. This letter shall be signed by at least nine other members who concur with the grievance. The two presidents shall then set a department wide hearing date. Said date will occur after both companies have had time to hold their next regularly scheduled business meeting. A quorum for said department wide hearing will consist of 20 members, having voting rights as defined in their company bylaws. The two presidents will co-chair the hearing. The aggrieved member shall then present his or her case before the membership present at the department wide hearing. The board of fire officers will then be heard in response to the aggrieved member's complaint. The members present at the department wide hearing will then render a decision, with a two-thirds vote necessary to overturn the decision, which initiated the complaint by the aggrieved member. The letters to the president must be received within 14 days of the board of fire officers meeting where the member presented his or her case. Failure by a member to implement Level IV within 14 days of meeting with the board of fire officers will constitute acceptance of the decision by the board of fire officers.
 - e. Level V: Final Appeal Procedure: If either party, after hearing the decision rendered at the department wide meeting, is still not satisfied with the solution, they may appeal in writing to the borough council member who is chairperson of the fire committee.

The chairperson of the fire committee shall have the option of setting the issue for a hearing before the borough council in an open or closed session pursuant to the requirements of the Open Public Meetings Act or upholding the decision of the members voting departmental by hearing.

- g. Duties of Department Chief. The chief shall:
1. Have full and complete control at all fires, being held accountable for his actions to the mayor and council only, and make such written and verbal reports as the mayor and council may require. All other departmental officers shall be accountable to the department chief, or such officer as shall be acting as department chief in his absence, and to the mayor and council.
 2. Formulate rules and regulations to govern the department subject to approval of the board of fire officers and the mayor and council, and be responsible to the mayor and council for the personnel, morale and general efficiency of the department.
 3. At least once a month, ensure that the captain of each company conducts suitable drills or training.
 4. Assist the proper authorities in suppressing the crime of arson.

In the absence of the department chief, see the hierarchy of the Point Pleasant Beach fire officers, subsection 2-13.1c to determine the chain of command. Subject to the overall command of the departmental officers, the captain of each company shall have sole command over all his company's apparatus and equipment. It shall be his duty to direct all other officers and members of his company in the performance of their duties to examine each and every month the condition of the company's apparatus and equipment, and to report on the same to the board of fire officers.

- h. Membership. Persons who are members of Ocean Fire Company No. 1 and Point Pleasant Beach Fire Company No. 2 as of the date of adoption or this revision, are hereby recognized as members of the fire department. After this date each applicant for membership shall have the following qualifications at the time of his application:
1. Be a citizen or resident alien of the United States.
 2. Be a resident of the Borough of Point Pleasant Beach or its contiguous communities and be at least 16 years of age. If application for membership reinstatement in a Point Pleasant Beach company is made after one year of applicant's resignation from his former company, the applicant must be considered a new applicant and shall meet the minimum age requirement and shall pass a new physical examination.
 3. Be in good health and of sound body, to be evidenced by a certificate to that effect signed by a licensed practicing physician of the State of New Jersey.
 4. Be of good moral character.

5. Must agree to adhere to the policies set forth by the Borough of Point Pleasant Beach, the board of fire officers, and the bylaws of whichever company he or she is joining.
- i. Classification of Members. Members shall be divided into seven classifications as follows:
 1. Active member - working for exemption certificate - shall meet the N.J. State Fireman's Association guidelines, and must fulfill the requirements of paragraph h. above at the time of filing his application.
 2. Active member - not working for exemption certificate - shall be a person who is elected a member and shall comply with all other requirements of paragraph h. above at the time of filing his application.
 3. Junior firefighter - a person at least 16 years of age at the time of his election to any recognized company of the department, who complies with all the other requirements of paragraph h. above at the time of filing his application, and who shall reapply for membership upon attaining the age of 18 pursuant to R.S. 40:47-53.
 4. Exempt - an active member of the Point Pleasant Beach fire department who has worked for his exemption certificate and has served seven years of active duty as required by R.S. 40:47-53.
 5. Past active - an exempt member who feels that he is not able to perform active duty and has requested to be placed on the inactive roll, thereby relieving him from active duty. Such request shall be in writing, signed and approved by the captain of his respective company, in accordance with company rules, and filed with the borough clerk.
 6. Honorary - a titular membership. The person honored shall not actually be a member of the company honoring him, or a member of the fire department, and he shall not participate in any firefighting aspects of the fire department.
 7. Fire police - persons at least 18 years of age, to be used solely for traffic at or near scenes of fires or other emergencies and not to be deemed or considered active firemen, and must fulfill the requirements of paragraph h. above at the time of filing his application.
 - j. Approval by Borough. Upon election of a member by one of the companies, the secretary of such company shall submit in writing the name of the member to the council for their approval. Upon approval by the majority of the council by appropriate resolution, the applicant shall then become a member of the fire department. The Council shall indicate in writing to the secretary of the appropriate company their approval or disapproval of the applicant within 60 days after receipt of the name and the necessary certificate from the secretary of the appropriate company.
 - k. Suspension. The chief of the department shall have the power to suspend from duty any member or members of any company who shall refuse or voluntarily neglect to obey or execute any orders from the officer in charge of any fire or drill, or who shall neglect or refuse to be controlled or governed by the terms of

this subsection or by any of the rules and regulations of the department, or for the good of the department. Upon suspension of any member of any company, the chief shall forthwith submit the suspension together with the causes thereof in writing to the board of fire officers. Following receipt of the notice, the board of fire officers shall hold a hearing thereon within ten days, giving to the suspended member at least four days written notice thereof, which notice shall set forth the cause for suspension. Notice of the hearing shall likewise be given to the complaining member. At the hearing the board shall affirm, reverse or modify the suspension, which affirmation, reversal or modification shall be by a majority of the members of the board.

- l. Exemption Certificate. A certificate of exemption shall be issued by the mayor and council of the borough to any member of the fire department who has served as an active fireman for seven years under municipal control or who, while an active member of the fire department, becomes incapacitated by illness and can no longer serve as an active fireman, such incapacity and inability to serve to be certified by a practicing physician whose certificate will show the member to be physically or mentally unfit for further service as an active fireman; provided, however, that before such certificate shall be issued, the secretary and captain of the company to which such member belongs shall certify in writing to the mayor and council the qualifications of the member to be complete and in accordance with this subsection and the laws of the State of New Jersey.
- m. Residence. After the effective date of this revision, any member of the fire department who shall cease to be a resident of the borough or its contiguous communities and shall have failed to meet the requirements of paragraph p. below, at the option of his respective company, may be dropped from the rolls of the fire department and the membership roll of his company, unless placed in the inactive roll of his company. Moreover, any regularly enrolled member of the department who is a nonresident at the time aforesaid may retain his active status. Further, members may be given a leave of absence for military duty with the Armed Forces of the United States of America.
- n. Inactive and Honorary Members. The several companies may have such other inactive and honorary members as may be prescribed by their respective constitutions and bylaws, and may prescribe such qualifications and may grant to each class such privileges as they desire so long as the same are consistent with the provisions of this subsection. However, such inactive and honorary members shall not perform any duties or have any of the powers of active firemen.
- o. Auxiliaries. The companies may provide for the establishment of auxiliaries provided they meet the requirements of the individual company bylaws. Auxiliary members shall not perform any duties or have any of the powers of active firemen.

- p. Duties of Firemen. All members within the seven classifications previously mentioned and any person who may hereinafter become a member of the borough fire department shall be required, as an integral part of their membership therein, to actively attend and participate, in addition to the duties heretofore established by rule or custom, in all parades, social functions, affairs, special events, and any and all other types of activities not specifically enumerated herein, whenever the participation by the fire department or any company thereof in such event or activities shall be ordered by the department fire chief, assistant fire chief or deputy fire chiefs, or by any company captain or lieutenant of any of the companies, as the case may be. The failure of any member to attend and participate in such event or activities shall subject the member to like disciplinary action for failure to conform to other duties herein, unless the member shall be duly excused from participation therein. Each active member of the fire department shall meet the guidelines as set forth by the N.J. State Fireman's Association.
- q. Duties of Fire Police. Fire police shall be under the prime direction and authority of the department fire chief or other departmental officers designated by him. They shall cooperate and coordinate their activities with the members of the police department in accordance with procedures set forth by the department fire chief and the police chief in cooperation and aid of the respective departments and for the benefit and safety of the public. A captain appointed by the board of fire officers shall lead the fire police officers. To be eligible for appointment as a captain the member shall have a certificate of completion of the New Jersey State Fire Police School.
- r. Equipment; Ownership. The title to ownership of all apparatus, equipment, hoses and other property used by the department shall be vested in the Borough of Point Pleasant Beach. The mayor and council shall have the authority to lease or purchase adequate housing facilities for all municipally-owned fire apparatus, equipment, supplies and furnishings for the fire department. They shall also have the right, when it shall be deemed necessary, to hire a full or part time maintenance man to care for and maintain fire apparatus, equipment and buildings used by the department. The department shall be equipped with such apparatus and other equipment as may be required from time to time to maintain its efficiency and properly protect life and property from fire. The board of fire officers shall make recommendations for apparatus and equipment needed to the mayor and council. Only the mayor and council shall make purchases of apparatus and equipment at such time and manner as they shall determine.
- s. Equipment; Regulations. No person shall use any borough-owned fire apparatus or equipment for any private purpose, nor shall any person willfully and without authority take away or conceal any article belonging to or used in any way by the department. No person shall enter any place where fire apparatus is housed, nor handle any equipment, property or apparatus belonging to the department unless accompanied by or having the special permission of an officer or authorized

member of the department. The department chief of the Point Pleasant Beach fire department is hereby authorized to extend aid to neighborhood communities upon request for fire protection or to establish a mutual aid system in accordance with the laws of the State of New Jersey. No apparatus is to leave the borough without the consent of the department chief or the next highest-ranking officer available. The officer in charge of the department shall have the power to assign the equipment for response to calls for outside aid in accordance with this paragraph, and in other cases only when the absence of such equipment, in his judgment, will not jeopardize protection in the Borough of Point Pleasant Beach.

- t. Insurance. In order to provide adequate compensation for injury to members of the department, the mayor and council shall secure Workmen's Compensation and Employer's Liability insurance coverage in accordance with the provisions of the New Jersey Workmen's Compensation Act, R. S. 34:15-74. Further, the mayor and council may secure such accident and other protective insurance to cover all seven classifications of membership as set forth in paragraph i. above.
- u. General Regulations.
 - 1. No person shall drive any vehicle over fire hose except upon specified orders from the chief or other officer in charge.
 - 2. No person shall park any vehicle or otherwise cause any obstruction to be placed within ten feet of any fire hydrant.
 - 3. No unauthorized person shall follow in any vehicle within 200 feet of any apparatus belonging to the department.
 - 4. No person shall maliciously turn in or cause to be turned in a false alarm.
 - 5. Only active approved firemen shall be permitted to drive fire apparatus. Such driver must have a driver's license issued by the State of New Jersey and be approved as a driver or operator of the apparatus and must be fully instructed in use, care and operation of the vehicle of which he is in charge. The driver must be certified and approved as competent by the captain of their company in accordance with the department's driver/operator policy.
- v. Police Powers. All active members of the department who are engaged in carrying out their respective duties under this subsection are hereby given the necessary police powers for the purpose of enforcing the provisions of this subsection. These police powers shall be in addition to those to be exercised by the police department of the Borough of Point Pleasant Beach, and any other agency of the municipality, for the enforcement of the provisions of this subsection.
- w. Vacancy in the Office of Department Chief. Whenever a vacancy occurs in the office of department chief of a volunteer fire company, the vacancy shall be filled in the following manner:
 - 1. If a vacancy occurs between January 1 and June 30, the affected fire company shall make provisions to hold a special election within 30 days of

the date on which the office is vacated. The special election shall be held on any Tuesday designated by the remaining departmental officers of the company. The manner of election shall be as set forth in subsection 2-13.1d of Chapter II (Administration) of the Revised General Ordinances of the Borough of Point Pleasant Beach. The selection of a candidate to fill the vacated office of department chief shall be limited to former department chiefs of the company, which is holding the election. A person so elected shall fill the unexpired term of the prior chief'.

2. The mayor and council shall appoint the assistant chief as acting department chief if the vacancy occurs on or after July 1. The term of the acting chief shall be the unexpired term of office of the former chief. Any person appointed acting department chief under this provision would be eligible for election to position of department chief in the ensuing year.

POINT PLEASANT BEACH FIRE DEPARTMENT

Rules of Conduct

Standard Operating Guideline

Purpose:

The members of Point Pleasant Beach Fire department will conduct themselves in a professional manner at all times during fire ground operations, adhering fully to all policies and guidelines established by the Board of Fire Officers. Failure to do so will result in disciplinary actions, or when appropriate, dismissal from participating in fire ground operations.

All Members Shall:

- Follow all orders directed by the incident commander and the department line officers, or in their absence, the senior firefighter.
 - If any member receives an order that he/she feels that can not be carried out by them, or feels that order jeopardizes their safety, they shall convey this to the superior who issued said order.
 - No member shall be disciplined for refusing to obey an order if he/she firsts conveys his unwillingness to the issuing superior.
- Operate at all times in a safe manner.
- Treat the public and other departmental members with dignity and respect.
- Obey all traffic laws when responding from their home to the firehouse.

All Members Shall Not:

- Engage in fighting on the fire ground
- Take any item from a fire scene without first getting the approval by incident commander or line officer.
- Consume alcoholic beverages on the fire ground
- Enter the fire ground while under the influence of alcohol or drugs
- Use profanity or other offensive language on the fire ground.
- Engage in any other activity that is detrimental to the reputation of the fire department.

POINT PLEASANT BEACH FIRE DEPARTMENT

Progressive Discipline and Grievance Procedures

Standard Operating Guideline

Purpose:

The members of the Point Pleasant Beach Fire Department are required to conduct themselves in a professional manner at all times while operating on the fire ground. In addition to their personal demeanor, members are further required to follow all policies and guidelines adopted by the Board of Fire Officers. In situations where members do not adhere to these requirements, officers will take the appropriate steps in promoting compliance.

Progressive Discipline:

Progressive discipline provides for an increase in punishment for each subsequent offense committed by any given member. These steps have been adopted to ensure that all members will be treated fairly and impartially. There shall be four steps in the Point Pleasant Beach Fire Department progressive discipline guideline:

- A. Oral warning
- B. Written reprimand
- C. Suspension
- D. Dismissal and Termination

- **Oral Warning:**

When it has come to the attention that an individual member has failed to adhere to a certain section or an entire policy or guideline implemented by the Board of Fire Officers, and that the failure constituted a minor infraction, the Captain, or in his/her absence the 1st or 2nd lieutenant of that members company will be responsible for issuing an oral warning. The purpose of the oral warning provides an opportunity for the member to be explained his/her infraction and to promote compliance in the future. No documentation will be filed in the members records for this type of discipline.

- **Written Reprimand:**

When is has come to the attention that an individual member has failed to adhere to a certain section or an entire policy or guideline implemented by the Board of Fire Officers, and that the failure is of a repetitive nature or would constitute a serious offense, a documented account of the incident will be made and placed in the

members personnel file for an undetermined amount of time. The written reprimand and length of time the letter remains in the members personnel file will be voted on by the Board of Fire Officers and submitted to the Department Chief and Assistant Chief for their consideration in making a decision. After discussing the incident, the Assistant Chief and Department Chief will have full authority in determining if a written reprimand will be issued and how long it will stay in the members personnel file.

- **Suspension:**

When it has come to the attention that an individual member has failed to adhere to a certain section or an entire policy or guideline implemented by the Board of Fire Officers, and that the failure is of a repetitive nature, or a written reprimand has already been issued for same or similar offense, or that the incident in question constitutes a serious offense or a crime, under New Jersey Law, the member will be immediately suspended by the Department Chief or in his/her absence the next senior line officer or member on the fire ground. All other proceedings will be handled as per the Borough ordinance. (See Borough Ordinance 2-13)

- **Dismissal and Termination:**

When it comes to the attention that an individual member has failed to adhere to a certain section or an entire policy or guideline implemented by the Board of Fire Officers, and that the failure is of a repetitive nature, or a written reprimand has already been issued for the same or similar offense, or that the incident in question constitutes a serious offense or a crime, under New Jersey Law, the member will be immediately suspended by the Department Chief or in his/her absence the next senior line officer or member on the fire ground, pending a hearing as per the Borough ordinance. (See Borough Ordinance 2-13) After discussing the incident with each other, the Board of Fire Officers may write a letter to the President of the Fire Company where the member belongs, recommending dismissal and termination.

Grievance Procedure:

All grievance procedures are to be handled as per the Point Pleasant Beach Borough Ordinance, 2-13.

POINT PLEASANT BEACH FIRE DEPARTMENT

Harassment Policy

Standard Operating Guideline

1. Policy:

The Point Pleasant Beach Fire Department ("Fire Department") is committed to providing every employee with a workplace free from unlawful discrimination. All forms of unlawful employment discrimination based upon race, creed, color, national origin, ancestry, age, sex, marital status, familial status, religion, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or disability are prohibited and will not be tolerated. Sexual harassment is a form of unlawful gender discrimination and, likewise, will not be tolerated.

Unlawful discrimination/harassment undermines the integrity of the employment relationship, compromises equal employment opportunity, debilitates morale and interferes with work productivity. This policy applies to all employees and applicants for employment in the Fire Department. The Fire Department will not tolerate harassment or discrimination by anyone in the workplace including supervisors, co-workers, or non-employees. This policy applies to conduct which occurs in the workplace and also extends to conduct which occurs at any location that can be reasonably regarded as an extension of the workplace, such as any field location where business is being conducted and discussed.

This policy also applies to third party harassment. Third party harassment is unwelcome behavior of a sexual, racial or derogatory nature regarding any protected category, that is not directed at an individual but is a part of that individual's work environment. Third party harassment based upon any of the aforementioned protected categories is prohibited by this policy.

This policy pertains to all employment practices such as recruitment, selection, hiring, training, promotion, transfer, assignment, layoff, return from layoff, termination, compensation, fringe benefits, working conditions and career development.

- 2. Racial, Gender, National Origin or Ancestry, Age, Religious, Disability, Affectional or Sexual Orientation, Marital Status, Familial Status, Atypical Hereditary Cellular or Blood Trait, Genetic Information, Liability for Service in the Armed Forces of The United States discrimination or harassment is prohibited.**

It is a violation of this policy to engage in any employment practice or procedure which treats an employee less favorably based upon a person's race, gender, national origin or ancestry, religion, age, disability, affectional or sexual orientation, marital status, familial status, atypical hereditary cellular or blood trait, genetic information, or liability for service in the Armed Forces of the United States.

It is also a violation of this policy to use derogatory or demeaning slurs to refer to a person's race, gender, age, religion, disability, affectional or sexual orientation, or ethnic background which have the effect of harassing an employee or creating a hostile work environment. Harassment or the creation of a hostile work environment can occur even if there was no intent on the part of an individual to harass or demean another.

Examples of Behaviors That May Constitute Prohibited Workplace Discrimination or Harassment Include, But Are Not Limited To:

- Discriminating against an individual with regard to terms and conditions of employment because of that individual's race, gender, age, religion, disability, affectional or sexual orientation, place of origin, or his or her ancestor's place of origin.
- Treating an individual differently because of race, gender, age, religion, disability, affectional or sexual orientation, place of origin, or his or her ancestors' place of origin, or because an individual has the physical, cultural or linguistic characteristics of a racial or national origin group.
- Treating an individual differently because of marriage to or association with persons of a racial, religious or national origin group; or due to membership in or association with an organization identified with the interests of a racial, religious or national origin group; or because an individual's name or spouse's name is associated with a racial, religious or national origin group.
- Calling another by an unwanted nickname which refers to one or more of the above characteristics, or telling ethnic jokes which harass an employee or create a hostile work environment.
- Using derogatory references regarding any of the above characteristics in any job-related communication.
- Engaging in threatening, intimidating, or hostile acts, in the workplace, based on the foregoing classifications.
- Displaying or distributing material in the workplace that contains language or images that are derogatory or demeaning, based upon any of the foregoing classifications.

3. Sexual Harassment

It is a violation of this policy to engage in sexual harassment of any kind. For the purposes of this policy, sexual harassment, with or without sexual conduct, is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- 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 generally falls into two categories: quid pro quo and hostile work environment harassment:

- Quid Pro Quo Sexual Harassment is a form of harassment that may include unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct based on the gender of the affected employee when: (a) submission to such conduct is made either explicitly or implicitly a term or condition of employment; or (b) submission to or rejection of such conduct by an individual is used as a basis for employment decisions.

It shall be a violation of this policy for any person to use his or her authority to make any sexual advance toward an individual over whom the person is authorized to make, recommend or otherwise to influence personnel actions; to grant, recommend, or refuse to take personnel action on the basis of an employee's gender or sexual orientation or in exchange for sexual favors; or to take or fail to take a personnel action as reprisal against any employee for rejecting or reporting a sexual advance. Sexual advances or requests for sexual favors can be in the form of either expressed or implied comments, writings, or actions.

- Hostile Work Environment Sexual Harassment is a form of harassment that may include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Gender-based harassment may give rise to a claim of a hostile environment whether or not sexual activity or language is involved, if it has the purpose or effect of abusing,

devaluing or subordinating the members of one sex and it adversely affects an individual's employment opportunities.

- Third party sexual harassment is unwelcome behavior of a sexual nature or based on sex that is not directed at an individual but is a part of an individual's work environment.

Examples of Prohibited Behaviors That May Constitute Sexual Harassment Include, But Are Not Limited To:

- Generalized gender-based remarks and comments.
- Unwanted physical contact such as intentional touching, grabbing, pinching, brushing against another's body or impeding or blocking movement.
- Verbal or written sexually suggestive or obscene comments, jokes or propositions including letters, notes, e-mail, invitations, gestures or inappropriate comments about a person's clothing.
- Visual contact, such as leering or staring at another's body, gesturing, displaying sexually suggestive objects, cartoons, posters, magazines or pictures of scantily-clad individuals.
- Explicit or implicit suggestions of sex by a supervisor or manager in return for a favorable employment action such as hiring, compensation, promotion, or retention.
- Suggesting or implying that failure to accept a request for a date or sex would result in an adverse employment consequence with respect to any employment practice such as performance evaluations or promotional opportunity.
- Continuing to engage in certain behaviors of a sexual nature after an objection has been raised by the target of such inappropriate behavior.

4. EMPLOYEE RESPONSIBILITIES

Any employee who believes that he or she has been subjected to any form of prohibited discrimination/harassment, including sexual harassment, or who witnesses others being subjected to such harassment or discrimination is encouraged to promptly report the incident(s) to either their supervisor or to any other persons designated to receive workplace discrimination complaints. All employees are expected to cooperate with investigations undertaken pursuant to

Paragraph 6 of this policy. Failure to cooperate in an investigation may result in disciplinary action, up to and including termination.

5. SUPERVISOR RESPONSIBILITIES

Supervisors should make every effort to maintain a work environment that is free from any form of prohibited discrimination/harassment. Supervisors are expected to take all allegations of discrimination/harassment, including sexual harassment, seriously, and to immediately refer the matter to the individual(s) responsible for receiving such complaints. All complaints will be reviewed and prompt and appropriate remedial action will be taken to address any substantiated claim. All supervisors receiving complaints of unlawful discrimination/harassment must immediately advise the Department's Equal Employment Opportunity/Affirmative Action Officer of the complaint.

6. COMPLAINT PROCESS

The Fire Department shall have in place procedures for reporting, investigating, and where appropriate, remediating claims of discrimination/harassment. The Fire Department is responsible for designating an individual or individuals to receive complaints of discrimination/ harassment, including sexual harassment, investigate such complaints, and recommend appropriate remediation of such complaints. In addition to the Equal Employment Opportunity/Affirmative Action Officer, the Department should have alternate persons designated to receive claims of discrimination/harassment.

All investigations of discrimination/harassment claims shall be conducted in a way that respects, to the extent possible, the privacy of all the persons involved. The investigations shall be conducted in a prompt, thorough and impartial manner. The results of the investigation shall be forwarded to the respective agency head to make a final decision as to whether a violation of the policy has been substantiated.

Where discrimination/harassment is found to have occurred, the Fire Department shall take prompt and appropriate remedial action to stop the discrimination/harassment and deter its reoccurrence.

The remedial action taken may include counseling, training, intervention, mediation, and/or the initiation of disciplinary action up to and including termination of employment.

The Fire Department shall maintain a written record of the discrimination/harassment complaints received. Written records shall be maintained as confidential records to the extent practicable and appropriate.

7. PROHIBITION AGAINST RETALIATION

Retaliation against any employee who alleges that she or he was the victim of discrimination/harassment, or against any employee who provides information in the course of an investigation into claims of unlawful discrimination/harassment in the workplace is prohibited by this policy. Any employee bringing a complaint, providing information for an investigation, or testifying in any proceeding under this policy shall not be subjected to adverse employment consequences based upon such involvement or be the subject of retaliation.

8. FALSE ACCUSATIONS AND INFORMATION

If any employee knowingly makes a false accusation of unlawful discrimination/harassment or knowingly provides false information in the course of an investigation of a complaint, such conduct may be grounds for discipline. Complaints made in good faith, however, even if found to be unsubstantiated, shall not be considered a false accusation.

9. CONFIDENTIALITY

All complaints and investigations shall be handled, to the extent possible, in a manner that will protect the privacy interests of those involved. To the extent practical and appropriate under the circumstances, confidentiality shall be maintained throughout the investigatory process. In the course of an investigation it may be necessary to discuss the claims with the alleged harasser and other persons who may have relevant knowledge. Therefore, it may be necessary to disclose information to persons with a legitimate need to know about the matter. All persons interviewed shall be directed not to discuss any aspect of the investigation with others in light of the important privacy interests of all concerned. Failure to comply with this directive may result in disciplinary action.

10. DISCIPLINARY ACTION

Any employee found to have violated this policy may be subject to appropriate disciplinary action which may include: reprimand, suspension, reassignment, or termination of employment. Referral to another appropriate authority for review for possible violation of State and Federal statutes may also be appropriate.

11. TRAINING

The Fire Department shall make efforts to provide employees with information regarding the prevention of unlawful discrimination/ harassment and the complaint procedure to be followed in filing complaints when unlawful harassment/discrimination has occurred. The Department shall make efforts to

provide supervisors and managers with training that will inform them of the appropriate steps to be taken to address complaints of unlawful discrimination/harassment.

POINT PLEASANT BEACH FIRE DEPARTMENT

Training Division

Standard Operating Guideline

Purpose:

The Point Pleasant Beach Fire Department Training Division shall support the training needs of the Fire Department so that its members can achieve their operational objectives. The Training Division shall provide support for Company and Departmental training, both required and elective. The Training Division shall also provide notification of training opportunities and disseminate information to members on germane topics.

General:

The Training Division shall:

- Provide assistance to company officers in the planning, creation, and operation of company drills, as requested by the commanding company officer.
- Facilitate and/or help coordinate Departmental wide training, such as FAST Operations, SCBA re-certification, and other required programs.
- Provide assistance in completion of required annual core competencies, such as pump operator/driver re-certifications.
- Research and recommend training courses and training providers.
- Distribute information on training programs available to members of the Department, as well as schedules of upcoming Company/Departmental training.
- Distribute information of interest to members of the Department from published media and other sources.
- Assist with the creation of SOG's.

Training Division Members:

The Training Division shall consist of the Chief of the Department, each company Captain, and one member from each company.

- The member from each company must be a NJ certified FF instructor.
- The member shall be selected by the Chief of the Department and be approved by a majority vote of the Board of Fire Officers.
- The member shall serve a term of one year.

The Training Division members shall select a chair of the Training Division, who will be responsible for conducting meetings of the members as needed and reporting training activities to the Board of Fire Officers on a monthly basis.

POINT PLEASANT BEACH FIRE DEPARTMENT

Drivers / Operators

Standard Operating Guideline

Driver/Operator Training Requirements:

To be considered a certified Driver/Operator, a member must successfully meet the following requirements:

General Requirements:

1. Possesses a New Jersey Firefighter Level 1 Certificate.
2. Serve at least six (6) months as a Senior Member.
3. Attend and successfully complete the Coaching the Emergency Vehicle Operator (CEVO) – Fire class. Proof of a passing test grade is required.
4. Must have a valid New Jersey Driver's License, with three years of driving experience.
 - Any member that has more than six (6) driving points or two (2) DWI violations must be approved by the Board of Fire Officers to perform as a Driver/Operator.
5. Must satisfy all requirements imposed under New Jersey State law and the municipal insurance provider.

Note: This section refers to emergency responses only. No part of this section is intended to preclude a member from operating a Department support vehicle in a non-emergency mode.

New Driver Operators:

- **Engines/Pumpers:**

1. Must satisfy all requirements of the General Section.
2. Attend and pass an approved Pump Operations Class.
 - Currently, the Dover Township Fire Academy and the Monmouth County Fire Academy conduct the approved Pump Operator classes.
3. Complete ten (10) hours behind the wheel training, with an approved operator for the apparatus.
4. Successfully complete an Operator skill test.
 - Must be approved by any two qualified operators, who must be either a Line Officer, an Engineer or certified Firefighter Instructor, with final approval, by the Company Captain.

5. Upon satisfactory completion of items 1,2 and 4 and the completion of five (5) hours of behind the wheel training, the member shall be considered a probationary Driver/Operator and be allowed to drive and operate the Engine so long as another certified Driver/Operator is on the apparatus, upon approval of the Captain of the member's fire company.

• **Aerials/Ladders:**

1. Must satisfy the above criteria for General Operator and Engine Operator.
2. Successfully complete an Operator skill test.
 - Must be approved by any two qualified operators, who must be either a Line Officer, an Engineer or Certified Firefighter Instructor, with final approval by the Company Captain.
3. Complete ten (10) hours behind the wheel training, with an approved operator for the apparatus.
4. Upon satisfactory completion of items 1 and 2 and the completion of five (5) hours of behind the wheel training, the member shall be considered a probationary Driver/Operator and be allowed to drive and operate the apparatus so long as another certified Driver/Operator is on the apparatus, upon approval of the Captain of the member's fire company.

Annual re-certification:

All driver/operators for Engines and Ladders must annually re-certify on each apparatus that they are approved as a driver/operator for. Re-certifications to be approved by the Captain or his designee.

Accidents:

Any members involved in a motor vehicle accident while operating a Fire Department vehicle may be subject to drug and alcohol testing. The Police Department will be notified of an accident involving a Fire Department vehicle and a police report will be filed. The Captain of the member's company, the Fire Chief, and the Assistant Chief shall also be notified.

Cell Phone usage:

The use of a cellular phone, by the driver, while driving a Fire Department vehicle is prohibited.

Smoking:

Smoking is prohibited at all times in any Fire Department vehicle.

POINT PLEASANT BEACH FIRE DEPARTMENT

Engineers / Officers Requirements

Standard Operating Guideline

Purpose:

The purpose of this guideline is to set standards and requirements for positions in the Point Pleasant Beach Fire Department.

Scope:

This guideline will be followed by all department personnel.

Engineer/Officer Positions:

- Engineers consist of:
Chief Engineer, 1st Assistant Engineer, 2nd Assistant Engineer, 3rd Assistant Engineer
- Company Level officers consist of:
Deputy Chief, Captain, 1st Lieutenant, 2nd Lieutenant
- Department Level officers consist of:
Department Chief, Assistant Chief, Safety Officers

Qualifications:

- Engineers:
Engineers shall be company approved operators of company vehicles as per the Driver/Operator Standard Operating Guideline.

Company Officers:

- First & Second Lieutenant
 - Must have at least two years in the company and three years experience as a Fire Fighter.

- Must have New Jersey Fire Fighter Level 1 Certificate issued by the New Jersey Department of Community Affairs, Division of Fire Safety.
 - Must have passed Pump School.
 - Must have an I.M.S. Level 1 Certificate issued by the New Jersey Department of Community Affairs, Division of Fire Safety.
 - Must be FAST Level II certified.
- Captain:
 - Must have served as 1st & 2nd Lt. for at least one year respectively.
 - Must have at least three years in the company and five years experience as a Fire Fighter.
 - Must have New Jersey Fire Fighter Level 1 Certificate issued by the New Jersey Department of Community Affairs, Division of Fire Safety.
 - Must be approved operator as per the Driver/Operator Standard Operating Guideline.
 - Must have an I.M.S. Level 1 Certificate issued by the New Jersey Department of Community Affairs, Division of Fire Safety.
 - Must be FAST Level II certified.
 - Deputy Chief:
 - Must have served as Captain for at least one year.
 - Must have at least five years in the company and six years experience as a Fire Fighter.
 - Must have New Jersey Fire Fighter Level 1 Certificate issued by the New Jersey Department of Community Affairs, Division of Fire Safety.
 - Must be approved operator as per the Driver/Operator Standard Operating Guideline.
 - Must have an I.M.S. Level 1 Certificate issued by the New Jersey Department of Community Affairs, Division of Fire Safety.
 - Must be FAST Level II certified.

Department Officers:

- Safety Officer
 - Must have at least two years in the department as a Fire Fighter.
 - Must have New Jersey Fire Fighter Level 1 Certificate issued by the New Jersey Department of Community Affairs, Division of Fire Safety.

- Must have an I.M.S. Level 1 Certificate issued by the New Jersey Department of Community Affairs, Division of Fire Safety.
 - Must have passed a Safety Officers Training class or its equivalent.
 - Must be FAST Level II certified.
- Assistant Chief
 - Must have served as Deputy Chief for at least one year.
 - Must have at least six years in the department and seven years experience as a Fire Fighter.
 - Must have New Jersey Fire Fighter Level 1 Certificate issued by the New Jersey Department of Community Affairs, Division of Fire Safety.
 - Must be approved operator as per the Driver/Operator Standard Operating Guideline.
 - Must have an I.M.S. Level 1 Certificate issued by the New Jersey Department of Community Affairs, Division of Fire Safety.
 - Must be FAST Level II certified.
- Department Chief
 - Must have served as Assistant Chief for at least one year.
 - Must have at least seven years in the department and eight years experience as a Fire Fighter.
 - Must have New Jersey Fire Fighter Level 1 Certificate issued by the New Jersey Department of Community Affairs, Division of Fire Safety.
 - Must be approved operator as per the Driver/Operator Standard Operating Guideline.
 - Must have an I.M.S. Level 1 Certificate issued by the New Jersey Department of Community Affairs, Division of Fire Safety.
 - Must be FAST Level II certified.

POINT PLEASANT BEACH FIRE DEPARTMENT

Junior Firefighter and Fire Explorer

Standard Operating Guideline

Purpose:

To outline program requirements, responsibilities and fireground duties of the Junior Firefighters and Fire Explorers.

Defined:

The Junior Firefighter and Explorer program shall provide support for the Point Pleasant Beach Fire Department and the citizens of Point Pleasant Beach. The Junior Firefighter and Explorer program shall provide a program of career awareness and career development.

Junior Firefighters are Fire Department members between the ages of 16 and less than 18 years old.

Explorers are not recognized members of the fire department, instead are sponsored by the Point Pleasant Beach Fire Department under the Boy Scouts of America, Learning for Life program. They shall be between the ages of 14 and less than 16 years old.

Program

1. Junior Program:

- A. The Junior Program is a career awareness program through the Point Pleasant Beach Fire Department.
- B. The Junior Program is open to all young adults ages sixteen (16) years old up to their eighteenth (18th) birthday.
- C. Upon reaching their eighteenth (18th) birthday a Junior Firefighter must apply to either Ocean Fire Company #1 or Point Pleasant Beach Fire Company #2 for senior membership.

2. Explorer Program:

- A. The Explorer Program is a career awareness program through the Explorer division of the Boy Scouts of America
- B. The Point Pleasant Beach Fire Explorer Post is located within the Three Rivers District of the Jersey Shore Council.
- C. The Point Pleasant Beach Fire Explorer program is open to all young adults ages fourteen (14) years old up to their sixteenth (16th) birthday.

- D. Upon turning the age of sixteen (16), an Explorer must submit an application for Junior Membership within two (2) months of their birthday.
- E. To remain in good/active standing, an Explorer must submit a copy of their report card and must maintain a 75% average in all classes. If the grade is below 75%, the Explorer must seek extra help in that subject and a letter from the respective teacher stating so must be submitted. Two consecutive marking periods below 75%, the Explorer will be placed on academic leave until a report card satisfies the above criteria.

Post Organization:

1. Junior Firefighter Program

- A. Junior Firefighters shall be under the command and control of the Department Line Officers or their designees.

2. Fire Explorer Program

- A. All persons appointed as an Explorer Advisor shall have background checks and attend training as outlined by the Jersey Shore Council prior to their appointment
 - B. All Advisors must be at least twenty-one years of age.
 - C. The Point Pleasant Beach Fire Explorer program shall have the following positions:
 - a. Explorer Captain
 - b. Explorer Lieutenant
 - c. Explorer President
 - d. Explorer Vice President
 - e. Explorer Secretary
 - f. Explorer Treasurer
- At a Minimum, the Explorer President and Explorer Captain shall be filled. Other positions shall be filled depending on Explorer Membership.

General Rules:

- A. Junior Firefighters and Explorers must have a release form signed by his/her parents or legal guardian upon acceptance to the Post. This release must be maintained by the Explorer Lead Advisor and the Captain of the Department.
- B. Junior Firefighters and Explorers will be furnished with proper safety equipment (ie. coat, gloves, helmet, boots, etc.)
- C. All Junior Firefighter and Explorer activities shall cease by 10 p.m.

Support Activities:

A. Junior Firefighters/Fire Explorer

Junior Firefighters and Fire Explorers shall comply with the following guidelines in response to calls with the exception that the Fire Explorer Post shall be mobilized as a post with required leadership. Explorers are not on call as individuals to fight fires at a fire scene.

- a. Juniors and Explorers may respond to fires, ride apparatus and vehicles but may not enter a burning structure for either training or actual fire situations. Further, Juniors and Explorers may not enter a potentially Immediate Danger to Life and Health areas (IDLH). Juniors and Explorers may assist in support activities on the fireground.
- b. Explorers must be equipped with and wear personal protective equipment (PPE) that is appropriate for the activity being done.
- c. Juniors and Explorers may not be substituted for trained firefighters.
- d. Juniors and Explorers may only be mobilized as a post with required leadership. Juniors and Explorers are not on call as individuals to fight fires at a fire scene.
- e. Juniors and Explorers who ride on the apparatus or other fire department vehicles must be seated and must wear a seat belt.
- f. Juniors and Explorers may not drive fire apparatus.
- g. Juniors and Explorers may not climb aerial ladders.
- h. Juniors and Explorers may not climb ground ladders that exceed 24 feet in length.
- i. Juniors and Explorers may not enter or perform ventilation procedures on a burning structure.
- j. Juniors and Explorers may not utilize any di-electric tools or gloves on energized electrical equipment.
- k. Juniors and Explorers may not operate powered hydraulic rescue tools or gas powered cutting equipment.
- l. Juniors and Explorers may not operate acetylene-cutting torches.
- m. Juniors and Explorers may not handle life nets.

POINT PLEASANT BEACH FIRE DEPARTMENT

Personnel Accountability System

Standard Operating Guideline

Purpose:

The Point Pleasant Beach Fire Department herein referred to, as “the Department,” concerned with the safety of its personnel, needs to establish an effective system to account for the Department personnel who respond to emergency incidents or who operate at Department activities. This guideline will establish such a system, which will aid the incident commander in accounting for personnel as they operate in and out of hazardous situations at an emergency incident.

Scope:

This guideline will be followed by all department personnel who operate at any emergency incident or participate in any department activity where a hazard exists.

Definitions:

- **Accountability:** The system, which will account for the personnel operating at an emergency incident.
- **Accountability Officer (AO):** The person designated by the Incident Commander to monitor, entry into and exit out of, hazardous areas for the purpose of ensuring accountability of all personnel in the hazardous area.
- **Incident Commander (IC):** Department personnel who is delegated with the overall management of the emergency incident or department activity.
- **IDLH:** Immediately Dangerous to life and health.
- **Hazardous Area:** Any location(s) that may pose a safety and/or health risk to firefighters due to, but not limited to, the presence of products of combustion, hazardous or otherwise oxygen deficient or oxygen enriched atmosphere or the potential for any IDLH atmosphere, hazardous equipment or operations or the potential for any of these situations to exist. Additionally, any area or location that predisposes a firefighter to become lost, disoriented, or trapped, including any confined space and wild land areas shall be considered a hazardous area for the purpose of this guideline.
- **Member:** Any person who belongs to either of the fire companies which make up the Point Pleasant Beach Fire Department.
- **Personnel Accountability System (PAS):** A set of identifying, collection boards, and collection rings, used to track personnel operations at an emergency incident or department activity.
- **Personnel Accountability Tag (PAT):** Two identification tags issued to department personnel used to track that individual's activity at an emergency incident or department activity.

- Personnel Accountability Report (Roll Call or PAR): Result of an accounting of all personnel operating at the emergency incident or department activity to the IC.
- Accountability Board: A board located on a piece of apparatus listing jobs or assignments where one of the two PATs are collected on rings along the edge of the board.
- Apparatus Ring: A ring located inside a piece of apparatus where one of the two PATs will be collected.
- Officer: An officer or senior member of a crew who is delegated with leading a team of firefighters

Procedure:

- Personnel Accountability System (PAS):
 1. Personnel Accountability Tags (PAT)
 - A. Each Department member shall be issued two PATs. These will be clipped onto the member's turn out gear.
 - B. Each PAT, at minimum, will display the member's name and company conspicuously.
 - C. It is the members responsibility to ensure they have two PATs and these PATs are returned to them on the completion of any assignment.
 2. Accountability Board
 - A. Each department apparatus will have an accountability board located conspicuously inside the vehicle.
 - B. The board will be labeled on the top with the radio identification number of the apparatus.
 - C. There will be rings located down each side of the board.
 - D. The left side of the board will be used if the apparatus is assigned by the IC to operate as a "Truck." The right side of the board will be used if the apparatus is assigned by the IC to operate as an "Engine."
 - E. The jobs/assignments for the respective apparatus assignment will be listed next to each ring.
 - F. If the accountability board of a particular apparatus only has rings on one side of the board, there will be an additional set of tags, of a different color than the PATs, which shall be clipped to the board identifying the apparatus as a truck or an engine.
 3. Apparatus Ring
 - A. Each Apparatus will have a ring conspicuously located inside the vehicle where PATs can be collected.
- Operation at the site of any emergency incident or department activity where members might be subject to operations in a hazardous area

1. Each member while enroute to an incident scene shall surrender one of the PATs and place it on the apparatus ring.
 2. Once the apparatus is assigned a task by the IC, each member who will be operating in a potentially hazardous area, will surrender the second PAT to the Accountability Board. Their PAT will be placed on the side of the board, as their apparatus was assigned and next to the job, which they have been delegated. I.e.: If a member is riding 4205 and this piece of apparatus was assigned to operate as a truck at an incident and they are delegated as the "Irons" man, the member will clip the second PAT below the column for "Truck" and next to the ring for "Irons."
 3. After each member's PAT has been clipped onto the board and as the members depart the apparatus, the board will be placed conspicuously on the front, driver's side, area of the apparatus for collection by the Accountability Officer (AO).
 4. The AO will collect all the accountability boards from the apparatus and deliver them to the command post.
 5. As a crew of members depart a hazardous area, report to a rehab area, or report to a staging area to be reassigned, they shall reclaim their PAT from the accountability board.
 6. As a crew is given a second assignment or a member reenters the hazardous area they will once again surrender their PAT to the accountability board from their apparatus.
 7. If a member is reassigned to another piece of apparatus, their PAT should also be reassigned to the accountability board of the apparatus to which they were reassigned.
 8. After the initial response, the AO may be reassigned outside the hazardous area but at the point of entry to the hazardous area to collect PATs of relief crews as they enter the hazardous area.
 9. The officer of the crew must communicate crew location and assignment changes to the IC, Operations Chief, or their designee.
 10. A crewmember must IMMEDIATELY notify his or her crew officer if they leave that officer's span of control.
- Personnel Accountability Report / Roll Call
 1. Three levels of Personnel Accountability Reports or Roll Calls may be ordered.

- A. INCIDENT WIDE PAR: May only be ordered by the IC.
 - i. All non-emergency radio communications will cease.
 - ii. Officers will take account of members operating within the span of their control and report any missing members to the IC.

 - B. OPERATIONAL PAR/ ROLL CALL: Can be ordered by the IC or the Operations Chief for any particular location or major area of operation.
 - i. All non-emergency radio communication will cease on which ever frequency these operations are being conducted.
 - ii. Officers with crews operating at this area of operation will take account of members operating within the span of their control and report any missing members to the IC or Operations Chief.

 - C. DIVISION PAR / ROLL CALL: Can be ordered by the IC, Operations Chief, or Division Officer for any geographic division or location within an operation.
 - i. An officer having span of control over a particular division get an account of members through crew officers operating in that division.
 - ii. If any firefighters are found to be unaccounted for a MAYDAY will be transmitted and the IC will be notified of a missing member and the last known location of that member.
 - iii. All non-emergency radio communications will cease.
2. A Personnel Accountability Report / Roll Call may be called at any time during the incident for any of, but not limited to, the follow reasons:
- A. A need arises to evacuate a hazardous area or structure and the evacuation is ordered.
 - B. If a crew had been reassigned outside the hazardous area (Rehab, Staging Area, or other activity) and after a reasonable time, a crew or member(s) have not retrieved their PAT(s) from the accountability officer or board.
 - C. Immediately upon receiving a report of a member(s) unaccounted for.
 - D. Immediately upon receiving a report of a "MAYDAY" call or if a firefighter/member is reported down.
 - E. If a major change in hazard location, area size, or intensity occurs rapidly.
 - F. If a total or partial collapse occurs.
 - G. When the incident is declared under control.
 - H. When the IC orders a change in attack mode. (I.e. offensive to defensive).
 - I. Anytime a RIT/FAST team is deployed.
 - J. Any other time at the discretion of the IC, Operations Chief, or Division Officer.

- Missing or Unaccounted Member:
 1. If a member is found to be missing or unaccounted for the all non-emergency radio communications on the effected frequency will cease.
 2. The IC may choose to read off a roll call from the accountability board over the radio to determine if the missing member was reassigned without advising their officer.
 3. A RIT/FAST team will be deployed to the last known location if the missing member.
 4. Members assigned to firefighting operations or controlling hazards will continue their operations unless directed otherwise by the IC or the Operations Chief.

- Compliance:
 1. The Captain of each company will ensure that each member is provided two PATs.
 2. If a member should loose one or both of their PATs they should notify a company officer or IC if operating at an emergency incident otherwise they should notify the Captain of their respective company.
 3. Members without PATs shall not be permitted inside any hazardous area or structures.
 4. Fire Explorers or Junior Members shall not be permitted inside any hazardous area or structures.
 5. Fire Explorers or Junior Members may be designated to collect accountability boards or PAT(s) from members or apparatus PRIOR to that member entering a hazardous area or structure.
 6. This procedure will become effective after final passage by the Board of Fire Officers and will be disseminated to members at the company meeting immediately following final passage.

POINT PLEASANT BEACH FIRE DEPARTMENT

Communication Procedures

Standard Operating Guideline

Purpose

To establish a procedure for identifying apparatus and personnel on the fire ground.

Policy

The Fire Department shall adhere to the guidelines and procedures set forth in the Communications Procedures.

Scope

Clear, concise and accurate communications is of utmost importance and paramount to a successful operation on the fire ground as well as ensuring all personnel and apparatus are accounted for.

Procedures

- Initial Sign On
 - All apparatus, upon signing on, will utilize the current call signs as follows:
 - 4301
 - 4305
 - 4311
 - 4201
 - 4205
- During response
 - Command shall designate responding units as truck, engine, transport, etc.
 - The first due truck company will then assume the call sign Truck 1 and the first due engine company will assume the call sign Engine 1.
 - Second due companies will be designated as Engine 2 and Truck 2.
 - All personnel on each responding unit will utilize the designated call sign as well, ie. Truck 1 Officer, Truck 1 Can, Truck 1 Irons, etc.

POINT PLEASANT BEACH FIRE DEPARTMENT

Evacuation / Mayday / Urgent Procedures

Standard Operating Guideline

Purpose:

- To provide a means for communicating an evacuation order and a response to a firefighter down, trapped, disorientated or otherwise incapacitated on the fireground. This guideline will apply to all firefighters and officers operating on the fire ground.

Terminology:

- Mayday- Shall be the standard verbal radio transmission used by any firefighter who becomes disorientated, lost, injured, trapped, out of air, or any other instance where he/she needs immediate assistance.
- Evacuation Order- the immediate termination of interior firefighting operations accompanied by the immediate removal of all firefighters from the structure. It shall be the responsibility of the Incident Commander to request an evacuation order.
- Urgent- Shall be used to identify all other urgent messages for tactical considerations.

Evacuation Procedure:

- In the event of any rapid changes in fire conditions that pose a threat to the firefighters operating inside or around the fireground an evacuation order may be requested by the Incident Commander.
- Any firefighter or officer who observes conditions on the fireground which may pose an immediate threat to the safety of firefighters shall have this information immediately relayed to the Incident Commander.
- Conditions that warrant immediate Incident Commander notification would be:
 - An increased fire spread even with interior firefighting operations taking place
 - Partial or full building collapse
 - Structural hazards such as truss roofs or large heaters and air conditioners positioned on top of roofs
 - Any other potential hazards that may possess an immediate threat to firefighters.
- Upon receiving this information the incident commander will make the decision if an evacuation order is warranted.

Initiating the Evacuation Order:

- The Incident Commander will immediately broadcast an urgent message for all interior firefighters to stop what they are doing and immediately evacuate the structure.
- The Incident Commander will then communicate with the engine operator that is positioned closest to the front of the building or fireground, “ Division A”, requesting (3) five second blasts with the engines air horn. These initial blasts will be followed by (3) five second blasts from other apparatus air horns that is positioned on every side of the building or fireground. The order will be performed in a clockwise manner. Example: (3) five second blasts from an apparatus positioned at Division B, (3) five second blasts from an apparatus positioned at Division C, and (3) five second blast from an apparatus positioned at Division C.. These blasts are initiated as a back up in the event that radio communications are ineffective in relaying the evacuation order. These blasts may be re-initiated at anytime during this procedure at the discretion of the Incident Commander.
- All members operating on the fire ground will return to their assigned unit for an Personnel Accountability Roll-Call (PAR)
- It shall be the responsibility of the officer/firefighter in charge of the interior crew to ensure compliance with the evacuation order and to check in at the command post once they have safely evacuated.
- The Incident Commander may request an incident wide personnel accountability report when it is undetermined that all officers/firefighters are safely evacuated. In the event this is requested all non-emergency radio communications will cease and officers/firefighters in charge will take account of members operating within their span of control and report any missing members to the Incident Commander.

Mayday Procedure:

- In the event a firefighter is down, trapped, disorientated or otherwise incapacitated, the firefighter or their partner will immediately, without hesitation, issue a “MAYDAY” over the fireground channel.
- This will serve to notify the Incident Commander, F.A.S.T. Command, and all other companies operating at the incident that a firefighter is in need of immediate emergency assistance.
- Upon hearing the MAYDAY all radio transmissions on the fireground will switch to channel **15** with the exception of the firefighter initiating the MAYDAY and the Incident Commander, or any other Chief Officer designated by the Incident Commander.
- All officers/firefighters in charge of crews should take an immediate roll call and report any discrepancies to the Incident Commander.

Reasons a Mayday Message Should be Transmitted:

- Imminent Collapse Feared
- Structural Collapse has Occurred
- A firefighter is unconscious or is suffering a life threatening injury
- An Officer realizes a member is lost / A firefighter realizes an Officer is lost
- You become lost or trapped

Radio Procedure for issuing a Mayday

- The firefighter calling the MAYDAY will start the radio transmission with the following: "MAYDAY, MAYDAY, MAYDAY"
- The MAYDAY firefighter should then relay the following information after the Incident Commander acknowledges the transmission:
 - The location where assigned
 - Where they are now
 - What their assignment was
 - Who they were assigned with
 - What the situation is (lost, trapped, injured, running out of air, etc.)

L-U-N-A-R

- (L) Last Known Location
- (U) Unit
- (N) Name
- (A) Assignment
- (R) Radio Equipped

If possible the MAYDAY firefighter should do the following:

- activate your PASS alarm
- Make noise to draw attention to your location. (Banging a tool on the wall or floor.)
- Remain calm and conserve air (do not yell or scream)

Responsibilities of all other Firefighters

Firefighters operating at the incident shall remain in their assigned positions and continue to do their jobs. It shall be the responsibility of the FAST team to locate and rescue a firefighter who has issued a MAYDAY.

Urgent Procedure:

- An "Urgent" message will be transmitted by any firefighter operating on the fireground to communicate information to the Incident Commander and firefighters
- The firefighter will announce their unit and position and advise the Incident Commander of an "Urgent" message
- After the Incident Commander acknowledges the "Urgent," the firefighter will transmit the "Urgent" message

Reasons to transmit an “Urgent” message

- a rapid change in fire conditions
- loss of water or ineffectiveness of hose stream
- problems with getting hand-line into operation
- unique building condition
- inability to protect firefighters on the floor above (crews backing out)
- swimming pole in the yard
- or other safety information that warrants the attention of Incident Commander and firefighters operating on the fireground

POINT PLEASANT BEACH FIRE DEPARTMENT

Personal Protective Equipment

Standard Operating Guideline

Departmental Personal Protective Equipment (PPE) – All members of the Point Pleasant Beach Fire Department shall be issued Personal Protective Equipment, which includes: boots, bunker pants, bunker coat, gloves, helmet and Nomex hood.

Use of PPE: All members shall wear all Departmental issued PPE, on all emergency responses, during training and whenever required by the incident commander. Additionally, members shall wear a Self-Contained Breathing Apparatus (SCBA) on all incidents that involve an IDLH* atmosphere or the potential for an IDLH atmosphere.

- **Exception:** The Driver/Operator and Incident Commander may delay donning their PPE if wearing such equipment will hinder their movements in the performance of their assigned duties, so long as they are not operating in an IDLH atmosphere or are exposed to fluids or materials that may cause injury.

Removal of PPE: Only the Incident Commander may order members to operate on an emergency scene without wearing their full PPE. The Incident Commander will make such a decision only after confirming that there is no danger or potential danger to the members operating on the scene.

Enforcement: It is the responsibility of the Officer or member in charge of each apparatus to ensure that all members assigned to the apparatus are wearing their proper PPE.

Personal Use of PPE: Any member who wants to use their Departmental issued PPE in an activity not directly related to a Point Pleasant Beach Fire Department emergency call, training or other activity sponsored by the Department, must receive approval from an Officer, prior to use.

***Immediately dangerous to life or health (IDLH)** means an atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere.

POINT PLEASANT BEACH FIRE DEPARTMENT

Respiratory Protection Plan

Standard Operating Guideline

Purpose:

The Respiratory Protection Plan shall: define the procedures for selecting SCBAs by the department, provide for a medical evaluation and fit testing of the users of SCBAs, establish the procedures for the use, care, cleaning and maintenance of SCBAs, the training of members in SCBA use, establish a program to maintain breathing air quality, establish a procedure for monitoring the effectiveness of the Respiratory Protection Program and a procedure for appointing a Program Administrator and a Respiratory Protection Committee.

Scope:

The Respiratory Protection Program (Program) shall provide for the respiratory protection and safety of the members of the Point Pleasant Beach Fire Department (the Department). This program shall be fully compliant with OSHA Regulation 1910.134.

Definitions:

Assistant Program Administrator - means either or both person(s) selected by the Board of Fire Officers to be the assistant(s) to the Program Administrator and who will be the responsible party at the member company that insures compliance with this Program. See section 9 for the qualifications.

Board of Fire Officers - The governing body of the Point Pleasant Beach Fire Department, which is responsible for establishing and enforcing the policies and procedures under which the Point Pleasant Beach Fire Department operates. The Board is comprised of all of the line officers of each company and is headed by the Chief of the Department.

FAST Team - A team of firefighters assembled at an incident for the sole purpose of rendering assistance to a firefighter in distress or rescuing a trapped firefighter. Currently a FAST Team is provided by South Wall Fire & Rescue.

Fit Test - Means the use of a protocol to either qualitatively or quantitatively evaluate the fit of a respirator of an individual.

Immediately dangerous to life or health (IDLH) - Means an atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere.

Interior structural firefighting - Means the physical activity of fire suppression, rescue or both, inside of buildings or enclosed structures which are involved in a fire situation beyond the incipient stage.

Line Officer means a member of the Department that holds any of the following positions: Second Lieutenant, First Lieutenant, Captain, Deputy Chief or Chief.

Member means a firefighter that is on the membership rolls of either Ocean Fire Company #1 or Point Pleasant Beach Fire Company #2.

Physician or other licensed health care professional (PLHCP) (a.k.a. Department Physician) means an individual whose legally permitted scope of practice (i.e, license, registration, or certification) allows him or her to independently provide, or be delegated the responsibility to provide, some or all of the health care service required by this program.

Positive pressure respirator means a respirator in which the pressure inside the respirator inlet covering exceeds the ambient air pressure outside the respirator.

Program Administrator means the member selected by the Board of Fire Officers to be responsible to oversee and administer the Respiratory Protection Program and perform the required duties as outlined in this Program. See Section 9 for qualifications.

Qualitative fit test (QLFT) means a pass/fail fit test to assess the adequacy of respirator fit that relies on the individual's response to the test agent.

Quantitative fit test (QNFT) means an assessment of the adequacy of respirator fit by numerically measuring the amount of leakage into the respirator.

Safety Officer means a member of the Department that has been selected by the Chief to perform the role of Safety Officer. Said member must have completed an Incident Safety Officer course.

Self Contained Breathing Apparatus (SCBA) means an atmospheres-supplying respirator for which the breathing air source is designed to be carried by the user. This is the type of respirator used by the Point Pleasant Beach Fire Department.

Tight-fitting face piece means a respiratory inlet covering that forms a complete seal with the face.

User seal check means an action conducted by the respirator user to determine if the respirator is properly seated to the face.

Section (1) - Selection of SCBAs (Respirators)

The Point Pleasant Beach Fire Department shall provide its members with appropriate respiratory protection. Whereas the Department cannot identify or reasonably estimate the member exposure, the Department shall provide respirators that are approved for use in an IDLH atmosphere.

- a. The Department shall provide its members with SCBAs (respirators) suitable for usage in an IDLH atmosphere. All SCBAs used by Department members shall be the type of a full face piece pressure demand SCBA certified by NIOSH for a minimum service life of thirty minutes.
- b. Each member company of the Department may select its own type and manufacturer of the SCBA's to be used by its members, as long as it complies with the criteria outlined in Section (1) a.
- c. See attachment () for the current specifications for each Company's SCBAs.

Section (2) - Medical evaluation of users

The Department shall provide, at no cost to the member, a medical evaluation of the approved users of S.C.B.A.s. The initial evaluation shall consist of the user of a SCBA completing a medical questionnaire. The questionnaire shall be reviewed by the Department Physician, who, if deemed necessary, shall administer a medical examination. No member shall be considered an approved SCBA user until such time as a medical questionnaire is completed and found to be satisfactory by the Department's Physician.

- a. Completion of the questionnaire
 1. Existing approved SCBA users:
 - The medical questionnaire shall be distributed to all members approved as SCBA users and shall be completed by the member and returned to their respective Assistant Program Administrator at a date to be specified by the Respiratory Protection Committee.
 - All respondents will be furnished with an envelope that states their name.
 - The completed questionnaires will be returned sealed, in this envelope to protect the confidentiality of the member's response.
 - The Program Administrator shall then forward the completed questionnaire to the Department's Physician.
 - Each member shall be allowed to discuss the questionnaire with the Department's Physician.

2. New members to be approved as SCBA users:

- Any new member of the Department that wishes to be approved as an SCBA user must complete the medical questionnaire.
- This questionnaire shall be returned to the member's Assistant Program Administrator in a sealed envelope.
- The Program Administrator shall then forward the sealed envelope to the Department's Physician for evaluation.
- The candidate shall then be provided with the opportunity to discuss the questionnaire with the Department's Physician.

b. Supplemental information for the Department's Physician

The Physician approved by the Department shall be provided with the following information to aid them in recommending a member's ability to use an SCBA:

- The type and weight of the SCBA used by the member.
- The duration and frequency of SCBA usage
- The expected physical work effort
- The PPE and other equipment worn by the member
- The temperature and humidity extremes that may be encountered.
- See attachment () for the above information

c. The Department Physician's response

The written response from the Department's Physician shall be sent to the Program Administrator and shall provide the following information:

- Any limitations placed upon a member in usage of a SCBA.
- If the member is medically able to use an SCBA.
- A statement regarding the need, if any, for a follow-up medical examination.
- A statement that the Physician has provided the member with a copy of the Physician's recommendation.

d. Medical questionnaire - See attachment ()

e. Follow-up medical examination

1. Any member who gives a positive response to any of questions 1 thru 8 in Section 2 of the medical questionnaire or whose initial medical examination demonstrates the need for it, shall be provided a follow-up medical examination.

2. Additionally, any member that reports medical signs or symptoms that are related to the users ability to use a SCBA, or if the Department's Physician, a Line Officer or the respiratory Program Administrator indicates the need for it, a follow-up medical examination shall be provided. The cost of this examination shall be paid for by the Department.
3. If the user exhibits any signs or symptoms of medical distress while using a SCBA on the fire ground or during training, the user shall be transported to the hospital for a full medical evaluation.

Section (3) - Fit Testing

The Department shall require all members who are approved SCBA users to be subject to a fit test, using the same make, model, style and size face piece as they would be issued to use.

- a. When fit testing is to be done.

The Department will offer Qualitative fit testing to it's members at the following times:

- Prior to a member becoming approved by the Department for SCBA use.
- Whenever a different SCBA face piece is put into service.
- Annually, at a time to be determined in advance by the Company Captain and the Program Administrator, not to exceed 12 months from the last fit testing.
- Whenever a member reports, or a Line Officer, the Department Physician or then Program Administrator makes a visual observations of, changes in the members physical condition that could affect SCBA fit.
 - a. Such changes include, but are not limited to:
 - Facial scarring
 - Dental changes
 - Cosmetic surgery
 - Obvious change in body weight.

- b. Selection of Fit testing provider.

1. The provider of fit testing shall be selected by the Program Administrator.
2. If an outside vendor is selected, they shall provide to the Department a statement stating that the testing performed is in full compliance with OSHA Regulation 1910.134 App A.
3. This statement must be provided on an annual basis.

4. If this test is to be performed by a member of the Department, the Program Administrator shall maintain the appropriate proof of that individual's training and/or any required certifications attesting to that person's ability to perform the testing.
5. This information shall be updated as required.

Section (4) - Use of a SCBA.

a. Approved users of SCBA.

To be an approved user of an SCBA., a member must:

- Have New Jersey Firefighter 1 Certificate
- Attend the annual S.C.B.A. recertification.
- Be approved by the Department Physician for using an SCBA.
- Have been fit tested for using the SCBA.
- Have been notified by the member's Company Captain that they have been approved as a user of the S.C.B.A., both initially and yearly thereafter.

b. When to use SCBA.

Members must use SCBA anytime that they are engaged in interior structural firefighting operations, ventilation operations in conjunction with structural firefighting operations, anytime there may be exposure to injurious quantities of toxic or noxious dust, gases, vapors or fumes, when Department policies indicate such usage or when directed to do so by a Line or Safety Officer.

c. Other Personal Protective Equipment.

When using a SCBA, a member must be wearing full Personal Protective Equipment consisting of, but not limited to:

- Department issued turn-out gear (coat and bunker pants), helmet, gloves, boots, Nomex hood and PASS device.
 - The PASS device may be either on the members' turn-out gear or be attached to the SCBA.
 - The PASS device will be turned on anytime the member is involved in interior structural firefighting or ventilation operations, or is advised by a Line Officer or a Safety Officer.

d. Procedures for use of SCBA.

1. Members must follow the approved procedures established by the manufacturer when using a SCBA. See attachments () for the individual procedures concerning each type of SCBA used by the Department.

2. All members must perform a user seal check before entering a hazardous environment.
- e. Face piece seal protection
- No member shall be allowed to operate, with a SCBA, that has:
- Facial hair that comes between the sealing surface of the face piece and the face
 - Any condition that interferes with the face-to-face piece seal or valve function
 - Corrective glasses or goggles, that when worn interferes with the seal of the face piece to the face of the user.
- f. Continuing SCBA effectiveness
1. The Line Officers, Safety Officers and the Program Administrator shall be responsible for maintaining appropriate surveillance for any change in work area conditions or degree of member exposure or stress that may affect the respirator's effectiveness. This is a continual process, where the effectiveness of the SCBA is continuously reevaluated.
 2. The Line Officers, Safety Officer and Program Administrator shall ensure that members leave the SCBA use area:
 1. To wash their faces and SCBA face piece as necessary to prevent eye or skin irritation associated with SCBA use
 2. If they detect vapor or gas breakthrough, changes in breathing resistance, or leakage of the face piece
 3. To replace the SCBA cylinder.
 3. If a member detects vapor or gas breakthrough, changes in resistance, or leakage of the face piece, the SCBA must be tagged and placed out-of-service. A new SCBA must be issued to the member before they are allowed to return to the work area.

Section (5) - Procedures for IDLH atmospheres

The Department and/or the Commanding Officer at an incident involving an IDLH atmosphere shall ensure that:

- a. One member or, when needed, more than one member is located outside the IDLH atmosphere
- b. Visual, voice or signal line communications is maintained between the member(s) in the IDLH atmosphere and a member located outside the IDLH atmosphere.

- c. The member(s) located outside the IDLH atmosphere are trained and equipped to provide effective emergency rescue;
- d. A member or the Commanding Officer are notified before the members or another designated team located outside the IDLH atmosphere enter the IDLH atmosphere to provide emergency rescue;
- e. The Commanding Officer, once notified, provides the necessary assistance appropriate to the situation;
- f. The Department members and/or the designated FAST team located outside the IDLH atmosphere are equipped with:
 - 1. Pressure demand or other positive pressure SCBAs, and either;
 - 2. Appropriate retrieval equipment for removing the members who enter these hazardous atmospheres where retrieval equipment would contribute to the rescue of the members and would not increase the overall risk resulting from entry; or
 - 3. Equivalent means for rescue where retrieval equipment is not required under Section (2).

Section (6) - Procedures for interior structural firefighting

When performing interior structural firefighting operations, the Commanding Officer shall ensure that in addition to the requirements outline in Section (5), the following procedures are in place:

- a. At least two members enter the IDLH atmosphere and remain in visual or voice contact with one another at all times
- b. At least two members are located outside the IDLH atmosphere; and
- c. All members engaged in interior structural firefighting use SCBAs.

Note 1 to Section (6) requirements: One of the two individuals located outside the IDLH atmosphere may be assigned to an additional role, such as incident commander in charge of the emergency or safety officer, so long as this individual is able to perform assistance or rescue activities without jeopardizing the safety or health of any firefighter working at the incident.

Note 2 to Section (6) requirements: Nothing in this section is meant to preclude firefighters from performing emergency rescue activities before an entire team has assembled.

Section (7) - Training in the use of SCBAs

a. Training requirement for member approved in SCBA use:

1. Existing Approved SCBA users:

- Must have a New Jersey Firefighter level 1 Certificate
- Must attend the Department's annual SCBA training

2. New SCBA users:

- Must have successfully completed a Firefighter 1 class.
- Must be approved by a Department Instructor and the Company Captain.

b. Instructor Requirements

The Department's annual SCBA Training must be taught by an individual that is a New Jersey State Fire Instructor Level 1.

c. Annual training curriculum

The annual SCBA training shall be taught in such a manner that the approved SCBA user can demonstrate knowledge of at least the following:

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

d. Record keeping

It shall be the responsibility of the Respiratory Protection Committee to maintain adequate records of all members approved in SCBA use. This records should included, but not be limited to, the members Firefighter 1 Certificate and proof of completion of the annual SCBA training.

e. Additional training requirements

In addition to annual retraining, training sessions shall be held in any of the following situations:

- Changes in the type of exposures experienced by the member or the type of SCBA renders previous training obsolete;
- Inadequacies in the member's knowledge or use of the SCBA indicate that the member has not retained the requisite understanding or skill;
- Any other situation arises in which retraining appears necessary to ensure safe SCBA use.

Section (8) - The Procedure for the care, cleaning and maintenance of SCBAs

The record keeping requirements state that the checklist used must include a specific identification system (i.e., a number or letter) for each pack and bottle, date of inspection, any problems and the name of the person who did the inspection. Inspections must be done monthly and after every use (fire or drill). The Respiratory protection Committee shall insure that the SCBAs are cared for, cleaned, maintained and stored in accordance to OSHA Standard 1910.134.

Section (9) - Program Administrator and Assistant Program Administrators

The Board of Fire Officers shall, at the organizational meeting of the Board of Fire Officers meeting in January, elect a Program Administrator to administer and oversee the Respiratory Protection Program and conduct the required evaluations of the program effectiveness. The person selected by the Board must have had at least five years experience as a Line Officer and has held at least the rank of Captain.

The Board shall appoint an Assistant Program Administrator for each Company. It shall be that person's responsibility to ensure the member company is in compliance with the procedures of the Respiratory Protection Program. They shall aid the Captain, Line Officers and Program Administrator in ensuring that the proper training, record keeping, maintenance and all other functions of the program are carried out. To be eligible to be an Assistant Program Administrator, a member must have at least three years experience as a New Jersey firefighter level 1.

Section (10) - Establishment of the Respiratory Protection Committee.

A committee will be established to review and monitor the Respiratory Protection Program. This Committee shall consist of the Program Administrator, the two Assistant Administrators, the Chief and one Line Officer from each company.

This Committee shall at a minimum, meet bi-monthly to review maintenance and training records. The Committee shall also at a minimum, do a physical inspection of the SCBAs, records, etc of each member company on a semi-annual basis. The committee shall be responsible for keeping a record of all inspections and any findings.

This Committee shall be responsible for the implementation of the Respiratory Protection Program and for establishing any additional procedures for compliance with

this Program. The Committee shall also continually evaluate the Respiratory Protection Program, and make updates and changes to the program as required. The Committee shall report all findings, new requirements and any other important information to the Board of Fire Officers.

Section (11) - Breathing air quality and use.

The Department shall maintain an air compressor capable of refilling all SCBA air cylinders used by the Department.

- a. The Department shall provide a compressed air system that meet US Pharmacopoeia requirements for medical or breathing air.
- b. The Department shall maintain an Annual Service/Maintenance contract with a qualified service company for the air compressor. A minimum of 2 per year air tests shall be performed on the compressed air supply and it must meet the requirements for Grade D breathing air as described in ANSI/Compresses Gas Association Commodity Specification for Air.
- c. The Department shall maintain a visible certificate of testing results located near the air compressor. All service records shall also be maintained at the compressor location.
- d. The Department shall train all compressor operators to the manufacturer's standards.
- e. Compressor operators shall keep a log on each SCBA cylinder filled, including; bottle number, date, operator name and compressor start and end times. This log shall be located at the compressor.

Section (12) - Evaluating the Respiratory Protection Program.

The Respiratory Protection Committee, as outlined in Section 10, shall evaluate the program and to ensure the implementation of the Respiratory Protection Program. This committee shall take any actions necessary to insure compliance with this program, amend the Program as needed and monitor the Program's effectiveness.

Section (13) - Record keeping requirements.

The Department shall maintain records of the following, documenting it's compliance with the Respiratory Protection Policy:

- Medical Evaluations
- Fit testing, to include:
 - i. names of members tested;
 - ii. type of fit test performed:

- iii. specific make, model, style and size of SCBA tested;
 - iv. date of test, and;
 - v. the pass/fail results for QLFTs or the fit factor and strip chart recording or other recording of the test results for QNFTs.
- a. Fit test records shall be retained for SCBA users until the next fit test is administered.
 - b. A written copy of this program shall be retained by the Department.
 - c. Written materials required to be retained under this section shall be made available upon request to affected members and to the Assistant Secretary or designee for examination and copying.

Section (14) - Department Physician:

The Program Administrator and the Chief of the Department, shall select a Department Physician to perform the requirements of the Physician or other licensed health care professional (PLHCP) as required by this program. The position of Department Physician shall be an annual appointment.

POINT PLEASANT BEACH FIRE DEPARTMENT

Emergency Vehicle Placement

Standard Operating Guideline

Purpose:

The Point Pleasant Beach Fire Department herein referred to, as “the Department,” concerned with the safety of its personnel, needs to establish an effective system to account for the correct placement of emergency vehicles at emergency incidents or when operating at Department activities.

Scope:

This standard regulates the placement and positioning of emergency vehicles at fire control and rescue incidents

General Rules for Positioning Emergency Vehicles:

- Apparatus function shall regulate placement. The first-arriving companies should position themselves to maximum advantage and go to work. Later arriving units should place themselves in a manner that builds on the initial plan and allows for expansion of the operation. However, at no time shall apparatus be positioned in a manner as to place it in an unnecessarily dangerous position.
- Apparatus that are not being used should be staged in an uncommitted position that will not congest the incident site and will facilitate performing a maximum number of evolutions.
- Private vehicles brought to the scene by support personnel should:
 - Not block the street. Leave the street open at all times to permit the movement of additional apparatus.
 - Park at least one block away and never in a cul-de-sac or in front of the building(s) involved in the incident.
 - Do not park in front of fire hydrants, sprinkler connections, or stand pipe connections.
 - Do not block private driveways.
 - Do not run over or park on fire hose with your vehicle.
- When placing or positioning an emergency vehicle at an incident, consider the following items.
 - Leave an access lane open down the center of the street.
 - Do not park in such a manner as to make the emergency vehicle an exposure.
 - At fires, avoid heat and smoke. Guard against possible building collapse.

- Do not become trapped. Allow adequate room to reposition the vehicle if necessary.
 - Be aware of overhead power lines.
 - Try to use hose lines and equipment off of apparatus at the immediate scene to maintain better control and not strip all the apparatus.
 - On multiple alarms, an officer should be assigned to stage apparatus and deploy them per the incident commander's request.
 - Take maximum advantage of key hydrants to avoid excessive lays and to ensure maximum use of the water supply.
 - Do not park too close to another emergency vehicle. Allow sufficient room to deploy hose lines and to remove stretchers, ladders and other equipment from the vehicle.
- The first-arriving engine company at a fire should normally proceed just past the front of the fire, laying a supply line if necessary. ("Front" does not necessarily mean the front of the building. It may mean the area of heaviest involvement or primary access.) Driving past the structure this way will enable its crew to see three sides of the building.
 - Position the engine to use its deck guns, floodlights, etc. Take care to leave room for ladder or support companies. If the building has a wide frontage, position the engine at the entrance that provides the best access to the fire.
- Unless otherwise directed, the second-arriving engine company at a working fire should proceed to the rear or secondary access point and go to work.
 - If nothing is showing, the second-arriving engine should stage at the nearest hydrant and await orders if the first-arriving company did not lay hose.
- Truck companies should initially stage in such a position as not to congest the incident scene. A truck company should position itself for maximum use as ordered by the incident commander.
- Additional arriving companies should stage at least one block away and request orders from the incident commander or staging officer.
 - Companies should commit only when ordered to do so.
 - These companies should report the number of personnel in their respective companies, as well as their staging location. Example: "Engine 2 stages one block south with three personnel."
 - Staged companies should check their map books to locate key hydrants, etc.
- Medical Incidents
 - If an engine or truck company arrives before the medical unit, the company should leave clear access for the medic unit and not block the incident site.

- Due to the danger of oncoming traffic at motor vehicle accidents, the engine or truck should be parked so as to provide a barrier for personnel.
- Staging
 - Level I Staging.
 - First engine to scene
 - Second engine and additional engines – one block away and report location. Check map books.
 - First truck company to scene.
 - Privately owned vehicles – park at least one block away, not blocking the street, driveways or hydrants.
 - Level I Staging begins on arrival of the first company. The first company gives a situation report and advises the action to be taken.
 - Additional companies advise staging location.
 - Level II Staging: Multiple Alarms/Mass-Casualty Incidents
 - Command designates the staging area and staging officer.
 - All companies and personnel report to the staging area and await assignment.
 - POVs report to one block of staging area.
 - Dispatch shall designate a channel for staging and inform Command.
 - “Staging” shall be used as the radio identifier. Staging maintains a log of the personnel and apparatus available.
 - Staging should maintain a reserve of apparatus and personnel unless instructed otherwise.
 - Level III Staging: Multiple Alarms/Mass-Casualty Incidents
 - To be used when severe weather makes Level II staging inadvisable, such as during floods, tornadoes, and winter storms.
 - Companies will be in at a fire station or other covered facility and await orders.
 - Privately owned vehicles shall not obstruct the staging area.
 - Dispatch shall designate a channel for staging and shall report the status to Support or Command.
 - “Staging” shall be used for a radio identifier. Staging shall maintain a log of the personnel and apparatus available.
 - Staging should maintain a reserve engine and ladder company in the department affected. Use move-ups.

POINT PLEASANT BEACH FIRE DEPARTMENT

Engine Company Assignments

Standard Operating Guideline

Purpose:

To establish riding member assignments for Engine Company operations at fire emergencies.

Engine Company Positions:

- Driver
- Officer
- Nozzleman
- Back-up
- Doorman
- Control (Hydrant) man

Engine Company Personnel Assignments:

Driver:

Key Tasks:

- Drives apparatus to scene and properly place
- Secure water source – supply line connection
- Ensure cross-lay is flaked out of hose bed and/or static line is connected
- Monitor radio for instructions
- Operates Pump
- Communicate status of water, fuel and other key information to IC

Tools:

- Radio

Officer:

Key Tasks:

- Directs apparatus placement
- Initial size-up and attack mode
- Communicates fire conditions and location of fire to IC
- Calls for the line to be charged
- Controls the door to fire area

- Communicates with OV, directs fire attack and hose-line advancement, monitors conditions

Tools:

- Radio
- Thermal Imaging Camera
- Officer's Tool or haligan (if no Truck Company present)
- Flashlight

Nozzlemans:

This position should be assigned to the Senior Firefighter during initial attack phase.

Key Tasks:

- Stretches the first length of hose and nozzle
- Flakes out line prior to initiating fire attack
- Bleeds air when line initially charged
- Controls stream and hose-line advancement, with Officer
- Performs hydraulic ventilation

Tools:

- Radio
- Flashlight

Back-up Man:

Key Tasks:

- Second FF on hose-line
- Stretching and flaking out hose-line in preparation for fire attack
- Chock doors while making stretch
- Supports nozzleman by absorbing as much nozzle reaction as possible
- Work in unison with nozzleman for hose-line advancement and direction change

Tools:

- Radio
- Flashlight
- Flat Head Axe (If no Truck Company on scene)

Doorman:

Key Tasks:

- If Control Man unavailable – ensures that cross-lay is out of the bed and/or assists with connection of static lay
- If Control Man unavailable – estimates the hose needed if a static lay is used

- Assists in flaking out line from door to the back-up position
- Chocks doors to prevent closing on hose-line
- Supports hose-line advancement by feeding hose
- Monitors fire conditions at the doorway and reports any deterioration in condition
- For relief purposes, assumes nozzle position

Tools:

- Radio
- Flashlight

Control (Hydrant) Man:

Key Tasks:

- For forward lays, secures supply line, makes the hydrant connection and opens hydrant when instructed by the Driver.
- Assists with hose stretch and/or static line connection for long stretches
- Assists Driver with connection if using steamer
- Removes kinks in line from apparatus to doorman's position
- Assists with hose-line advancement
- For relief purposes, assumes back-up position

Tools:

- Radio (if available)
- Flashlight
- Hydrant wrench
- Spanner wrench

Positions by manpower:

6 Firefighters

- Driver
- Officer
- Nozzleman
- Back-up
- Door
- Control

5 Firefighters

- Driver
- Officer
- Nozzleman
- Back-up
- Control/Door

4 Firefighters

- Driver
- Officer/Back-up
- Nozzleman
- Control (hydrant)/Back-up

3 Firefighters

- Driver/Control (assist with stretch)
- Officer/Back-up
- Nozzleman/Control (hydrant)

Apparatus Assignments:

1st Due Engine:

- Offensive Attack - Stretch the appropriate size hand-line to the main fire location
- Defensive Attack - Stretch a line to the exposure and initiate master stream operations as needed

2nd Due Engine:

- Assist with the stretch of the first line
- Stretch a back-up line to either protect the initial line or attack other areas of fire
- For basements fires, the 2nd line shall remain at the top of the basement stairs for protection and to limit vertical fire spread

Rule of Thumb – Do Not Stretch a 2nd line, until the 1st line is stretched and in operation

3rd Due Engine:

- Assist with stretching the initial lines
- Stretch and operate the line in the exposure

Additional Engine Companies

- Stretch lines and operate as dictated by the IC and fire conditions

POINT PLEASANT BEACH FIRE DEPARTMENT

Stretching and Operations Hose lines

Standard Operating Guideline

Purpose:

Stretching and operating hose lines is the primary function of an engine company. All members must realize the importance of the initial line stretched at a structural fire. The majority of structural fires are controlled and extinguished by this initial line.

Houseline Placement:

First Houseline

The first line generally should be placed between the fire and any persons endangered by it. This is accomplished by stretching the houseline via the primary means of egress, usually the main stairway. This tactic:

- Provides a base for confining and controlling the fire.
- Allows occupants to evacuate via the stairs.
- Allows members to proceed above the fire for search.

In most cases the first line is stretched via the interior stairs to the location of the fire. The purpose of this line is to protect the primary means of egress for occupants evacuating the building and to confine and extinguish the fire. If it is determined there is no life hazard in the building, the first line is positioned between the fire and the most severe exposure. The most severe exposure does not necessarily mean where the fire is likely to spread. Lines must be stretched to protect life first and in the absence of a life hazard, the first line should be placed to protect the greatest amount of property.

When placing a houseline to protect an exterior exposure, it should be positioned so that the stream can be used alternately between operating on the exposure and the fire. When using streams to protect exposed buildings, the water should be applied onto the building's surface for best results.

Second Houseline

Unless otherwise ordered, the second line is placed to back up the first line. This tactic is used for the following reasons:

- To provide a back-up to the first houseline in case of a burst length in the first houseline.

- To provide a second line to be used simultaneously with the first hoseline if fire conditions warrant.
- If the second line is not needed on the fire floor, it can be advanced to the floor above. The second line stretched must consist of sufficient hose to cover the floor above.

Third Hoseline

Depending on the occupancy and the fire conditions, a third hoseline may be required. Unless otherwise ordered, this line may be stretched to:

- Cover a secondary means of egress.
- Adjoining building to protect exposures.
- Prevent vertical extension.

Other Hoseline Placement Guidelines

Difficulty might be encountered at some fire situations in conducting a direct attack through a fire compartment doorway due to a heavy volume of fire, wind conditions or forcible entry problems. A possible tactic to overcome these problems is to utilize a rooftop or portable ladder to conduct a fire attack into the fire compartment. Before this is initiated, members in the compartment must exit to a safe area of refuge and the compartment door must be closed in order to preserve the integrity of the hallway and interior stairs.

Another tactic is to enter an adjoining compartment and operate the hoseline through small holes in the common partition wall. Several small holes strategically located along the length of the common wall at approximately waist level might allow stream penetration into a majority of the rooms in the fire compartment.

Hose lines shall not be operated in opposition to each other.

Permission must be obtained by the IC before exterior hose lines are directed into a fire building.

Immediate notification must be given to the IC when a situation is discovered that requires the positioning of an additional hoseline.

When a hoseline is determined to be operating ineffectively, the IC must be notified.

In order to assure efficient and timely stretching of the first attack line, the services of the first two engine companies may be utilized. Regardless of staffing, the pairing of engine companies will in most cases result in a more rapid

and efficient hoseline stretch and provides for continuity of the hoseline attack in the event emergency relief of the first engine is required.

Unless the presence of a confirmed life hazard requires the immediate stretching of a second line, the second engine shall augment and assist the first engine. In one and two story structures, where the amount of hose required is four lengths or less, the need to assist on the first hoseline is not as great and engine companies are generally capable of stretching and operating individually. In such cases, the officer of the second engine company should make contact with the officer of the first engine company to ascertain if their assistance is required.

Once the fire is located and the decision is made by the first arriving units to confine or extinguish the fire, orders must be given for the stretching of hose lines. The type of stretch, size of hose, and number of lengths will depend on many factors:

- Location and severity of fire.
- Type of building or outside fire involved.
- Source of water.
- Type of hose loading on apparatus.

Estimating the Stretch

When the orders are given to stretch a handling, a rapid estimation of the number of lengths required to reach the seat of the fire is in order. The general rule for estimating the number of lengths in the fire building is:

1 length per floor + 1 length for the fire floor.

Hoseline Operation:

Fire Attack Techniques

Knowledge of the floor layout is the most valuable asset to a nozzle team advancing under heavy fire and/or smoke conditions. If the smoke is not banked down to the floor, a quick glance at floor level before opening the nozzle can give the nozzle firefighter and officer an indication of the floor layout. From this position, obstructions such as furniture, debris or other obstacles which could impede the advance of the nozzle team may be evident. The glow of the fire may indicate the direction and distance the team has to advance. Once the line is opened, any visibility will be lost until adequate ventilation is accomplished.

The nozzle should be cracked open as the nozzle team waits for water. The sound of exhausting air will indicate water is on the way, and any air in the line will be expelled. The line must be bled before the fire attack begins.

Never enter the fire area with an uncharged hoseline. However, the hoseline should be stretched as close to the fire area as possible before being charged. An uncharged hoseline is stretched more rapidly and it is less fatiguing than attempting to move a charged hoseline into position.

All members should operate on the same side of the line. When the door to the fire area is opened members should be low and to one side of the opening, to let the pent up heat and gases vent prior to advancing.

Once the line is advancing, keep it moving toward the seat of the fire. In order to reduce the chance of burn injuries and ensure rapid knockdown, the nozzle team should move aggressively but deliberately.

Let the reach and penetrating power of the stream do the work, especially in large area buildings or when several rooms are involved in fire.

The stream should be operated "out front and overhead". The water should be deflected off the ceiling and upper walls. The nozzle firefighter should hold the nozzle at arms length to allow for maneuverability and change of nozzle direction.

As the fire darkens down, the angle of the stream may be lowered to directly cool burning solid fuel material.

Do not open the nozzle on smoke, try to get as close to the fire as safely practical without risking burn injury.

Do not crowd the nozzle.

As the advance is made, listen for crackling of fire, look for a glow of fire in the smoke, and feel for heat.

Listen to the sound of the stream as you sweep the nozzle across a room or area. The sound of the water striking a wall or partition will change if an opening such as a door or window is encountered. This opening might lead to a room or a hallway leading to another group of rooms where fire might still be burning.

Once the fire appears to be knocked down consider shutting down the nozzle to let the smoke and steam lift. Be prepared to reopen the nozzle at any moment.

Even with the use of bunker gear, the floor should be swept with the stream as you advance to cool any burning material and prevent knee and leg burns. This

action will also sweep broken glass and other debris from the path of the advancing hose team.

POINT PLEASANT BEACH FIRE DEPARTMENT

Engine Company Operations in Single Family Dwellings

Standard Operating Guideline

General:

- Fires discussed will be based on the need for one or two hand lines. Due to the combustible nature of both interior and exterior building materials, fire can spread rapidly. The unprotected, open interior stairwell to the upper floors acts as a natural flue for fire spread. Small rooms and narrow stairs are commonly found in these dwellings. Due to the need for speed and mobility, 1 ¾" lines are recommended.
- Engine company officers shall direct their engine to take a position at a serviceable hydrant.
- Using booster tank water while hooking up to a hydrant may speed up operations. The engine company officer should not hesitate calling for booster tank water when necessary. The Driver/Operator must inform the officer when the engine is operating with hydrant water.
- Sufficient hose must be stretched to cover the anticipated fire area. Members shall spread out on the houseline at the entrance to provide for efficient advancement. The line should be flaked out, charged, and bled before entering the fire area.
- The primary consideration for the placement of the first line is through the front door for the protection of the interior stairs.

First Floor Fires:

- **First Line:** Through the front door to extinguish the fire and protect the interior stairwell.
- **Second Line:** Standby, where appropriate, as a back up for the 1st line. If not needed to back up the 1st line, it can be used to extinguish any fire that may extend to the upper floors or to exposures.
- **Third Line:** As ordered by the Incident Commander.

Upper Floor Fires:

- **First Line:** Through the front door and up the interior stairs to the fire floor. If alterations negate access to the upper floors by way of the front entrance, locate and stretch via the stairway allowing access to the fire area.
- **Second Line:** Standby, where appropriate, as a back up for the 1st line. If not needed to back up the 1st line, it can be used to extinguish any fire that is discovered in the cellar or has extended to the attic
- **Third Line:** As ordered by the Incident Commander.

Fully Involved Buildings:

- The 1st arriving engine should consider stretching two hand lines.
- Units shall maintain the front of fire building accessible for aerial ladder placement.
- Operate the line on the exterior to prevent auto exposure before entering the building. Wood frame buildings that initially appear fully involved may only have their exterior siding burning.
- Consider stretching a 2½-inch line for a faster knock down.

Exposure Protection:

- Fire “lapping” out of a window, or burning on the exterior of a building, presents a serious exposure problem.
- Openings in the underside of eaves (i.e. vent openings) or deteriorated siding may allow for fire extension to the attic of an exposure or the original fire building.
- Units operating a line to extinguish fire on the exterior of a building should sweep the line across the face of the building, starting at the top, so the water cascades down the exterior.
- Do not operate the stream directly into the windows.

Cellar Fires:

- **First Line:** Through the front door and down to the cellar via the interior stairs. If unable to advance into the cellar, (due to heavy fire, large amount of debris, stairway blocked or sealed off, etc.) position hoseline to:
 - Protect the interior stairway

- Protect the truck company performing the primary search
- Extinguish the fire that may extend to upper floors

Initially stretching a hoseline through the side door and down to the cellar via the interior stairs should only be attempted when:

- The integrity of the first floor is not endangered.
- The side door leads directly into the cellar and first floor.
- There is room on the side of the house to position the line.
- The time required to position a charged hose line is weighed against potential fire growth.

If the 1st line cannot advance down the interior stairs, or no interior access to the cellar exists, then the 2nd line must enter the cellar via the side or rear entrance. This operation must be coordinated with the unit operating the initial line.

- **Second Line:** Standby outside the fire building or at the top of the cellar stairs, as a back up for the 1st line. If not needed to back up the 1st line, it can be used to extinguish any fire that may extend to the upper floors.

If the 1st line cannot advance down the interior stairs, or no interior access to the cellar exists, then the 2nd line must enter the cellar via the side or rear entrance. This operation must be coordinated with the unit operating the initial line.

- **Third Line:** As ordered by the Incident Commander.

POINT PLEASANT BEACH FIRE DEPARTMENT

Engine Company Operations in Multiple Family Dwellings

Standard Operating Guideline

General:

- In most cases the first line is stretched via the interior stairs to the location of the fire. The purpose of this line is to protect the primary means of egress for occupants evacuating the building and to confine and extinguish the fire. A second line should be promptly stretched into the interior of the building. If the entrance door to the building is self-closing and equipped with a locking device the first member entering the building should use a chock, rug or other means of preventing the door from locking and thereby delaying other members trying to enter the building.
- The second engine company to arrive may assist in stretching the first line. They must remain together as a unit and relieve the first engine company as required.
- Getting the first line in position and in operation is of vital importance.
- Engine companies other than the first to arrive shall take tentative positions at hydrants and test those hydrants to make sure they will have water if needed.
- If two or more apartments are involved in fire with lines being used in each apartment, companies should be aware of the possibility of fire getting behind them through the ceiling space if the line in the adjacent apartment is not advancing as rapidly as theirs.
- Do not clutter up the interior stairs. After two lines have been stretched up a stairway, additional lines should be stretched via fire escapes or windows, making use of ropes to pull up hose lines.
- Aerial ladders should not be tied up by stretching lines up them. These ladders may be needed for egress from the upper floors or roof, or for use of their heavy caliber streams.
- Hose lines should not be operated into ventilation holes from the roof as this decreases ventilation and nullifies the action of lines operating on the top floor. A roof line should be used only to prevent fire from extending past a trench cut, to protect exposures, or to extinguish fire that cannot be reached from below, such as fire in a cornice.

Stretching of hose lines:

- **First Line:**
 - The first line stretched for a fire in a multiple dwelling should be stretched by way of the interior stairs.
 - The primary purpose of this line is to safeguard the stairway so that it can be used by the escaping occupants.
 - The door to the fire apartment must not be opened while people are coming down the stairway from the floors above.
 - When the safety of the stairway is assured, this first line may be advanced to extinguish the fire.

- **Second Line:**
 - The second houseline is also usually stretched by way of the interior stairs to the same floor as the first line.
 - It is meant to augment the first line, if necessary.
 - If not needed on the original fire floor it is then advanced to the floor above.

- **Third Line:**
 - An alternative route should be selected, if possible, for the third line in the building.

Exposures:

- In some cases the second or third lines may be urgently needed in one of the exposures. The decision as to the location to which these lines shall be stretched rests with the officer in command and is based on his size-up of the fire situation.

POINT PLEASANT BEACH FIRE DEPARTMENT

Engine Company Operations in Commercial Buildings

Standard Operating Guideline

General:

- A fire in a commercial building is usually a fast-spreading and difficult fire to control and extinguish. It calls for many hand lines stretched quickly to the proper locations to prevent a large loss.
- If heavy or medium fire conditions are encountered the initial lines should be 2-1/2 inch. These lines can later be used to supply distributors, cellar pipes and heavy stream appliances.
- If the striking power and the water capability of 2-1/2 inch hose lines are not required, after the initial attack, they can be reduced to 1-3/4 inch lines for subsequent operations.
- Supplying a sprinkler system, if available, is to be given a high priority after the establishment of the initial line.
- When compatible with fire conditions, 1-3/4 inch lines may be used in exposures.
- If difficulty is encountered in gaining entrance to a commercial building fire, a small hole made in the security doors and/or removal of the window may provide an opening for hose stream operations.
- Consideration should also be given to using cellar pipes or distributors from the roof or floor above into the fire area. Protection lines must be provided for the members operating these devices.
- For a fire that is traveling rapidly along a row of stores it may be best to skip stores and stretch lines into alternate stores ahead of the fire. The by-passed stores will be covered by subsequent lines.
- In many cases where entry is delayed or where the pulling of ceilings is impossible due to fire conditions or ceiling construction, a hose line or lines operated properly into a trench cut may confine the fire. Before these lines are operated all members in the stores must be withdrawn. As soon as interior operations can be resumed these lines must be shut down before entry into the area below. Small holes should be made in the ceiling to check for accumulations of water above the ceiling before interior operations are commenced.

First Floor Fires:

- **First due engine:**
 - Stretch the first line into the occupancy to extinguish the fire and protect any interior stairwell.
 - In a building protected by a sprinkler system, and if manpower and conditions permit, a second line shall be stretched to feed this system.
- **Second due engine:**
 - Assist first engine with the initial line.
 - Supply sprinkler system if first engine was unable to do so.
 - Serve as a backup or protection line for the first engine company.
- **Third due engine:**
 - If second engine is assisting with first line, stretch a second line.
 - Serve as a backup or protection line for the first engine company.
 - Stretch up to upper floor to extinguish any fire that may extend to upper areas.
- **Additional engine companies** may be used to stretch and operate lines to:
 - Cover any additional stores where needed.
 - Reinforce lines already in operation.
 - Supply heavy caliber stream appliance.
 - Stretch precautionary lines to the roof.

Attic and Cockloft Fires:

- **First due engine:**
 - Stretch the first line into the involved store to protect life and extinguish the fire.
 - In a building protected by a sprinkler system, if manpower and conditions permit, a second line shall be stretched to feed this system.
 - Stretch a hand line into any seriously exposed building occupancy/building, depending on life hazard and the location and severity of the fire.
 - If exposures are not an immediate problem, then the first line should be stretched into the store under the main body of fire and operated to extinguish the fire.
- **Second due engine:**
 - Assist first engine with initial line.
 - If fire has control of the cockloft, and the need for exposure is critical, assist first engine with initial line.

- If manpower and conditions permit, stretch a line into another seriously exposed building/occupancy and operate into the cockloft to confine and extinguish the fire.
- It may be advisable to skip stores in order to confine and extinguish the fire.
- **Third due engine:**
 - Insure sprinkler system is supplied.
 - Stretch a line and operate as ordered by the Incident Commander.
- **Additional engine companies** may be used to stretch and operate lines to:
 - Cover any additional stores where needed.
 - Reinforce lines already in operation.
 - Supply heavy caliber stream appliance.

Cellar Fires:

- **First due engine:**
 - Stretch the first line into the occupancy above the fire to prevent vertical extension.
 - In a building protected by a sprinkler system, and if manpower and conditions permit, a second line shall be stretched to feed this system.
- **Second due engine:**
 - Supply sprinkler system if first engine was unable to do so.
 - Assist first engine with the initial line.
 - If manpower and conditions permit, stretch a line that may be used for any of the following:
 - To control the first floor if the first engine company has advanced into the cellar via the interior cellar entrance.
 - Serve as a backup or protection line for the first engine company.
 - Stretch into the cellar via the interior stairs or the outside entrance if the first unit's line has to control the first floor.
 - To employ the use of cellar pipes or distributors over the fire.
- **Third due engine:**
 - If second engine is assisting with first line, stretch a second line which may be used for any of the following:
 - To control the first floor if the first engine company has advanced into the cellar via the interior cellar entrance.
 - Serve as a backup or protection line for the first engine company.
 - Stretch into the cellar via the interior stairs or the outside entrance if the first unit's line has to control the first floor.
 - To employ the use of cellar pipes or distributors over the fire.

- **Additional engine companies** may be used to stretch and operate lines to:
 - Cover any additional stores where needed.
 - Supply distributors or cellar pipes.
 - Reinforce lines already in operation.
 - Supply heavy caliber stream appliance.
 - Stretch precautionary lines to the roof.

POINT PLEASANT BEACH FIRE DEPARTMENT

Truck Company Assignments

Standard Operating Guideline

Purpose:

To establish riding member assignments for Truck Company operations at fire emergencies.

Truck Company Positions:

- Driver
- Officer
- Irons
- Can
- Outside Vent Man (OV or OVM)
- Roof

Truck Company Teams:

Interior Team

- Officer
- Irons
- Can

Exterior Team

- Driver
- OVM
- Roof

Truck Company Personnel Assignments:

Officer:

Key Tasks:

- Leads search for fire and/or victims
- Reports fire location and conditions to IC
- Directs Engine Company to fire
- Supervises and monitors team searching
- Directs and supervises salvage/overhaul operations

Tools:

- Radio
- Flashlight(s)
- Thermal Imaging Camera
- O-Tool, Chief's axe or haligan
- Rope Bag

Irons:

Key Tasks:

- Forcible entry
- Search for fire and life
- Ventilation, in areas being searched

Tools:

- Radio (if available)
- Flashlight
- Flathead axe and Haligan Bar

Can:

Key Tasks:

- Assist with forcible entry
- Search for fire and life
- Assist with ventilation while searching
- Contain fire prior to operation of the hose line

Tools:

- Radio (if available)
- Flashlight
- 6 Foot Hook
- Water Can

Roof:

Key Tasks:

- Assist with the placement and raising of ground ladders
- Perform an exterior size-up and inspection
- Perform vertical ventilation when necessary
- Report on roof, building and fire conditions
- Partner with OV for VES operations

Tools:

- Radio
- Flashlight(s)
- Chain Saw or K-Saw

- 6 foot hook
- Haligan Bar

OVM:

Key Tasks:

- Ventilation in support of the fire attack
- Ventilation for Life – VES
- Search for victims
- Exterior inspection of the structure
- Place and raise ground ladders

Tools:

- Radio
- Flashlight
- 6 Foot Hook
- Haligan Bar
- Ground Ladder

Driver:

Key Tasks:

- Place and operate apparatus and aerial device
- Assist with placement and raising of ground ladders
- Assist OV and Roof positions

Tools:

- Radio
- Aerial ladder
- Ground ladders

Positions by Staffing and occupancy:

6 Firefighters

- Driver
- Officer
- Irons
- Can
- OVM
- Roof

5 Firefighters

Residential

- Driver
- Officer
- Irons
- Can
- OVM/Roof

Commercial

- Driver
- Officer/Irons
- Can
- OVM
- Roof

4 Firefighters

Residential

- Driver
- Officer/Irons
- Can
- OVM

Commercial

- Driver
- Officer/Irons
- Can
- OVM/Roof

3 Firefighters

Residential and Commercial

- Driver/OVM
- Officer/Irons
- Can

Apparatus Assignments:

1st Due Truck:

- Force entry
- Locate and contain fire, communicate location to Engine Company
- Search for life from fire area out
- Provide horizontal ventilation to support fire suppression
- Search floor above fire (VES)

- Initiate vertical ventilation on commercial structures, as needed on residential

2nd Due Truck:

- Search on floor above fire for life
- Assists with horizontal ventilation
- Vertical ventilation
- Raise additional ground ladders (exterior crew to bring with them)
- Check for fire extension
- Secure utilities

3rd Due Truck:

- Search areas not covered by 1st and 2nd Due crews
- Raise additional ground ladders
- Assist with ventilation as needed
- Check for fire extension
- Secure utilities

4th Due Truck:

- Stage as a “rescue team”
- Assist with vertical ventilation
- Assist with searches, as needed
- Open the building up to check for extension

POINT PLEASANT BEACH FIRE DEPARTMENT

General Truck Company Operations

Standard Operating Guideline

General:

Life safety is the primary duty of truck companies. Truck members must be alert to life hazards in cellars, second floor occupancies, and in badly exposed buildings.

Truck company officers must quickly observe the types of occupancies present in order to evaluate the life hazard potential of the building.

Egress from second stories is often limited and panic conditions are possible. These buildings must be well laddered to provide:

- Roof access and egress.
- Second floor rescues.
- Escape routes for members searching the 2nd floor.

Many individual 2nd floor occupancies do not have a secondary means of egress. Heavy smoke in the second floor public hall may have trapped people in these occupancies. A thorough search must be made and all doors must be opened. Refuge may have been sought in such windowless areas as lavatories, store rooms, or closets.

Prompt ventilation at the roof is very important for the safety of the occupants and to enable search and rescue to be carried out.

Occupants may be trapped in the rear areas of stores, such as: stockrooms, walk in refrigerators (cold boxes), lavatories, offices, mezzanines and cellars. Windows from these rear areas may be barred, bricked over or covered with steel or wood for security reasons.

It is the responsibility of the first truck company to arrive to locate and identify the fire. There may be times when attending to the life hazard may prevent the carrying out of these assignments. At such times the second truck company will carry out the assignment.

The importance of communications between truck companies and the officer in command cannot be overemphasized. Information, conditions found and actions taken or contemplated must be continually fed back.

Control must be maintained by company officers so that communications continue regardless of the operating demands placed upon the unit.

Prompt laddering of the roof for access must be carried out to perform reconnaissance of the top, sides and rear of the building, as well as for roof ventilation. Roof access should normally not be attempted via the interior. Place several ladders to the roof to provide remote escape routes.

The roof position should relay information on the following to the officer in command:

- Size and shape of the building.
- Location and volume of fire or smoke.
- Exposures-sides and rear.
- Roof loading-signs, machinery, etc.
- Evidence of cockloft fire.
- Roof construction.
 - Presence (or absence) of extending parapets or evidence of fire walls.
 - Differences in levels of the roof.
 - Cornices - information on height, depth, opening into cockloft, etc.
 - False fronts extending over the roof.

Where a backdraft potential exists, roof ventilation **MUST** precede opening doors and other venting. Forcible entry must be coordinated with roof ventilation and line positioning.

Roof ventilation may be accomplished by removal of skylights and scuttle covers where they exist. The fascia or returns of these well-holes should be opened for examination of the cockloft.

Check for fire extension into the cockloft early and often.

When truck company personnel are used to force security gates and street doors, it may be preferable to have them continue down the row of stores, opening all that may reasonably be expected to be necessary, rather than to suffer delay later in getting truck members back from other duties.

When staffing is limited, it may be necessary to skip a few doors initially to more quickly determine fire extension.

The demands for truck company services at taxpayer fires are many. Engine companies can be pressed into service to perform truck work such as forcing a door, feeling partitions for heat and opening ceilings to get water into the cockloft ahead of a traveling fire.

At times, access to the rear is limited. Portable ladders can easily be pulled over the roof for access to the rear for ventilation or forcible entry. A tower ladder can be used for carrying portable ladders to the roof.

Tower ladders should be positioned in front of the building in preference to conventional aerials. This puts a heavy stream appliance in position if needed for the fire building or to protect exposures.

The basket of the tower ladder can be positioned a foot or two above the street level and the tower ladder stream can be directed into the store or stores. This allows a heavy stream to be moved into position quickly which can be readily moved from store to store.

POINT PLEASANT BEACH FIRE DEPARTMENT
Truck Company Operations in Residential Dwellings

Standard Operating Guideline

General:

First due truck:

- Primary search of the fire floor.
- Determine the life hazard and rescue as required.
- Locate and confine the fire.
- Ladder building as needed.
- Control horizontal ventilation of the fire area.
- Attempt an examination of the cellar for fire.
- Pending arrival of the second truck company, assume responsibility for the entire dwelling.
- Primary search of the perimeter.
- Roof ventilation of flat roof buildings.

Second due truck:

- Primary search of all floors above the fire floor.
- Reinforce laddering and removal operations when necessary.
- Roof ventilation if needed (peaked roof).
- Insure roof ventilation (flat roof).
- Examine above the fire and exposures for extension.
- Insure that the cellar is examined for fire.
- Shut down utilities. Exercise caution when searching for the electric panel.
- Secondary search of perimeter.

1st Due Truck:

Interior Team:

- Forces entry
- Locates and contains the fire
- Primary search for life in the fire area
- Ensures doors are chocked opened
- Communicates fire location and conditions
- Continues search on floor above if 2nd due truck not operating

Exterior Team:

- Position truck to cover 2 sides of building
 - Outside perimeter search for any obvious victims and fire in the basement
 - Horizontal ventilation in support of fire attack
 - VES (Vent-Enter-Search) in room(s) most likely to be occupied
- Note: Vertical ventilation is not a top concern on most residential fires*

2nd Due Truck:**Interior Team:**

- Primary search on the floor above fire or in the area away from the 1st due for a single story
- Checks for fire extension
- Secures utilities

Exterior Team:

- Conduct an outside survey of areas not covered by the 1st due
- Provide additional horizontal ventilation
- VES in area not covered by first due (Driver to team-up with OV if roof cut is required)
- Vent roof if required
- Assist with portable ladder placement (Driver)

3rd Due Truck:**Interior Team:**

- Assist with primary searches in areas not covered by 1st and 2nd Due Trucks
- Check for fire extension
- Secure utilities
- Stage and act as the “rescue group”

Exterior Team:

- Assist with horizontal or vertical ventilation
- Place additional ground ladders
- Check for fire extension

4th Due Truck:

- Stage and act as the “rescue group.”
- Stage to perform secondary search

POINT PLEASANT BEACH FIRE DEPARTMENT
Truck Company Operations in Commercial Buildings

Standard Operating Guideline

General:

First due truck:

- Primary search of the fire floor.
- Determine the life hazard and rescue as required.
- Locate and confine the fire.
- Control ventilation of the fire area.
- Roof ventilation on flat roof buildings.

Second due truck:

- Primary search of floors above fire.
- Ladder building as needed.
- Examine exposures for fire spread.
- Insure roof ventilation.
- Shut down utilities.

1st Due Truck:

Interior Team:

- Force entry to fire building
- Search and locate fire
- Lead engine company to the fire
- Search for life
- Ventilate rear of building

Exterior Team:

- Driver
 - Position truck in front of the fire building
 - Raise aerial
- Roof
 - Initiate vertical ventilation - start with scuttles, skylights, etc.
 - Monitor roof and report to IC
 - Size and shape of the building
 - Location and volume of fire or smoke
 - Exposures – sides and rear
 - Roof loading – signs, AC units, etc.

- Evidence of cockloft fire
 - Roof construction
 - Presence or absence of extending parapets or evidence of fire walls
 - Difference in the levels of the roof
- OV
 - Check the rear and sides for access
 - Provide vertical ventilation in the rear
 - Gain access and conduct a search, when the 2nd Due OV arrives

2nd Due Truck:

Interior Team:

- Force doors to exposures, floor above is top priority
- Search exposures
- Check for fire extension

Exterior Team:

- Driver
 - Positions apparatus and raises aerial to provide a secondary egress from roof
- Roof
 - Places a second portable ladder to the roof
 - Assists with vertical ventilation
- OV
 - Check the rear and sides for access
 - Assist with horizontal ventilation
 - Teams-up with 1st Due OV to complete search

3rd Due Truck:

Interior Team:

- Force entry and search exposures
- Check for fire extension
- Shut down utilities
- Secondary search of 1st Due's area

Exterior Team:

- Assist with horizontal or vertical ventilation
- Place additional ground ladders
- Check for fire extension in exposures

4th Due Truck:

Interior Team:

- Force entry to the rear of adjoining exposures
- Check for fire extension

POINT PLEASANT BEACH FIRE DEPARTMENT

Truck Company Operations in Cellar Fires

Standard Operating Guideline

General:

Locating a cellar fire may be difficult, particularly when the building is closed.

Suspect a cellar fire if smoke shows in many stores and there is a high heat condition on the first floor with no visible flame in either case.

In taxpayers do not expect to find the cellar layout conforming to the first floor layout.

First floor fires may be extensions of cellar fires. Conversely, first floor fires may drop down and start a cellar fire. Cellars must always be checked.

Adjoining cellars must be examined promptly to check for extension via partitions or ceilings.

Ventilation of the store must be rapid and complete to enable the lines to advance.

The practice of opening up directly over the main area of involvement may not always be practical for cellar fires. Conditions may require cutting holes in the floor near windows or under skylights.

- Electric smoke ejectors can be of value in cellar ventilation, particularly where openings are limited.
- Smoke ejectors can be placed over holes cut in floors or hung in openings remote from the entrance through which the line is advancing.
- Extension of a cellar fire to the cockloft via partitions, pipe recesses, and ducts must be checked for early and often.
- Truck company personnel must work into the cellar along with the engine companies to move stock, force doors and search as the fire is being extinguished.
- When sending members into cellars to shut down utilities, two mask equipped members shall be dispatched as a team.

Assignments:

First due:

Interior Team:

- To the store occupancy above the fire. Forcible entry as required at store entrance and cellar entrance.
- Search the store for occupants and remove.
- Ventilate the store as necessary. Take out the store windows if required. Ventilate rear from interior where possible.
- Necessary opening of partitions, ceilings and ducts.
- Cut the floor for required ventilation and operation of cellar pipes, distributors, bent tips or high expansion foam.
- Shut down utilities.
- Work in with engine companies to perform search and forcible entry and remove obstructions that prevent the engine companies from advancing.

Roof Firefighter:

- Place and raise portable ladder to the roof.
- Provide necessary roof ventilation of scuttles, skylights, etc.
- Monitor the roof, unless otherwise directed.

Outside Vent Firefighter (OV):

- Check the rear and sides of the building for access.
- Provide ventilation at the rear for the cellar and store above the fire.
- If access in the rear is available, attempt entry when teamed with the 2nd due truck OV (or another available member).
 - Notify the company officer, and conduct searches with particular attention given to the first floor rear.

Driver:

- The primary position of the 1st arriving tower ladder is in front of the fire building /occupancy.

Note: Placement of additional tower ladders can be on the long side of the building as needed. If the taxpayer faces on two streets and the front of the building is covered by tower ladder(s), then place the additional tower ladder(s) to cover the other street front. Tower ladders should be positioned so that the fire can be cut off and driven back to the point of origin.

- Join the forcible entry team, if not directed otherwise.

Second due:

Interior Team:

- To adjacent stores and cellar entrances.
- Search stores.
- Ventilate.
- Check for fire extension. Open up floors, ceilings, and partitions.
- Cut floors where necessary for operation of cellar pipes, distributors and bent tips.

Roof Firefighter:

- Place a second portable ladder to the roof.
- Bring saw to the roof if not required elsewhere and roof requires further opening.
- If services are not required on roof, perform as directed.

Outside Vent Firefighter (OV):

- Team up with 1st due Truck Company OV

Chauffeur:

- Position the ladder if one is not already positioned.
- Join the forcible entry team, if not directed otherwise.

Additional truck companies:

- Perform necessary forcible entry.
- Provide additional ventilation.
- Pull ceilings and open partitions.
- Cut open floors and roof.
- Make secondary search.

POINT PLEASANT BEACH FIRE DEPARTMENT

Firefighter Assistance Search Team (F.A.S.T.)

Standard Operating Guideline

Purpose:

The purpose of the F.A.S.T. is to provide a back up team of trained firefighters to an incident outside our primary coverage area. The team will attempt to rescue a firefighter should they become trapped, lost or distressed.

Scope:

The F.A.S.T. shall be assigned to any/all confirmed structure fires, special operations, or any other time at the discretion of the Incident Commander of the jurisdiction for which we are requested.

Staffing:

There shall be three Levels of Certification for F.A.S.T. Members.

Aides- Point Pleasant Beach Fire Department F.A.S.T. Awareness
Drill at least 6 times annually with the F.A.S.T.

Level 1- 1 year as a Firefighter with the Point Pleasant Beach Fire Department
F.A.S.T. Awareness
F.A.S.T. Operations
Drill at least 6 times annually with the F.A.S.T.

Level 2- 3 years as a Firefighter with the Point Pleasant Beach Fire Department
F.A.S.T. Awareness
F.A.S.T. Operations
Advanced SCBA
IMS Level 1
Drill at least 6 times annually with the F.A.S.T.

Recommended Additional Training:

Large Area search Class
Thermal Imaging Class

Response Procedure:

The F.A.S.T. for the Point Pleasant Beach Fire Department shall consist of Engine 4201 (STATION 42) and Engine 4301 (STATION 43) and any other vehicles as needed.

- For a residential response, at least 8 members shall respond, with at least 3 being F.A.S.T. Level 2 certified.
- For a large residential structure, occupied multiple dwelling or commercial building (Level 2 response), at least 8 members shall respond with at least 6 being F.A.S.T. Level 2 certified.
- Minimum staffing shall be six firefighters for a residential structure and eight firefighters for a Level 2 response.
- The apparatus shall respond to the scene and park in a location where they will not interfere with the fire fighting operations.
- Additional F.A.S.T. Members, who respond to their respective firehouse after 4201/4301 have gone in service, will call F.A.S.T. Command on the radio and advise them of their staffing.
- F.A.S.T. Command will then advise these members if they are needed to respond and what apparatus to respond in.
- Upon arrival the Chief Officer, Senior Officer, or their Aide, shall report to the Incident Commander.
 - It shall be that member's responsibility to stay at the Command Post and monitor all radio traffic on the main foreground channel.

Staging:

- Once on scene the members shall be divided into Search and Rescue Teams.
- The first team that will be established is a Search Team followed by a Rescue Team.
 - An officer position will be assigned to one member in both the Search Team and Rescue Team.
- After one Search Team and one Rescue Team have been established another Search Team will be assigned and staged in another location, if manpower is available.
- If there are enough members an additional Rescue Team will be assigned.
- These teams will assume the Radio Assignments of Search 1, Search 2, Rescue 1, and Rescue 2.
- Further the Search and Rescue Team Members will be given a Radio Assignment that corresponds to their assignment and then use their last name. (Example: "Search 1 Vogel" , "Search 1 Finn", "Rescue 1 Michigan", Rescue 1 Brodeur", "Search 2 Zahorsky", "Rescue 2 Storino", etc.)
- The Search Team Officer and the Rescue Team Officer, or their designee, shall perform a size-up of the structure and ascertain the tactics being utilized.
 - They shall report back to the other members of the F.A.S.T. as to the size-up of the structure.
- The remainder of the manpower on the F.A.S.T. shall start setting up the tools in

the designated F.A.S.T. Staging Area, as directed by the F.A.S.T. Commander.

- The F.A.S.T. members shall monitor all conditions on the foreground as the incident progresses.

High Rise Staging:

- When the F.A.S.T. is dispatched for a F.A.S.T. call in buildings over 3 stories tall, the team will utilize the High Rise Operation Rules.
- Once on scene a staging point will be established outside the building nearest to the entrance that the firefighters are using to attack the fire.
- Once a Search Team and Rescue Team have been established "Search 1" will deploy with their equipment and stage one or two floors below the fire floor.
 - The decision where to stage will be determined by the Search Team Officer, who will advise F.A.S.T. Command where they are located.
- The Search Team Officer will bring a CO Detector with him to monitor the conditions on the floor that they are located.
 - If conditions worsen on the floor the Search Team has staged, the Search Team Officer shall notify F.A.S.T. Command and advise him if they will be moving down a floor.
 - F.A.S.T. Command should advise the IC as to this condition.
- While the Search Team is staging either one or two stories below they should familiarize themselves with the floor plan of the floor where they are staged.
 - This is due to the fact that in High Rise Buildings, most floors have similar layout.
- The Rescue Team should stay at the F.A.S.T. Staging Area until the Search Team deploys.
- If there is an additional Search Team, this team may be staged in an additional stairwell that gives access to the fire floor and the floors above the fire.
 - This Search Team may be needed to go into operation if the floor plan of the High Rise Building is extremely large.
- The need to locate a second search team in this manner will be made by the Search Team 1 Officer.

Staging Area Equipment:

- The responding F.A.S.T. equipment cache shall consist of at least the following items:
 - PPE
 - SCBA & spare bottles
 - Flashlights
 - 6' Hook
 - Circular Saw & Chain Saw
 - 2 sets of "IRONS" (flathead ax and halligan bar)
 - Thermal Imaging Camera
 - Stokes Basket
 - Scott RIT Pak II

- 200' Search Rope.
- Hand Operated Hydraulic Holmatro Combination Tool
- Additional equipment may include the a First Aid Supply Bag with O2, AED, Holmatro Combination Tool, Air Bag Set, Sawzalls, and assorted cribbing.
- Also each member shall have their own personal rescue rope and portable radio (if available, or for each pair of FF's).

Search Team:

- The Search Team shall consist of up to five firefighters and an Officer.
- It shall be the duty of the Search Team to locate, access, package and initiate the removal process when a "Mayday" is called and/or a F.A.S.T. is activated.
- The Search Team Officer shall be responsible for directing the initial efforts to locate the firefighter in distress.
- The Officer shall also be responsible for monitoring fire conditions and the team's air supply.

Search Team Tools:

- The Search Team shall carry at least the following tools:
 - 200 foot search Rope
 - "IRONS"
 - Maul
 - Scott RIT Pack for downed Firefighter
 - Thermal Imaging Camera.
- The Search Team may bring any additional tools that they feel would be needed to effect the rescue.

Rescue Team:

- The Rescue Team shall consist of up to four firefighters and an Officer, unless additional manpower is needed due to the incident needs.
- It shall be the responsibility of the Rescue Team to complete the extraction of the firefighter in distress if needed and to assist any rescuer that becomes distressed as well.
- The Rescue Officer shall monitor fire conditions, team air supply and progress of the extraction.

Rescue Team Tools:

- The Rescue Team shall carry at least the following tools:
 - Thermal Imaging Camera
 - 6 ft hook
 - “IRONS”
 - Assorted rescue rope, if required.
- The Rescue Team Officer shall listen to the radio for any additional tools requested by the Search Team Officer to successfully remove the downed firefighter.

Aides:

- One Aide per each operational and command group may be assigned to assist the F.A.S.T. Commander and the overall F.A.S.T. Operations.
- If dictated by staffing levels, an Aide shall be sent to the Command Post and relay critical information from the Incident Commander to the F.A.S.T. Commander.
- If only one Aide is available, they shall also provide status checks at ten-minute intervals, from when each team enters the structure.
- The other Aide shall assist in the operations of the Search and Rescue Teams, serving as the accountability officer.
- They shall also assist in the deployment of the search line and establishment of a tool and air supply cache.
- If sufficient command staff is available, the duties of the operational aide shall be divided between amongst available aides.
- The Aide assigned Accountability, shall also be responsible for the status checks.
- The apparatus operators and/or junior firefighters can be assigned to the Aide positions.

Command Operations:

- The F.A.S.T. Command structure shall consist of at least the following:
 - F.A.S.T. Commander
 - Search Team Officer (per team)
 - Rescue Team Officer (per team)
 - If available, an Officer shall be assigned as F.A.S.T. Operations
 - They shall stage at the F.A.S.T. staging area and oversee operations from that location.
- After the conclusion of the operation, the F.A.S.T. Commander shall conduct a roll call of the F.A.S.T. members.

Known Area / Radio Contact Deployment:

- The Search Team that has the best access to where the firefighter called the mayday will be deployed to the last known area of the lost firefighters utilizing a 200 ft search rope.
- F.A.S.T. Command has the right to place more than 1 Search Team into operation if he feels that it is in the best interest of the search. This could be due to the size of a floor layout in a building.
- The Search Team shall bring the required tools and locate the “mayday” firefighter.
- Once the Search Team has located the “mayday” firefighter, the Search Team Officer shall report to F.A.S.T. Command what the team needs to perform the rescue of the “mayday” firefighter.
- The Search Team will also check the “mayday” firefighter’s air supply and medical condition, providing a new supply of air, if needed.
 - These actions will be reported to F.A.S.T. Command so that EMS can prepare for the “mayday” firefighter and the Rescue Team can prepare for deployment.
- The Search Team Leader will advise what if any equipment will be needed for the rescue of the “mayday” firefighter and if the Rescue Team is need to perform the rescue.
- Members entering and existing shall travel with their left hand on the search line or hose line to avoid clogging the access way and to maintain team continuity.

Unknown Area / No Radio Contact Deployment:

- If F.A.S.T. Command is notified by the IC that they have a firefighter is missing and they cannot establish radio contact, a Search Team with at least two members will be deployed to each floor in the building.
- If operating in a two story dwelling Search Team 1 will perform a search of the 1st floor and Search Team 2 will perform a search of the second floor.
- If operating in a building that is larger than two stories, it will be FAST Command’s decision on how to best search all floors.
- It is advised that at least one Rescue Team be left in place to deploy when the ‘Mayday’ Firefighter is located.
- If operating in a building more than 3 stories and manpower cannot be provided for each floor, F.A.S.T. Command may request an additional F.A.S.T. to the scene.
- Once the Search Team has located the “mayday” firefighter, the Search Team Officer shall report to F.A.S.T. Command what equipment the team needs to perform the rescue of the “mayday” firefighter.
- The Search Team will also check the “Mayday” firefighter’s air supply and medical condition.
 - This will be reported to F.A.S.T. Command so that EMS can prepare for the “mayday” firefighter.
- The Search Team Leader will advise what, if any, equipment will be needed for

the rescue of the “mayday” firefighter and if the Rescue Team is needed to assist in the removal.

- Members entering and exiting shall travel with their left hand on the search line or hose line to avoid clogging the access way.

High Rise Deployment:

- If a firefighter calls a mayday in a High Rise Building, the Search Team shall deploy to the last know area of the firefighter.
- While the Search Team is deploying, the Rescue Team shall move up to the floor that the Search Team was staged on.
 - The Rescue Team should bring extra air cylinders and their tools with them.
 - It is also recommended that the Rescue Team leave one member at the F.A.S.T. Staging Area so that he can bring up any additional equipment that may be need to perform the firefighter rescue.

Additional F.A.S.T.:

- Once our F.A.S.T. has been deployed, the F.A.S.T. Commander will request that a second F.A.S.T. immediately be called, if sufficient resources are not remaining

Radio Communication:

- The F.A.S.T. deployed will operate on the Point Pleasant Beach Fire Department Operation’s channel.
- This will allow the original frequency to be clear should the downed firefighter transmit any more information as to his condition or location.

Team Abort:

- If it becomes too dangerous for our F.A.S.T. to operate and the F.A.S.T. must abort the mission, an “URGENT” message shall be transmitted over the F.A.S.T. frequency.
- They shall require one of the fire apparatus on scene to blow their air horn with (3) 5-Second Blast.

Team Debriefing:

- At the conclusion of the rescue, all F.A.S.T. members will meet and review what occurred.
- A small debriefing should be done at the scene, and then a more formal debriefing should be done back at the station.
- This debriefing should include, but not be limited to:
 - What happened to cause the mayday
 - What work was performed during the rescue and problems encountered.

- The debriefing at the scene should occur only after another F.A.S.T. has arrived on scene and the original F.A.S.T. has been relieved.
- F.A.S.T Command should notify CISM/CISD if a firefighter is serious injured or a LODD occurs.

Recommendations to IC:

- Should a “mayday” be called the IC of the incident should immediately contact his dispatch and request an ALS unit to the scene and a Medivac to Fly.

POINT PLEASANT BEACH FIRE DEPARTMENT

Response to Carbon Monoxide Incidents

Standard Operating Guideline

Purpose:

To establish a procedure for locating and mitigating carbon monoxide hazards.

Policy:

The Fire Department shall respond to and investigate all reports of possible carbon monoxide incidents occurring in occupied spaces.

General:

Carbon Monoxide (CO) is an odorless, colorless, and tasteless gas that is deadly. It is a by-product of combustion. Many appliances such as furnaces, kitchen stoves, hot water heaters, automobiles, etc., can produce Carbon Monoxide. When a faulty device or unusual conditions exist, Carbon Monoxide may be vented into areas where people are present. Carbon Monoxide poisoning may be difficult to diagnose. It's symptoms are similar to that of the flu, which may include headache, nausea, fatigue, and dizzy spells for low levels and convulsions, unconsciousness, and death for high levels.

Procedures for Police Dispatch:

Emergency or non-emergency responses to reports of Carbon Monoxide shall be determined by the following criteria:

Emergency response

- Caller indicates or suspects any signs or symptoms of Carbon Monoxide poisoning.
 - In this event, the dispatcher will advise the caller and all occupants to evacuate the building and await the fire departments arrival
 - Dispatch the Fire Department and First Aid Squad.

Non-Emergency response

- Caller reports a Carbon Monoxide detector activation or suspects there may be Carbon Monoxide present in the building.
 - Dispatch the Fire Department.
- Anytime the dispatcher feels the caller is in jeopardy, he/she can immediately initiate an emergency response, even if the initial dispatch was considered non-emergency.

Procedures for Fire Department:

- All emergency responses shall require full protective clothing and SCBA
- All non-emergency responses shall require full protective clothing, but no SCBA unless the situation calls for them.
- Once the Fire Department arrives on scene, they should first interview the occupant to determine the following:

Note: The interviews should take place outside of any suspected contaminated areas.

- If any occupants are or have been feeling ill.
 - The number and location of any CO detectors which have been activated
 - The location of combustion equipment/appliances.
- After the interview, zero the CO meter in fresh air and comply with all start-up procedures as recommended by the manufacturer of the metering equipment.
 - Take the first reading just inside the doorway to determine initial CO level.
 - If a reading of 35 ppm or greater is detected, the building or effected area shall be evacuated immediately and full protective clothing and SCBA shall be utilized during the investigation.
 - Personnel shall begin monitoring the lower levels of the building and then proceed to the higher levels.
 - Be sure to check all areas, especially areas that include utility spaces, kitchens, and attached garages.
 - Appliance service personnel should be contacted by the occupant to check the proper operation of appliances.
 - New Jersey Natural Gas is an important resource during CO investigations and shall be contacted anytime a gas appliance must be turned off. The Gas Division utilizes a tagging system which insures that problems are corrected before faulty appliances are placed back in service.
 - If a reading of 9 ppm or less is detected
 - Inform the occupant that our instrument did not detect an elevated level of CO at this time.
 - Recommend occupant check their CO detector per manufacturer's recommendations.
 - Advise the occupant to reset the CO detector (if applicable) according to the manufacturer's instructions.
 - Inform the occupant that, if the detector re-activates or they feel there may be a problem, to call 911.

- If a reading above 9 ppm and below 35 ppm is detected:
 - Any reading above 9 ppm shall be considered above normal reading.
 - Occupant shall be informed that an elevated level of CO has been detected.
 - If it is determined that an appliance is malfunctioning and thereby producing CO, it shall be shut down and New Jersey Natural Gas shall be notified to respond.
 - Once the premises has been ventilated and reduced to a safe level of CO, it may be occupied, at the discretion of the occupant.
 - Advise the occupant to reset the CO detector (if applicable) according to the manufacturer's instructions.
 - Inform the occupant that, if the detector re-activates or they feel there may be a problem, to call 911.

- If a reading of 35 ppm or greater is detected:
 - Any reading above 9 ppm shall be considered above normal reading.
 - Occupant shall be informed that an elevated level of CO has been detected.
 - If it is determined that an appliance is malfunctioning and thereby producing CO, it shall be shut down and New Jersey Natural Gas shall be notified to respond.
 - Once the premises has been ventilated and reduced to a safe level of CO, it may be occupied, at the discretion of the occupant.
 - Advise the occupant to reset the CO detector (if applicable) according to the manufacturer's instructions.
 - Inform the occupant that, if the detector re-activates or they feel there may be a problem, to call 911.
 - Perform any other actions which may be necessary.

POINT PLEASANT BEACH FIRE DEPARTMENT

Mutual Aid Plan for Structure Fires

Standard Operating Guideline

1ST ALARM / “ALL-HANDS” ASSIGNMENT

- STATION 42
 1. TRUCK 4205
 2. ENGINE 4201
 3. UTILITY 4203

- STATION 43
 1. ENGINE 4301
 2. TRUCK 4305
 3. ENGINE 4311

- SOUTH WALL FIRE STATION 52-3
 1. ENGINE 52-3
 2. 52-3-79 (FAST TEAM)

SPECIAL CALL: COVERAGE FROM POINT PLEASANT BORO

- STATION 40 (TRUCK 4005)
- STATION 41(ENGINE 4151)

NOTIFICATIONS: OCEAN COUNTY FIRE MARSHALLS

2ND ALARM

- POINT PLEASANT BORO STATION 40
 1. TRUCK 4005
 2. RESCUE 4003

- POINT PLEASANT BORO STATION 41
 1. ENGINE 4151

- BAY HEAD STATION 14
 1. ENGINE 1411

- BRIELLE FD STATION 99-1
 1. ENGINE 99-78

SPECIAL CALL:

- POINT PLEASANT BORO UTILITY 4187
- SOUTH WALL FIRE TRUCK 52-3-91
- ADDITIONAL FAST TEAM FROM WALL 52-2 (AT DISCRETION OF SWFD OFFICER)

COVERAGE ASSIGN:

- LAURELTON FD STATION 23 (ENGINE 2301)
- MANTOLOKING STATION 35 (TRUCK 3505)

NOTIFICATIONS: OCEAN CTY FIRE COORDINATORS

3RD ALARM

- POINT PLEASANT BORO STATION 40
 1. ENGINE 4011
- POINT PLEASANT BORO STATION 41
 1. ENGINE 4171
- LAURELTON FD STATION 23
 1. RESCUE 2303
- MANTOLOKING STATION 35
 1. TRUCK 3505

SPECIAL CALL:

- POINT PLEASANT BORO ENGINE 4001

COVERAGE ASSIGN:

- BRIELLE FD: ENGINE 99-77
- MANASQUAN FD (engine)

MUTUAL AID FIRE DEPARTMENT CONTACTS:

POINT PLEASANT BORO FD– (732) 892-0060
WALL TWSP FD'S – (732) 449-4500
BRIELLE FD – (732) 528 – 5050
MANASQUAN FD – (732) 223-1000
BAY HEAD FD/MANTOLOKING FD/FIRE MARSHALLS – (732) 349-2010
BRICK TWSP FD'S – (732) 262-1100

A SPECIAL CALL WILL ONLY BE SENT AT THE REQUESTED OF THE INCIDENT COMMANDER

POINT PLEASANT BEACH FIRE DEPARTMENT

Mutual Aid Plan for Boat Fires & Fires on the water

Standard Operating Guideline

1ST ALARM / “ALL-HANDS” ASSIGNMENT

- STATION 42
 1. TRUCK 4205
 2. ENGINE 4201
 3. UTILITY 4203

- STATION 43:
 1. ENGINE 4301
 2. TRUCK 4305
 3. ENGINE 4311

- POINT PLEASANT BORO STATION 40 & 41
 1. DIVE TEAM
 2. FIRE BOAT 4016

- BRIELLE FD STATION 99-1
 1. SURFACE WATER RESCUE TEAM

- SOUTH WALL FIRE STATION 52-3
 1. ENGINE 52-3
 2. 52-3-79 (FAST TEAM)

SPECIAL CALL: COVERAGE FROM POINT PLEASANT BORO

- STATION 40 (TRUCK 4005)
- STATION 41(ENGINE 4151)

NOTIFICATIONS: OCEAN COUNTY FIRE MARSHALLS

MUTUAL AID FIRE DEPARTMENT CONTACTS:

POINT PLEASANT BORO FD– (732) 892-0060
WALL TWSP FD’S – (732) 449-4500
BRIELLE FD – (732) 528 – 5050
FIRE MARSHALLS – (732) 349-2010

POINT PLEASANT BEACH FIRE DEPARTMENT

Motor Vehicle Fires

Standard Operating Guideline

Scope:

This guideline was promulgated to ensure the safety of members involved in suppressing motor vehicle fires.

General:

The number and variety of motorized vehicles increases each day. It is impossible to completely identify all of the problems that might be encountered while extinguishing such a fire. Nevertheless, some commonalities do exist, and the general guidelines of this standard should be followed when combating a fire in a motorized vehicle.

The incident commander should always remain cautious and assume the worst until he can be certain that conditions are safe.

- For example, if a burning vehicle is placarded as transporting a hazardous material, assume that the incident is a Haz-Mat incident until it can be ascertained that no Haz-Mats are burning or have been released.

If the fire appears to be the result of an accident, the incident commander should consider the mechanism of the accident in developing his strategy for managing the incident.

The first priority at the scene of a vehicle fire is rescue.

- The incident commander must assume that someone is trapped in the burning vehicle until having ascertained that all of the occupants of the vehicle have gotten out.

The second priority is the safety of the firefighters, rescue workers and spectators.

- If spectators are present, remove them to a safe distance. Do not place firefighters and rescue workers in harm's way unnecessarily.
- Remember, do not risk a lot for a little.

If it is important to control the flow of traffic, the need to minimize the disruption of traffic in heavily congested areas must be balanced by the need to provide for the safety of firefighters and rescue workers.

- Whenever possible, direct traffic away from the incident.

Procedures:

Apparatus placement:

- Position apparatus upwind an uphill from the burning vehicle.
 - This will keep the crew out of the smoke and prevent leaking fuel from running underneath the apparatus.
- Apparatus should not be parked closer than 100 feet from the burning vehicle whenever traffic conditions permit.
 - If the burning vehicle is labeled as transporting a hazardous material, increase the distance based on the recommendations of the DOT Emergency Action Guide.
- The driver should position the apparatus to block at least one lane of the road to create a barrier between the firefighters and oncoming traffic.
 - Ideally, the angle of the apparatus will allow the driver to view the burning vehicle from the pump operator's position and not expose the driver to oncoming traffic.
 - Secure sufficient room for an ambulance, additional apparatus, or a medivac helicopter in case additional resources are needed.

Safety precautions:

- Members engaged in firefighting and rescue efforts shall wear full protective clothing and SCBA. Protective clothing shall not be removed until the possibility of re-ignition has been removed.
- The presence of broken glass and other sharp objects mandates that personnel wear gloves and other safety equipment to prevent the possibility of injury even after the fire has been extinguished.
- Stabilize the burning vehicle as soon as possible to prevent movement.
 - This may be accomplished in a variety of ways, such as using wheel chocks, cribbing, a winch, etc.
- If it becomes necessary to open the hood, a hatch or other opening to make a rescue or extinguish a fire, prop open the hood or hatch to prevent accidental closing due to the failure of a spring, rod or compressed cylinder.
- De-energize the vehicle as soon as possible by disconnecting the battery.
 - Take care to prevent sparks in the event flammable or combustible vapors or fluids are present.
- If the operation takes place in darkness, illuminate the scene properly.
- Operating members should wear turnouts or other clothing with reflective materials to minimize the risk of being struck by other vehicles including apparatus.
- Also consider the impact of strobes and other warning lights on visibility.
 - Turn them off when it is safe to do so.
- Firefighters and rescue workers should also be aware of the hazards associated with air bags, energy-absorbing bumpers, downed or overhead power lines, hollow drive shafts, high-pressure hoses on power steering and

air-conditioning systems, air-suspension systems, and the danger of exploding tires equipped with split rims, such as the wheels used on larger vehicles and some pick up trucks.

- Establish an adequate water supply.
 - Hose streams should be adequate for the volume of fire.
- Typically, the minimum size deployed should be a 1 ¾ inch.
- Approach the burning vehicle from upwind whenever possible.
- NEVER stick your head inside a vehicle while it is still burning, and never crawl under a vehicle to extinguish a fire.
- A variety of combustible metals are used for engine blocks, wheels, and other components. These may react adversely with water and may require the use of specialized extinguishing agents.

Fuel spills:

- A fuel tank may be punctured during an accident or may fail during a fire, thereby causing a spill or runoff.
 - Take precautions to contain the spill and prevent environmental damage.
 - IF the fuel has not ignited, take steps to minimize the chance of ignition.
- A variety of fuels are used in motor vehicles. Of particular concern are LNG and LPG.
 - A leak involving either of these fuels poses special problems, as does the possibility of a fuel tank rupture due to flame impingement.
 - It is critical that these vessels be cooled during a fire.
- Do not remove the fuel tank cap until you are absolutely certain that there is no excess pressure in the tank.
- Do not turn your back on a burning vehicle, and keep a charged hose line available after extinguishment in the event of reignition.
- Prohibit smoking.
- Prevent sparking from tools, saws, etc.
- A fuel leak may be controlled by using lead wool, soap, wood plugs, etc., or by turning off the fuel valves on an LNG or LPG tank.

POINT PLEASANT BEACH FIRE DEPARTMENT

Ventilation Operations

Standard Operating Guideline

Scope:

This standard applies to incidents involving structures and confined spaces where the prompt removal of smoke, heat and other products of combustion are necessary to quickly and safely extinguish the fire.

General:

Prompt and efficient ventilation is necessary to mitigate the potentially harmful effects of smoke, heat, and other contaminants within structures and confined spaces.

If unchecked, smoke and heat contribute to property damage and can injure and kill those who become trapped.

Smoke and heat also hinder firefighters in their efforts to perform search and rescue operations as well as suppression.

Therefore, it is the policy of this department to provide prompt and proper ventilation in all buildings and confined spaces in which smoke, heat, or other products of combustion are present unless otherwise ordered by the incident commander.

When to Ventilate:

Ventilation shall be performed whenever:

- Heat, smoke, and other products of combustion are present.
- Hose crews cannot effectively make an interior attack due to excessive heat and poor visibility.
- Heat, smoke, and other products of combustion block escape routes for the occupants of the structure.

Ventilation Safety:

When performing ventilation, the following safety precautions should be observed:

- Read the smoke. Observe conditions that might indicate that the potential for flashover or backdraft is present.
- Never direct hose streams into ventilation openings.

- When appropriate, have charged hose lines in place prior to beginning ventilation.
- Maintain communications.
- Wear full protective clothing and SCBA.
- Always consider structural soundness.
- Exercise caution whenever using power saws, axes, and other sharp instruments.
- Secure a lifeline to any firefighter who is on a potentially weakened roof.
- Remember that improper ventilation techniques may contribute to fire spread.

Types of Ventilation:

- **Natural:** Accomplished by making use of wind currents. Open the building on the downwind side to allow the smoke to escape and then open the windward side to provide fresh air currents.
- **Mechanical:** Use of electric or gasoline-powered fans or blowers to evacuate smoke from a building or confined space.
- **Hydraulic:** Use of hand lines to force smoke and hot gases out an opening. This is easily accomplished with a narrow fog pattern and may also be done using a smoothbore nozzle with the bale partially opened.
- **Horizontal:** Generally inflicts less damage to the building than vertical ventilation, since it is typically accomplished through available portals such as doors and windows.
- **Vertical:** May also take advantage of natural building features, such as skylights, shafts, and rooftop stairways. Many times, the only option is to cut ventilation openings into the building itself.
- **Negative pressure:** Exhaust smoke from the building.
- **Positive pressure:** Blow fresh air into the building to force the smoke out.

POINT PLEASANT BEACH FIRE DEPARTMENT

Helicopter Landing Operations

Standard Operating Guideline

Purpose:

To establish guidelines for the safe and effective use of a helicopter on emergency scenes and to ensure the establishment of a safe and secure landing zone.

Authority:

Once the need for a helicopter landing has been established, the Incident Commander will assign a Landing Zone Officer (LZO) to oversee the establishment of a safe and secure landing zone and to handle all communications with the helicopter crew. If available, a Safety Officer shall assume this role. An engine or truck company will be assigned to the LZO to assist with LZ operations.

Communications:

The Landing Zone Officer (LZO) shall be the only person to initiate and maintain communication with the helicopter via radio. When possible, the helicopter will communicate with the LZO via South Jersey Fire Net VHF radio frequency (154.265MHz). The LZO should be prepared to provide the pilot with the local weather conditions, wind direction, location of the LZ, best direction for approach and any hazards around or within the perimeter. Visual contact should be maintained with the pilot at all times. On final approach, the LZO should stand on the edge of the perimeter with his/her back to the wind and arms straight over his/her head. The LZO should limit radio communications with the helicopter to warnings about potential hazards and be prepared to wave off the landing by waving his/her arms back and forth overhead.

Procedures:

Landing Zone (LZ) Selection and Preparation:

- The primary landing zone designated for our department is the center of the playing fields behind the Antrim School. In the event it is not practical to use that field, an LZ may be established in a large parking lot or on a ball field meeting the established guidelines.

The following LZ criteria must be adhered to:

- The landing zone (LZ) must be a minimum of 110 feet by 110 feet, level, firm, dry and free of debris – parking lots or ball fields are good choices

- Personnel should walk through the entire LZ to remove any debris that may cause damage to the helicopter and dusty areas should be wet down prior to landing
- There must not be any overhead obstructions, wires, tree limbs or other objects that may cause damage to the aircraft upon approach, landing or take off. At night, an emergency vehicle with flashing lights should be placed under wire obstructions, which are hard to see from the air and a spot light should be shown on any other type of hazard.
- NEVER SHINE LIGHTS AT THE HELICOPTER as you can momentarily blind the pilot
- Under the direction of the LZO, the LZ perimeter should be secured by the engine or truck company from any pedestrians or vehicles
- All personnel and apparatus should be kept a minimum of 100 feet from the LZ perimeter(200 feet from the aircraft)
- At night, the corners of the LZ should be marked with the strobe light kit or by forming an X at the center of the LZ with the low beam headlights from two emergency vehicles. Orange traffic cones may be used during the day or orange fluorescent paint may be sprayed on the ground in a large X at the center of the LZ
- An additional strobe light or cone should be placed on the appropriate side of the perimeter to denote wind direction (e.g. if the wind is blowing out of the North, you would place the light or cone on the center of the North side of the LZ perimeter)
- DO NOT use flares under any circumstances!

Landing Zone Safety:

A safe and secure landing zone is the primary responsibility of the LZ Officer!

The following precautions should be followed at all times:

- Common Sense and Caution should prevail at all times
- All personnel and bystanders should remain at least 200 feet outside the perimeter unless directed by the LZ Officer
- Do not run or smoke inside the LZ perimeter
- Secure all loose objects and personal items (e.g. helmets, hats, blankets, stethoscopes) from rotor wash
- Shield your eyes or wear protective eyewear during landing and take off
- DO NOT APPROACH THE AIRCRAFT WHILE THE ROTORS ARE TURNING AND NEVER APPROACH FROM THE REAR OF THE AIRCRAFT!!
- When directed or escorted by the air crew, you should always cautiously approach the aircraft from the front while maintaining eye contact with the pilot
- Crouch down when approaching the aircraft and do not raise anything above shoulder height
- If the aircraft has to land on a slope, always approach it from the down-slope side to avoid the rotor

POINT PLEASANT BEACH FIRE DEPARTMENT

Safety Officer Requirements

Standard Operating Guideline

Purpose:

To specify the duties and responsibilities for a Fire Department Safety Officer.

Scope:

This guideline contains minimum requirements for the assignment, duties, and responsibilities of a Safety Officer for the fire department.

Qualifications:

- Shall have at least two years in the department as a Firefighter.
- Shall have a New Jersey Fire Fighter Level 1 Certificate issued by the New Jersey Department of Community Affairs, Division of Fire Safety.
- Shall have an IMS Level 1 Certificate issued by the New Jersey Department of Community Affairs, Division of Fire Safety.
- Shall have an Incident Safety Officer Certification.
- Shall have FAST Awareness Certification and attend three FAST drills annually.
- Shall have and maintain knowledge of current federal, state, and local laws regulating occupational safety and health applicable to the fire service work environment.
- Shall have and maintain knowledge of current potential safety and health hazards involved in fire fighting and other related activities.

Assignment:

- The Fire Chief shall have the ultimate responsibility for the safety and well being of all fire department personnel.
- The Fire Chief and the Board of Fire Officers shall make the assignment of the two Fire Department Safety Officers.
 - One member shall be selected from each Fire Company and assigned in this role.
- The Safety Officer shall assist the fire chief in this responsibility.
- The Safety Officer shall report directly to the fire chief as part of the command staff.
- In the absence of the appointed Safety Officer(s) or when the scope of operations dictates the need for Assistant Safety Officers, a member with the required qualifications shall be substituted to perform the duties and responsibilities of the position that requires immediate attention.

- These include duties and responsibilities at the scene of emergency incidents as well as training activities.

Authority:

- The Safety Officer shall have the responsibility to identify and cause correction of health and safety hazards.
- The Safety Officer shall have the authority to cause immediate correction of situations that create an imminent hazard to personnel.
 - At an emergency incident, when activities are judged by the Safety Officer to be unsafe and to involve an imminent hazard, the Safety Officer shall have the authority to alter, suspend, or terminate those activities.
- The Safety Officer shall immediately inform the incident commander of any actions taken to correct imminent hazards at an emergency scene.
- When non-imminent hazards are identified, the Safety Officer shall develop actions to correct the situation within the administrative process of the fire department.
- The Safety Officer shall have the authority to bring notice of such hazards to the Fire Chief and the Board of Fire Officers.

Duties and Responsibilities:

- The Safety Officer shall respond to all emergency incidents.
- The functions of the Safety Officer at high-risk incidents shall be integrated with the command structure, and the Safety Officer shall report to the incident commander.
- The Safety Officer shall routinely observe operations at the scene of emergency incidents to ensure that safety regulations are being followed.
- When necessary, the Safety Officer shall recommend corrective actions to the Fire Chief.

- At emergency incidents, the Safety Officer shall monitor the scene, report on the status of conditions, hazards and risks and mitigate any identified safety hazards.
- When appropriate, the Safety Officer shall recommend the establishment of zones for safety, collapse, helicopter landing or Haz Mat situations and ensure that their location is communicated to all personnel.
- It is the responsibility of the Safety Officer to ensure that the department Accountability system is being properly utilized at drills and emergency incidents.
- When conditions warrant, the Safety Officer shall coordinate with the incident commander to ensure that a Rapid Intervention Team (RIT) is on scene and an appropriate Rehab Station has been established.

- In the event of exposure, injury or illness to fire personnel, it is the responsibility of the Safety Officer to communicate this to the Incident Commander and ensure proper medical care is provided.
- The Safety Officer shall be involved in the process of post incident critiques in order to review the safety factors involved in emergency incidents.
- In addition, the Safety Officer shall provide safety supervision at all training activities.
- The Safety Officer shall ensure that all Fire Department Personnel comply with the provisions of the Personal Protective Equipment and Infection Control Guidelines at all emergency incidents and training activities.

Board of Fire Officers:

- The Safety Officer shall be a member of the Board of Fire Officers.
- The Safety Officer shall attend strategic and tactical planning sessions and report recommendations concerning safety and health to the Fire Chief and the Board of Fire Officers.
- Recommendations may include changes in equipment, procedures, and methods to eliminate unsafe practices and reduce existing hazardous conditions.

POINT PLEASANT BEACH FIRE DEPARTMENT

Electrical Emergencies

Standard Operating Guideline

Purpose:

To provide safe guidelines for the handling of electrical emergency operations.

Procedure:

General Response – Wires Down

- Arriving unit will perform size-up and report conditions to dispatch and request resources as needed, generally JCP&L.
- Report to dispatch shall include location of utility pole as well as pole number if possible.
- Fire personnel will isolate the area and deny entry due to the potential life-safety issues.
- Department personnel should not move, touch, or cut wires down. Electrocutation hazard is present at all wires down incidents, regardless of type of utility.
- In all instances, Fire Police will be the primary personnel performing traffic control duties. In the event that a roadway(s) is impacted, Department personnel shall perform traffic control duties in an acceptable and safe manner. Personnel shall utilize vehicles to assist in blocking roadways, wherever practical.
- Attempted rescue of person or persons in contact with a high voltage line shall not be performed until JCP&L has eliminated any and all electrical hazards.
- Personnel responding to wires down incidents should not leave the scene until relieved by qualified personnel from either fire department, law enforcement or utility company personnel.

Response to Wires Down with Active Fire

- A fire involving wires down carries a significant potential of electrocution to personnel if an attack is initiated. The incident commander or dispatch should transmit a safety alert message of wires down danger to all responding personnel.
- Suppression efforts should not be initiated near the downed wires.
- Fire suppression efforts may be directed at threatened exposures which are at a safe distance from the hot zone. A hot zone being that area that presents an electrocution hazard to personnel and citizens.

Response to Wires Down During Significant Storm Events

- During times of significant storm activity or disaster, it is normal for the Department to receive numerous reports of multiple lines down. In those instances, the following guidelines should be followed:
 - Standard Operating Guidelines shall be followed when possible.
 - All reports of wires down need to be investigated and priority of the incident (relative to the area activity) should be relayed to headquarters.
 - Permissible units for the response to a wires down incident may be expanded to include administrative, utility or carry-all vehicles. Staffing of units shall be a minimum of two (2) personnel. The vehicles should be equipped with a mobile radio, flares and flashlights.

POINT PLEASANT BEACH FIRE DEPARTMENT

Hazardous Material Response

Standard Operating Guideline

Purpose:

The Point Pleasant Beach Fire Department herein referred to as, the “Department”, concerned with safety of its personnel, needs to establish an effective system to respond to Hazardous Material Incidents. This guideline will establish a system, which will aid the Incident Commander in the Department response to as they operate in and out of a Hazardous Material Incident.

Scope:

This guideline will be followed by all department personnel who operate at any Hazardous Material Incident with the Department.

Procedures:

Dispatch:

- The Dispatch Center will attempt to obtain any and all information from the person reporting a hazardous materials incident.
 - The information should include:
 - Material name and/or type
 - Amount and size of container(s)
 - Problem (Leak, Spill, Fire, etc.)
 - Dangerous properties of the materials
- Dispatch should ask for the number of persons injured or exposed
- Dispatch should remain on the telephone with the caller to gain additional information after entering the call for the dispatch.
- Any additional information shall be relayed to responding units after dispatch.
- Dispatch should include the safest approach or best access to the incident if available.
- If the call comes from a person with particular knowledge of the hazardous situation, that person should be instructed to meet and direct the arriving units.
- Dispatch shall relay that person's location and level of knowledge to responding units.

First Arriving Unit:

- The first arriving officer will establish Command and begin a size-up.
- The first unit must consciously avoid committing itself to a dangerous situation.
- When approaching, slow down or stop to assess any visible activity taking place.
- Evaluate effects of wind, topography, and location of the situation.
- Route any other responding companies away from any hazards.
- Command shall also have Dispatch activate the first alarm FAST for the Department.

Size-Up:

- Command must make a careful size-up before making a commitment. It may be necessary to take immediate action to make a rescue or evacuate an area.
- Command should perform a risk/benefit analysis.

Action Plan:

- Based on the initial size-up and any information available, Command will formulate an action plan to deal with the situation.
- The Action Plan must provide for:
 - Safety of all fire personnel
 - Evacuation of endangered area, if necessary
 - Control of situation
 - Call for Hazardous Material Teams if outside of Training Scope
 - Support the Hazardous Material Teams

Truck & Engine Company Assignments:

- The first unit assigned by the Incident Commander will be Truck 1. They will investigate the situation using their Hazardous Material Operations Certification.
- The second due piece will be assigned as Truck 2. They will assist Truck 1 with the investigation.
- The third due piece will be assigned as Engine 1 and shall locate a water source should a hydrant be necessary.
- The Officer of Truck 1 or Truck 2 shall advise Command of what they have found in their investigation and what further assistance will be needed.
- If the Officer of Truck 1 or Truck 2 feels that it is unsafe to operate or perform their investigation, they should evacuate the area immediately.

Mutual Aid Hazmat Teams:

The following Hazmat Teams shall be called for Hazardous Material Incidents:

- Berkley Emergency Response Team
- Fort Monmouth Fire Department
- Lakehurst Naval Fire Department

When the mutual aid Hazmat Team arrives on scene, they shall have full command and control over the hazardous material operations. The Departments commanding officer shall assist the Incident Commander of the Hazmat Team with anything the team may need.

POINT PLEASANT BEACH FIRE DEPARTMENT

Squad Company Assignments

Standard Operating Guideline

Purpose:

A Squad Company assignment will be given when it is anticipated that the 1st due apparatus may be operating on scene initially as the only unit, or in instances where a long or complicated hose stretch is required and command wants to split resources for engine and truck company work. Based upon the limited use, only one Squad Company would be operating on the fire scene.

Squad Company Positions:

- Driver
- Officer
- Nozzleman
- Back-up
- Outside Vent Man (OV or OVM)
- Can

Interior and Exterior Teams:

Interior Team:

- Officer
- Nozzleman
- Back-Up

Exterior Team:

- Driver
- OVM
- Can

Squad Company Personnel Assignments:

Officer:

Key Tasks:

- Leads search for fire and/or victims
- Reports fire location and conditions to IC
- Directs hose team to fire
- Directs search efforts from the hose line

Tools:

- Radio
- Flashlight(s)
- Thermal Imaging Camera
- Irons
- Rope Bag

Nozzleman:

This position should be assigned to the Senior Firefighter during initial attack phase.

Key Tasks:

- Stretches the first length of hose and nozzle
- Flakes out line prior to initiating fire attack
- Bleeds air when line initially charged
- Controls stream and hose-line advancement, with Officer
- Performs hydraulic ventilation

Tools:

- Radio (if available)
- Flashlight

Back-up Man:

Key Tasks:

- Second FF on hose-line
- Stretching and flaking out hose-line in preparation for fire attack
- Chock doors while making stretch
- Supports nozzleman by absorbing as much nozzle reaction as possible
- Work in unison with nozzleman for hose-line advancement and direction change

Tools:

- Radio (if available)
- Flashlight

Can:

Key Tasks:

- Assume the control position for the supply line stretch from the hydrant
- Team-up with OVM to search for fire and life
- Assist with ventilation while searching
- Contain fire prior to operation of the hose line

Tools:

- Radio (if available)
- Flashlight
- 6 Foot hook
- Water Can

Outside Vent Man (OVM):

Key Tasks:

- Ventilation in support of the fire attack
- Ventilation for Life – VES
- Search for victims
- Exterior inspection of the structure
- Place and raise ground ladders

Tools:

- Radio
- Flashlight
- 6 Foot hook
- Halligan bar
- Ground Ladder

Driver:

Key Tasks:

- Place and operate apparatus and aerial device
- Operate fire pump
- Assist with placement and raising of ground ladders
- Assist OVM

Tools:

- Radio
- Aerial ladder/Ground ladders
- Pump

Positions by manpower:

6 Firefighters

- Driver
- Officer
- Nozzleman
- Back-up
- OVM
- Can (makes hydrant connection)

5 Firefighters

- Driver
- Officer (performs the role of back-up as well)
- Nozzlemans
- OVM
- Can (makes hydrant connection)

4 Firefighters

- Driver
- Officer (performs the role of back-up as well)
- Nozzlemans
- OVM (performs the role of Can as well)

Squad Company Apparatus Assignments:

Interior Team

- Forces Entry
- Stretches attack line
- Locates and contains the fire
- Primary search for life in the fire area
- Ensures doors are chocked open
- Communicates fire location and conditions
- Assist with hose line stretch and line operation

Exterior Team

- Outside perimeter search for any obvious victims and fire in the basement
- Horizontal ventilation in support of fire attack
- Search for victims, can be accomplished through VES (Vent-Enter-Search) in room(s) most likely to be occupied and floor above

POINT PLEASANT BEACH FIRE DEPARTMENT

Fire Police

Standard Operating Guideline

Purpose:

The purpose of the Point Pleasant Beach Fire Police is to assist the Point Pleasant Beach Fire and Police Departments with traffic and crowd control.

Scope:

This guideline will be followed by all department personnel who operate at any emergency incident or participate in any department activity where a hazard exists.

Emergency Calls:

The Fire Police shall respond to all emergency calls with the Fire Department. The Fire Police shall be under the control of the Incident Commander.

Special Assignments:

The Fire Police shall respond to any call requested by a Line Officer or the Police Department. These calls include, but are not limited too: power outages, floods, wires down, etc). Anytime the Fire Police are requested by the Police Department without the Fire Department, the Fire Police are under the command of the Police Department.

Requirements:

1. The applicant must be at least 18 years of age at the time of filing for membership.
2. The applicant shall attend and successfully complete an approved Fire Police class within one (1) year of membership acceptance.
3. In order to operate a Department vehicle to any assignment, they must be approved as a driver as per the Department Driver/Operator SOG.

Officers:

The officers positions of the Fire Police, at this time, are Captain and Lieutenant. The members holding those positions shall be appointed by the Board of Fire Officers as necessary. Any Fire Police Officer may attend the Board of Fire Officers meetings.

Emergency Response Procedures:

1. The Fire Police shall respond to all calls with the Fire Department unless otherwise advised by the Incident Commander.
2. The Fire Police shall obey all traffic laws when responding to calls.
3. Fire Police that respond directly to the scene in their personal vehicles shall not use emergency/courtesy lights until arrival at the incident (Blue Light).
4. Fire Police responding from their respective fire stations will take their designated Fire Police vehicles.

Equipment:

All Fire Police shall wear and use all Department issued gear as necessary. This includes safety vest and flashlight with cone.

At the scene:

1. The Fire Police shall contact the Incident Commander to notify him of their arrival.
2. The Fire Police will display the necessary identification (badge on vest or jacket)